

Managing BigBlueButton Tasks

Some of the speaking tasks in the LINC 3-7 courseware provide opportunities for students to collaborate outside of their face-to-face classroom. These tasks are not dependent on any technology, but they could be completed online using **BigBlueButton**. Students can also complete these activities using the telephone, meeting after class, or using a different voice over Internet technology. There are, in fact, many (free) alternatives that allow people to talk together in real time.

BigBlueButton is a popular program that educators and business people use to meet and communicate on the Internet. Because it is used widely and there is a **BigBlueButton** module for Moodle, we provide this technology for Avenue course participants to connect with one another.

Exemplar

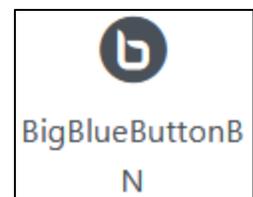
There is one **BigBlueButton** activity in the Stage 2/3 Exemplar Course. It is called, Employment Discussion.



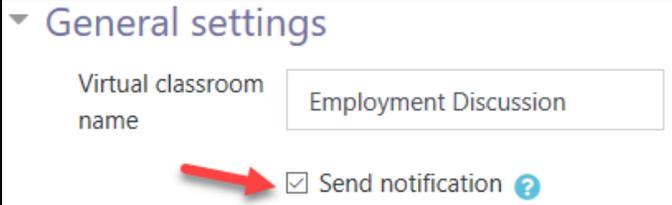
Adding a BigBlueButton Discussion Board to a Profile Page

Usually these are made for a specific purpose, but you may want to make one in the top topic and use it several times during the course.

1. On your course, click the **Turn editing on** button.
2. Click the **Add an activity or resource** link in the appropriate topic.
3. The **Add an activity or resource** pop up appears.
4. Select **BigBlueButtonBN** in the **Activities** tab.
5. In the **Instance type** drop-down, choose from the options.



1. Type a short **Virtual classroom name** for this BigBlueButton class.
2. If you want to alert students that this online class is happening, check the **Send notification** box.



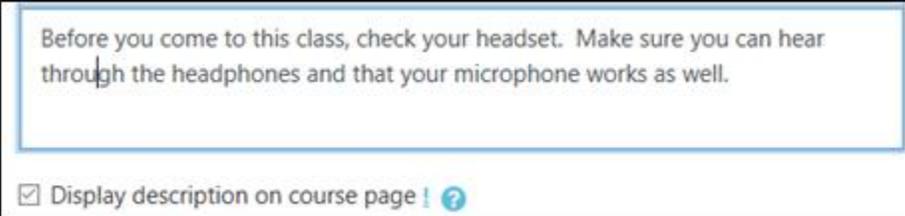
▼ **General settings**

Virtual classroom name

Send notification ?

You can leave the **Description** text box empty for your class, but it may be useful for you for archiving purposes or letting students know what is going to happen in the session. The following **text** will appear on the course page is displayed:

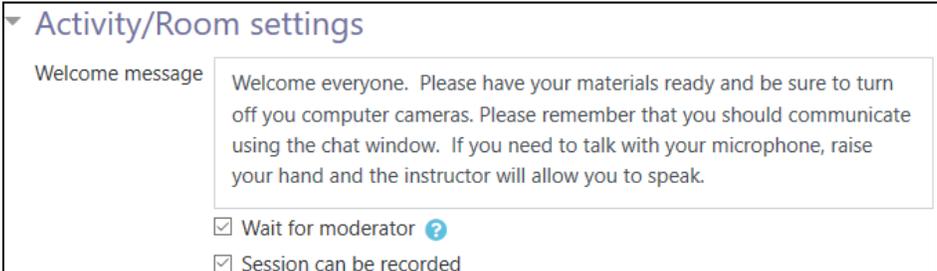
3. Check the **Display on course page** check box.



Before you come to this class, check your headset. Make sure you can hear through the headphones and that your microphone works as well.

Display description on course page ! ?

4. In the **Activity/Room settings** section, type a **Welcome message** for the learners.
5. Check **Wait for moderator**, to accommodate learners who arrive early.
6. Check **Session can be recorded**, if you want to record this session.



▼ **Activity/Room settings**

Welcome message

Wait for moderator ?

Session can be recorded

7. In the **Participants** section, it is most efficient to accept the default settings.

8. Ensure that in the **Participant list** section, **All users enrolled** is set to **Viewer**, and **Role** is set for **Teacher** as **Moderator**.

