

How to Setup a Meeting in BlueJeans

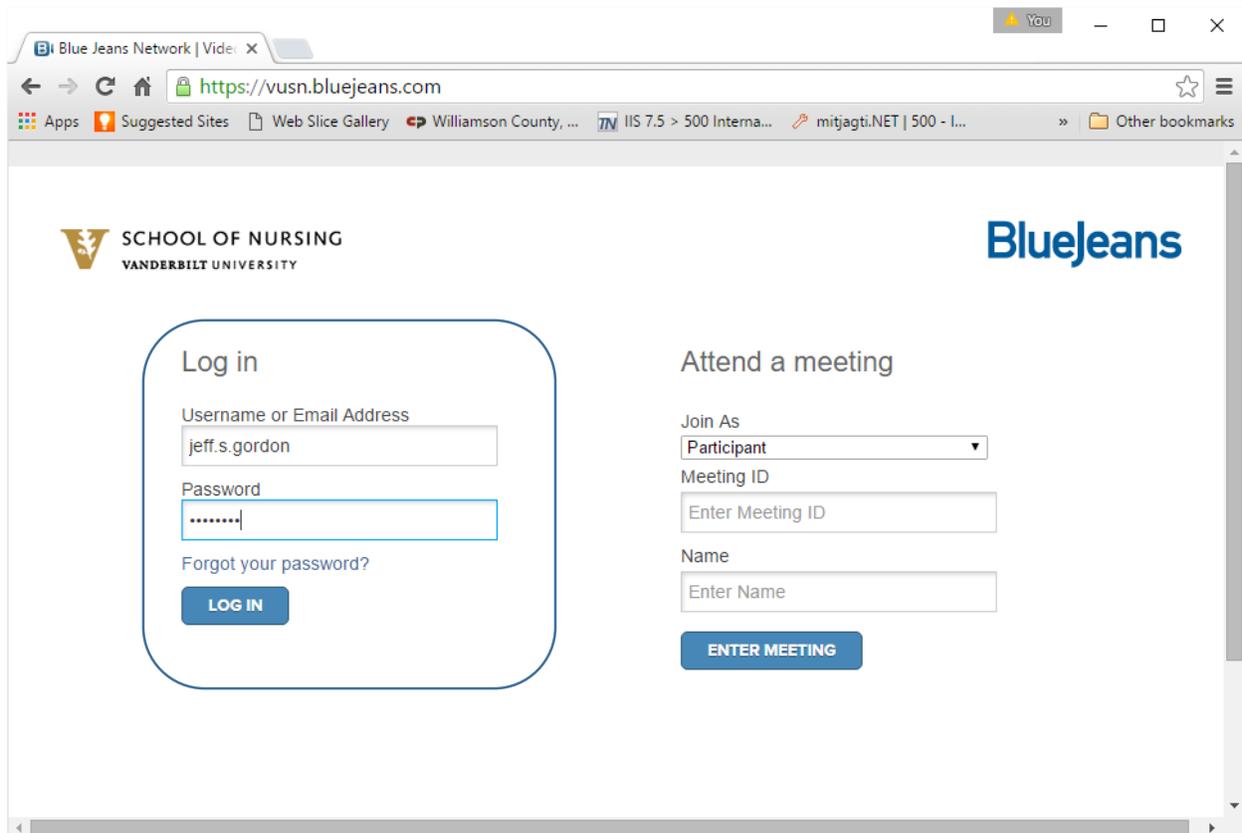
First, you need a license (account). Because we do not have an unlimited number of accounts to distribute, we need to discuss with you your need for an account. If you are using it to teach classes, those classes will be setup by an educational assistant or coordinator for you. All you will need then is the date and time of the meeting, the URL (<http://vusn.bluejeans.com>) and the meeting ID. If it is a moderated meeting you will also need the moderator ID. Just go to the URL above at the correct time, put in the various required IDs and you are in the meeting.

The rest of this document is for those who have an account and will be setting up meetings.

