

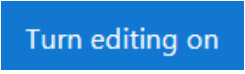
Adding/Editing BigBlueButton to a Course

BigBlueButton is Avenue's virtual classroom software. It comes pre-loaded in all Avenue courses near the top of the course page. Instructors can use BBB to facilitate a session with an entire class while displaying a slideshow or while writing/marking up a whiteboard. Learners can also be given access to the whiteboard, and they can be placed in breakout rooms for small group activities.

Step-by-step Setting up a BBB virtual classroom

Your Avenue course should arrive with a **BigBlueButton** activity and you can re-use this over and over, but you may want to make new **BigBlueButton** classrooms for specific purposes.

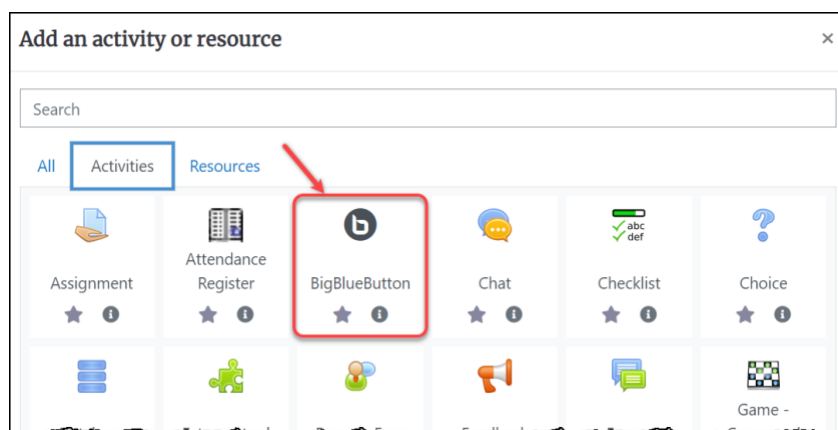
1. On your course, click the **Turn editing on** button.

A blue rectangular button with the text "Turn editing on" in white.

2. Click the **Add an activity or resource** link at the bottom of the appropriate topic.

A button with a blue plus icon and the text "Add an activity or resource" in blue.

3. The **Add an activity or resource** pop up appears.
4. Select **BigBlueButton** in the **Activities** tab.



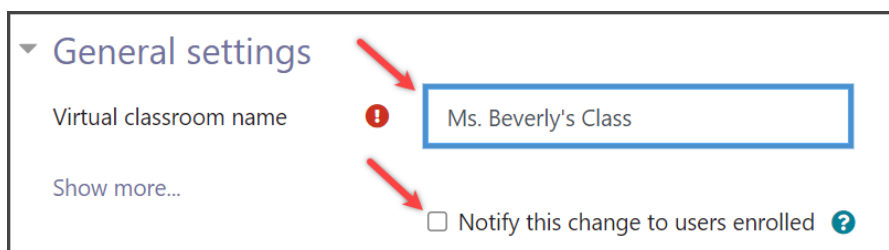
The **BigBlueButton** setting page appears.

5. In the **Instance type** drop-down menu, choose from the options.



A screenshot of a dropdown menu labeled "Instance type". The menu is open, showing three options: "Room/Activity with recordings" (highlighted in blue), "Room/Activity only", and "Recordings only".

6. Type a short **Virtual classroom name** for this **BigBlueButton** class.
7. If you want to alert students that this activity has been added or updated, check the **Notify this change to users enrolled** box.

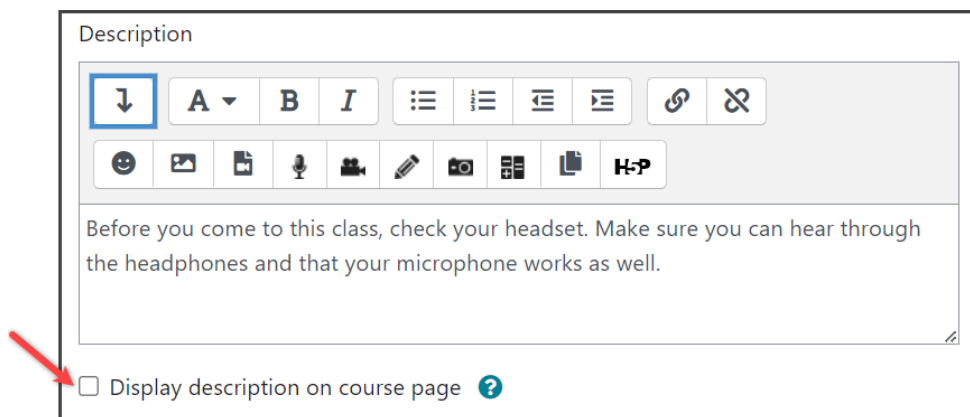


A screenshot of the "General settings" section. It includes a "Virtual classroom name" text box containing "Ms. Beverly's Class", which is highlighted with a blue border and has a red arrow pointing to it. Below it is a "Show more..." link. At the bottom, there is a checkbox labeled "Notify this change to users enrolled" with a red arrow pointing to it and a help icon.

