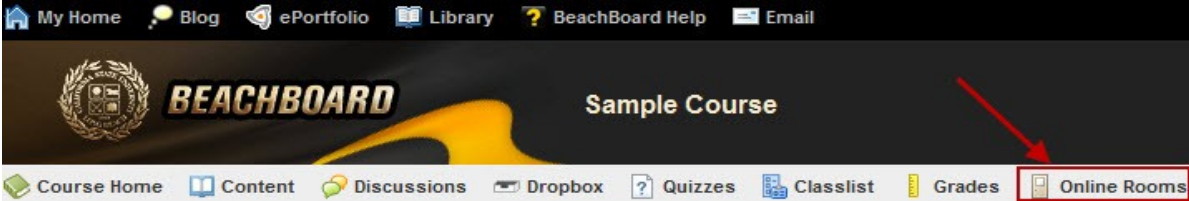


# Online Rooms - Elluminate

Click the **Online Rooms** link in your navbar.



If you do not have the **Online Rooms** link in your navbar, you can edit the navbar to include it or edit the **Navbar** to include the **Online Rooms** tool. (See [Navigation](#) for more information)

## Creating and Managing Rooms

Rooms are managed using the **List Rooms** page. From the **List Rooms** page you can join rooms, add rooms, edit active rooms, and delete rooms. Once users join a room, they can watch presentations, share resources, and communicate interactively.

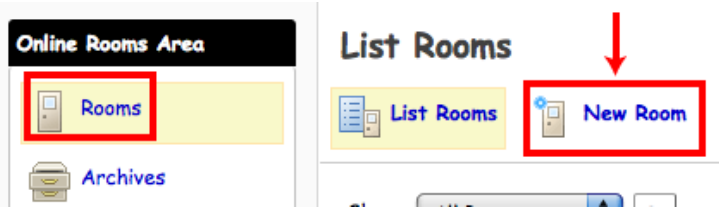
### Adding Rooms


You can add new rooms from any course. However, rooms are only visible within their own course and cannot be shared across courses, sections, or groups.

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

### Add a Room

1. Click  **New Room** on the **List Rooms** page.



2. Enter a **Name** for the room.
3. Select a **Type** for the room.
4. Specify the **Date Availability** for the room by entering the dates and times you want in the **Start Date** and **End Date** drop-down lists.
  - Note: You cannot edit these dates once the room is active. Recommend setting the End Date towards the end of the semester so that the archives can be viewed easily by the students.
5. To edit advanced properties, click  **Show Advanced Properties**.
  - Select the check boxes for the options required:

Check Box	Description
Attendees raise their hand on entry	Select this check box if you want attendees to automatically raise their hand and produce an audible notification when entering the room.
All attendees join as Moderators	Select this check box if you want all attendees to join the room with the Moderator role.
Participants have unrestricted access to resources	Select this check box to grant participants access to resources, such as the chat, whiteboard, or microphone.
Moderators can view all private chats	Select this check box to allow Moderators to view all private chat messages in the room.
Moderators can edit and delete this room	Select this check box to allow Moderators to delete this room or edit the properties and attendees of this room.

- Specify the **Early Room Entry**. This sets how many minutes before the start time that attendees can enter the room. This is helpful if you want attendees to download or install files and get acquainted with the room. The default value is 15 minutes.
- Select an **Archive Mode**.
  - 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.

6. Click **Save**.

The screenshot shows the 'Properties' tab of a meeting room configuration. The 'Name' field is empty and highlighted with a red box. The 'Type' is set to 'Elluminate Meeting Room'. The 'Availability' section shows 'Start Date' as July 18, 2011, 6:25 PM and 'End Date' as July 18, 2011, 7:25 PM, both in Los Angeles. The 'Advanced' section has several checkboxes, with 'Early Room Entry (in minutes)' set to 15 and 'Archive Mode' set to 'Manual'. A red arrow points to the 'Save' button at the bottom right.

## Editing Rooms

You can edit all properties of a room with a start date that has not passed. When a room is active you can edit its general and advanced properties, but you cannot edit its availability. Once a room's end date passes, you can no longer edit that room.



From the **Edit Room** page, you can also access the **Attendees** tab.

Users require the **Manage Rooms** permission to edit a room or they must be moderators with the **Moderators can edit and delete this room** option enabled.

## Edit a Room

1. Click the  **Edit Room** icon beside the room you want to modify.

Show:

Name	Start Date	End Date	Actions
CLASS MEETING	7/18/2011 7:45:00 PM	7/18/2011 8:45:00 PM	 

2. Make the changes that you want.
3. Click **Save**.

## Deleting Rooms



When you delete a room, attendees lose access to the room and its associated archives. Archives are still accessible if their visibility is set to public or users have the **Manage Archives** permission.

