Blended Learning Development: Activity Guide 2

Adding a BigBlueButton Activity

BigBlueButton is an online conferencing resource. It works within our Moodle 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 (eg: 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 (eg: video, images, slide shows, animations, web links)
- Desktop or application sharing to demonstrate processes or share a presentation during the webinar

Step-by-Step Instructions for Adding this Activity

1. In a Moodle course, click on the **Turn editing on** button.

2. At the bottom of a Topic, click on the **+Add an activity or resource** link.

3. In the Add an activity or resource pop up, select the option *BigBlueButtonBN*.

4. Click on the *Add* button.

5. The Adding a new **BigBlueButtonBN** screen appears.

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

<div align="center">

Instance type ⑦   Room/Activity with recordings ∨

</div>

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

7. Choose the option *Room/Activity with recordings*.

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

    ▼ General settings

    Virtual classroom name*   [   ]

    Send notification ⑦   ☐

                           Show more...

8. In the *Virtual classroom name* text field, input a **topic**. (eg: 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.
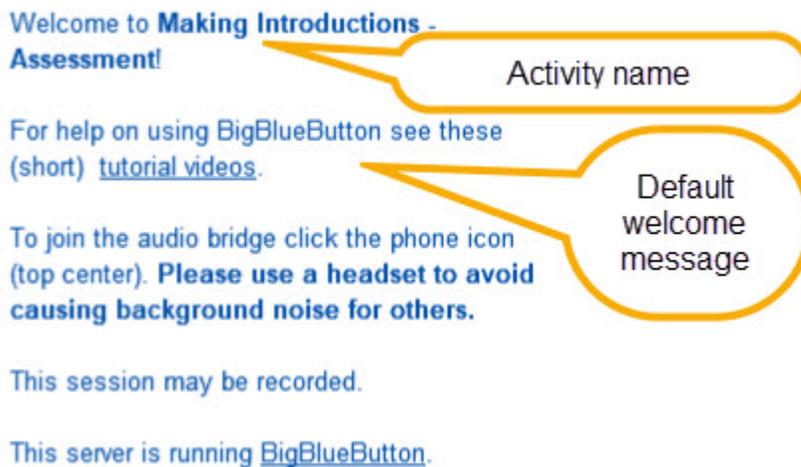
Activity/Room settings

Welcome message ⑦

Wait for moderator ⑦ ☐

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 will appear in the Public chat box to greet the participants. (default message is pictured below)

Welcome to **Making Introductions - Assessment!** — Activity name

For help on using BigBlueButton see these (short) tutorial videos. — Default welcome message

To join the audio bridge click the phone icon (top center). **Please use a headset to avoid causing background noise for others.**

This session may be recorded.

This server is running BigBlueButton.

14. Check the *Wait for moderator* option if you want 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.

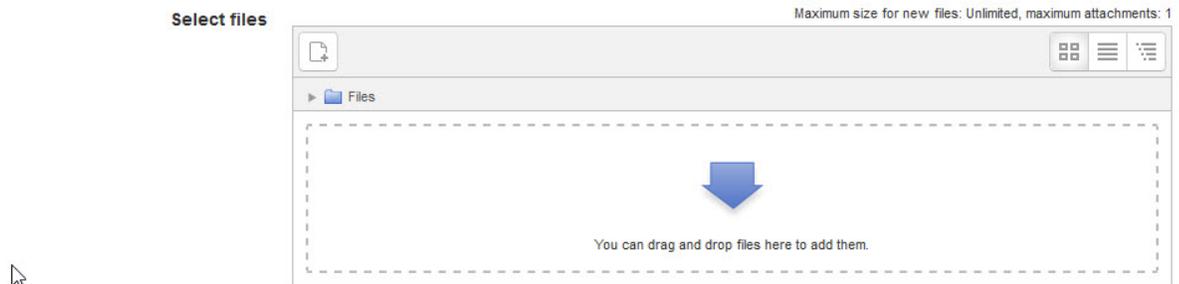   Settings in the **Recording settings** section are used to control source of the links.

Recording settings

Show only imported links ☐

16. Select the *Show only imported links* checkbox to show only imported links.

Settings in the **Presentation content** section are used to upload documents to the conference room.

