

BIG BLUE BUTTON

Date: 27 August 2024

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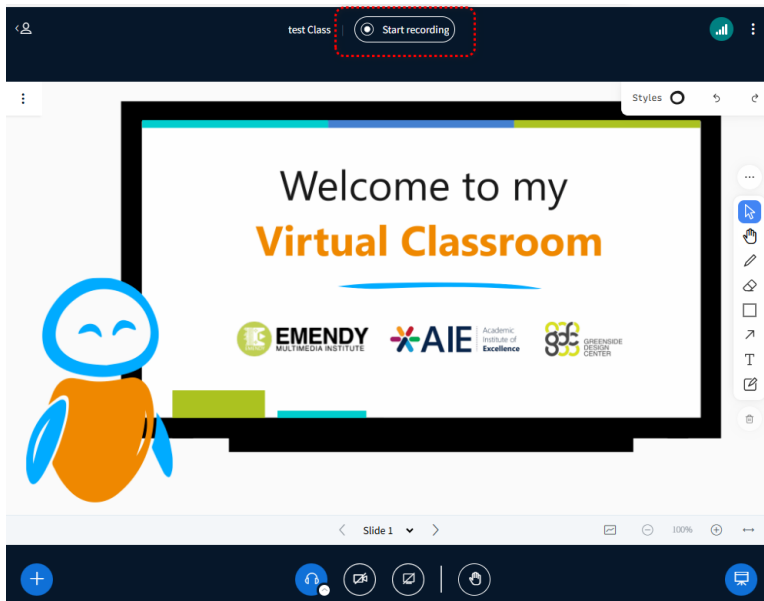
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Introduction, Important Notes

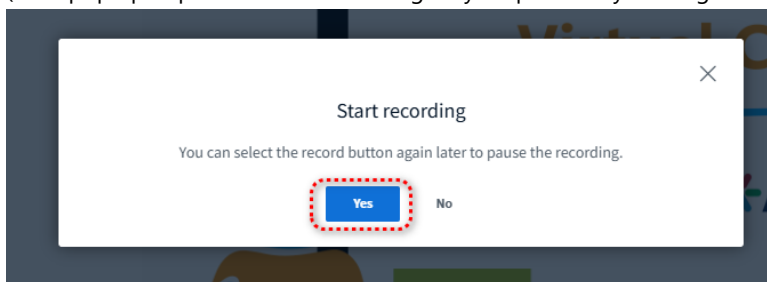
This Big Blue Button user guide provides comprehensive instructions on various aspects of managing online classes. It covers how to record a session, upload presentations, and share your screen. It also includes detailed steps for conducting polls, creating and managing breakout rooms, sharing external videos, and making slides downloadable. Additionally, it offers guidance on ending a class properly. This guide ensures that users can effectively utilize Big Blue Button's features to conduct engaging and organized virtual sessions.

How to Record a Class

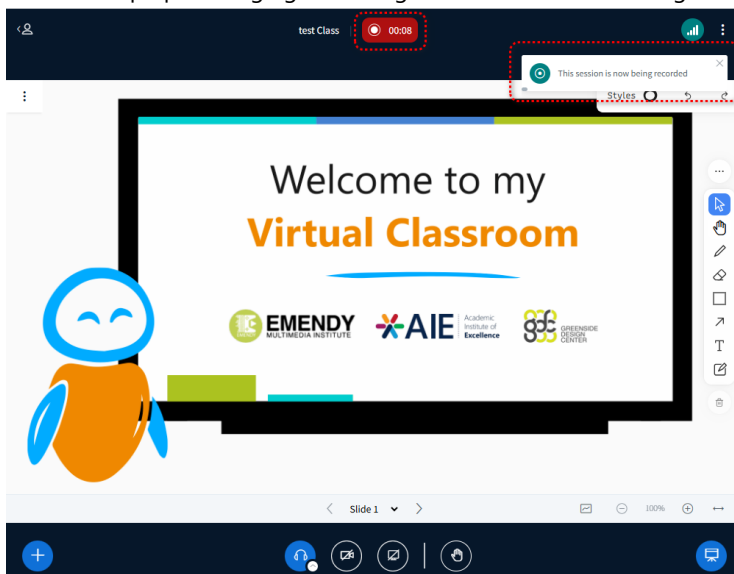
1. Click "Start Recording" at the top middle of the screen:



2. The following pop up will appear. Click "Yes".
(*The pop up implies that the recording may be paused by clicking the same record button)



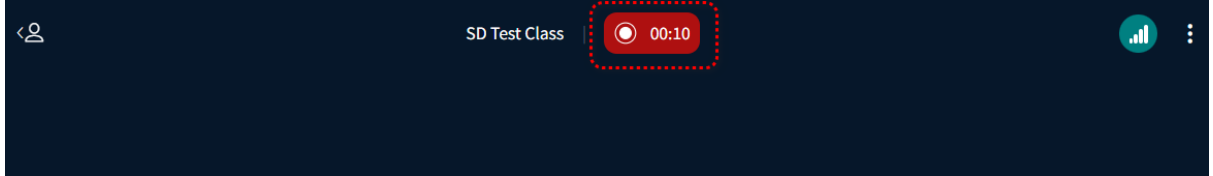
3. The following are indicative of the class recording being active:
 - a. Red button with the recording time, as indicated below
 - b. Pop up messaging indicating "The session is now being recorded".



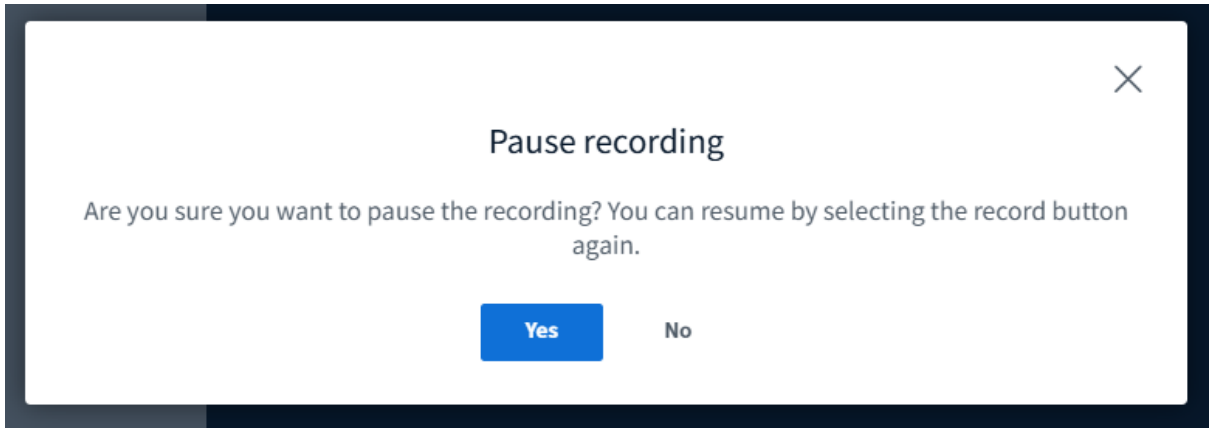
How to Pause/Resume a Recording

While a class is recording, there is an option to pause/resume a recording. In order to pause the recording:

