

## Blended Learning Development: Activity Guide 2

### BigBlueButton Session Facilitation

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

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



2. A **greeting screen** appears:

#### Making Introductions - Assessment


##### Assessment Task - CLB 5-I Speaking

Interacting with Others - Participate in basic social conversations

Join your teacher and classmate in the conference room to complete this assessment.

Click on the 'Join session' button below to begin.

Please allow access to your microphone when prompted. The assessment will take around 15 minutes to complete.

This conference has not started yet.   
Join open: Wednesday, 29 August 2018, 4:30 PM  
Join closed: Wednesday, 29 August 2018, 5:30 PM

3. Note that the session has not yet started so there is no **Join session** button.
4. Return to editing mode and change the **Scheduled time and date** to open it.
5. If the session is open, then click on the **Join session** button.

#### Making Introductions - Assessment

##### Assessment Task - CLB 5-I Speaking

Interacting with Others - Participate in basic social conversations

Join your teacher and classmate in the conference room to complete this assessment.

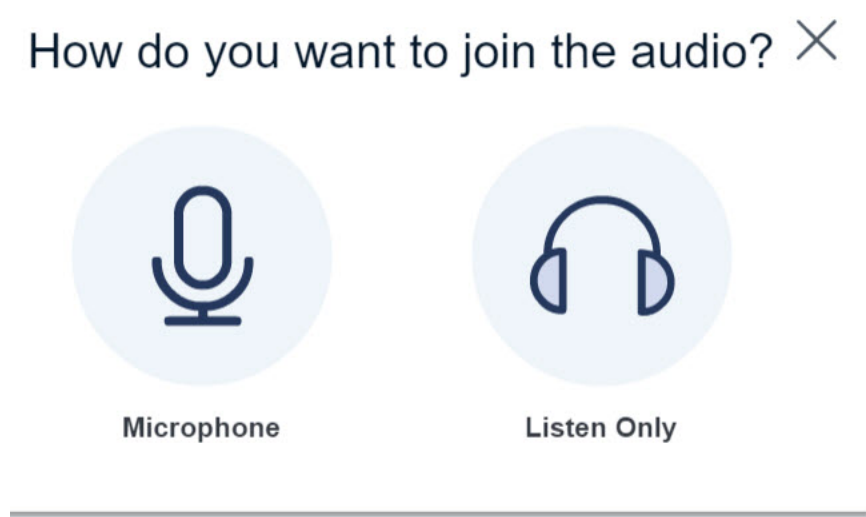
Click on the 'Join session' button below to begin.

Please allow access to your microphone when prompted. The assessment will take around 15 minutes to complete.

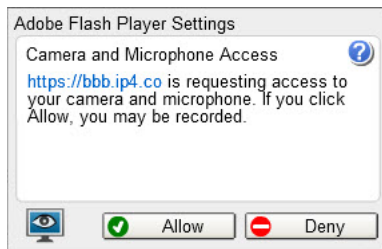
This conference room is ready. You can join the session now.



- There may be a one-minute loading process during which you may need to allow Adobe Flash to run. Click **Allow and remember** when prompted.
- 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.



- In the next pop up, **Audio test**, test your microphone level.
- Click on the **Test Speakers** button.
- If you can hear the audio clearly, click on the **Next** button.
- Speak, listen, if you can hear your voice clearly click on the **Yes** button.
- You will then be placed in the BBB conference area.

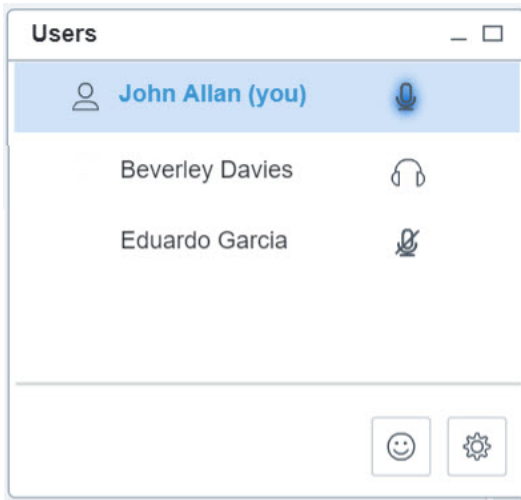
## Users panel

- At the top left corner of the screen is the conference session title (eg: Introduction to Places).

