

# Instructor Handout for Creating a Meeting

## 1 WHAT IS MEETINGS?

---

**Meetings** (also called **BigBlueButton**) is an open source web conferencing tool available in Sakai courses that allows you to meet online with your students.

## 2 HOW DO YOU CREATE A MEETING?

---

### Go to your Course Site

In **Sakai**, click on **More Sites**, click on your course site title

### Add the Meetings tool to your course Menu

- Click on **Site Info**, click on **Edit Tools**
- Click on the box beside **Meetings**
- Click **Continue**. Click **Finish**.
- On your course main menu, Meetings should display

### Create a new Meeting

- On the course main menu, click **Meetings**
- Click on the **Create Meetings** button
- In the Meeting Information area, type the **title** for the meeting, such as *Sample Meeting*
- Click in the **Description** area. The Text Editor will display. We recommend that you *copy the following information and paste it into your Meetings description*:

-----  
**Check your Adobe Flash Player:** <https://helpx.adobe.com/flash-player.html>

**Beside Status:** click on **Join meeting**.

In the dialog box, click on **Allow**, to allow Flash Player to access your device.

In the *Audio Settings* dialog box:

Click on the **Test or Change your Microphone** button: You should see a bar raise on the left when you speak, otherwise, you can click on the drop-down to change your device; when done, click on **close**.

**Important!** Click on the **Test Speakers** button to hear audio: You should hear a test sound. If not, check your volume or device.

Click on the **Join Audio** button, **to join the meeting**.

-----

## 1. Meeting Information

Please specify a meeting title and description. The later will be displayed when a participant joins the meeting.

**Title:**

**Description:**



Welcome to the meeting

Check your [Adobe Flash Player Version](#).

**Beside Status:** click on **Join meeting**.

In the dialog box, click on **Allow**, to allow Flash Player to access your device.

In the *Audio Settings* dialog box:

Click on the **Test or Change your Microphone** button: You should see a bar raise on the left when you speak, otherwise, you can click on the

**Recording:**

**Meeting duration:**  minutes

**Recording:** A recording will start when the first participant arrives, and will end when the last participant leaves. You cannot download or edit recordings at this time.

**Meeting Duration:** We recommend that you do not state a meeting duration. Otherwise, once the meeting duration is met, without warning, your meeting will end.

## 2. Participants

Please specify who can participate on the meeting.

**Add participant:** All site members

**Participant list:**

✘ User:	as	<input type="text" value="Moderator"/>
✘ All site members	as	<input type="text" value="Attendee"/>

**Participants Area:**

**We recommend that you leave the default settings:**

- The Meeting is available to “All site members”
- The Instructor is the Moderator and
- All site members are Attendees (participants)

**Participants Area:** Otherwise, to only allow one student or selected students to attend a meeting:

- Beside *Add participant*: Click on “All site members”. Click “User”. Click **Add** beside the name of users you want to join the meeting.
- Beside *Participant list*: Beside at least one user name, click on Attendee, and click “Moderator”. At least one member should be the Moderator, if you are not attending the meeting.
- **IMPORTANT:** Click on the red “X” to the left of “All site members”, so the meeting is only available to the users in the Participant list.

**3. Availability**

Please specify if this meeting will be always available, or only after and/or before the specified dates.

**Join open date:**

**Join closed date:**

**Availability** Optional: If you want the Meeting to always be available, for a sample Meeting or for a group, don't state the open or close date.

**4. Notification**

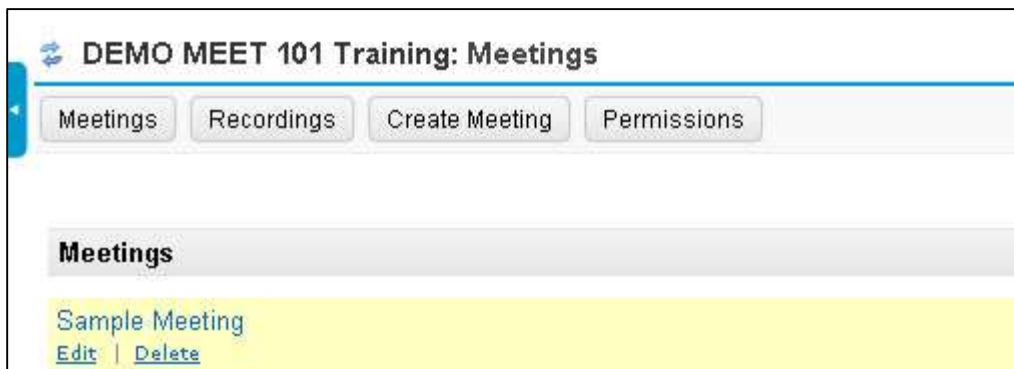
Please specify whether an updated email notification should be sent to all meeting participants.

**Update participants:**

**Notification** Optional: You can send an email to notify participants of the meeting, after you click Save.

**IMPORTANT!**

**Click on the Save button, to create your Meeting.**



### 3 HOW DO YOU JOIN A MEETING?

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

- Beside status, you'll see now see *Available (Join meeting)*. Click on **Join meeting**.
- In the dialog box, click on **Allow**, to allow Flash Player to access your device.
- In the *Audio Settings* dialog box:
  - Click on the **Test or Change your Microphone** button:
    - You should see a bar raise on the left when you speak, otherwise, you can click on the drop-down to change your device; click on **close**.
    - Click on the **Test or Change your Microphone** button again to stop the test.
  - **Important!** Click on the **Test Speakers** button to hear audio:
    - You should hear a test sound. If not, check your device or volume. Click on the **Test Speakers** button again to end the test.
- Click on the **Join Audio** button, to **join the meeting**.

### 4 WHAT CAN YOU DO IN A MEETING?



To view a video:

Click on this [link to the Meetings/BigBlueButton Tutorial Videos](#)

- Below the **Moderator/Presenter Overview**, click on the **Play Video** button.

Review the handouts and information in the [Sakai Instructor Resources-Meeting](#) area.