



BigBlueButton™

**Wonderful web conferencing
Tool**

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Basic Information

ICT Competency	BigBlueButton is a Free and Open Source Software web conferencing system.
Educational application and relevance	BigBlueButton supports multiple audio and video sharing, presentations with extended whiteboard capabilities.
Version	BigBlueButton version 2.2.3
Other similar applications	Zoom, <u>Google hangouts</u> , <u>Google meet</u>

Overview of features

BigBlueButton supports multiple audio and video sharing, presentations with extended whiteboard capabilities - such as a pointer, zooming and drawing - public and private chat, desktop sharing, and support for presentation of PDF documents and Microsoft Office documents.

Moreover, users may enter the conference in one of two roles as viewer or moderator.

Installation

BigBlueButton is a web based application. There is no need of software / app installation on your phone or computer. You just need a web browser to open it. BBB should be installed on your organization's server and you will get a URL to enter the meeting.

In case you do not have any BBB server installation to access, you can create your own BBB meeting room on the BBB server itself - connect to and can use the free BBB from the BBB site <https://demo.bigbluebutton.org/gl>

Faculty/Instructor section

BigBlueButton enables faculties to share audio, slides, chat, video, and desktop with students. Built-in polling makes it easy to engage students and the option of recording your lectures means that you can make them available for later review or reference.

Also, you can use whiteboard tool in BigBlueButton wherein annotations are automatically displayed back to the students in real-time. Presenters also have the ability to zoom, highlight, draw and write on presentations making your points clearer to remote students.

Creating webinar session through BBB website

Go to <https://bigbluebutton.org/> to create BBB webinar session, click on teachers tab to go to teachers section. From here click on “TRY IT NOW“ button. To create your webinar session you need to sign-in to the BBB. Here if you do not want to create an account, you can sign in through your Gmail account.

Due to increased demand, recordings are temporarily disabled and the maximum duration of a meeting has been reduced to 60 minutes on this server.

Home Room

1 Sessions | 0 Room Recordings

Share this link with participants

Invite Participants

<https://demo.bigbluebutton.org/gl/lt-wft-wj4>

Copy

To start your webinar session

Start

create rooms to run Multiple sessions



Home Room

Last session on April 19, 2020



Create a Room

BIG BLUE BUTTON

Once you login, you will see the BBB screen as shown in the above image.

1. Copy the invite participants link to share with your participants to join your main room. If you want to create new rooms for multiple sessions, click on Create Room button and you can configure all the settings.
2. When you want to start the session click on the “Start” button. Participants also will join by clicking on the link which you have shared with them.
3. Also, you can access all your session recordings in the main window.

Getting familiar with the BBB user interface

Once you start the session, it will ask you to connect your audio, select microphone option to speak in the session OR select listen only option if you want to only listen to others audio.

If you select microphone option and click yes, you will be able to listen to an echo sound.

Once you do this you will come to the main BBB webinar session screen as shown in the below screen.

MESSAGES Public Chat

Public Chat

Welcome to Home Room!

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others.

This server is running BigBlueButton.

To invite someone to the meeting, send them this link: <https://b3.teacher-network.in/b/gur-g94-hyn>

+ BUTTON

is PRESENTER Functions -

Upload a presentation, Share a video from Youtube ----> |

E PUBLIC CHAT HERE.

B-

1. Manage public chat

2. See all participants

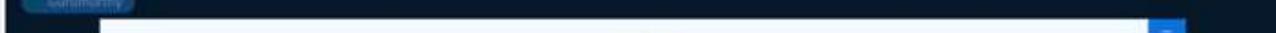
3. Shared notes (collaborative note making/taking)

4. Click on participant to do private chat Or

to make them a presenter. (they will get share screen option)

Home Room Start recording

Summary



Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

C For writing on common white board - typed text, free hand, shapes etc. Collaborative presentation/discussions ---->

CHAT Send public and private messages.

WEBCAMS Hold visual meetings.

AUDIO Communicate using high quality audio.

EMOJIS Express yourself.