Sometime in advance of the meeting, open your Chrome browser and go to:

<http://vusn.bluejeans.com>

You will see the following screen. Log in on the left with the account credentials you were given at the time the account was established. As a default username, we are using the left half of your Vanderbilt email address left of the @ sign. Fill in the text fields and click “LOG IN”.



The screenshot shows a web browser window with the URL <https://vusn.bluejeans.com>. The page features the Vanderbilt University School of Nursing logo on the left and the BlueJeans logo on the right. There are two main sections: "Log in" and "Attend a meeting".

Log in section:

- Username or Email Address:
- Password:
- Forgot your password? (link)
- LOG IN button

Attend a meeting section:

- Join As:
- Meeting ID:
- Name:
- ENTER MEETING button

You can select your personal meeting space or schedule a meeting. If you select “PERSONAL MEETING” it will immediately place you in the meeting space with the meeting ID corresponding to your default meeting ID (which in most cases is your Vanderbilt phone number).

We will click “SCHEDULE MEETING”.

Blue Jeans Network | Video X

https://vusn.bluejeans.com/scheduling/?success=true

SCHOOL OF NURSING
VANDERBILT UNIVERSITY

MEETINGS ADMIN COMMAND CENTER RECORDINGS VIDEOS

Good morning, Jeff. You don't have any scheduled meetings.

