Big Blue Button Video session: Meeting Creation

Login to LMS at lms.lums.edu.pk

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

Go to Meetings in left hand tool bar
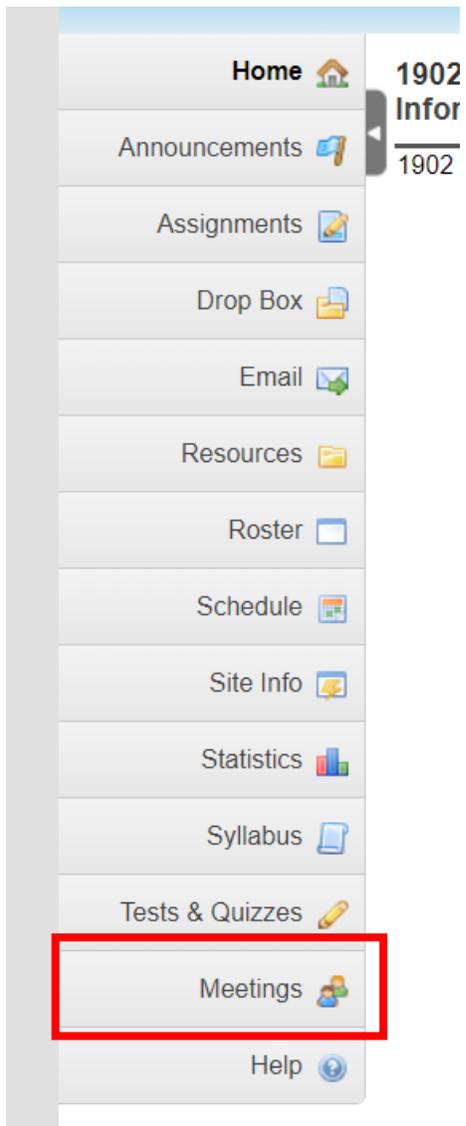
Create Meeting.

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: Class Session 12

Description: Online session   Click to edit

Recording: ☑   **Enable Recording for Session**

Wait for moderator: ☑

2. Participants

Please specify who can participate on the meeting.

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

Add participant: All site members ▾   ▾   Add

Participant list: ✖ User: afshanamin Afshan Amin (afshanamin) *as* Moderator ▾

✖ All site members *as* Attendee ▾

3. Availability

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

Join open date: ☑ 2020-03-30 📅 20:59 ☑ Add to Calendar

Join closed date: ☑ 2020-03-30 📅 21:59

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: ☐   Check to enable email notification to participants

Save   Cancel

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"

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.