

## Two or More Instructors (and students) in a Virtual Meetings Session

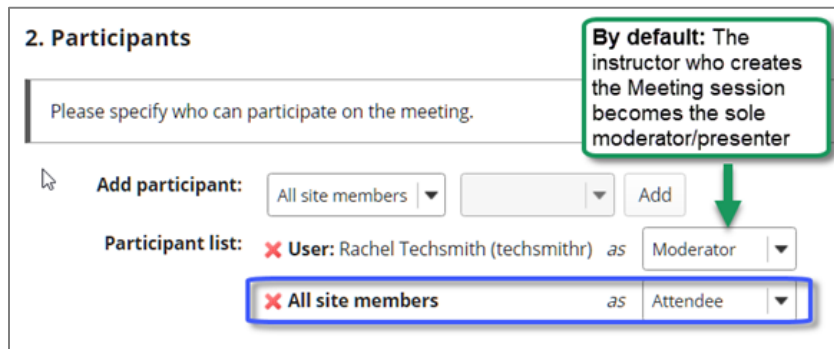
When multiple instructors are present in a Sakai course and Meetings sessions, there are two ways to set up and facilitate your meetings. By default, the instructor who **CREATES** a Meeting session will become the primary moderator and presenter of the session. **DURING** the session, the creator will **FACILITATE** the meeting, giving and taking the presenter role to and from other instructors.

Otherwise, an instructor can **ADD** other site instructors as moderators while **CREATING** the meeting session. **DURING** the meeting, the other instructors can take over the meeting at any time. Instructors are **CO-FACILITATORS** of the meeting session.

### Method 1 One Primary Meeting facilitator

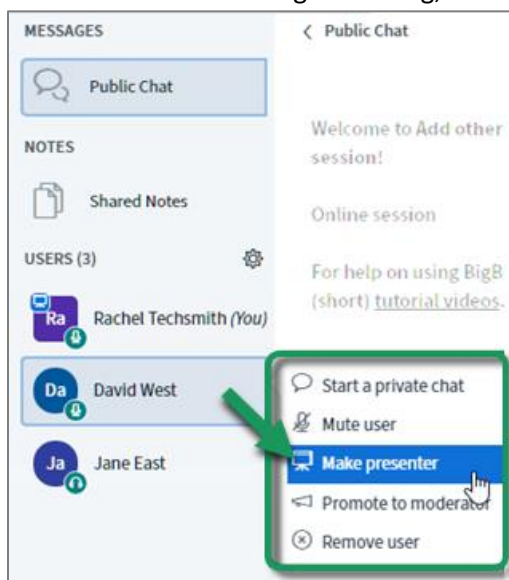
#### Step 1 – Review the Meeting session default settings

By default, the instructor who **creates** a Meeting session will become the sole moderator and presenter of the session. Other instructors can only perform tasks students can. **DURING** the meeting, the meeting creator can transfer control of the meeting to other instructors one at a time.



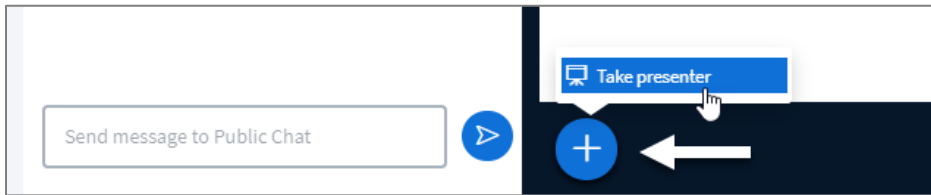
#### Step 2 – In the Meeting: The Meeting Creator Hands off Presenter Role

During the Meeting, the meeting session creator will be the moderator/presenter. To give the presenter role to another instructor during a Meeting, the Meeting creator clicks the user's name and selects "Make presenter."



### Step 3 – Meeting Creator Takes Back Presenter Role

To “take back” the Presenter role, the Meeting creator clicks on the **Plus (+) icon** at the bottom of the screen and selects “Take Presenter”.



