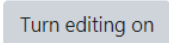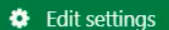# BigBlueButton - Instructor Checklist and Tips for Getting Started

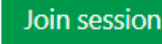## 1 | One Time – If BBB is not already in your Moodle course

- ☐ Login to Moodle and open the course associated with your BBB session. `Turn editing on`
- ☐ Enable **editing** and add a BigBlueButton activity. Adjust room settings. **+** Add an activity or resource
- ☐ *(Optional):* **Upload a presentation file** (PPT, PDF, images, video) to the BBB session room. (Use `⚙ Edit settings` to change file later). ▾ Presentation content
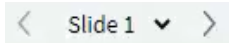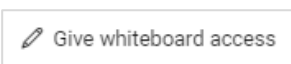
2 | Just prior to your session

- ☐ **Plug in** your headset or speakers & microphone; **Login** to your Moodle course and join the session. `Join session`
- ☐ Audio settings pop-up: confirm your **Microphone** and **Speaker choices,** test, make adjustments as necessary. **Join audio.**
- ☐ **Test your webcam** by clicking the webcam icon and adjust settings.
- ☐ ⊕ Use the Actions button to **upload content.**
- ☐ Adjust Lock Viewers settings to allow/restrict participants from using specified features. ⚙ `🔒 Lock viewers`
- ☐ Set up annotation tools (tool, colour, font/size).

3 | It's GO time!

- ☐ **Start Recording**. Confirm that you are recording by the red dot. `⦿ 00:09`
- ☐ **Unmute your microphone**. Ask for a **thumbs up** if participants can hear you (look through Users list to confirm).
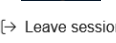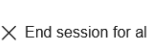- ☐ If microphones are locked, **unlock** specific users or **unlock for all** in Settings/Lock Viewers. `🔓 Unlock Jim` `Share microphone  Locked  ⬅`
- ☐ `‹ Slide 1 ▾ ›` Click through slide content, whiteboards, or share screen.
- ☐ ⊕ Use the **Actions** button to **upload more content,** set up a **Poll,** share a **Video, Timer**
- ☐ **Add markups** to slide content by using annotation tools.
- ☐ Toggle multi-user whiteboard 〰 or give access to individual users. `✎ Give whiteboard access`
- ☐ 💬 `Public Chat 1` **Scan** for message notifications in the Messages panel, monitor the Users list for **raised hands** and other feedback. **Raised Hands** LeeManion raised hand

4 | It's a WRAP!

- ☐ *Recommended:* Click the red **Leave** in the upper right corner and select **End session for all**. All participants will be removed. `[→`
- ☐ **OR if you alone need to leave**, exit by selecting **Leave Meeting**. [→ Leave session   ✕ End session for all

BigBlueButton Video Tutorials - **Contact North Technical Helpdesk 1-888-850-4628**