

# **BIG BLUE BUTTON**

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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:



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:
	く名 SD Test Class ① 00:10
2.	The following pop up will appear:
	×
	Pause recording
	Are you sure you want to pause the recording? You can resume by selecting the record button again.
	Yes No
3	Click Yes
4.	The following are indicative of the paused recording:
	SD Test Class   Resume recording
	This session is not being recorded ×
5.	In order to resume, click "Resume recording"
6.	The following pop up will appear.
	$\times$
	Resume recording
	You can select the record button again later to hause the recording
	Tou can select the record button again tater to pause the recording.
	Yes No
_	

7. Click "Yes"



3.

# How to Upload a Presentation

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





Presentation	Cancel	Confirm
As a presenter you have the ability to upload any Office docu PDF file for best results. Please ensure that a presentation is on the left hand side.	ment or PDF file. We i selected using the cire	recommend cle checkbox
Current presentation		Actions
✓ default.pdf	CURRENT	: 🔟
presentation and to provide users with a downloadable link	with annotations in p	ublic chat.
Drag files here to uplo	ad	

- 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	C	Confi	irm
As a presenter you have the ability to upload any Office document or PDF file for best results. Please ensure that a presentation is selecte on the left hand side.	or PDF file. d using th	We rec e circle	omm chec	iend kbox
Current presentation			Acti	ions
O ATC_EM30275009793051.pdf			:	Ŵ
⊘ default.pdf	CUR	RENT	:	
In the "Export options" menu you have the option to enable downly presentation and to provide users with a downloadable link with ar	oad of the motations	origina in publ	l lic ch	at.
Ŷ				
Drag files here to upload <u>or browse for files</u>				

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





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.



3.

## 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



4. The following pop up will appear:



		$\times$
	Share an external video	
External Video URL		
Add Video URL		
Note: Shared external video Dailymotion and media file	s will not appear in the recording. YouTube, Vimeo, Instructure Media, Twitch, URLs (e.g. https://example.com/xy.mp4) are supported.	

- 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"

٤	test Class   ( Resume recording)	:
ينبه   Sherine - Kalam Eineh	شيرين - کلام ع	Share
		311016
Upload/Manage presentations		
i≓ Start a poll		
🗷 Stop sharing external video		
·		
Select random user		
<ul> <li>Activate timer/stopwatch</li> </ul>		
Manage layout		
□= Share camera as content		🚥 🌣 YouTube []
•		<u> </u>



4.

# How to Conduct a Poll

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





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

MESSAGES	< Polling $ imes$
Republic Chat	Custom Input OFF
NOTES	
Shared Notes	Write your question (optional)
POLLING	
Polling	
USERS (1)	Response Types
Saar-rahDaliath (You)	True / False
	A/B/C/D
	Yes / No / Abstention
	Typed Response
	۷۷

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

Public Chat	Response Types
NOTES	True / False
Shared Notes	A / B / C / D
POLLING	Yes / No / Abstention
USERS (1)	Typed Response
Saar-rahDaliath (You)	Response Choices
_•	Allow multiple answers per respondent?
	A
	в
	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		$\times$
Leave this panel open to s your poll. When you are re polling results' to publish the poll.	ee live respo ady, select the results a	onses to Publish and end
Done		
А	0	0%
В	0	0%
с	0	0%
D	0	0%
Publish poll	Can	cel

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:

USERS (1)	ø
Saar-rahDaliath (You)	🖉 Mute all users
<b>••••</b>	
	A Lock viewers
	은 Guest policy
	Save user names
	Sclear all reactions
	C
	Create breakout rooms
	Write closed captions
	🗇 Learning Analytics Dashboard 🛛 📑

#### 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 simply drag their name to Number of rooms	v to create breakout room o the desired room. Duration (minutes) 15	s in your session. To add Allow users to choo Record Save whiteboard Save shared notes Send invitation to a	participants to a room se rooms ssigned 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 Room	5	Close	Create
Complete the steps belo simply drag their name	w to create breakout roon to the desired room.	ns in your session. To add pa	articipants to a room,
Number of rooms	Duration (minutes)	Allow users to choose     Record	rooms
2 🗸	15	Save whiteboard	
		Save shared notes	
		Send invitation to ass	igned 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 ticket, the respective functionalities will not be available after the recordings have ended.

