

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 HOW DO YOU *CREATE* A MEETING?

In Sakai Instructor Resources at <http://bit.ly/SakaiMeetings> follow the instructions in the [Create a Meeting](#) Handout. **If you want to record your meeting**, you must check the Recording check box when you *create or edit* your meeting.

3 WHAT DO YOU NEED TO DO *BEFORE* A MEETING?

Hardware:

- **Computer:** Use a Windows pc or mac. Meetings doesn't work with tablets or smartphones.
- **Web browser:** Use the latest version of Google Chrome or Mozilla Firefox.
- **Need a Headset? Yes, instructors should use a headset.** What about your students? Your students don't need a headset or webcam, they can use the Chat area.
- **Check Sound:** Go to [YouTube](#), play a video. Problems with sound? Make sure your device is plugged in correctly and your device volume is turned up.

Software:

- **Only if you're going to Share your Desktop:** You'll need to have **Java** installed on your computer. After reviewing this handout, in Sakai Instructor Resources: <http://bit.ly/SakaiMeetings>, follow the instructions in the [Sharing your Desktop](#) handout.

4 HOW DO YOU *JOIN* A MEETING?

- In Sakai Instructor Resources: <http://bit.ly/SakaiMeetings> follow the instructions in the **Handout for Students** for [joining a meeting](#), which instructors can use as well.

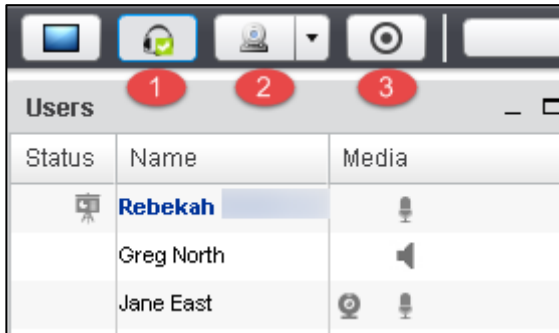
5 WHAT CAN YOU *DO* IN A MEETING?

- You can go to the [BigBlueButton Tutorial](#) videos at <http://bigbluebutton.org/videos/>. Below the **Moderator/ Presenter Overview**, click on the **Play Video** button.
- Otherwise, follow the instructions below, to discover what you can do in a Meeting.

5.1 AUDIO

In the upper left corner, you and your students will see a **headset icon**.

- If you tested your audio successfully, the headset icon will have a *green circle/white check* on it.
- Otherwise, click on the *headset icon* to test/set-up your audio.



5.2 WEBCAM

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

NOTE: You may have to click on **Allow** and you **must** click on the **Start Sharing button**.

- Your webcam will appear in the lower left corner, in the *Webcams* module.

5.3 START RECORDING

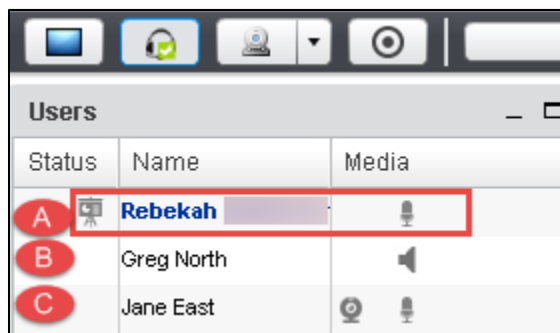
When you created your Meeting, if you clicked beside *Recording*, you'll now see the Recording button.

- You can click on the **Recording button** to start and stop recording your session as many times as you like. Only one recording will be created.

5.4 USERS MODULE

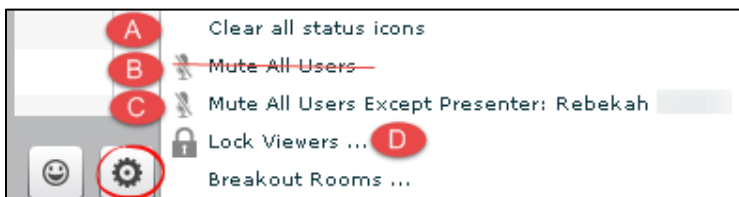
On the left side, at the top, all participants in the meeting will be displayed in the *Users Module*.

