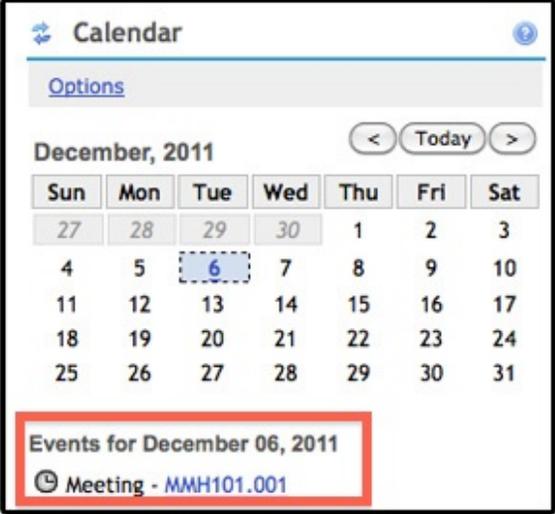


# Illuminate Live! Setup

*Setting up a web conference with Blackboard-Collaborate in Sakai*

Blackboard  
collaborate™



The screenshot shows a calendar window titled "Calendar" with a "Today" button and navigation arrows. The calendar is for December 2011. The date "6" is highlighted with a dashed blue box. Below the calendar, a red box highlights the event list for December 06, 2011, which includes a meeting titled "Meeting - MMH101.001".

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Events for December 06, 2011

- Meeting - MMH101.001

UNC-Chapel Hill

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*1st Edition*

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## Chapter 1

# Setting up a Session

### ENABLE ELLUMINATE LIVE! BRIDGE

1. Log in to [Sakai](#).
2. Navigate to your course/project site
3. Select Site Info from the site's menu on the left column.
4. Select Edit Tools
5. Scroll down to Elluminate Live! Bridge and check the box

**Project Site Tools**

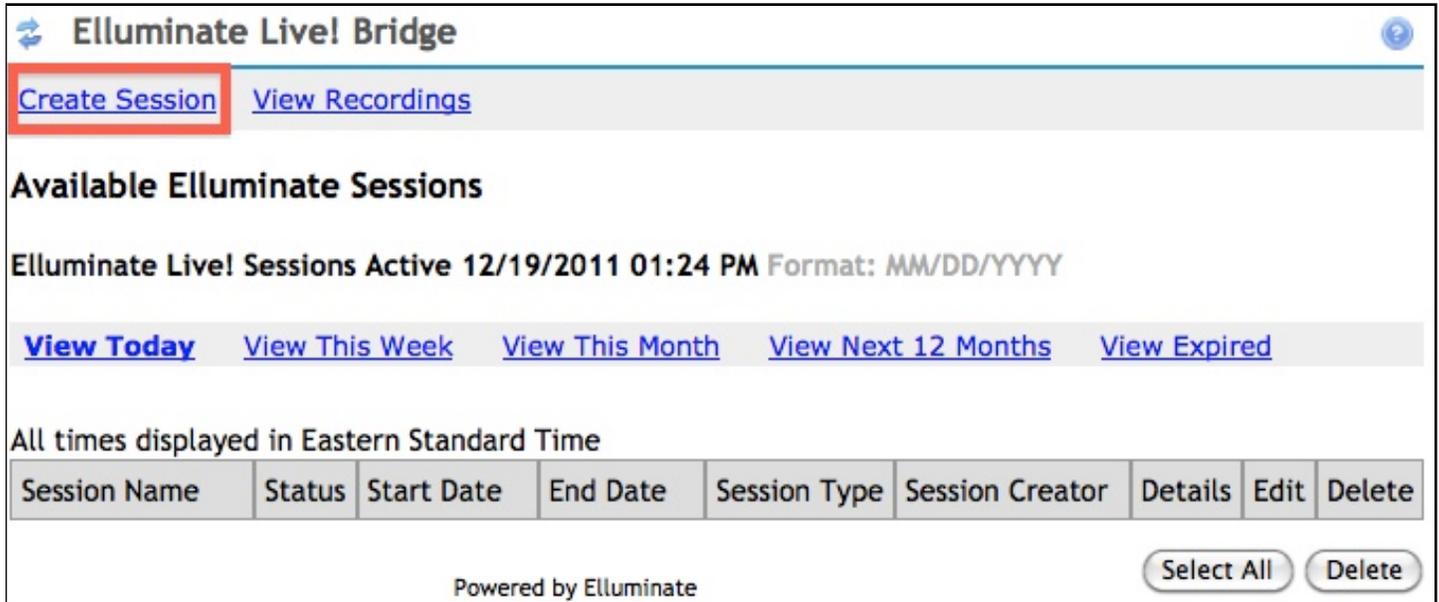
Choose tools to include on your site...

