

# Instructor Handout for Creating a Meeting

## 1 WHAT IS MEETINGS?

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**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?

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**Go to your Course Site.** In Sakai, click on **Sites**, click on your course site title.

### Add the Meetings tool to your course Menu

1. Click on **Site Info**, click on **Manage Tools**. Click on the box beside **Meetings**.
2. Click **Continue**. Click **Finish**. On your course menu, Meetings should display.

### Create a new Meeting

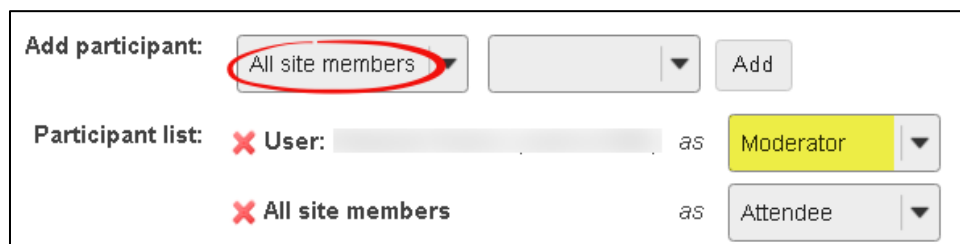
1. On the course main menu, click **Meetings**.
2. Click on the **Create Meetings** button.

#### 1. Meeting Information

1. **Title:** Type the meeting title that will be displayed to your students.
2. **Description:** You can add more information to the default welcome message. **Note:** Don't paste from Word or a web site, type the text; or errors can occur.
3. **Recording:** Click on the check box if you want a **recording button available**. You'll be able to start and stop the recording as many times as you like-only one recording will be created.
4. **Wait for Moderator:** Check on the check box if you don't want your participants to join the meeting until you or another moderator arrives. Do NOT select for sessions you won't attend!
5. **Preupload Presentation:** Upload your presentation file before the meeting starts. All files (PowerPoint, Word) will be converted to a PDF file.

#### 2. Participants: We recommend that you leave the default settings

1. **Add participant:** Allow "All site members", or all students, to attend the meeting.
2. **Participant list:**
  - a. **User:** *Instructor name and (userid)*: The Instructor is the Moderator or presenter.
  - b. **All site members:** All students in the class are Attendees or participants in the meeting.



The screenshot shows the 'Add participant' section of the Sakai Meetings tool. The 'Add participant' dropdown menu is set to 'All site members' and is circled in red. To the right of this dropdown is an 'Add' button. Below this, the 'Participant list' section shows two entries: 'User' (with a red 'X' icon) and 'All site members' (with a red 'X' icon). The 'User' entry is set to 'as Moderator' and the 'All site members' entry is set to 'as Attendee'. Both dropdown menus have a downward arrow on the right side.

- 3. Availability:** *Optional:* If you want the Meeting to always be available, don't state the open or close date. Otherwise, no one can attend the meeting until the Open date.
- 4. Notification:** *Optional:* You can send an email to notify your students or participants of the meeting, after you click Save.

**IMPORTANT!**

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

### 3 WHAT IF YOU WANT TO SPECIFY WHO CAN ATTEND A MEETING?

**In the Participants area:**

- 1. Participant:** Click on the "All site members" drop down box. Click "User". Click **Add** beside the name of each student you want to join the meeting.
- 2. Participant list:**
  - a. User:** *If you are not going to attend, at least one student must be made the moderator or presenter.* Beside a student's name, click on the *Attendee* drop down box. Click *Moderator*, to make them the presenter at the meeting. You can select as many students as you like to be a Moderator or presenter.
  - b. To the left of "All site members", click on the red "X", to delete it,** so the meeting is only available to the students you selected.

Add participant:	
User	Jane East (jane) Add

Participant list:	
X User: Rachel Techsmith (techsmithr) as	Moderator
X User: Ted South (ted) as	Attendee
X User: David West (david) as	Attendee
X All site members as	Attendee

- 3. Click on the Save button, to update or create your Meeting.**

**Need more information? Review the [Sakai Meeting handouts](http://bit.ly/SakaiMeetings) in the <http://bit.ly/SakaiMeetings> area.**