

STUDENT INSTRUCTIONS FOR USING MEETINGS

WHAT IS MEETINGS?

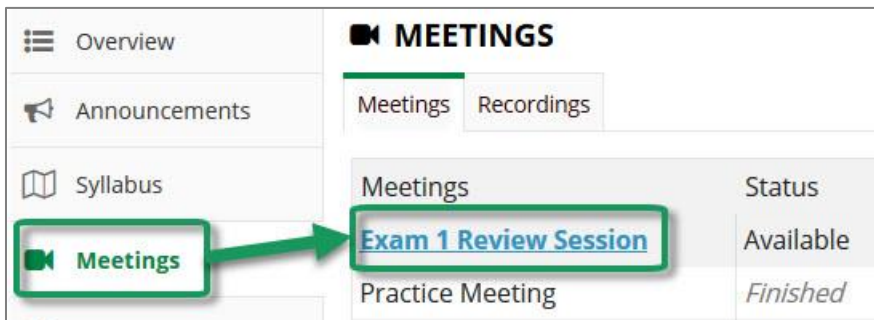
Meetings (also called **BigBlueButton**) is an open source web conferencing tool available in some Sakai courses that allows you to meet online with your instructor and/or your classmates.

WHAT DO YOU NEED TO DO BEFORE A MEETING?

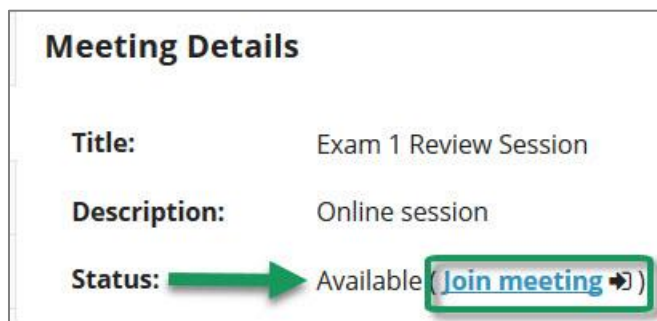
- **Device/Browser:** Use a Windows pc or mac, a Chromebook, or a mobile client:
 - Chrome on Android (6.0+) or Safari Mobile on iPhone/iPad (iOS 11+).
- **Check Sound:** Go to [YouTube](#), play a video. Problems with sound?
 - Make sure your device is plugged in correctly and your device volume is 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”).



- 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.

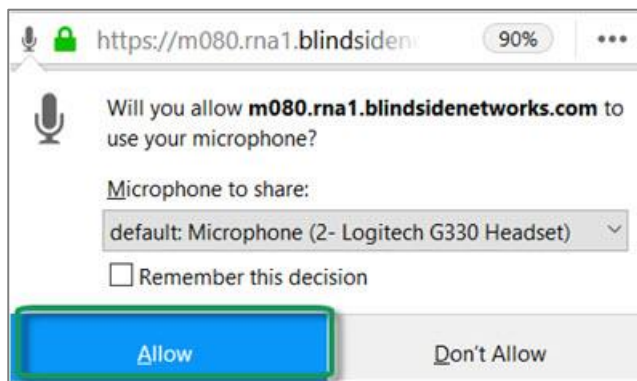


- 4) Either click on **Microphone** to test your sound; or click on **Listen Only**, if you don't need to talk.
- If you chose **Listen Only: you'll now join the meeting.**
 - If you chose Microphone, see the steps below to test your audio.
 - Otherwise click on the link to "Join using your phone". Follow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



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 the Yes icon if you hear the audio. You'll now join the Meeting.**
 - Otherwise, click **No**, so you can pick a new device (or adjust your device volume).
 - After choosing a new device or adjusting your audio, click **Retry**
 - Speak a few words, if you hear audio, click on the **Yes icon**.
 - **You'll now join the meeting**