PERSONAL MEETING ⓘ

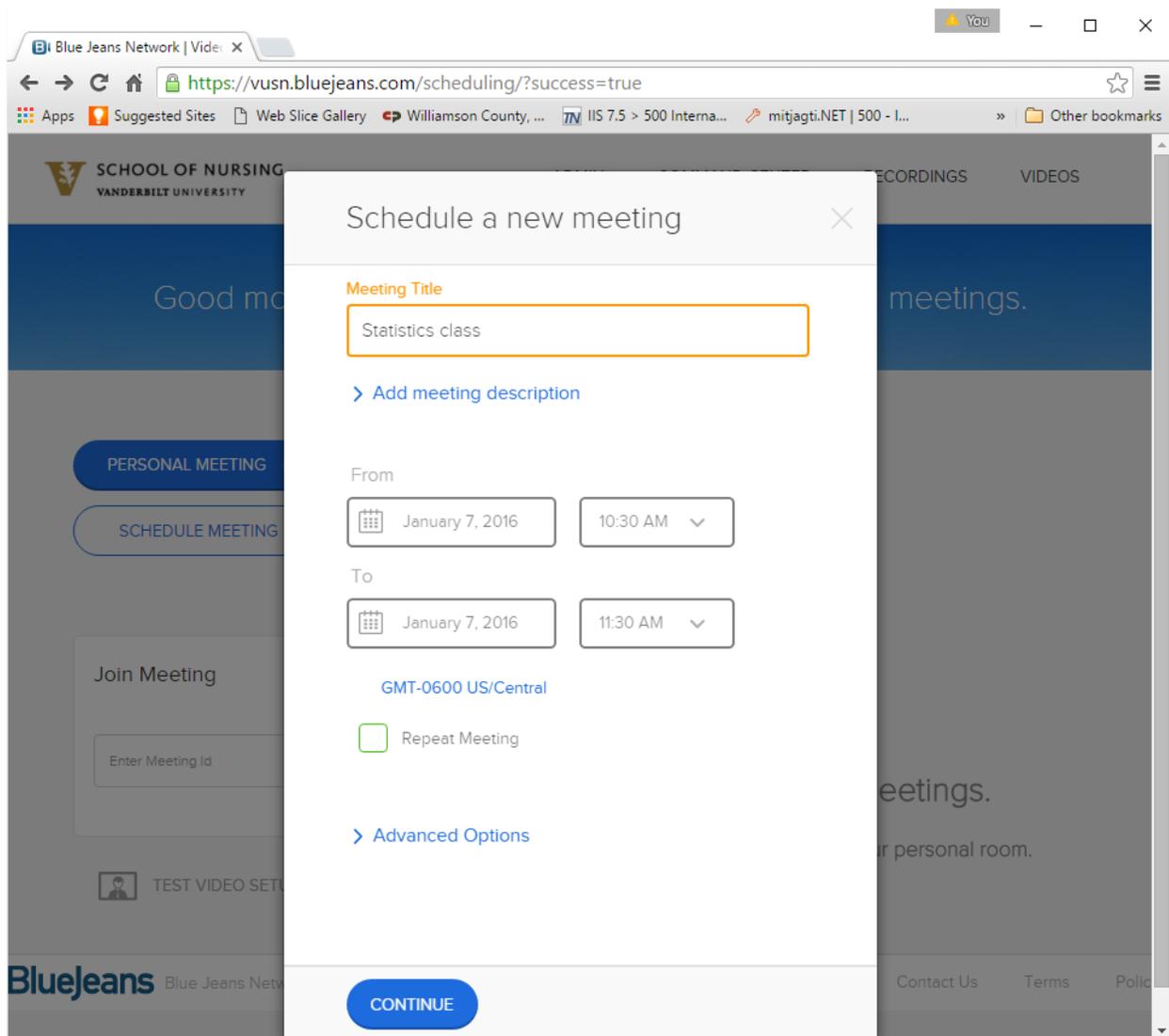
SCHEDULE MEETING

Join Meeting

