

Setting up a Virtual Room (or converting an existing room to version 12)

1. Log into the SAS:
<https://sas.illuminate.com/site/external/login/user>
2. Your username/password is usually first initial last name for both. If you forgot your password, you can request it be sent by clicking "Lost your password?" If you do not have an account, contact Iris Santiago and she will help get you set up.
3. Once logged in, you will go through a series of screens:

Blackboard collaborate

My Schedule My Recordings Profile **Utilities** Reports Software Logout

Resources

- Eliminate Live! Orientation
- Blackboard Collaborate Orientation
- Help
- Schedule a Meeting
- View Room Dashboard
- Time Zone Converter
- Launch Offline Session

Criteria for Displaying Session Schedule

Display Schedule

Category Courses Drop Ins Meetings

Type {All Session Types}

My Sessions All

Other's Sessions Any I am authorized to join

Sort Order By Time By Name

Start Date 2012 Nov 05

End Date 2012 Nov 05

Time Zone Eastern (North America) / IS -GMT -05:00 Observe DST

Blackboard collaborate

My Schedule My Recordings Profile **Utilities** Reports Software Logout

User Management

- Users Manage and Upload Users.
- Session Management** Manage Meeting Sessions, Defaults, and Email Invitations.
- Course Enrollment Manage and/or View Course Enrollment.

Contact Management

- Contacts Manage and Upload Contacts.

File Management

- Files Manage Recording, Multimedia, and Whiteboard/Plan Files.

Advanced Settings Management

- Session Types Manage Blackboard Collaborate Session Types.
- Labels Manage Blackboard Collaborate Labels.
- Levels Manage Meeting and Participant Levels.
- Cost Center Manage Meeting Session Cost Centers.

