# BigBlueButton Session Facilitation

Your **BigBlueButton (BBB)** conference session has been set up in the previous lesson. It is now time to facilitate a session.

Facilitating a BigBlueButton Session

1. Locate the **BBB activity** link on the course menu and click on it.

2. An introductory page appears, note that the session has not yet started so there is a **Join session** button.
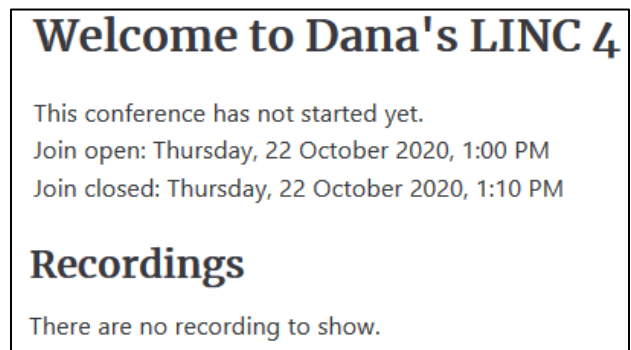

3. Return to editing mode and change the **Scheduled time and date** to open it.

4. If the session is open, click on the **Join session** button.

5. There may be a one-minute loading process during which you may read a quote.

6. The **How would you like to join the audio?** pop-up appears asking if you wish to speak and listen or just listen during the session.
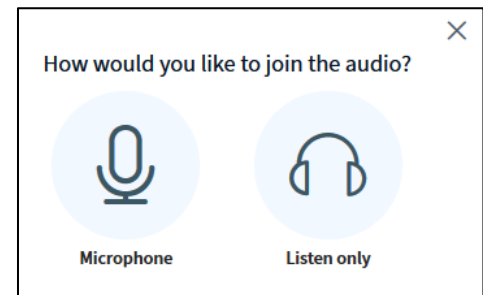
7. Click on the **Microphone** icon (as you are the moderator/teacher).

8. Click on the **Allow** button.
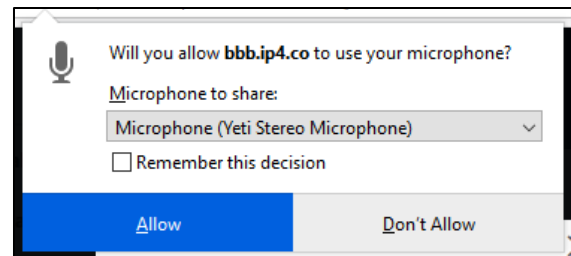
9. In the next pop-up, **Audio test**, test your microphone level.

10. Click on the **Test Speakers** button.

11. If you can hear the audio clearly, click on the **Next** button.

12. Speak and listen. If you can hear your voice clearly click on the **Yes** button.

13. 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
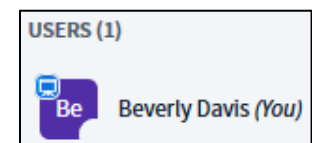
Users' column

1. On the left side of the screen is the **Users** panel.

2. This displays **participant's names** in a session.

3. On **participants** icons there can be two smaller icons.

4. In the example below the icons represent:

USERS (3)

