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.
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
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.