17. 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.
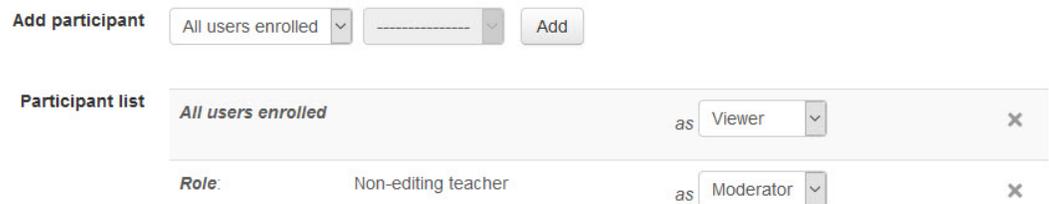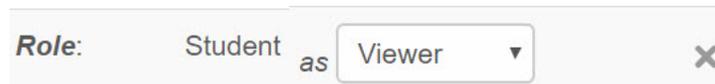

18. Beside the option **Add participant**, click on the drop down menu item **All users enrolled** and choose the option **Role.**

19. Choose **Student**.

20. Click on the **Add** button.

21. Ensure that the Role for students is **Viewer**.

22. Choose another Role, **Teacher**.

23. Click on the **Add** button.

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

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25. Delete any other Roles by clicking on the **X** icon.

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

Participant list

Role: Student as   Viewer ▾   ✕

Role: Teacher as   Moderator ▾   ✕

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

▾ Schedule for session

Join open   2 ▾   November ▾   2018 ▾   11 ▾   35 ▾   📅 ☑ Enable

Join closed 2 ▾   November ▾   2018 ▾   12 ▾   45 ▾   📅 ☑ Enable

27. Set start and finish times for the session.

The **Common module settings** section is common to many Moodle activities and resources.

▾ Common module settings

Visible   Show ▾

ID number ⑦   [   ]

Group mode ⑦   No groups ▾

Grouping ⑦   None ▾

Add group/grouping access restriction

28. The **Visible** 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.

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29. The **ID number** setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)
30. The **Group mode** setting enables the use of groups. (More information is available in the *Groups* documentation in the Stage 3 *Course Management* section.)
31. 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 *Conditional Release* section of the Stage 3 *Course Management* section.)

▾ Restrict access

Access restrictions	None
	Add restriction...

By selecting the **Add restriction...** button a pop up appears.

Add restriction...	
Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.
Cancel	

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

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

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 in the *Administration* block to preview the activity.

Joining a New BigBlueButton Conference Room

32. Return to your normal role as Teacher and click on ***Turn editing off***.

33. Locate and click on the activity link on the course menu.

A greeting screen appears:

Introduction to Places

We will discuss living spaces in this session.

This conference has not started yet.
Join open: Friday, 2 November 2018, 11:35 AM
Join closed: Friday, 2 November 2018, 12:45 PM

Recordings

There are no recording to show.

34. Note that the session has not yet started so there is no *Join session* button.

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

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

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

38. An audio pop up appears asking if you wish to speak and listen or just listen during the session.
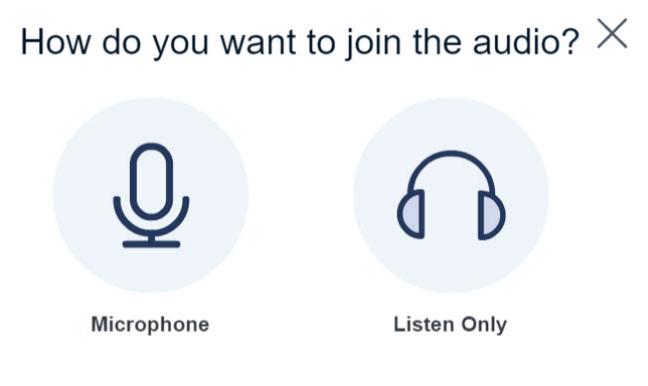
39. Click on the *Microphone* icon (as you are the moderator/teacher).

40. Click on the *Allow* button.

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41. In the next pop up, **Audio test**, test your microphone level.

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

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

44. Speak, listen, if you can hear your voice clearly click on the **Yes** button.

45. 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.

46. To learn more about using this interface, read the next subchapter 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 Resources

Video link: This video demonstrates a BigBlueButton conference from the student perspective.

- https://www.youtube.com/watch?v=GeJbK1lvl2I&feature=youtu.be
  << https://www.youtube.com/watch?v=GeJbK1lvl2I&feature=youtu.be>>

BigBlueButton Activity Help files

- https://docs.moodle.org/35/en/BigBlueButtonBN
  <<https://docs.moodle.org/35/en/BigBlueButtonBN>>

- https://carleton.ca/culearnsupport/instructors/communication/bigbluebutton/#Student-Support
  <<https://carleton.ca/culearnsupport/instructors/communication/bigbluebutton/#Student-Support>>

Break-out Rooms Tutorial

- https://www.youtube.com/watch?v=q5N-lcocJss
  <<https://www.youtube.com/watch?v=q5N-lcocJss>>