- In the *Status* column, beside the moderator /presenter name, a *presenter* icon will be displayed; usually, in the *Media* column the presenter will also display a microphone icon.
- For students, in the *Media* column, you may see a "Listen only" icon OR
- You may see in the *Media* column a webcam icon and/or a microphone icon.



In the lower left corner of the **Users** area, you can click on the **Settings** icon (it looks like a wheel). After you've asked students to answer a question by clicking on their *status icon* (smiley face icon) as shown below:

- A. Click on the **Settings** icon, then **Clear all status icons** to clear the status's
- B. **Important! DON'T use Mute all Users-you will mute yourself!**
- C. **Mute All Users Except Presenter.** Use this setting to reduce noise during the session.
- D. **Lock Viewers** allows you to lock out your students from using: webcams, microphones, public chat, private chat and layout. **Note: Don't lock public chat**, or students without microphones or headsets won't be able to ask questions!



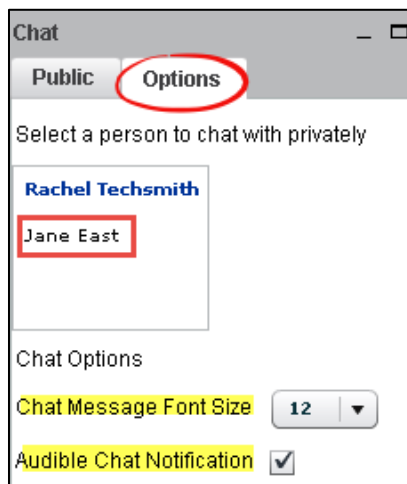
5.5 CHAT BOX

On the lower right side, type in questions/answers and press Enter or click the **Send** button. All participants can see Public chat messages. **Note:** If your students don't have a working headset or microphone, the Public Chat box is the only 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, then click on the *student's name* to open a new "Chat box" with their name.

Also in **Options**, you can customize the Chat font size and check that you want audible chat notifications.



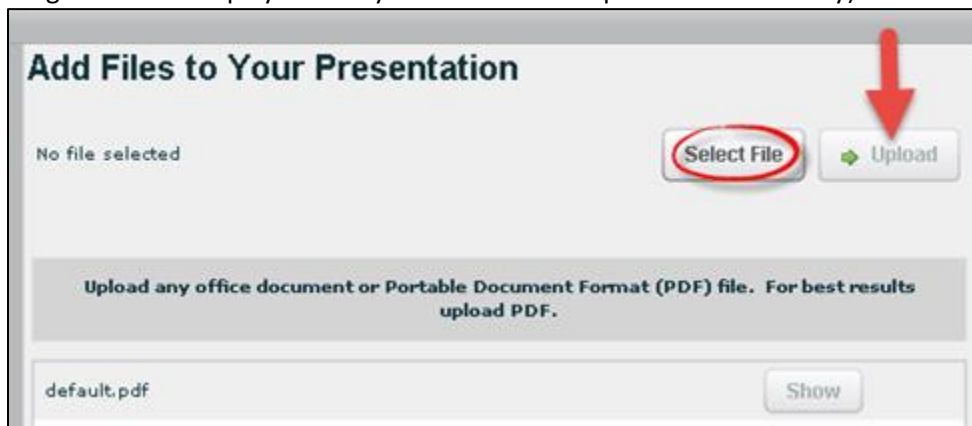
5.6 PRESENTATION

Moderators/Presenters can upload materials to the meeting. Instructors can move through a number of slides and draw on the slides. **Note:** 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, click on the **Upload presentation icon** that looks like a document with a plus sign on it.

