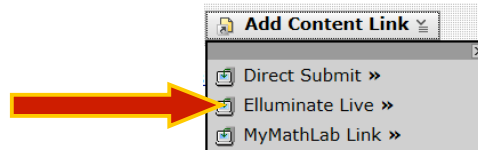


# CREATING AN ELLUMINATE/VCLASS COURSE

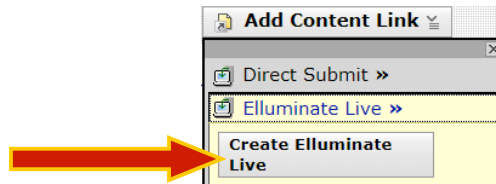
## FROM THE BUILD TAB



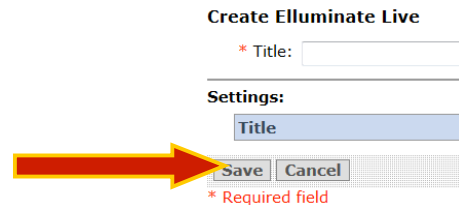
- Click on **Add Content Link** and then **Elluminate Live**



- Click **Create Elluminate Live**



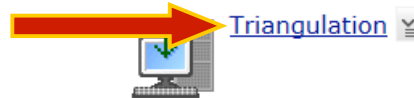
- Give it a title and click **Save**



- Go to the **Teach** tab

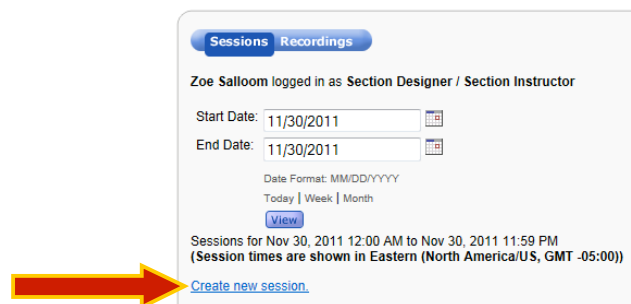


- Click on the title of the Elluminate session you just created



- Click **Create New Session**

You only need 1 Elluminate icon for an entire course no matter how many sessions or what their time frame is



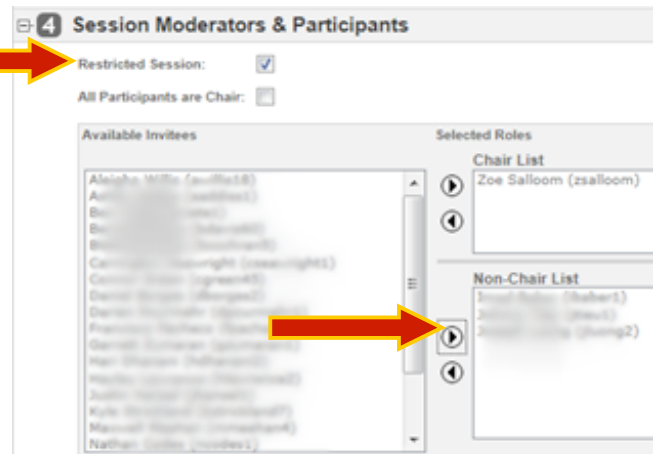
## IN THE CREATE NEW SESSION SCREEN

- Give your session a title
- Choose start and end dates and times
- If you want the session to **repeat** click that box and choose the number of times you want it repeated
- The **Boundary Time** determines how much time prior to a session moderators and participants can log in
- If **Session Must Be Supervised** is checked the moderator will be able to see all chat messages including private ones
- **All Permissions** will automatically grant participants the use of all chat, whiteboard, microphone, etc. features (these can be turned off once the session has started)

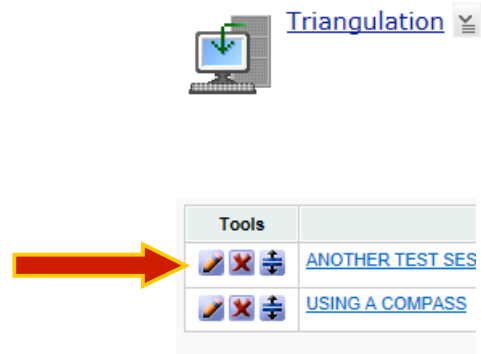
- To add participants click the **Restricted Session** box (if you would like anyone to be able to attend the session leave this unchecked but be sure to send the participant link to everyone)
- Once you've restricted the session the **\*Non-Chair List** will appear. To add participants to this list click on the name and then on the arrow that points to the non-chair list box. You can add multiple people at once by holding down the CTRL or Shift key on your keyboard and clicking on the names

\*Chairs are moderators. Any participant can be made a chair/moderator once they are inside the session. All sessions must have at least 1 moderator listed

- Click **Create** to save your settings and create a session(s)



- To edit a session click on the session icon
- Click the pencil to **Edit** a session, the X to **delete** it and the double arrow to **join** the session
- The link for non-restricted sessions is found under the double arrow



For additional help, or if you would like Elluminate training, please call or email the Exchange, [exchange@gsu.edu](mailto:exchange@gsu.edu) 404-413-4700