

## Adding a BigBlueButton Activity

**BigBlueButton** is an online conferencing resource. It works within our Avenue courses. Learners usually enter as participants and the instructor usually enters the **BigBlueButton** conference room in moderator mode.

## Using BigBlueButton to Enhance Blended Learning

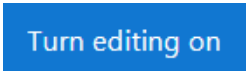
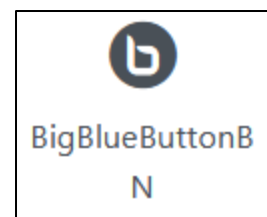
BigBlueButton provides the following features to enhance online sessions:

- **Chat window** for text communication. (useful for sharing links and back channel conversations)
- **Webcam sharing** to provide a more natural and social communication mode
- **Audio sharing** to allow natural exchanges online (audio can be muted to control communication)
- **Status indicators** permit participants to indicate emotion, opinion or status (e.g. happy, unavailable, raised hand to ask a question)
- **Break out rooms** to encourage group discussion with learners
- **Layout options** to meet the requirements of the facilitator
- **On the fly polls** to solicit opinions and trends within the class
- **Whiteboard** to visually support topic content (learners may also contribute to the whiteboard)
- **Visuals** as the focus of the session (e.g. video, images, slide shows, animations, web links)
- **Desktop or application sharing** to demonstrate processes or share a presentation during the webinar

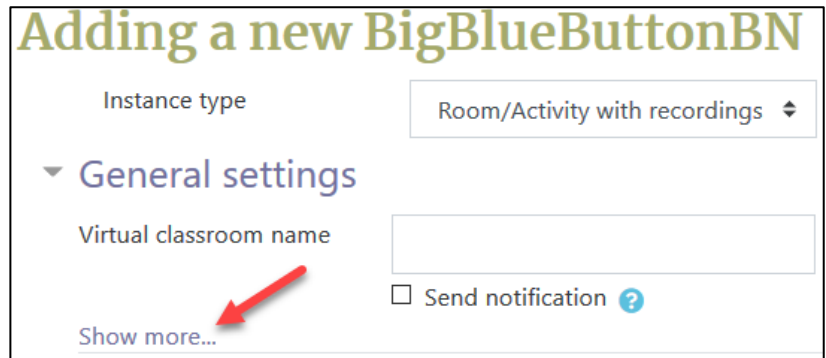
## Step-by-step Setting up a BBB virtual classroom

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.

The **Adding a new BigBlueButtonBN** page appears.

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

At the top of the page, there are important settings. The first is Instance type.



Adding a new BigBlueButtonBN

Instance type: Room/Activity with recordings

General settings

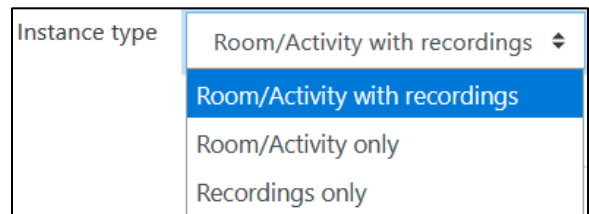
Virtual classroom name:

Send notification ?

[Show more...](#)

5. In the Instance type drop down, there are three choices:

Room/Activity with recordings  
Room/Activity only  
Recordings only



Instance type

- Room/Activity with recordings
- Room/Activity only
- Recordings only

6. Choose the option **Room/Activity with Recordings**.

7. Settings in the **General** section are used to set the general information about the activity.

8. In the **Virtual classroom name** text field, input a **topic** (e.g. Introduction to Places).

9. Click on the link **Show more...**

10. Input a short **description** of the activity. (optional)

11. It is best to leave the option **Display description on course page** unchecked to save screen space on the course menu.

12. It is not necessary to check the **Send notification** option as the student will see the activity in their **Calendar** or **Upcoming events** block.

