Best Practices for Using the Meetings (Big Blue Button) Tool

Overview

Meetings tool (originally called Big Blue Button) allows for real time video conferencing within iLearn. It can be used for online office hours or any type of synchronous online communication. It is located in the "Communication" section on the left menu bar of a course site.

When using Meetings tool, we recommend using a headset with microphone and speaker for better sound quality. A good webcam will also help deliver good video feed.

Creating a Meeting

Click the "Create Meeting" button and then follow the instructions below:

1. Give your meeting a "Title" and a "Description" that gives more information about the meeting.

1. Meeting Information			
Please specify a meeting title and description. The later will be displayed when a participant joins the meeting.			
Title:	Sample Meeting		
Description:	Welcome to the meeting		

Create Meeting

2. By default all members of the site will be able to attend the meeting. To change this add and remove participants as needed. You can also change Role Status here and select who will be the Moderator of the meeting.

2. Participants				٦
Please specify who can participate on the meeting.				
Add participant:	All site members 💌	Add]	
Participant list:	X User: Robert Egan (10027152@marist.edu)	as	Moderator	•
	🗙 All site members	as	Attendee	•

3. Modify when the meeting will take place and adjourn by changing the Open and Close dates.

3. Availability				
Please specify if this meeting will be always available, or only after and/or before the specified dates.				
Join open date:	☑ 2013-07-18			
Join closed date:	2013-07-18 14:47			

4. If you would like an email notification to be sent to the attendees then check the appropriate box and then click **Save** to create the meeting:

4. Notifi	ication	٦
Please s	pecify whether an email notification should be sent to all meeting participants	5.
Not	tify participants:	l
Save	Cancel	

Joining a Meeting

1. To join a meeting click the title of the meeting under the "Meeting" column:

Meetings Recordings Create Meeting Permissions			
Meetings	Status	Join open date	Join closed date
Test from 2.9 Dev1	Available	2013-07-18 16:16:00	2013-07-20 16:30:00

2. Then click "Join Meeting":

Meetings	
Meeting Details	
Title:	Test from 2.9 Dev1
Description:	Welcome to the meetingddsdsds
Join open date:	2013-07-18 16:16:00
Join closed date:	2013-07-20 16:30:00
Status:	Available (Join meeting 🍇)
Connected users:	0 🗯
Recordings:	(0 recordings)

Inside a Meeting

1. Each time you join a meeting you will be asked to allow access to your Camera and Microphone. You will need to grant access to participate in the meeting.

		×
	You should hear audio in your headset, not your Play Test Sound	
ı	computer speakers. Adobe Flash Player Settings	
	Camera and Microphone Access 10.10.2.37 is requesting access to your camera and microphone. If you click Allow, you may be recorded.	
	You should see the bar move a (2- Plantronics .Audio 655 DS	P)
	into your headset.	
	Allow Deny crophone	
	Join Audio Hel	p

2. After access has been granted you will be asked to test your speakers and microphone. When the button to "Play Test Sound" is clicked a melody will play to confirm that the speakers are working correctly. In addition, a blue bar will appear when the microphone is correctly installed and in use. Click "Join Audio" to be connected to the meeting.

	×
You should hear audio in your headset, not your computer speakers.	Play Test Sound
You should see the bar move as you speak into your headset.	Microphone (2- Plantronics .Audio 655 DSP) Change Microphone
Tou can me	Join Audio Help

3. After entering a meeting, you may start talking, share documents (PDF, PowerPoint, WORD, etc.), use the Whiteboard tools, chat, and hold class discussions.

