STUDENT INSTRUCTIONS FOR USING MEETINGS

WHAT IS MEETINGS?

Meetings (also called **BigBlueButton**) is an open source web conferencing tool available in some Sakai courses that allows you to meet online with your instructor and/or your classmates.

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.
- **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.
- **Need a Headset/webcam? No, students don't need a headset, but it is helpful**. You can use Chat or a telephone number provided in the Chat area after you join the meeting.

Software:

- Adobe Flash Player must be installed.

HOW DO YOU *JOIN* A MEETING?

1) On the main menu of your Sakai course, click on **Meetings.**
2) Click on the **Meetings name** (it must have a status of *In Progress* or *Available* or you can't join it).

3) Beside *Status*, you'll see *Available* or *In Progress* (Join meeting).

- Click on the **Join meeting** link.
- You'll see a message that your Meeting is connecting to the Server, and modules are loading.

4) Either click on **Microphone** to test your sound; or click on **Listen Only**, if you don't want to talk (you can usually type in the Chat box, to ask questions).

How do you want to join the audio?

④ Microphone   Listen Only
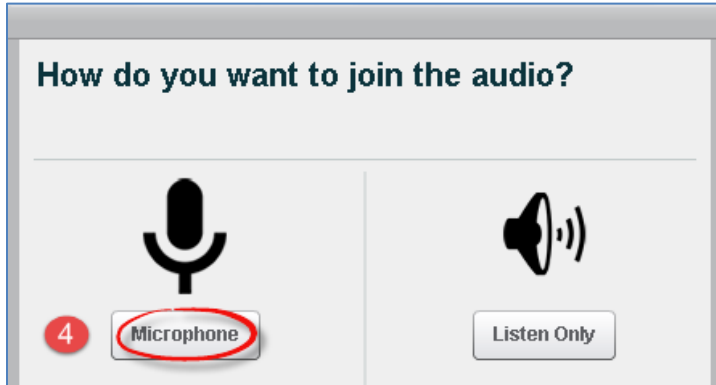
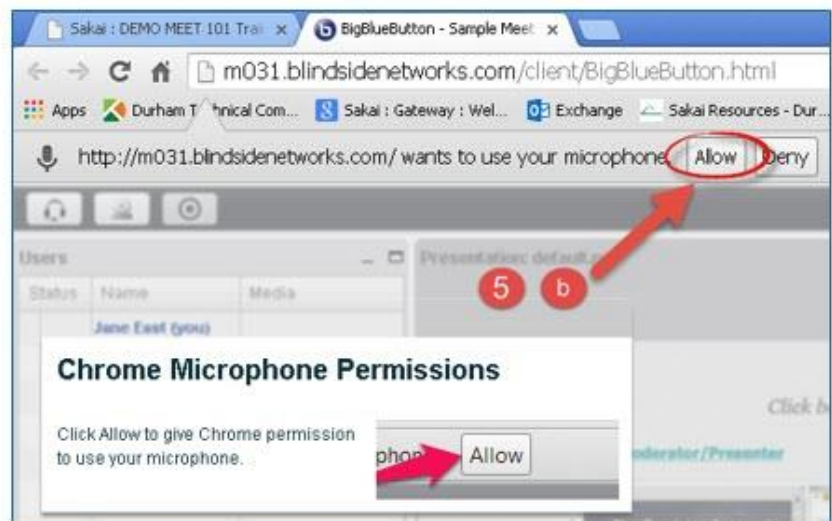## HOW DO YOU *TEST YOUR AUDIO* FOR A MEETING?

5a) **If you're using Firefox**: A message will appear reminding you to *look for two drop down boxes* (if they don't appear, to the left of the web address box, click on the microphone icon):

Firefox Microphone Permissions

Choose your mic and then click Share.

Microphone to share:

Microphone (USB Audio Device)

⑤ ⓐ Share Selected Device

If you don't see the list of microphones, click on the microphone icon.

• Click on the first drop-down if you need to pick a different **Microphone**.

• **Then you must click** on **Share Selected Device.**

5b) Otherwise, **if you're using Chrome**:

• A message will appear above the meeting reminding you to **click Allow,** so Chrome will be given permission to use your microphone.

Sakai : DEMO MEET 101 Trai ×   BigBlueButton - Sample Meet ×

← → C ⌂ m031.blindsidenetworks.com/client/BigBlueButton.html

Apps Durham Technical Com... Sakai : Gateway : Wel... Exchange Sakai Resources - Dur...