BREAKOUT ROOMS Group users into breakout rooms for team collaboration.

POLLING Poll your users anytime.

SCREEN SHARING Share your screen.

MULTI-USER WHITEBOARD Draw together.

For more information visit bigbluebutton.org →

A- Basic Buttons - 1.Mike + 2. Audio (only audio/mike)+ 3. Video + 4. Screenshare(only presenter will see this icon) ---->

Slide 1

Instructions:-

We recommend Chrome/Firefox/Safari (if iOS) browsers to open the link. Please select 'Microphone' button in the pop-up option to join in speaking mode.

Note:After join the call don't click back button use only turtle (profile symbol) if you click back automatically you signed off the call. Need to re-join the call.

For better understanding connect earphone.

For any queries/support:

<https://docs.bigbluebutton.org/support/faq.html#FAQ>

In the bottom of the window you will get four buttons

Mic: You can mute/unmute your audio to others (if you are not talking better to mute your mic, this will avoid disturbance to others in the sessions).

Leave audio: here you can exit from the audio option like if you don't want to listen or speak in the sessions. Also you can change your audio connected type.

Video: By using this button you can disable and enable your video.

Share your screen: Here you can share your screen to all the participants – if you want to show something from your laptop/desktop, click here and choose the application window which you want show.

Select entire screen option to show all the windows which you opened in your computer.

At any time you can stop share screen option by clicking on this same button.

Here in the left side bar, you can manage participants, chats and your session notes

1

Public chat: Here you can chat with all the participants or participants can share their doubts, comments in text. This will be visible to all the participants.

2

Shared notes: Faculties can share some notes, information with the participants. This can be used by the participants also.

3

Users list: Here we can mute/unmute participants mic OR remove participants. Also by clicking on each users, you can do private chat with them individually.

BIG BLUE BUTTON

1. When you click on 'screen share' icon you will get pop-up window as shown in above image1.

2. In that you will find three options for screen sharing.

- Your entire screen - By selecting this option your entire system screen will be shared to participants.

- Application window – By selecting this you can share only the selected application screen.

- Chrome tab - Here you can share your browser screen

BIG BLUE BUTTON

If you need to share any particular application screen in BBB you need to open it before selecting screen sharing, so you will get that applications windows option as shown in image3. Select the required application and give permission.

Note- If you minimize any application that you need to do screen share then you won't get that application option in the application window for screen sharing as shown in image2.

As explained in the above as a faculty/instructor, you should able to see the 'share your screen' option, if not ask other presenter to make you as presenter. Now you will able to see this option.

Playing a YouTube video

For playing youtube videos to the participants during the session, click on plus (+) symbol → share an external video option and paste your link (along with *YouTube*, it will support *Vimeo, Instructure Media, Twitch and Daily Motion URLs*).

Controlling Users activity

On left side user list click on the setting icon, you will get different user control activity.

BIG BLUE BUTTON

- **Clear all status icon** - Here you can clear all user status icons by clicking once.
- **Mute all users** - Here you can mute all users including presenter. (Note-Once if you mute all users you cannot unmute users back)
- **Save user names** - Here you can save the users list those who attended the webinar. This option is helpful to take attendance.
- **Lock Viewers** - Once users joined the webinar you can use this option to block the webinar from remaining users who were not in session in time or prevent unknown users joining in the middle of webinar.
- **Create breakout rooms** - This option is helpful to create small groups for effective discussion among the participants.

White board Tool

You can enable the multi-user whiteboard. Once done, all participants in the BigBlueButton session can annotate the whiteboard simultaneously. The whiteboard controls will appear to the right hand side in the presentation area.

By clicking on arrow marks at bottom of display you will get new white board as shown in BBB white board image.

By default the Pencil tool is enabled; you can use the other whiteboard controls to change the thickness and colour of the line.



Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

Whiteboard tool



CHAT

Send public and private messages.



WEBCAMS

Hold visual meetings.



AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.



BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.



POLLING

Poll your users anytime.



SCREEN SHARING

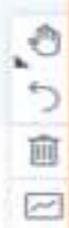
Share your screen.



