

## Quick Start: Using the Meetings Tool in Sakai

Meetings (BigBlueButton) is a webinar tool available in Sakai that allows instructors to hold live, online meetings with students. You can display presentations, use a whiteboard, use audio or a webcam, chat with your students, share your desktop, record the meeting, and more.

### Add the Meetings Tool

1. Open a course site on Sakai. From the course menu, click **Site Info**.
2. Click the **Manage Tools** tab, and then scroll down and place a check next to **Meetings**.
3. Scroll to the bottom and click **Continue**, then click **Finish**. **Meetings** now appears on your course menu.

### Create a Meeting

1. From the course menu, click **Meetings**.
2. Click **Create Meeting**.
3. Type a **title** for the meeting (required). Your students will see the title in the list of meetings. Leave the default setting for each of the remaining options.
4. Click the **Save** button to create your meeting.

### Before the Meeting

#### FOR YOUR STUDENTS

- Be sure to give students these instructions before the meeting date:  
[Student Instructions for Attending Meetings in Sakai \(PDF\)](#)  
[ <https://go.durhamtech.edu/meetings-students> ]
- **Read the instructions yourself** – the same steps for accessing a meeting apply to you, too!
- Note that students can join the meeting using a computer or a mobile device.

#### FOR YOURSELF

- **View this video** for great info on using the Meetings tool as a moderator/presenter:  
[Overview for Moderators/Presenters](#) (< 7 min)  
[ <https://youtu.be/Q2tG2SS4gXA> ]
- **If you plan to present a PowerPoint or other document, save it as a PDF.** Have it handy to upload when the meeting starts.
- **Are a headset and webcam required?** No, neither is required. The microphone built into your computer should be sufficient. If needed, you can dial in by phone.
- **Recommended Browsers:** Desktop/laptop: Chrome or Firefox.
- **If you are going to share your screen** (for example, display a web site), you must use a desktop or laptop computer (not a mobile device).

## Launch the Meeting

When it's time to start the meeting...

### INITIAL CONNECTION AND SOUND CHECK

1. On your Sakai course menu, click **Meetings**, then click the **title of the meeting** you want to join. (It must have a status of "Available" or "In Progress.")
2. Click the **Join Meeting** link. The meeting will open in a new browser tab.
3. Select to join with your **Microphone**. (If you don't have a working microphone, choose "Join using your phone" and follow the instructions.)
4. When prompted by your browser, click **ALLOW** to let the browser access your microphone.
5. An echo test appears. **Speak a few words**. If you hear them echoed, click **YES**. If not, you may need to adjust your sound volume or settings.
6. You are now in the meeting.

### START RECORDING AND MUTE ALL PARTICIPANTS EXCEPT YOURSELF

- At the top of the screen, click **Start Recording**, then **Yes**.
- Your four controls are at the bottom of the screen.
  - **Microphone**: Mute/unmute.
  - **Phone (Audio)**: Having an audio issue? Restart your audio set up.
  - **Start Webcam**: Click on the icon, click **Allow**, then **Start Sharing** to display your webcam.
  - **Monitor**: Share your screen using a desktop or laptop computer. See below for details.
- *Users Panel* on the left displays the students attending the meeting
- To mute all participants EXCEPT yourself:
  - From the Users Panel, click the "**gear**" icon.
  - Click **Mute All Users Except Presenter** to reduce noise during your meeting.

### INTERACT WITH STUDENTS

- *Public Chat*
  - The *Public Chat* area is the only way students can communicate with you if they don't have a working headset or microphone!
  - In the Users Panel, students can click on your user icon (or any other user's icon), and select **Start a private chat** to chat privately.
    - In the *Messages* area on the left, if you see a student's name displayed with a number, click on their **name** to view their message.
- *Raise hands*
  - You can ask a question, and in the Users Panel, students can click on their **name**, click **Set status**, and quickly "raise their hands" to share their status with you. Each student's round user icon will display the selected emoji or status.  
*To clear student emoji's*: In the Users Panel, click on the "**gear**" icon, and then select **Clear all status icons**. Students' user icon will display the first two initials of their first name.

## PRESENTING IN A MEETING

- *Upload/share a presentation file*
  - Below the presentation area, click on the **plus button**, then **Upload a presentation**.
  - Find or drag your presentation file to the upload “box.” Beside your presentation name, “To be uploaded” will display.
  - At the top, click on the **Upload** button.
- *Navigate through the presentation*
  - Below the presentation, click on the **arrow buttons** or click on the “**Slide 1**” drop-down box to move to any slide.

**Note:** Changes to the presentation display (by using zoom in or out or fit-to-width icons) will NOT affect students' view, only your screen display will be modified.

- *Draw on the presentation*
  - Locate the vertical toolbar on the right, and click on the “**hand**” icon to choose a whiteboard tool. You can change the drawing color, undo the last item drawn, and delete all of your drawings.
  - *To turn off the drawing tool:* click the “**hand**” again.
- *Add a poll*
  - There are two types of polls: Create and present PowerPoint “smart” slides with poll Q&A’s or add custom polls “on-the-fly” during the meeting.
    - For examples of how to create both types of polls, go to BigBlueButton’s [Polling examples and instructions](http://bit.ly/bbb-polling) [http://bit.ly/bbb-polling]
- *Share your screen*
  - **You must use a desktop or laptop computer to share your screen.** It is recommended that you use Chrome or Firefox.
    - Share your screen when you want to display a web page (such as the Durham Tech website, Sakai, a publisher site, etc.) or interact in an application (for example, demonstrating how to add references to a Microsoft Word document).
  - To start sharing your screen:
    - Below the presentation area, click on the **monitor icon**. A dialog box appears.
    - Make sure the *Your Entire Screen option* is selected, then click on the **displayed sample image**.
      - Alternatively, if you want to screen share ONLY an application, click the **Chrome tab** and select the application.
    - Click the **Share** button. Allow a moment for the screen share to load (rotating arrows may appear as Meetings sets up the screen share). Once loaded, a screen sharing toolbar will display, and students will see your entire desktop/laptop screen.
  - To end sharing your screen:
    - Click the **Stop sharing button** on the popup toolbar, or click the **Monitor icon** located below the presentation area.
    - A message should display: “Screenshare has ended.”
    - The presentation area will display to your students.

## ENDING THE MEETING

- To remove your students from the session and stop recording, click on the **three vertical dots** in the upper-right corner.
- Click **End Meeting**, then **Yes**. Your meeting recording will now be processed.

**Note:** If you choose **Logout**, the meeting and recording will continue. Click on the **End** link to end the session.

- **Need to return to your meeting?** To return to a meeting that has NOT yet ended, return to the Meetings Details page in Sakai and locate the **circular arrows** next to Connected users. Click the circular arrows, and the **Join meeting** link appears.
  - Click on the **Join meeting** link to return to your session.

## AFTER THE MEETING

- *To find your recording:* In Sakai, in **Meetings**, click the **Recordings** tab.
  - Click on either the **Video** or **Presentation** link. The recordings are similar.
  - Click on the **Statistics** link to see an Overview area, participant “Attention” graphs, and a list of Poll questions you can click on to see student results.
    - Click on a **student name** to view further participation details.

**Note:** Only instructors can access the **Statistics** link!

## Resources

- **Sakai Meetings videos, detailed handouts and more!** <http://bit.ly/SakaiMeetings>