8. If you want to enter a description of the activity, click on **Show More...**

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

9. If you also want the **Description** to appear on the main course page, check the **Display description on course page** check box.



A screenshot of the "Description" section. It features a rich text editor with various formatting tools (bold, italic, list, link, etc.) and a text area containing the text: "Before you come to this class, check your headset. Make sure you can hear through the headphones and that your microphone works as well." Below the text area is a checkbox labeled "Display description on course page" with a red arrow pointing to it and a help icon.

10. In the **Activity/Room settings** section, type the **Welcome message** you wish to have displayed.

Welcome message

Welcome everyone. Please have your materials ready and be sure to turn off your computer cameras. Please remember that you should communicate using the chat window. If you need to talk with your microphone, raise your hand and the instructor will allow you to speak.

Note that if the **Welcome message field** is left blank, the default will be displayed for students in the **BigBlueButton** public chat.

< Public Chat

Welcome to Employment Discussion!

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

Please use a headset to avoid causing background noise for others.

This session may be recorded.

This server is running [BigBlueButton](#).

11. Check **Wait for moderator**, to accommodate learners who arrive early.

12. Check **Session can be recorded**, if you want to record this session.

▼ Activity/Room settings

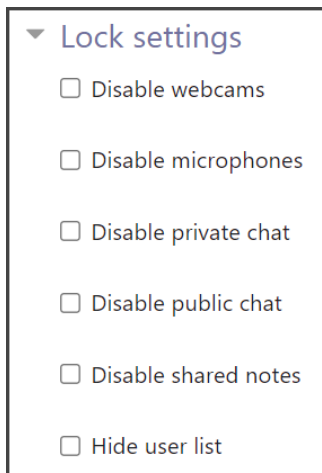
Welcome message

Welcome everyone. Please have your materials ready and be sure to turn off your computer cameras. Please remember that you should communicate using the chat window. If you need to talk with your microphone, raise your hand and the instructor will allow you to speak.

☒ Wait for moderator ?

☒ Session can be recorded

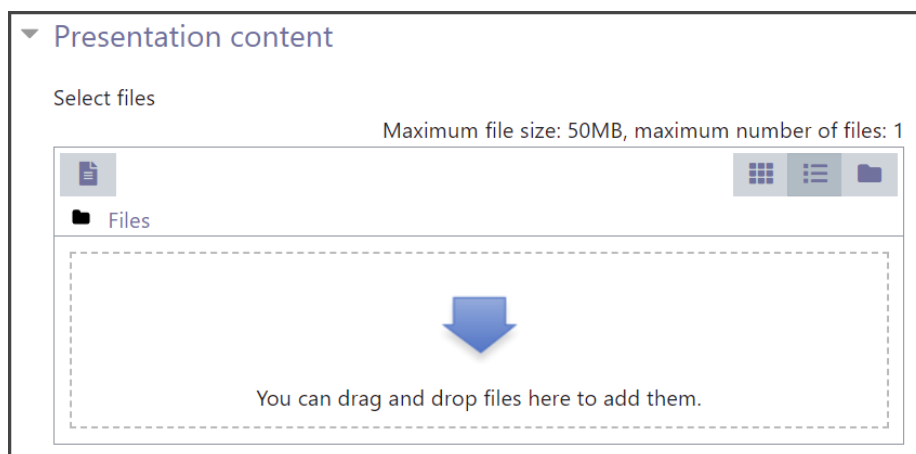
13. In the **Lock settings**, choose the option(s) as you see fit for your session.



▼ Lock settings

- ☐ Disable webcams
- ☐ Disable microphones
- ☐ Disable private chat
- ☐ Disable public chat
- ☐ Disable shared notes
- ☐ Hide user list

14. You can upload a presentation file before the session starts by using the **File picker** or dragging it to the drag-and-drop area.



▼ Presentation content

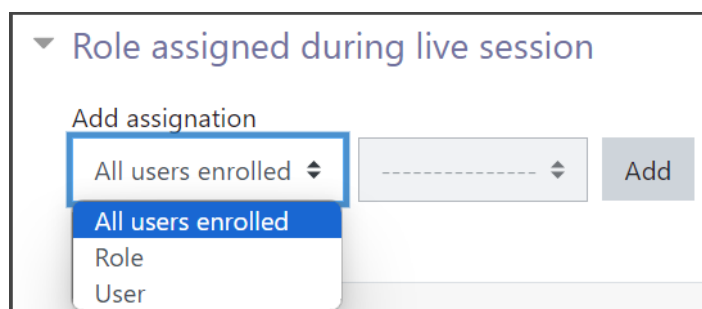
Select files

Maximum file size: 50MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

15. Under the **Role assigned during live session** setting, you can choose to assign roles to the participants from the **Add assignation** drop-down menu.