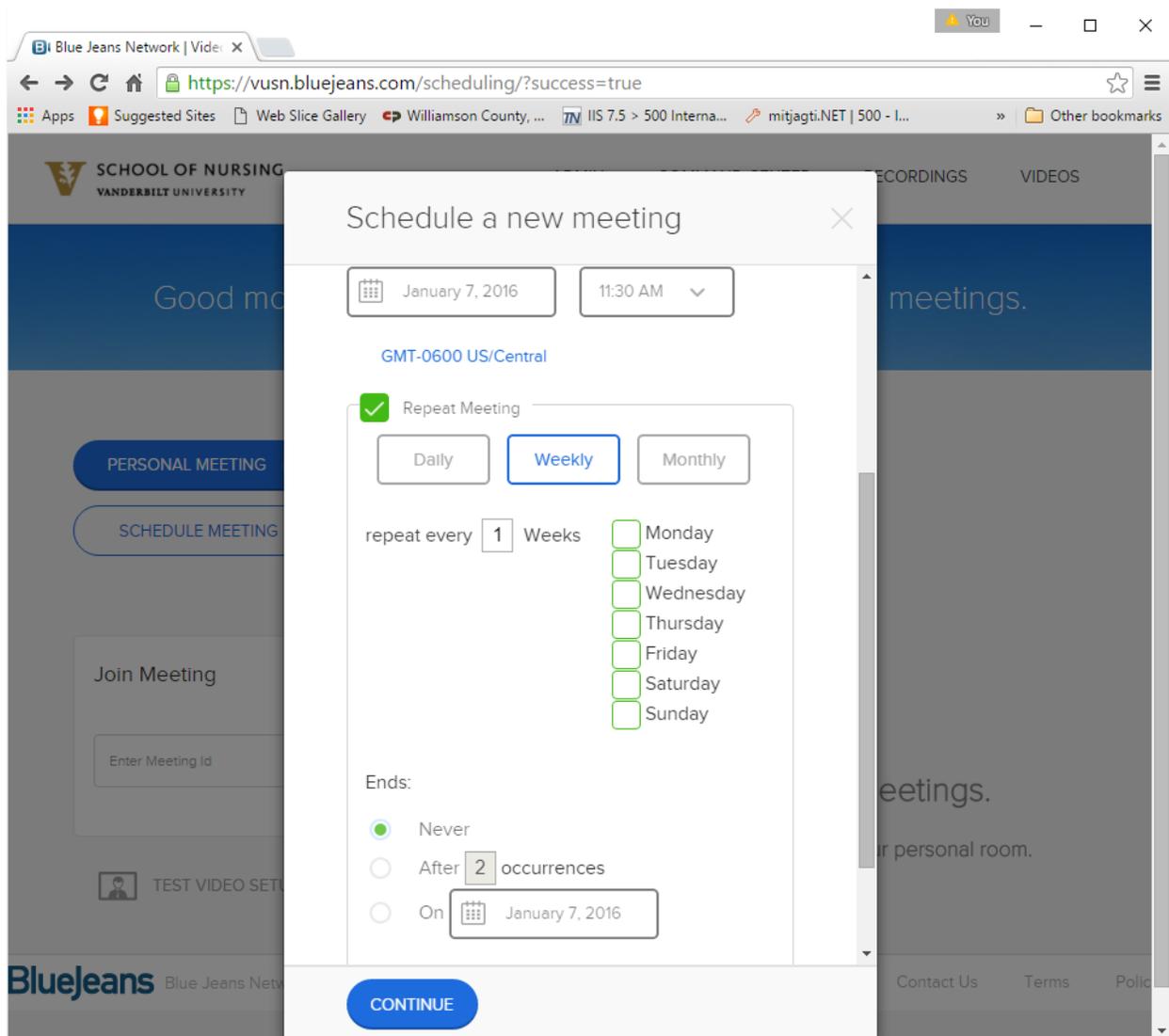
Blue Jeans Blue Jeans Network, Inc. © 2016 About Us News Jobs Contact Us Terms Polic