Ahmed Ali *(You)*

Beverly Davis
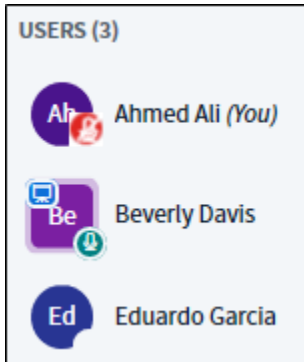
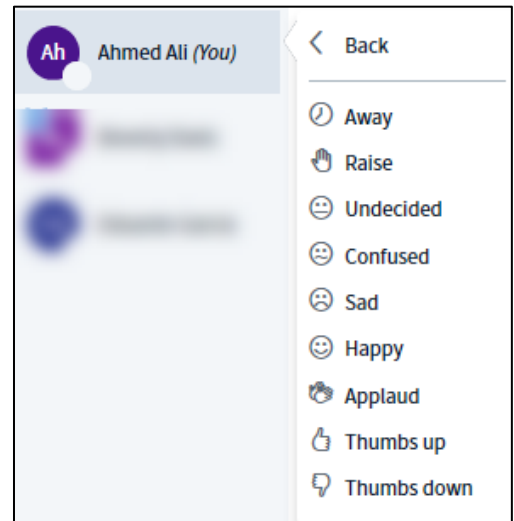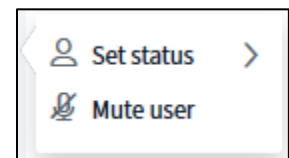Eduardo Garcia

Ahmed Ali has a muted microphone

Beverley Davies is the **moderator** (facilitator)

Beverley Davies has an active microphone

Eduardo Garcia has a muted microphone

Note: These icons may change as BBB is in continuous development.

5. If the user's microphone is active, the moderator can click on the user's name, and then the **Mute user** option to silence the user's audio.

   Set status   >
   Mute user

6. If a user wants to express themselves, they click on their **name**. A pop-up appears.

7. If the **Set status** link is clicked, a list of status icons appears. Participants can use these to indicate emotion or indicate status.

Ah   Ahmed Ali *(You)*   < Back

   ⏱ Away
   ✋ Raise
   ☺ Undecided
   ☹ Confused
   ☹ Sad
   ☺ Happy
   👏 Applaud
   👍 Thumbs up
   👎 Thumbs down

8. If the moderator clicks on a user's name, a more comprehensive menu appears.

9. The moderator can **start a private chat** with the learner. This allows participants to choose specific users to chat with in a back-channel mode. This allows for private conversations that will not disturb the class as a whole. Good uses of this are for individual technical problems or individual clarification of topics or terms.

10. The moderator can make the learner the **session presenter**.

11. The moderator can **promote another participant to be a moderator**.

12. The moderator can **remove the learner** from the BBB session.
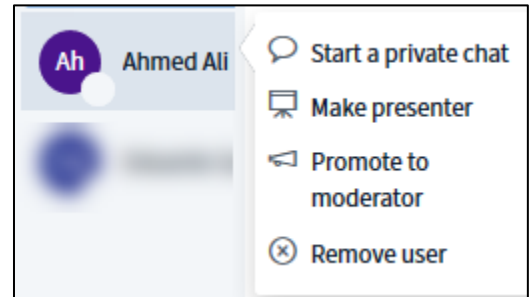
Chat panel

1. The **Chat** panel is the second column to the left side of the BBB screen.

2. The **Chat** panel initially displays the BBB welcome message or a message that the course developer/instructor sets in the BBB settings.

3. The **Chat** panel has three distinct parts, these are:

   a. **Public** and **Options** links
   b. **Chat posts** listing
   c. **Chat input** text field (messages)

4. The **Public** tab displays the participants' and moderator's chat posts in the Chat posting listing section.

5. The **Chat Options** tab allows moderators/presenters to **Save** a Chat session, **Copy** the text of a chat session or **delete** all text in a chat session.

