

Big Blue Button Video session: Meeting Creation

Login to LMS at lms.lums.edu.pk

The screenshot shows the 'My Workspace' interface. The top navigation bar includes 'My Workspace', 'Administration Workspace', '1901-SOE Orientation Test', 'Academic Info Systems', and 'More Sites'. The left sidebar contains navigation options like Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help.

My Workspace: Message Of The Day

In order to optimize the performance of LMS and improve user experience, from mid-June 2019 onward only courses for the current term and the corresponding term from the previous academic year will now be available on the live LMS.

For example, now Summer 2019 and Summer 2018 will be available on the LMS(for faculty) . In Fall 2019, both Fall 2019 and Fall 2018 will be available, and so on.

Courses other than this will be archived and available at lmsarchives.lums.edu.pk

My Workspace: My Workspace Information Display

Welcome to your personal workspace.

In Sakai each user has his or her own individual worksite called My Workspace. My Workspace is a place where you can keep personal documents, create new sites, maintain a schedule, store resources, and much more.

The default information displayed here for a new user can be modified by the Sakai Administrator by editing the file sakai.properties configuration value "myworkspace.info.uri" to point to the html file desired.

My Workspace: Calendar

Options

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Workspace: Recent Announcements

Announcements (viewing announcements from the last 10 days)

View: All

There are currently no announcements at this location.

My Workspace: Message Center Notifications

Site	New Messages	New in Forums
Academic Info Systems	none	none

Browse to the course site you want to schedule your online session with students.

The screenshot shows the course site interface. The top navigation bar includes 'My Workspace', 'Administration Workspace', '1901-SOE Orientation Test', '1902 SOE The Learning ...', and 'More Sites'. The left sidebar contains navigation options like Home, Announcements, Assignments, Drop Box, Email, Resources, Roster, Schedule, Site Info, Statistics, Syllabus, Tests & Quizzes, Meetings, and Help.

1902 SOE The Learning Gap: Critical Iss (EDU 222 S1-Lecture): Site Information Display

1902 SOE The Learning Gap: Critical Iss (EDU 222 S1-Lecture)

1902 SOE The Learning Gap: Critical Iss (EDU 222 S1-Lecture): Recent Announcements

Options

Announcements (viewing announcements from the last 10 days)

There are currently no announcements at this location.

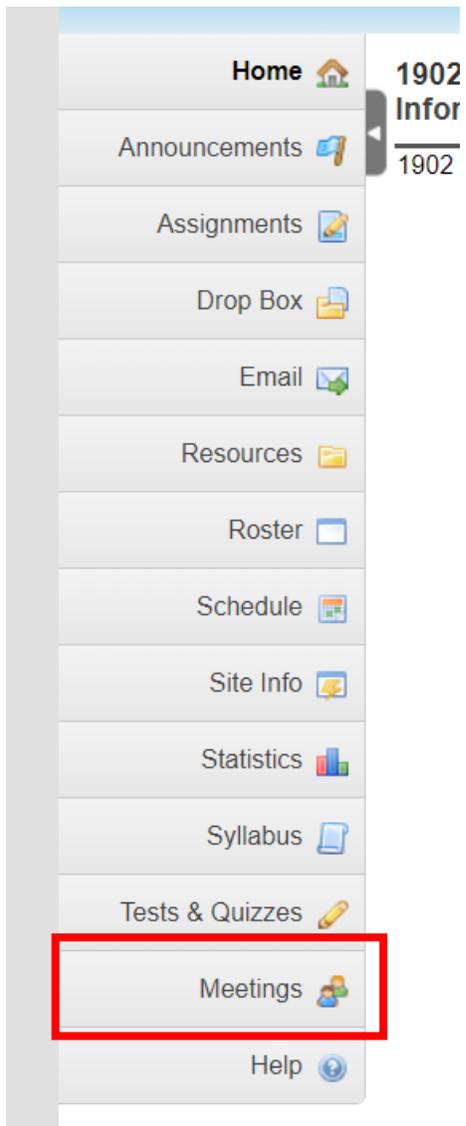
1902 SOE The Learning Gap: Critical Iss (EDU 222 S1-Lecture): Calendar

Options

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Go to Meetings in left hand tool bar



Create Meeting.



Give name to meeting e.g Session 10 or class 12 discussion, In Meeting if you want to enable recording then check the recording Checkbox.

1. Meeting Information

Please specify a meeting title and description. The later will be displayed when a participant joins the meeting.

Title:

Description: Click to edit

Recording: **Enable Recording for Session**

Wait for moderator:

2. Participants

Please specify who can participate on the meeting.

Add participant:

Participant list: **User:** afshanamin Afshan Amin (afshanamin) as

All site members as

Adding participants from site
(By default all site participants
are enrolled for this session)

3. Availability

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

Join open date: **Add to Calendar**

Join closed date:

Enable opening
and closing
dates

Adding notification to
calendar

4. Notification

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

Notify participants:

With above interface you can do the following:

- You can add all the viewers of select few.
- You can also assign moderator role for the session.
- Enable the join and closed date and set the opening and closing date and time
- Allow notification to be sent to all participants and save. This will add an email notification to all the class participants.
- A calendar event will be sent to all participants.

Starting a Meeting

GO to your course site and click meeting

Click “join meeting”

MEETINGS

Meetings

Meeting Details

Title:	Welcome week 1
Description:	Welcome to week 1 of our course
Status:	In progress (End )
Connected users:	1 (0 attendees + 1 moderator) 
Recordings:	(0 recordings)

When active, the meeting home page will provide an overview of the conference in progress including the start time and number of current participants, including their roles.