Instructor Handout for *Running* a Meeting

1   WHAT IS MEETINGS?

Meetings (also called **BigBlueButton**) is an open-source web conferencing tool that allows instructors to meet online with students in different locations. Instructors can add Meetings to their Sakai courses.

2   HOW DO YOU *CREATE* A MEETING?

In Sakai Instructor Resources at **http://bit.ly/SakaiMeetings** follow the instructions in the *Create a Meeting Handout*.

Note: If you want to record your meeting, you *must* check the Recording checkbox when you *create or edit* your meeting.

3   WHAT DO YOU NEED TO DO *BEFORE* A MEETING?

Hardware and Multimedia:

- **Device/Browser: We recommend instructors use a Windows pc, laptop, or Mac and Chrome.**
  - Students can use a Windows pc, a laptop, a Mac, a Chromebook, and should use the latest version of **Chrome**.
    - Students can NOT use Microsoft Edge. The software is not ready.
  - Students can access a meeting with a mobile client:
    - Chrome on Android (6.0+) or Safari Mobile on iPhone/iPad (iOS 12.2+).
- **Need a Headset? Yes, instructors should use a headset**. What about your students? Your students don't need a headset or webcam, as they can use the Chat area.
- **Check Sound:**   Go to **YouTube**; play a video. Problems with sound? Check your device: is plugged in correctly? Is your device volume turned up?

4   HOW DO YOU *JOIN* A MEETING?

- In **Sakai Help for Students** [https://go.durhamtech.edu/sakai-students] follow the instructions or watch the video on *How to attend a Meeting in Sakai*, which instructors can use as well.

5   WHAT CAN YOU *DO* IN A MEETING?

- If you prefer to learn using videos: You can go to the **BigBlueButton Tutorial** videos [http://bigbluebutton.org/videos/]. Click on the *Moderator/ Presenter Overview* video.

- Also, follow the instructions in this handout, to discover what you can do in a Meeting.

5.1 MULTIMEDIA BUTTONS

In the bottom middle of the screen, you and your students will see several **multimedia icons.**

➢ **1A. Microphone:** Click on the *microphone icon* to mute or unmute your voice.
➢ **1B**. **Phone (Audio):** If you have audio issues, click on the *phone icon* to shut down your audio. Click on the phone icon again to set up your audio/microphone.
➢ **1C**. **Webcam:** Make sure your webcam is turned on!
   o *Click on the webcam icon*.
   o You may have to click on **Allow**, too, to allow Meetings to access your webcam**.**
   o Update settings (if needed), and click the **Start sharing** button to display your webcam.
      ▪ The webcam *icon* will now display in white, with a blue background.
      ▪ *You can click and drag the webcam display to the bottom of the web page*. But this will only change your view, *not* other participant's view.
   o **When done***:* Click again on the webcam *icon* to stop sharing your webcam.
➢ **1D. Monitor (Sharing your screen).** You **must** use a desktop/laptop pc or mac to share your screen. We recommend that you use Chrome, too. We'll discuss how to share your screen further below.

5.2 START RECORDING

When you created your Meeting, if you clicked beside *Recording*, you'll now see the Recording button.

➢ In the top middle of your screen, next to the meeting title, click on the **Start Recording** button (then click on the **Yes** button) to start and stop recording your session as many times as you like. Try it! Meetings will combine your "stops and starts" into one video.


➢ **After your session is completed:** Your recording will be available in Meetings under *Recordings*. Lengthier recordings (more than 5-10 minutes) will take longer to display.

   o In addition to a link to your video, you'll also see a link to *Statistics*, where you'll see your student participation data.

   o You can view students' poll answers, activity, and the amount of time they attended the meeting. You can also download the statistics.

5.3 MESSAGES – PUBLIC CHAT

At the top left, below Messages, click on **Public Chat** (if not already selected). Default messages will display on the right.

➢ Below the default messages, **type** in comments, and press **Enter** or click the blue circular **Send message** button. All participants can see Public Chat messages.

➢ Above the default messages, click on the **Chat Settings**, *the three vertical dots icon* to save, copy or clear (delete) the Public Chat messages.