▼ **Participants**

Add participant All users enrolled ----- Add

Participant list

All users enrolled	as	Viewer	🗑️
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Role: Teacher as Moderator 🗑️

9. In the **Schedule for session** section, set an opening time by **Enabling** the **Join open** settings.

▼ **Schedule for session**

Join open 30 March 2020 09 30 📅 Enable

Join closed 18 March 2020 23 34 📅 Enable

10. Click the **Save and display** button

The **BigBlueButton** activity appears with the description on the course page.

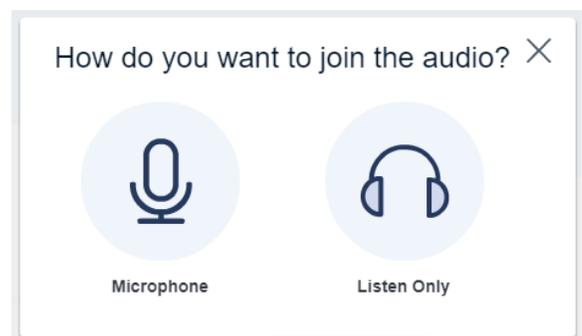
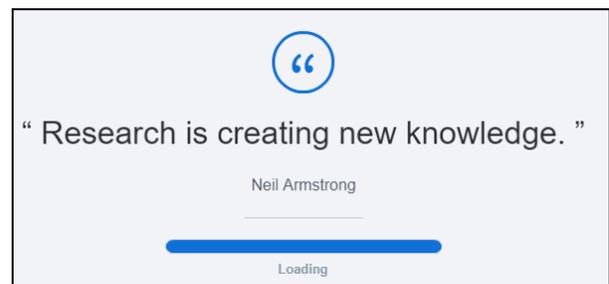
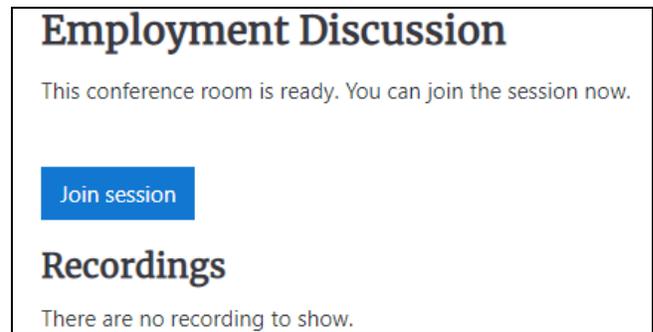
b Employment Discussion

Before you come to this class, check your headset. Make sure you can hear through the headphones and that your microphone works as well.

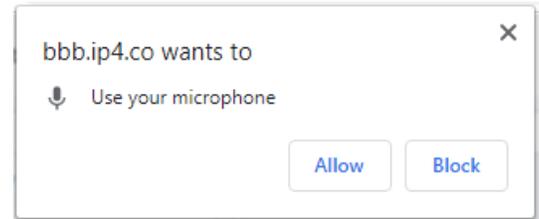
BigBlueButton Session

The **BigBlueButton** module requires some information before the virtual meeting/ class can occur. This is what you can expect the first time you use the **BigBlueButton**.

1. Click on the **BigBlueButton** activity link.
2. The **BigBlueButton** invitation page appears.
3. Click on the **Join session** button.
4. On some browsers **Adobe Flash** will be blocked.
5. Choose **Allow/Run Flash Player** to function.
6. A **loading screen** appears, be patient.
7. The **Audio** pop up appears.
8. As the instructor, click on the **Microphone** option.



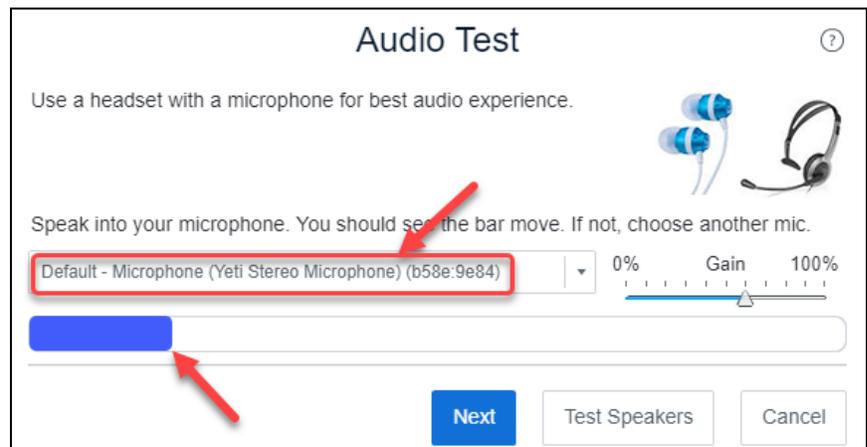
9. Click **Allow** to turn on the microphone.



