

BigBlueButton Session Tips

Thorough preparation is essential to leading successful online learning events. This list below provides a few items that may contribute to successful sessions.

- Do the run through in the same place and equipment that you will run the actual webinar.
- Practice using specific tools in **Big Blue Button**. For example:
 - the pointer and draw tools
 - chat window
 - poll
 - using feedback emoticons
 - web camera
- Have the telephone dial in number on speed dial, just in case your computer audio fails.
- Prepare poll prompts and session questions on a text document as copying and pasting is much faster and accurate than trying to type during the session.
- Prepare hyperlink texts on a Word document so you can paste them into the chat window if the participants cannot use your presentation link due to a technical incompatibility.
- Prepare a script for each page/slide of your presentation.
- Prepare possible explanations for items you feel will require additional clarification in text that you can paste into the Chat window.
- Be aware of ambient noises such as appliances, air conditioners, street traffic, family members, etc. and create strategies to prevent these from interfering at webinar time.
- Ensure that your personal image on the webcam is acceptable, examples:
 - webcam background is not distracting
 - adjust the room lighting
 - a quick look in the mirror is a good idea

The day of the session

Thirty minutes before the session, you can complete any fine-tuning testing of webinar functions such as a microphone check.

- Reboot your computer.
- Close all non-essential software or websites.
- Open relevant web examples in browser tabs.
- Greet participants as they arrive using your voice (not the chat window) to save session time.
- Avoid getting into chat window discussions leading up to the session.
- Relax, don't panic if the technology is not cooperating, your class will understand.

Video

[Using BigBlueButton on EduLINC: Teaching Strategies and Tips for LINC Teachers](https://www.youtube.com/watch?v=fZ8NDkxagkc&feature=youtu.be)

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