

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:

- **Computer:** Use a Windows pc or mac. Meetings doesn't work with tablets or smartphones.
- **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.
- **Need a Headset/webcam? No, students don't need a headset, but it is helpful.** You can use Chat or a telephone number provided in the Chat area after you join the meeting.

Software:

- Adobe Flash Player must be installed.

HOW DO YOU *JOIN* A MEETING?

- 1) On the main menu of your Sakai course, click on **Meetings**.
- 2) Click on the **Meetings name** (it must have a status of *Available* or you can't join it).

The screenshot shows the Sakai course interface. On the left sidebar, the 'Meetings' link is circled in red with a red circle containing the number '1'. Below it, the 'Sample Meeting for Students' link is highlighted with a red box and a red circle containing the number '2'. The main content area shows a table with columns 'Meetings' and 'Status'. The 'Sample Meeting for Students' link is highlighted in blue. A red arrow points to the 'Join meeting' link in the 'Status' column, which is circled in red with a red circle containing the number '3'. A 'Meeting Details' pop-up window is shown, displaying the following information:

Meeting Details	
Title:	Sample Meeting for Students
Description:	Welcome to the meeting
Status:	3 Available (Join meeting)
Connected users:	0
Recordings:	(0 recordings)

3) Beside *Status*, you'll 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) Either click on **Microphone** to test your sound; or click on **Listen Only**, if you don't want to talk (you can usually type in the Chat box, to ask questions).



HOW DO YOU TEST YOUR AUDIO FOR A MEETING?

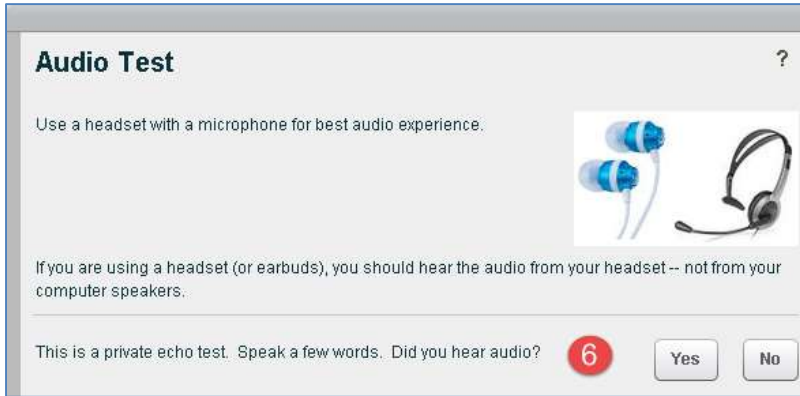
5a) **If you're using Firefox**: A message will appear reminding you to *look for two drop down boxes* (if they don't appear, to the left of the web address box, click on the microphone icon):

- Click on the first drop-down if you need to pick a different **Microphone**.
- **Then you must click on Share Selected Device.**

5b) Otherwise, **if you're using Chrome**: A message will appear above the meeting reminding you to **click Allow**, so Chrome will be given permission to use your microphone.

6) **Speak a few words:** You should hear your voice in your headset or earbuds, unless you're using your computer speakers.

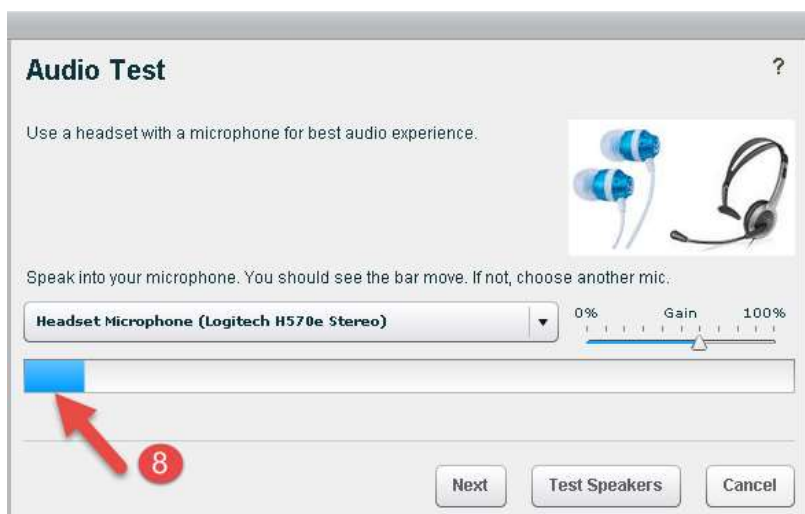
- Click on **Yes** if you hear the audio, and *you'll join the Meeting.*
- Otherwise, click **No**, so you can pick a new device (or adjust your device volume).



7) After clicking **No**, click on the **Allow** button



8) **Speak into your microphone**, you should see the bar move below the microphone drop down. If not, click on the drop down to pick a new microphone. Speak into your microphone again-the bar should move. **Done? Click Cancel.** *You'll now join your meeting.*

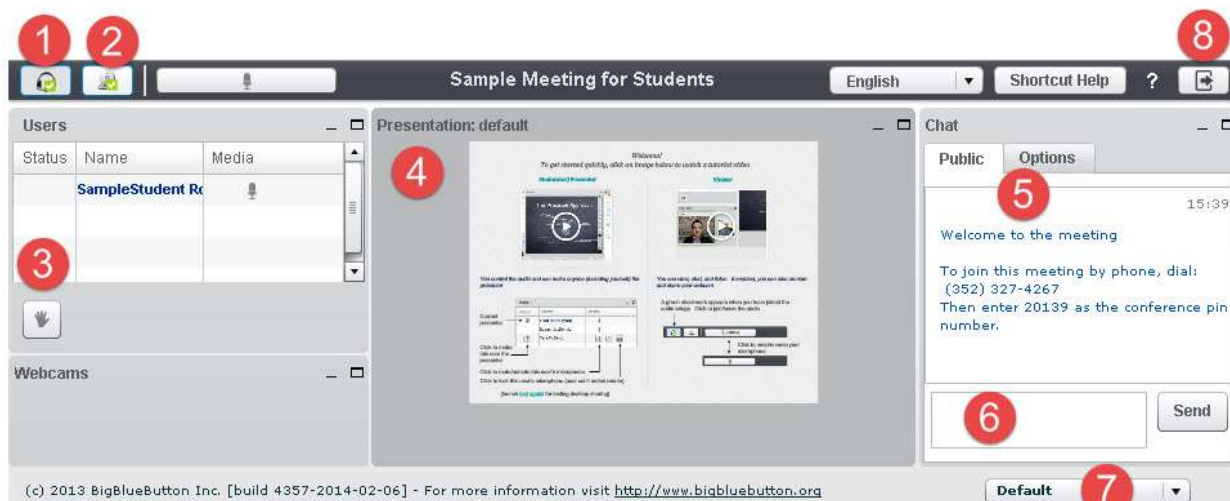


WHAT CAN STUDENTS DO IN A MEETING?

To view a video about Meetings: 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:

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.



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.
- 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.