6. The **Send message to Public Chat** input field is used to type message and send them to all participants. This is also a good way to share Internet links during a session.
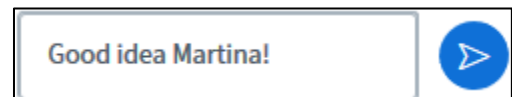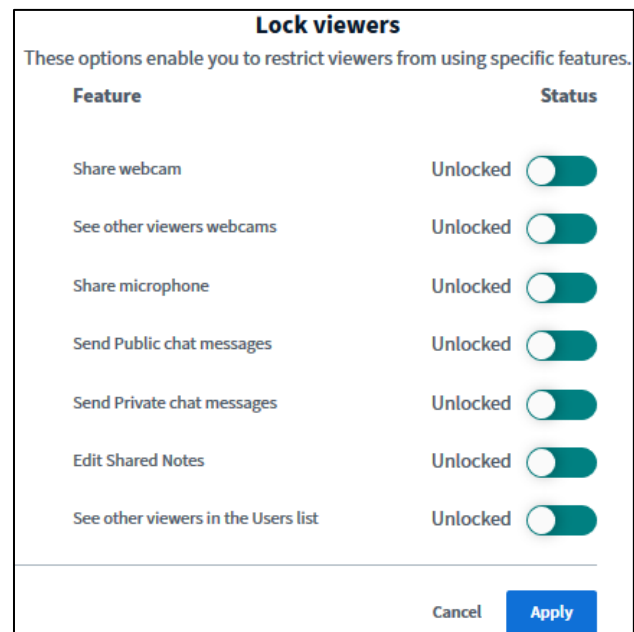
Manage Users

1. On the **Users** panel, the moderator can access a **Manager users** icon that looks like a cog.
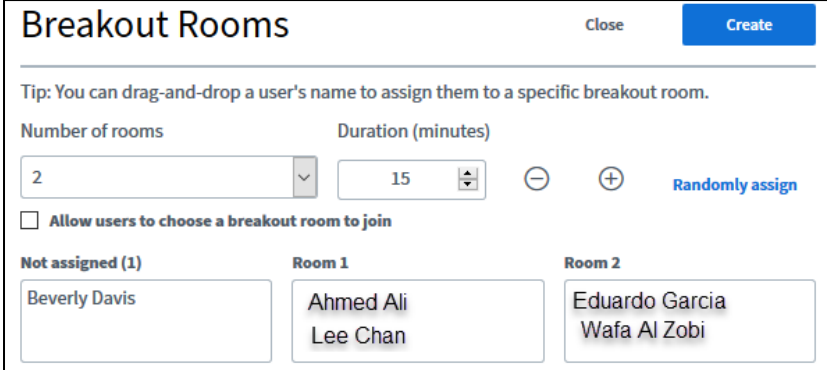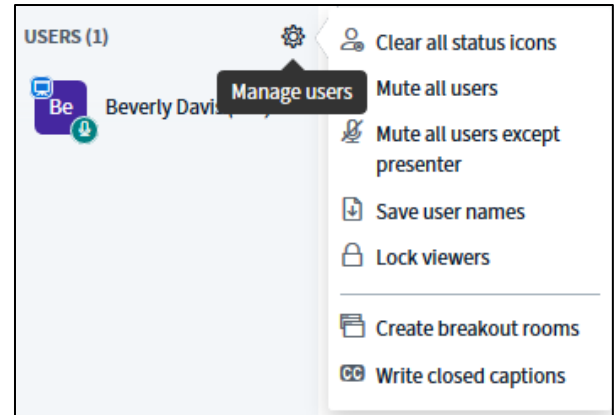

2. Moderators can use this menu to manage the session while it is happening.

3. Moderators can **Clear all status icons** after learners have responded to a prompt.

4. Moderators can **Mute audio for all users** during a quiet activity.

5. Moderators can **Mute audio for all users except presenter** while they facilitate.

6. Moderators can **Save user names** in a text file.

7. Moderators can also **Lock viewers**' privileges.

Breakout Rooms

Moderators can **Create breakout rooms** for group discussions.

1. Students are divided into groups. The example above is not ideal as normally there would be more students, but you get the idea that groups are generated during the session. **Breakout room** groups can be assigned by clicking on the **Randomly assign** link or by dragging the names of the students into different rooms.

