Create and Start Meetings (BigBlueButton)

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 Sakai Meetings 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**

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: http://helpx.adobe.com/flash-player/kb/find-version-flash-player.html The Java version link is: http://java.com/en/download/installed.jsp

5. In the **Description** area: Optional: Highlight the copied text and press the bullets icon.
6. 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 Meetings wiki post
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.
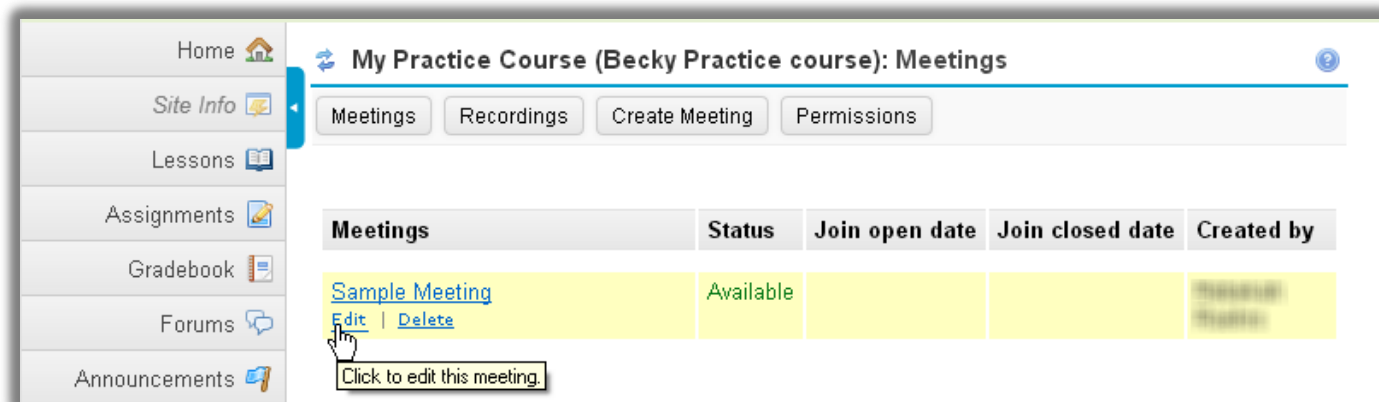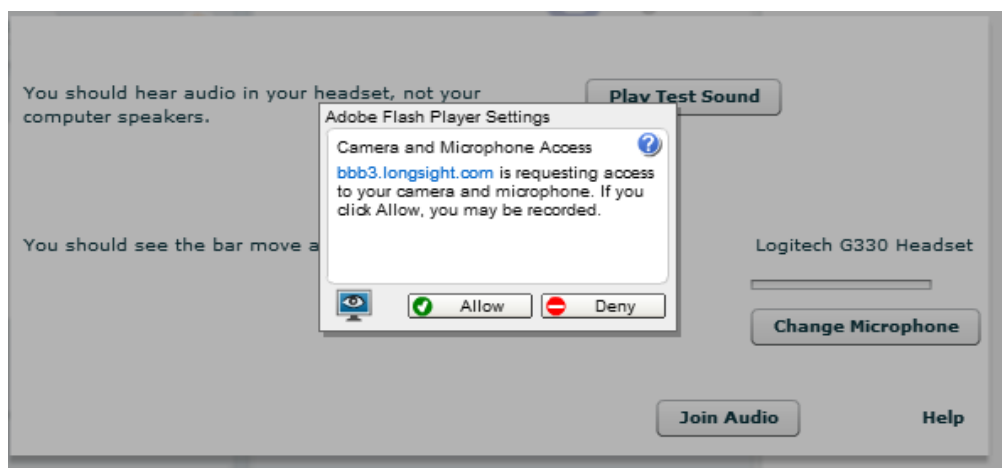
Step 4: Start a Meeting

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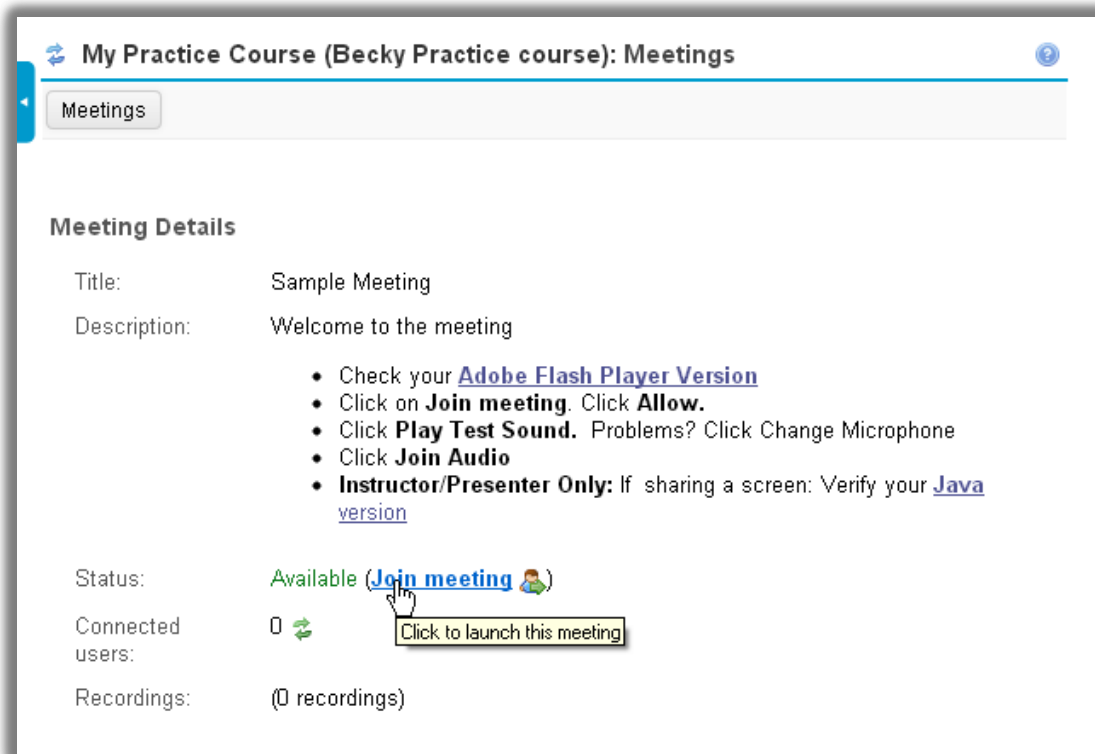
3. Click on the Meeting title, such as *Sample Meeting*.
4. Beside Status, click **Join meeting.**

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 Meetings wiki. Click **Join Audio**.