

To schedule a meeting:

1. Go to nobts.bluejeans.com

login: faculty

password: **EMAIL CTL@NOBTS.EDU FOR THE PASSWORD**

2. Click **Schedule Meeting** on the left-hand side. **PUT YOUR COURSE ID IN THE TITLE OF THE MEETING**. This is where you set the time and date, and you can put in the email addresses of your students. Make sure you separate the email addresses by commas

The screenshot shows the BlueJeans scheduling interface. A modal window titled "Schedule a new meeting" is open. The "Meeting Title" field is highlighted with a red box and an arrow pointing to it, with the text "Give a title WITH YOUR COURSE ID" overlaid. The "From" and "To" date and time fields are also highlighted with a red box. The "Invite Participants" field is highlighted with a red box and an arrow pointing to it, with the text "email addresses of students separated by a comma" overlaid. The "SCHEDULE MEETING" button at the bottom of the modal is highlighted with a red box and an arrow pointing to it, with the text "click when done" overlaid. The background shows the BlueJeans interface with the "SCHEDULE MEETING" button highlighted in the left-hand navigation menu.

To log-in to your meeting

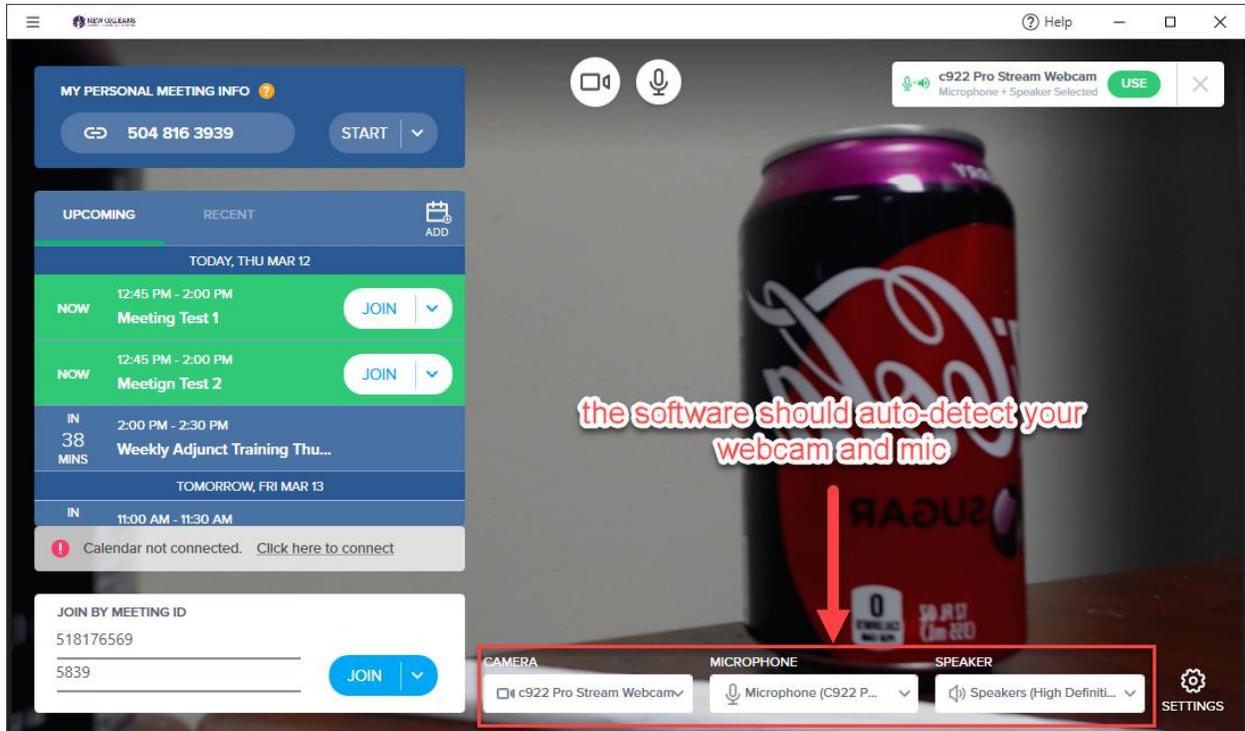
1. Login at nobts.bluejeans.com with the credentials above
2. You should see your meeting listed under the "Meetings" tab. Click it, then the "Start Meeting" button will appear. Click that.

