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 **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 menu, click **Meetings.**
2. Click on the **Create Meetings** button.

1. **Meeting Information**

   1. **Title:** *Recommended!* Your students will see the meeting title when joining the session.
   2. **Description:** (Optional) You can add more information to the default welcome message.
   3. **Recording:** *Recommended!* Click on the **checkbox beside Recording.** Otherwise, you won't be able to record your meeting.
      a. You'll be able to start and stop the recording as many times as you like, yet Meetings will only create one recording.
   4. **Wait for Moderator:** (Optional) By default, the checkbox is checked, which means your students can NOT join the meeting until you arrive.
   5. **Pre-upload Presentation:** (Optional) Upload your presentation file before the meeting starts. Meetings will convert files (PowerPoint, Word) to PDF's.
   6. **Group Sessions:** (Optional) See group scenario below.

2. **Participants:** *We recommend that you leave the default settings.* Optionally, you can add or remove individuals or groups to the meeting.

   - **Moderator:** By default, the meeting creator is the Moderator. During the meeting, only moderators can use all meeting features. Also, moderators can promote users to be presenters. Presenters are allowed to display materials and use the whiteboard during the meeting.
   - **All Site members**: By default, all students in the course site are attendees, who are allowed to join the meeting, but cannot present materials.

3. **Availability:** (Optional) If you want the Meeting to always be available, don't state the open or close date.

Note: If the open date is selected, no one can attend the meeting until the open date and time, including the meeting creator.

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?

First Scenario: Private student meeting. After adding the meeting information:

1. In the Participants area, beside Add Participant: Click on the **first drop down box**; select **"User."**
   a. To the right, click on a student name; click **Add.** You'll see the student name in the Participant list, with the role of Attendee. You can add as many students as you like.
   b. By default, the instructor is the Moderator for the session.
   c. To make the meeting private, delete the rest of the students in the class; click on the **"X"** beside "All site members."
   d. Click on the **Save** button, to create your Meeting.

Second Scenario: Student group meetings: The instructor divided all students into groups in Sakai.

2. When adding meeting information, **add a check** beside **Group Sessions**. This feature will generate a separate meeting for each group in the course site.
   a. In the Participant list, click beside "All Site members" on the drop-down list, change the setting to **Moderator**. All group members will be able to lead their group sessions.
   b. Click on the **Save** button, to create your Meeting.
   c. *Remind students*: When joining their meeting, students will see a new choice, Group. Beside Group, as shown below, a member of Group 1 will need to click on their group name to join their group session:
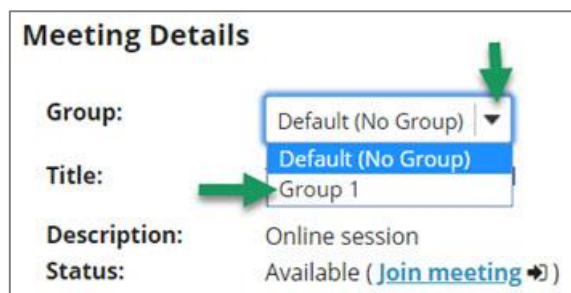
   d. The instructor can click on the Group drop-down to join any of the group sessions.

Need more information? Review the Sakai Meeting handouts in the **http://bit.ly/SakaiMeetings** area.