Knowledge Base

Bridge Moodle - How do I schedule an Elluminate Live! session through the Elluminate Bridge for Moodle?
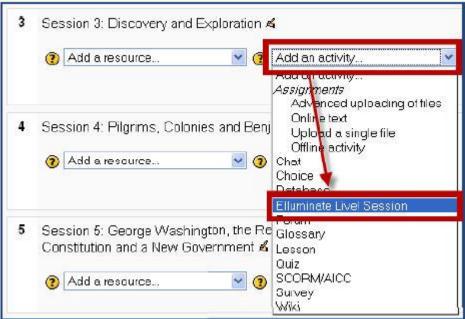
Answer:
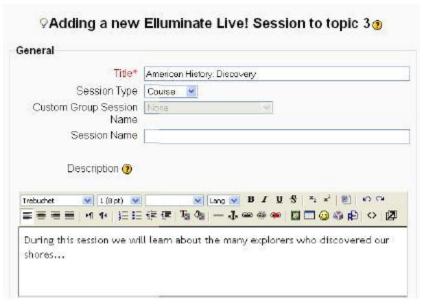**Adding an Elluminate Session:**

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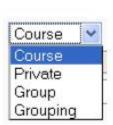2. Click the **Turn editing on** button.

Turn editing on

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

4. Complete the Session Fields.
  • Enter a **Title**

  • Select a **Session Type**
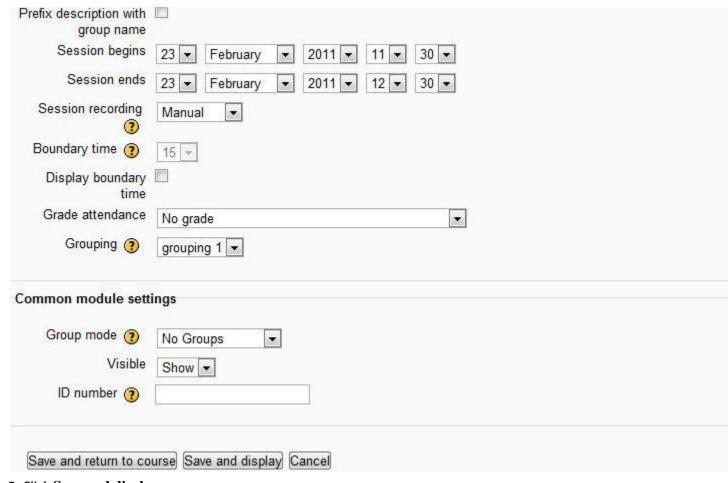

- Course – makes the session available to participants in the course

- Private – allows the session creator to assign specific participants to the session

- Group – enroll groups which are typically a subset of the larger body of students enrolled in the course

- Grouping – a group of groups

  • Select a **Custom Group Session Name**

  • Enter a **Description** for the session

- 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.
- Select a **Grade Attendance**. Selecting a grade attendance will allow moderators to give participants a grade for attending the session.
- Select **Show** to make the meeting Visible to all

Prefix description with group name ☐

Session begins: 23 ▼ | February ▼ | 2011 ▼ | 11 ▼ | 30 ▼

Session ends: 23 ▼ | February ▼ | 2011 ▼ | 12 ▼ | 30 ▼

Session recording ⑦: Manual ▼

Boundary time ⑦: 15 ▼

Display boundary time ☐

Grade attendance: No grade ▼

Grouping ⑦: grouping 1 ▼

Common module settings

Group mode ⑦: No Groups ▼

Visible: Show ▼

ID number ⑦: [   ]

[Save and return to course] [Save and display] [Cancel]

5. Click **Save and display**

6. Click the **Edit Moderators for this session link** on the

Name: American History: The Colonial Period

Description:

Session begins: Tuesday, 27 July 2010, 03:00 PM

Session ends: Tuesday, 27 July 2010, 04:00 PM

Edit moderators for this session
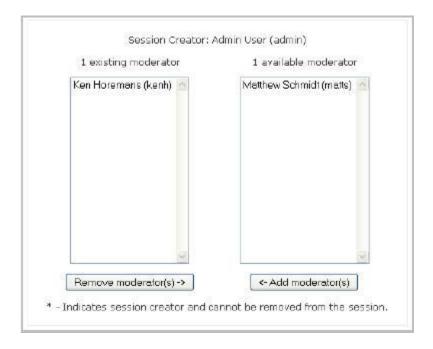
Add a preload file

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   1 available moderator

Ken Horemans (kenh)   Matthew Schmidt (matts)

Remove moderator(s) ->   <- 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.