Note: If your students don't have a working headset or microphone, the Public Chat box is the only way these students can communicate with you.
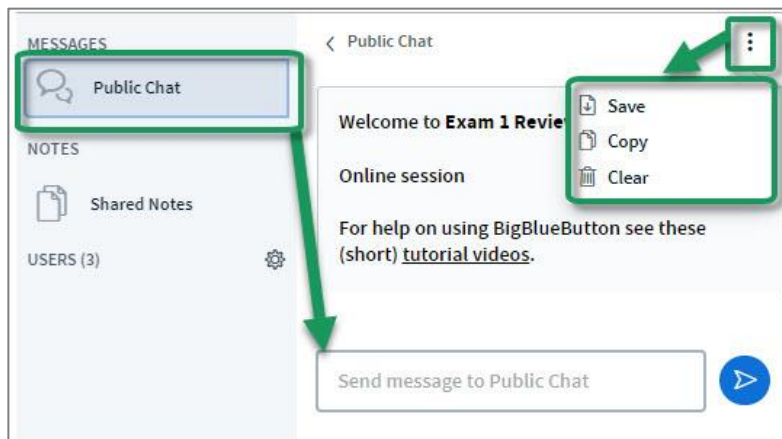
5.4 NOTES – SHARED NOTES

On the left below Public Chat, each participant can click on **Shared Notes**. To the right, a mini toolbar displays above a temporary "notepad."

➢ Both instructors and students can *anonymously* type in comments, format text, delete text, and export notes. **Note:** Shared notes won't display in your recording.
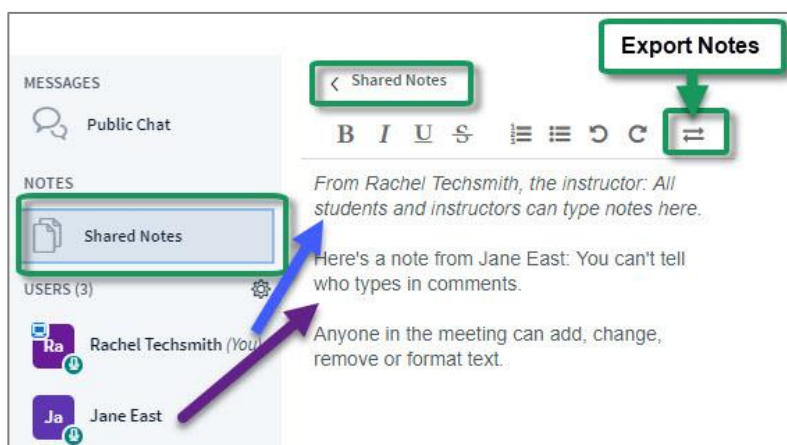
5.5 Users

On the left, below Messages and Notes, all participants in the meeting will be displayed in the **Users** area.

➢ **Moderators:** Moderators, usually the instructor, have a *square* icon to the left of their name. Moderators manage the meeting, such as working with recordings, participants, and ending the meeting.

➢ **Presenters:** Presenters, usually the instructor, have a small monitor on the upper left of their icon. Presenters display content and interact with users.

   o Presenters can upload a presentation, display a YouTube video, share their screen, and can poll participants.

➢ **Viewers:** Students have *round icons* to the left of their names. Viewers can participate in a session. They can't manage the meeting or present content.
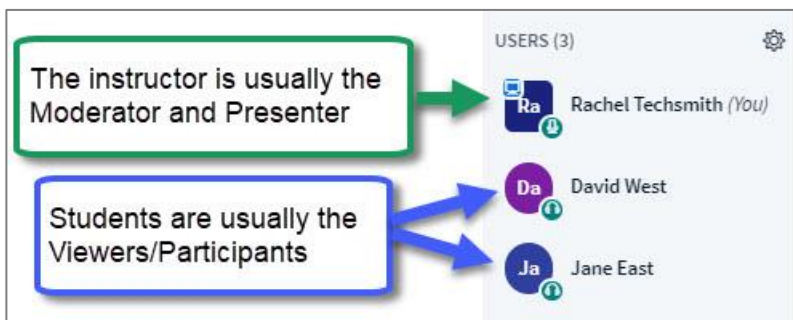

5.5.1 What can you do in the User area?

All users can set their status and can start a private chat with another user. Moderators have additional abilities.

