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:

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

---

**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.
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.

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.

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

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 & Email External (Guest) Attendees

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

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

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.

5. On the Attendees tab, click the Email Attendee icon 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.

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

- 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.

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

4. Click **Save**.

### 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

1. 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.
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**.

**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.