<input checked="" type="checkbox"/>	Home (Home)	For viewing recent announcements, discussion, and chat items.
<input checked="" type="checkbox"/>	Announcements (Announcements)	For posting current, time-critical information
<input type="checkbox"/>	Basic LTI (Basic LTI)	IMS Basic Learning Tools Interoperability.
<input checked="" type="checkbox"/>	Blogs (Blogs)	Blog entries for site participants.
<input checked="" type="checkbox"/>	Calendar (Calendar)	For posting and viewing deadlines, events, etc.
<input type="checkbox"/>	Chat Room (Chat Room)	For real-time conversations in written form
<input type="checkbox"/>	Discussion and Private Messages (Discussion and Private Messages)	For participating in discussions and communicating privately with site members.
<input checked="" type="checkbox"/>	Drop Box (Drop Box)	For private file sharing between instructor and student
<input checked="" type="checkbox"/>	Elluminate Live! Bridge (Elluminate Live! Bridge)	Sakai Client for Elluminate server
<input type="checkbox"/>	Email Archive (Email Archive)	For viewing email sent to the site
<input type="checkbox"/>	Forums (Forums)	Display forums and topics of a particular site
<input type="checkbox"/>	Library/Reserves (Library/Reserves)	For adding default custom UNC Library link to a site.
<input type="checkbox"/>	Messages (Messages)	Display messages to/from users of a particular site
<input checked="" type="checkbox"/>	Migrate Content (Migrate Content)	Extract a Blackboard export file into Resources
<input checked="" type="checkbox"/>	Modules (Assignments)	For authoring, publishing, and organizing learning sequences.
<input type="checkbox"/>	News (News)	For viewing content from online sources

6. Scroll to the bottom of the page and select Continue.
7. Confirm you want to add the Elluminate Live! Bridge tool by clicking on Finish

# CREATING A SESSION

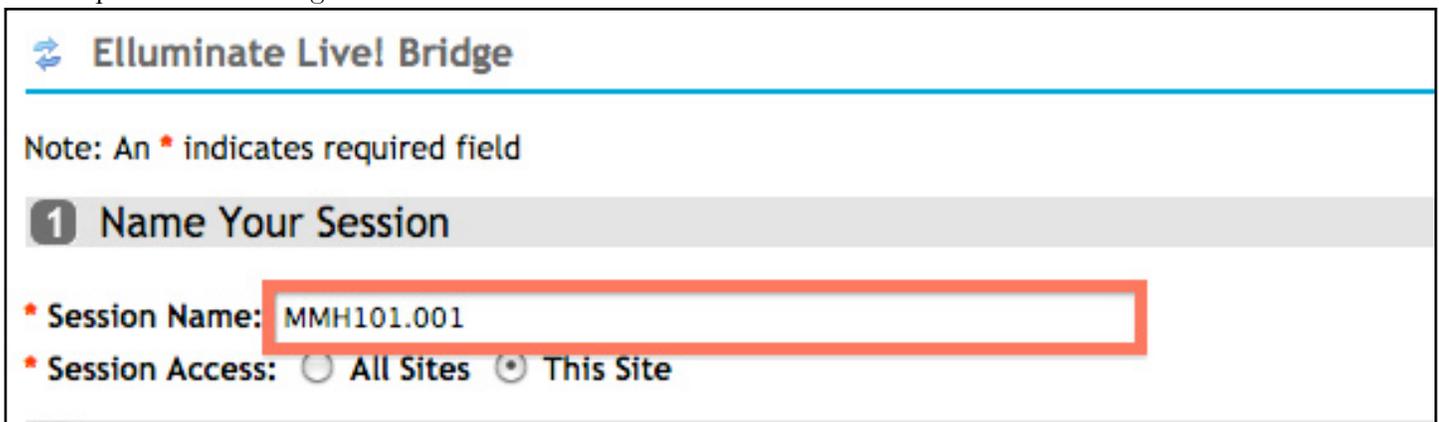
1. Select Create Session in the Elluminate Live! Bridge.