Blackboard collaborate

My Schedule My Recordings Profile **Utilities** Reports Software Logout

Meeting Session Sort/Filter

Cancel Accept

Column Order

- Meeting Session
- Start Time
- End Time
- Invitees
- Mmx
- Wbd
- Rooms

Column Filter

Meeting Session: ALL

Start Time: ALL

End Time: ALL

Invitees: ALL

Mmx: ALL

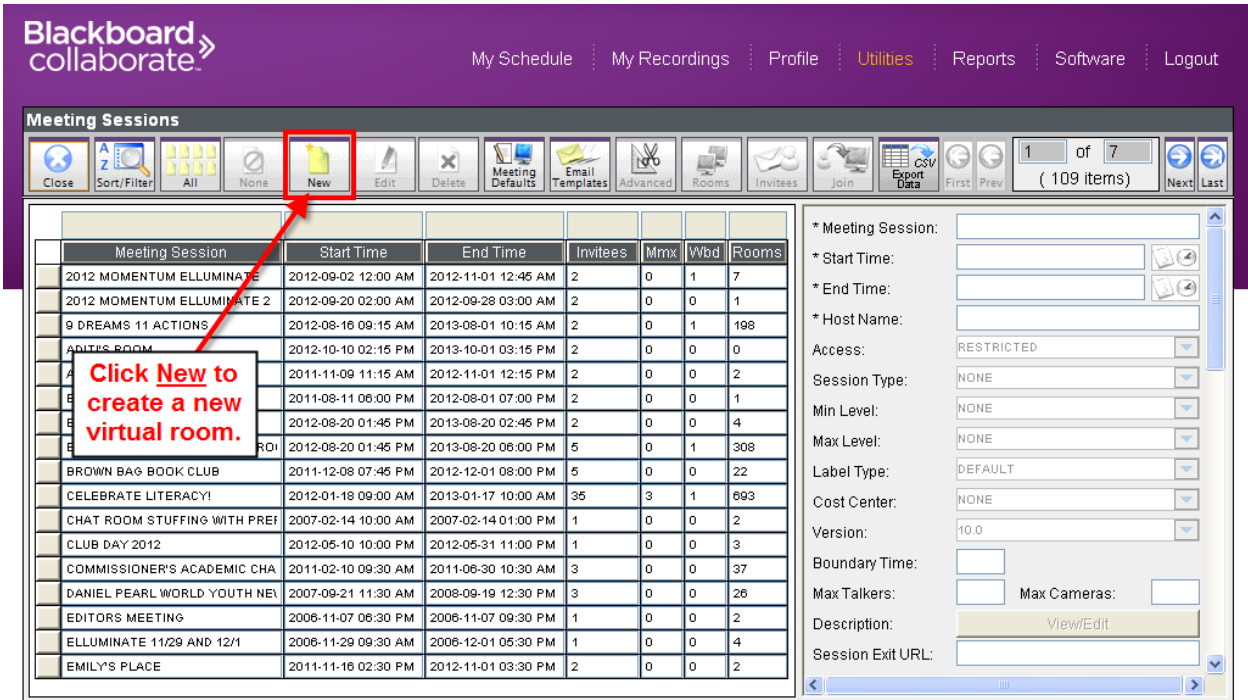
Wbd: ALL

Column Sort Order

- asc dsc
- asc dsc
- asc dsc
- asc dsc
- asc dsc
- asc dsc
- asc dsc

4. Either create a new room or change settings of an existing room.

To create a NEW room:



Blackboard collaborate

My Schedule | My Recordings | Profile | Utilities | Reports | Software | Logout

Meeting Sessions

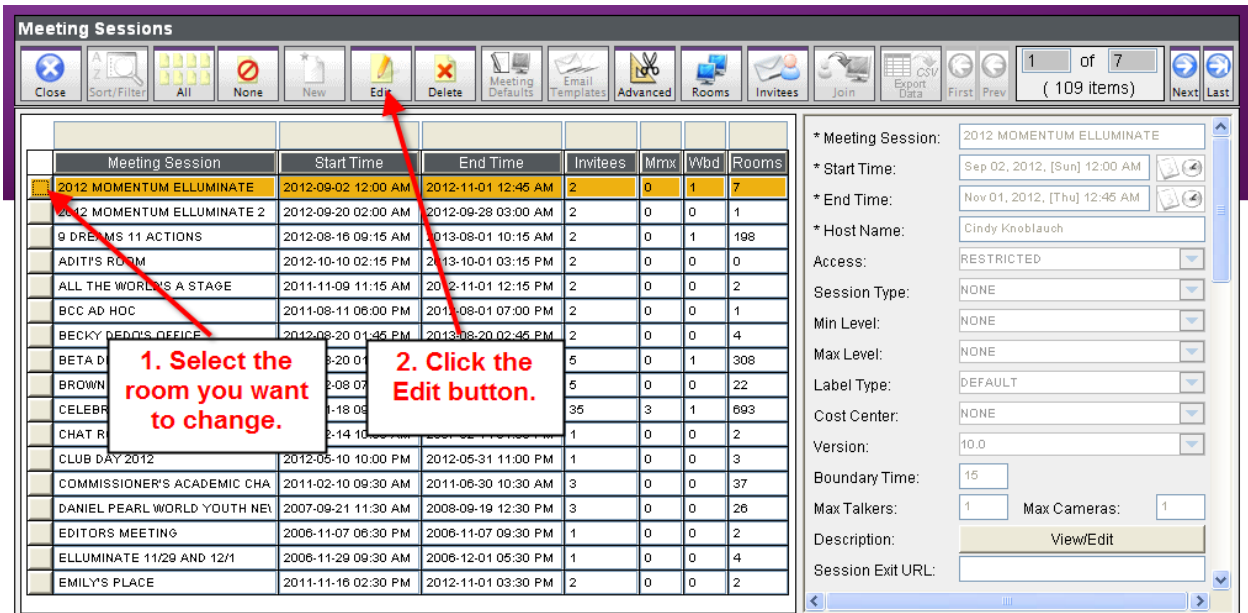
Close Sort/Filter All None **New** Edit Delete Meeting Defaults Email Templates Advanced Rooms Invitees Join Export Data CSV 1 of 7 (109 items) Next Last