Enter Meeting Id

Fill in the appropriate boxes starting with the meeting title. You may add an optional description. Put in the date and time (central time) of the beginning of the meeting and when the meeting is over.



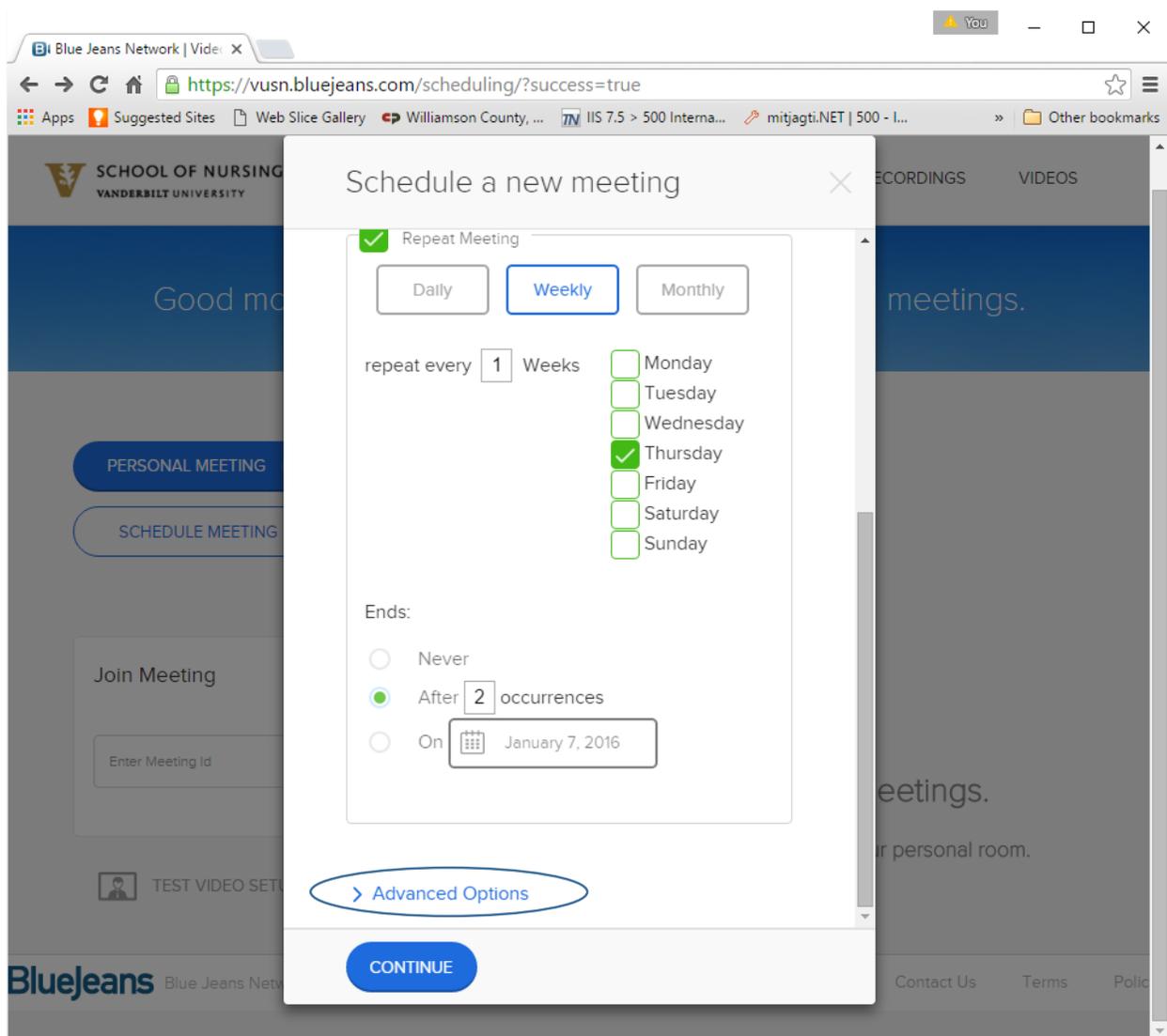
You may want this to be a repeating meeting, such as every Thursday from Jan 7 through the end of May. Or you may want it weekly for 15 successive weeks. If it is going to be any type of repeat meeting check the repeat meeting box that, by default, is unchecked. If the meeting is going to be weekly, click the weekly button.



