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?

Follow the instructions in Sakai Instructor Resources: **Create a Meeting.** **If you want to record your meeting,** you must check the Recording check box when you *create or edit* your meeting.

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

Hardware:

- **Computer:** Use a Windows pc or mac. Meetings doesn't work with tablets or smartphones.
- **Need a Headset? Yes, instructors should use a headset**. What about your students? Your students don't need a headset or webcam, they can use the Chat area.
- **Check Sound:** Go to **YouTube**, play a video. Problems with sound? Make sure your device is plugged in correctly and your device volume is turned up.

Software:

- **Adobe Flash Player** must be installed. This is the only software your students need.
- **Only if you're going to Share your Desktop**: You'll need to use **Firefox** or **Chrome** and have **Java** installed on your computer. After reviewing this handout, check out the **Sharing your Desktop** handout.

4   HOW DO YOU *JOIN* A MEETING?

- Here are the student instructions for **joining a meeting**, which instructors can use as well.

5   WHAT CAN YOU *DO* IN A MEETING?

- **To view a video:** Click on this link to the **BigBlueButtonTutorial Videos** -Below the **Moderator/ Presenter** **Overview**, click on the **Play Video** button.
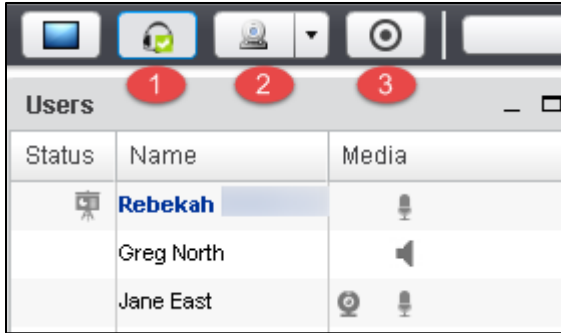
5.1   AUDIO

In the upper left corner, you and your students will see a **headset icon.**

➢   **If you tested your audio successfully**, the headset icon will have a *green check* on it.

➢   Otherwise, if you don't see a green check, click on the headset icon to test your audio.

5.2   WEBCAM

Next to the headset icon, you and your students can click on the **webcam icon** to turn on your webcam. **NOTE:** You may have to click on **Allow** and you **must** click on the **Start Sharing button.**

➢   Your webcam will appear in the lower left corner, in the *Webcams* module.

5.3   START RECORDING

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

➢   You can click on the **Recording button** to start and stop recording your session as many times as you like. Only one recording will be created.

5.4   USERS MODULE

On the left side, at the top, all participants in the meeting will be displayed in the *Users Module.*

A.   In the *Status* column, beside the instructor /presenter name, a *presenter* icon will be displayed; usually, in the Media column the presenter will also display a microphone icon.

B.   For students, in the Media column, you may see a "Listen only" icon OR

C.   You may see in the Media column a webcam icon and/or a microphone icon.
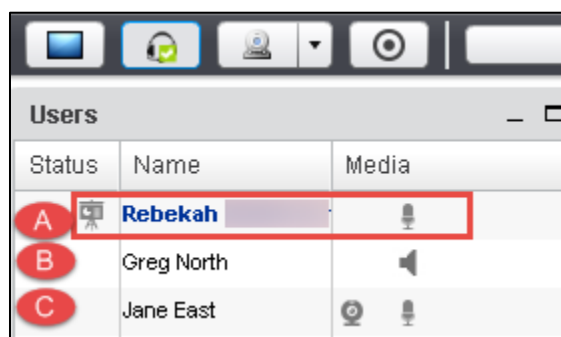
In the lower left corner of the **Users** area, you can click on the **Settings** icon (**it looks like a wheel).**

After you've asked students to answer a question by clicking on their *status icon (smiley face icon*) as shown below:

A. You can click on the **Settings** icon, then **Clear all status icons** to clear the User module
B. **Important!** *DON'T use Mute all Users-you will mute yourself!*
C. **Mute All Users Except Presenter**. This is a good setting to use to reduce noise during the session.
D. **Lock Viewers** allows you to lock out your students from using: webcams, microphones, public chat, private chat and layout. **Note:** *Don't lock public chat*, or students without microphones or headsets won't be able to ask questions!
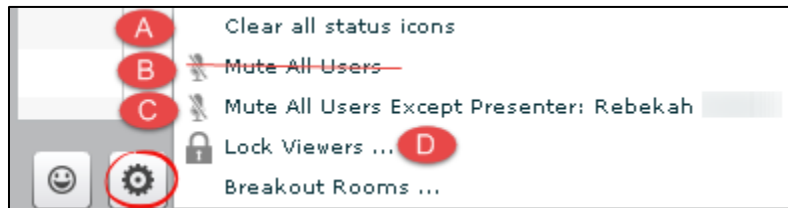