1. Click the recording button:

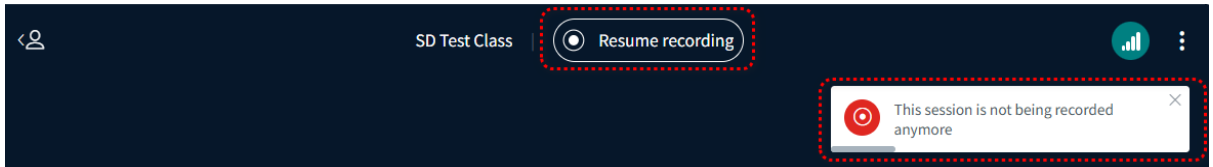


2. The following pop up will appear:



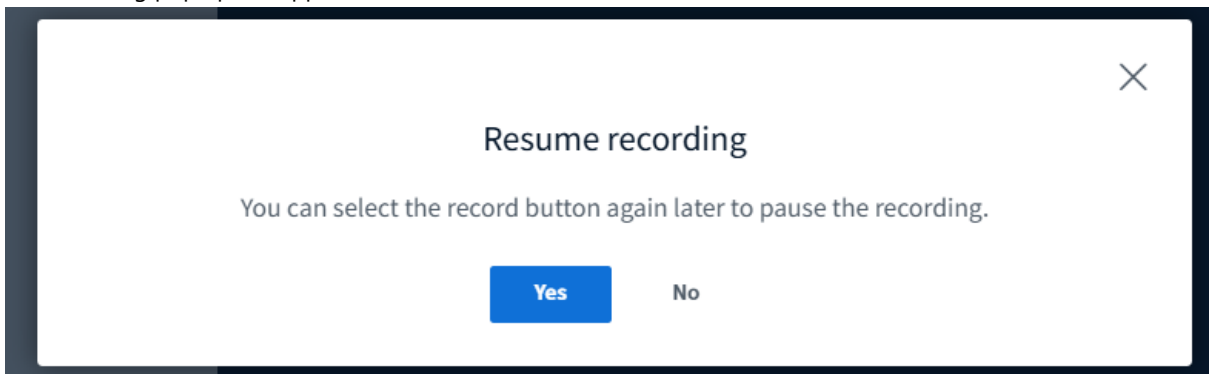
3. Click Yes

4. The following are indicative of the paused recording:



5. In order to resume, click "Resume recording"

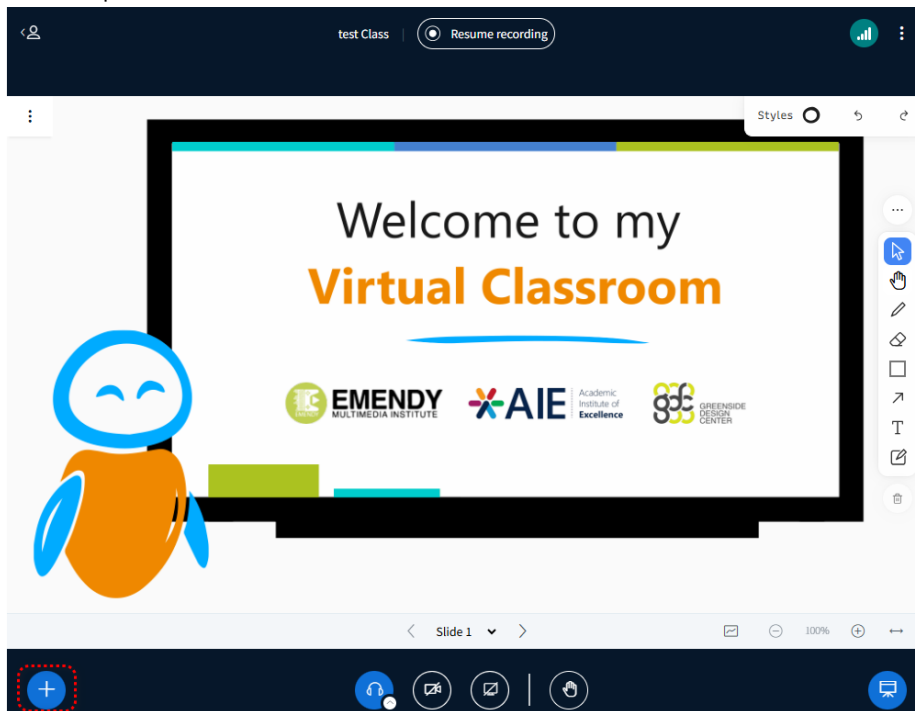
6. The following pop up will appear.



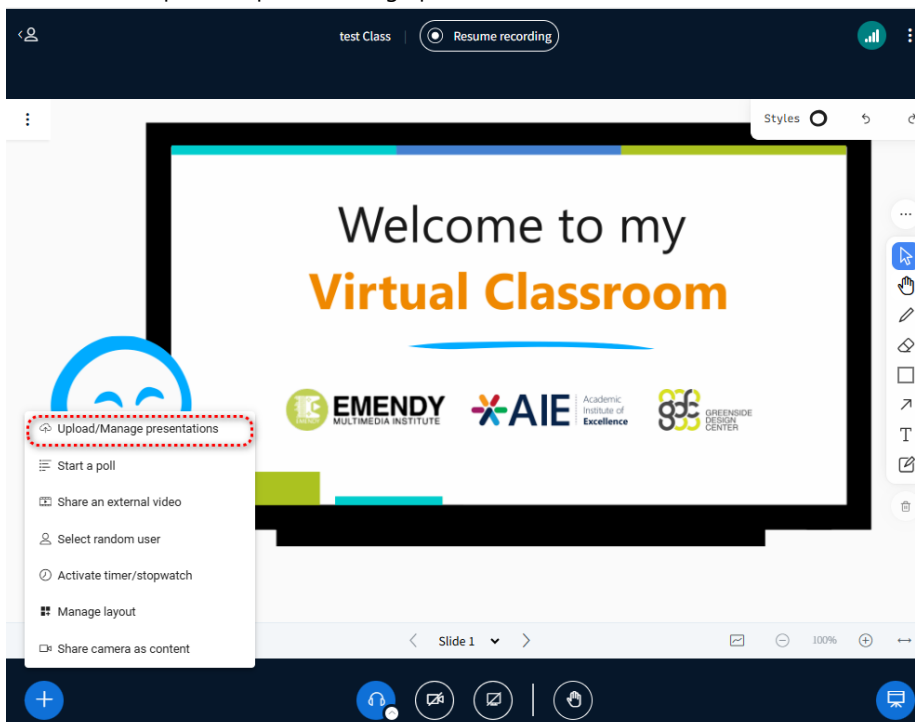
7. Click "Yes"

How to Upload a Presentation

1. Navigate towards the bottom left corner
2. Click the plus (+) in the blue circle



3. Click the first option, "Upload/Manage presentations"



Presentation

Cancel

Confirm

As a presenter you have the ability to upload any Office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the left hand side.