➢ **Select a Status (Emoji):** All users can click on their name, such as the moderator below did; click **Set status**; select an **emoji**. The *user icon* will display the chosen emoji.

   o **To deselect the emoji:** Click on your name, click **Clear status.** Your user icon will change back to the first two initials of your first name.

➢ **Chat Privately**: Any user can click privately chat with another user, such as in the examples below. Rachel Techsmith clicked on David Smith's name, then clicked **Start a private chat**; typed a message and pressed **Enter.**
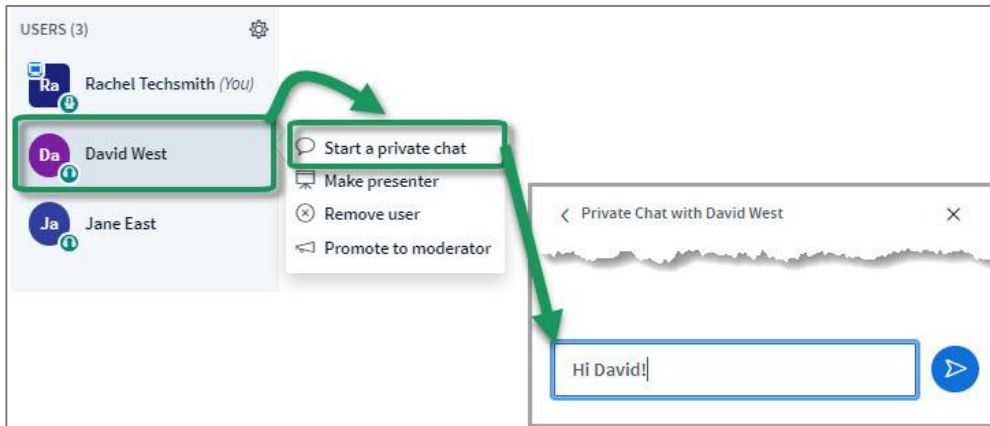

o After sending her private message, Rachel saw David's name highlighted in her *Messages area*, and to the right of David's name, saw her *private message content.*
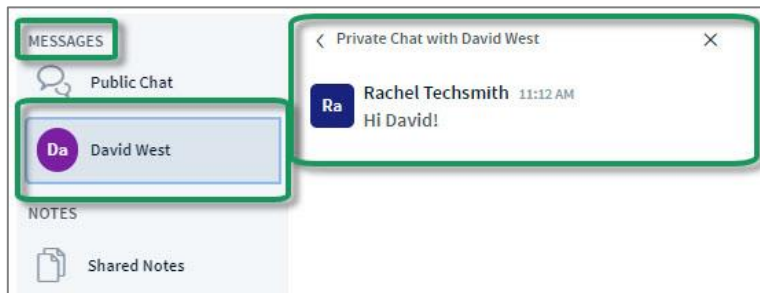
o As shown below, the viewer *David* saw Rachel Techsmith's name appear in his *Messages* area, letting him know he's received a private chat message.

o After David clicks on Rachel's name, he saw his *private chat message* from Rachel.