5.5 CHAT BOX
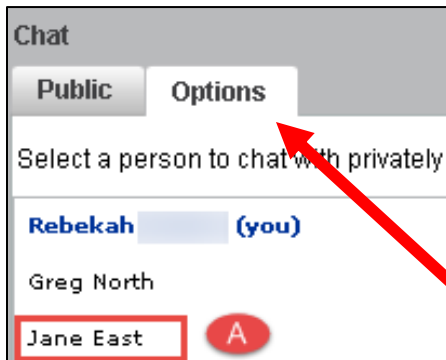
On the right side, type in questions/answers and click on the **Send** button. All participants can see Public chat messages.

IMPORTANT: If your students don't have a working headset or microphone, the Public Chat box is the only way for these students to communicate with you.

If you need to chat with a specific user, at the top of the **Chat** box, beside the Public tab, click on the **Options** tab (in Options, you can also customize the Chat font size and check that you want audible chat notifications).
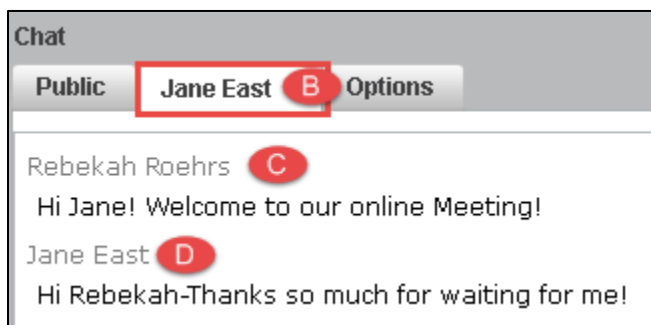
A.   Click on the **name** of a student, such as Jane East.
B.   A **new Chat tab** will appear with their name.
C.   In the **user's new Chat tab**, type in text, click **Send.** Only the selected user will see a new Chat tab appear with your name. They have to click on the tab with your name to see your private Chat message.

D. If your user responds to your private Chat message, their message will appear in your **Chat tab with their user name**. Click on the **Public tab**, to continue posting messages to *all* students.
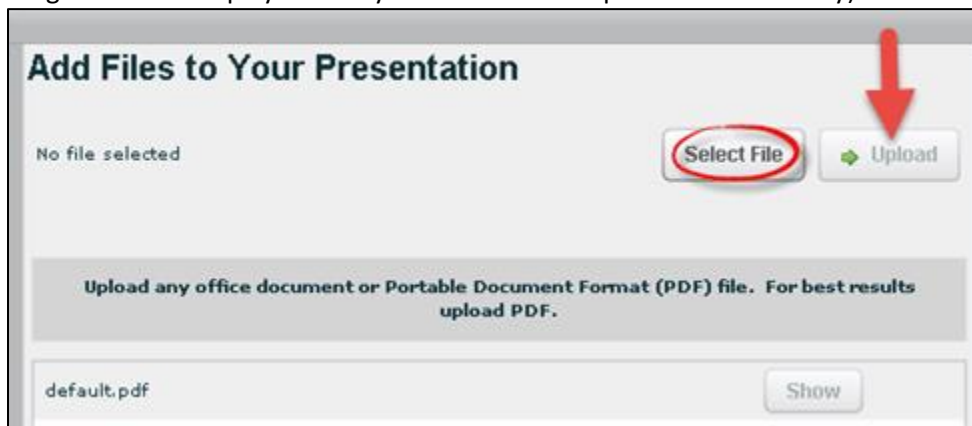
5.6 PRESENTATION

Instructors/Presenters can upload materials to the meeting. Instructors can move through a number of slides and draw on the slides. **Note**: Save your files as pdf's for the best (and fastest) results.

In the **Presentation** area (in the middle of the Meeting), in the lower left corner, the ***instructor /presenter*** can click on the **upload presentation** *icon that looks like a document with a plus sign on it*.