▼ Role assigned during live session

Add assignation

All users enrolled ▾

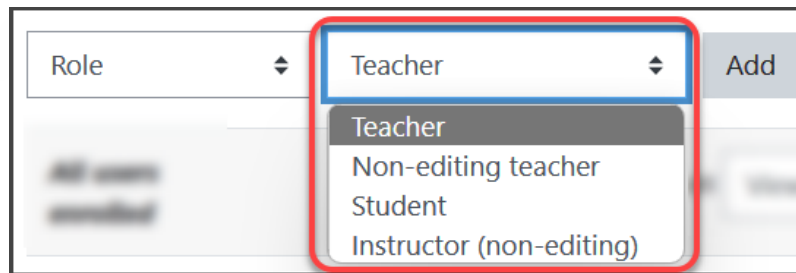
Role

User

----- ▾

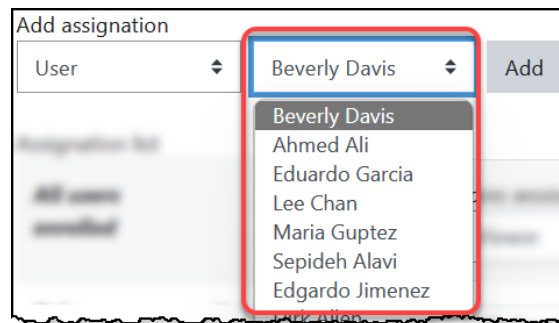
Add

Clicking on **Role** will make a list of Moodle roles available.



16. Choose a **Role** and click on **Add** to add that role to the **Assignment list** below.

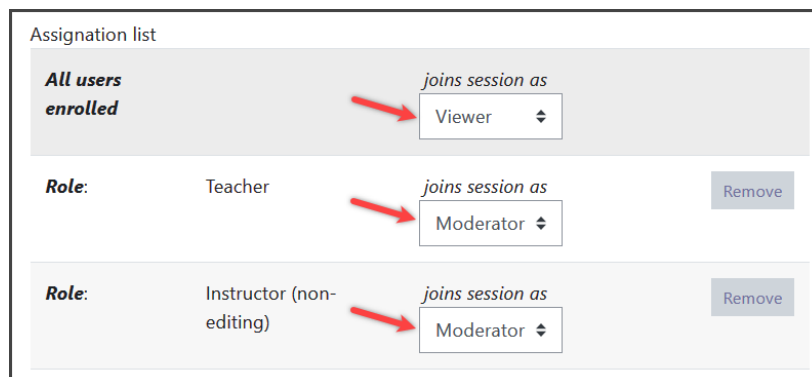
Clicking on **User** will make the list of course participants available.



17. Choose a **User** and click on **Add** to add them to the **Assignment list** below.

18. The **Assignment list** lets you determine how you would like each **Role** or **User** to join the session. Options are **Viewer** and **Moderator**. Choose the suitable option as you see fit for your participants.

Note: We recommend that **All users enrolled** is set to **Viewer**, and **Role** is set for **Teacher** or **Instructor (non-Editing)** to **Moderator**.



19. In the **Schedule for session** section, set the start time of the session by **Enabling** the **Join open** settings and choosing a date and time.

▼ Schedule for session

Join open


5

October

2023

13

30



☒ Enable

Other settings are the same as those for other Moodle activities.

Click on **Save and Display** to open the activity.

Save and display

The **BigBlueButton** activity appears on the course page, with the description (if that option was selected).

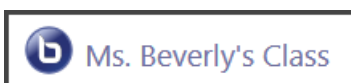
Ms. Beverly's Class
Before you come to this class, check your headset. Make sure you can hear through the headphones and that your microphone works as well.
This conference room is ready. You can join the session now.

Join session

BigBlueButton Session

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

1. Click on the **BigBlueButton** activity link in your course.



The **BigBlueButton** invitation page appears, with the start time mentioned.

Ms. Beverly's Class

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

This conference has not started yet.
Join open: Thursday, 5 October 2023, 1:30 PM

If the start time has passed, the **Join Session** button will be displayed.

Ms. Beverly's Class

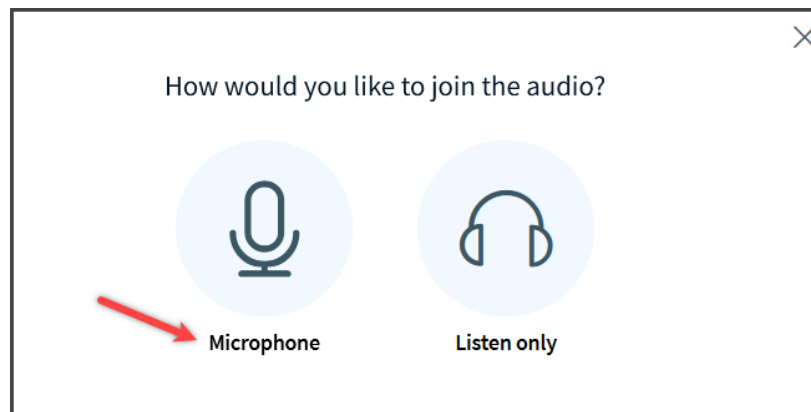
This conference room is ready. You can join the session now.