Settings in the **Activity/Room settings** section are used to control when the activity is available to students, if the session can be recorded, and what message learners see when first joining the

conference room.

▼ **Activity/Room settings**

Welcome message ⋮

Wait for moderator

Session can be recorded

13. Type a welcome message to the session that will appear in the **Public chat** box. If nothing is typed in this textbox, BigBlueButton's default message (below) will appear in the **Public chat** box to greet the participants.
14. Check the **Wait for moderator** option if you want to ensure that learners are not in the room before the facilitator.
15. Choose the **Session can be recorded** if you want the session to be recorded for future viewing.

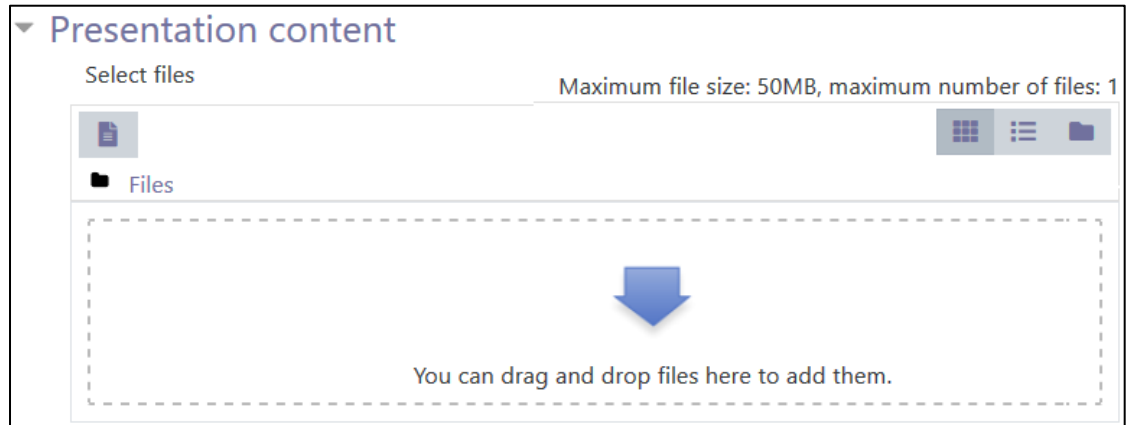
Settings in the **Recording settings** section are used to control source of the links. Currently no recording settings can be altered.

▼ **Recording settings**

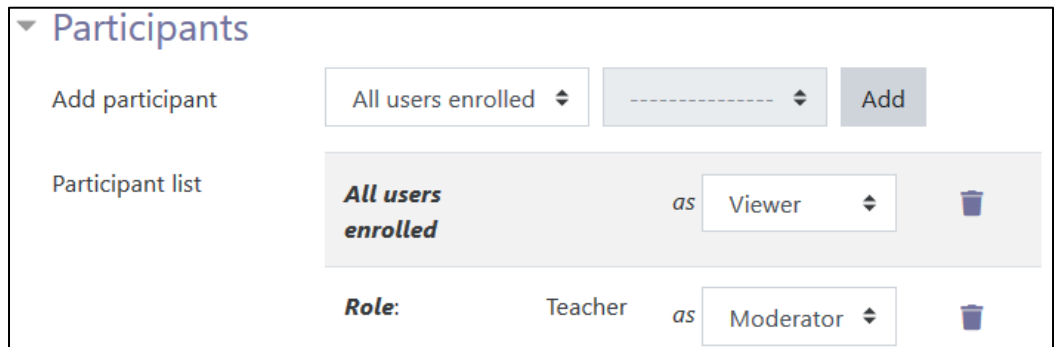
No settings can be edited



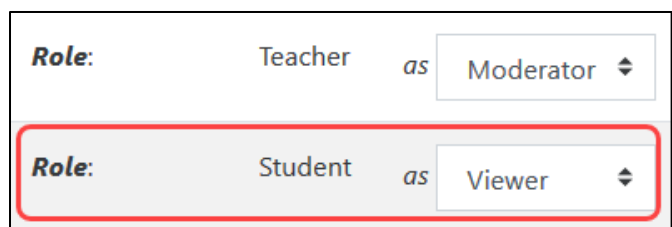
Settings in the **Presentation content** section are used to upload documents to the conference room. We recommend that PDF/image files and links be shared during the session, these files can be uploaded easily in the conference room.