Current presentation

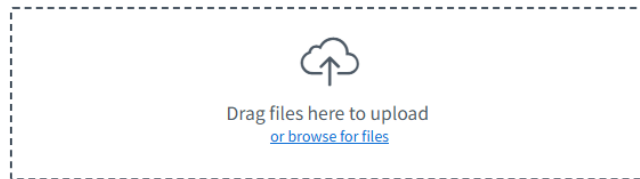
Actions

☒ default.pdf

CURRENT



In the "Export options" menu you have the option to enable download of the original presentation and to provide users with a downloadable link with annotations in public chat.



4. Drag files or browse files in the given block.
- N.B. PDF is preferred.**
5. Click "Confirm" in the top right hand corner

Presentation

Cancel

Confirm

As a presenter you have the ability to upload any Office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the left hand side.

Current presentation

Actions

☐ ATC_EM30275009793051.pdf

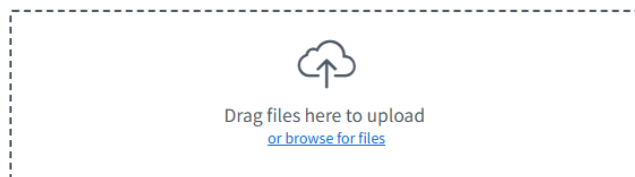


☒ default.pdf

CURRENT



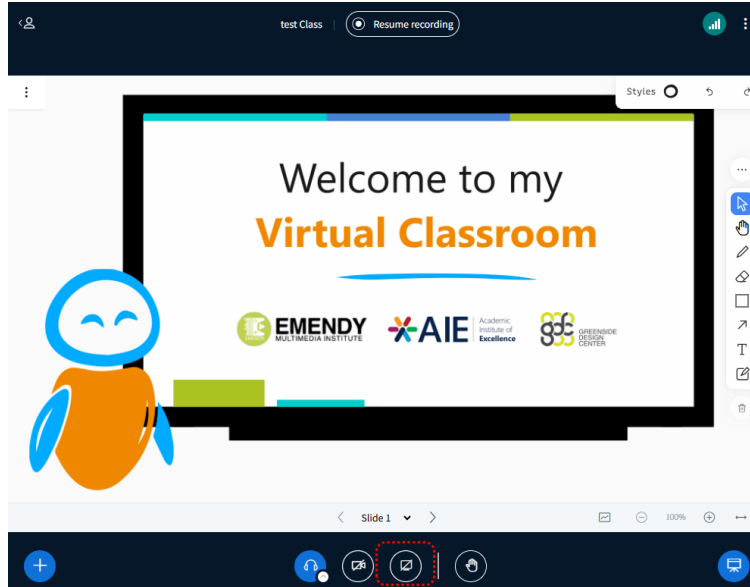
In the "Export options" menu you have the option to enable download of the original presentation and to provide users with a downloadable link with annotations in public chat.



6. Presentation will be uploaded on the screen.

How to Share Your Screen

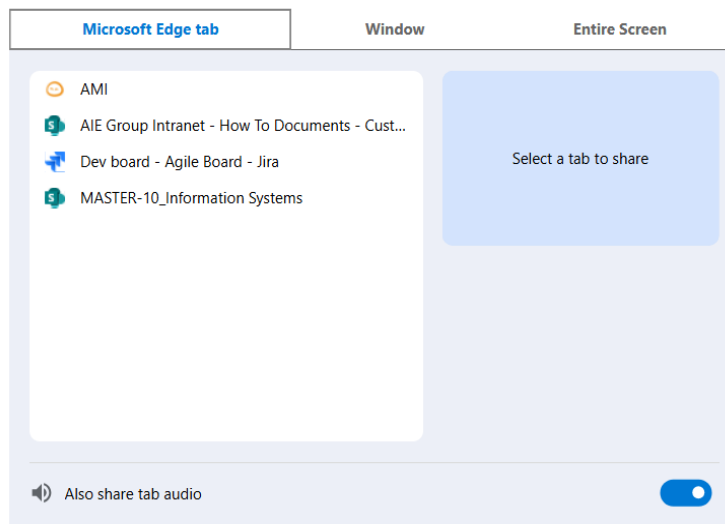
1. Navigate towards the bottom, middle of the screen
2. Click on the icon that replicates a screen/monitor, as outlined in the image below



3. Select a tab to share:
 - a. Browser
 - b. Window
 - c. Entire Screen
4. Once selected share screen option has been chosen, click "Share"

Choose what to share with aiebbb2.dedicated.co.za

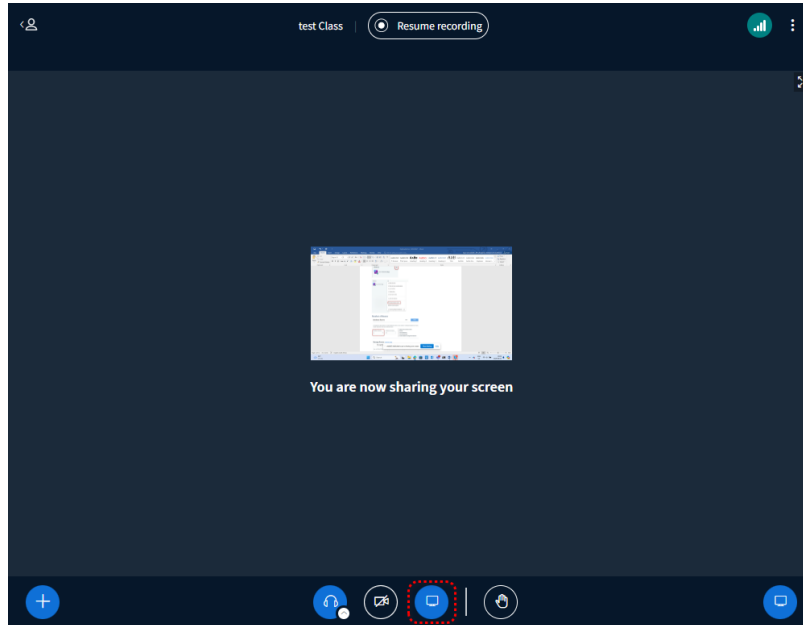
The site will be able to see the contents of your screen



