

STUDENT INSTRUCTIONS FOR USING MEETINGS

WHAT IS MEETINGS?

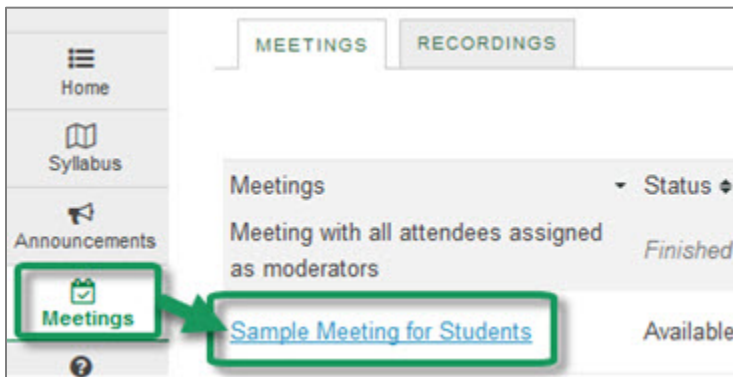
Meetings (also called **BigBlueButton**) is an open source web conferencing tool available in some Sakai courses that allows you to meet online with your instructor and/or your classmates.

WHAT DO YOU NEED TO DO BEFORE A MEETING?

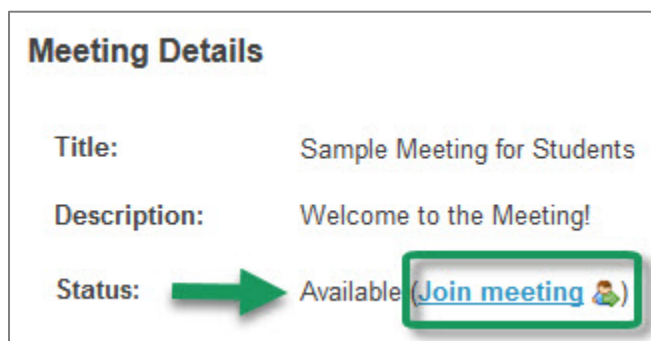
- **Computer:** Use a Windows pc or mac. Meetings doesn't work with tablets/smartphones.
- **Web Browser:** Use the latest version of Google Chrome or Mozilla Firefox.
- **Check Sound:** Go to [YouTube](#), play a video. Problems with sound?
 - Make sure your device is plugged in correctly and your device volume is turned up.
- **Need a Headset/webcam? No.** You can use Chat or a telephone number provided in the Chat area after you join the meeting.

HOW DO YOU JOIN A MEETING?

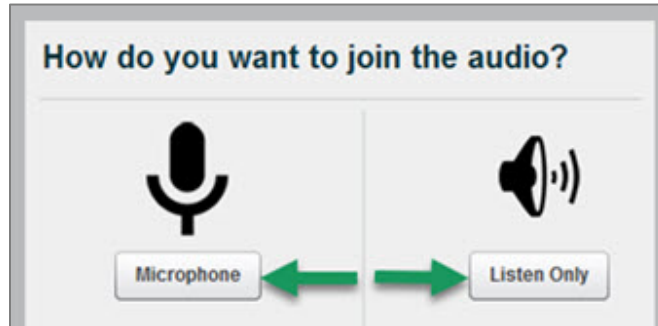
- 1) On your Sakai course menu, click on **Meetings**.
- 2) Click on the **Meetings name** (it must have a status of *Available* or you can't join it).



- 3) Beside *Status*, you'll see *Available (Join meeting)*.
 - Click on the **Join meeting** link. You'll see a message that your Meeting is connecting and modules are loading. **Note:** You may need to *click* on a link to *Reload the page*.



- 4) Either click on **Microphone** to test your sound; or click on **Listen Only**, if you don't need to talk.
- If you chose **Listen Only: you'll now join the meeting.**
 - If you chose Microphone, see the steps below to test your audio.



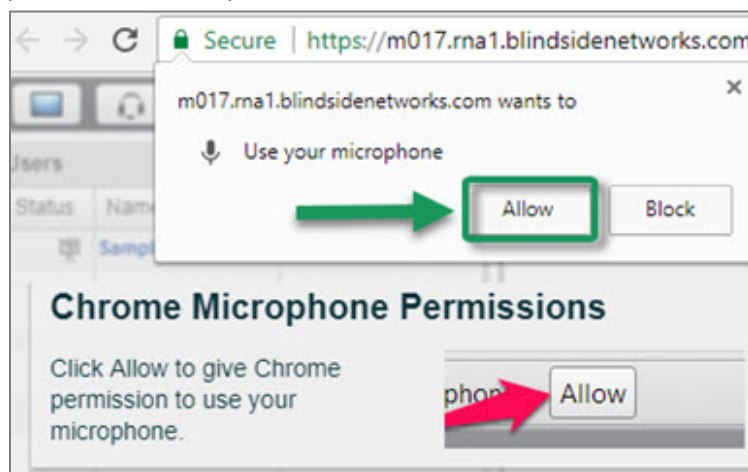
HOW DO YOU TEST YOUR AUDIO FOR A MEETING?

- 1) **If you're using Firefox:** A message will appear:
- Click on the first drop-down if you need to **pick a different device.**
 - Then you **must click on Share Selected Device**, to give Firefox permission to use your device.

