

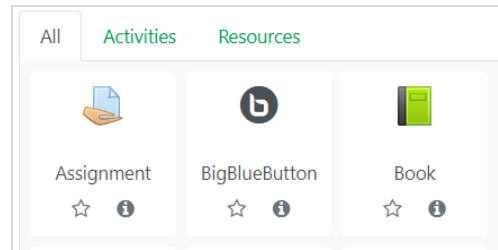
## BigBlueButton<sup>(v 2.7)</sup> – Instructor Quick Reference Card

BigBlueButton (BBB) is a browser-based online class or meeting platform. Recommended browsers are the latest versions of Chrome, Firefox, or Edge on desktops/laptops and the built-in Chrome browser on Chromebooks. **To join a session from a mobile device, click a link within a browser or a mobile app (such as Moodle Mobile). BBB will run within Mobile iOS (12.2+) and Mobile Android (6.0+).**

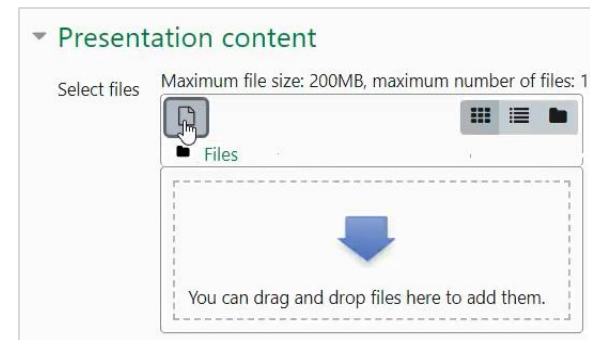
### Setting up BigBlueButton in your Moodle Course

#### + Add an activity or resource

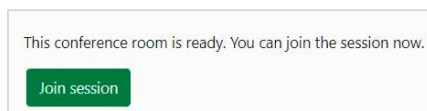
If a BBB room is not already present in your course, turn editing on in Moodle and click **Add an activity or resource**. Select the BigBlueButton activity and specify the title, description, and other details.



You can upload presentation content (1 file) from the BBB activity settings. Edit the max file size in **Course Administration/Edit Settings/Files and uploads**. Alternatively, you can upload your presentation content from within the BBB session.



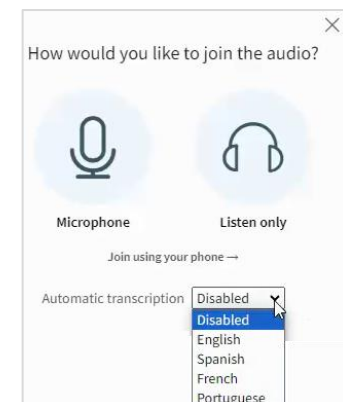
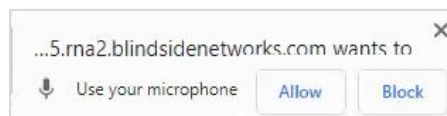
### Joining a Session and Audio Check



