Scheduling a Meeting using SAS

Quick Reference Guide

(Printable Copy)

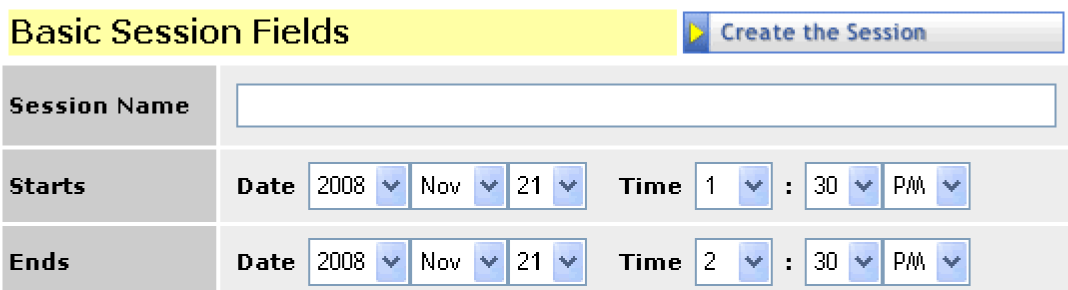
The Elluminate *Live!* "**Session Administration System** (SAS)" provides clients with the ability to register users, create and schedule sessions, invite participants, access recorded sessions and the ability to generate usage reports. There are two ways to create a meeting using the SAS.

This Quick Reference Guide show you how to use the quick and easy "Schedule a Meeting" feature.

Schedule a Meeting:

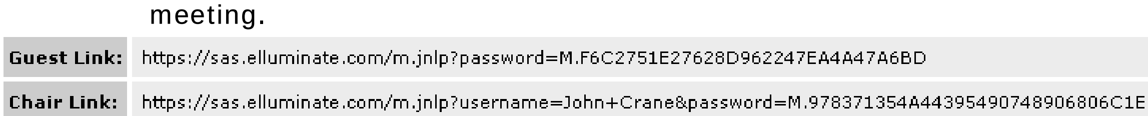
1. Login to the **SAS**:
    a. Log in to ARGUS (https://argus.uwf.edu/)
    b. Select the "My Info" tab.
    c. In the eLearning channel, scroll down to find: Elluminate Online Classroom Links
    d. Select "Elluminate Session Management"

2. Under **Resources**, select **Schedule a Meeting**.
3. You are now in the "SAS Meeting Scheduler." Complete the **Basic Session Fields**.



    a. Enter a **Session Name** (keep it simple)
    b. Enter the **Start** and **End Date/Time**

4. Click the **Create the Session** button at the top of the **Basic Session Fields** screen. The session will be created and added to the My Elluminate schedule. The SAS will generate the Moderator (Chair), and Participant (Guest) URLs. These will be displayed in the SAS and will also be sent by email to the Chair.
    a. **SAS Link Display:** For an email invitation, cut and paste the **Guest Link** (example below) into an email, or as a URL link in D2L, so your student(s) can attend the meeting.



OK, that's the basics!

For more options see these "Additional Settings:"

If desired, you may set a series of default session options and pre-load content to the session.

- The **Additional Settings** panel displays on the left-hand side of the **"SAS Meeting Scheduler"** screen.

To view and set default session fields: Select the "**Show Default Session Fields**" link.

Complete the fields:

- **Hosts' Name** will contain the name of the person who is creating the meeting.
- Check **"Must be Supervised"** if you want the Moderator (you) to view Private messages between Participants.
    - o If you do this, be sure to tell your students that you will be able to see their private messages!
- Check **Permissions On** if you want Participants to enter the session with privileges such as audio, direct messaging, video and whiteboard.
    - o This option is normally selected.
- Check **Enable Recording** if you want to give the Moderator the ability to start and pause the recording during the session.
    - o This option is normally selected.
- To automatically email the recording link to Participants and Moderators who were invited and attended, check **Enable Notification of Recording Playback**.
    - o Note that only attendees who are invited through the SAS will receive the email from the server. The Moderator will have the option to email the link to all other participants.
    - o This option is normally selected.
- If using Live Video and recording the session, select the quality desired in the **Recorded Video Quality** field.
    - o Normally, FINE COLOR is selected.
- Enter a **Boundary Time**. The boundary time determines how early (prior to the start of the session) attendees can enter the session.
    - o 30 minutes is a good idea, especially if this is your first session.
    - o You can encourage students to sign in early and become familiar with the environment.
    - o Also, encourage your students to run the "Audio Setup Wizard" during this time.
- Optional Step. Click **Save Current Settings As Defaults**.
    - o The settings you chose will remain as your defaults for all meetings.
    - o Therefore next time you create a session, you may skip this step.

To upload or assign preloaded content:

- Click **Show Session Content Preloads** (displayed on the left-hand side of the "SAS Meeting Scheduler" screen).
    - o To upload a Whiteboard or Multimedia file so that it is available as preloaded content, click the **File Upload** button.

- To add a previously loaded Whiteboard file, click on the drop-down arrow in the **Whiteboard Preload** field.
- To add a previously loaded Multimedia file, click on the drop-down arrow in the **Multimedia Preload** field.

- Optional Step. Click "**Save Current Settings As Defaults**."
  - In this case, the preloaded content selected/uploaded will appear in every meeting you schedule by default.
  - Therefore next time you create a session, you may skip this step.
  - Alternatively, if you want to choose different content, you can select it from the drop-down lists or upload new content files.

Preparing Your Participants:

1. Encourage users to pre-configure their computer prior to their first session from Elluminate's Support Page at http://www.elluminate.com/support/ in the "First Time Users" section.
   a. This will ensure that users have the required software and have tested their audio.

2. Optionally have a check-in session for new participants.
   a. This check-in session, held prior to the participant's first online session, ensures that the participant is ready from a technical standpoint.
   b. Establish a time, for example an hour or two, when new participants can call in and someone walks them through accessing the session, checking their audio, and the basics of the interface.
   c. In this way, new participants will attend your first session prepared to engage, rather than apprehensive over the new technology.

3. Send out an email laying out exactly what you expect of your participants.
   a. For example, this might include:
      i. The pre-configuration information,
      ii. The time of check in sessions,
      iii. The installation of any plug-ins required by your content, etc.
      iv. It should also include the exact time the session is scheduled to begin, how to access the session, and any pre-work that needs to be done.