Share

Cancel

5. To stop sharing, click the same blue button used to share screen, as outlined below:

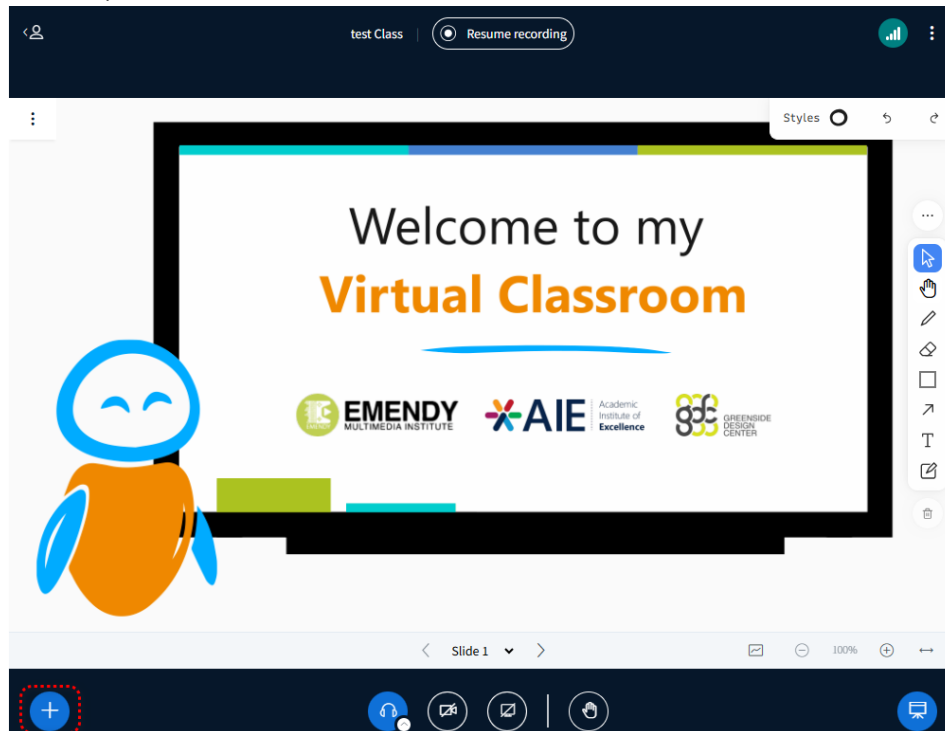


6. NB: Videos should never be shared via screen share. It should be shared via the "Share External Video" option.

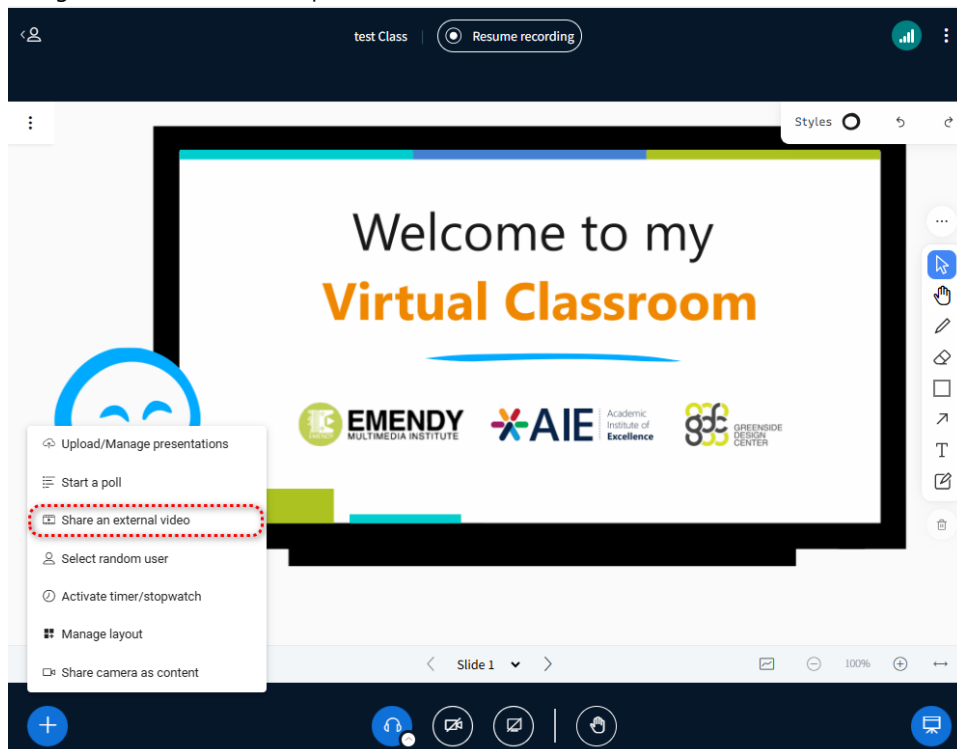
How to Share an External Video

Should a video be shared in the classroom, the link MUST be shared, as indicated through the following steps. Screen share should not be used to share videos.

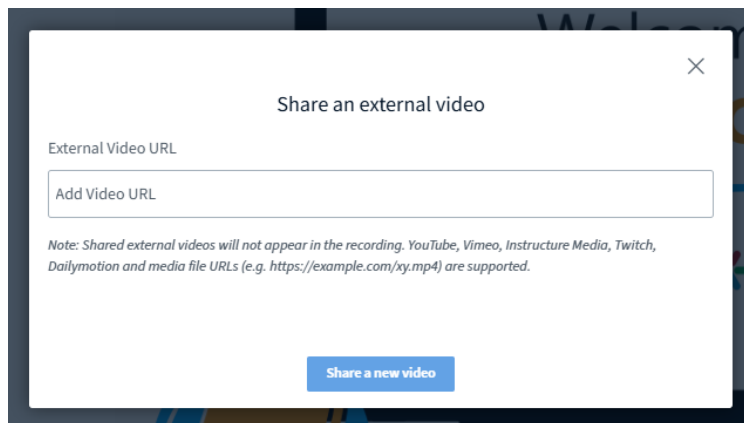
1. Navigate towards the bottom left corner
2. Click the plus (+) in the blue circle



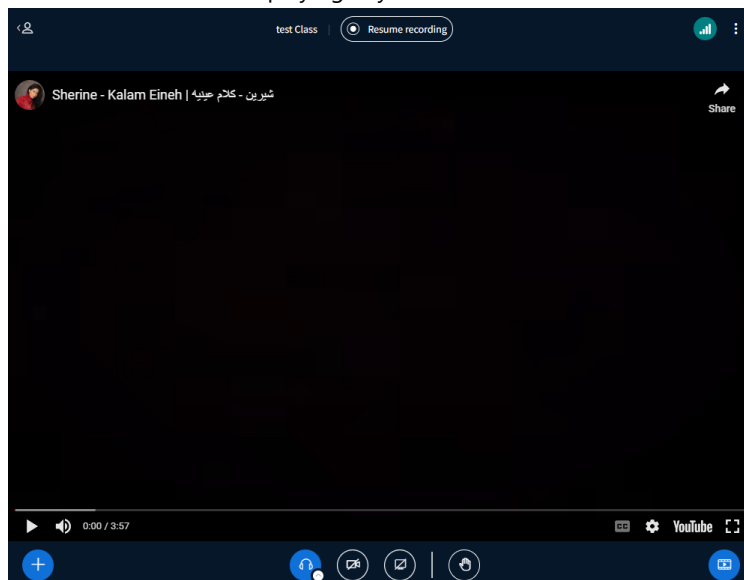
3. Navigate towards the third option, titled "Share an external video", and click into it.



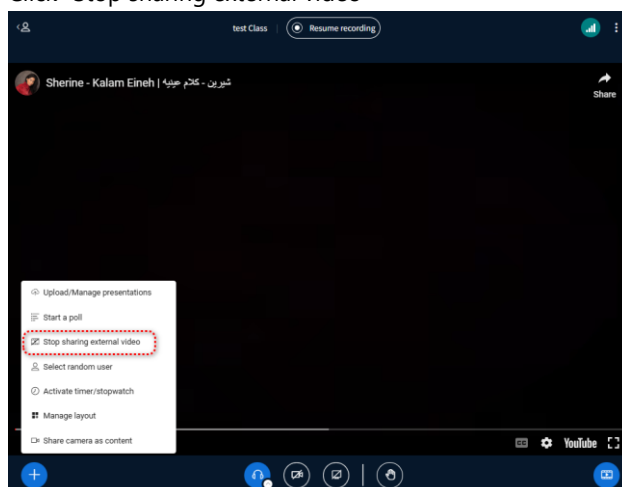
4. The following pop up will appear:



5. Copy and paste the link of the video into the 'Add Video URL' and click the "Share a new video" button in blue
6. The video will then start playing in your class.

