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

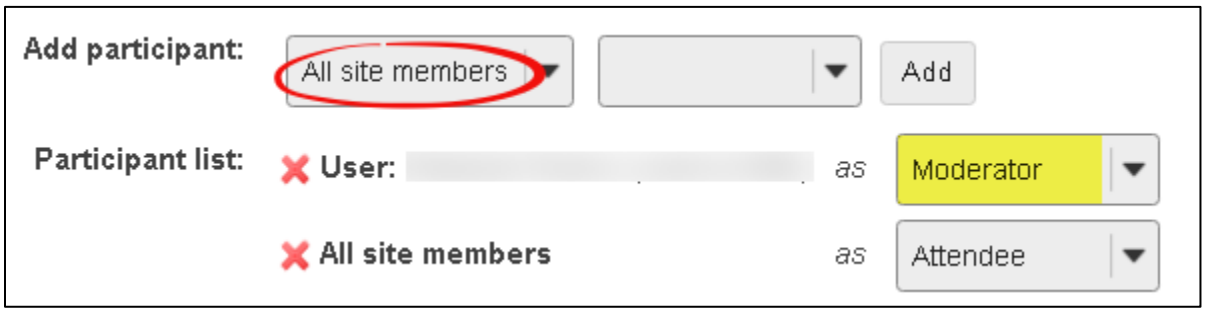
1. On the course main menu, click **Meetings.**
2. Click on the **Create Meetings** button.

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. (Don't paste from Word or a web site, type the text; or errors can occur.)
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. **Wait for Moderator:** Check on the check box if you don't want your participants to join the meeting until you or another moderator arrives.

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.

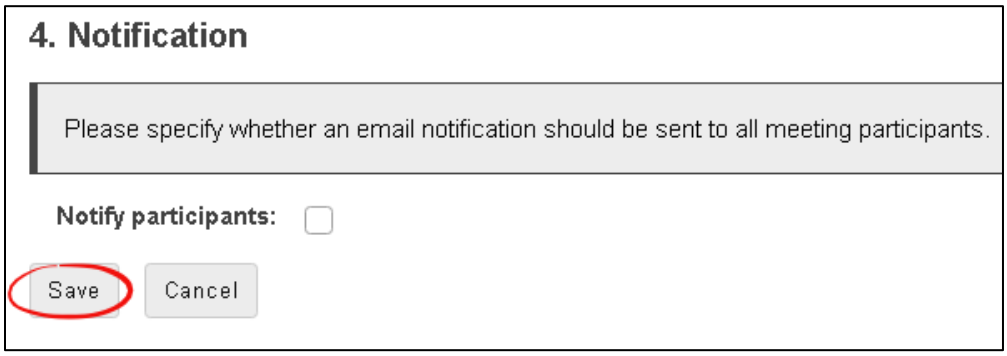


3. **Availability:** *Optional:* If you want the Meeting to always be available, don't state the open or close date. Otherwise, no one can attend the meeting until the Open date.

4. **Notification:** *Optional:* You can send an email to notify your students or participants of the meeting, after you click Save.

IMPORTANT!

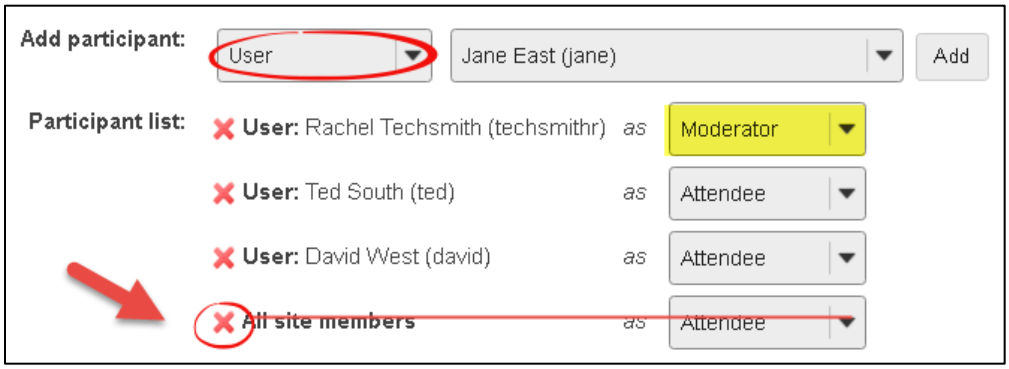
5. **Click on the Save button, to create your Meeting.**



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.