🎤 http://m031.blindsidenetworks.com/ wants to use your microphone Allow Deny

Users

Status Name   Media

Jane East (you)

⑤ ⓑ

Chrome Microphone Permissions

Click Allow to give Chrome permission to use your microphone.

Allow

6) **Speak a few words**: You should hear your voice in your headset or earbuds, unless you're using your computer speakers.

- Click on **Yes** if you hear the audio, and *you'll join the Meeting*.
- Otherwise, click **No**, so you can pick a new device (or adjust your device volume).
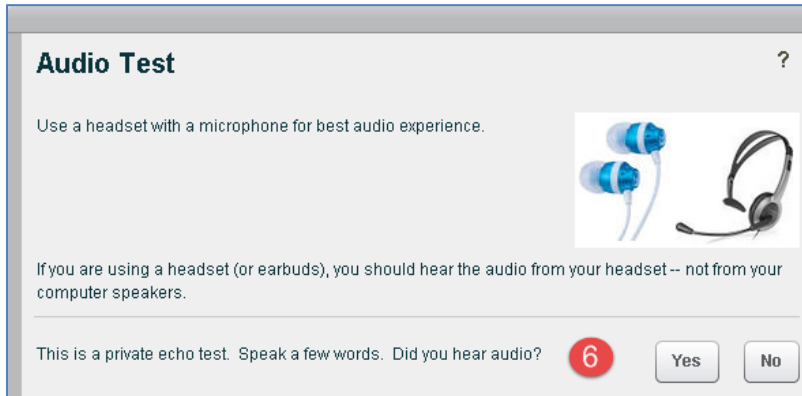
7) After clicking **No,** click on the **Allow** button

8) **Speak into your microphone,** you should see the bar move below the microphone drop down. If not, click on the drop down to pick a new microphone. Speak into your microphone again-the bar should move. **Done? Click Cancel**. *You'll now join your meeting*.
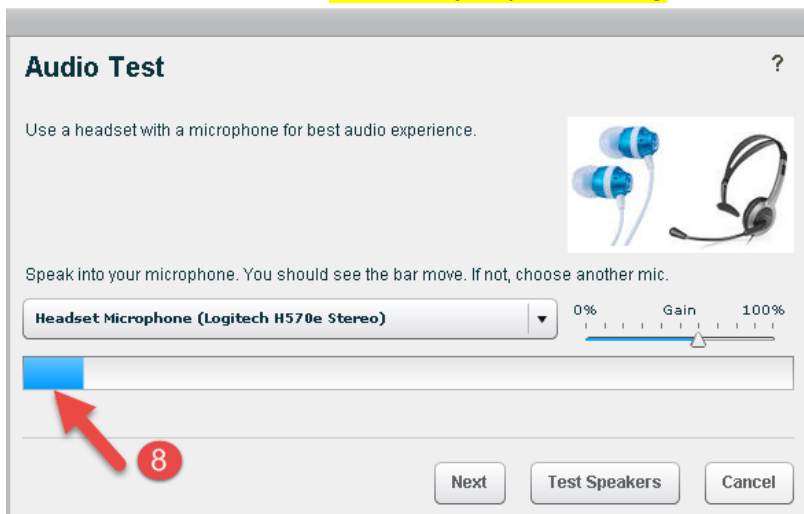
WHAT CAN STUDENTS DO IN A MEETING?

Here's a summary of what students can do in a meeting and/or watch the Viewer Overview video at **bluebutton.org/videos/:**

