

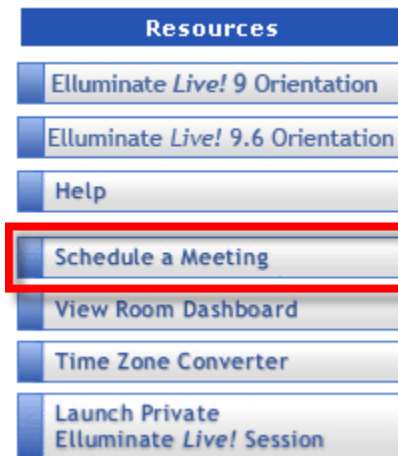


## Steps for Creating an Elluminate Session Quick Reference Guide

You've purchased Elluminate under the Moderator Access licensing, a named moderator model that enables specific users to create and host live classroom and meeting sessions with up to 100 participants. With access to the Session Administrator System (SAS), customers can create Elluminate *Live!* sessions or rooms. The objective of this quick reference guide is to provide the steps for creating those sessions or rooms.

### Schedule a Meeting

1. Login to the **SAS** using an Administrator or Supervisor account.
2. In the **Resources** panel, click **Schedule a Meeting**.



3. Complete the **Basic Session Fields**.

**Basic Fields** ▶ Create the Session

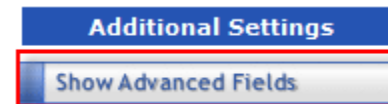
**Session Name** Professor Smith's Office

**Session Starts** 2010 Jan 01 09 : 00 AM

**Session Ends** 2010 May 31 05 : 00 PM

**Reserve Seats** 100 Specify the number of Elluminate *Live!* seats you wish to reserve for the meeting.

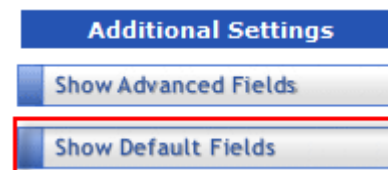
- Enter a **Session Name**
  - Enter the **Session Start and End Date/Time**
  - Enter the number of seats in **Reserve Seats – 100 seats should be reserved.**
  - Click **Create the Session**
4. Additional settings are available by selecting “Show Advanced Fields” Complete the **Advanced Fields**



**Advanced Fields**

**Time Zone** Eastern (North America/US, GMT-05:00)  Observe DST

- Select the correct **Time Zone**
5. If desired, set the default session options. You will only have to do this once since your choices will be saved as the default settings. Click **Default Fields**.



Default Fields		Save Current Settings As Defaults
Version	9.5	
Hosted By	Moderator	
Session Type	NONE	
Label Type	DEFAULT	
Notify Invitees	<input checked="" type="checkbox"/> Automatically send e-mail notification to invited users.	
Must Be Supervised	<input checked="" type="checkbox"/> Chairs may view Private messages between participants.	
Permissions On	<input checked="" type="checkbox"/> Invitees have full privileges when they join the session.	
Enable Recording	<input checked="" type="checkbox"/> Enables the Moderator to turn the recorder on and off during the session.	
Email Recording Link	<input checked="" type="checkbox"/> If a recording is made, session attendees who were invited to the session using the SAS are automatically emailed after the session with recording playback information.	
Enable Recording Viewer Details	<input type="checkbox"/> Captures additional recording viewer details. Viewers will be prompted to enter a name and/or email address if the SAS cannot determine appropriate values for these fields.	
Allow In-Session Invitations	<input checked="" type="checkbox"/> Provide the ability to invite guest users via email to an active session.	
Hide Attendee Names	<input type="checkbox"/> Hide the names of the attendees in recordings.	
Video Quality	FINE COLOR Video Quality setting to use when recording an Elluminate <i>Live!</i> session.	
Boundary Time	30 The number of minutes before the start time a participant may join the session.	
Max Talkers	1 The number of talkers who may talk simultaneously in the session.	
Max Cameras	1 The number of web cameras that may stream simultaneously in the session.	
Moderator Phone	The telephone number that moderators may use to connect to the telephone conference.	
Moderator Phone PIN	The PIN used by moderators to access the telephone conference.	
Participant Phone	The telephone number that participants may use to connect to the telephone conference.	
Participant Phone PIN	The PIN used by participants to access the telephone conference.	
Session SIP or Phone?	<input checked="" type="radio"/> Phone <input type="radio"/> SIP Indicates if the Session SIP/Phone is a telephone number or SIP address.	
Session SIP/Phone	The telephone number or SIP address that the Elluminate <i>Live!</i> session will use to connect to the telephone conference.	
Session SIP/Phone PIN	The PIN used by the Elluminate <i>Live!</i> session to access the telephone conference.	

### Complete the fields:

- Select the **Version** of Elluminate *Live!* desired. Note you may only see one version.
- **Hosted By** will contain the name of the person who is creating the meeting. This is an administrative function and you may leave the default.

