This manual is designed to demonstrate how to prepare for a meeting in BigBlueButton. It includes how to create a meeting room, access a meeting, connect your microphone, check your microphone connection, connect your webcam, lock participant options, change the meeting room layout, and invite guest users.

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Create a Meeting
Add BigBlueButton to a Sakai Course or Project Site

During the BigBlueButton pilot, the BigBlueButton tool will be added to your site for you. For more information please contact:
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Sarah Kentner: skentner@luc.edu

Create a Meeting Room

1. From a course page, select the BigBlueButton tool on the left-hand side of the page.
2. Select Create Meeting, at the top of the page.
3. Enter a Title in the text box.
4. Enter a Description.
5. Check the box next to Recording, if you wish to record your session.
   Note: You must check this box if you wish to record any of the sessions held within this room. 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.
7. By default, all site members will be added to the meeting. Use the dropdown menus to select participants or change roles.

8. If you wish to have specific open and close dates for the room check the box next to **Join open date** and/or **Join closed date**. Then use the calendar icons to select your dates. The moderator and the attendees will **not** be able to enter the room, if it is not open according to the dates.

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

10. Check the box next to **Notify participants**, to send an email notification to participants.
11. Select **Save**.

### Edit a Meeting

1. Hover your cursor over the title of the meeting you wish to edit.
2. Select **Edit**.

### Delete a Meeting

1. Hover your cursor over the title of the meeting you wish to delete.
2. Select **Delete**.
Access a Meeting
Access a Meeting through Sakai

1. From your Sakai course, select the BigBlueButton tool from the left-hand side of the page.

2. Select the title of the meeting room.

3. Under Meeting Details, select Join meeting.

4. The meeting room will open in a separate window.
Prepare for your Meeting

Access a Meeting using an External Link

1. Contact the host of the meeting for the guest URL.
2. Copy and paste the link into the web address of your browser.
3. Type your name in the text box.
4. Select Join.

![Enter your name](image)

Call into a Meeting

1. Request the phone number and conference pin number from the meeting host.
2. Dial in the phone number.
3. Enter the conference pin number.

Share your Microphone

Select your Microphone

These instructions reflect using the recommended browser, Mozilla Firefox.
1. When entering a meeting, you will be asked “How do you want to join the audio?” Select Microphone.
2. Use the dropdown arrow under **Microphone to share**: to select your microphone.
3. Select **Share Selected Device**.

![Select your device.](image)

**Note:** If you do not share your microphone upon entering the meeting room, you can click the microphone icon to share your microphone. Additionally, you can click the microphone icon to stop sharing your microphone. The icon is in the upper left-hand corner of the page.

**Conduct an Audio Test**

After selecting to share your microphone the Audio Test will automatically begin.

1. Say a few words into the microphone. If you can hear yourself, click **Yes**.

![Audio Test](image)
2. If you cannot hear yourself in your headset, click **No.** You will be redirected to adjust your audio. From this screen, you can select a different microphone, adjust the volume on your microphone, and test your speakers.

![Audio Test](image)

**Audio Test**

*Use a headset with a microphone for best audio experience.*

Speak into your microphone. You should see the bar move. If not, choose another mic.

- Microphone (HD Pro Webcam C910)

![Volume Bar and Percentages](image)

- Gain
- 0%
- 100%

[Next] [Test Speakers] [Cancel]

3. You will be brought back to the original audio test screen. If you can now hear yourself in your headset, click **Yes.**

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**Check your Microphone Connection**

**Windows:**

1. Right-click the speaker icon in the lower right-hand corner of the screen.

   ![Right-click on the speaker icon](image)

2. Select **Recording Devices.**
Prepare for your Meeting

3. The display will show all your available microphones. If you speak into the microphone, the green bars should move as you talk. If the bars do not move, your microphone may be muted or may not be working properly.
4. Select your microphone.
5. Select the Levels tab.
6. Adjust the microphone levels and then select OK.
7. From the recording devices screen, select OK.

MAC OS X:
1. Open System Preferences.
2. Select the Sound icon.
3. Select a microphone and test your input levels.
   a. The blue bars should move as you speak.
   b. Use the slider to adjust the input volume.

Share your Webcam
Select your Web Cam
1. Select the Webcam icon at the top of the screen.
2. Select Allow.
3. A preview of your image will appear. Adjust the image by clicking Change Webcam Settings or change the dimensions of the image, if desired.
4. Select Start Sharing.
5. Your image will now appear in the webcam window.
Lock Participant Options
As the host of a meeting room, you have the ability to lock the webcam, microphone, public chat, private chat, and layout from participants.

**Webcam:** Participants will not have the option to share their webcam.

**Microphone:** Participants will not have the option to share their microphone.

**Public Chat:** Participants will not be able to use the public chat. This is not recommended, because users will not have a way to easily communicate with the host.

**Private Chat:** Participants will not be able to send private chat messages to one another.

**Layout:** The presenter has control over the layout for all users in the room. Participants cannot change their own layout.

1. Click the gear icon at the bottom of the **Users** window.

2. Select **Lock Viewers**.

3. Check the boxes next to the tools you do not wish participants to have access to and select **Apply**.
Change the Meeting Layout

Meeting Layout Templates

Meeting layouts can be changed during the meeting or before participants enter the room. Unless the layout is locked, participants can adjust the layout based on their preference.

1. Select the drop-down arrow next to Default Layout.
2. Choose a layout.
3. Select the icon in the bottom right-hand corner of the room to share the layout with all viewers.

Note: Viewers can change the layout on their own screen, but they cannot push this layout to other users.

Customize a Meeting Room Layout

1. Click the top of a window near the title and drag the window to a desired location within the meeting room.
2. Hover your mouse over the edge of a window and click and drag to resize a window.
3. Select the icon in the bottom right-hand corner of the room to share the layout with all viewers.

**Invite a Guest User to a Meeting**

**Locate the Call-in Number and Pin**

1. The Chat window contains information on using BigBlueButton, including tutorial videos. Below the tutorial videos is the call-in number and pin.
2. Send the call-in number to users you wish to join by phone.

**Locate the External Link**

1. At the bottom of the User window, click the link **Invite a guest to join this meeting** to invite external users.
2. Copy the link provided and send the link to the user.

For a quick overview of BigBlueButton see these (short) tutorial videos.

To join this meeting by phone, dial: (352) 327-4267
Then enter 24699 as the conference pin number.
Invite a guest to join this meeting

Use the phone number & pin provided in your room for users to call-in.

Click here to get an external link.