The screenshot shows the BlueJeans web interface. At the top, the navigation bar includes the BlueJeans logo, the 'MEETINGS' tab (highlighted with a red box), and other tabs like 'ADMIN', 'COMMAND CENTER', 'RECORDINGS', and 'VIDEOS'. A red arrow points to the 'MEETINGS' tab. Below the navigation bar, a blue banner displays the message: "Good afternoon, Michael. You don't have any scheduled meetings." On the left side, there are buttons for "SCHEDULE MEETING", "JOIN A MEETING", "START MY MEETING", "COPY URL", and "MORE INFO", along with a "TEST VIDEO SETUP" section. The main content area shows a meeting titled "something" scheduled for "Today" at "01:15 pm - 02:15 pm". The meeting details include the Meeting ID (322238600), Moderator Passcode (5839), and Meeting URL (https://bluejeans.com/322238600). Below the meeting details, there is a "0 Participants" indicator and a "+" button. A red box highlights the "START MEETING" button, and a red arrow points to it. The footer of the page includes the BlueJeans logo, copyright information, and links for "About Us", "News", "Jobs", "Contact Us", "Terms", "Policy Help Center", and a phone number.

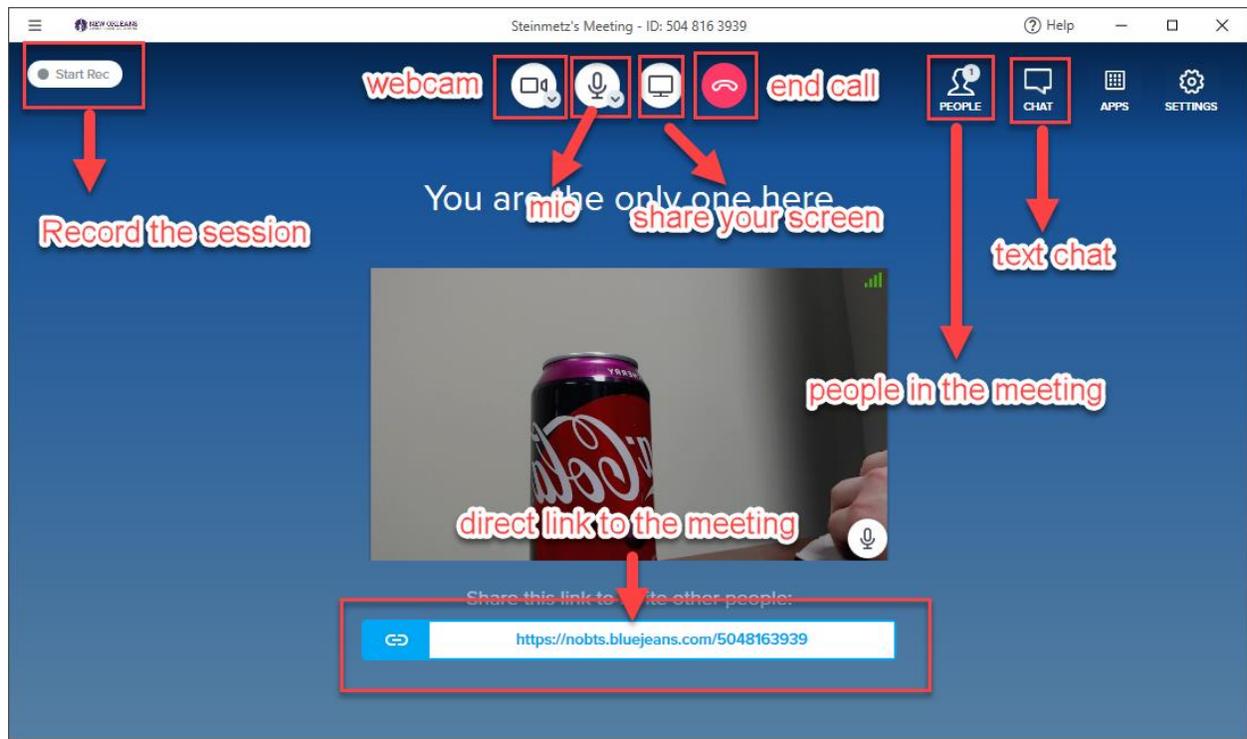
3. This will download the client onto your computer. Follow the prompts to install.

How to use Bluejeans:

1. When you log-in, it should auto-detect your webcam/mic. If it doesn't, you can click the drop-down arrow next to **Camera, Microphone, and Speaker**



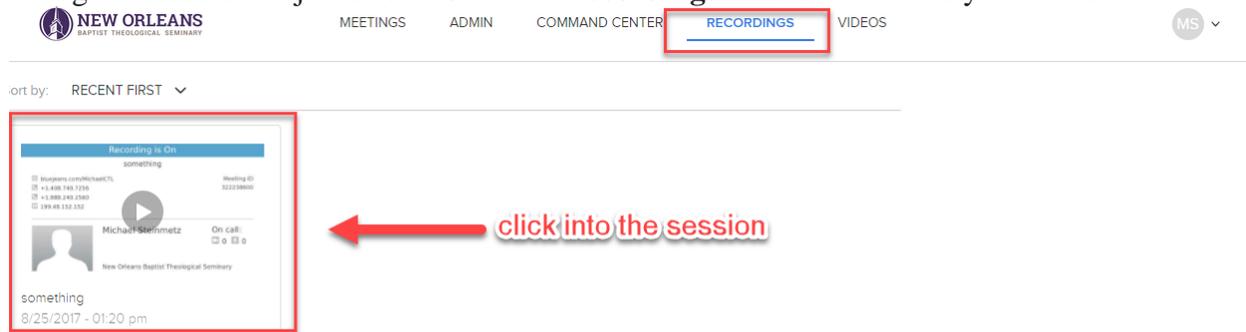
2. The following lists all the menu functions in BlueJeans