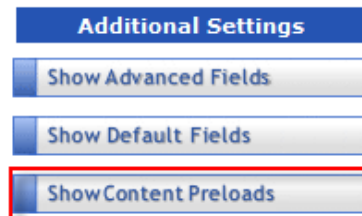
- **Session Type** and **Label Type** are optional fields and will be populated with **NONE**, and **DEFAULT**. If your organization is using these fields, select the appropriate choice from the drop-down list.
- Check **Notify Invitees** to automatically notify all invitees, who are invited through the SAS, about the session.
- Check **Must Be Supervised** if you want the Moderator to view private messages sent between participants.
- Check **Permissions On** if you want participants to enter the session with privileges such as audio, video, chat and whiteboard.
- Check **Enable Recording** if you want to give the Moderator the ability to start and pause the recording during the session.
- To automatically email the recording link to invited participants, check **Email Recording Link**. Note that only participants who are invited through the SAS will receive the email from the server. The moderator will have the option to email the link to all other participants.
- **Enable Recording Viewer Details** allows viewers to be prompted to enter a name and /or email address if the SAS cannot determine appropriate values for these fields (i.e. when recording link is accessed after logging into the SAS).
- To invite someone to your session from within the session, check **Allow In-Session Invitations**. The In-Session Invitation button will appear on the moderator's Elluminate *Live!* interface (available for Elluminate *Live!* v9 or higher only).
- **Hide Attendee Names** hides the names of all attendees in the session and during the recording.
- If using live video and recording the session, select the quality desired in the **Video Quality** field.
- Enter a **Boundary Time**. The boundary time determines how early participants can enter the session.
- Enter desired **Max Talkers**. Enter a number between 1 and 6. From within the Elluminate *Live!* session, the moderator can adjust this number.
- Enter desired **Max Cameras**. Enter a number between 1 and 6. From within the Elluminate *Live!* session, the moderator can adjust this number (available for Elluminate *Live!* v9 only).

- Enter the **Moderator Phone** number, which is the number the moderator of the teleconference, may use to connect.
- Enter the **Moderator Phone PIN** number.
- Enter the **Participant Phone** number which is the number anyone wishing to access the audio portion of the session will dial into.
- Enter the **Participant Phone PIN** number.
- Select **Session SIP or Phone**. Some teleconference providers will use a Session Initiation Protocol (SIP) instead of a phone number. Check with your Elluminate administrator is you are unsure of which one to select.
- Enter the **Session SIP/Phone PIN**. If using a Phone PIN, it is recommended that you enter the Moderator PIN and have the Elluminate session dial into the teleconference as the moderator of the phone conference. The moderator of the Elluminate session will use VoIP. If the moderator of the Elluminate session wants to use the teleconference, then enter the Participant PIN.

6. Optional Step. Click **Save Current Settings As Defaults**.



7. Preload content into the session by clicking **Show Content Preloads**.

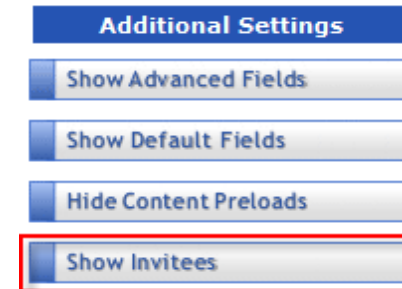


Content Preloads		<a href="#">Save Current Settings As Defaults</a>
Whiteboard/Plan Preload	No Preloaded Content <input type="button" value="v"/>	
Multimedia Preload	No Preloaded Content <input type="button" value="v"/>	
File Upload	<input type="button" value="File Upload"/> <small>(Upload Whiteboard/Plan and/or Multimedia files. This will open a new window. When finished, close it and return here and refresh the page.)</small>	

- To add a previously uploaded Whiteboard or Plan file, click on the drop-down arrow in the **Whiteboard/Plan Preload** field.

- To add a previously uploaded Multimedia file, click on the drop-down arrow in the **Multimedia Preload** field.
- To upload a Whiteboard, Plan or Multimedia file so that it is available to be preloaded into a session, click the **File Upload** button.
- Optional Step. Click **Save Current Settings As Defaults**. This will add the selected preloaded content to each meeting you create.

8. To invite others to your meeting click on **Show Invitees**.



### New Invitee

By default, when you create the meeting, you will be the moderator of the meeting and sent an invitation. This area allows you to invite users directly from the SAS either as moderators or participants. Create a new invitee/contact or choose from an existing contact. To create a new invitee:

- **Email Address** – this field is required. Enter the email address for the invitee.
- **Display Name** – this field is required. Enter the name exactly as you wish for it to appear in the Elluminate session.
- **First Name** and **Last Name** – optional.
- **Time Zone** – It is important to enter the participants time zone so that the email notification correctly identifies the session start time.
- **Invitee is chair** – Select this box if you would like the invitee to receive a Moderator link.
- After completing the required information, click **Create the Invitee**. The invitee will be added to the session, added to your Contacts and will receive an email notification for the session.

**Invite** Create the Invitee

**Invite New Contact**

**Email Address**  (Required)

**Display Name**  (Required)

**First Name**  (Optional)

**Last Name**  (Optional)

**Time Zone**   Observe DST

**Invitee is chair**

**Invite Existing Contact**

	<b>Invitees With Chair Role</b> <input type="button" value="&lt;"/> <input type="button" value="&gt;"/>	
	<b>Invitees With Non-Chair Role</b> <input type="button" value="&lt;"/> <input type="button" value="&gt;"/>	

### Existing Contact

All existing contacts will appear in the **Invite Existing Contact** list. Contacts can be added following the process described above or from Utilities > Contacts > New.

- Click the **Create the Session** button at the top of the **Basic Session Fields** screen. The session will be created and added to the My Elluminate schedule. The SAS will generate the Chair/Moderator, Guest/Participant, and Recording URLs. The Moderator and Participant email notifications will be sent to the invitee if Notify Invitees was selected. The Guest link will be displayed in the SAS and will also be included in the email to the Chair and Owner of the Meeting.