10. The **Audio Test** pop up appears.

11. Speak into the microphone, if a moving blue line appears – your microphone is working. If not, you must go into the computer's settings to turn on the microphone.

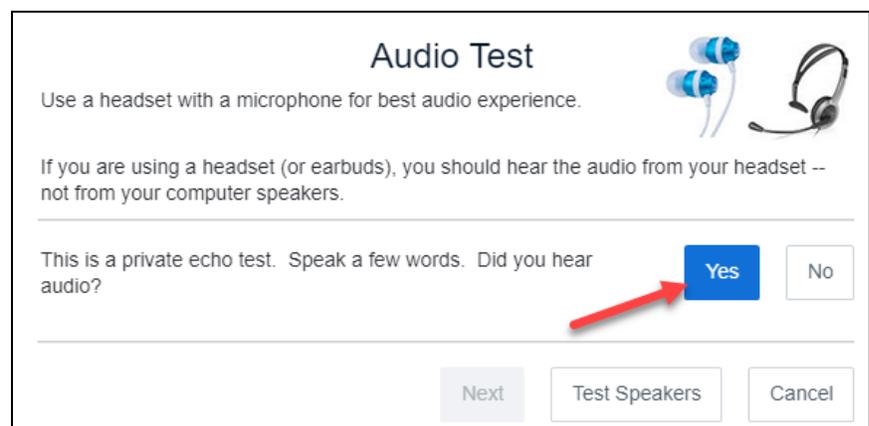
12. Click on the **Test Speakers** button, if you hear some music, your audio is working.



13. Click on the **Next** button.

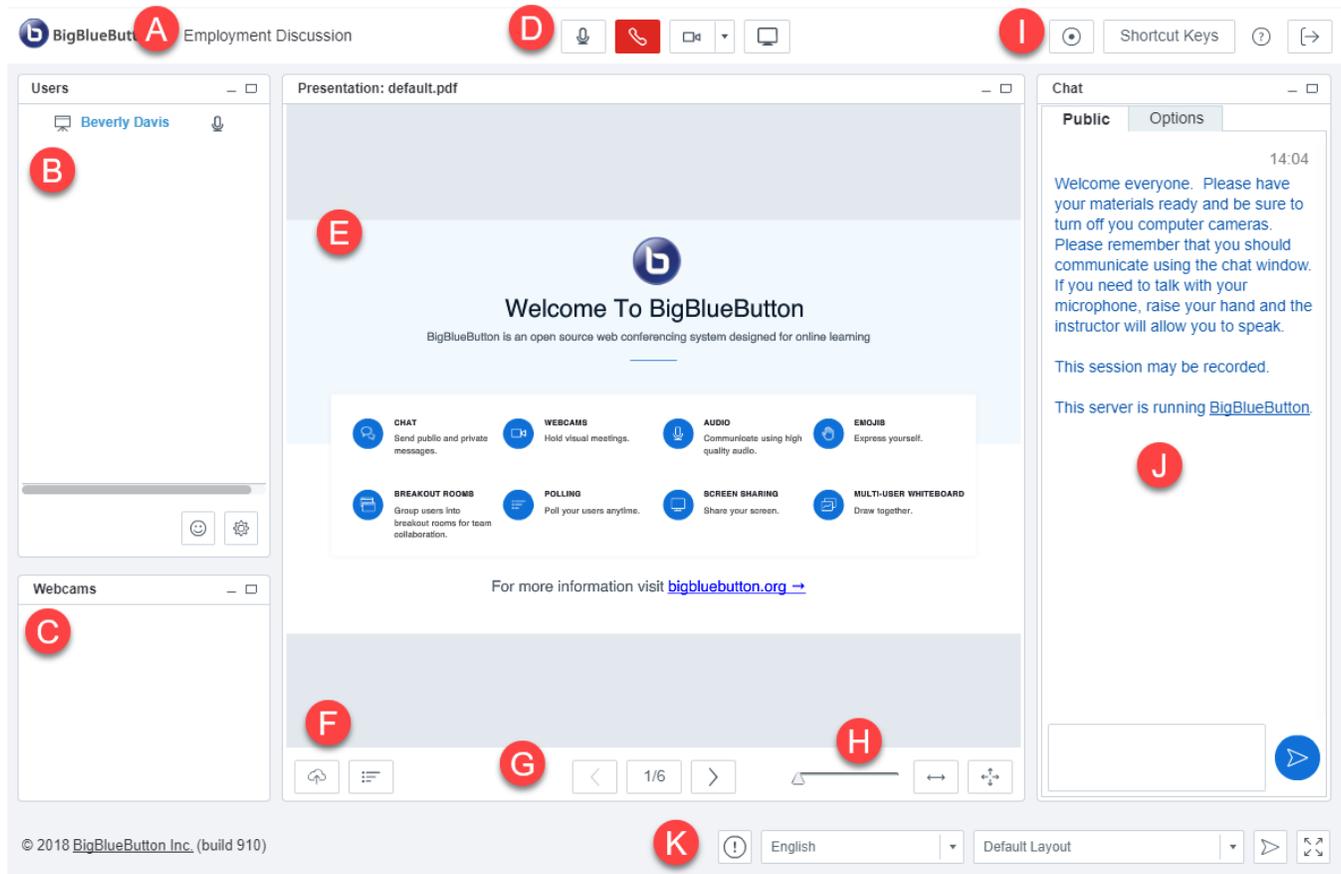
14. On the next pop up, say a few words into the microphone.