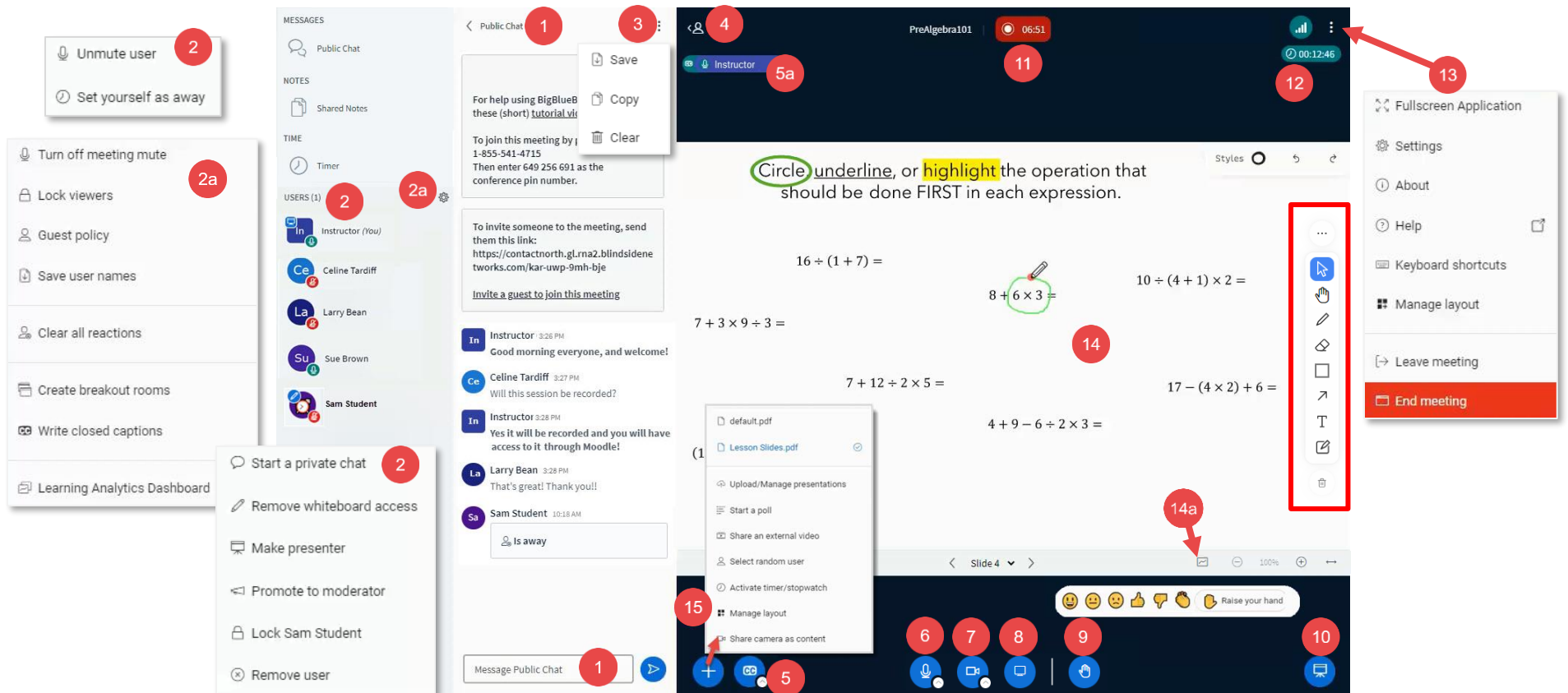
Open the BBB activity from Moodle and click **Join Session**.

Select the microphone icon to speak using your computer's audio. To enable automatic transcription, select a language from the Automatic transcription drop-down menu.

You may need to give permission for BBB to use your microphone. Click Allow.



# BigBlueButton Instructor Interface



- 1 Click to open/close **Public Chat** (and Shared Notes, Private Chats and Time, if enabled). Type chat messages in area at bottom of chat panel.
- 2 Click your name to **set status** to away. Click again to set yourself as active. Click a participant name to start a **private chat** or to change participant access to tools.
- 2a Click the **Users settings wheel** to access global user settings, clear reactions, Breakout Rooms, Captioning settings, and the Learning Analytics Dashboard.
- 3 Click the ellipsis menu to Save, Copy, or Clear chat messages.
- 4 Click the user list icon to toggle between side panel and presentation area views.
- 5 If enabled, click **CC button** to display closed captioning.
- 5a Current speaker indicator. If CC is included, this participant's audio is being transcribed.
- 6 **Mute/unmute** your microphone. Click up arrow to change your microphone or speakers.
- 7 Turn your **webcam** on or off. When on, click the up arrow to access advanced settings and visual effects.
- 8 Share the contents of your screen. Select to share entire screen, window, or a single Chrome tab.
- 9 Click to access Reactions bar and Raise your hand button. Selected emoticon is displayed after a brief animation. Click again to deactivate or Lower your hand.
- 10 Click to minimize presentation area to show camera(s). Click again to restore.
- 11 Start/Pause recording of the session.
- 12 Activity timer or stopwatch indicator.
- 13 Click the ellipsis menu to access room settings and to End [for all] or Leave [only you] the session.
- 14 Presentations, whiteboards, shared screens are shown in this area. Use the markup tools shown on the right to annotate content.
- 14a Click to turn multi-user whiteboard on (gives all users access to tools).
- 15 Click the + sign to access Presenter tools.