o At any time, a user can click on the *"X"* in the upper right corner of the Private Chat box to close it or click on *Public Chat* to chat with all of the participants.
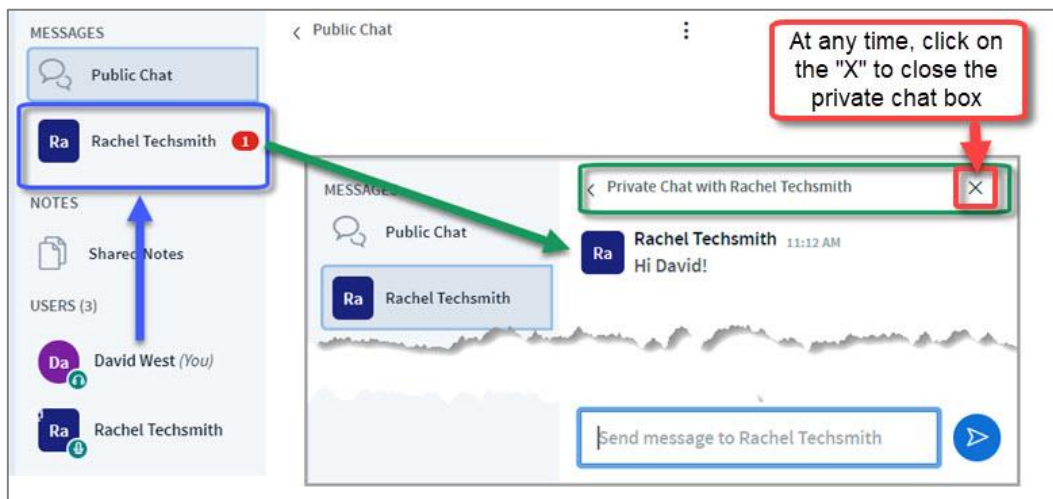
➢ **Moderator/presenter role management:** After a moderator clicks on a user name, they can perform four different actions. Like other users, they can start a private chat. Also:

   o The moderator can *temporarily give up the presenter role.* A moderator can click on a *user name*, and click **Make presenter**. Only one user can be a presenter at a time.
      ▪ To become the presenter again, the moderator clicks on *their name* and chooses **Take Presenter**.
   o The moderator can *remove users*, though the user could return to the session.
   o The moderator can *share their role* and allow another viewer to be a moderator. The selected viewer's icon will change from a circle to a *square*.
      ▪ To remove the moderator role from a user, click on the user's name, then select **Demote to viewer**.
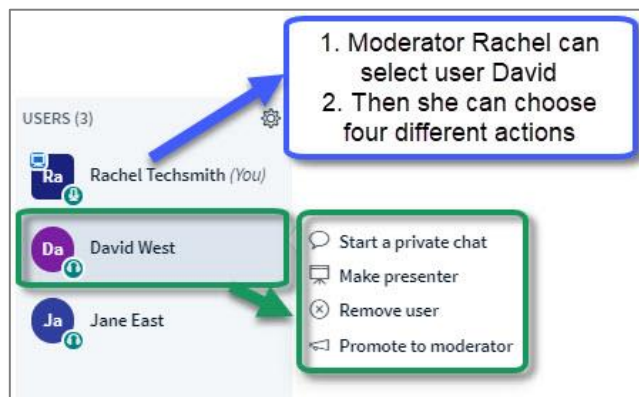

➢ **Moderator status and user management**: To the right of the *Users area heading*, click on the **Manage users icon** (it looks like a wheel). There are seven different choices; we'll discuss the first five.

   o **Clear all status icons.** After you've asked students to answer a question by clicking on their name, set status, and emoji, in **Manage users**, select **Clear all status icons**, to remove the status from your student's icons.
   o **Important!** DON'T use Mute all Users-you will mute yourself!
   o **Mute All Users Except Presenter**. Use this setting to reduce noise during the session.
   o **Save User names**. You can download a text file containing the participant names.
   o **Lock Viewers. Be careful!** You can lock out your students from using: webcams, viewing other users' webcams, microphones, public chat, private chat, and shared notes.
      ▪ **Important!** If you lock public chat, users without microphones have no way to communicate with you.

5.6 UPLOAD AND DISPLAY A PRESENTATION

Moderators/Presenters can upload materials to the meeting. Instructors can move through several slides and draw on the slides. **Note**: Save your files as pdfs for the best (and fastest) results.