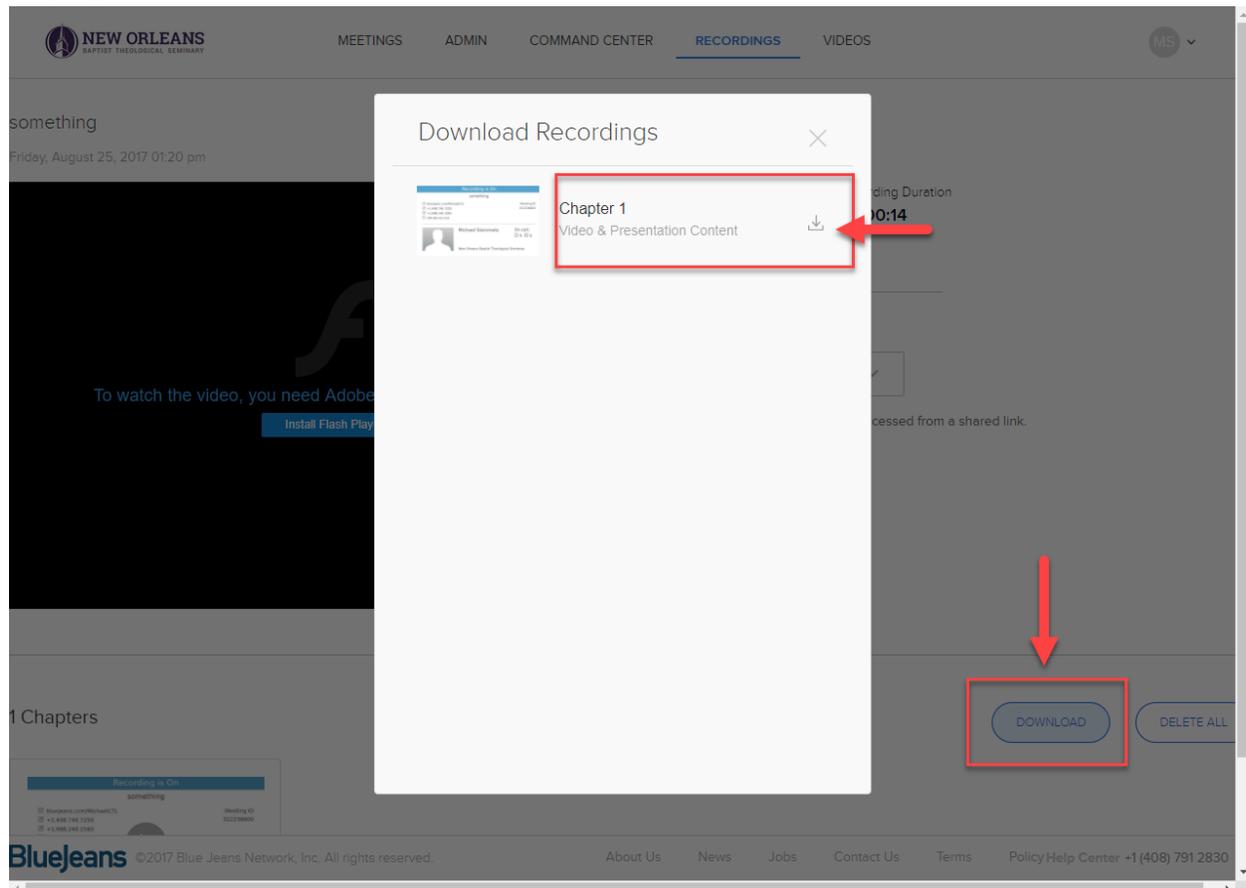
3. You can mute student's audio/video by clicking on the **People** button and clicking on the corresponding video/audio icon next to the student.

How to access the recorded sessions.

1. Log-in to nobts.bluejeans.com. Click the **Recordings** tab then click into your video.



2. Go down and Click **Download** > then click the title that says "Video & Presentation Content"



3. After it downloads to your computer, you will need to upload it to YouTube. Refer to the YouTube to Blackboard tutorial for more information.

Let me know if you need any further information or tutorials. If you want to do a practice run, let me know and I can come by your office (or you can come by the ITC).

Thanks!
Michael