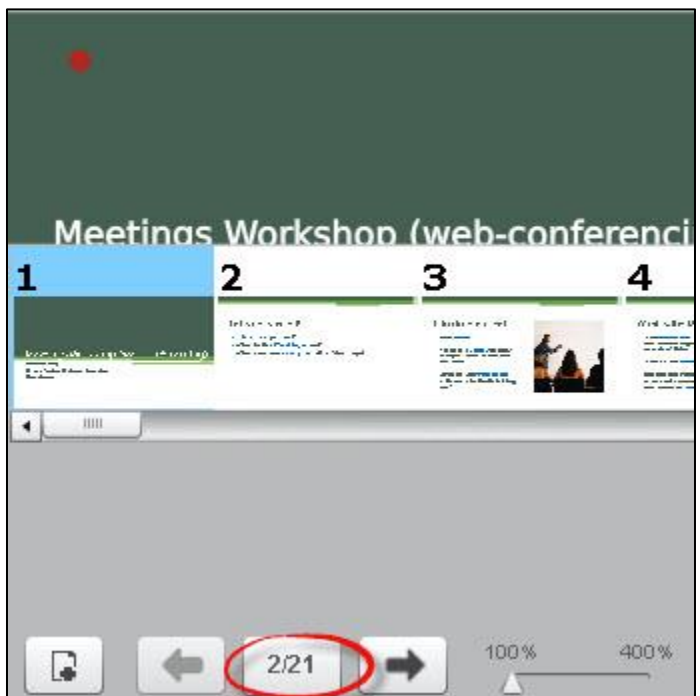


- Click on the **Select File** button, find and select your document; click on the **Save** or **Open** button
- Click on the **Upload** button to upload your selected document into Meetings (you'll see a Progress status displayed until your document is uploaded successfully).



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 to increase the size of the current slide displayed

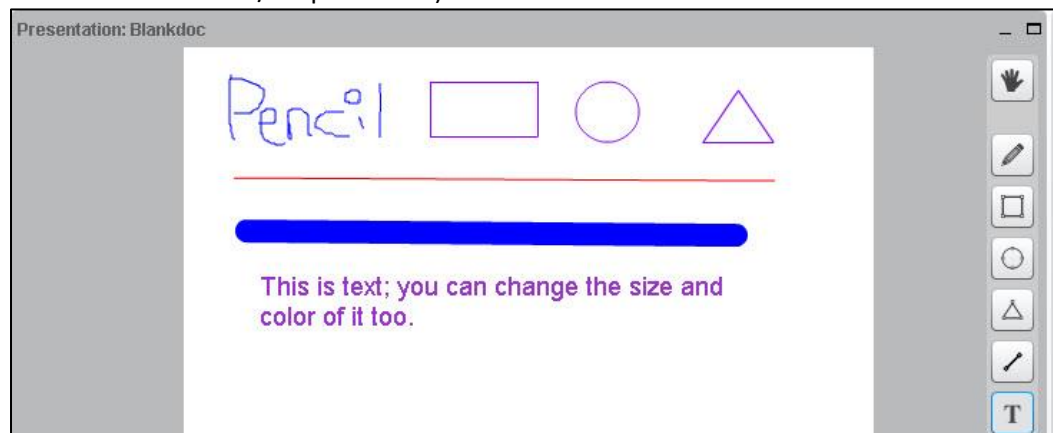


5.7 WHITEBOARD

The Moderator/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): Click on it to be able to drag some documents to a different position
- Click on a pencil (draw by hand), shapes (drag and form a rectangle, circle, or triangle), drag and draw a line, T (click, drag a box, and type text) ; X (clear all drawings on the page); Undo Arrow (remove the last drawing made)
- Color box (click and select a color), sliding arrow icon (click and drag to change the thickness of the lines/shapes drawn).



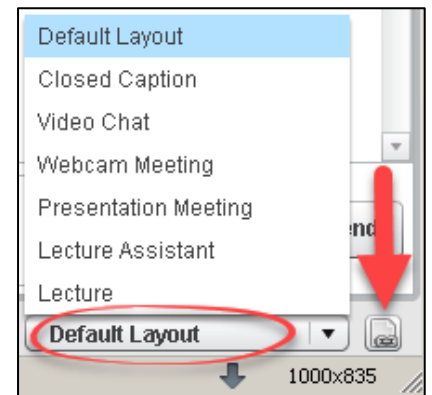
- **What can you draw on?**

- The default presentation page
- At the bottom of the default presentation page, click on the **Next** slide button to display blank documents to draw on.
- An uploaded document

5.8 LAYOUT

In the lower right corner, you can click on a *dropdown* box (usually it says **Default Layout**) to change your session layout.