You may now select the day of the week. (Notice it also says “repeat every 1 weeks. If you change that 1 to a 2 it will schedule it for every other week.) If you look at “Ends” you have 3 choices. It can never end (that means it continues forever or until you go in and kill the meeting). Or you can specify it should work for X number of occurrences. If it is to meet every week for the 15 weeks of the semester you would put 15 in there and click the radio button left of that choice. OR, alternately, you can put in a termination date which is useful if you know the last date of the meeting.

The screenshot shows a web browser window with the URL <https://vusn.bluejeans.com/scheduling/?success=true>. The page is for the School of Nursing at Vanderbilt University. A modal dialog box titled "Schedule a new meeting" is open. It shows a date of January 7, 2016, and a time of 11:30 AM. The time zone is set to GMT-0600 US/Central. The "Repeat Meeting" option is checked, and the frequency is set to "Weekly". The meeting repeats every 1 week, and the days of the week are listed with checkboxes: Monday, Tuesday, Wednesday, Thursday (checked), Friday, Saturday, and Sunday. The "Ends" section has three options: "Never" (radio button), "After 2 occurrences" (radio button, selected), and "On January 7, 2016" (radio button). A blue "CONTINUE" button is at the bottom of the dialog.

If you scroll down you will see ">Advanced Options". Click that.



Scroll down and you will see a variety of buttons and check boxes. You now have some choices to make. By default all of your meetings will have a meeting ID corresponding to your phone number with area code. You may not want that. You may have two meetings that occur one right after another and you may not want people for the later meeting inadvertently coming in early and interrupting the first meeting. You also may use your personal phone number ID for a specific type of meeting and you don't want someone who has been given an ID to come into that meeting. On the other hand, always using your personal phone number as your meeting ID makes it a lot easier to remember at meeting time, you won't have to look up a random number stored in your account or in the invite. So which choice you make isn't clear. The good news is you can decide later, to change it and it will create a new invitation you can send out to your participants. So whatever you select here under advanced options is not set in cement.

So, if you select "Personal Meeting" it will use your phone number as the ID for the meeting or meeting series if the meeting repeats. If you select "One-Time" it will assign a random ID for the meeting or entire series. It does NOT create a new ID for each meeting in the series, rather, the series uses the

same one time ID. Later, if you modify the duration of the series, it will keep that same meeting id for the elongated series.

You may add a participant passcode. This provides a greater level of security and keeps people out who know the meeting ID but do not know the passcode. I have never used this and would only contemplate using it if I created all my meetings with my personal phone number as the ID. But frankly, rather than doing that I would just use a One-Time ID.