➢ In the **Presentation** area (in the middle of the Meeting), in the lower-left corner, click on the **Action (Plus sign)** button, then **Upload a presentation**.
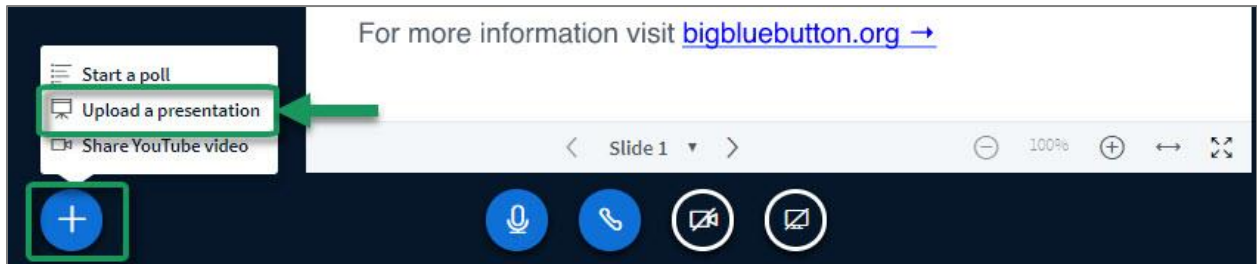
➢ **Drag files** to the upload area. Or click on the **or browse for files** link to find and select your document; click on the **Save** or **Open** button.

➢ After selecting your file, *beside the name*, make sure the circle contains a *green checkmark*.
➢ Optionally, you can click on the **Allow presentation to be downloaded** icon (a crossed-out paper icon) to allow viewers to download your presentation.
➢ Click on the **Upload** button in the upper right to upload your selected document into Meetings (you'll see a Progress status displayed until your document is uploaded successfully).
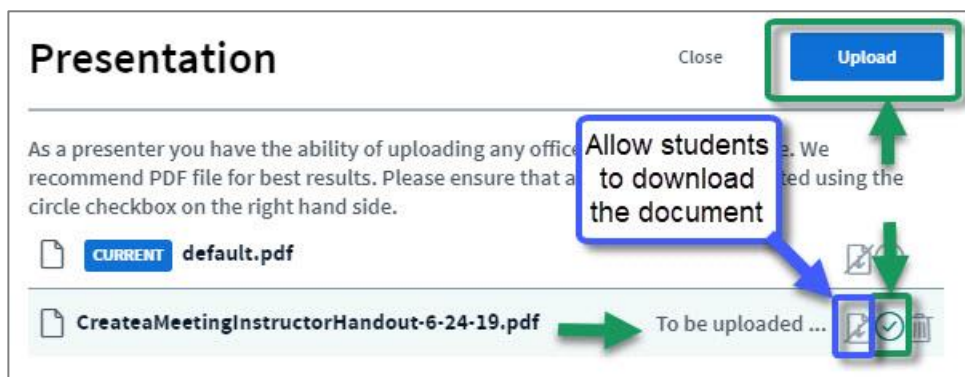
➢ **After you upload a PowerPoint or Word document saved as a PDF,** below the presentation, you'll see the following:
1. **Download the original presentation button** (*optional, download arrow button*): If you chose the "allow the presentation to be downloaded" option when uploading your document, you and your students can click on the download button to download the document.
2. **Previous slide** (*back arrow*), **select slide drop-down, next slide** (*forward arrow*): Click on the *Slide 1 drop-down* to move to the slide you'd like to display.
3. **Zoom in** (*minus sign*) **or Zoom out** (*plus sign*) **buttons**. Decrease or increase the magnification of the document text.
4. **Fit-to-width** (*double-headed arrow*). Click on the double-headed arrow to expand the document across the width of your monitor or device. Click again to end the display.
5. **Make a presentation full-screen** (*four-headed arrow).* Click the four-headed arrow to expand the document to the full height and width of your monitor or device. Click on the arrow again to return the original document's height and width.

5.7   WHITEBOARD

The Moderator/Presenter can use a whiteboard in Meetings at any time; optionally, you can allow all users to draw on the whiteboard, too.