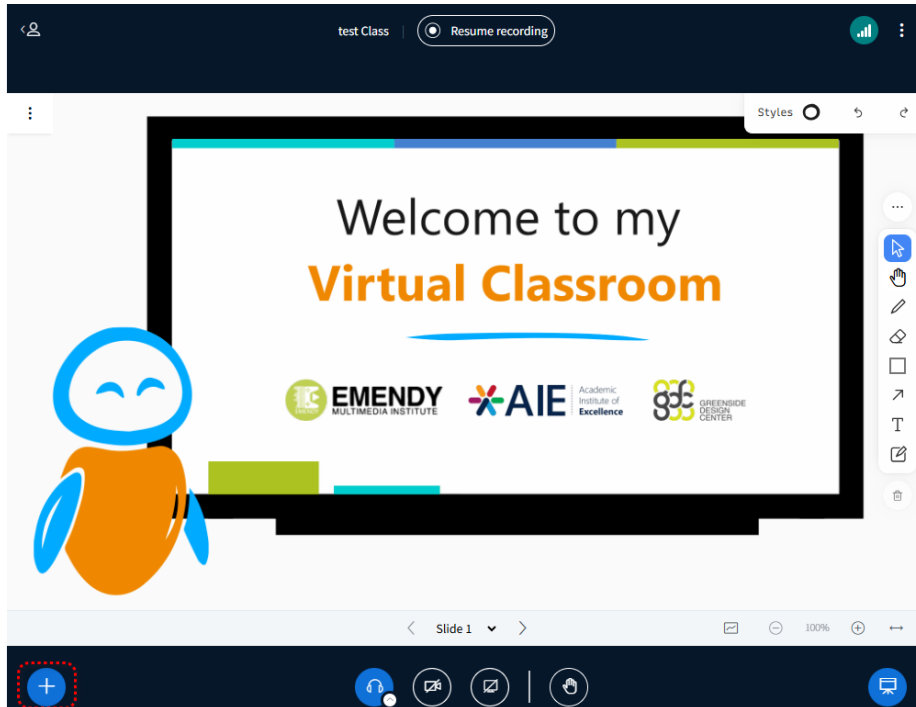


7. To stop sharing the video, navigate towards the bottom left and click the plus (+) in blue
8. Click "Stop sharing external video"

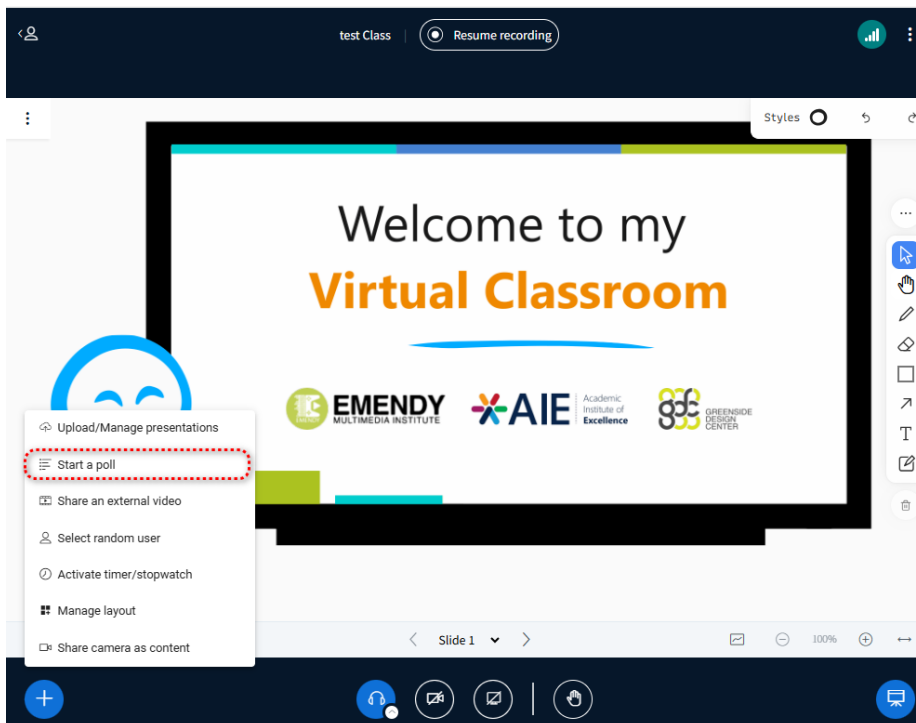


How to Conduct a Poll

1. Navigate towards the bottom left corner
2. Click the plus (+) in the blue circle



3. Click "Start a Poll"



- 4.

5. The following settings will appear next to your messages column:

MESSAGES

Public Chat

NOTES

Shared Notes

POLLING

Polling

USERS (1)

Saar-rahDaliath (You)

Polling

Custom Input OFF

Write your question (optional)...

Response Types

True / False

A / B / C / D

Yes / No / Abstention

Typed Response

6. Enter the question in the "Write your question (optional)" box
7. The following response types are available:
- True/False
 - A/B/C/D
 - Yes/No/Abstention
 - Typed Response
8. Once a response type is chosen, the respective response choices may be entered in the applicable:

Response Types

True / False

A / B / C / D

Yes / No / Abstention

Typed Response

Response Choices

☐ Allow multiple answers per respondent?

A

B

C

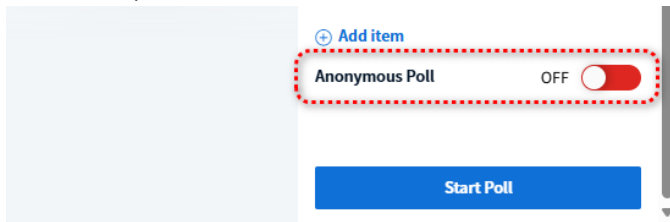
D

Add item

Anonymous Poll OFF

Start Poll

9. An anonymous poll may be created by click the toggle next to “Anonymous Poll”. Individual responses will not be seen.
10. To start the poll, click “Start Poll”.



