

# *Instructor* Handout for Running a Meeting

## 1 WHAT IS MEETINGS?

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**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?

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In Sakai Instructor Resources at <http://bit.ly/SakaiMeetings> follow the instructions in the [Create a Meeting](#) Handout. **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?

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### Hardware:

- **Computer:** Use a Windows pc or mac. Meetings doesn't work with tablets or smartphones.
- **Web browser:** Use the latest version of *Google Chrome*. Instructors may experience issues with uploading your presentation, if you use Mozilla Firefox.
- **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:

- **Chrome:** If needed: Install the latest version of Adobe Flash Player:
  - [Install Adobe Flash Player link](#) or <http://bit.ly/install-flash-player>
  - If you experience issues with Adobe Flash, here's info on how to [access and make Adobe Flash "active"](#) or <http://bit.ly/chrome-fix-flash>
- **Only if you're going to Share your Desktop:** You'll need to have **Java** installed on your computer. After reviewing this handout, in Sakai Instructor Resources: <http://bit.ly/SakaiMeetings>, follow the instructions in the [Sharing your Desktop](#) handout.

## 4 HOW DO YOU *JOIN* A MEETING?

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- In Sakai Instructor Resources: <http://bit.ly/SakaiMeetings> follow the instructions in the **Handout for Students** for [joining a meeting](#), which instructors can use as well.

## 5 WHAT CAN YOU *DO* IN A MEETING?

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- You can go to the [BigBlueButton Tutorial](http://bigbluebutton.org/videos/) videos at <http://bigbluebutton.org/videos/>. Below the [Moderator/ Presenter Overview](#), click on the **Play Video** button.
- Otherwise, follow the instructions below, to discover what you can do in a Meeting.

### 5.1 AUDIO

In the middle of the screen, you and your students will see a number of media **icons**.

- **1A. If you tested your audio successfully**, the microphone icon will display-click on it to mute your microphone.
- **1B.** Otherwise, click on the red phone icon to test/set-up your audio or disable your audio.



### 5.2 WEBCAM

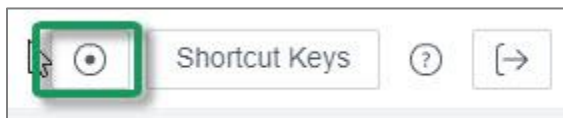
Next to the phone icon, you and your students can click on the **webcam icon** to turn on your webcam.

**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. You can close a participant's and your webcam:
  - Click on the "X", in the upper right of the webcam display; move your cursor over the lower area of a webcam and click on the microphone icon to mute the webcam's sound.

### 5.3 START RECORDING

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

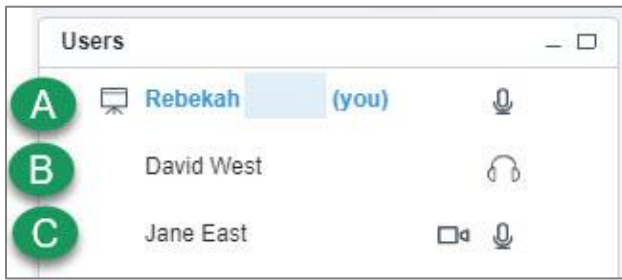


- You can click on the **Recording button** in the upper right corner to start and stop recording your session as many times as you like. Only one recording will be created.
- After your session is completed, depending on the length of your recording, your recording will be available in Meetings, under Recordings.

## 5.4 USERS MODULE

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

- A. Beside the moderator /presenter name, a *presenter* icon will be displayed; usually, to the right of the presenter name, their microphone icon will display.
- B. For students, you may see a headset icon, which means the student can “Listen only”
- C. For students, you may see a webcam icon and/or a microphone icon. You can click on the microphone icon to mute the participant.

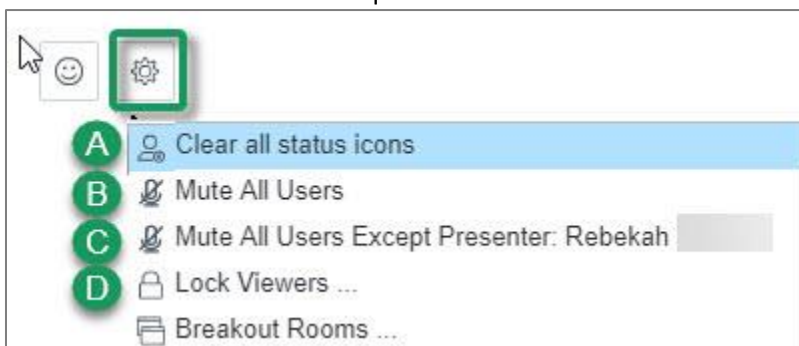


**To temporarily assign a participant to the moderator/presenter role:**

- Move your cursor to the left of a participant name.
- Click on the “Presenter icon” to make them the presenter.
- Click next to another participant’s name or yours to change presenters.