- Some layouts give more emphasis to the lecture display (*Presentation Meeting, Lecture, and Default Layout*).
- Other layouts highlight webcams (*Video Chat and Webcam Meeting*).
 - You can click on the **Default Layout** to return to the original view.
- If you click on the **lock** to the right of the layout dropdown box, your students' layout will match yours. They shouldn't be able to change it, until you click on the lock again.

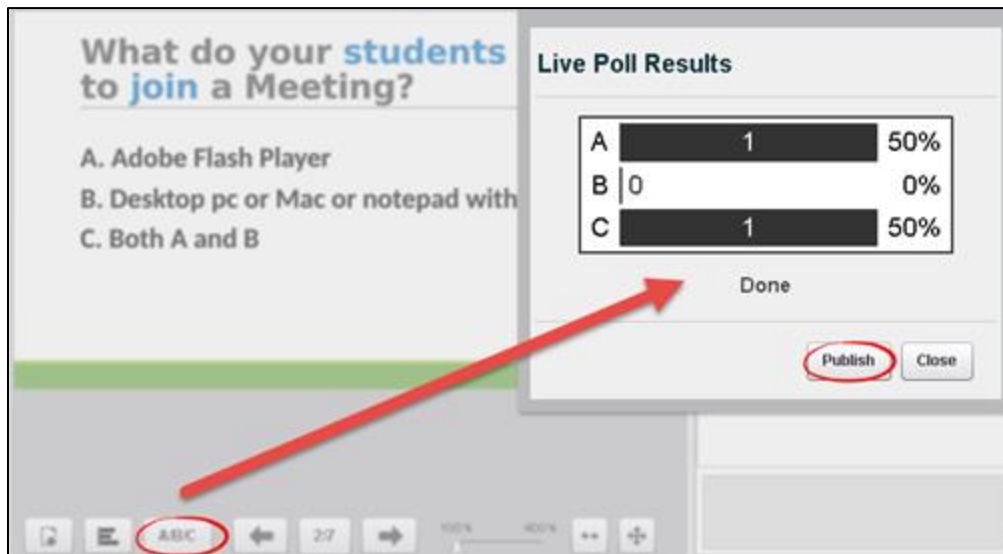


5.9 POLLING

Create PowerPoint slides with questions/answers to poll your students; or ask questions and create a poll “on the fly”: or create custom polls.

Create a PowerPoint with questions/answers; display your presentation:

- *On a poll slide:* click on the *polling button* at the bottom of the presentation area, such as A/B/C in this example (Meetings will figure out the type of poll to present to your students, based on the formatting of the answers on your slide)
- Wait for responses; when all students have participated, “Done” will display below the results. Click **Publish** to show results in the Presentation area to your students or click Close.



- Here are detailed [polling Q&A examples and Instructions](http://bit.ly/bbb-polling): <http://bit.ly/bbb-polling>

5.10 BREAKOUT ROOMS

You can divide up your meeting into separate rooms, using the Breakout Room feature.

- Here are instructions on how to set up breakout rooms:
 - [Video](http://bit.ly/breakout-rooms-video): <http://bit.ly/breakout-rooms-video>
 - [Instructions](http://bit.ly/breakout-rooms-screenshots): <http://bit.ly/breakout-rooms-screenshots>

5.11 LOGOUT

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

Where are recordings? In *Meetings*, click on the *Recordings* button. Depending on the length of your recording session, you’ll see links to your presentation and video. If your recording status is *Published*, your students can view it. Move your cursor over the Recording name to hide or delete a recording.

To view recordings: You need an internet connection and must use **Chrome or Firefox** web browsers.

Meetings Resources: Here is more info about Meetings: <http://bit.ly/SakaiMeetings>