11. Click “Publish Poll” to upload the results of the poll.

< Polling X

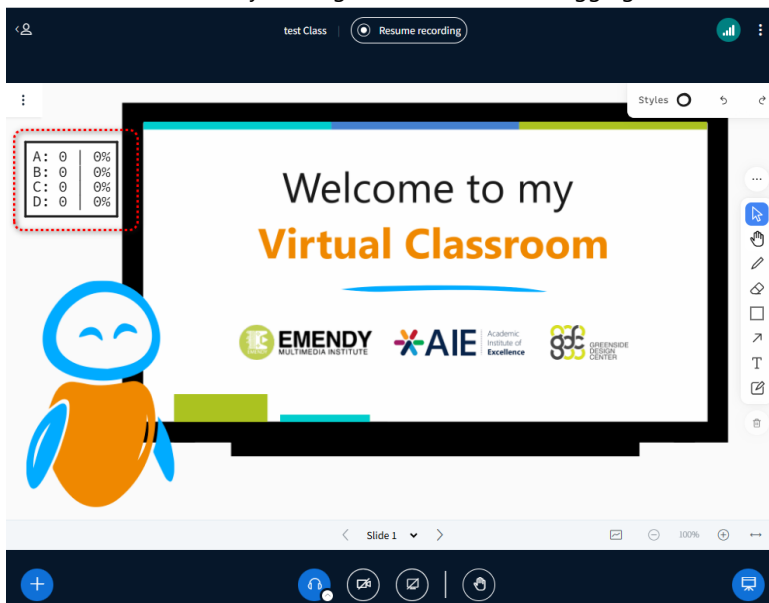
Leave this panel open to see live responses to your poll. When you are ready, select 'Publish polling results' to publish the results and end the poll.

Done		
A	0	0%
B	0	0%
C	0	0%
D	0	0%

Publish poll Cancel

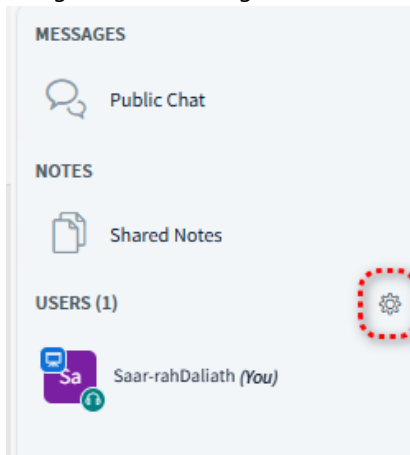
This is an anonymous poll. Individual responses are not shown.

12. Once “Publish Poll” has been clicked, the poll results will appear on the screen. This results table can be moved on the screen by clicking on the table, and dragging it.

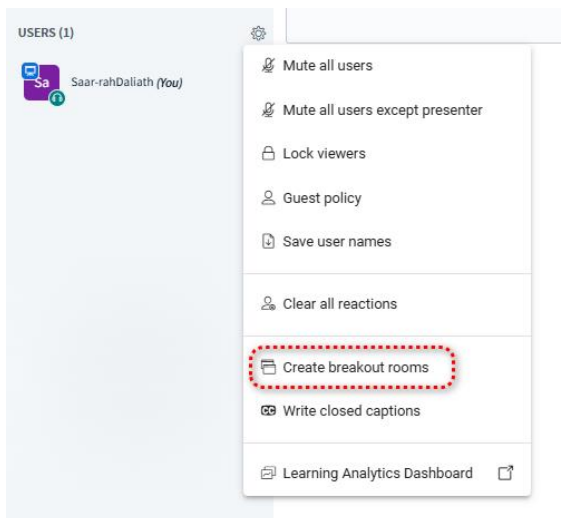


How to Create a Breakout Room

1. Navigate towards the gear icon next to "Users", as outlined below:



2. Click the gear icon
3. Click "Create breakout rooms" as outlined below:



Number of Rooms

1. Number of rooms may be adjusted by clicking the drop down
2. Minimum of 2 rooms may be created
3. Maximum of 16 rooms may be created

Breakout Rooms

Close

Create

Complete the steps below to create breakout rooms in your session. To add participants to a room, simply drag their name to the desired room.

Number of rooms

2

Duration (minutes)

15

- ☐ Allow users to choose rooms
- ☐ Record
- ☐ Save whiteboard
- ☐ Save shared notes
- ☐ Send invitation to assigned moderators

Duration(Minutes)

1. Duration can be adjusted by clicking the arrows in the outlined box below:
2. Minimum duration of breakout room: 5min

Breakout Rooms
Close
Create

Complete the steps below to create breakout rooms in your session. To add participants to a room, simply drag their name to the desired room.

Number of rooms
2

Duration (minutes)
15

☐ Allow users to choose rooms
☐ Record
☐ Save whiteboard
☐ Save shared notes
☐ Send invitation to assigned moderators

Tick box options

- Allow users to choose rooms: allows the students to choose their own breakout rooms, as opposed to being forced into a particular classroom
- Record: Enables recording of individual breakout rooms to be available after the breakout room has ended
- Save whiteboard: saves the whiteboard as a selectable presentation after the breakout room ends.
- Save shared notes: makes the saved notes available as a presentation after the breakout room ends
- Send invitation to assigned moderators: Any assigned guest lecturers are considered moderators. Should this be ticked, the moderators will also be prompted to join a particular breakout room.

Should the options not be ticked, the respective functionalities will not be available after the recordings have ended.

Breakout Rooms
Close
Create

Complete the steps below to create breakout rooms in your session. To add participants to a room, simply drag their name to the desired room.

Number of rooms
2

Duration (minutes)
15

☐ Allow users to choose rooms
☐ Record
☐ Save whiteboard
☐ Save shared notes
☐ Send invitation to assigned moderators

Manage Rooms

1. This is where the assignment of students to rooms is completed
2. Assignment occurs:
 - a. Randomly: System automatically assigns students to a particular room
 - b. Manually: Lecturer assigns the students to a specific room
3. Assigning students is done by dragging the name to the relevant room box

Manage Rooms Randomly assign

Not assigned (1)	Room 1	Room 2
Saar-rahDaliath (You)		

You must place at least one user in a breakout room.

How to Extend a Breakout Room

1. Click the vertical three dots

MESSAGES

Public Chat

NOTES

Shared Notes

BREAKOUT ROOMS

Breakout Rooms
Duration 14:27

USERS (1)

Saar-rahDaliath (You)

< Breakout Rooms

DURATION
14:27

Message all rooms

Room 1 (0) [Join room](#)

Room 2 (0) [Ask to join](#)

2. Click "Change Duration"

< Breakout Rooms

DURATION
13:58

Message all rooms

Room 1 (0) [Join room](#)

Room 2 (0) [Ask to join](#)

Change duration

Manage users

End breakout rooms

- 3.

