

Instructor Handout for Running a Meeting

1 WHAT IS MEETINGS?

Meetings (also called **BigBlueButton**) is an open source web conferencing tool that allows instructors to meet online with students in different locations. Instructors can add Meetings to their Sakai courses.

2 WHAT DO YOU NEED TO DO BEFORE A MEETING?

Check Sound: Go to [YouTube](#), pick a video and play it to check your sound. If you can't hear at all or hear well, make sure your device is plugged in correctly and your volume is turned up on your device.

Install the latest version of Flash Player: Check your web browser flash version (and download the latest version), visit [Adobe's Flash Version Check](#). If using a Mac, please follow the [BigBlueButton instructions and link](#).

3 HOW DO YOU CREATE A MEETING?

Follow the instructions in Sakai Instructor Resources: [Create a Meeting](#) **Note:** If you chose in the Meetings set-up to *record* your meeting, a recording is created after at least one person joins a meeting, and after all participants leave the meeting. Depending on the length of the recording, it can take one to 24 hours for recordings to appear.

In *Meetings*, click on the *Recordings* button, to click on the links to your presentation and video. You can share the recording links with your students—to view it, they just need an internet connection.

4 HOW DO YOU JOIN A MEETING?

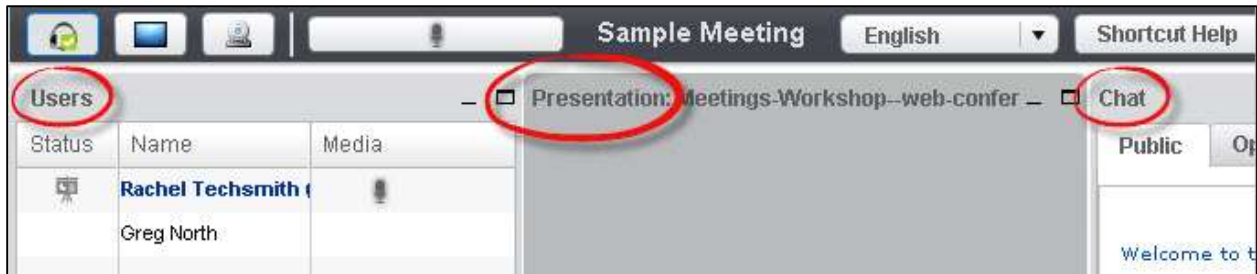
On the main menu in your Sakai course, click on **Meetings**. Click on the **Meeting name**.

- Beside status, you'll see now see *Available (Join meeting)*. Click on **Join meeting**.
- If asked, in the dialog box, click on **Allow**, to allow Flash Player to access your device.
 - In the *Audio Settings* dialog box: Click on the **Test or Change your Microphone** button:
 - You should see a bar raise on the left when you speak, otherwise, you can click on the drop-down to change your device; click on **close**.
 - Click on the **Test or Change your Microphone** button again to stop the test.
 - **Important!** Click on the **Test Speakers** button to hear audio:
 - You should hear a test sound. If not, check your device or volume. Click on the **Test Speakers** button again to end the test.
- Click on the **Join Audio** button, **to join the meeting**.

5 WHAT CAN YOU DO IN A MEETING?

To view a video: Click on this [link to the BigBlueButtonTutorial Videos](#) -Below the **Moderator/ Presenter Overview**, click on the **Play Video** button.

Here's a summary of actions that can be performed in a Meeting:



5.1 AUDIO

In the upper left corner, **you and your students** will see a **headset icon**-you can either left-click on it or right-click on it and left-click on settings, if you need to adjust your device or audio settings.

5.2 USERS MODULE

On the left side, all participants in the meeting or joining the meeting will be displayed.

- In the status column, the **instructor /presenter** will display a presenter icon
- Beside each *user name*, the **instructor** can click on the *microphone* icon, to mute or unmute a user. No microphone icon displayed? The users are not using a microphone.



In the lower left corner of the **Users** area, the **instructor /presenter** can click on the **Settings** icon (it looks like a wheel):

- **Instructors** can click on the link to **Lower All Hands**, after you've asked a question.
- **Important! DON'T use Mute all Users-you will mute yourself!**
- Click on the link to **Mute All Users Except Presenter**. This is good setting to use when some users have microphones instead of headsets. Microphones can cause a great deal of noise/feedback that you will need to mute.

5.3 CHAT BOX

On the right side, type in questions/answers and click on the **Send** button. All participants can see chat messages.



IMPORTANT: If your students don't have a working headset or microphone, the Chat box is an easy way for these students to communicate with you.

If you need to chat with a specific user, at the top of the **Chat** box, beside the Public tab, click on the **Options** tab.

- Click on the **name** of a student. A **new Chat tab** will appear with their user name.
 - In the **user's new Chat tab**, type in text, click **Send**.
 - Only the selected user will see a new Chat tab appear with your name. They have to click on the tab with your name to see your private Chat message.
 - If your user responds to your private Chat message, their message will appear in your **Chat tab with their user name**.
- Click on the **Public tab**, to continue posting messages to *all* students.

5.4 PRESENTATION

Instructors/Presenters can upload materials to the meeting. Instructors can move through a number of slides and draw on the slides.

- Save your files as pdf's for the best (and fastest) results.



In the **Presentation** area (in the middle of the Meeting), in the lower left corner, the **instructor** can click on the icon that looks like a document with a plus sign on it.