You can encrypt the meeting. This would be useful if you were discussing very sensitive material and you have a participant in a public place such as a Starbucks. Since our classes are not that sensitive, I wouldn't use it.

I have no idea why I would want to crop the video.

You may have the meeting moderated or moderator-less. The advantage of a moderated meeting is that only people with the moderator passcode you have created for all of your meetings can run the meeting. If participants come into the meeting before the moderator, they are put in a "holding pen" until the moderator shows up. This prevents participants from stealing the meeting space for their own personal use whenever there is no meeting going on. We don't want to give video conference to the world free of charge so we strongly encourage you to use moderated meetings. In this case the Start meeting without Moderator would be UNCHECKED. You can also give your moderator code out to someone else to run the meeting in your absence. Keep in mind the moderator code is set BY ACCOUNT which means it will be the same (until you change it) for ALL of your established meetings that are moderated.

But moderator-less meetings have several advantages. First, if it is for a class, the students can go in and "practice" or have meetings with fellow students outside of the scheduled class hours. If your students want a Sunday afternoon study group, and you aren't using BlueJeans at that time, your students could meet in the space. Secondly there is not passcode to remember or give out that people (including you) could forget or lose.

You can enable the meeting to be Auto-Recorded. Alternately you can leave that unchecked and just record the meeting by clicking the record button when you are inside the meeting.

Chat is a feature in Bluejeans. This chat environment does not allow for "private chat" between participants, unlike Scopia. People can either chat with everyone or no one.

You may mute participant's mics on entry. This is useful if it is going to be more of a lecture presentation instead of an interactive seminar.

Silent participant entry mode is simply that the person entering late, after the meeting has started, will not be announced as having entered the meeting.

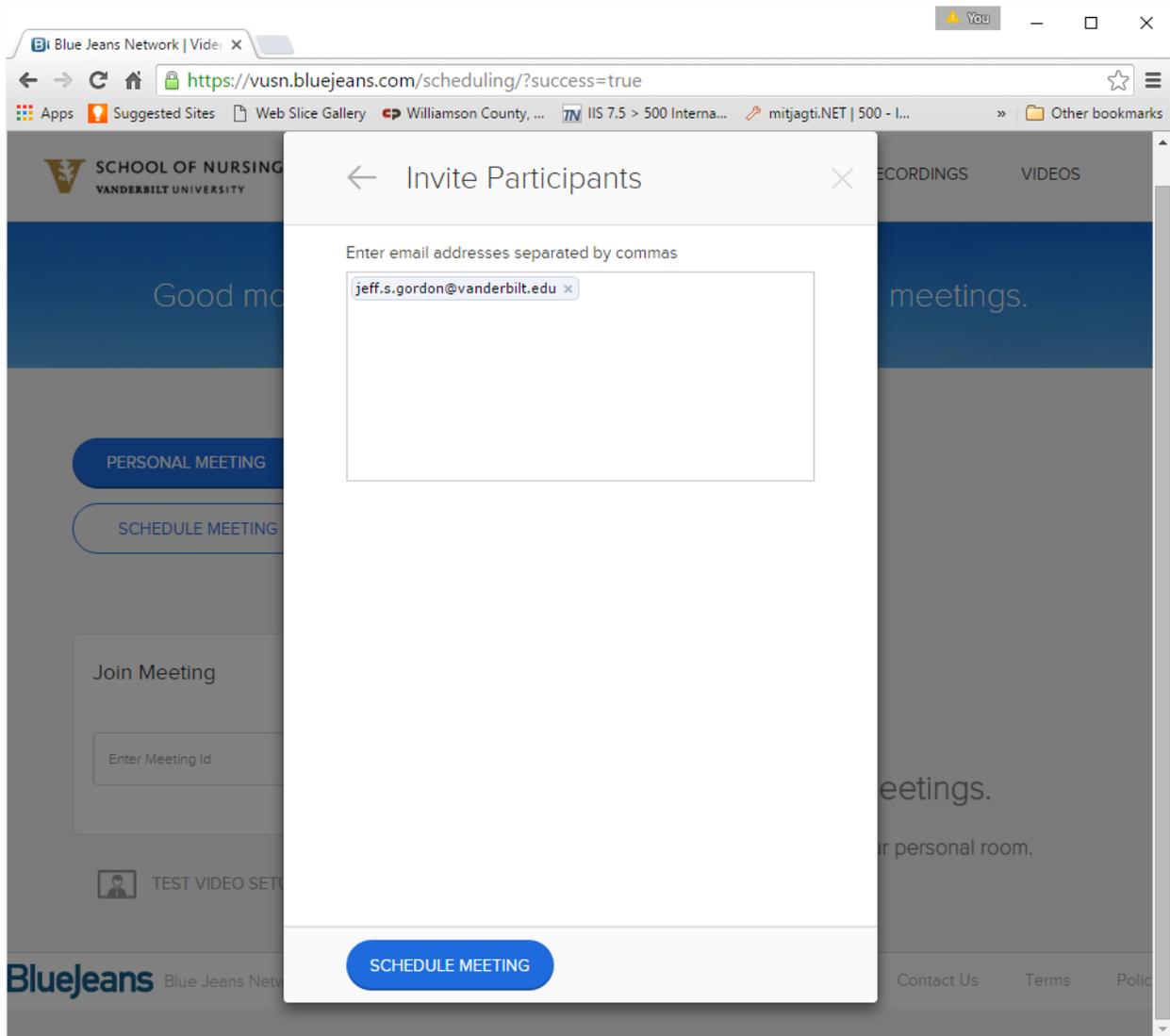
Show participant names in the email invitation is not used by us because of the way we post invitations. So leave that unchecked.