- The following options will pop up:

< Breakout Rooms
 ⋮

DURATION

13:35

Set duration to (minutes)

- Room 1 (0)**
[Join room](#)
- Room 2 (0)**
[Ask to join](#)

- Duration may be changed under the "Set duration to (minutes)" option

How to Broadcast a message to the breakout Rooms

- Click the textbox below and enter the relevant message:

< Breakout Rooms
 ⋮

DURATION

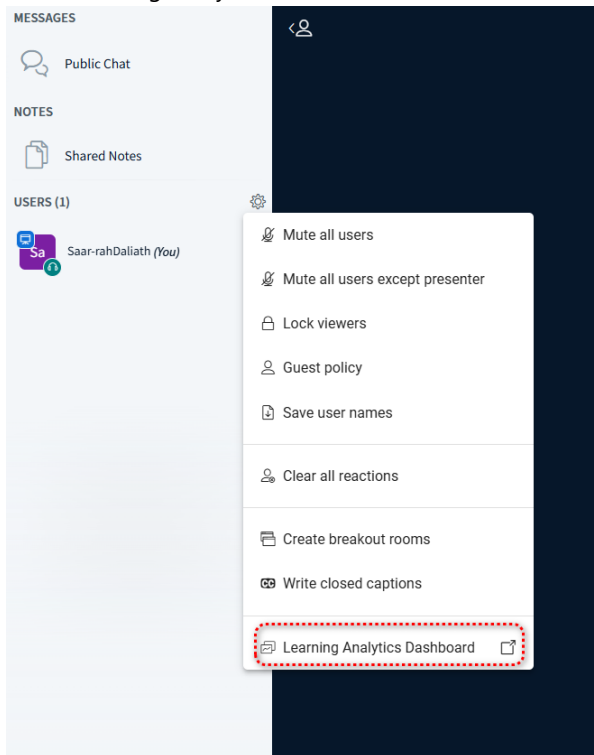
13:11

Room 1 (0)
[Join room](#)

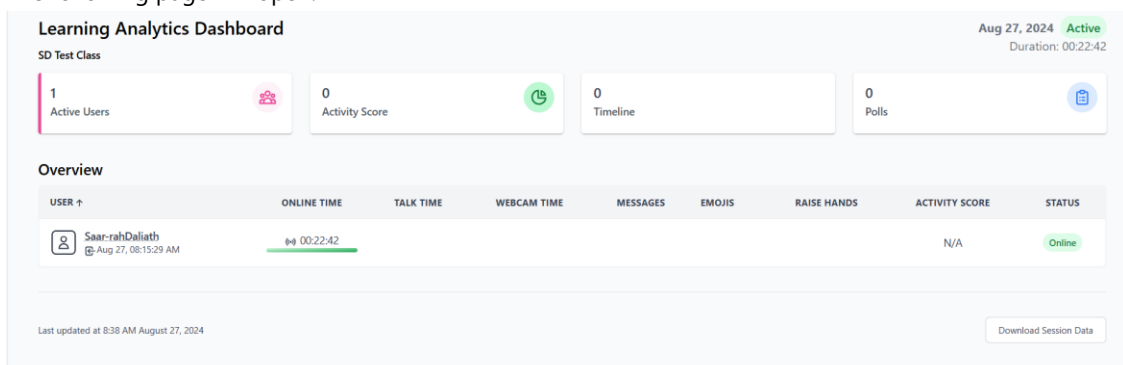
Room 2 (0)
[Ask to join](#)

Class Analytics

1. Click the settings icon
2. Click "Learning Analytics and Dashboard"



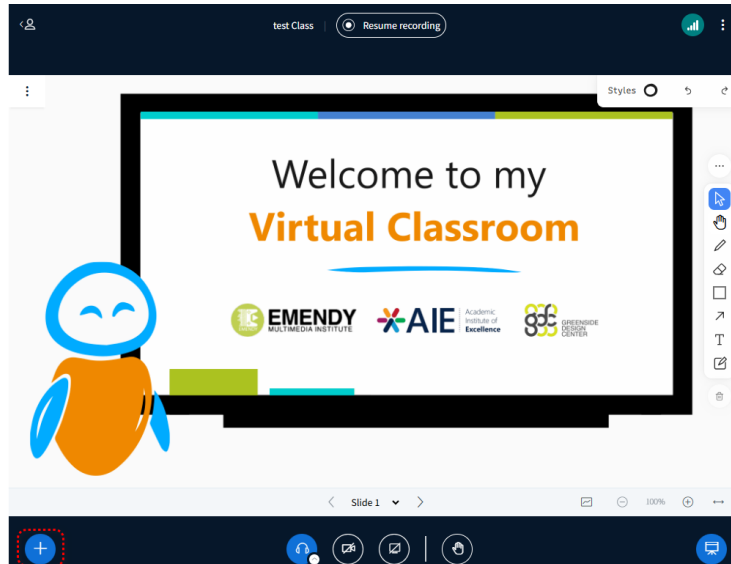
3. The following page will open:



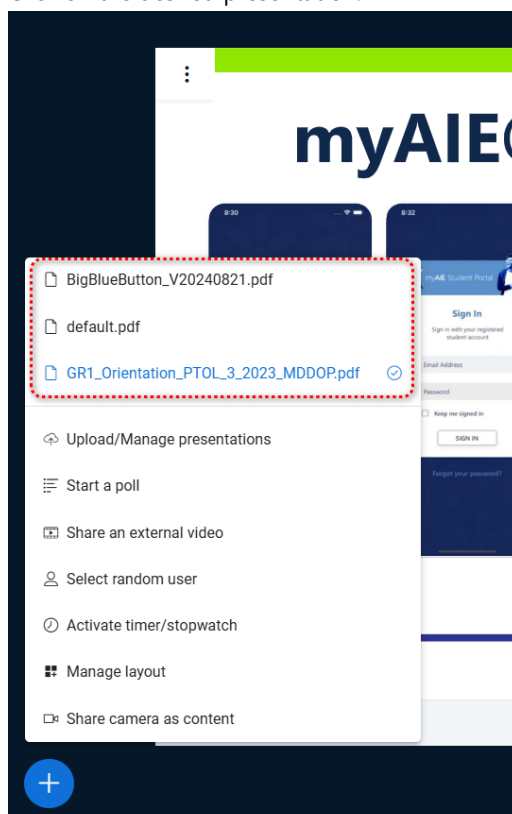
4. The analytics of the class will reflect on the page above.