2. Choose a time **Duration** so the participants return to the main session.

3. Check **Allow users to choose a breakout room to join**, if that works for your participants.

4. Click on the **Create** button.

5. During the breakout session, the groups and time are listed in the lower part of the **Users** column.

Note: that the recording of the **BigBlueButton** session will freeze when learners are in the **Breakout Rooms**.

Shared Notes

1. The **Shared Notes** feature is located in the left column of the screen, under the **Notes** heading.

2. The instructor posts a **prompt** or a **form** that the learners can type on. In the example below, the learners watch a video and add information based on their emotions.

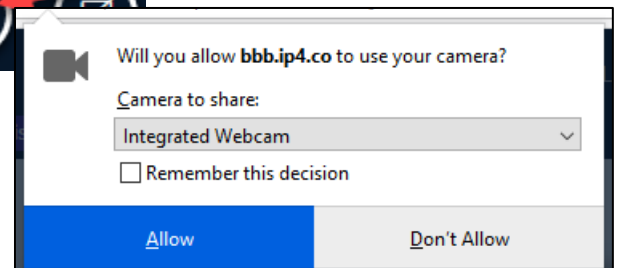3. Text can be edited using the editing icons above the **Shared notes** area.
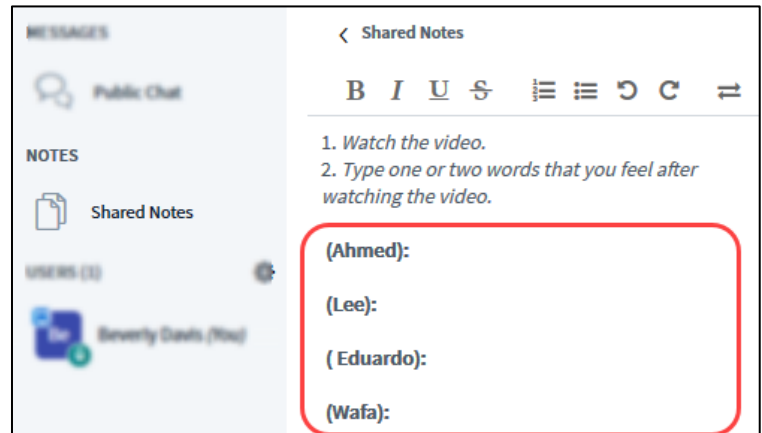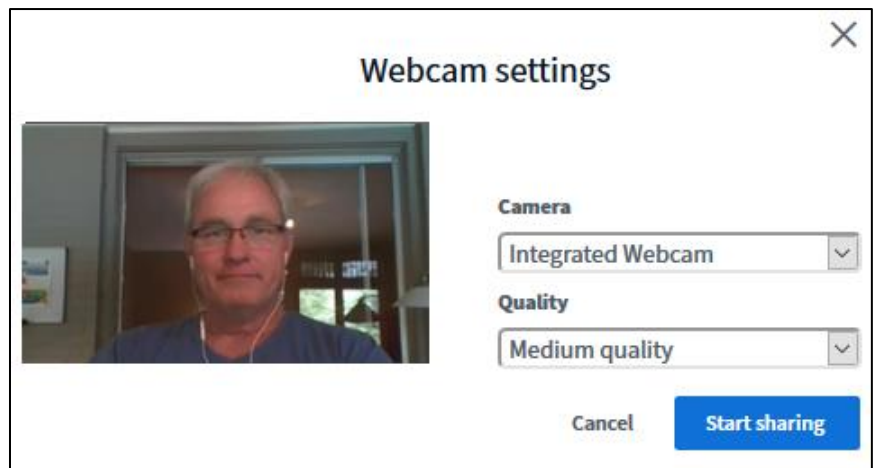

Sharing a Web camera

1. Sharing your web camera allows the students to see and connect with you as the moderator/presenter.

2. To turn on the web camera, click on the **web camera** icon an t the bottom of the screen.

3. A confirmation pop-up appears, click on the **Allow** button to turn on the web camera.

4. Another pop-up appears. Use this to choose the **Quality** of your video. Choose a quality level from the drop-down menu.
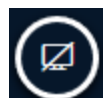

