

STUDENT INSTRUCTIONS FOR USING MEETINGS

WHAT IS MEETINGS?

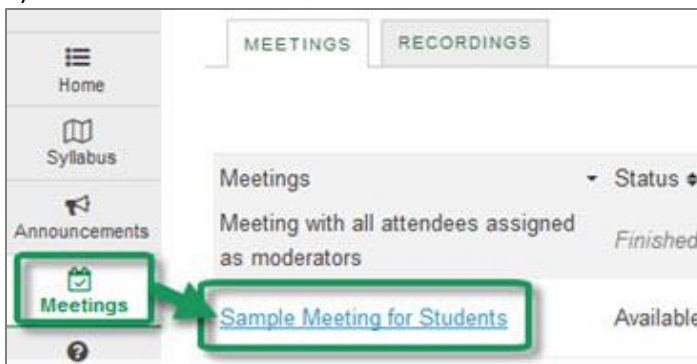
Meetings (also called **BigBlueButton**) is an open source web conferencing tool available in some Sakai courses that allows you to meet online with your instructor and/or your classmates.

WHAT DO YOU NEED TO DO BEFORE A MEETING?

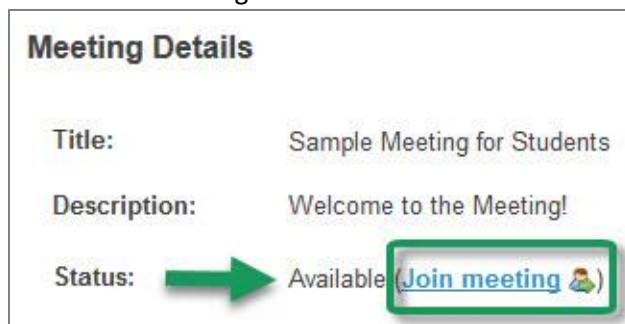
- **Computer:** Use a Windows pc or mac. Meetings doesn't work with tablets/smartphones.
- **Web Browser:** Use the latest version of Google Chrome or Mozilla Firefox.
- **Adobe Flash Player:** If needed:
 - Install the latest version of Adobe Flash Player: <http://bit.ly/install-flash-player>
 - Issues with Chrome and Adobe Flash Player? Go to <http://bit.ly/chrome-fix-flash>
- **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.
- **Headset/webcam?** Not needed. You can use Chat or a phone number provided in the meeting.

HOW DO YOU JOIN A MEETING?

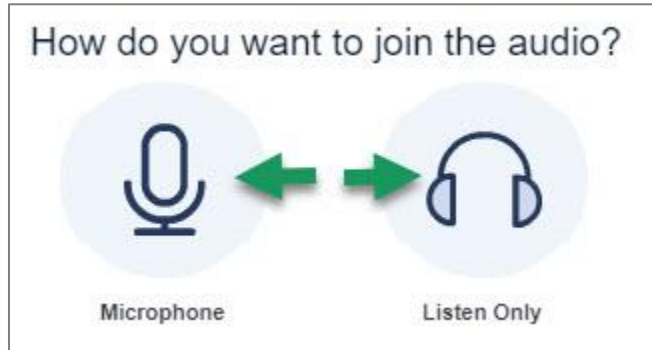
- 1) On your Sakai course menu, click on **Meetings**.
- 2) Click on the **Meetings name** (it must have a status of *Available* or *In progress* or you can't join it).



- 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 and modules are loading.



- 4) Run Adobe Flash (if needed)
 - **Chrome:** Click to enable **Adobe Flash Player**, Click on **Allow**.
 Note: If asked to update Adobe Flash: click on the **Run this Time** button (if you can't connect, then click on the *Update plugin* button).
 - **Firefox:** Click on **Run Adobe Flash**; then click on **Allow**.
- 5) 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:
 - You **must click on Allow**, to give Firefox permission to use your device.



- 2) Otherwise, **if you're using Chrome:**
 - A message may appear *above the meeting* reminding you to click **Allow**, to give Chrome permission to use your device.
- 3) **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

- 4) **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. **Microphone/Mute icon** (optional): At the top, if you're using your audio device to speak, as well as listen, you can click on the microphone icon to mute your audio.
2. **Phone/Audio icon**: At the top, if your audio is set up correctly, the phone icon will be red. Click on the phone icon to stop sharing audio or start/set up your device audio.
3. **Webcam icon**: At the top, to share your webcam, click on the webcam 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.



4. **Presentation**: In the center, instructor materials will be displayed or the default view. Instructors can display and draw on slides, documents, graphics, and charts.
5. **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 select an emoji.

6. **Download Presentation icon** (optional). Located below the presentation, some instructors will allow you to download their presentation.
7. **Whiteboard icons** (optional). When you move your cursor over the right side of the presentation, icons will display if the instructor allows you to draw in the presentation area.
8. **Chat box**: On the right side, type in questions/answers that all participants can see and press **Enter** or click on the blue circular **Send** arrow button.
9. **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.
 - i) Select the Shared Notes layout, to display the Shared Notes module below the Users module. You can record notes and download your notes as a text or html file.
10. **Logout**: In the upper right corner, click on the **logout** icon (right facing arrow), then click **Yes**, to leave the session.