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. Click on the **Settings** icon, then **Clear all status icons** to clear the students’ statuses
- B. **Important! DON’T use Mute all Users-you will mute yourself!**
- C. **Mute All Users Except Presenter.** Use this setting 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!



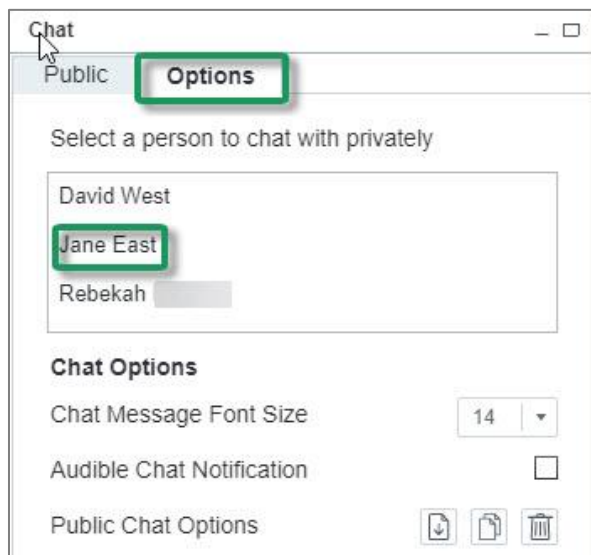
## 5.5 CHAT BOX

On the lower right side, type in questions/answers and press Enter or click the blue circular **Send** button. All participants can see Public chat messages. **Note:** 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, then click on the *student's name* to open a new "Chat box" with their name.

Also in **Options**, you can customize the Chat font size, check that you want audible chat notifications. And you can manage public chat options: download chat, copy chat messages, or delete chat messages.



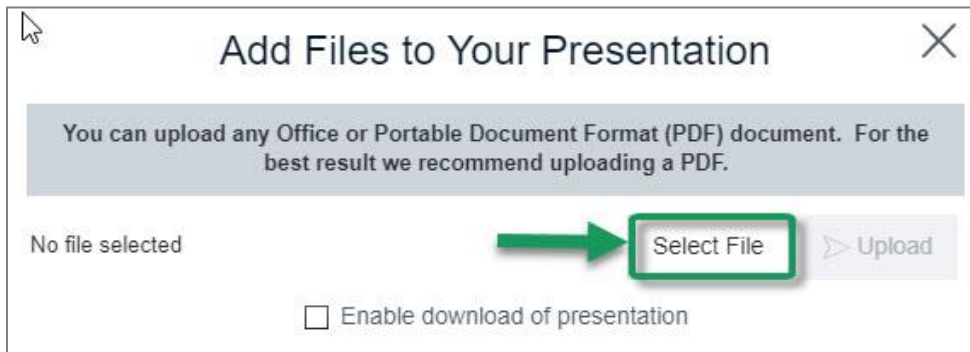
## 5.6 PRESENTATION

**Moderators/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.

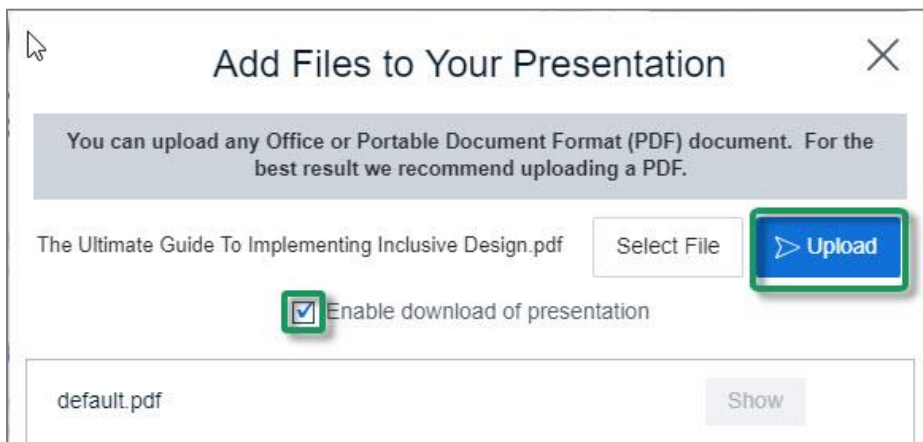
In the **Presentation** area (in the middle of the Meeting), in the lower left corner, click on the **Upload presentation icon that looks like a cloud**.



- 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).
- Optionally, you can check beside "Enable download of presentation" to allow users the option to download your presentation.