➢ To the right of the presentation area, you'll see the default Whiteboard toolbar, which contains four icons, as shown below.
1. You'll use the top icon to select your **drawing tools** (see more details below).
2. Click on the **undo** button to remove a mistake.
3. Click on the **trash can** icon to delete everything on the whiteboard.
4. Finally, click on the last icon to **allow all users to draw on the whiteboard**.
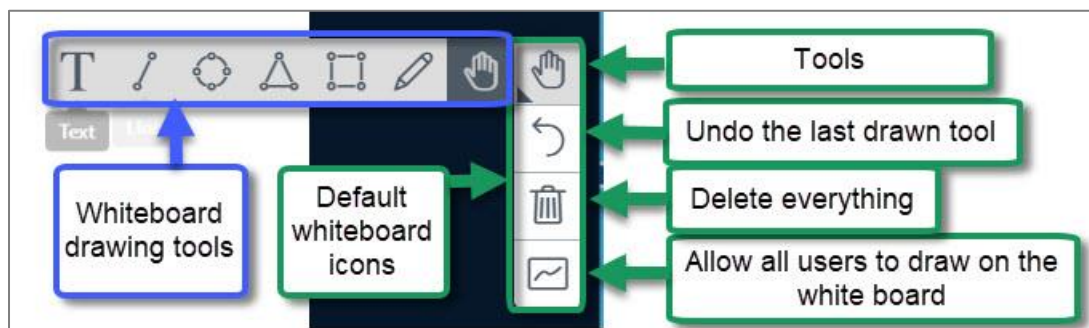
5.7.1   What can you draw on?

➢ You can draw on your uploaded document
➢ At the bottom of the default presentation page, click on the Next (>) slide button to display one of several blank documents (see image below).

5.7.2   What can you do with the drawing tools?

➢ For all of the drawing tools, you'll follow the same steps (except for the "T" text tool):
   1. On the default whiteboard toolbar, click on the top icon, the **Tools** icon
   2. Select the whiteboard **tool** you want to draw with
   3. Optionally, select the **thickness** of the lines your draw, and the **color** of your drawing
   4. Optionally, click on the last default tool icon to **allow all users to draw on the whiteboard** (To turn off sharing: click on the icon again, to only allow the presenter to draw on the whiteboard).
➢ Once you've selected your drawing tool, click on the presentation area, and drag your mouse.
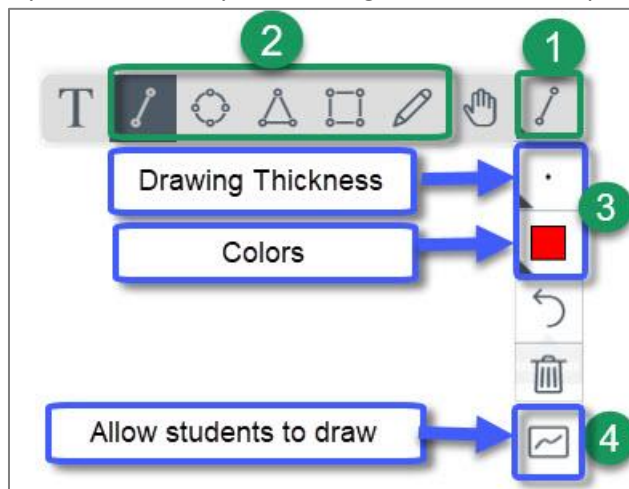
5.7.3   How do you use the Text drawing tool?
The Text drawing tool allows you to pick a **font size on the default menu**, instead of a drawing thickness.

• For the Text tool, you have to click and drag your mouse to *draw a rectangle* that is big enough to fit all of your text.
• After drawing the box, *immediately start typing your text*. Click outside the box when done.
• If you run out of room, you can draw another text box.

### 5.7.4   How do you turn off the drawing tools?
• Click on the top default tool, then click on the "hand."

5.8 POLLING

Ask questions verbally and create a poll "on the fly"; create PowerPoint slides with questions/answers to poll your students, or create custom polls.

5.8.1 How do you start a poll?

- At the bottom left corner of the presentation area, click on the "**plus sign**" or **Actions** button.
- Click on **Start a poll**
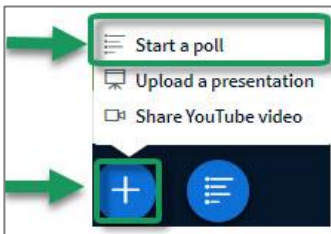
5.8.2 How do you create a poll "on the fly"?

