Student Instructions for using Meetings

WHAT IS MEETINGS?

Meetings (also called **BigBlueButton**) is an open source web conferencing tool available in some Sakai courses that allows you to meet online with your instructor and/or your classmates.

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

Hardware: Use a Windows pc or mac. Meetings hasn't been tested with tablets or smartphones.

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

Check and if needed, install Adobe Flash Player:

1) Check your web browser Flash Player version, by visiting Adobe's Flash Version Check. Click on the "Check Now" button.

2) If needed, on the same web page, click on the buttons to download, install, and enable Flash Player.

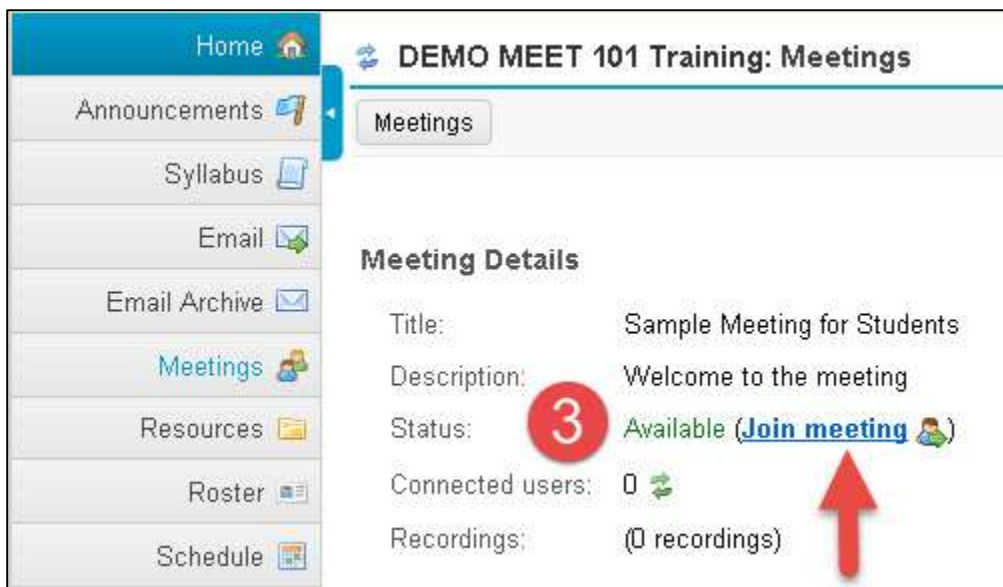If using a Mac, please follow the instructions and link provided by BigBlueButton.

3) **Do you need a headset or webcam?** No. You can use a telephone number provided in the Chat area after you join the meeting.

HOW DO YOU *JOIN* A MEETING?

1) On the main menu of your Sakai course, click on **Meetings.**

2) Click on the **Meeting name** (it must have a status of *Available* or you can't join it).

3) Beside status, you'll now see Available (Join meeting). Click on the **Join meeting** link. You'll see a message that your Meeting is connecting to the Server, and modules are loading.

4) If asked, click on **Allow**, to allow Adobe Flash Player access to your webcam or microphone.

AUDIO SETTINGS DIALOG BOX:
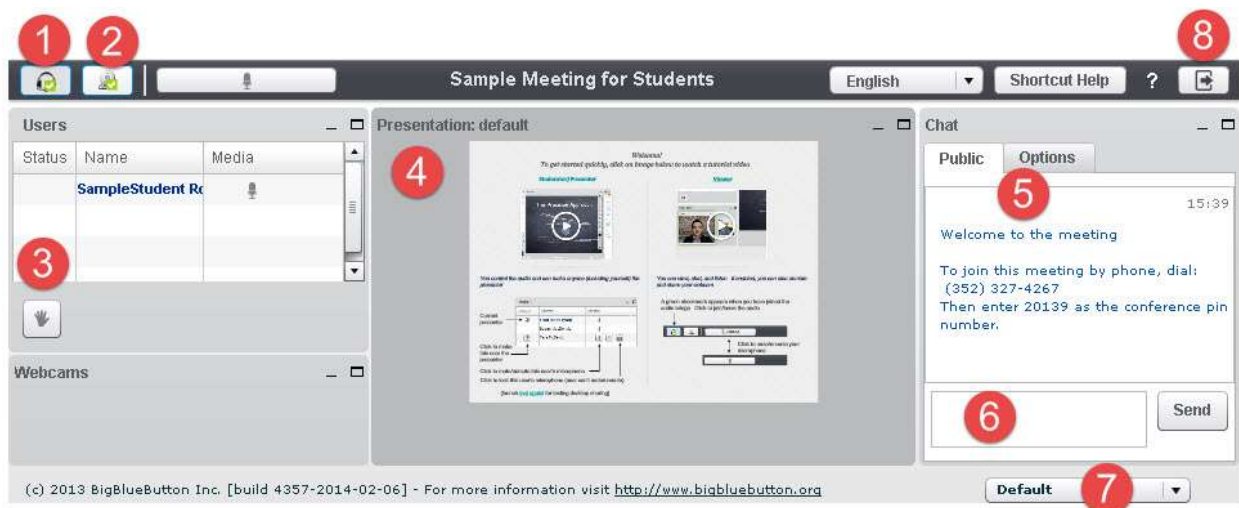
You may be asked to check your device's Audio Settings.

1) Click on the **Test or Change your Microphone** button:
   a) You should see a bar raise on the left when you speak, otherwise, you can click on the drop-down to change your device. When done, click on the close button.
   b) Click on the Test or Change your Microphone button again to stop the test.

2) Click on the **Test Speakers** button to hear audio:
   a) You should hear a test sound. If not, check your device volume/connection.
   b) Click on the Test Speakers button again to end the test.

3) **Important!** Click on the **Join Audio** button, to join the meeting.

WHAT CAN STUDENTS DO IN A MEETING?

To view a video: Click on this link to the Tutorial Videos -Below the middle **Viewer Overview**, click on the **Play Video** button.

Here's a summary of what students can do in a meeting:

Left:

1) **Headset icon:** In the upper left corner, left-click on the headset icon to **adjust audio.** Or right-click on the headset icon and left-click on settings, to change your device or volume.
2) **Webcam icon:** Next to the headset icon, click on the **webcam icon** to set up your webcam display. In the webcam dialog box, click on the **Start Sharing button.** Your webcam will appear in the lower left corner, in the **Webcams** module.
3) **Raise your Hand icon**: On the left side, in the *Users* module, all student names will be displayed. Below the Users module, click on the **Raise Hand** icon to get your instructor's attention.

Middle:

4) **Presentation:** In the center, you'll see displayed your instructor's materials or the default view. Instructors can display and draw on different slides, documents, graphics, and charts.

Right:

5) **Join Meeting by Phone:** When you first join a Meeting, a unique phone number and conference pin will be displayed in the Chat area, which you can use to join the Meeting.
6) **Chat box**: On the right side, type in questions/answers that all participants can see and press **Enter** or click on the **Send** button.
7) **Layout:** In the lower right corner, if allowed, you can click on a dropdown box (usually it says Default) to change your session layout. Click on the Default layout to return to the original view.
8) **Logout:** In the upper right corner, click on the **logout** icon (right facing arrow), then click on the **Yes** button, to leave the session.