| Meeting Session | Start Time | End Time | Invitees | Mmx | Wbd | Rooms |
|------------------------------|---------------------|---------------------|----------|-----|-----|-------|
| 2012 MOMENTUM ELLUMINATE | 2012-09-02 12:00 AM | 2012-11-01 12:45 AM | 2 | 0 | 1 | 7 |
| 2012 MOMENTUM ELLUMINATE 2 | 2012-09-20 02:00 AM | 2012-09-28 03:00 AM | 2 | 0 | 0 | 1 |
| 9 DREAMS 11 ACTIONS | 2012-08-16 09:15 AM | 2013-08-01 10:15 AM | 2 | 0 | 1 | 198 |
| ADIT'S ROOM | 2012-10-10 02:15 PM | 2013-10-01 03:15 PM | 2 | 0 | 0 | 0 |
| A | 2011-11-09 11:15 AM | 2012-11-01 12:15 PM | 2 | 0 | 0 | 2 |
| E | 2011-08-11 06:00 PM | 2012-08-01 07:00 PM | 2 | 0 | 0 | 1 |
| E | 2012-08-20 01:45 PM | 2013-08-20 02:45 PM | 2 | 0 | 0 | 4 |
| E | 2012-08-20 01:45 PM | 2013-08-20 06:00 PM | 5 | 0 | 1 | 308 |
| BROWN BAG BOOK CLUB | 2011-12-08 07:45 PM | 2012-12-01 08:00 PM | 5 | 0 | 0 | 22 |
| CELEBRATE LITERACY! | 2012-01-18 09:00 AM | 2013-01-17 10:00 AM | 35 | 3 | 1 | 693 |
| CHAT ROOM STUFFING WITH PREF | 2007-02-14 10:00 AM | 2007-02-14 01:00 PM | 1 | 0 | 0 | 2 |
| CLUB DAY 2012 | 2012-05-10 10:00 PM | 2012-05-31 11:00 PM | 1 | 0 | 0 | 3 |
| COMMISSIONER'S ACADEMIC CHA | 2011-02-10 09:30 AM | 2011-06-30 10:30 AM | 3 | 0 | 0 | 37 |
| DANIEL PEARL WORLD YOUTH NE | 2007-09-21 11:30 AM | 2008-09-19 12:30 PM | 3 | 0 | 0 | 26 |
| EDITORS MEETING | 2006-11-07 06:30 PM | 2006-11-07 09:30 PM | 1 | 0 | 0 | 2 |
| ELLUMINATE 11/29 AND 12/1 | 2006-11-29 09:30 AM | 2006-12-01 05:30 PM | 1 | 0 | 0 | 4 |
| EMILY'S PLACE | 2011-11-16 02:30 PM | 2012-11-01 03:30 PM | 2 | 0 | 0 | 2 |

Click New to create a new virtual room.

* Meeting Session: []
* Start Time: []
* End Time: []
* Host Name: []
Access: RESTRICTED
Session Type: NONE
Min Level: NONE
Max Level: NONE
Label Type: DEFAULT
Cost Center: NONE
Version: 10.0
Boundary Time: []
Max Talkers: [] Max Cameras: []
Description: [View/Edit]
Session Exit URL: []

To change the version of an existing room:



Meeting Sessions

Close Sort/Filter All None **Edit** Delete Meeting Defaults Email Templates Advanced Rooms Invitees Join Export Data CSV 1 of 7 (109 items) Next Last

| Meeting Session | Start Time | End Time | Invitees | Mmx | Wbd | Rooms |
|-----------------------------|---------------------|---------------------|----------|-----|-----|-------|
| 2012 MOMENTUM ELLUMINATE | 2012-09-02 12:00 AM | 2012-11-01 12:45 AM | 2 | 0 | 1 | 7 |
| 2012 MOMENTUM ELLUMINATE 2 | 2012-09-20 02:00 AM | 2012-09-28 03:00 AM | 2 | 0 | 0 | 1 |
| 9 DREAMS 11 ACTIONS | 2012-08-16 09:15 AM | 2013-08-01 10:15 AM | 2 | 0 | 1 | 198 |
| ADIT'S ROOM | 2012-10-10 02:15 PM | 2013-10-01 03:15 PM | 2 | 0 | 0 | 0 |
| ALL THE WORLDS A STAGE | 2011-11-09 11:15 AM | 2012-11-01 12:15 PM | 2 | 0 | 0 | 2 |
| BCC AD HOC | 2011-08-11 06:00 PM | 2013-08-01 07:00 PM | 2 | 0 | 0 | 1 |
| BECKY DEDD'S OFFICE | 2012-08-20 01:45 PM | 2013-08-20 02:45 PM | 2 | 0 | 0 | 4 |
| BETA D | 2012-08-20 01:45 PM | 2013-08-20 02:45 PM | 5 | 0 | 1 | 308 |
| BROWN | 2012-08-20 01:45 PM | 2013-08-20 02:45 PM | 5 | 0 | 0 | 22 |
| CELEBR | 2012-01-18 09:00 AM | 2013-01-17 10:00 AM | 35 | 3 | 1 | 693 |
| CHAT R | 2007-02-14 10:00 AM | 2007-02-14 01:00 PM | 1 | 0 | 0 | 2 |
| CLUB DAY 2012 | 2012-05-10 10:00 PM | 2012-05-31 11:00 PM | 1 | 0 | 0 | 3 |
| COMMISSIONER'S ACADEMIC CHA | 2011-02-10 09:30 AM | 2011-06-30 10:30 AM | 3 | 0 | 0 | 37 |
| DANIEL PEARL WORLD YOUTH NE | 2007-09-21 11:30 AM | 2008-09-19 12:30 PM | 3 | 0 | 0 | 26 |
| EDITORS MEETING | 2006-11-07 06:30 PM | 2006-11-07 09:30 PM | 1 | 0 | 0 | 2 |
| ELLUMINATE 11/29 AND 12/1 | 2006-11-29 09:30 AM | 2006-12-01 05:30 PM | 1 | 0 | 0 | 4 |
| EMILY'S PLACE | 2011-11-16 02:30 PM | 2012-11-01 03:30 PM | 2 | 0 | 0 | 2 |

1. Select the room you want to change.
2. Click the Edit button.

* Meeting Session: 2012 MOMENTUM ELLUMINATE
* Start Time: Sep 02, 2012, [Sun] 12:00 AM
* End Time: Nov 01, 2012, [Thu] 12:45 AM
* Host Name: Cindy Knoblauch
Access: RESTRICTED
Session Type: NONE
Min Level: NONE
Max Level: NONE
Label Type: DEFAULT
Cost Center: NONE
Version: 10.0
Boundary Time: 15
Max Talkers: 1 Max Cameras: 1
Description: [View/Edit]
Session Exit URL: []

Fill in the fields for Name of room, Start Time, End Time

Meeting Sessions

| Meeting Session | Start Time |
|------------------------------|---------------------|
| 2012 MOMENTUM ELLUMINATE | 2012-09-02 12:00 AM |
| 2012 MOMENTUM ELLUMINATE 2 | 2012-09-20 02:00 AM |
| 9 DREAMS 11 ACTIONS | 2012-08-16 09:15 AM |
| ALL THE WORLD'S A STAGE | 2011-11-09 11:15 AM |
| BCC AD HOC | 2011-08-11 06:00 PM |
| BECKY DEDO'S OFFICE | 2012-08-20 01:45 PM |
| BETA DELTA SIGMA MEETING ROI | 2012-08-20 01:45 PM |
| BROWN BAG BOOK CLUB | 2011-12-08 07:45 PM |
| CELEBRATE LITERACY! | 2012-01-18 09:00 AM |
| CHAT ROOM STUFFING WITH PREI | 2007-02-14 10:00 AM |
| CLUB DAY 2012 | 2012-05-10 10:00 PM |
| COMMISSIONER'S ACADEMIC CHA | 2011-02-10 09:30 AM |
| DANIEL PEARL WORLD YOUTH NET | 2007-09-21 11:30 AM |
| EDITORS MEETING | 2006-11-07 06:30 PM |
| ELLUMINATE 11/29 AND 12/1 | 2006-11-29 09:30 AM |
| EMILY'S PLACE | 2011-11-16 02:30 PM |
| EMILY'S ROOM | 2012-01-25 11:45 PM |