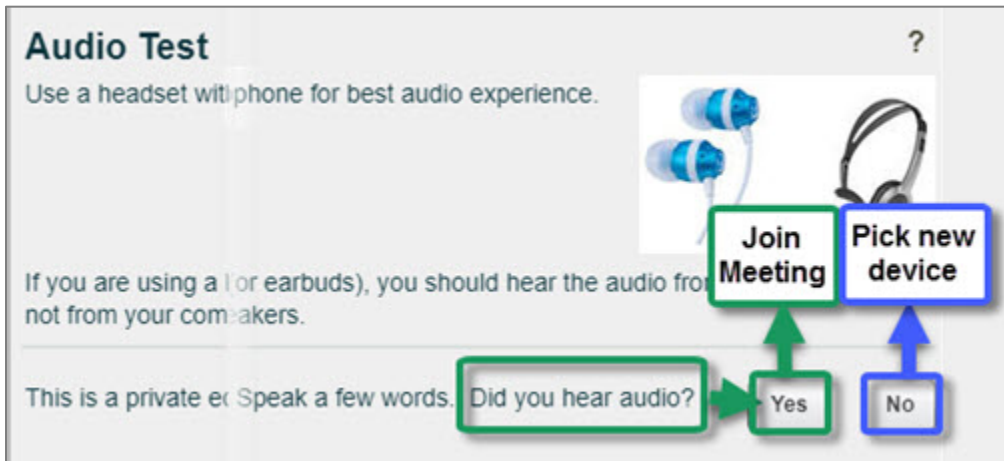


- 1b) Otherwise, **if you're using Chrome:**

- A message will appear *above the meeting* reminding you to **click Allow**, to give Chrome permission to use your device.



- 2) **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 now join the Meeting.**
 - Otherwise, click **No**, so you can pick a new device (or adjust your device volume).
 - After clicking **No**, click on the **Allow** button, if needed



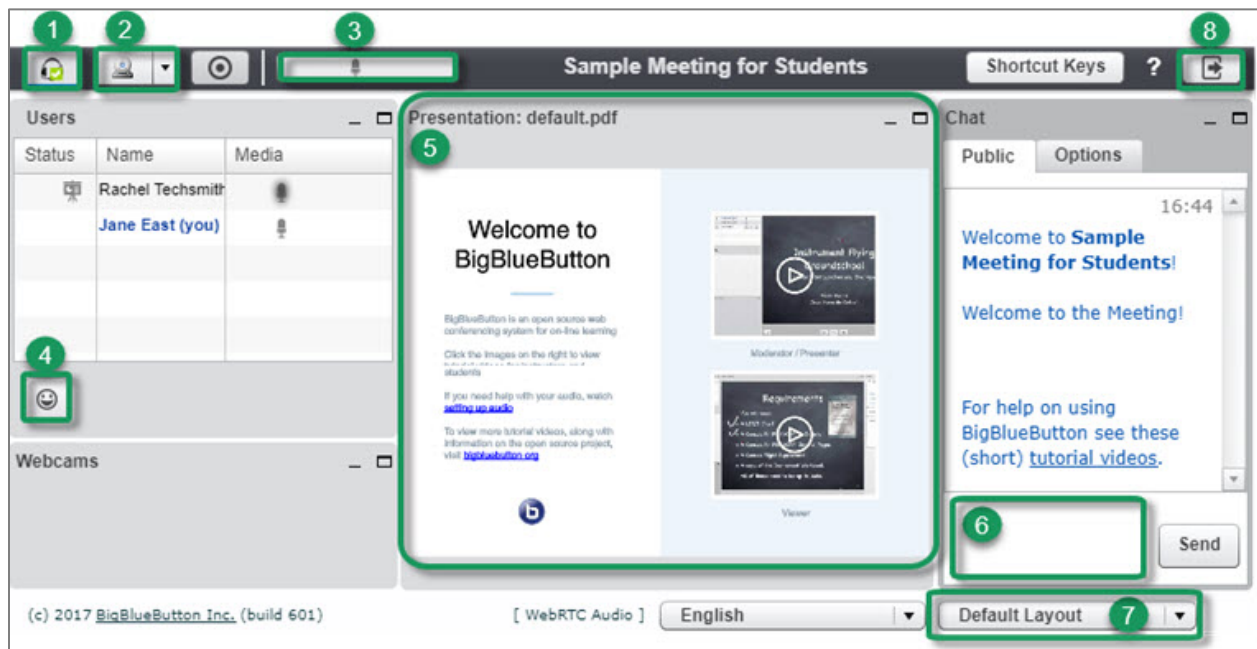
- 3) **Speak into your microphone,** you should see the *bar move* below the microphone drop down button. Click **Cancel** to **join the meeting.**
- If not, **click on the drop down** to pick a new microphone.
 - Speak into your microphone again-the bar should move.
 - **Click Cancel to join the meeting.**



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](https://bluebutton.org/videos/) video at bluebutton.org/videos/

1. **Headset icon:** If the icon has a green circle/white checkmark on it, your audio is set up correctly. Click on the icon to stop sharing audio or start/set up your device audio.
2. **Webcam icon:** To share your webcam: If missing a green circle/white checkmark, click on the icon, click **Allow** if needed, and then click on the **Start Sharing button**. Your webcam will usually appear in the lower left corner, in the **Webcams** module.
3. **Microphone icon:** If using a microphone, click on the icon to mute yourself.
4. **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.
5. **Presentation:** In the center, instructor materials will be displayed or the default view. Instructors can display and draw on slides, documents, graphics, and charts.



6. **Chat box:** On the right side, type in questions/answers that all participants can see and press **Enter** or click on the **Send** button.
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 Default Layout to display original view.
8. **Logout:** In the upper right corner, click on the **logout** icon (right facing arrow), then click **Yes**, to leave the session.