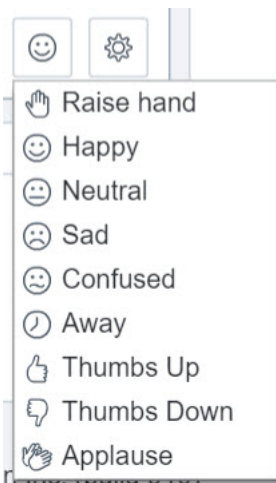


2. On the left side of the screen is the **Users** window.
3. The Users window displays **participant's names** in a session.
4. To the right of each participant is an **icon**.
5. In the example below the icons represent:

- John Allan has an active microphone
- Beverley Davies is only listening to the conference
- Eduardo Garcia has a muted microphone
- All participants can listen to the conference audio



6. Below the list of users are two **icon buttons**.
7. The first, a smiling face, or **Status icon** button allow participants to indicate emotion or indicate status.



8. The second, a **gear icon** button, allows the session facilitator to perform specific session activities including:

- Clear all Status icons
- Mute audio for all users
- Mute audio for all users Except the Presenter
- Lock viewers ...
- Set Breakout rooms...

9. If **Lock viewers** is selected, a pop up appears:

## Lock Viewers

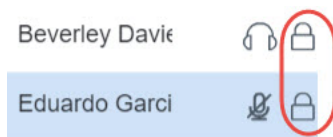
Feature	Locked
Webcam	<input type="checkbox"/>
See other viewer's webcams	<input type="checkbox"/>
Microphone	<input type="checkbox"/>
Public Chat	<input type="checkbox"/>
Private Chat	<input type="checkbox"/>
Layout	<input type="checkbox"/>

ApplyCancel

10. The moderator checks off specific features and clicks on the **Apply** button.

11. This disables these features for the participants.

12. This is indicated by a **lock icon** in the Users list .



13. If **Set Breakout rooms...** is selected a pop up appears:

## Breakout Rooms

Rooms

Time Limit  Minutes

Allow users to choose breakout room to join

Room 1	Room 2	Not Assigned
Beverley Davies	Eduardo Garcia	John Allan

14. Students are divided into groups. The example above is not ideal, but you get the idea that groups are generated during the session.

15. Choose a **Time Limit** so the participants return to the main session.

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

17. Click **Ok**.

18. During the break out session, the groups and time are listed in the lower part of the Users.

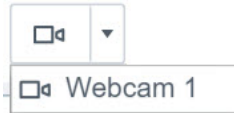
Breakout Rooms			...
Room	Users	Action	
Room 1	2		
Room 2	2		