MULTI-USER WHITEBOARD

Draw and write on a shared whiteboard.

Turn multi-user whiteboard on



For more information visit bigbluebutton.org →

< Slide 1 ▾ >



Changing the BBB interface to Kannada language or any other language

On top right corner of BBB screen you can find the three parallel dots symbol. Click on that you will get list options in that select application language and set required Kannada as a default language to BBB interface.



The screenshot displays the BigBlueButton (BBB) interface. At the top, it shows "test (All participants)" and a timer at "03:03". The main content area features the BBB logo and the text "Welcome To BigBlueButton" followed by "BigBlueButton is an open source web conferencing system designed for online learning." Below this, there are eight feature cards: CHAT, WEBCAMS, AUDIO, EMOJIS, BREAKOUT ROOMS, POLLING, SCREEN SHARING, and MULTI-USER WHITEBOARD. At the bottom, there is a navigation bar with "Slide 1" and various control icons. On the right side, a vertical toolbar contains icons for chat, refresh, list, and help. A red box highlights the three parallel dots menu icon in the top right corner, with a red arrow pointing to it and a white box labeled "Settings" below it.

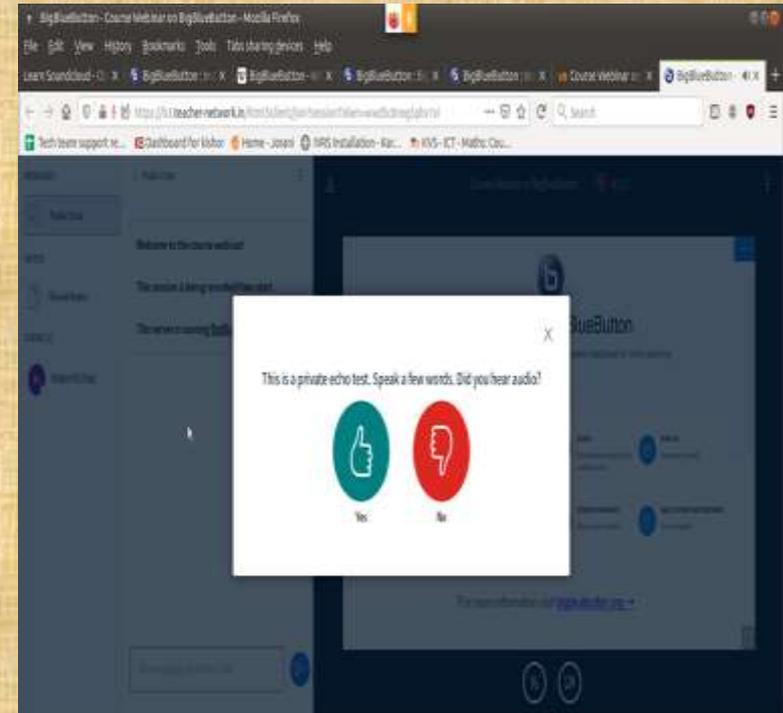
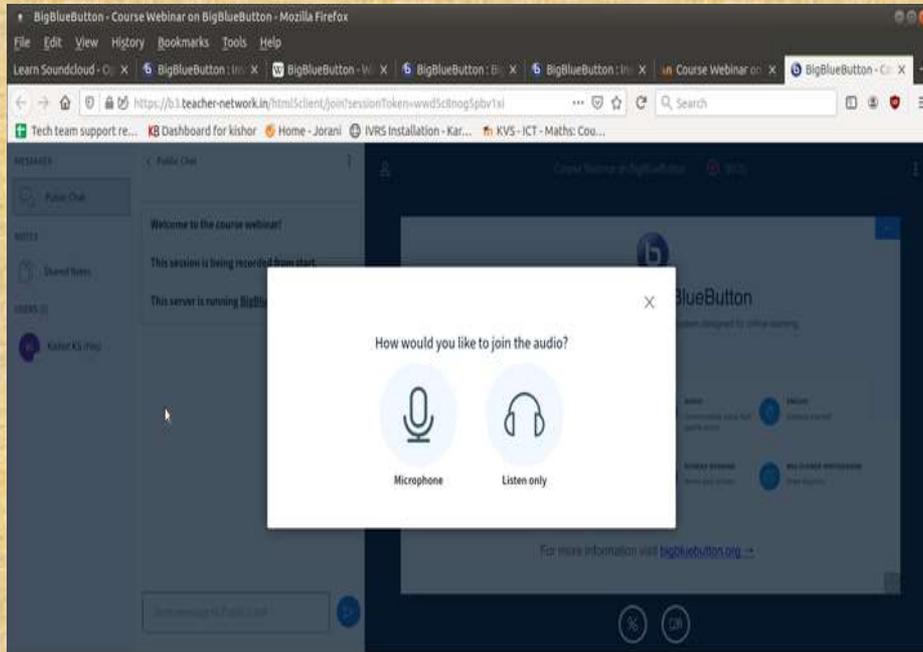
Making another person a Presenter/ Moderator