Start Time

October 09 2012

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | 01 | 02 | 03 | 04 | 05 | 06 |
| 07 | 08 | 09 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

06 : 15 PM Observe DST

Eastern (North America/US, GMT -05:00)

Ok Cancel **Now**

Meeting Session: **My Virtual Office**

Start Time:

End Time:

Host Name: **Cindy Knoblauch**

Access: RESTRICTED

Session Type: NONE

Min Level: NONE

Max Level: NONE

Label Type: DEFAULT

Cost Center: NONE

Version: 10.0

Boundary Time: 15

Max Talkers: 1 Max Cameras: 1

Description:

Session Exit URL:

Meeting Sessions

| Meeting Session | Start Time |
|------------------------------|---------------------|
| 2012 MOMENTUM ELLUMINATE | 2012-09-02 12:00 AM |
| 2012 MOMENTUM ELLUMINATE 2 | 2012-09-20 02:00 AM |
| 9 DREAMS 11 ACTIONS | 2012-08-16 09:15 AM |
| ALL THE WORLD'S A STAGE | 2011-11-09 11:15 AM |
| BCC AD HOC | 2011-08-11 06:00 PM |
| BECKY DEDO'S OFFICE | 2012-08-20 01:45 PM |
| BETA DELTA SIGMA MEETING ROI | 2012-08-20 01:45 PM |
| BROWN BAG BOOK CLUB | 2011-12-08 07:45 PM |
| CELEBRATE LITERACY! | 2012-01-18 09:00 AM |
| CHAT ROOM STUFFING WITH PREI | 2007-02-14 10:00 AM |
| CLUB DAY 2012 | 2012-05-10 10:00 PM |
| COMMISSIONER'S ACADEMIC CHA | 2011-02-10 09:30 AM |
| DANIEL PEARL WORLD YOUTH NET | 2007-09-21 11:30 AM |
| EDITORS MEETING | 2006-11-07 06:30 PM |
| ELLUMINATE 11/29 AND 12/1 | 2006-11-29 09:30 AM |
| EMILY'S PLACE | 2011-11-16 02:30 PM |
| EMILY'S ROOM | 2012-01-25 11:45 PM |

End Time

October 09 2013

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 01 | 02 | 03 | 04 | 05 |
| 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

07 : 15 PM Observe DST

Eastern (North America/US, GMT -05:00)