- Verbally ask your students a Yes/No or True/False question. For example, ask students to answer this True/False question "The sky is blue today."
  - o As shown below, click on a **polling answer type**, such as Yes/No or True/False.
 - o Your students will see your selected polling options.
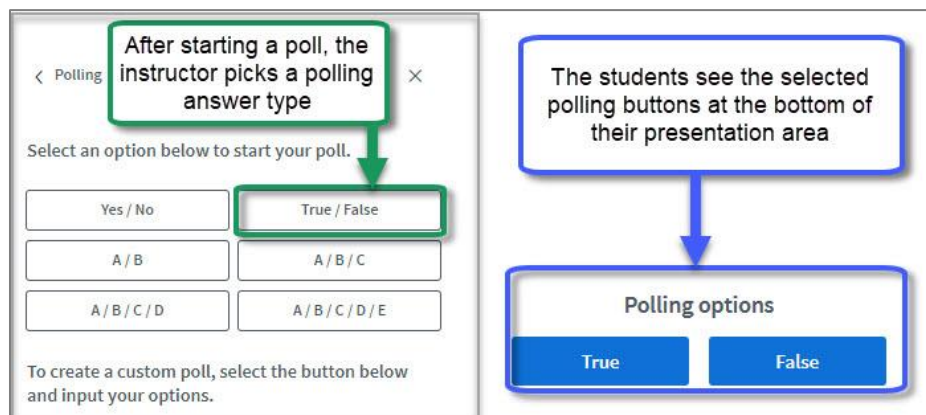
- o After your students click on their polling answer button, you'll see the results.
- o Optionally, you can publish the aggregated poll results for your students.
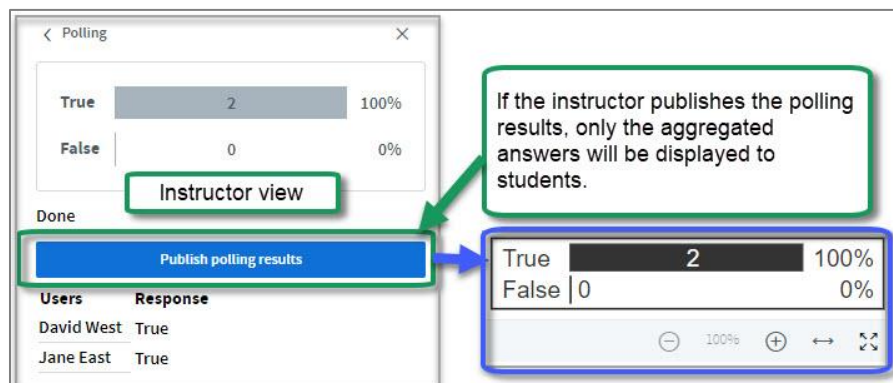
5.8.3   How can you create a poll using PowerPoint "smart" slides?
1. If your PowerPoints contain multiple-choice (A/B/C/D/E), (true/false), or (yes/no) questions and answers, Meetings will provide a **quick poll button** for you to click on, as shown below (next to the "plus sign" or Actions button)
2. Next, select the **poll answer type** to display to your students, such as A/B.
3. As you did with the previous type of poll, you'll see the aggregated poll answers and individual student answers. You can *publish* the aggregated results in the Presentation area for your students or click on the "X" in the upper right to close.
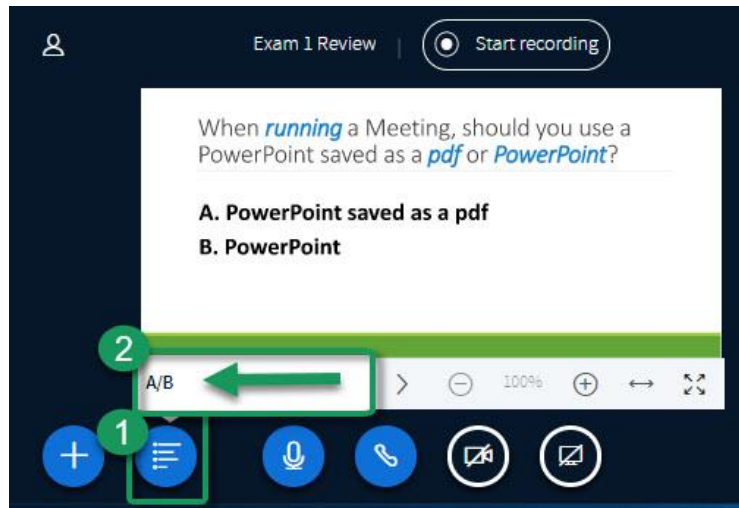
- Here are examples of **all types of polling, including custom polls**: http://bit.ly/meetings-polling
- This document contains PowerPoint **polling Q&A examples and Instructions**: http://bit.ly/bbb-polling