Users require the **Manage Rooms** permission to delete a room or they must be moderators with the **Moderators** can edit and delete this room option enabled.

### Delete a Room

On the List **Rooms** page, click the  **Delete** icon beside the room you want to delete.

Show:

Name	Start Date	End Date	Actions
CLASS MEETING	7/18/2011 7:45:00 PM	7/18/2011 8:45:00 PM	 

## Adding and Managing Attendees

### Roles for attendees of online rooms

Online room roles determine the types of things users can do inside an online room; they do not correspond to roles in BeachBoard. Unless you select the **All attendees** join as **Moderators** check box on a room's **Properties** tab, the role listed beside an attendee is the role users receive when they enter the room. You can also change that role inside a room during a session, but that change only lasts until the end of the session.

There are two roles that attendees can have:

**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 with no control over resources or the presentation.

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

### 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 exist at the room's org unit level.


**External attendees:** Those outside of BeachBoard or the room's org unit level. For example, you may want to invite a topic expert from 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.



# Adding Attendees

Only Moderators can add attendees.

## Add internal attendees



1. Click the  **Edit Room** icon beside the room you want to add attendees to.





Show:

Name	Start Date	End Date	Actions
CLASS MEETING	7/18/2011 7:45:00 PM	7/18/2011 8:45:00 PM	 

2. From the **Attendees** tab, click **Add Internal Attendees**.

Properties **Attendees**

Name	Role	Actions
<input type="checkbox"/> Garcia, Stephanie	Moderator	 
<input type="checkbox"/>  		

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

- You can also search for specific users using the **Search For** field in the **Add Internal Attendees** window.



4. Click **Add**.

**Add Internal Attendees - CLASS MEETING**

**Add Internal Attendees**


View By:

Search For:   [Show Search Options](#)



  20 per page

Name	Org Defined ID	Username
<input type="checkbox"/> Student90, Demo	demostudent90	demostudent90
<input type="checkbox"/> Student72, Demo	demostudent72	demostudent72
<input type="checkbox"/> Student61, Demo	demostudent61	demostudent61
<input type="checkbox"/> Student, Demo19	demostudent19	demostudent19
<input type="checkbox"/> Tech Support, ITSS	demostudent10	demostudent10
<input type="checkbox"/> Student, Demo09	demostudent09	demostudent09
<input type="checkbox"/> Student, Demo08	demostudent08	demostudent08
<input type="checkbox"/> Student, Demo07	demostudent07	demostudent07
<input type="checkbox"/> Student, Demo06	demostudent06	demostudent06
<input type="checkbox"/> Student, Demo05	demostudent05	demostudent05
<input type="checkbox"/> Student, Demo04	demostudent04	demostudent04

## Add & Email External (Guest) Attendees



1. Click the  **Edit Room** icon beside the room you want to add attendees.

Show:

Name	Start Date	End Date	Actions
CLASS MEETING	7/18/2011 7:45:00 PM	7/18/2011 8:45:00 PM	 

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

Properties **Attendees**

Name	Role	Actions
<input type="checkbox"/> Garcia, Stephanie	Moderator	 


3. Enter the email address of the attendee you want to add.
4. 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.

**Add External Attendee - CLASS MEETING**

### Add External Attendee




Please enter the email address of an attendee to add.


Email Address   
(e.g. username@organization.com)

Default Role: Participant 

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

Properties **Attendees**

Name	Role	Actions
<input type="checkbox"/> fake@example.com	Participant	  

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.



## Editing attendees

Once you add attendees to a room, you can edit their online room roles from the **Attendees** tab. Only Moderators can edit attendees' roles.

## Edit attendee roles



1. Click the  **Edit Room** icon beside the room you want to add attendees.


Show:

Name	Start Date	End Date	Actions
CLASS MEETING	7/18/2011 7:45:00 PM	7/18/2011 8:45:00 PM	 

- From the **Attendees** tab, click the  **Edit Role** icon beside the attendee you want to edit.

Properties **Attendees**

Name	Role	Actions
<input type="checkbox"/> fake@example.com	Participant	<input type="checkbox"/>  

- You can edit multiple attendee roles at once by selecting the check boxes beside attendee names and clicking the  **Edit Selected Roles** icon in the attendee list table header.

- In the **New Role** column, choose the role you want to assign from the drop-down list.

- Click **Save**.