5. Click on the **Start sharing** button.

6. Your web camera video appears on the main screen.

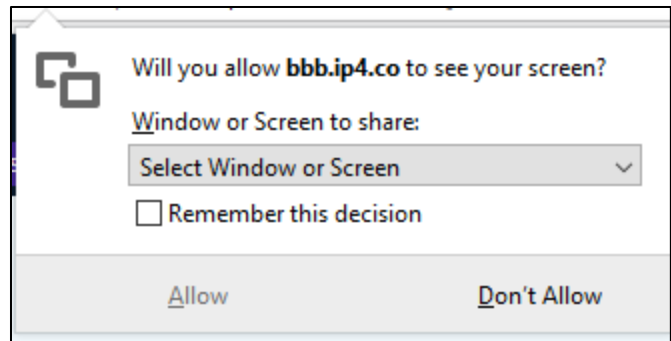7. The **webcam** sharing icon turns blue.

8. To stop sharing the web camera, click on the **webcam** icon.

9. To share a window on your computer or your computer screen, click on the **Share your screen** icon.
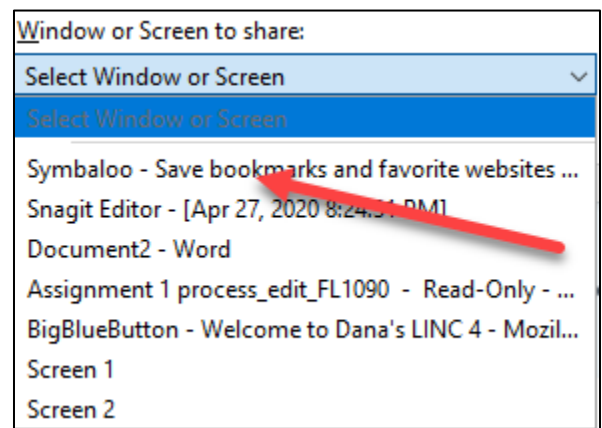
10. A confirmation pop-up appears.

11. Click on the **Select Window or Screen** button.

12. In the drop-down, click on one of the **window names** in the list.

13. Click on the **Allow** button.

14. Learners now see the selected window.

15. Select the **Share your screen** icon to stop sharing the window.

Sharing a Presentation

1. A common way to focus learners in an online session is to have a set of slides in the presentation area of **BBB**. It is a good practice to convert files to PDF format before uploading a slide show.

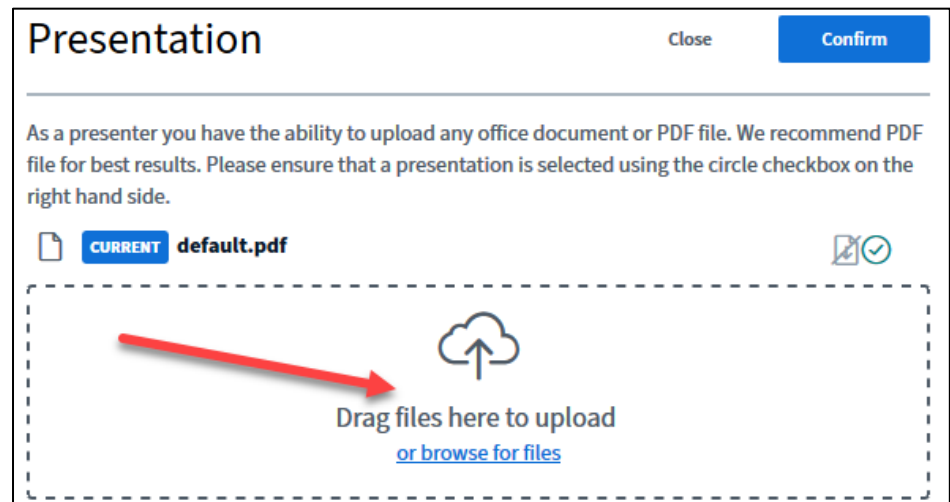2. Click on the **Plus** icon at the bottom of the screen.