Close All Breakout Rooms

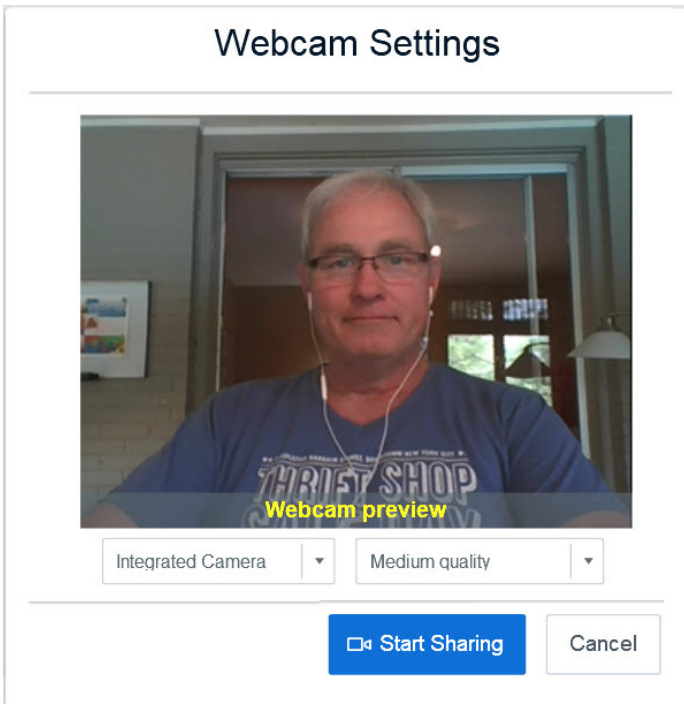
## Webcams Panel

1. On the bottom left side of the BBB screen is the **Webcams** panel.
2. The moderator can choose to use their webcam to enhance comprehension.

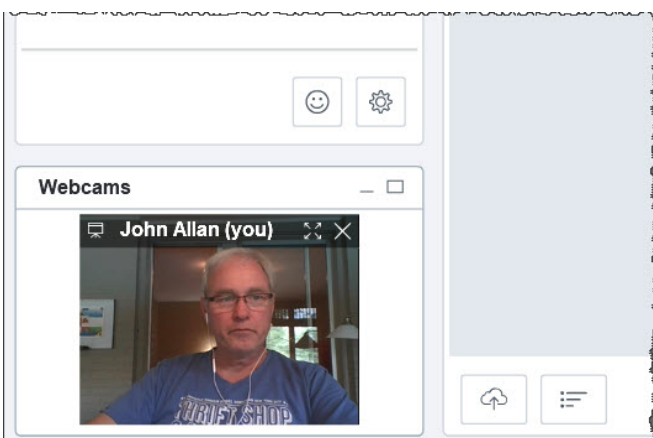
- The **Share Your Webcam** button is located at the top centre of the screen.



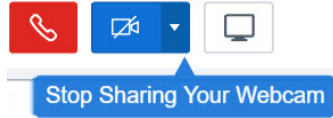
- Click on the button, A Webcam drop down appears, click on **the camera name** (if you have more than one camera on your workstation they will appear in this drop down).
- the **Webcam Settings** pop up window appears.



- If the quality and camera angle are acceptable, click on the **Start Sharing** button.
- Your camera sharing image appears to all participants in the **Webcams** panel.

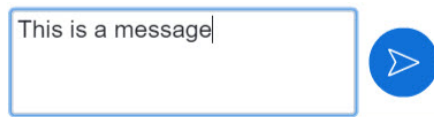


- To hide the webcam, click on the **Stop Sharing Your Webcam** button.



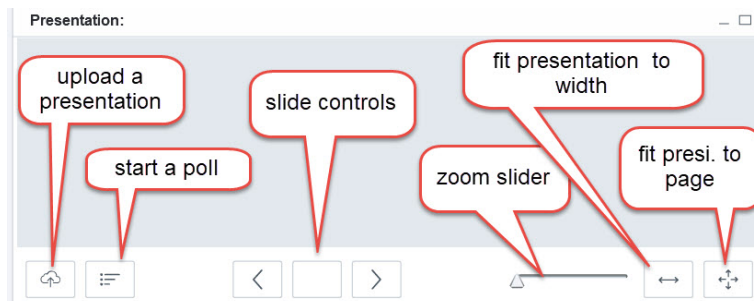
## Chat panel

- By default, the **Chat** panel is located on the right side of the BBB screen.
- The Chat panel initially displays the BBB welcome message or a message that the course developer/instructor sets in the BBB settings.
- The Chat panel has three distinct parts, these are:
  - *Public and Options tabs*
  - *Chat posts listing*
  - *Chat input text field (messages)*
- The **Public tab** displays all of the participants' and moderator's chat posts in the Chat posting listing section.
- The **Options tab** 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.
- The **Chat input field** is used to type message and send them to the class or to private conversations. This is also a good way to share Internet links during a session.

