

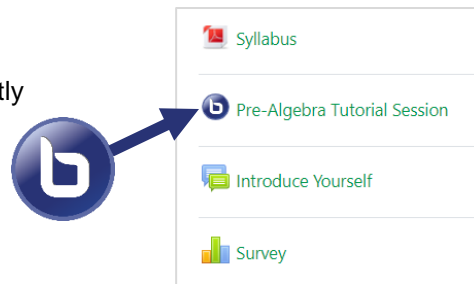
## BigBlueButton(v2.7) - **Learner** Quick Reference Card

BigBlueButton (BBB) is a browser-based online class/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+).**

### BigBlueButton in your Moodle Course

BigBlueButton sessions are accessed directly from your Moodle course.

Look for the BBB logo in course activities.



### Joining a Session

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

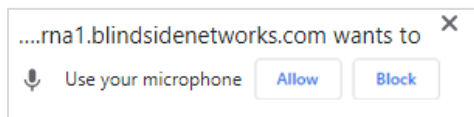
This conference room is ready. You can join the session now.

[Join session](#)

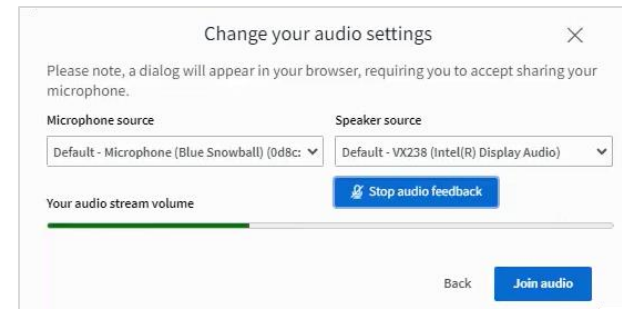
### Audio Check

When you join a BigBlueButton session select the microphone option to use your computer's audio. To enable automatic transcription, select a language from the Automatic transcription drop-down menu.

Note that you may need to give permission for BBB to use your microphone. Click **Allow**.



Select your microphone and speaker source from the pop-up message box. Speak a few words to confirm connection – you should hear your echo and see a green volume level indicator. Click **Join audio**.



# BigBlueButton(v2.7) Learner Interface

- 1 Click to open/close Public Chat or Shared Notes (if enabled) panels. Private chats will also be listed if enabled. Type message in area at bottom of chat panel and click the Send arrow.
- 1a Click the ellipsis menu to Save or Copy chat messages.
- 2 Click your name to set status to away. A timer on your name icon and a message in public chat indicate to others you have stepped away. Click again to set yourself as active. Click a participant name to start a private chat with them (if enabled).
- 3 Click the user list icon to toggle between side panel and presentation area views.
- 4 Content (e.g. PowerPoint presentations, PDF's, whiteboards, images, shared screens) are shown in this area.
- 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 If enabled, use the tools shown on right to add markups to content.

- 6a Click Styles to change colour and size of markups.
- 7 Mute/unmute your microphone. Click up arrow to change your microphone or speakers.
- 8 Turn your webcam on or off. When on, click the up arrow to access advanced settings and visual effects.
- 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 Minimize/maximize the presentation area when webcam images are on.
- 11 If the session is being recorded it will be indicated here.
- 12 Activity timer or stopwatch (if enabled).
- 13 Click the ellipsis menu to access room settings and to Leave the session.