

Blended Learning Development: Activity Guide 2

BigBlueButton Session Tips

Preparation

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, examples:
 - 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 explanation in text that you can paste into the Chat window
- be aware of ambient noises such as appliances, air conditioners, street traffic, family members 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