Join session

2. Click on the **Join session** button.

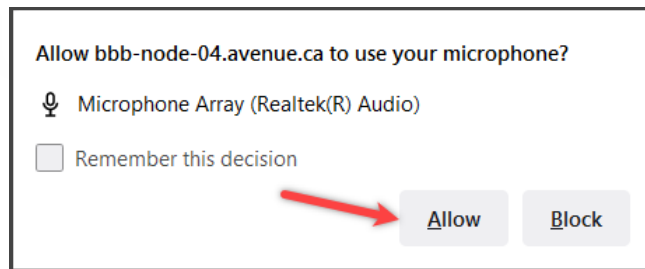
An audio popup window appears.

3. Click on **Microphone**.



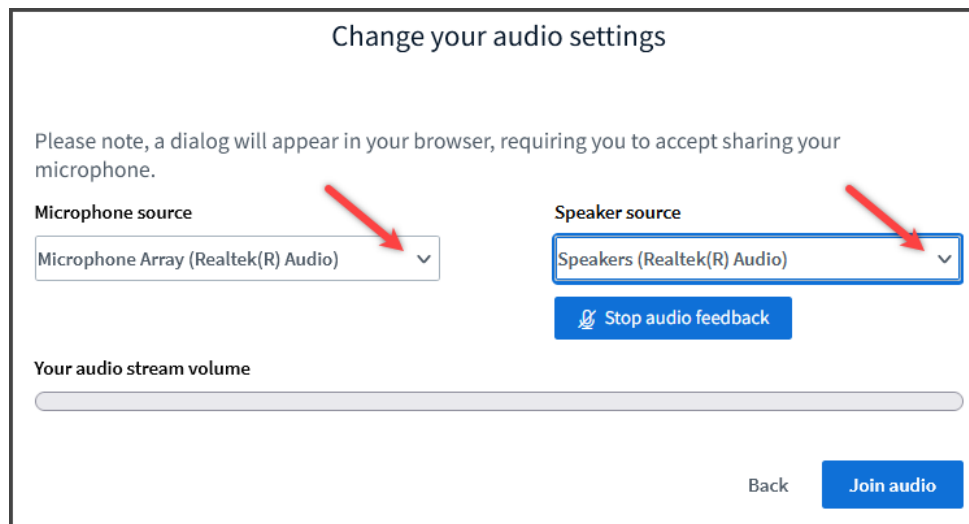
Another pop-up appears, asking if you allow **BigBlueButton** to use your microphone.

4. Click on **Allow**.

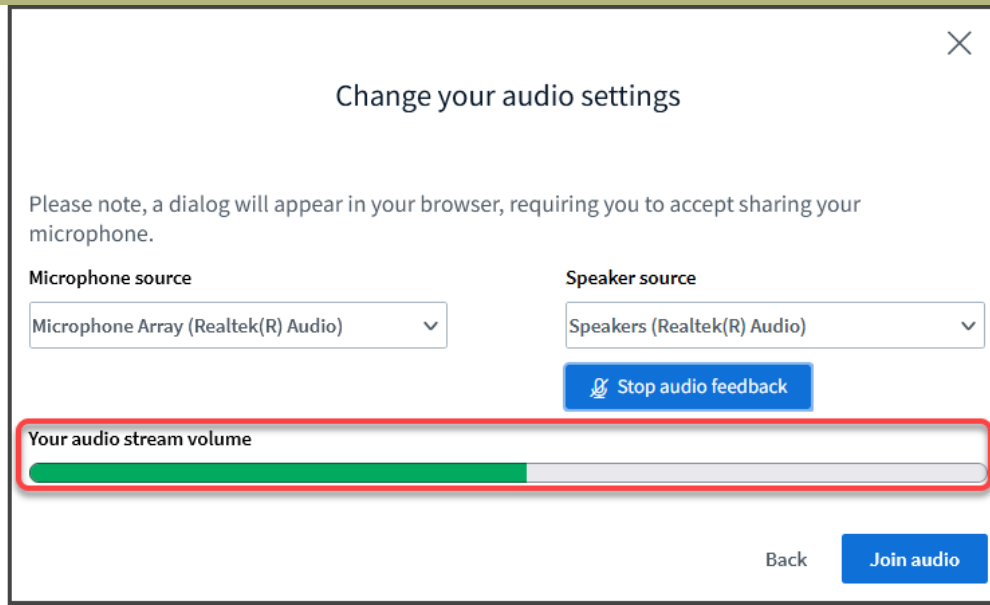


Note: Other popup windows that look different may appear, but they all ask for your permission to use your computer microphone.