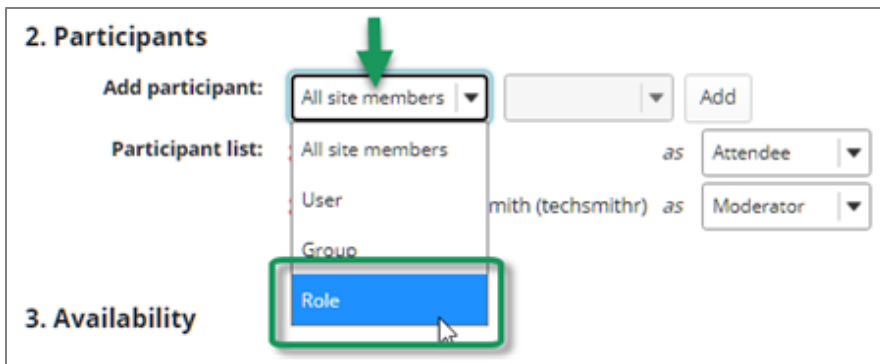
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### Method 2 While creating the Meeting: Add Co-facilitators to the Meeting session

When creating the meeting session, the creator can add instructors and grant them moderator access for the Meeting session. During the meeting, added instructors can take the presenter role from other instructors.

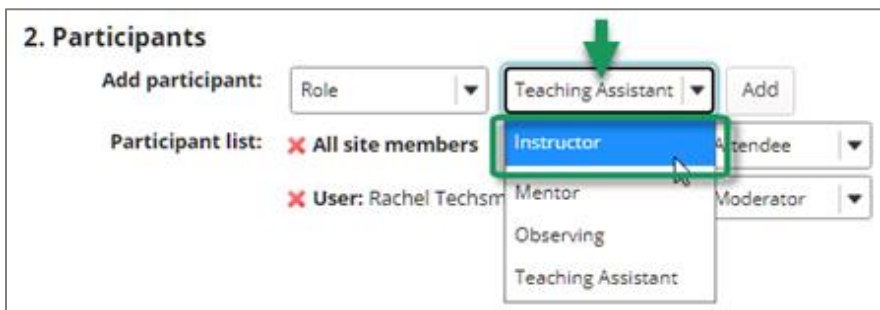
#### Step 1 – Choose the Participant Role

To make the other course instructors moderators, the Meeting creator clicks on the first drop-down menu next to Add participant, then selects **Role**.



#### Step 2 – Choose the Instructor role

Click the second drop-down menu next to Add participant; select **Instructor**.



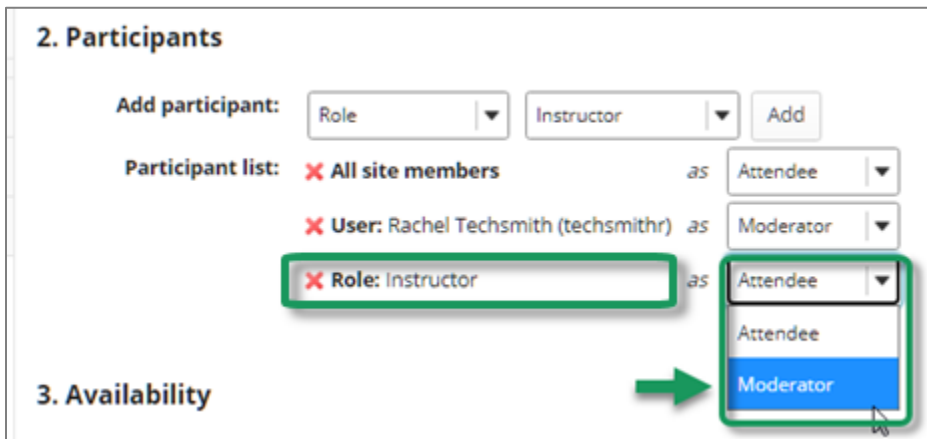
#### Step 3 – Add the Instructor role to the Meeting session

Click the **Add** button. All instructors have been added but still have attendee access, like students.



#### Step 4 – Make all instructors Moderators in the Meeting session.

Click the drop-down next to the Instructor Role; select **Moderator**. **Save the Meeting!**  
All course instructors can now take the presenter role one at a time and facilitate this session.



#### Step 5 – In the Meeting session, any Instructor can take a Presenter role

Rachel Techsmith created the meeting below, but when she created the Meeting session, she added the instructor role as moderators. In the User area, moderators icons are square; other user icons are round. David West is also an instructor in the course; he can click on his user name, click **Take presenter**, and make himself the presenter.

To become presenter again, Rachel can click on her user name, and click **Take presenter**.