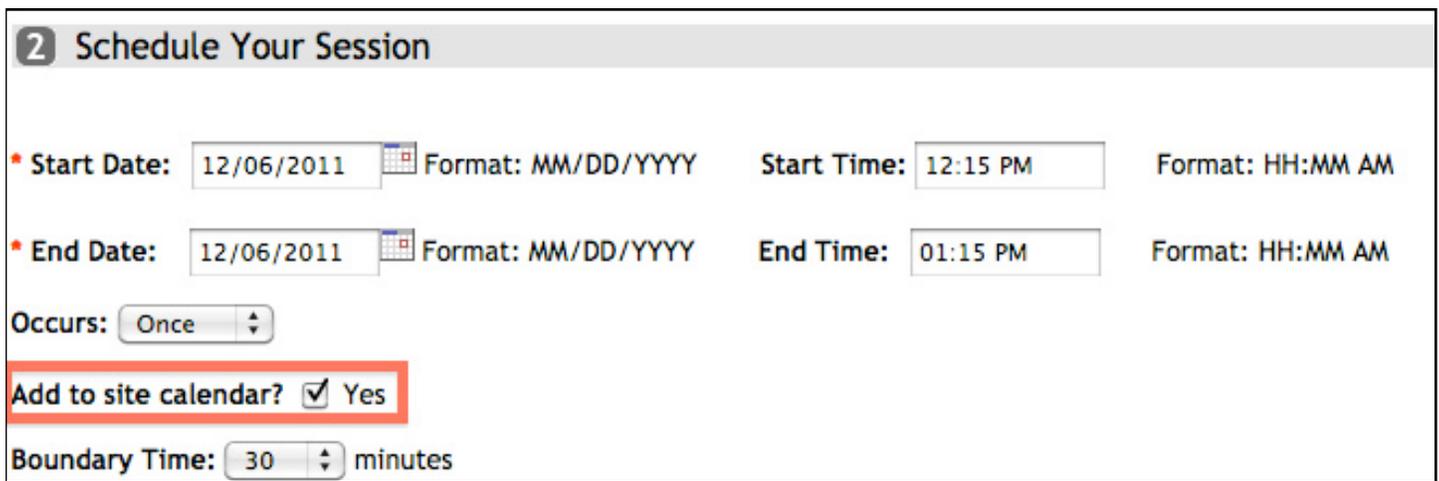
The screenshot shows the top navigation bar of the Elluminate Live! Bridge. The 'Create Session' link is highlighted with a red rectangular box. Below the navigation bar, there is a section titled 'Available Elluminate Sessions' with a sub-header 'Elluminate Live! Sessions Active 12/19/2011 01:24 PM Format: MM/DD/YYYY'. A row of navigation links includes 'View Today', 'View This Week', 'View This Month', 'View Next 12 Months', and 'View Expired'. Below these links, a note states 'All times displayed in Eastern Standard Time'. A table with columns for Session Name, Status, Start Date, End Date, Session Type, Session Creator, Details, Edit, and Delete is visible. At the bottom right of the table area, there are 'Select All' and 'Delete' buttons. The text 'Powered by Elluminate' is centered at the bottom of the interface.

2. Enter a unique name for your session

3. Schedule Your Session by configuring start and end times. You may also elect to have your web conference set up as a reoccurring event



This screenshot shows the '1 Name Your Session' step. A note at the top reads 'Note: An \* indicates required field'. The 'Session Name' field is highlighted with a red box and contains the text 'MMH101.001'. Below it, the 'Session Access' section has two radio buttons: 'All Sites' (unselected) and 'This Site' (selected).



This screenshot shows the '2 Schedule Your Session' step. It includes fields for 'Start Date' (12/06/2011), 'Start Time' (12:15 PM), 'End Date' (12/06/2011), and 'End Time' (01:15 PM). The 'Occurs' dropdown is set to 'Once'. The 'Add to site calendar?' checkbox is checked and highlighted with a red box, with 'Yes' selected. The 'Boundary Time' is set to 30 minutes.