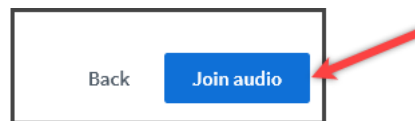
On the **Change your audio settings** pop-up, there are the **Microphone source** and the **Speaker source** drop-down menus.



5. Choose **Default** sources or other options available.
6. Speak a few words to test your speakers. If these are set correctly, you will hear your voice played back and see a green bar moving under **Your audio stream volume**.

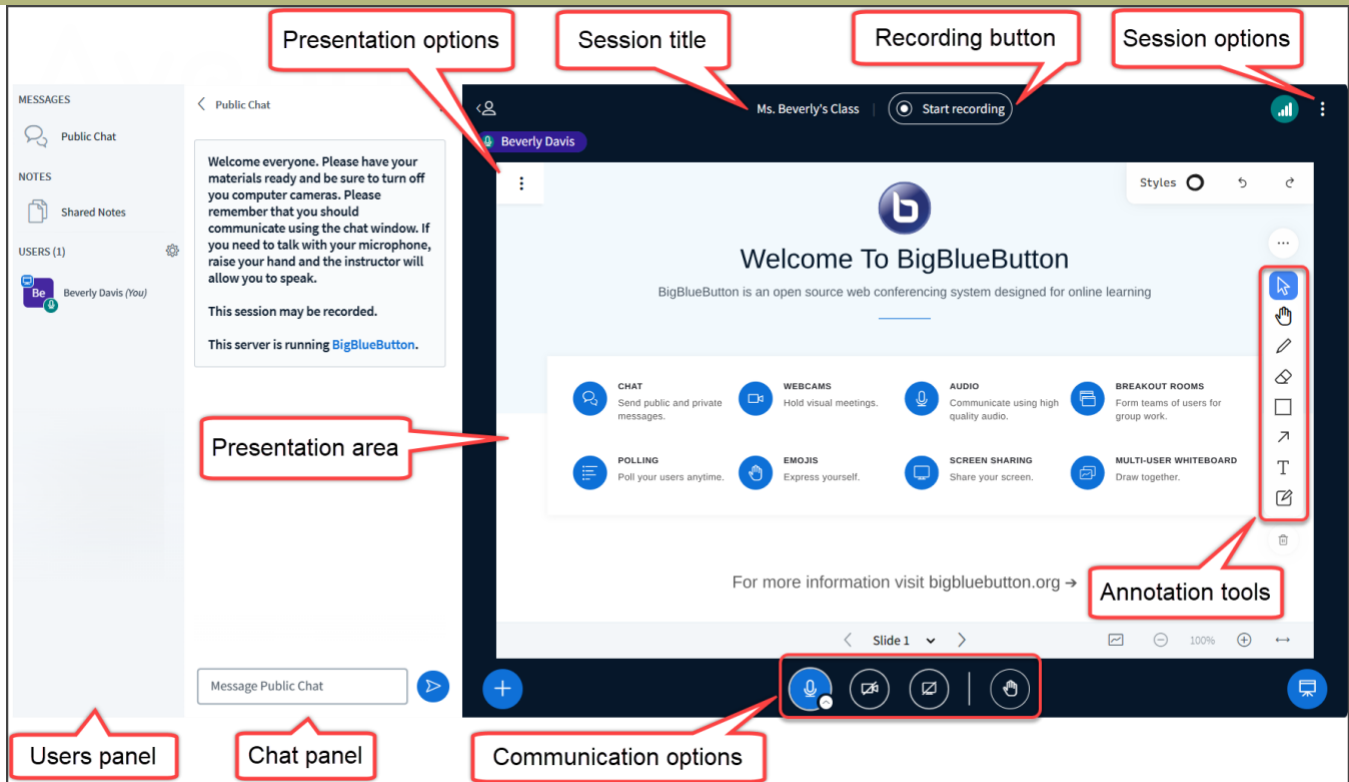


7. Click **Join audio**.



8. The full **BigBlueButton** screen appears.

Parts of the **BigBlueButton** screen:



- When students arrive, ask them to mute themselves by clicking on the **microphone** icon at the bottom of their screens.



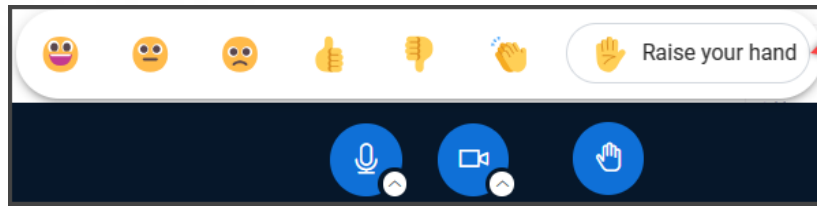
This will change the look of their microphone.



- Inform learners that they can use emojis or raise hands for attention by clicking on the **Reactions Bar** (hand icon) at the bottom of their screen.