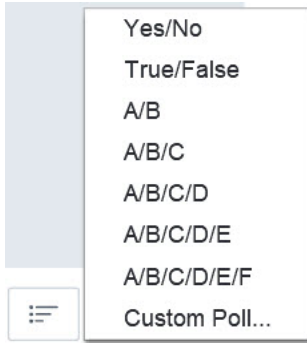


## Presentation panel

- The presentation panel is in the centre of the BBB screen
- The moderator has several options, see below:



3. **Upload a presentation**, many file types can be uploaded but PDF files are recommended. (eg: Convert PPTs to PDF)
4. **Start a poll**, there are several different kinds of poll:



5. Choosing **True/False** results in this pop up:

## Live Poll Results

Leave this window open to allow others to respond to the poll. Selecting the Publish or Close button will end the poll.

Users	Responses							
Beverley Davies		<table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 5px;">True</td> <td style="padding: 5px;">0</td> <td style="padding: 5px;">0%</td> </tr> <tr> <td style="padding: 5px;">False</td> <td style="padding: 5px;">0</td> <td style="padding: 5px;">0%</td> </tr> </table>	True	0	0%	False	0	0%
True	0		0%					
False	0	0%						
Eduardo Garcia								

Waiting for responses ..

Publish
Close

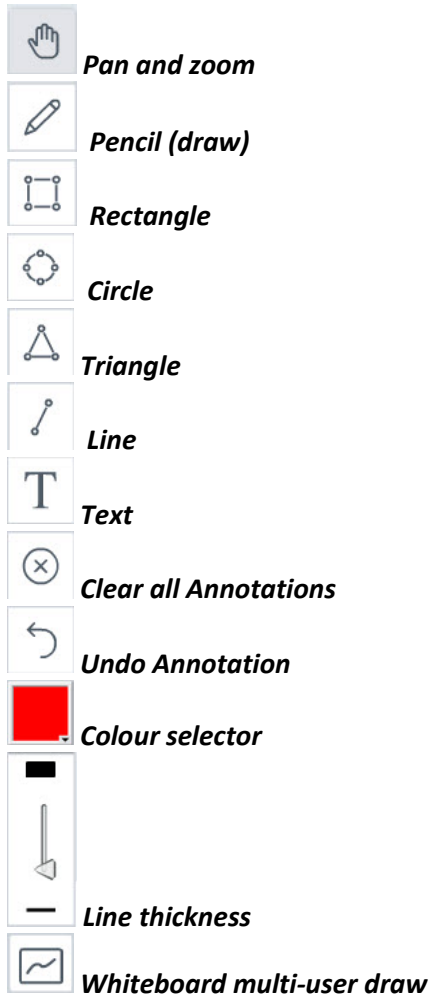
6. Learners are asked the question orally and respond on their devices. After the results are available to the moderator, the **Publish** button is clicked.
7. All participants see the *Poll results* in the Presentation panel:



8. If a document is uploaded to the Presentation panel, a **tool bar** appears on the moderators screen.



9. This allows the moderator to manipulate (annotate) the presentation, features include:



10. The **Multi-user draw tool** allows all participants to annotate the displayed document.

11. To disable this function, click on the **Stop Multi-user whiteboard** button.



## Screen Share Publish Window

1. To share a window or your desktop screen, click on the **Screen Share** button.



2. Java must be enabled on your device or workstation, accept the Java certificate.
3. Choose either **Full screen** or **region**.

## Video Resources

This video demonstrates a BigBlueButton conference from the moderator perspective.

- <https://www.youtube.com/watch?v=J9mbw00P9W0>  
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