IS	Close	Create
ow to create breakout room to the desired room. Duration (minutes) 15	ns in your session. To add partic Allow users to choose roo Record Save whiteboard Save shared notes Send invitation to assigned	ipants to a room, ms ed moderators
	NS low to create breakout room to the desired room. Duration (minutes) 15	Close

#### 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



Not assigned (1)	Room 1	Room 2
ar-rahDaliath <i>(You)</i>		

### How to Extend a Breakout Room

1. Clio Me	ck the vertical three dots	5	Breakout Rooms	0
NO	Public Chat		DURATION 14:27	
[	Shared Notes			
BR	EAKOUT ROOMS		Message all rooms	
Ē	Breakout Rooms Duration 14:27			
US	ERS (1)	ţŷ}	Room 1 (0)	Join room
Ę	Saar-rahDaliath (You)		Room 2 (0)	Ask to join

2. Click "Change Duration"





4. The following options will pop up:



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

### How to Broadcast a message to the breakout Rooms

1. Click the textbox below and enter the relevant message:

< Breakout Rooms	:
DURATION	
13:11	
Message all rooms	
Room 1 (0)	Join room
Room 2 (0)	Ask to join



### **Class Analytics**

3.

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

SSAGES	<u>ح</u>					
Public Chat						
TES						
Shared Notes						
ERS (1)	¢					
Sa Saar-rahDaliath (You)						
<b>6</b>		nter				
	Lock viewers					
	A Guest policy					
	Save user names					
	ය. Clear all reactions					
	🖶 Create breakout rooms					
	Write closed captions					
	☑ Learning Analytics Dashboa	rd 🖸				
e following page	will open:					
Learning Analytics Da	shboard				Aug 2	7, 2024 Ac
SD Test Class						diddon. oo.
1 Active Users	8 0 Activity Score	0 Timeline		0 Polls		
Overview						
USER ↑	ONLINE TIME TALK TIME	WEBCAM TIME MESSAGE	EMOJIS	RAISE HANDS	ACTIVITY SCORE	STATUS
Saar-rahDaliatb @ Aug 27, 08:15:29 AM	(iv) 00:22:42				N/A	Online
Last updated at 8:38 AM August 27, 2024					Dov	mload Session D

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





## 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)":

Presentation	Cancel	Confirm
As a presenter you have the ability to upload any Office document or PDF file for best results. Please ensure that a presentation is selected on the left hand side.	PDF file. We re using the circl	commend e checkbox
Current presentation		Actions
O ATC_EM30275009793051.pdf		Enable download of the presentation (off)
⊘ default.pdf	CURRENT	Send out a download link for the presentation (put)
In the "Export options" menu you have the option to enable downloa presentation and to provide users with a downloadable link with an	ad of the origin notations in pul	al Olic chat.
<u>ආ</u>		
Drag files here to upload or browse for files		

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"

Saar-RahDaliath (offline) 9:16 AM Saar-RahDaliath (offline) 9:16 AM Saar-RahDaliath (offline) 9:16 AM (Mute all users Wute all users except presenter
Saar-RahDallath(offline) 9.16 AM
So Saar-RahDaliath (offline) 9-16 AM
Mute all users except presenter
Mute all users Mute all users Mute all users except presenter
Mute all users except presenter
Lock viewers
Guest policy
) Save user names emove
Clear all reactions
Create breakout rooms
Write closed captions
P Learning Analytics Dashboard ☐



Lock vie	wers
These options enable you to restrict vie	ewers from using specific features.
Feature	Status
Share webcam	
See other viewers webcams	
Share microphone	
Send Public chat messages	Locked
Send Private chat messages	
Edit Shared Notes	
See other viewers in the Users list	
See other viewers cursors	
See other viewers annotations	
	Cancel Apply

- 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