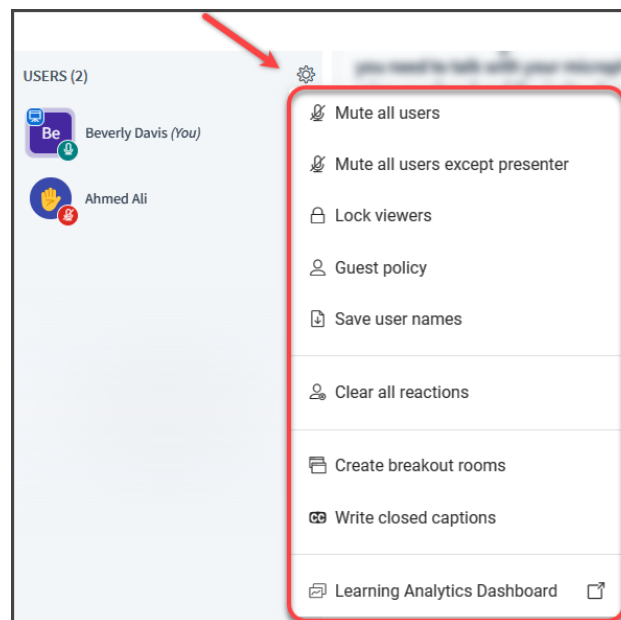
They can click any of the available options.




When a reaction is chosen, the user icon changes and the selected emoji will be displayed in place of the user's initials.



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

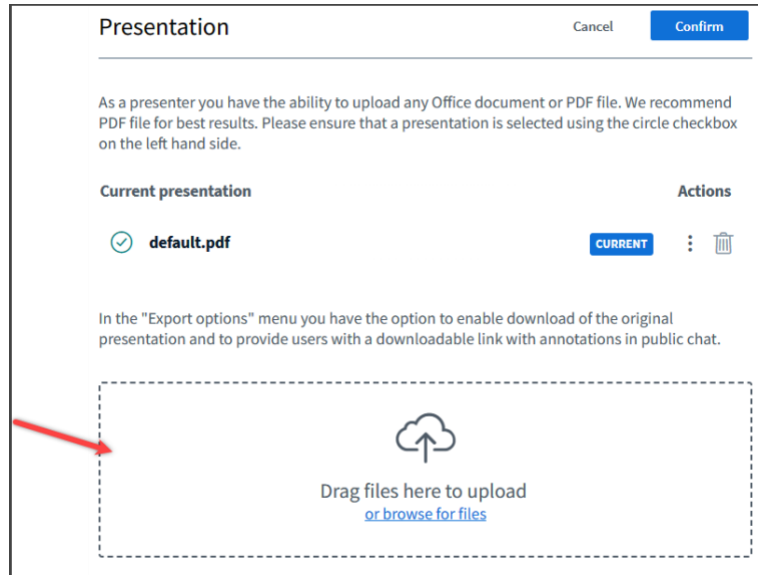


12. These options are explained in more detail in another help file.

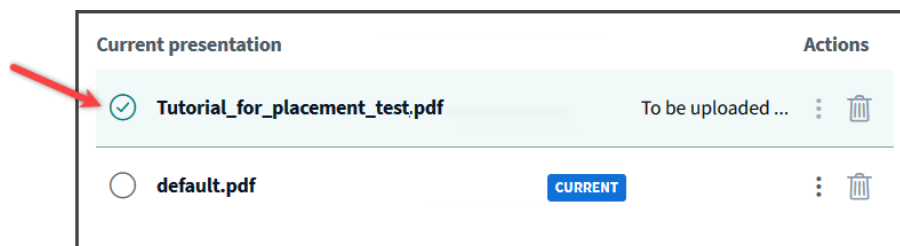
13. To upload a presentation, click on the **Actions** icon  and choose the **Upload/Manage presentations** option.

Note: PDF documents work best in **BigBlueButton**. If you have a PowerPoint, you can save it as PDF first and then upload it to **BigBlueButton**.

14. Drag your file to the upload area, or click on **browse for files** to select a file from your computer.



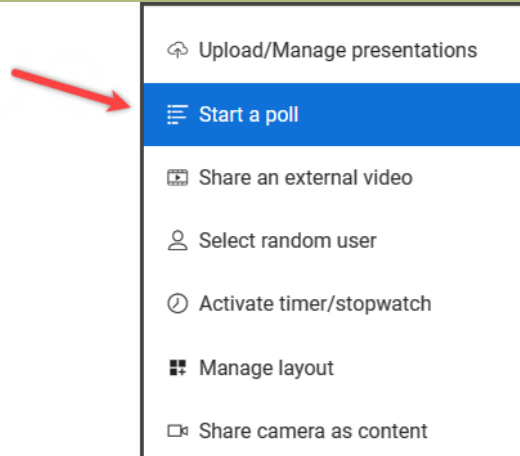
The name of your file appears under the **Current presentation** list. Make sure there is a check mark in the circle next to the presentation name.