4. Make sure the Yes box is checked so that it will show up on your site's calendar

5. Section 3 Session Moderators & Participants (optional) should only be used if you want to restrict access.

### 3 Session Moderators & Participants (Optional)

Restrict Participants:

All Moderators:

Available Participants	Moderator Role
<p>student2 John (Participant)</p> <p>student3 Charlie (Participant)</p> <p>student4 Pam (Participant)</p> <p>student5 Christin (Participant)</p>	<p>&gt;&gt;</p> <p>&lt;&lt;</p>
	<h4>Participant Role</h4>

4. Notes (Optional) will display when a participant looks at the details for a session.

### 4 Session Attributes (Optional)

Recording Mode:

Simultaneous Talkers:

Supervised:

All Permissions:

Raise Hand on Entry:

### 5 Notes (Optional)

To Moderator:

To Participant:

Same as Moderator

5. Click on Submit.

## Chapter 2

# Joining a Session

### FOR INSTRUCTORS

1. Log in to [Sakai](#).
2. Navigate to your course/project site
3. On the home page of the site click on the details for the calendar event
4. Select Click here to join
5. Blackboard-Collaborate will begin loading

### FOR STUDENTS

1. Log in to [Sakai](#).
2. Navigate to your course/project site
3. On the home page of the site click on the details for the calendar event
4. Select Click here to join

The screenshot shows a calendar for December 2011. The date December 6 is highlighted with a dashed blue border. Below the calendar, a red-bordered box contains the following event details:

**MMH101.001**  
Date: Today, 12:15 pm - 1:15 pm  
Event Type: 🕒 Meeting  
Description: Scheduled Elluminate Virtual Meeting  
[Click here to join](#)

Below the red-bordered box, the site name "MMH101.001" is displayed, followed by a [Full details...](#) link and a "Back" button.

## INVITING GUESTS TO A SESSION

1. Navigate to your course/project site in Sakai.
2. Select Elluminate Live! Bridge from the site's menu on the left column.
3. Click on Details for the session you want to invite participants.

### Elluminate Live! Bridge

[Create Session](#) [View Recordings](#)

#### Available Elluminate Sessions

Elluminate Live! Sessions Active 12/19/2011 01:39 PM Format: MM/DD/YYYY

[View Today](#) [View This Week](#) [View This Month](#) [View Next 12 Months](#) [View Expired](#)

All times displayed in Eastern Standard Time

Session Name	Status	Start Date	End Date	Session Type	Session Creator	Details	Edit	Delete
<a href="#">ALPHA GROUP DEMO</a>	Starting soon	12/19/2011 02:00 PM	12/19/2011 03:00 PM	This Site	john student001	<a href="#">Details</a>	<a href="#">Edit</a>	<input type="checkbox"/>

Powered by Elluminate

[Select All](#) [Delete](#)

4. Copy the Guest Link and send it to those that you want to invite to the web conference
5. Click on OK when finished.

### 1 Session Details - MMH101.001

Access: This Site  
Start Date: 12/06/2011 12:15 PM  
End Date: 12/06/2011 01:15 PM  
Boundary Time: 30 minutes  
Moderator Notes: Please sign in 5 minutes early and setup your microphone and speakers.  
Participant Notes: Please sign in 5 minutes early and setup your microphone and speakers.

Moderators: Morgon Haskell  
Participants: All Remaining Site Members

### 2 External Links

Guest Link: <https://sas.illuminate.com/m.jnlp?sid=&password=M.60EA4A96B598E9988CEA890B6AEDCA>

[OK](#)

