Instructor Handout for Creating a Meeting

1 WHAT IS MEETINGS?

Meetings (also called **BigBlueButton**) is an open source web conferencing tool available in Sakai courses that allows you to meet online with your students.

2 How do you Create a Meeting?

Go to your Course Site. In Sakai, click on More Sites, click on your course site title.

Add the Meetings tool to your course Menu

- 1. Click on Site Info, click on Edit Tools. Click on the box beside Meetings.
- 2. Click Continue. Click Finish. On your course main menu, Meetings should display.

Create a new Meeting

- 1. On the course main menu, click **Meetings.**
- 2. Click on the Create Meetings button.

1. Meeting Information

- 1. **Title:** Type the meeting title that will be displayed to your students.
- 2. **Description:** You can add more information to the default welcome message.
- 3. **Recording:** Click on the check box if you want a **recording button available**. You'll be able to start and stop the recording as many times as you like-only one recording will be created.
- 4. **Meeting Duration**: We recommend that you **do not** state a meeting duration. Otherwise, once the meeting duration is met, without warning, your meeting will end.
- 2. Participants: We recommend that you leave the default settings
 - 1. Add participant: Allow "All site members", or all students, to attend the meeting.
 - 2. Participant list:
 - a. **User:** *Instructor name and (userid)*: The Instructor is the Moderator or presenter.
 - b. All site members: All students in the class are Attendees or participants in the meeting.



- **3. Availability:** *Optional:* If you want the Meeting to always be available, don't state the open or close date. Otherwise, no one can attend the meeting until the Open date.
- **4. Notification:** *Optional:* You can send an email to notify your students or participants of the meeting, after you click Save.

IMPORTANT!

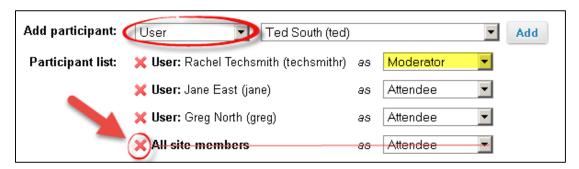
5. Click on the Save button, to create your Meeting.



3 What If you want to specify who can attend a Meeting?

In the Participants area:

- 1. **Participant:** Click on the "All site members" drop down box. Click "User". Click **Add** beside the name of each student you want to join the meeting.
- 2. Participant list:
 - a. **User:** If you are not going to attend, at least one student must be made the moderator or presenter. Beside a student's name, click on the Attendee drop down box. Click Moderator, to make them the presenter at the meeting. You can select as many students as you like to be a Moderator or presenter.
 - b. To the left of "All site members", click on the red "X", to delete it, so the meeting is only available to the students you selected.



3. Click on the **Save** button, to update or create your Meeting.

Need more information? Review the handouts in the **Sakai Instructor Resources-Meeting** area.