Ok Cancel Now

* Meeting Session: My Virtual Office

* Start Time: Oct 09, 2012, [Tue] 06:15 PM

* End Time: **Oct 09, 2012, [Tue] 07:15 PM**

* Host Name: **Cindy Knoblauch**

Access: RESTRICTED

Session Type: NONE

Min Level: NONE

Max Level: NONE

Label Type: DEFAULT

Cost Center: NONE

Version: 10.0

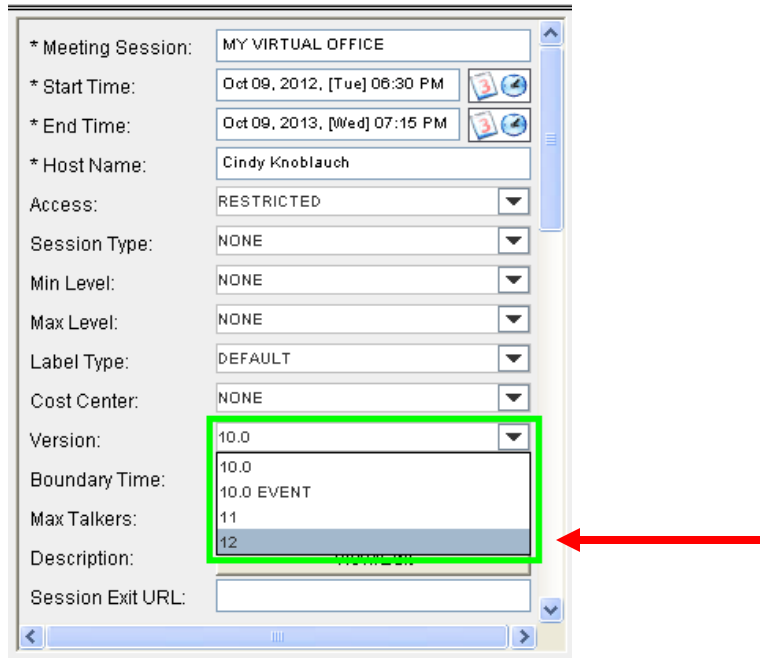
Boundary Time: 15

Max Talkers: 1 Max Cameras: 1

Description:

Session Exit URL:

Change the Version to 12.



The image shows a configuration window for a meeting session. The fields are as follows:

- * Meeting Session: MY VIRTUAL OFFICE
- * Start Time: Oct 09, 2012, [Tue] 06:30 PM
- * End Time: Oct 09, 2013, [Wed] 07:15 PM
- * Host Name: Cindy Knoblauch
- Access: RESTRICTED
- Session Type: NONE
- Min Level: NONE
- Max Level: NONE
- Label Type: DEFAULT
- Cost Center: NONE
- Version: 10.0 (dropdown menu is open, showing options: 10.0, 10.0 EVENT, 11, 12. The option '12' is highlighted and a red arrow points to it from the right.)
- Boundary Time: 10.0
- Max Talkers: 11
- Description: ~~XXXXXXXXXX~~
- Session Exit URL: (empty)

PLEASE NOTE: If you are changing the version of an existing room, this is all you have to do. All links for this room will remain the same, including moderators.

More Important Settings:

Recording Access is Restricted or Public.

Email the recording link will send to anyone who has moderator link.

Enable Recording Viewer Details: Requires anyone viewing the recording to enter their name and email.

Notify invitees will send links and recording links to you and any moderators you create for this room.

Session is supervised allows you to see private chats as a moderator. You can leave this checked. For very large numbers of participants, this should be turned off to conserve bandwidth.

Permissions granted on enter: BE SURE TO UNCHECK to prevent students from entering the room and chatting with other students.

Hide names in recordings. Check this setting if you are sharing recording links to protect the privacy of your participants.

< RECORDING >

Mode: MANUAL

Access: RESTRICTED

Video Quality: FINE COLOR

Options:

- Email the recording link
- Enable Recording Viewer Details

Email: DEFAULT

< TELECONFERENCE CONNECTION >

Chair Phone: [text box]

PIN: [text box]

Non-Chair Phone: [text box]

PIN: [text box]

Type: Telephone SIP

Session SIP/Phone: [text box]

PIN: [text box]

Session Exit URL: [text box]

Options:

- Notify invitees
- Session is supervised
- Permissions granted on enter
- All participants are Chair
- Follow Chair (Whiteboard)
- Raise hand on enter
- Whiteboard is proprietary
- Allow In-Session Invitations
- Hide Names in Recordings