Click "CONTINUE".

You may now enter the email addresses, separated by commas of everyone participating. Now if this is for a Vanderbilt class instead, just put ONLY your own email address in so it sends the invite only to you.

When you get that invite in your email, just harvest the information you need (date, time, URL, and meetingID) and post that into Blackboard. That way the meeting invitation information is always available to your students, you won't have to send them regular emails that they may lose. Of course make sure that you tell the users to be in Chrome if they are going to stay in browser and make sure the link opens in a new window. (The system does keep a record of everyone you have sent invitations to in the past so you can pick them out of a picklist if they are repeats).

Then click "SCHEDULE MEETING".



You will now see this screen. Any time you log back into BlueJeans and select MEETINGS at the top you will see this screen (as long as the meeting hasn't taken place).

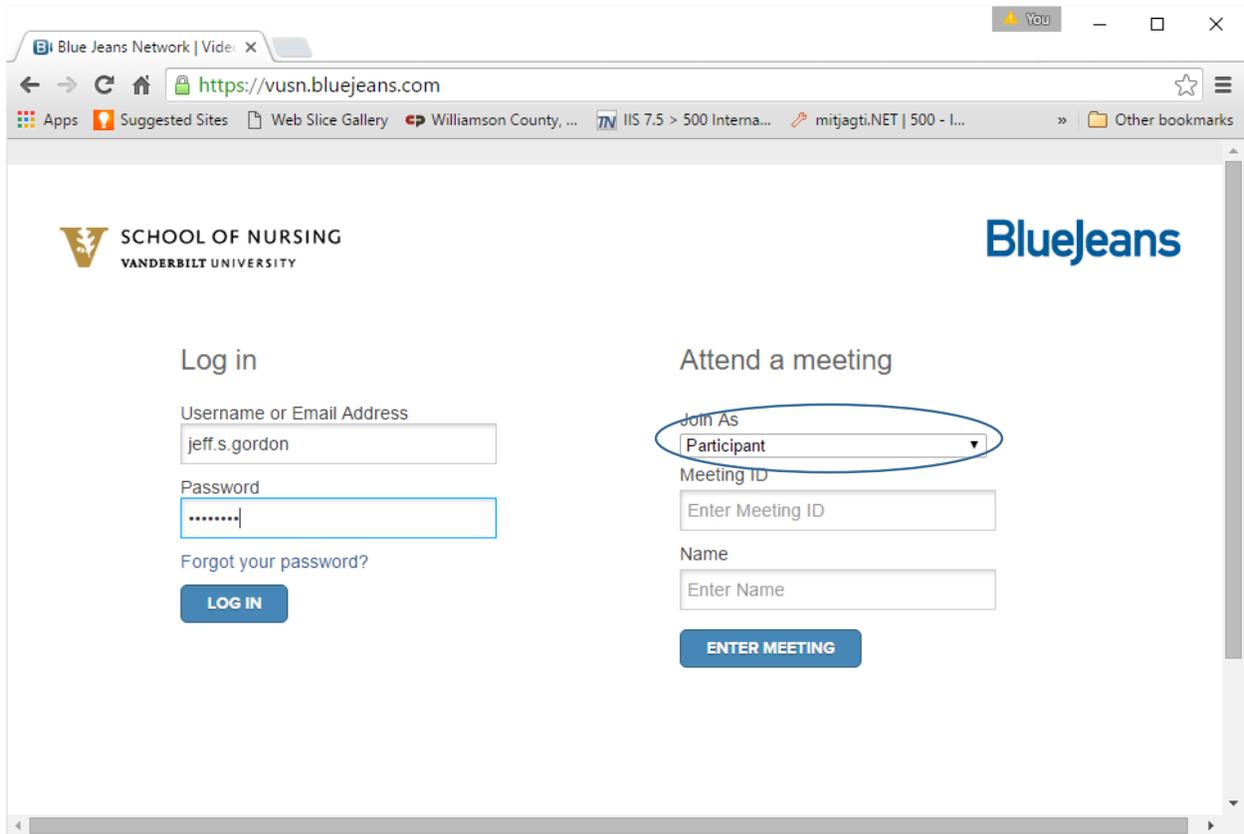
Notice the meeting ID is random and there is a moderator passcode (the passcode will appear EVEN IF there is no passcode tied to this specific meeting. (Keep in mind your moderator passcode stays the same for ALL of your meetings).

The meeting ID is random in this case: 771301702. If you wish to cancel or edit the meeting (or series) click the appropriate choice. If you select "CANCEL" you will be given the choice of deleting the next meeting or the entire series.

The screenshot displays the BlueJeans Network scheduling interface. At the top, the navigation bar includes 'MEETINGS', 'ADMIN', 'COMMAND CENTER', 'RECORDINGS', and 'VIDEOS'. A blue banner at the top of the main content area reads: 'Good morning, Jeff. Your next meeting is scheduled at 11:30am'. Below this, the 'Today' section features a meeting card for 'Statistics class' (11:30 am - 12:30 pm). The meeting details include: Meeting ID: 771301702, Moderator Passcode: 11234, and Meeting URL: https://bluejeans.com/771301702. The card also shows a 'START MEETING' button, an 'EDIT' button, and a 'CANCEL' button with a dropdown arrow. To the left of the meeting card, there are buttons for 'PERSONAL MEETING' and 'SCHEDULE MEETING', and a 'Join Meeting' section with an 'Enter Meeting Id' input field. Below the meeting card, there is a 'TEST VIDEO SETUP' button. The footer of the page includes the BlueJeans logo, copyright information for Blue Jeans Network, Inc. © 2016, and links for 'About Us', 'News', 'Jobs', 'Contact Us', 'Terms', and 'Polic'.

There are two ways to get into the meeting. Put <https://bluejeans.com/771301702> in the URL line of the CHROME browser OR go to <https://vusn.bluejeans.com> and put in the meeting ID in the appropriate box.

If the meeting is moderator-less, everyone comes in as a participant. If you come in through the vusn URL be sure to select participant (not moderator) in the select box.



Final note: when scheduling a recurring meeting series, if by chance one or more of the days you don't intend to meet, just leave it on the schedule. There is no real point of going in and cherry picking the deletion of a few specific instances in the series.

JSG010715