➢ Click on the **Select File** button, find and select your document; click on the **Save** or **Open** button
➢ Click on the **Upload** button 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 PowerPoint saved as a PDF, to the right of the *upload presentation button*, you'll see:

➢ A *left arrow* to go to a previous slide

➢ **The next slide number/total number of slides:** Click on the number icon to display above it a miniature preview of each slide you can click on, to move around in the presentation.
   o To close it, click on the miniature slide or click on the number icon

➢ *Click on the Right arrow* to go to the next slide.
➢ Click on the *slider* and drag to the right to increase the size of the current slide displayed
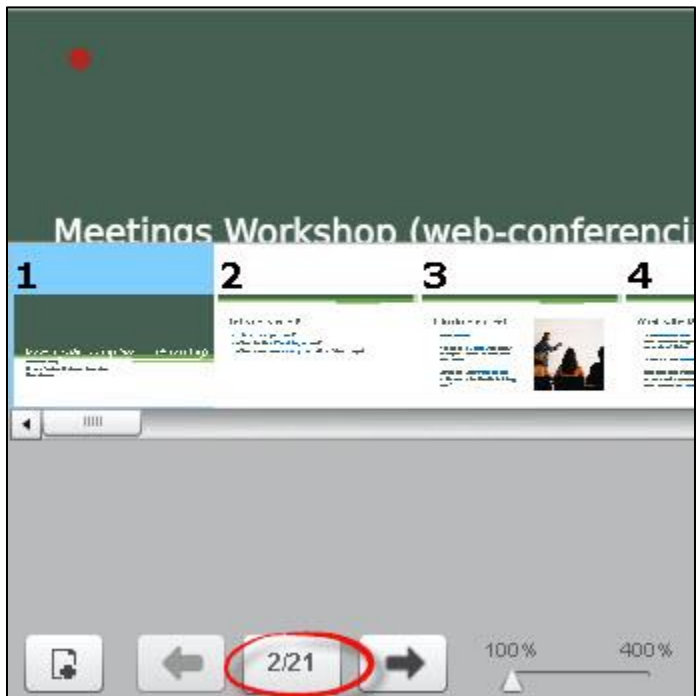
5.7 WHITEBOARD

The Instructor and Presenter can use a Whiteboard in Meetings, by moving your cursor over the *right side of the default presentation area*. A number of icons will pop up for you to click on and draw with. When done with an icon, click on it again to turn it off.

- **Icons available:**
  - ➢ A hand (pan and zoom): Click on it to be able to drag some documents to a different position
  - ➢ Click on a pencil (draw by hand), shapes (drag and form a rectangle, circle, or triangle), drag and draw a line, T (click, drag a box, and type text) ; X (clear all drawings on the page); Undo Arrow (remove the last drawing made)
  - ➢ Color box (click and click on a drawing color), sliding arrow icon (click and drag to change the thickness of the lines/shapes drawn).
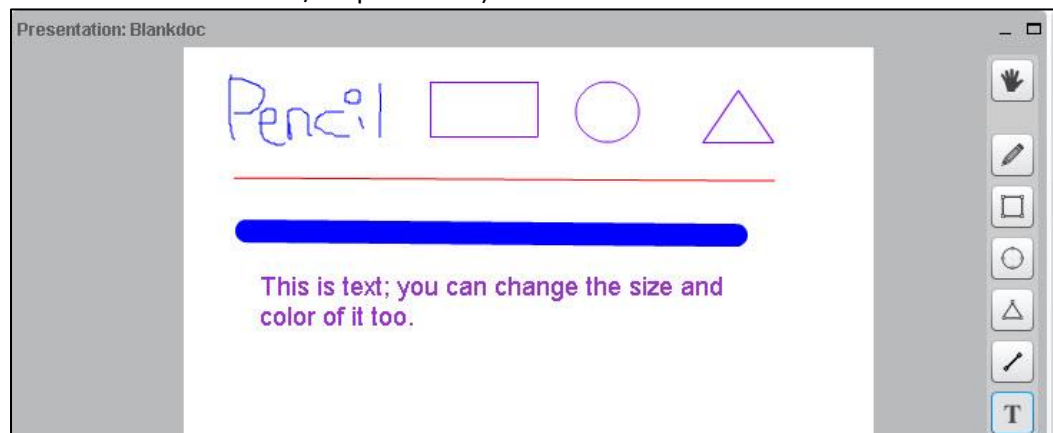

- **What can you draw on?**
  - ➢ The default presentation page
  - ➢ At the bottom of the default presentation page, click on the **Next** slide button to display blank documents to draw on.
  - ➢ An uploaded document

5.8 LAYOUT

In the lower right corner, you can click on a *dropdown* box (usually it says **Default Layout**) to change your session layout.