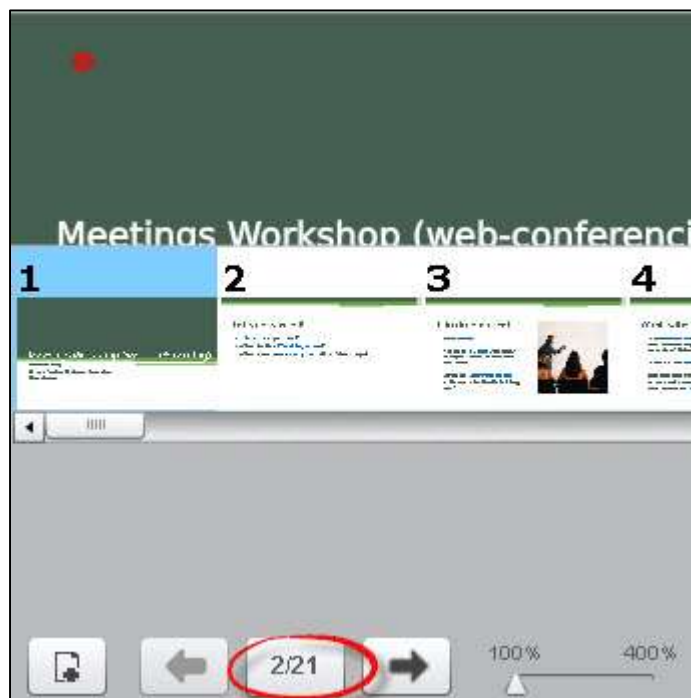
Add Files to Your Presentation

Choose File to Upload:

Select File 

Uploaded Presentations:

- Click on the **Select File** button to select your document
 - Find your document, click on your document, and in the dialog box lower right corner, click on the **Save** or **Open** button
- Click on the **Upload** button to upload your selected document into Meetings (you'll see a Progress status displayed until your document is uploaded successfully).

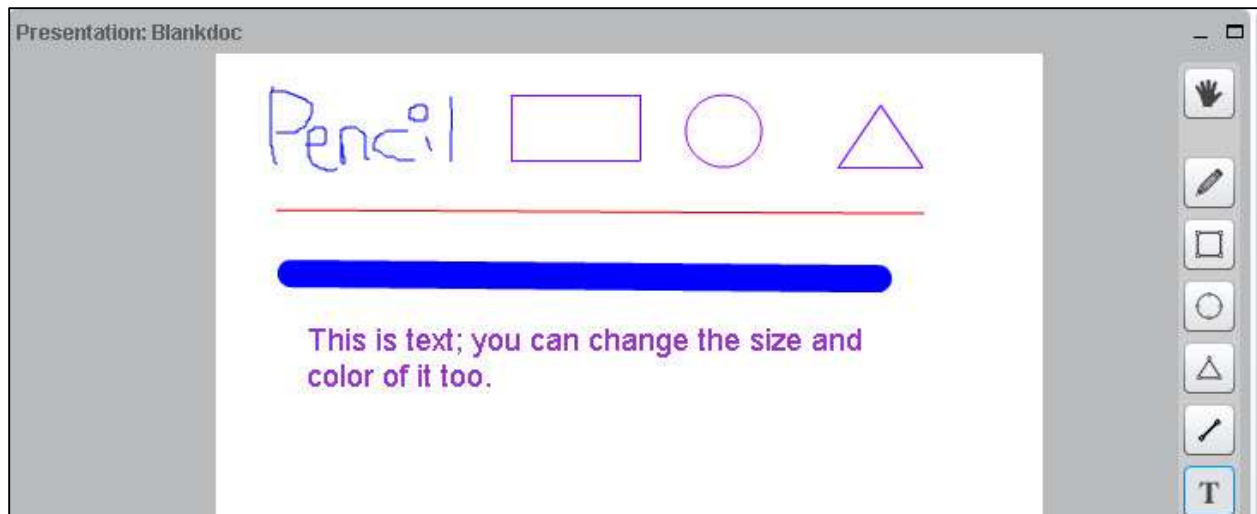


After you upload a PowerPoint or PowerPoint saved as a PDF, to the right of the upload presentation button, you'll see:

- A *left arrow* to go to a previous slide
- **The next slide number/total number of slides:** Click on the number icon to display above it a miniature preview of each slide you can click on, to move around in the presentation. To close it, click on the miniature slide or click on the number icon
- *Click on the Right arrow* to go to the next slide
- Click on the *slider* and drag to the right of 100% to increase the size of the current slide displayed

5.5 WHITEBOARD

The Instructor and Presenter can use a Whiteboard in Meetings, by moving your cursor over the *right side of the default presentation area*. A number of icons will pop up for you to click on and draw with. When done with an icon, click on it again to turn it off.



- **Icons available:**
 - A hand (pan and zoom), pencil (draw by hand), shapes (drag and form a rectangle, circle, or triangle), drag and draw a line, T (click and type text)
 - X (clear all drawings on the page), backward arrow (undo last action)
 - Color box (click and click on a drawing color), sliding arrow icon (click and drag to change the thickness of the lines/shapes drawn).
- You can draw on the default presentation page, an uploaded document, or you can upload a blank document.

5.6 LAYOUT

- In the lower right corner, you can click on a *dropdown* box (usually it says **Default**) to change your session layout. Some layouts give more emphasis to the lecture display (Webinar, Lecture and Default) others to the webcam (Video chat and Meeting). You can click on the **default** layout to return to the original view.
- If you click on the lock beside the layout dropdown box, your students' layout will match yours- and they can't change it, until you click on the lock again.

5.7 WEBCAM

Next to the headset icon, you and your students can click on the **web cam icon** to turn on your webcam.

NOTE: You must also click on the **Start Sharing button**.

- Your webcam will appear in the lower left corner, in the **Webcams** module.
- Instructors can click on the "X" in the upper right area of a student webcam display, and close the display.

5.8 LOGOUT

In the upper right corner, click on the **logout** icon, then click on the **Yes** button, to leave the session.