Create a New Meeting in Sakai

This document will demonstrate how to add the BigBlueButton tool to your course, create a new meeting, edit an existing meeting, and delete a meeting. Please visit www.luc.edu/itrs for more information.

Add BigBlueButton to a Sakai Course

During the BigBlueButton pilot the BigBlueButton tool will be added to your course for you. For more information please contact:

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Create a Meeting

1. From a course page, click the BigBlueButton tool on the left-hand side of the page.

2. Click Create Meeting, at the top of the page.

3. Enter a Title in the text box.

4. Enter a Description.

   Note: Do not copy and paste the description from Word or any text editing program. This will affect the formatting of the description.

5. Check the box next to Recording, if you wish to record your session.

   Note: The moderator will still need to start the recording upon entering the room. The meeting will not record automatically.

6. Enter the Duration of the meeting.

   Note: The time will be counted once the first person enters the room and everyone will be removed from the room after the end of the duration period. The duration can be set to 0 to avoid being removed from a meeting. The maximum length of a meeting is 6 hours.
BigBlueButton Pilot:
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7. By default, all site members will be added to the meeting. Use the dropdown menus to select participants or change roles.

2. Participants
Please specify who can participate on the meeting.

Add participant: All site members

Participant list: User: Instructor as Moderator
All site members as Attendee

Modify roles.
Add members to a meeting.

8. Check the boxes next to Join open date and Join closed date and use the calendar icons to specify available dates for the meeting.

9. Check the box next to Add to calendar, if desired.

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

Join open date: 2015-07-24 10:08
Join closed date: 2015-07-24 11:08
Add meeting dates to the calendar.

10. Check the box next to Notify Participants, to send an email notification to participants.

11. Click Save.

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

Notify participants: [ ]
Check the box next to email participants.
Save Cancel

Edit a Meeting

1. From a Sakai course page, click BigBlueButton, on the left-hand side of the screen.
2. Click **Meetings**, at the top of the screen.

3. Hover your cursor over the title of the meeting you wish to edit.
4. Click **Edit**.

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**Delete a Meeting**

1. From a Sakai course page, click **BigBlueButton**, on the left-hand side of the screen.

2. Click **Meetings**, at the top of the screen.

3. Hover your cursor over the title of the meeting you wish to delete.
4. Click **Delete**.
Open a Meeting Room

1. From your Sakai course, click the **BigBlueButton** tool on the left-hand side of the screen.

2. Click on the title of your meeting, to open the meeting details.

3. Click **Join meeting**.

Meeting Details

- **Title:** Course 101 001 F15
- **Description:** Online session
- **Status:** Available
- **Connected users:** 0
- **Recordings:** (0 recordings)