Basic Competency: In your Sakai Practice course, add the Meetings tool, create a new Sample Meeting for students to try out, and start a Meeting. Instructional videos, plus instructions for uploading and displaying documents and sharing a desktop are available in the <u>Sakai Meetings</u> wiki area.

Step 1: Go to your Practice Course site

1. In Sakai, click on More Sites, then click on My Practice Course.

Step 2: Add the Meetings tool to your course menu

The Meetings tool is not a default tool on your course menu so before using it, you must add it.

- 1. Go to Site Info and click on Edit Tools.
- 1. Scroll down to the bottom of the tool list and check the box beside **Meetings**.
- 2. Click Continue. Click Finish.

Step 3: Create a new Meeting

- 1. On the course menu on the left, click Meetings.
- 2. Click Create Meetings.
- 3. In the Meeting Information area: Enter the Title for the new meeting: Sample Meeting

Meetings	
🦪 Some users are not allov	ved to participate in meetings. Please revise the tool permissions
1. Meeting Information	Type in the Title e and description. The later will be displayed when a participant joins the meeting
Title:	Sample Meeting
Description:	
Type in your Meeting Description	 Welcome to the meeting Check your <u>Adobe Flash Player Version</u> Click on Join meeting. Click Allow. Click Play Test Sound. Problems? Click Change Microphone Click Join Audio Instructor/Presenter Only: If sharing a screen: Verify your <u>Java version</u>
	6
Recording:	
Meeting duration:	minutes

4. Click in the **Description area.** Text Editor Tools will display. We recommend that you copy the following information and paste it into your description:

Check your Adobe Flash Player Version

Click on Join meeting. Click Allow.

Click **Play Test Sound.** Problems? Click Change Microphone

Click Join Audio

Instructor/Presenter Only: If sharing a screen: Verify your Java version

Tip: The Adobe Flash Player Version link is: <u>http://helpx.adobe.com/flash-player/kb/find-version-flash-player.html</u> The Java version link is: <u>http://java.com/en/download/installed.jsp</u>

- 5. In the **Description** area: Optional: Highlight the copied text and press the bullets icon.
- We recommend that you do not record meetings at this time, as the recordings are not ready for primetime. Tip: For more information about recording issues, review the <u>Meetings wiki post</u>
- 7. We recommend that you **do not state a meeting duration**. Tip: Otherwise, once the meeting duration time is met, without warning, your meeting will end.
- 8. In the *Participants area*: We recommend you leave the defaults:
 - a. Add participant: All site members
 - b. Participant list: Instructor as Moderator; All site members as Attendee
- 9. In the *Participants area*: Optional: *To add a Group of students*:
 - a. Beside "Add participant ", click on "*All site members*", click *User*. To the right, click on a group participant name, click **Add**. Continue clicking on the group participant names and clicking **Add**.
 - b. Beside at least one participate name, click on Attendee and click on Moderator, so at least one group member is a Moderator.
 - c. Click on the red "X" to the left of "All site members", so the meeting is only available to the student's in the participant list.
- 10. In the *Availability area*: Optional: For the sample/practice meeting, don't state an open date; the Meeting will always be available to your students.
- 11. Click **Save.** The new meeting link will appear which you can click on to start the meeting. In addition, move your cursor below the meeting name to edit or delete it.

Home 🏡	💈 My Practice Course (Becky I	Practice cour	rse): Meeting	js	0
Site Info 遲	Meetings Recordings Create N	leeting Perm	nissions		
Lessons 💷					
Assignments 📝	Meetings	Status Jo	in open date	Join closed date	Created by
Gradebook 📒	Sample Meeting	Available			THEFT
Forums 🖓	Edit Delete				manu:
Announcements ┩	Click to edit this meeting.				

Step 4: Start a Meeting

- 1. Before joining your meeting: Check your Adobe Flash Player Version
- 2. If Sharing a screen, such as a web site or opening a document in Word: Verify your Java version

💈 My Practice (Course (Becky Practice course): Meetings	0
 Meetings 		
Meeting Details	5	
Title:	Sample Meeting	
Description:	Welcome to the meeting	
	 Check your <u>Adobe Flash Player Version</u> Click on Join meeting. Click Allow. Click Play Test Sound. Problems? Click Change Microphone Click Join Audio Instructor/Presenter Only: If sharing a screen: Verify your <u>Java</u> version 	
Status:	Available (Join meeting 🉈)	
Connected users:	0 🞓 Click to launch this meeting	
Recordings:	(O recordings)	

- 3. Click on the Meeting title, such as *Sample Meeting*.
- 4. Beside Status, click Join meeting.

You should hear audio in your l	
computer speakers.	Adobe Flash Player Settings Camera and Microphone Access
	bbb3.longsight.com is requesting access to your camera and microphone. If you click Allow, you may be recorded.
You should see the bar move a	Logitech G330 Headset
	Change Microphone
	Join Audio Help

- 5. Click **Allow.** In the dialog box:
 - a. Click **Play Test Sound**. Problems? Click on *Change Microphone* to adjust your volume.
 - b. When you speak, you should see a bar move on the right. Problems? Click on *Change Microphone* to make adjustments or check the <u>Meetings</u> wiki. Click **Join Audio**.