

Sakai Meetings tool (BigBlueButton)

What is BigBlueButton?

BigBlueButton (BBB) is an open source, easy-to-use, Web conferencing system. It has been developed for distance education at institutions of higher education to develop a high-quality learning experience for remote students. It can also be used for collaborative meeting, webinar, office hour, course review session....etc.

BBB supports sharing of slides (PDF and PPT), video, audio, whiteboard, private or public chat, and desktops. It runs on Mac, Unix, and PC computer.

Integration of BigBlueButton with Sakai

BigBlueButton is integrated with Sakai as the 'Meetings' tool so that Sakai will manage the scheduling and login of BigBlueButton.

Faculty or project owner will schedule the meeting date/time and select the participants of the BigBlueButton web conferences from within Sakai as follows:

1. Add the 'Meetings' tool to the course or project site (Site Info → Edit Tools).
2. Select the 'Meetings' tool.
3. Click "Create Meetings".
4. Enter the title, select the Participants (all members of the site or selected members), select the Start and End Date and Time, and check to notify the attendees.

Students join the meeting by:

1. logging into the Sakai course or project site,
2. selecting the Meetings tool,
3. choosing from one or more available meeting sessions, and
4. clicking the "Join Meeting" link.

Faculty or project owner who schedules the meeting will, by default, be the moderator of the meeting. Other attendees are, by default, the viewer of the meeting. A viewer in the meeting may join the voice conference, share his/her Webcam, raise his/her hand, and chat with others. A moderator may mute/unmute others, eject any user from the session, and make any user the current presenter. The presenter may upload slides, control the presentation, and share a view of any open application on his/her desktop.

Some exciting BBB features include:

Webcam

Multiple users can share their Webcam at the same time. There is no built-in limit on the number of simultaneously active Webcams.

Integrated VoIP (The phone number and pin number are displayed in the chat window after you join the meeting)

BBB voice conferencing supports voice over IP (VoIP) conferencing out-of-the-box. All your students need are speakers and a microphone to participate, although a combination headphone-microphone is preferred.

Presentation

The presenter can upload any PDF presentation or office document and keep everyone in sync with their current page, zoom and pan; the audience can see the presenter's mouse pointer.

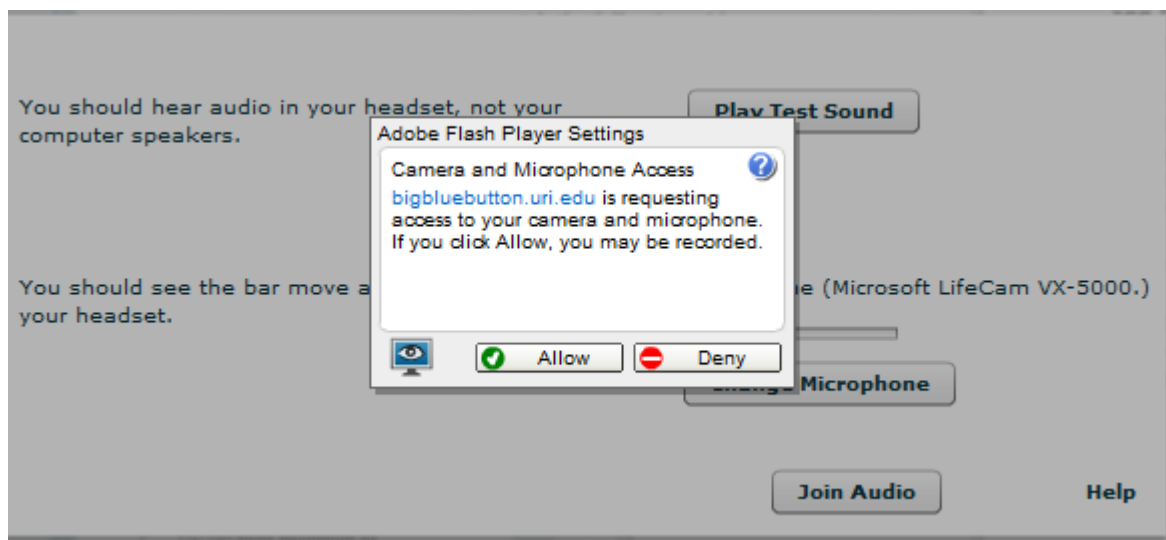
Desktop Sharing

Go beyond slides! The presenter can broadcast their desktop for all students to see, whether they are using the Mac, PC, or Unix system.

Additional information:

For an overview of BBB, go to <http://www.bigbluebutton.org>. To watch screen casts of how to use the features listed above, go to: <http://www.bigbluebutton.org/content/videos>

After joining the meeting, you will be prompted to allow Flash Player, test your speaker and microphone, and then join the audio.




If you have difficulty to join the audio, then call in by phone, with the instructions displayed in the Chat window. Note the conference pin number varies with each meeting.


To join this meeting by phone,
dial:
401-874-5801
Then enter 72906 as the
conference pin number.


Then you will see four windows - Users, Listeners, Presentation, and Chat:

Users window



Click  to connect your headset or microphone to talk, and your name will appear in the Listeners window.

Click  to connect your webcam (if you have one) to share your video.

Click  to share desktop application. Refer to Appendix I - "Use Meetings tool to demonstrate Sakai and allow students having hands-on experiences" at the end of this document for more details.



is the icon for Moderator. A moderator may

1. **mute/unmute others** in the Listeners window
2. **eject any user from the session**, and
3. **make any user the current presenter** by selecting the user from the user list, and click "Switch

Presenter"

Switch Presenter




is the icon for presenter. The presenter may

1. **upload slides** in the Presentation window,
2. **control the presentation**, and
3. **share a view of any open application on his/her desktop**.

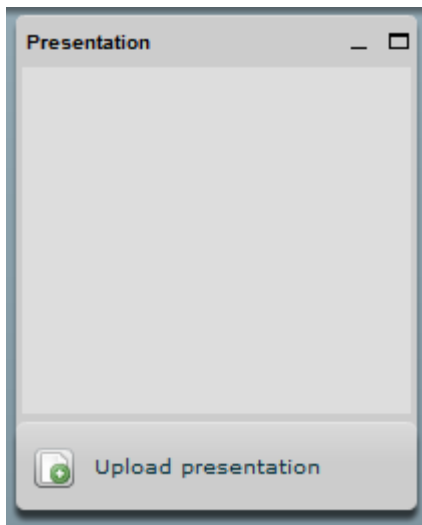
Listeners window






Click the  icon at the lower-left corner to “Mute All”, a useful tool to eliminate noise from the attendees.

You can also mute and unmute individual member by clicking the speaker icon next to the member

Presentation window



Click the  **Upload presentation** icon at the lower-left corner of the Presentation window and selecting the file from the local computer, or, from a list of pre-loaded files. The pre-loaded files will be removed when the moderator logs out the meeting.

After the file is uploaded, two icons will appear at the lower-right corner,  , for you to zoom or invoke the WhiteBoard to annotate your presentation.

Tips

1. Use headset, instead of built-in internal microphone and speaker, to avoid echo and noise.
2. Use Landscape format to present PPT/PDF. BBB allows up to 100 slides/pages for PPT/PDF file.
3. Mute all participants, then un-mute individual(s) for communication to avoid noise.
4. Upload a blank PDF file to have a blank whiteboard.
5. iPad is not compatible.