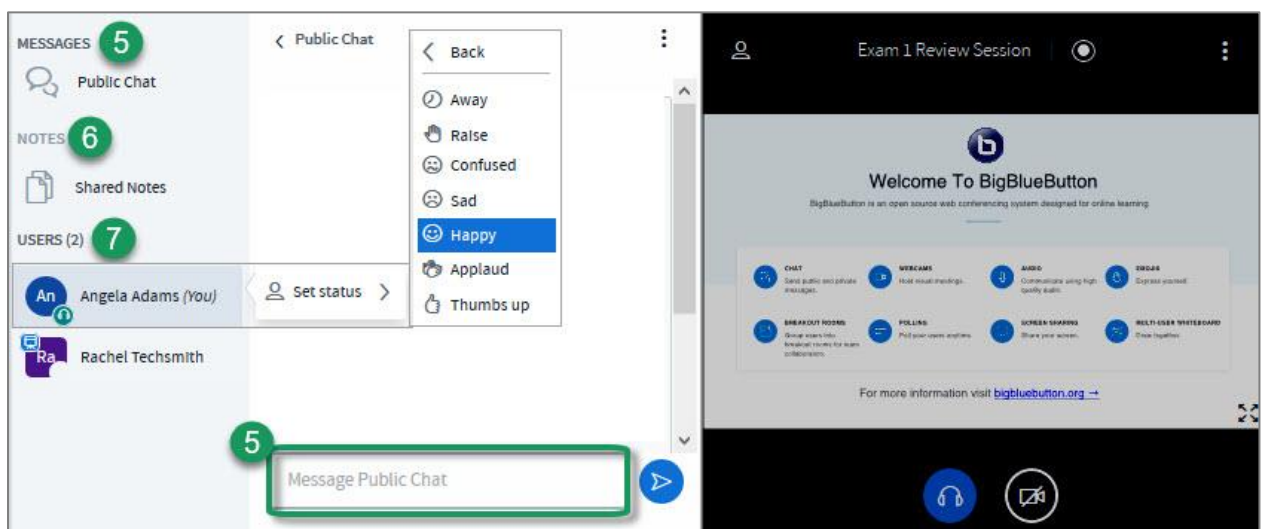
WHAT CAN STUDENTS DO IN A MEETING?

Here's a summary of what students can do in a meeting and/or watch the [Viewer Overview](https://bigbluebutton.org/html5/) video at <https://bigbluebutton.org/html5/>

- 1) **Microphone/Mute icon** (optional): At the bottom middle of the presentation area, if you're using your audio device to speak and listen, click on the microphone icon to mute your audio.
- 2) **Phone/Audio icon**: Click on the phone icon to stop sharing audio or to start/set up your audio.
- 3) **Webcam Start/Stop Sharing icon**: At the bottom, to share your webcam, click on the webcam icon, click **Allow** if needed; then click on the **Start Sharing button**. Click on the icon again to stop sharing your webcam.
- 4) **Headphones/Listen Only**: If you've chosen to listen only, you'll see the headphone icon display.



- 5) **Messages/Public Chat**: On the left side of the meeting, the Messages/Notes/Users area displays. If needed, click on Public Chat to display participant messages and a message box.
 - a. At the bottom of the Public Chat box, type in questions/answers for all participants.
- 6) **Notes**: On the left below Messages/Public Chat, click on Shared Notes. A new text box with a formatting tool bar at top will replace the Public Chat area.
 - a. Record and format notes that you want all participants to see.
 - b. Click on the toolbar's **double arrows icon** to export/save notes.
- 7) **Users**: On the left below Shared Notes, all participant names will be displayed. Click on your **name**. Click on **Set status** to select/de-select an emoji.



- 8) **Presentation:** In the center, instructor materials will be displayed or the default view. Instructors can display and draw on slides, documents, graphics, and charts.
- 9) **Download Presentation icon** (optional). Some instructors will allow you to download their presentation.
 - a. Below the presentation, in the left lower corner click on the down-facing arrow, titled “**Download the original presentation**”.
 - b. The presentation will open in a new browser tab. In the upper right, click on the download arrow, and save the file.
 - c. Close the browser tab, to return to the meeting.
- 10) **Whiteboard icons** (optional). Some instructors will allow you to draw in the presentation area. If so, the following icons will display to the right of the presentation:
 - a. Tools, Drawing Thickness (or Font Size), Colors and Undo annotation and Clear.
- 11) **Settings and Logout:** In the upper right corner, click on the three vertical dot icon.
 - a. You can display the meeting full screen
 - b. You can update settings, such as the font size displayed in the meeting
 - c. You can get help or find out available session keyboard shortcuts
 - d. Select **logout**, to leave the session.

