

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?

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?

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?

- 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?

- 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

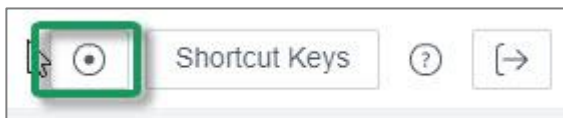
Next to the phone icon, you and your students can click on the **webcam icon** to turn on your webcam.

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.

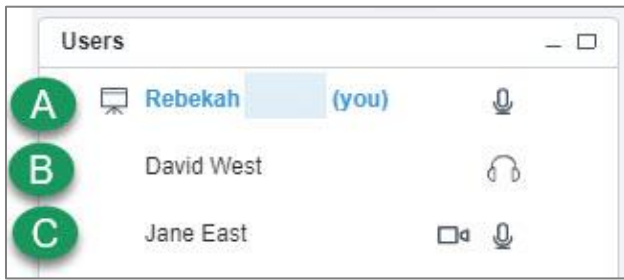


- You can click on the **Recording button** in the upper right corner (then click on the **Yes** button) to start and stop recording your session as many times as you like. Only one recording will be created.
- **After your session is completed:** your recording will be available in Meetings, under *Recordings*. Lengthier recordings (more than 5-10 minutes) will take longer to display. In addition to a link to your video, you'll also see a link to *Statistics*, where you'll find your student participation data, such as when they joined/left the meeting, spoke, chatted, and their answers to poll question.

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.

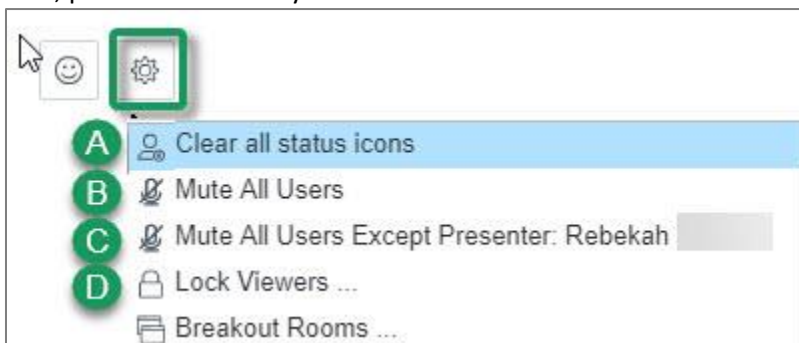


To temporarily assign a participant to the moderator/presenter role:

- 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.



- **Status or Smiley face icon data:** If your meeting is recorded: The number of times your students click on status buttons can be found in Meetings > Recordings > Statistics link

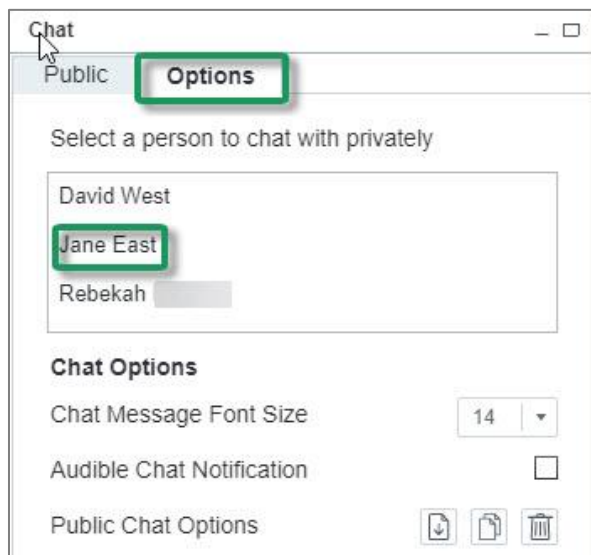
5.5 CHAT BOX

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.



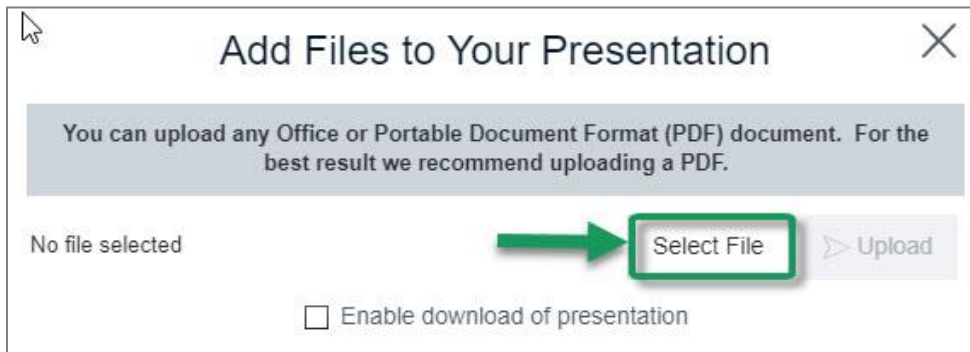
5.6 PRESENTATION

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.