15. If you hear the words, click on the **Yes** button.



16. The **BigBlueButton** screen appears with a **Record Notification** pop up, Click on **Ok**.

17. The full **BigBlueButton** screen appears clearly.

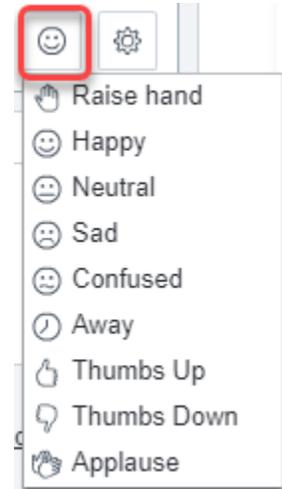


18. Parts of the **BigBlueButton** screen:

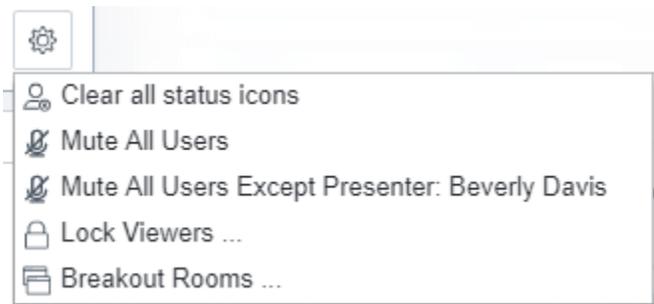
- A. Session title
- B. Users' panel
- C. Web camera viewer
- D. Communication options
- E. Presentation area
- F. Upload and polling features
- G. Slide controller
- H. Display Zoom
- I. Layout options
- J. Record session
- K. Chat panel

19. When students arrive, ask them to mute themselves by clicking on the  **microphone** icon in the Users' panel.

20. Inform learners that they can **show emotion** or **raise their hand for attention** using the **Status** icon in the **Users' panel**.



21. In the **Users' panel**, moderators can access more control over the session by clicking on the settings icon.



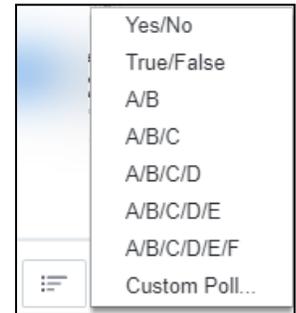
22. To upload a presentation, click on the **Upload presentation** icon. 

Note: PDF documents work best in **BigBlueButton**. It is possible to convert your PowerPoints to PDF in PowerPoint itself.

23. It is good practice to have check-ins using polls to ensure students are engaged and comprehending the lesson.

24. Click on the **Start a poll** icon.

Note: there are several types of online polling in **BigBlueButton**. Practice these before using them live with learners.



25. Further controls of virtual meetings appear at the top of the screen.



26. The **Chat** panel appears on the right side of the screen. It is useful for posting hyperlinks to online resources and communicating with each other during the presentation. The chats can be saved for future purposes.

27. To leave a session, click on the **Log Out** icon  on the top-right corner of the page.

BigBlueButton Module Help link

[Moodle Documents: BigBlueButton](https://docs.moodle.org/39/en/BigBlueButton)

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