3. In the pop-up that appears, choose the **Upload a presentation** option.
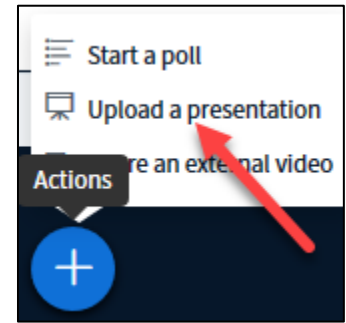
4. The **Presentation** screen appears.

5. Drag your **presentation** file onto the **Drag files here to upload** box.

6. Click on the **Upload** button.
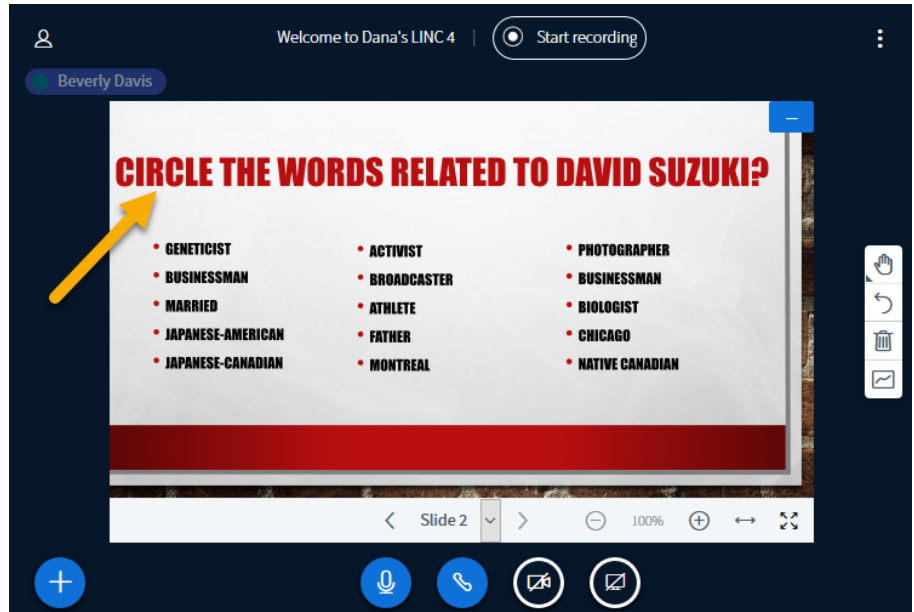
7. The upload may take a minute.

8. Once uploaded, the **slideshow** appears in the main part of the BB screen.

9. The instructor directs the learners to view or act upon the presentation.

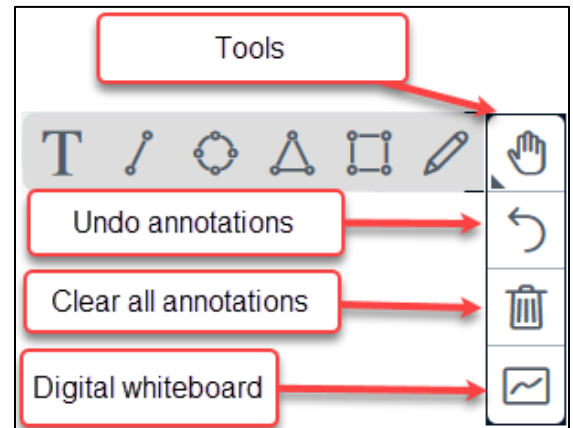10. On this slide, students are asked to **circle** words.