**After you upload a PowerPoint or PowerPoint saved as a PDF, to the right of the *upload presentation* button (cloud icon), you'll see a poll button, to start a poll (more about that later), plus:**

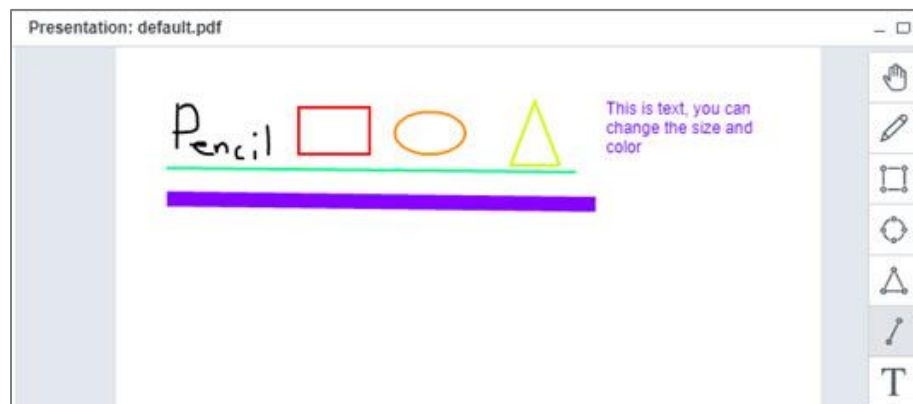
- A *left arrow* to go to a previous slide
- **The next slide number/total number of slides:** Click on the number icon to display above it a miniature preview of each slide you can click on, to move around in the presentation.
  - To close it, click on the miniature slide or click on the number icon
- 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
- Click on the *double-headed arrow* to fit the presentation to width, or *four-headed arrow* to fit the presentation to the page



## 5.7 WHITEBOARD

The Moderator/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. Click on an icon to select it, when done with an icon, click on another.

- **What can you draw on?**
  - The default presentation page or an uploaded document
  - At the bottom of the default presentation page, usually, click on the **Next** slide button to display blank documents to draw on.
- **Icons available, shown in image below:**
  - 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)



- **Icons available, but not shown in the image below:**
  - X in a circle (clear all drawings on the page);
  - Undo Arrow (remove the last drawing made)
  - Color box (click and select a color), sliding arrow icon (click and drag to change the thickness of the lines/shapes drawn).
  - **The last icon, a graph, allows ALL participants to draw on the white board.** Click again to only allow the presenter to draw on the white board.

## 5.8 LAYOUT

In the lower right corner, you can click on a drop-down box (usually it says Default Layout) to change your session layout. Click on the Default Layout to return to the original view.

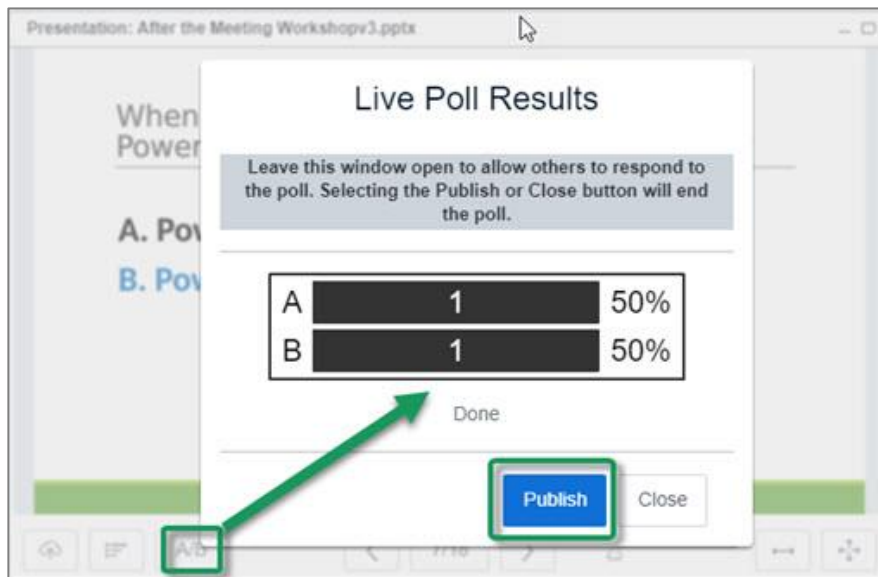
- Some layouts give more emphasis to the lecture display (*Presentation Meeting, Presentation Meeting + Users, Lecture, and Default Layout*).
- Other layouts highlight webcams (*Video Chat and Webcam Meeting*).
- Select the *Shared Notes* layout, to display the Shared Notes module below the Users module. You and your students can record notes and download your notes as a text or html file.

## 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* in the example below ( 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/bbb-polling): <http://bit.ly/bbb-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](http://bit.ly/breakout-rooms-video): <http://bit.ly/breakout-rooms-video>
  - [Instructions](http://bit.ly/breakout-rooms-screenshots): <http://bit.ly/breakout-rooms-screenshots>

## 5.11 LOGOUT

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

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**Where are recordings?** In *Meetings*, click on the *Recordings* button. 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.

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