**Edit Roles - CLASS MEETING**

### Edit Roles

Edit Roles for Attendees

Set All Roles To:

Name	Current Role	New Role
fake@example.com	Participant	<input type="text" value="Participant"/> Moderator Participant

## Deleting attendees

Deleting attendees removes them from the attendee list for the room; they can no longer enter the room or see its archives if the archives are restricted.

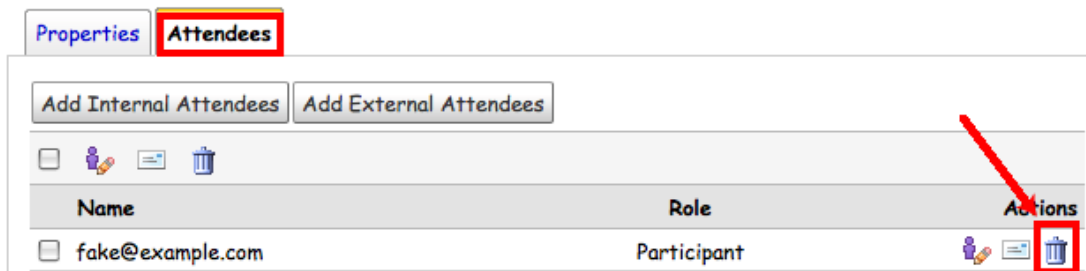
If you delete attendees currently inside a room, the action does not remove them from the room. To remove an attendee from the current session, you have to enter the room.

If you want to remove attendees from the current session and stop them from returning, delete them from the attendee list before removing them from the room, otherwise they might re-enter the room before you can delete them from the attendee list.

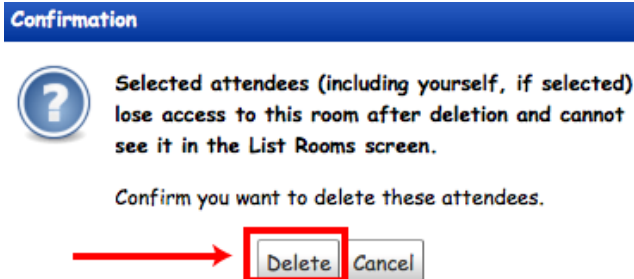
Note: Within a session, you cannot remove attendees with the moderator online room role. Users must be moderators to edit and delete.


## Delete attendees

- On the **Attendees** tab, click  **Delete Attendee** beside the attendee you want to delete.



2. Click **Delete** in the Confirmation window.



You can delete multiple attendees at once by selecting the check boxes beside the attendee names and clicking on  **Delete Selected Attendees** in the attendee list table header.

## Managing Archives


Archives are recordings made in a room. In general, multiple recordings can be made in a single room.

Since archives occur in the past, you cannot change their properties and attendee lists. However, you can edit their visibility, which determines whether an archive is available to all users in the org unit or is restricted to attendees.

## Viewing Archived Room Recordings

Attendees can click on an archive to passively view it, but can never join the room in an interactive way. If you are listed as an attendee for a room, possess advanced permissions, or if an archive is public, its name appears as a link on your List Archives page. To view an archive, simply click on its name.

## Access the Archives List

Click the  **Archives** icon in the **Online Rooms** area.



## Editing Archive Visibility

Users require the Manage Archives permission to edit archive visibility.

### Edit Archive Visibility

1. Click the  **Edit Visibility** icon beside the archive you want to edit.

## List Archives



Name	Creation Date	Visibility	Actions
<a href="#">CLASS MEETING</a>	7/18/2011 7:30:07 PM	Restricted	

2. Select the visibility setting you want.

- **Restricted** archives are only visible to attendees of the room or users with the Manage Archives permission.
- **Not recommended:** Public archives are visible to users in BeachBoard with the View Archives or Manage Archives permission. If you select this option, the archive appears in every BeachBoard course. If an archive is made public to all of BeachBoard, we will need to remove the archive from Elluminate in order to avoid student and instructor confusion.

3. Click **Save**.

**Edit Visibility - CLASS MEETING**

Please select the visibility of this archive.

**Restricted** - only attendees of this room can see this archive

**Public** - users enrolled in Sandbox - Stephanie can see this archive

## Deleting Archived Rooms

Users require the **Manage Archives** permission to delete archived rooms.

### Delete an Archive

On the **List Archives** page, click **Delete** beside the archive you want to delete.

## List Archives



Name	Creation Date	Visibility	Actions
<a href="#">CLASS MEETING</a>	7/18/2011 7:30:07 PM	Restricted	