11. To do this the students need to use the **annotation** features.

12. These are located on the right side of the screen.

13. These features include tools that can be used by the instructor while leading a lesson or by learners responding to instructor directions.

14. In this example, learners click on the **Tools** icon.

15. A flyout **menu** of options appears.

16. The learner selects the **ellipse** tool.

17. Once a **tool** is selected, the toolbar changes to show some tool modifiers – thickness and colour.

18. The toolbar also includes, undo, clear all annotations and a multiuser whiteboard.

19. The multiuser whiteboard allows users to interact with the presentation area. The instructor can know which student is doing by the **name tag** on their cursor...
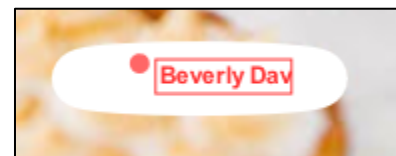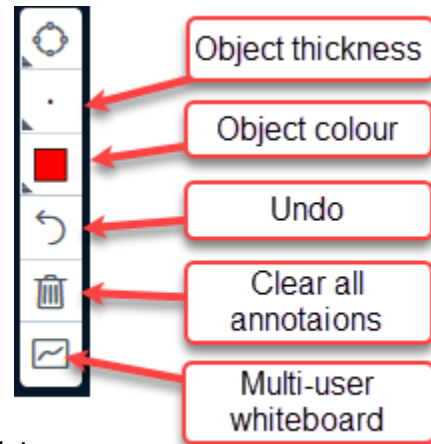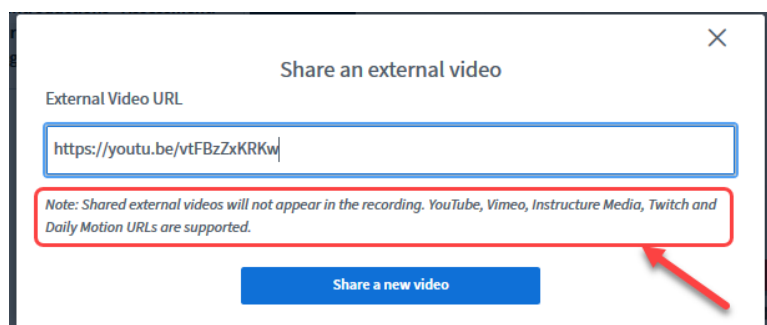

Sharing an External Video

1. Videos are a common way to provide context for your lessons. Adding videos is straightforward with BBB.

2. Click on the **Plus** icon at the bottom of the screen.

3. In the pop-up that appears, choose the **Share an external video** option.
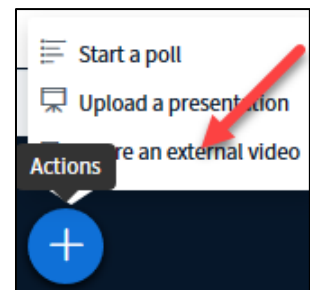
   The **Share an external video** screen appears.

Note: not all online videos will work in BBB. Check the list on this screen before continuing.

4. The **video** now appears in the main presentation area of the BBB.

Using Polls

1. **Polls** are a good way to check in on learners for comprehension, new directions and opinions. Adding **Polls** is simple in **BBB**.

2. Click on the **Plus** icon at the bottom of the screen.

3. In the pop-up that appears, choose the **Start a poll** option.

4. There are different types of **polls** available.
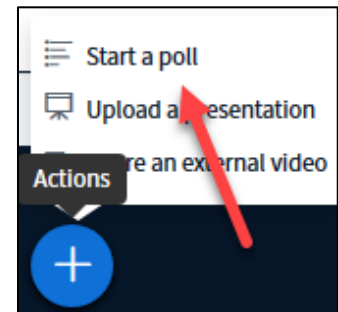
Video Resource

This video demonstrates a BigBlueButton conference from the instructor perspective.
This video demonstrates how to set up BigBlueButton breakout rooms.