Click on the name from the users list to make that person as presenter or moderator and select make Presenter/Moderator.

Click on your name from the user list and select take presenter option to take back presenter feature from other.

(Note: A moderator can mute/unmute other viewers, lock down viewers (such as restrict them from using private chat), and make anyone the presenter. There can be multiple moderators in a session.)

Joining the session with audio



Configuring Microphone, Web cam and the Public Chat

The image shows a Mozilla Firefox browser window displaying a BigBlueButton web conference. The browser's address bar shows the URL: <https://b3.teacher-network.in/html/client/join?sessionToken=wwdSc8nqg5pbvtai>. The page title is "Course Webinar on BigBlueButton".

On the left side, there is a "MESSAGES" panel for "Public Chat". It contains the following text:

- Welcome to the course webinar!
- This session is being recorded from start.
- This server is running BigBlueButton.

Below the messages, there is a "Back" button and a list of status options: Away, Raise (highlighted), Unfocused, Confused, Sad, Happy, Applaud, Thumbs up, and Thumbs down. A text input field at the bottom of the chat panel says "Send message to public Chat".

The main content area displays a "Welcome To BigBlueButton" slide. The slide features the BigBlueButton logo and the text: "Welcome To BigBlueButton" and "BigBlueButton is an open source web conferencing system designed for online learning". Below this, there are eight feature icons:

- CHAT: Send public and private messages.
- WEBCAMS: Host visual meetings.
- AUDIO: Communicate using high quality audio.
- EMOJI: Express yourself.
- BREAKOUT ROOMS: Group users into breakout rooms for team collaboration.
- POLLING: Put your users anytime.
- SCREEN SHARING: Share your screen.
- MULTI-USER WHITEBOARD: Draw together.

At the bottom of the slide, it says: "For more information visit bigbluebutton.org".

At the bottom of the browser window, there are three icons: a microphone (muted), a camera (off), and a chat icon.

1. **On the left side for the webinar window you will get three options which are: Messages, In the previous step, if you have chosen Microphone option and you don't want to talk now, please click on the Microphone button on the bottom of the screen to mute yourself. You can always unmute your audio by clicking on the same button.**
2. **Notes and Users**
3. **If you do not want to share your video, click on web icon to disable it. If you want to share your video, then click on it again to enable it.**
4. **Messages: Here you can see all the text chats by the participants or the faculty**
5. **Notes: If faculty wants to share any notes for the participants, they will use this place.**
6. **Users: You can see the list of participants and faculties who are in the session. If you want to privately chat with any of them, you can do so by clicking on their name and starting a private chat. Also, If you click on you own name, you will get set of status which will be visible to every one. If you have any doubts and if you want talk, you can choose “raise hand” status**

Raising hand

Under emoji option, you can use raise hand emoji status to ask questions to the faculty or if you want to talk in the session. Once you put raise hand emoji status, Faculty will give chance to you to talk. Once you are done with talking, you can reset the status or clear the status.

THANK YOU VERY MUCH