Settings in the **Participants** section are used to control which users have access to the conference room and the roles for each user type.



16. Beside the option **Add participant**, click on the drop-down menu item **All users enrolled** and choose the option **Role**.
17. Choose **Student**.
18. Click on the **Add** button.
19. Ensure that the **Role** for students is **Viewer**.



20. Choose another **Role, Teacher**.


21. Click on the **Add** button.

22. Ensure that the **Role** for the teacher is **Moderator**.


23. Delete any other **Roles** by clicking on the  icon.

24. There should only be 2 roles, **Student** and **Teacher**, unless there is a **Non-editing teacher** or another **Role** in the course who will also be in the conference room.

Settings in the **Schedule** for session section are used to set the date and time for the **BigBlueButton** conference.

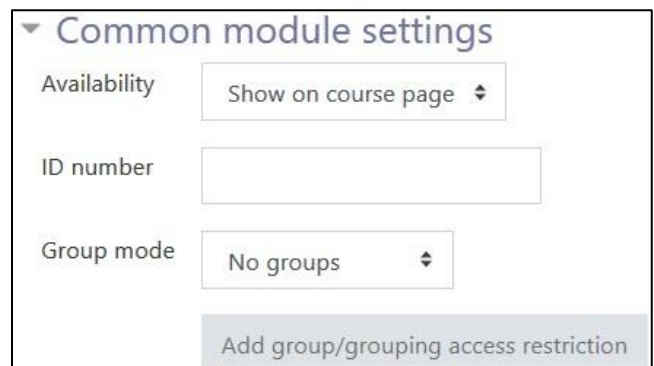


▼ **Schedule for session**

Join open 22 ▾ October ▾ 2020 ▾ 13 ▾ 00 ▾   Enable

Join closed 22 ▾ October ▾ 2020 ▾ 13 ▾ 10 ▾   Enable

Settings in the **Common module** section are common to many Moodle activities and resources.



▼ **Common module settings**

Availability Show on course page ▾

ID number

Group mode No groups ▾

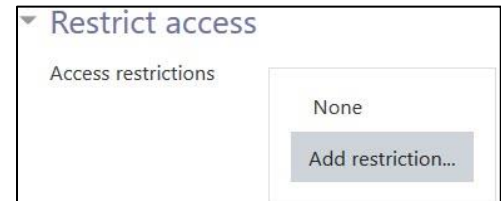
[Add group/grouping access restriction](#)

8. The **Availability** setting is used to **Show/Hide** the activity. This is identical to using the **Show/Hide** icons when the **Turn editing on** function is enabled on a course home page.
9. The **ID Number** setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)