1. **Headset icon:** In the upper left corner, left-click on the headset icon to **adjust audio.** If the icon has a green check mark on it, your audio is set up correctly. Right-click, to change audio settings.
2. **Webcam icon:** Click on the **webcam icon**. In the webcam dialog box: Click on the **Start Sharing button.** Your webcam will appear in the lower left corner, in the **Webcams** module.
3. **Status icon**: On the left side, in the *Users* module, all participant names will be displayed. Below the Users module, click on the **Status** icon (smiley face) to get your instructor's attention.
4. **Presentation:** In the center, instructor materials will be displayed or the default view. Instructors can display and draw on different slides, documents, graphics, and charts.
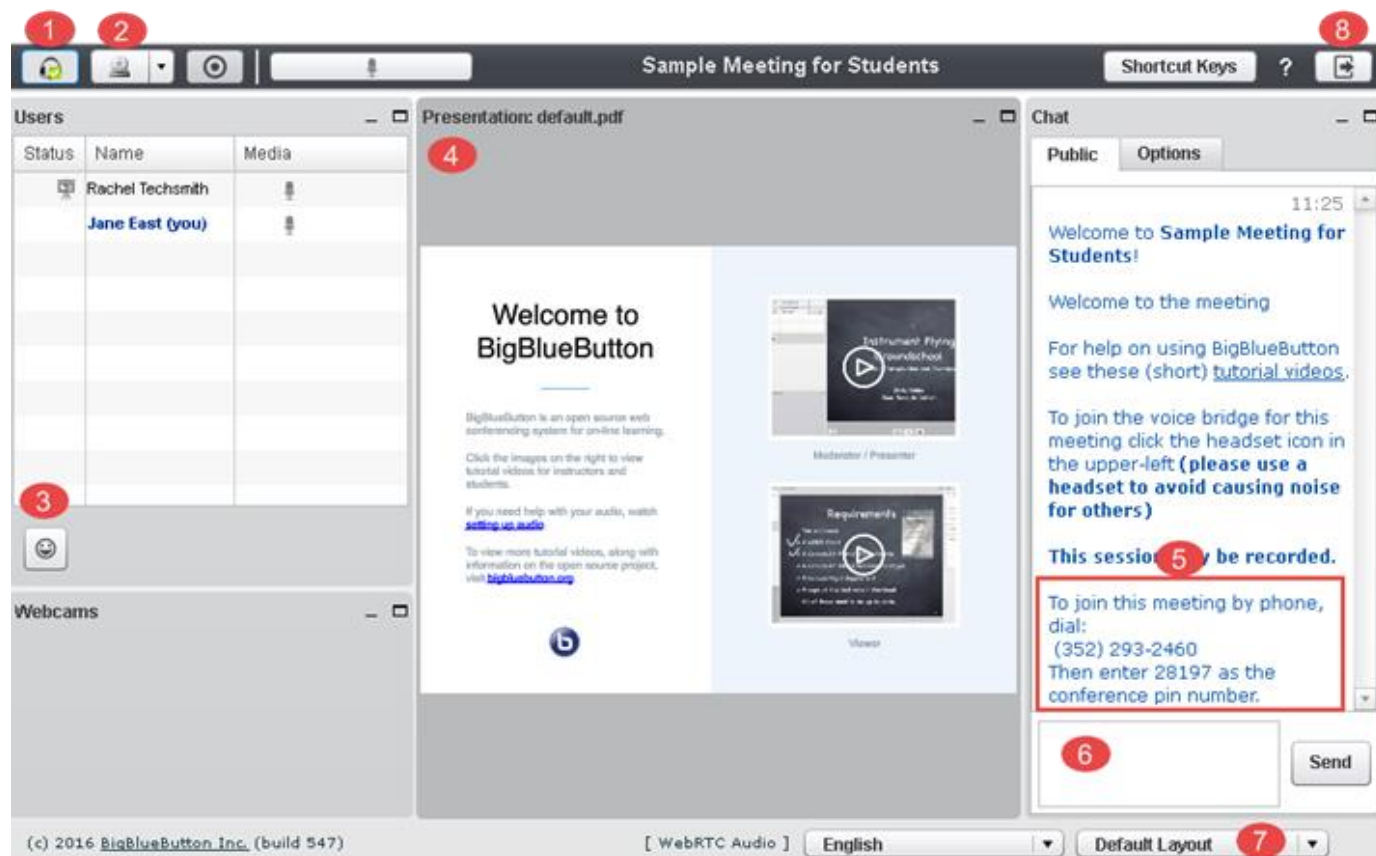
5) **Join Meeting by Phone:** When you first join a Meeting, a unique phone number and conference pin will be displayed in the Chat area, which you can use to join the Meeting.
6) **Chat box**: On the right side, type in questions that all participants can see; click **Send**.
7) **Layout:** In the lower right corner, if allowed, click on a dropdown box (usually it says Default Layout) to change your session layout. Click on the Default layout to return to the original view.
8) **Logout:** In the upper right corner, click on the **logout** icon (right facing arrow), then click on the **Yes** button, to leave the session.