How to Change the Presentation File

1. Navigate towards the bottom left corner
2. Click the plus (+) in the blue circle

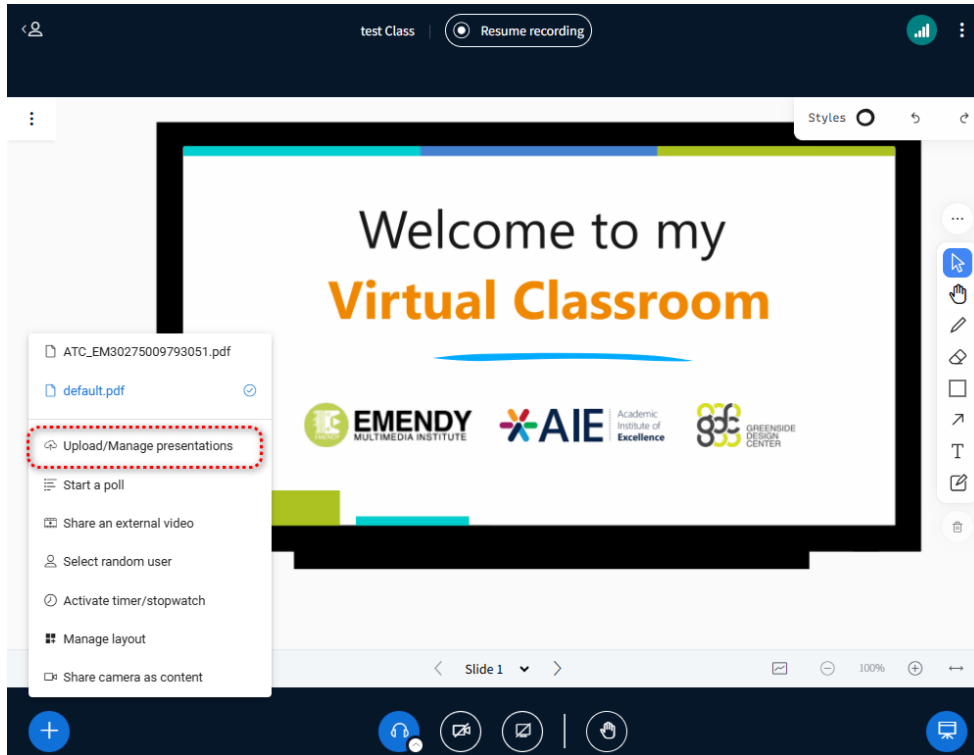


3. Click on the desired presentation:

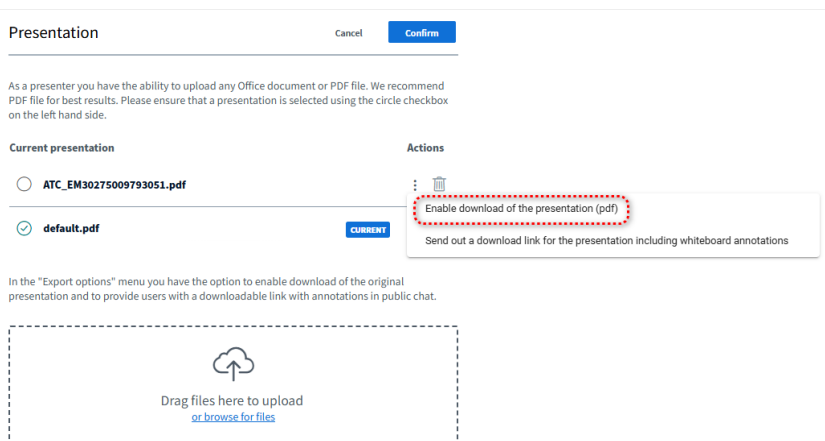


How to Make Your Slides Downloadable

1. After uploading the slides, navigate back towards the plus (+) in the bottom left corner and click upload/manage presentations:



2. Click the three vertical dots and click "Enable download of the presentation (pdf)":



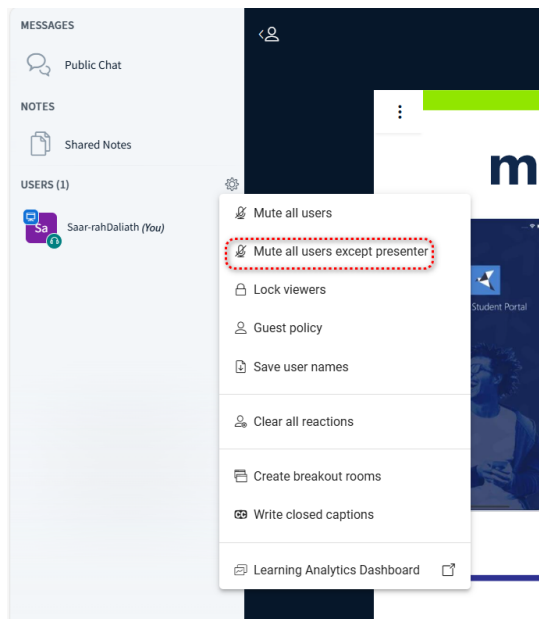
3. The following notification will pop up once successful change to setting has been complete:



Settings

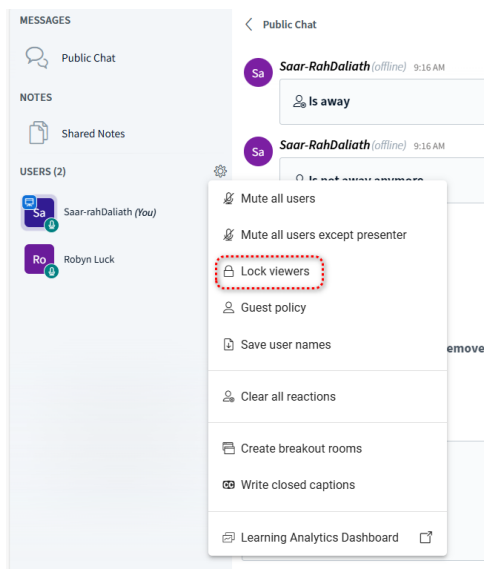
Mute Users Except Presenter

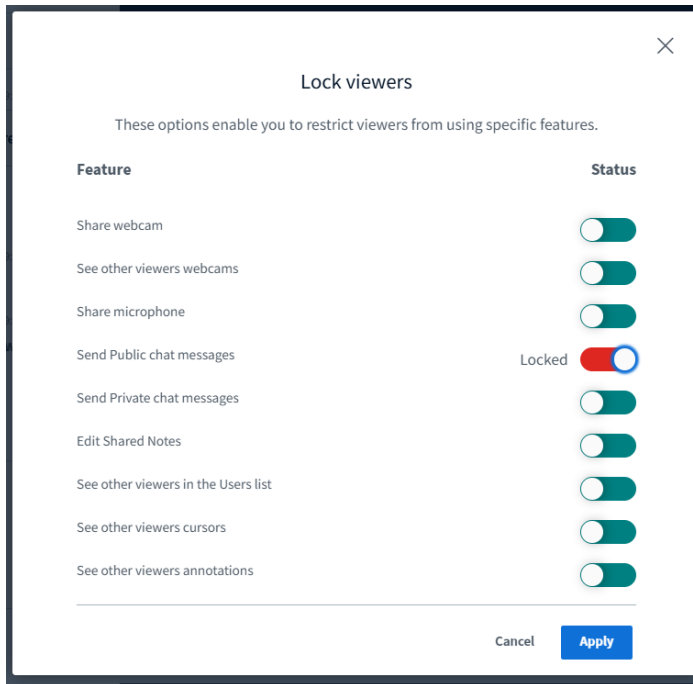
This option mutes everyone in the class except the person that is presenting



Disable Chat

1. Click the settings icon
2. Click "Lock Users"

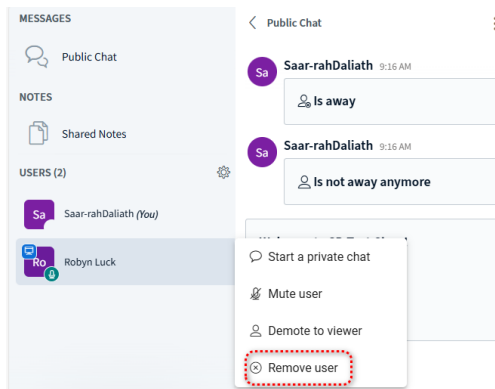




3. Click the toggle next to "Send Public Chat messages"
4. Once it says "Locked" and the toggle changes to red, it will be disabled.

Remove a User

1. Click the user
2. Click remove user:



How to End a Class

1. Navigate towards the top right hand corner
2. Click the three vertical dots



3. Navigate towards the "End Meeting" option in the red block and click
4. Click "Leave Meeting" thereafter