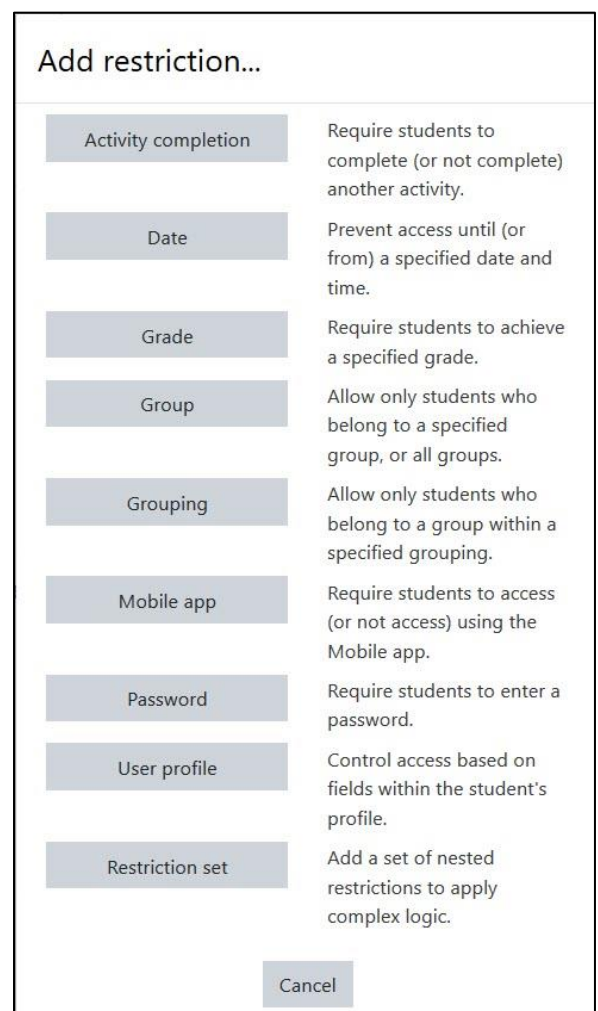
10. The **Group mode** setting enables the use of groups. (More information is available in the **Groups** documentation in the Stage 3 **Course Management** section.)

11. The **Grouping** option enables the use of groupings (a collection of groups).

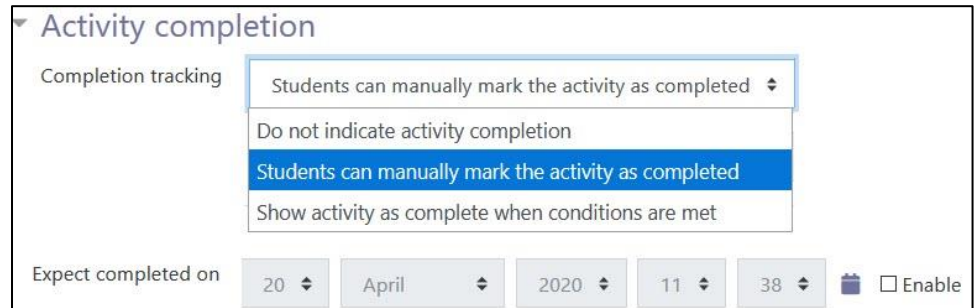
Settings in the **Restrict access** section can be used to limit access to the activity. (More information is available in the **Setting up and Using Restrict Access Settings** section of the Stage 3 **Course Management** section.)



12. Click on the **Add restriction...** button to display the **Add restriction** pop-up.

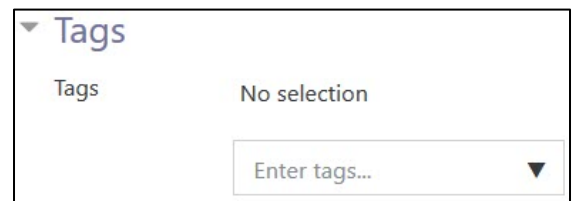


13. Settings in the **Activity completion** section are used to set completion tracking, grading options and the expected completion date. (More information is available in the **Completion Tracking** documentation in the Stage 3 **Course Management** section.)



The screenshot shows the 'Activity completion' settings panel. It includes a dropdown menu for 'Completion tracking' with three options: 'Students can manually mark the activity as completed' (selected), 'Do not indicate activity completion', and 'Show activity as complete when conditions are met'. Below this is the 'Expect completed on' section with dropdowns for day (20), month (April), year (2020), hour (11), and minute (38), followed by an 'Enable' checkbox.

The **Tags** sections can be used to add keywords to the assignment.



The screenshot shows the 'Tags' section with a 'No selection' label and an input field labeled 'Enter tags...' with a dropdown arrow.

When everything is ready with the settings, teachers can select **Save and display** or **Save and return to course** to add the new **BigBlueButton** activity. The activity link appears on the course main page. You can use the **Switch role to...** student function to preview the activity.



