# 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.
    - *If using Windows or Mac*: Use Chrome. Do NOT use Microsoft Edge.
    - *Mobile:* Use Chrome on Android (6.0+) or Safari Mobile on iPhone/iPad (iOS 12.2+).

- **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"*).
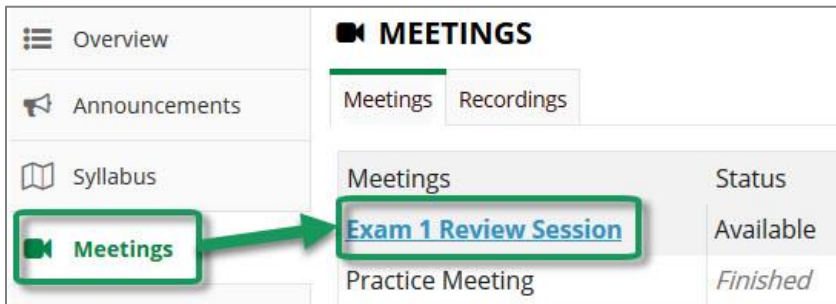


3) Beside *Status*, you'll see *Available or In Progress (Join meeting).*

- Click on the **Join meeting** link. You'll see a message that your Meeting is connecting and modules are loading.
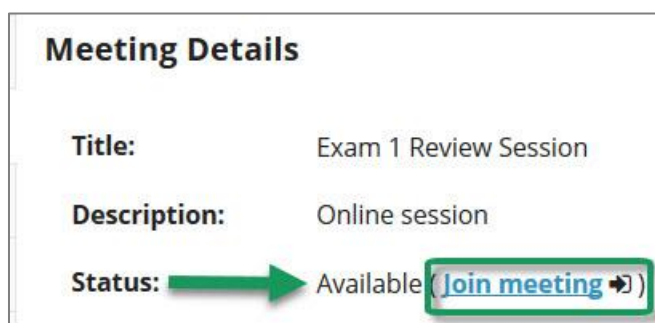
4) Either click on **Microphone** to test your sound; or click on **Listen Only**, if you don't need to talk.
   - <mark>If you chose **Listen Only: you'll now join the meeting**</mark>.
   - If you chose Microphone, see the steps below to test your audio.
   - Otherwise click on the link to "Join using your phone". Follow the instructions.



## HOW DO YOU TEST YOUR AUDIO FOR A MEETING?

1) <mark>**If you're using Firefox**</mark>: A message will appear:
   - You **must click** on **Allow,** to give Firefox permission to use your device.
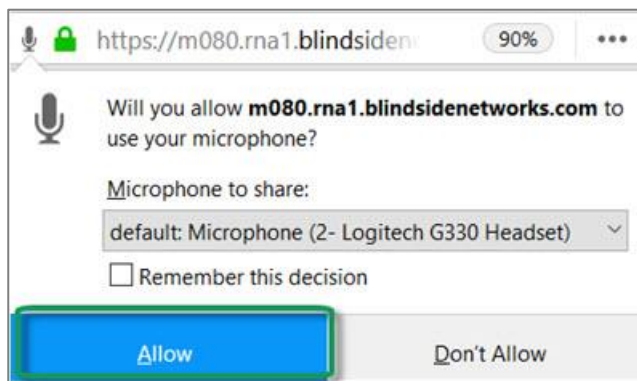


2) Otherwise, <mark>**if you're using Chrome**</mark>:
   - A message may appear *above the meeting* reminding you to click **Allow,** to give Chrome permission to use your device.

3) **Speak a few words:** *You should hear your voice* in your headset or earbuds, unless you're using your computer speakers.
   - <mark>Click on the **Yes icon** if you hear the audio. **You'll now join the Meeting.**</mark>
   - 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**.
     - <mark>**You'll now join the meeting**</mark>

# 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 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**: Click on the webcam icon to share it; 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 the message box your 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 will replace the Public Chat area.
   a. All participants can record, format and export shared 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, *such as away, happy or applaud*.
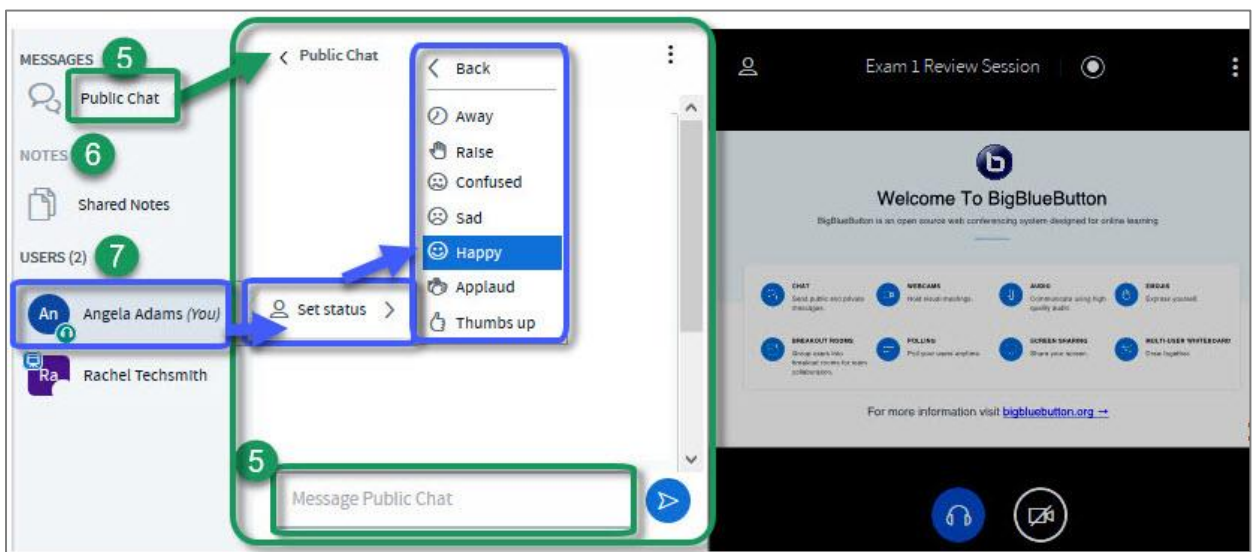
8) **Presentation:** In the center, instructor materials will be displayed or the default view. Instructors can display and draw on slides, documents, graphics, and charts.

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, 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.