## Chapter 3

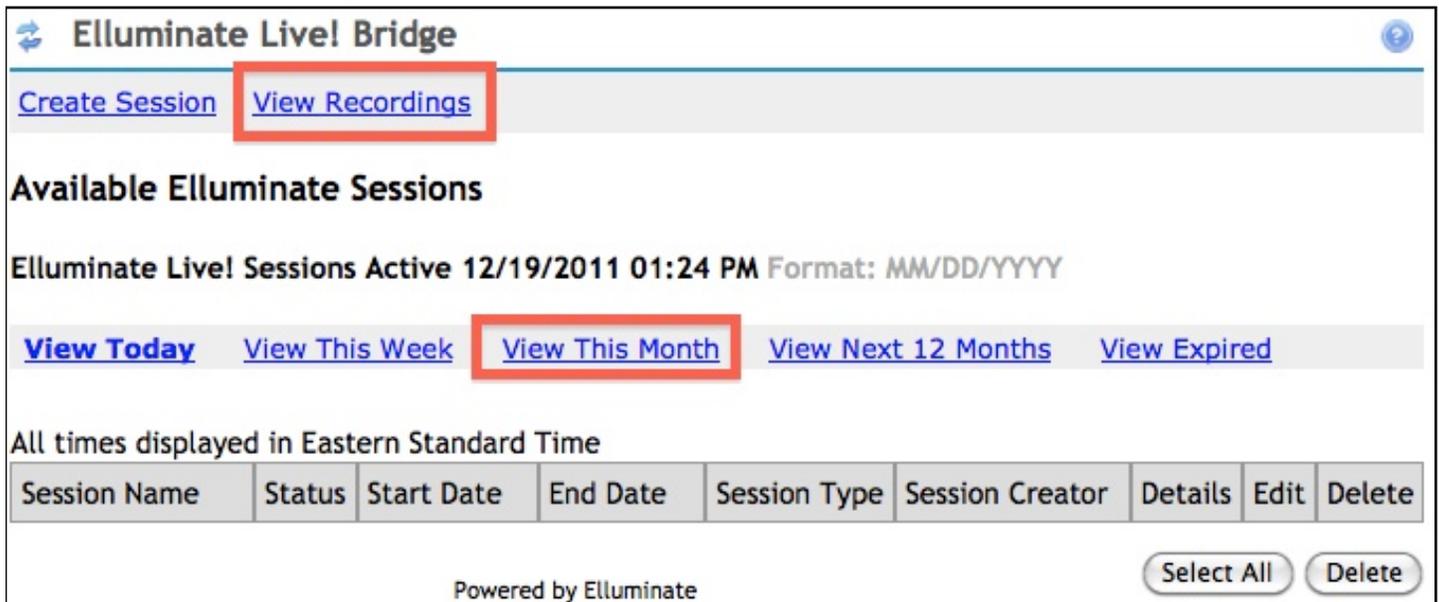
# Viewing Recorded Sessions

Illuminate *Live!* sessions can be recorded, automatically indexed, and played back. Playing back recordings is the next best thing to being there. All audio, public chat messages, polls, and quizzes, whiteboard content, and annotations, as well as every shared application in the main room, is recorded and played back in perfect synchronization.

Illuminate *Live!* recordings are also interactive, enabling users to save whiteboard screens, text messages, any files that were transferred, and user profiles if they were shared. When viewing recordings, you can pause, forward, rewind, or navigate to a specific location in the recording.<sup>1</sup>

### PLAYING A RECORDED SESSION

1. log in to [Sakai](#)
2. Navigate to course/project site
3. Select Blackboard Elluminate! Bridge from site's menu
4. Click on View Recordings



The screenshot shows the 'Elluminate Live! Bridge' interface. At the top, there are two buttons: 'Create Session' and 'View Recordings', with the latter highlighted by a red box. Below this is the section 'Available Elluminate Sessions'. A status bar indicates 'Elluminate Live! Sessions Active 12/19/2011 01:24 PM Format: MM/DD/YYYY'. Below the status bar are five filter buttons: 'View Today', 'View This Week', 'View This Month' (highlighted with a red box), 'View Next 12 Months', and 'View Expired'. A note states 'All times displayed in Eastern Standard Time'. Below this is a table with columns: Session Name, Status, Start Date, End Date, Session Type, Session Creator, Details, Edit, and Delete. At the bottom right, there are two buttons: 'Select All' and 'Delete'. The text 'Powered by Elluminate' is visible at the bottom left of the interface.

5. By default View Today will display, select View This Month
6. Click on the name of the session you want to view

<sup>1</sup> Elluminate Live!, [Top Ten Ways to Use Elluminate Live! Recordings](#).

[View Today](#) [View Past Week](#) [View Past Month](#) [View Past Year](#)

All times displayed in Eastern Standard Time

Recording Name	Creation Date	Size (bytes)	Delete
<a href="#">OPEN OFFICE</a>	12/07/2011 02:36 PM	15944	<input type="checkbox"/>

Select All

Delete

7. Click on the link provided or choose Launch

## 1 Recording Details - OPEN OFFICE

Recording Name: OPEN OFFICE

## 2 External Links

Guest Link: <https://sas.illuminate.com/p.jnlp?psid=2011-12-07.1220.M.CD104FAA5E2044825E5BCFA2A92E3D.vcr&sid=2009099>

Launch

Exit

## *Chapter 6*

# Credits & License

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## *Feedback welcome*

Your comments, corrections and suggestions for improvement are welcome. Please email [sakaisupport@unc.edu](mailto:sakaisupport@unc.edu).