The screenshot shows three buttons: 'Save and return to course' (blue), 'Save and display' (blue), and 'Cancel' (grey).

## Joining a New BigBlueButton Conference Room

1. Return to your normal role as **Teacher** and click on **Turn editing off**.
2. Locate and click on the activity link on the course menu.
3. A greeting screen appears:



## Welcome to Dana's LINC 4

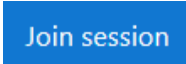
This conference has not started yet.

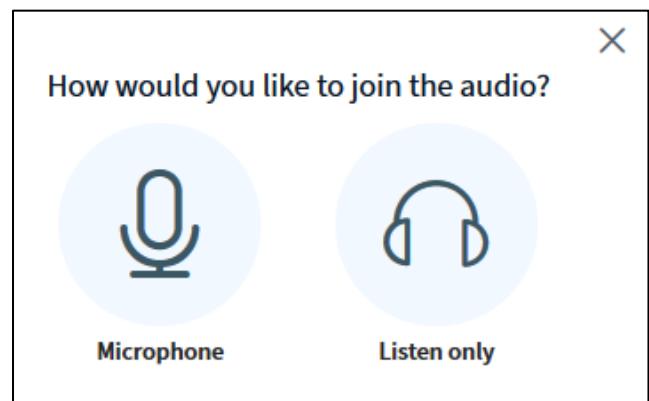
Join open: Thursday, 22 October 2020, 1:00 PM

Join closed: Thursday, 22 October 2020, 1:10 PM

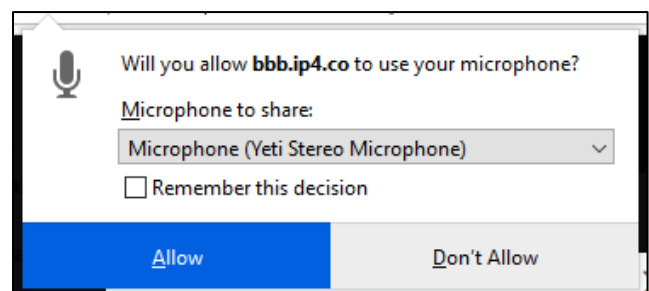
## Recordings

There are no recording to show.

- Note that the session has not yet started so there is no **Join session** button.
- Return to editing mode and change the **Scheduled** time and date to open it.
- If the session is open, then click on the **Join session** button. 
- There may be a one-minute loading process during which you may read a quote.
- An audio pop-up appears asking if you wish to speak and listen or just listen during the session.

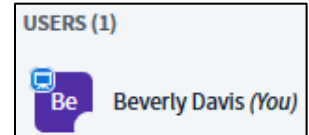


- Click on the **Microphone** icon (as you are the moderator/teacher).
- Click on the **Allow** button.





11. In the next pop-up, **Audio test**, test your microphone level.
12. Click on the **Test Speakers** button.
13. If you can hear the audio clearly, click on the **Next** button.
14. Speak and listen to your audio. If you can hear your voice clearly click on the **Yes** button.
15. You will then be placed in the BBB conference room, your name should appear in the **Users list** on the left side of the screen
16. To learn more about using this interface, read the next sub-chapter in this section.



## Deployment Tips

- The description text will automatically bold and image files will not display, keep the text brief if possible.
- Make sure that students know if the session is to be recorded, demonstrate the login procedure with the class if possible before the session.
- Wearing headphones will reduce background noise if multiple attendees are using microphones.

## Video Resource

This [video](#) demonstrates a BigBlueButton conference from the student perspective.  
This [video](#) demonstrates how to set up BigBlueButton break out rooms.

## BigBlueButton Activity Help files

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

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

[Student Support BBB: carleton.ca](https://carleton.ca/culearnsupport/instructors/communication/bigbluebutton/#Student-Support)

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