

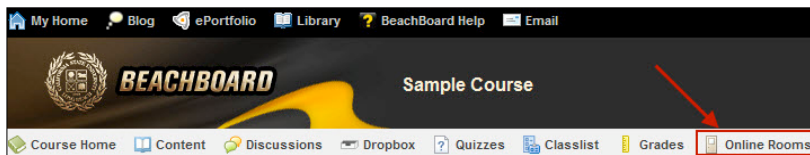


Online Rooms (Elluminate) Quick Start Guide

Online Rooms provide an opportunity for instructors to set up virtual classrooms where they can share information and converse with students in real-time using chat, webcams/microphones, and a common whiteboard. Sessions can be recorded and archived for later viewings.

Access the Online Rooms tool

Click the **Online Rooms** link on the course navigation bar. Doing so always brings you to the **List Rooms** page.



Create an Online Room

1. Click **New room**.
2. Provide a **Name** (example: Lecture 11/02/11).
3. For **Date Availability** set the **Start date** date/time and **End Date** date/time. Attendees will not be able to join the room before or after these dates.

4. Click **Show Advanced Properties**.

- If you select **Attendees raise their hand on entry**, all attendees entering the room automatically raise their hand, which produces an audible notification.
- If you select **All attendees join as Moderators** check box, all attendees will join the room with the Moderator role.
- If you select **Participants have unrestricted access to resources**, the system grants participants unrestricted access to use resources such as chat, audio (microphone), whiteboard, etc.
- If you select **Moderators can view all private chats**, all moderators can view all private chat messages in the room.
- If you select **Moderators can edit and delete this room**, all moderators can edit the properties and attendees of this room as well as delete this room.
- Specify the **Early Room Entry**. This sets how many minutes before the start time that attendees can enter the room. The default value is 15 minutes. **Change this to 180 minutes**.
- Select an **Archive Mode** (When to start recording your session).
 - Manual - requires a Moderator to start the recording of the room. This is the default.
 - Automatic - starts the recording of the room as soon as the room starts.
 - Disabled - blocks the ability to record a room.

5. Click **Save**.

Internal and External Attendees

Attendees are users who have access to a room. Each room has its own list of attendees, and the room's creator must add each attendee. There are two types of attendees:

- **Internal attendees:** BeachBoard users that are enrolled in the course.
- **External attendees:** Those outside of BeachBoard or not enrolled in the course. For example, you may want to invite a topic expert from

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another organization to your online room to make a special presentation. A Moderator must manually send an email invitation to external attendees notifying them that they can join a room.

Roles for Attendees of Online Rooms

There are two roles for attendees:

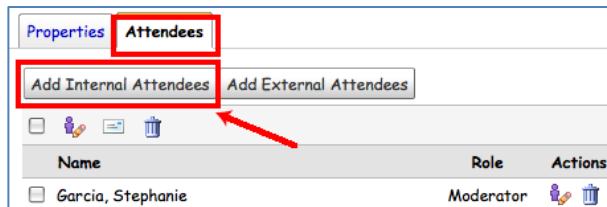
- **Moderator:** Has full control over the presentation, including the ability to upload files, create new resources, answer questions from participants, and grant permissions.
- **Participant:** Able to chat, whisper, ask questions, give feedback, raise hand; but has no control over resources or the presentation.

When you create a room, you automatically become the moderator for that room. Once you add other attendees, you can change your role or delete yourself as an attendee from the room.

Add Attendees to the Room

Add Internal Attendees

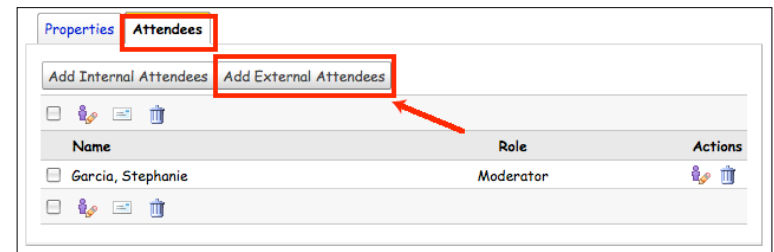
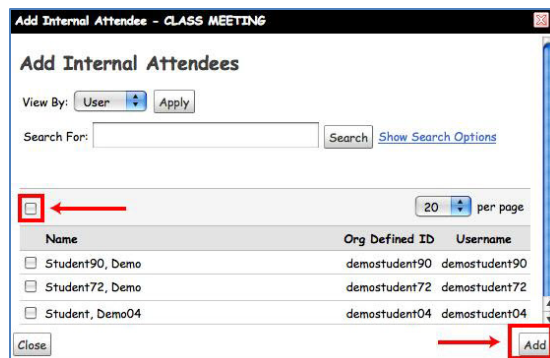
1. Immediately after creating the room, click on the **Attendees** tab to add Participants to the room.
2. Click on **Add Internal Attendees** to add the participants from the Class List.



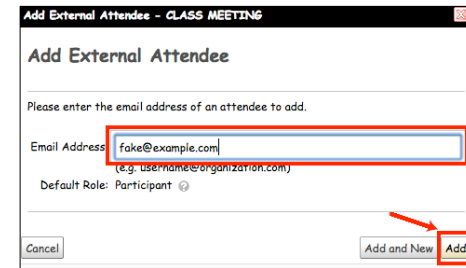
3. Select the check boxes beside the users you want to add, or use the **Select all** check box in the attendee list table header.
4. Click **Add**.

Add and Email External (Guest) Attendees

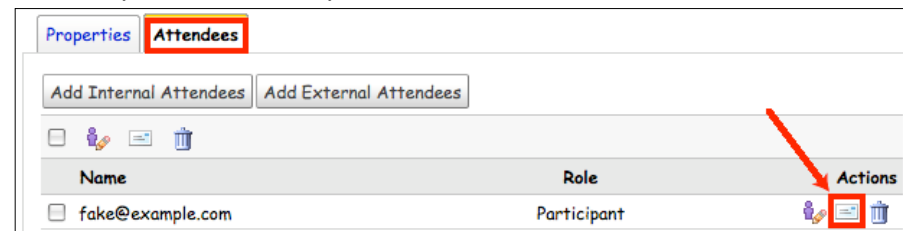
1. From the **Attendees** tab, click **Add External Attendees**.



2. Enter the **email address** of the attendee you want to add.
3. Click **Add** or **Add and New** to add another attendee. Once you finish adding external attendees, notify them that they can join the room by sending an email invitation.



4. On the **Attendees** tab, click **Email Attendee** beside the external attendee you want to notify.



Tip: You can notify multiple external attendees at once by selecting the check boxes beside their names and clicking **Email Selected Attendees** in the attendee list table header.

For more information, see our [BeachBoard Help Pages](#).