- Some layouts give more emphasis to the lecture display (*Presentation Meeting, Lecture, Default Layout*).
- Other layouts highlight webcams (*Video Chat and Webcam Meeting)*.
  - o You can click on the **Default Layout** to return to the original view.
- If you click on the **lock** to the right of the layout dropdown box, your students' layout will match yours-and they can't change it, until you click on the lock again.
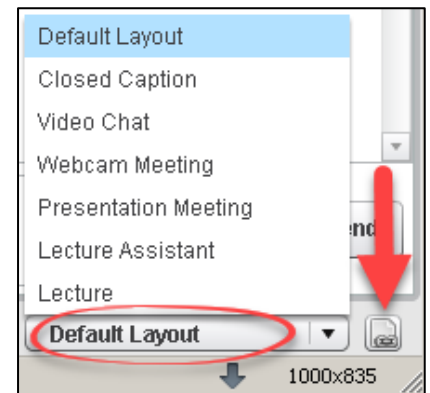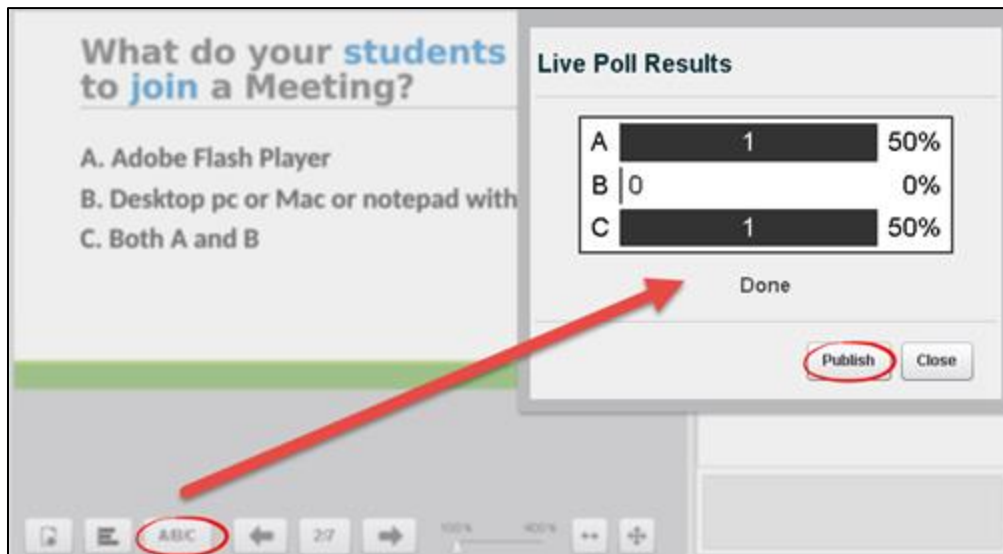
5.9   POLLING

Create PowerPoint slides with questions/answers to poll your students; or ask questions and create a poll "on the fly": or create custom polls.

Create a PowerPoint with questions/answers; display your presentation:

- *On a poll slide:* click on the *polling button* at the bottom of the presentation area, such as *A/B/C* in this example (Meetings will figure out the type of poll to present to your students, based on the formatting of the answers on your slide)
- Wait for responses; when all students have participated, "Done" will display below the results. Click **Publish** to show results in the Presentation area to your students or click Close.

- Here are detailed polling Q&A examples and Instructions**: http://bit.ly/Meetings-Polling**

5.10 BREAKOUT ROOMS

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

- Here are instructions on how to set up breakout rooms: **video |screenshots**

5.11 LOGOUT

In the upper right corner, click on the **logout** icon, then click on the **Yes** button, to leave the session.

Where are recordings? In *Meetings*, click on the *Recordings* button. Depending on the length of your recording session, you'll see links to your presentation and video. If your recording status is Published, your students can view it. Move your cursor over the Recording name to hide or delete a recording.

To view recordings: You need an internet connection and must use Chrome or Firefox web browsers.

Meetings Resources: Here is more info: **http://bit.ly/SakaiMeetings** .