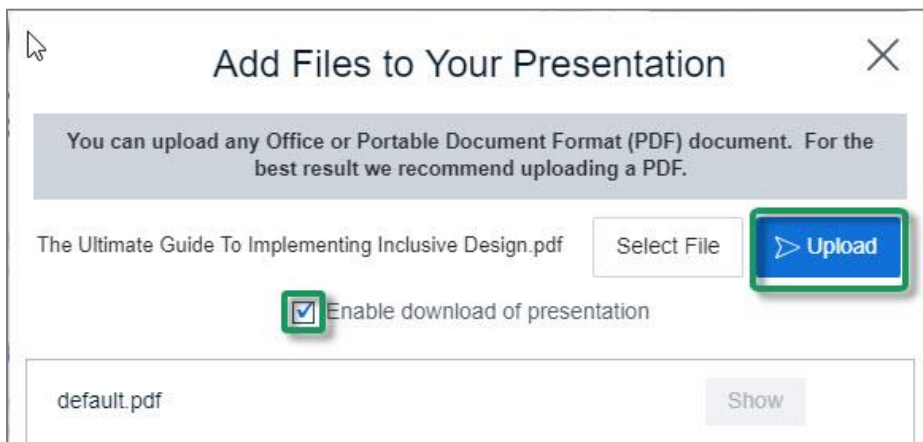
In the **Presentation** area (in the middle of the Meeting), in the lower left corner, click on the **Upload presentation icon that looks like a cloud**.



- 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:

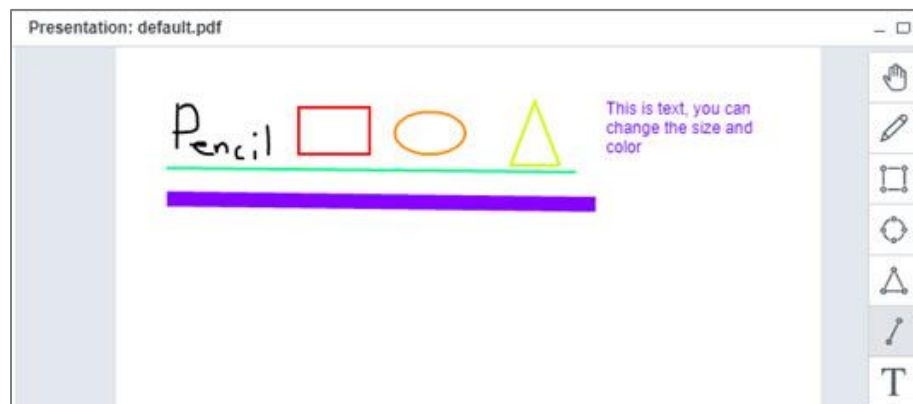
- A *left arrow* to go to a previous slide
- **The next slide number/total number of slides:** Click on the number icon to display above it a miniature preview of each slide you can click on, to move around in the presentation.
 - To close it, click on the miniature slide or click on the number icon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

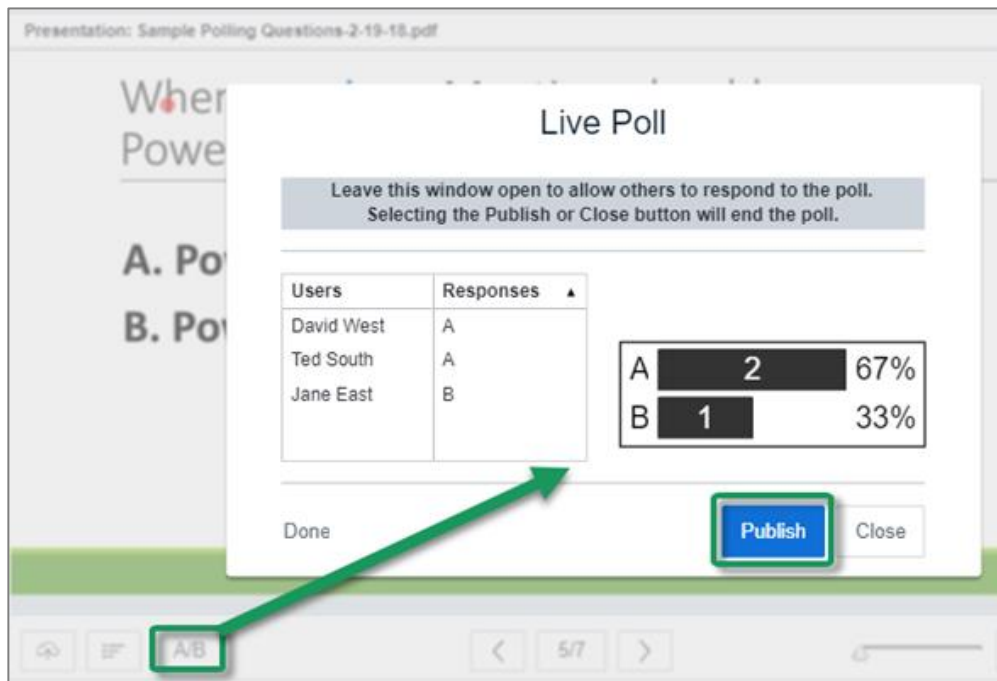
- Some layouts give more emphasis to the lecture display (*Presentation Meeting, Presentation Meeting + Users, Lecture, and Default Layout*).
- Other layouts highlight webcams (*Video Chat and Webcam Meeting*).
- Select the *Shared Notes* layout, to display the Shared Notes module below the Users module. 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 general 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 and end the meeting** button, to leave the session, and end the meeting.

Where are recordings? In *Meetings*, click on the *Recordings* button. If your recording status is *Published*, your students can view it. In addition, instructors can access the *Statistics* link.