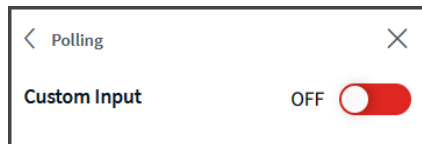
15. Click **Upload** to upload the file and return to the main page to show the presentation.

It is good practice to use polls to ensure students are engaged and comprehending the lesson.

16. To start a poll, click on the **Actions** icon  and choose the **Start a poll** option.



The **Polling** panel appears. The **Custom Input** option is set to **Off** by default.



17. Add the poll question and choose the type of response you would like for the question, including True/False, Multiple Choice, Yes/No/Abstention, and Typed Response.

A screenshot of the 'Polling' panel showing the input fields for creating a poll. It includes a back arrow, the title 'Polling', and a close 'X' button. The 'Custom Input' toggle is 'OFF'. Below is a text input field with the placeholder 'Write your question (optional)...'. Under the heading 'Response Types', there are four buttons: 'True / False', 'A / B / C / D', 'Yes / No / Abstention', and 'Typed Response'.

Clicking on each option will open further fields for you to set for your poll. Here is an example of a multiple choice **Response** fields. At the bottom of the panel, there is the option to make the responses anonymous.

The screenshot shows a 'Response Types' panel with the following sections:

- Response Types:** Four buttons: 'True / False', 'A / B / C / D' (highlighted), 'Yes / No / Abstention', and 'Typed Response'.
- Response Choices:** A checkbox 'Allow multiple answers per respondent?' (unchecked) and four input fields labeled 'A', 'B', 'C', and 'D' (highlighted).
- Bottom:** An 'Add item' link and an 'Anonymous Poll' toggle switch (set to 'OFF').

Three red callout boxes provide instructions:

- 'Choose your response type.' points to the 'A / B / C / D' button.
- 'Type in the responses.' points to the 'A', 'B', 'C', and 'D' input fields.
- 'Make the answers anonymous.' points to the 'Anonymous Poll' toggle switch.

Note: Practice using different types of polls before using them live with learners.

18. Click on the **Share your screen** icon at the bottom of the presentation panel if you wish to do that.

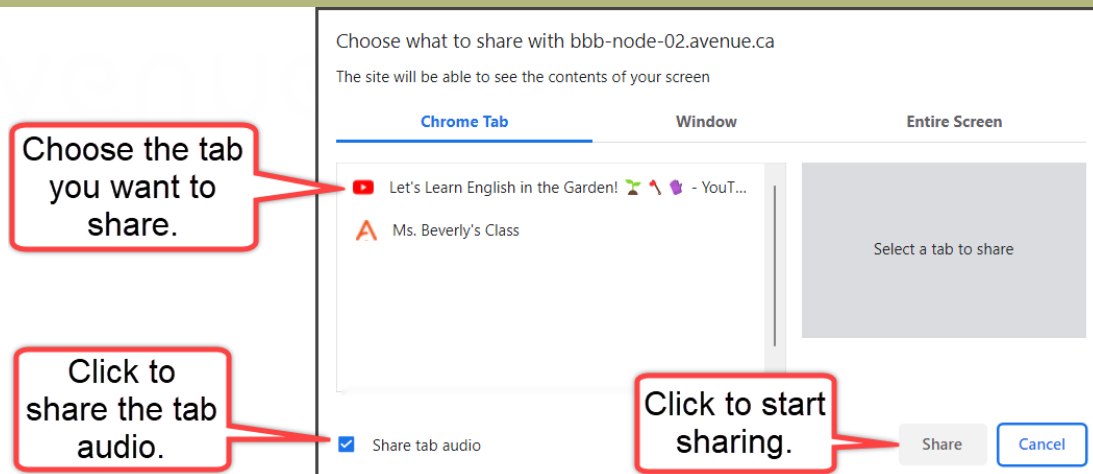


A pop up appears for you to choose what you want to share. In Microsoft Edge or Chrome browsers, you can share a specific **Tab**, a **Window**, or your **Entire Screen**. Other browsers may provide slightly different options.

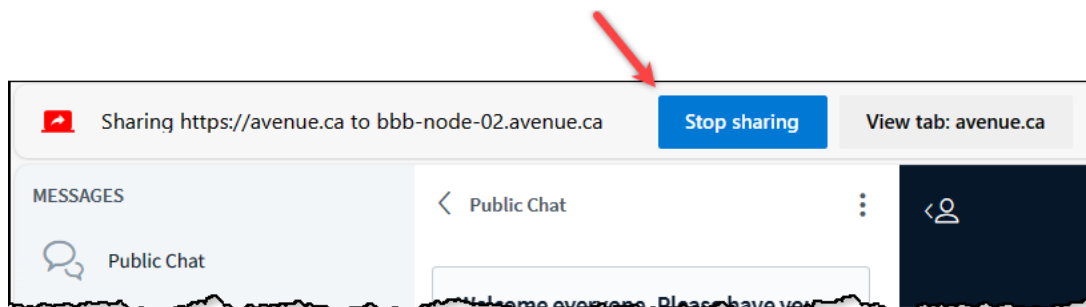
19. Choose what you want to share from the list under each tab.