EMAIL TEMPLATES >

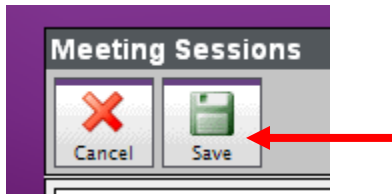
Creation: HTML MEETING CREATE

Invitation: DEFAULT

Update: DEFAULT

Cancellation: DEFAULT

5. Be sure to click Save when finished with Settings.



For any room you have created, these are the important icons you will need:

The screenshot shows the 'Meeting Sessions' application interface. The top toolbar contains several icons, with three highlighted by red boxes and callouts:

- Edit**: A yellow pencil icon, with a callout box labeled 'Change settings'.
- Advanced**: A yellow icon with a '100%' symbol, with a callout box labeled 'Get links'.
- Invitees**: A blue envelope icon, with a callout box labeled 'Create moderator links'.

The main area displays a table of meeting sessions. The 'MY VIRTUAL OFFICE' session is highlighted in yellow. The table columns include Meeting Session, Start Time, End Time, and other details.

| Meeting Session | Start Time | End Time | W | Wbd | R | |
|------------------------------|---------------------|---------------------|----|-----|----|------|
| INTERNATIONAL CLUB | 2013-02-01 05:45 AM | 2013-02-01 06:45 AM | 0 | 0 | 24 | |
| KNOBLAUCH'S CAFE | 2013-02-01 04:45 AM | 2013-02-01 05:45 AM | 0 | 0 | 12 | |
| LA1 WACKY WEDNESDAY | 2006-05-03 03:00 AM | 2006-05-03 03:00 AM | 0 | 0 | 1 | |
| LANGUAGE ARTS OFFICE | 2010-05-06 12:45 AM | 2010-05-06 12:45 AM | 0 | 0 | 62 | |
| LANGUAGE ARTS TEAM - HTML | 2006-08-24 12:30 AM | 2006-08-24 12:30 AM | 0 | 0 | 1 | |
| MARVELOUS MONDAY | 2006-11-20 09:45 AM | 2006-11-20 11:15 AM | 1 | 0 | 0 | 1 |
| MIDDLE SCHOOL MEETING | 2006-06-08 10:00 AM | 2006-06-08 12:00 PM | 1 | 0 | 0 | 1 |
| MJ ENGLISH TEAM - POWERPOINT | 2006-07-27 09:00 AM | 2006-07-27 11:00 AM | 1 | 0 | 0 | 1 |
| MOVIE STARS CAST PARTY | 2007-03-07 10:00 AM | 2007-03-07 02:00 PM | 1 | 0 | 0 | 1 |
| MR. PREUSS' PLACE | 2010-07-22 04:00 PM | 2011-07-21 04:30 PM | 2 | 0 | 0 | 0 |
| MRS. K'S CLASSROOM | 2007-03-05 08:30 AM | 2007-03-05 06:00 PM | 1 | 0 | 0 | 2 |
| MRS. KNOBLAUCH'S OFFICE | 2007-01-08 10:30 AM | 2007-01-12 11:30 PM | 1 | 1 | 1 | 8 |
| MRS. THRASHER'S OFFICE | 2008-02-24 09:00 PM | 2009-02-20 10:00 PM | 2 | 0 | 0 | 84 |
| MS. ELLISON'S VIRTUAL OFFICE | 2012-02-15 06:15 PM | 2013-02-01 07:15 PM | 2 | 0 | 0 | 0 |
| MY VIRTUAL OFFICE | 2012-10-09 06:30 PM | 2013-10-09 07:15 PM | 1 | 0 | 0 | 0 |
| NEHS CYBER SCHOLARS TUTORIN | 2012-08-20 02:00 PM | 2013-08-20 03:00 PM | 20 | 1 | 1 | 2682 |
| NEW STUDENT ORIENTATION | 2012-04-19 12:00 PM | 2013-04-01 01:00 PM | 1 | 0 | 0 | 4 |

The right-hand pane shows details for the selected 'MY VIRTUAL OFFICE' session, including dates, times, and various settings like 'Min Level', 'Max Level', and 'Label Type'.