

# Instructor Handout for *Creating a Meeting*

## 1 WHAT IS MEETINGS?

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**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?

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

### Add the Meetings tool to your course Menu

1. Click on **Site Info**, click on **Manage Tools**. Click on the box beside **Meetings**.
2. Click **Continue**; then **Finish**. On your course menu, Meetings should display.

### Create a new Meeting

- On the course menu, click **Meetings**. Click on the **Create Meetings** button.
  - If displayed: Please disregard a warning box that states “(x) *Some users are not allowed to participate in meetings. Please revise tool permissions*”.
  - **Do not revise permissions!**

### 1. Meeting Information

- **Title: (Recommended)** Your students will see the meeting title when joining the session.
- **Description: (Optional)** You can add more information to the default welcome message.
- **Recording: (Recommended)** Click on the **checkbox beside Recording**. Otherwise, you won't be able to record your meeting.
  - You'll be able to start and stop the recording as many times as you like, yet Meetings will only create one recording.
- **Wait for Moderator: (Optional)** By default, the checkbox is checked, which means your students can NOT join the meeting until you arrive. You may want to uncheck this option.
- **Pre-upload Presentation: (Optional)** Save your presentation file as a PDF. Then upload your PDF presentation file before the meeting starts.
- **Group Sessions: (Optional)** See group scenario below.

2. **Participants: *We recommend that you keep the default settings.*** Optionally, you can add or remove individuals or groups to the meeting.

- **Moderator:** By default, the meeting creator is the Moderator. During the meeting, only moderators can use all meeting features.
  - Also, moderators can promote users to be presenters. Presenters are allowed to display materials and use the whiteboard during the meeting.

- **All Site members:** By default, all students in the course site are attendees, who are allowed to join the meeting, but cannot present materials.
3. **Availability:** (*Optional*) If you want the Meeting always to be available to all users, don't state the open or close date. **Note:** If the open date is selected, *no one* can attend the meeting until the open date and time, including the meeting creator.
  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?

**First Scenario: Private student meeting.** After adding the meeting information:

1. In the Participants area, beside Add Participant: Click on the **first drop-down box**; select **"User."**
  - a. To the right, click on a student name; click **Add**. You'll see the student name in the Participant list, with the role of Attendee. You can add as many students as you like.
  - b. By default, the instructor is the Moderator for the session.
  - c. **To make the meeting private**, delete the rest of the students in the class; click on the **"X"** beside "All site members."
  - d. Click on the **Save** button to create your Meeting.

**Second Scenario: Student group meetings:** The instructor [divided all students into groups in Sakai](http://bit.ly/sakai-groups) [http://bit.ly/sakai-groups].

2. When adding meeting information, **add a check** beside **Group Sessions**. This feature will generate a separate meeting for each group in the course site.
  - a. In the Participant list, click beside "All Site members" on the drop-down list, change the setting to **Moderator**. All group members will be able to lead their group sessions.
  - b. Click on the **Save** button to create your Meeting.
  - c. *Remind students:* When joining their meeting, students will see a new choice, Group. Beside Group, as shown below, a member of Group 1 will need to click on their group name to join their group session:

The screenshot shows a 'Meeting Details' form with the following fields:

- Group:** A dropdown menu with 'Default (No Group)' selected. A green arrow points to the dropdown arrow.
- Title:** A text input field with 'Default (No Group)' and 'Group 1' visible. A green arrow points to the 'Group 1' option.
- Description:** A text input field with 'Online session'.
- Status:** A text input field with 'Available (Join meeting ↗)'.

- d. The instructor can click on the Group drop-down to join any of the group sessions.

**Need more information? Review the [Sakai Meeting handouts](http://bit.ly/SakaiMeetings)** [http://bit.ly/SakaiMeetings].