20. Click on the **Share tab audio**, if you want to share the audio as well.

21. Click on **Share** to share your screen.



22. Click on the **Stop sharing** button when you no longer wish to share your presentation.

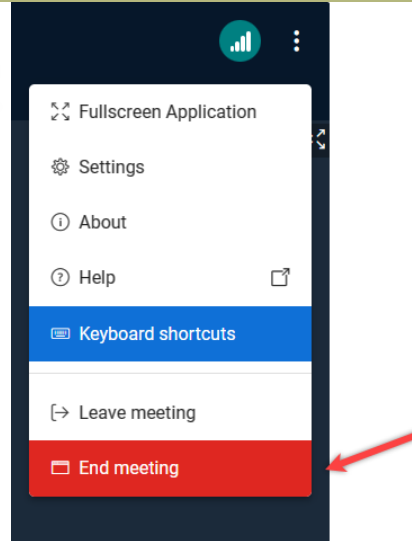


23. The **Chat** panel appears on the left side of the screen. You can use it to post hyperlinks to online resources and communicate with each other during the presentation. The chats can be saved for future purposes.

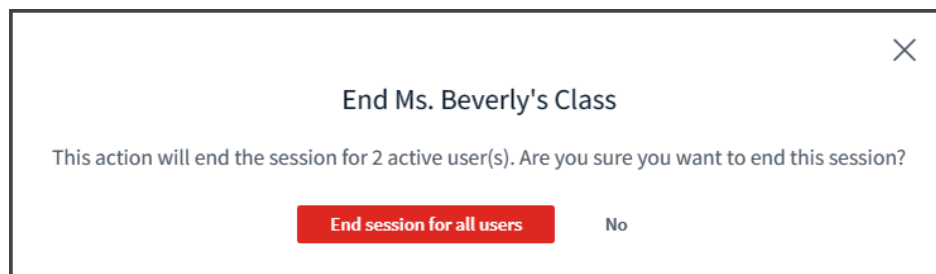
24. To end a session, click on the **Options** icon in the top-right corner of the page.



25. Choose the **End meeting** option.

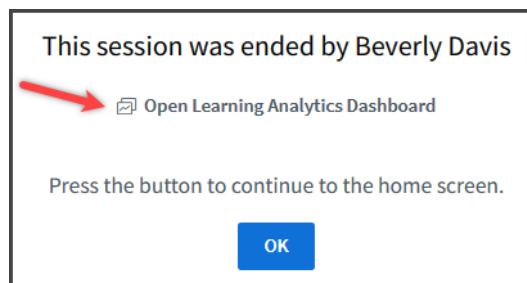


A pop-up appears asking you to confirm the end of the session.

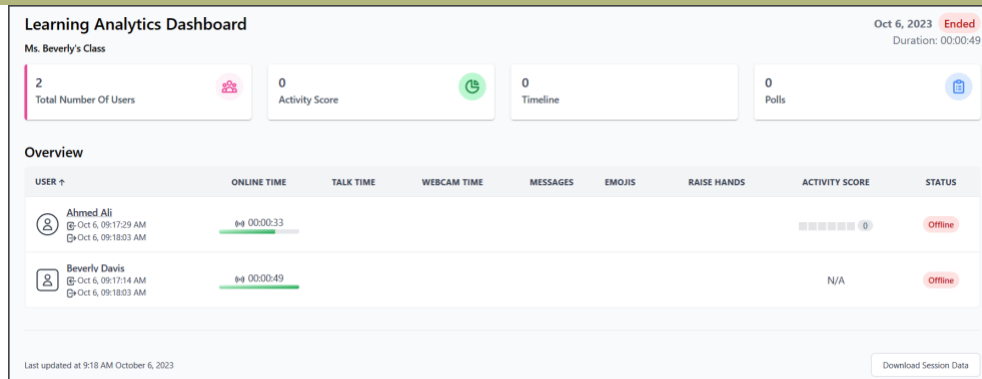


At the end of the session, you will have an opportunity to view and download the session's data and analytics.

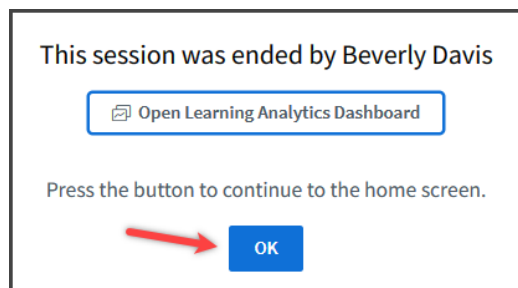
26. Click to open the **Learning Analytics Dashboard**.



A new page opens showing the session data.



27. Close this window and click on **OK** to return to your home screen.



BigBlueButton Module Help link

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

<<https://docs.moodle.org/39/en/BigBlueButton>>