



Scheduling an Elluminate *Live!* Session in Moodle

Quick Reference Guide

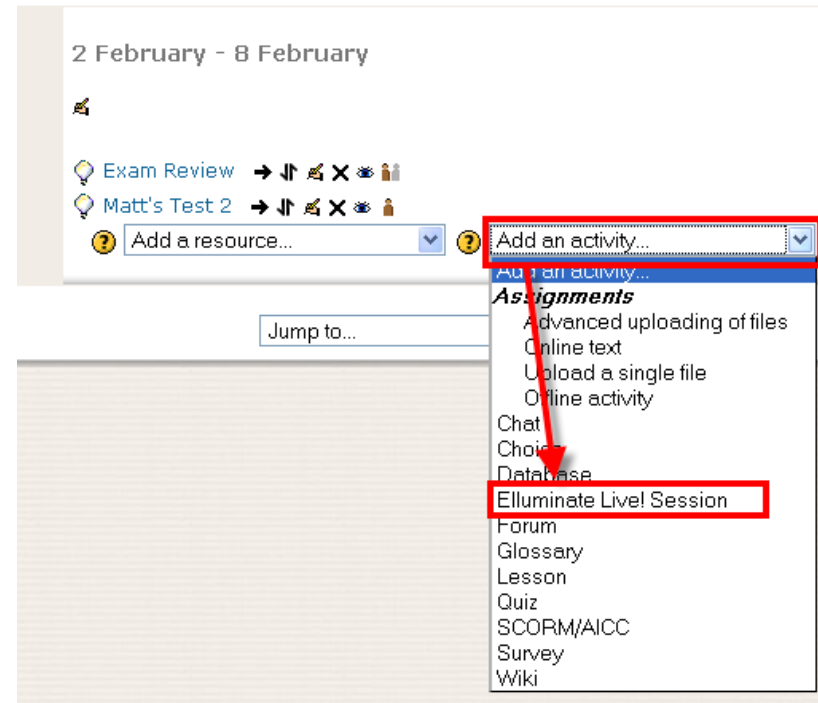
The Elluminate Bridge for Moodle enables an instructor to easily and seamlessly integrate an Elluminate *Live!* session into a Moodle course. Participants can launch a live session or a recorded session directly from their Moodle course.

Adding an Elluminate Session


1. Log into your **Moodle Course**.
2. Click the **Turn editing on** button.

Turn editing on

3. Click the **Add an activity...** drop down menu and select **Elluminate Live! Session**.



4. Complete the Session Fields.
 - Enter an **Activity Name**
 - Select Yes/No from the **Group Session**
 - **Append Group Name to Session Name** – select this if you are using Groups to enroll groups of participants into the session and you want the name to show as part of the session
 - Enter a **Description**

 Adding a new Elluminate Live! Session


General

Activity Name*


Group Session

Append Group Name ☐

to Session Name

Description 

Trebuchet **B**





This session will give students the opportunity to teaching assistants to review content that will be exam.

- Enter the **Start and End Date/Time**
- Select a Session recording option
 - **Manual** = Moderator must start recording after entering the session
 - **Automatic** = Recording starts when either participant or moderator enters the session
 - **Disable** = Disable the ability to record the session
- Select the desired **Boundary time** from the drop down list. The boundary time determines how many minutes prior to a session start time participants and moderators can join. And choose to display the boundary time with the session details.


Session begins


Session ends

Session recording 

Boundary time 

Display boundary time ☒

Grade attendance 

Private Session 

Common module settings

Visible

There are required fields in this form.

- Select a **Grade Attendance**. Selecting a grade attendance will allow moderators to give participants a grade for attending the session.
 - Set the meeting to **Private** if you want manually assign participants to the session.
 - Select **Show** to make the meeting Visible to all
5. Click **Save and display**
 6. Click the **Edit Moderators for this session link** on the confirmation page.

Name: Mid-term Review

Description: This session will give students the opportunity to meet with the professor and teaching assistants to review content that will be included in the mid-term exam.

Session begins: Friday, 5 February 2010, 10:00 AM

Session ends: Friday, 5 February 2010, 12:00 PM

[Edit moderators for this session](#)

[Add a preload file](#)

You will be able to enter this session **15 minutes** before the formal start time to aid in preparation.

Recording is manually controlled

- To **Add a Moderator**
 1. Select a moderator from the **Available moderator** list box.
 2. Click the **Add moderator** button.
- To **Remove a Moderator**
 1. Select a moderator from the **Existing moderator** list box.
 2. Click the **Remove moderator** button.

Session Creator: Admin User (admin)

1 existing moderator

Ken Horemans (kenh)

Remove moderator(s) ->

1 available moderator

Matthew Schmidt (matts)

<- Add moderator(s)

* - Indicates session creator and cannot be removed from the session.

Note:

- If you set the session to **Private**, you will have the ability to **Edit participants for this session**.
- A user must be added as a teacher to the course to be available as a moderator in the session.
- The session confirmation page allows moderators to edit the session. Moderators and participants can **Join the session**, **Verify your system is setup properly** and **Play recordings** from the session confirmation page.
- Session recordings can be accessed from the Elluminate *Live!* block or from the session confirmation page.