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 using the same equipment that you will use during class.

- Practice using specific tools in **BigBlueButton**. For example:
    - the pointer and draw tools
    - chat window
    - poll
    - using feedback emoticons
    - web camera
    - presentation

- 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 class time.

- As good practice, ensure that you and your students have only one BBB session open at a time (to avoid echoing).

- 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

Fifteen minutes before the class, you can complete any fine-tuning testing of class 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 and 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)
<https://www.youtube.com/watch?v=fZ8NDkxagkc&feature=youtu.be>