

## Creating an Elluminate Session

The following steps will show you how to set up a session on the WAOL Elluminate server.

### Login to the WAOL Elluminate Server

The screenshot shows a web browser window with the address bar containing the URL `http://sas.illuminate.com/site/external/login/user`, which is highlighted with a red rectangle. The browser's address bar also shows tabs for 'Blackboard Academic Suite', 'Tacoma Community College - ...', and 'Elluminate Internal'. The main content area displays the Elluminate logo, which consists of a stylized lightbulb with the word 'illuminate' in a script font and the tagline 'Where Bright Ideas Meet.' below it. To the right of the logo are two circular navigation buttons: 'Home' with a house icon and 'Contact us' with a speech bubble icon. Below these is a white login box with a blue border. The box is titled 'Elluminate User Log In' and contains the text 'Please log in by specifying your Username and Password.' followed by two input fields: 'Username:' and 'Password: (case sensitive)'. Below the password field is a link that says 'Last your password?'. At the bottom of the box is a blue 'Login' button with a yellow play icon.

Use the username and password provided by your administrator.

## Schedule a Meeting



Log out   My Elluminate   Profile   Utilities   Reports   Software

### Resources

- Elluminate Live! 8 Orientation
- Help
- Schedule a Meeting**
- View Room Dashboard
- Time Zone Converter
- Launch Private Elluminate Live! Session

Use the private session to practice using the tools or to view a saved Whiteboard/Plan file.

### Session Schedule Selection Criteria ▶ Display Schedule

<b>Category</b>	<input checked="" type="checkbox"/> Courses <input checked="" type="checkbox"/> Drop Ins <input checked="" type="checkbox"/> Meetings
<b>My Sessions</b>	All
<b>Other's Sessions</b>	Any I am authorized to join
<b>Sort Order</b>	<input checked="" type="radio"/> By Time <input type="radio"/> By Name
<b>Start Date</b>	2008 Sep 24
<b>End Date</b>	2008 Sep 24
<b>Time Zone</b>	Pacific (North America/US) -08:00 <span style="float: right;">Observe DST <input checked="" type="checkbox"/></span>

Click the Schedule a Meeting button on the My Elluminate page.

## Creating a Session

<b>Additional Settings</b>	<b>Basic Session Fields</b> <span style="float: right;">4 ▶ Create the Session</span>
Show Advanced Session Fields	<b>Session Name</b> <input style="width: 100%;" type="text"/>
Show Default Session Fields	<b>Starts</b> Date: 2008 Sep 24 Time: 3 : 00 PM
Show Session Content Preloads	<b>Ends</b> Date: 2008 Sep 24 Time: 4 : 00 PM

1. Enter the Session/Course name.
2. Set your start date (usually the beginning of the quarter).
3. Set your end date (usually the end of the quarter).
4. Click the Create the Session button.