5.9   SHARE YOUR SCREEN

Required: You must use a desktop/laptop pc, or mac to share your screen. We recommend that you use **Chrome**. **Note:** Do NOT use a mobile device; or Edge, Safari, or Internet Explorer.
- Open the additional applications or browser tabs that you want to share with your students.
- Click on the **Share your screen** (monitor) icon below the presentation area.

- In Chrome, click on the title **Your Entire Screen**. Below the title, **click on the displayed sample**. In the lower right corner, click on the **Share** button. Your students will see whatever you do on your screen. **When done:** Click on the *Monitor* icon or the pop-up's *Stop sharing* button.
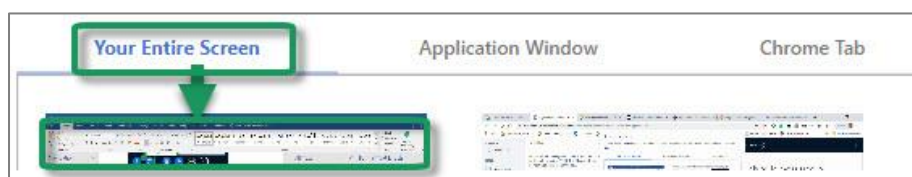
5.10 SHARE A YOUTUBE VIDEO

During a session, you can display a YouTube video, and add your comments. Please be aware that you can't record YouTube videos. You can share the link to the video in a Public Chat message.

- At the bottom left of the presentation area, click on the **Actions** (plus sign) icon.
- Click **Share YouTube video**.
- Go to YouTube.com, select a video, and copy the web address or type in the web address, such as https://youtu.be/Q2tG2SS4gXA, the Meetings moderator/presenter overview video.
- Click on the **Share a new video** button. The video will start playing. Your students can hear you speak over the video, but it would be helpful if you paused the video while you spoke.
- **To stop sharing**: click on **Actions** (plus sign) icon again. Click **Stop sharing video**. You'll immediately return to the last item displayed in the presentation area.

5.11 BREAKOUT ROOMS

You can divide your students into separate meeting rooms, using the Breakout Room feature.

- Here is a video and instructions on how to set up breakout rooms:
  - Video (33 seconds): https://go.durhamtech.edu/breakout
  - Step-by-Step Instructions: https://go.durhamtech.edu/breakout-steps

5.12 MEETINGS LAYOUT

Each participant can close different panels (such as the user list or messaging panels) to emphasize the presentation area or display all of the shared webcams. Follow these instructions to change the display of your meeting. [https://go.durhamtech.edu/meetings-layout]

Note: You can only change the layout of your meeting session, not anyone else's.

5.13 OPTIONS/END MEETING/LOGOUT

In the upper right corner, click **Options** (vertical dots) to customize your settings and end the meeting.

- **End Meeting**: When you want to remove your students from the session, and you want the recording to end and start processing, click on **End meeting**, then **Yes**.
- **Logout**: If you want to leave and return or are disconnected from your session, click on the browser tab of your Sakai course, then as shown below, beside Connected users, click on the *circular arrow*s. You'll now be able to click on the **Join Meeting** link to return to your session.
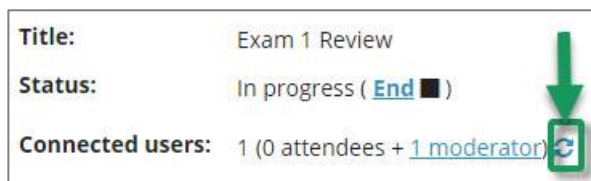
Where are recordings? In *Meetings*, click on the *Recordings* button. If your recording status is *Published*, your students can view it. Also, instructors can access the *Statistics* link.