

BigBlueButton(v 3.0) – Instructor Quick Reference Card

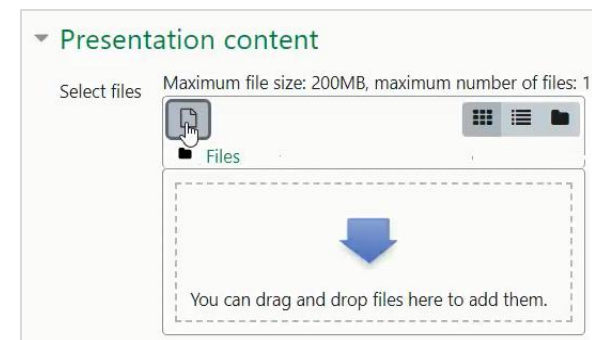
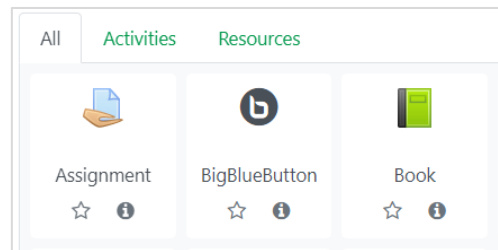
BigBlueButton (BBB) is a browser-based online class or meeting platform. Recommended browsers are the latest versions of Chrome, Firefox, or Edge on desktops/laptops and the built-in Chrome browser on Chromebooks. **To join a session from a mobile device, click a link within a browser or a mobile app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



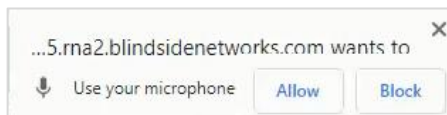
Joining a Session and Audio Check

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

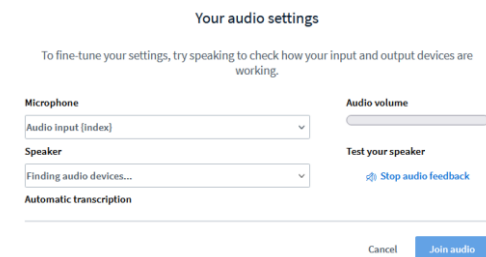
Join session

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

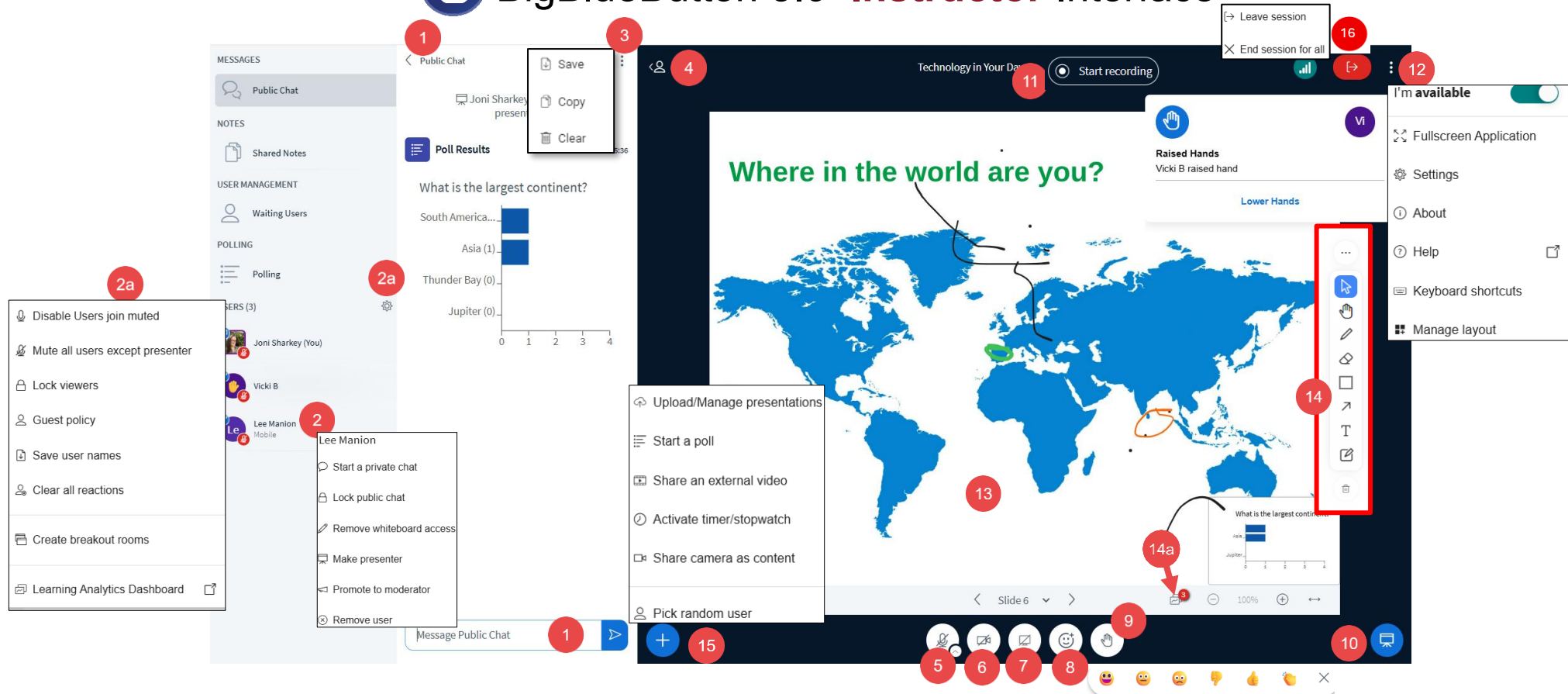
You may need to give permission for BBB to use your microphone. Click **Allow**.



From the audio settings pop-up, confirm your **Microphone** and **Speaker** choices, test, make adjustments as necessary. **Join audio..**



BigBlueButton 3.0 Instructor Interface



- 1 Click to open/close **Public Chat panel** (and **Shared Notes, Private Chats and Timer**, if enabled). Type chat messages in area at bottom of chat panel.
- 2 Click a participant name to start a **private chat** or to change participant access to tools.
- 2a Click the **Users settings wheel** to access user settings, clear reactions, create breakout rooms, 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 **Mute / unmute** your microphone. Click up arrow to change your microphone or speakers.
- 6 Turn your **webcam** on (and **Allow**) or off. Choose a background.
- 7 **Share your screen** - select to share entire screen, window, or a single Chrome tab.
- 8 Click to access **Reactions** bar and emoticons. X to clear the emoticon.
- 9 **Raise your hand.**
- 10 Click to **minimize presentation area** to show camera(s). Click again to restore.
- 11 **Start / Pause / Resume recording** of the session.
- 12 Click the ellipsis menu to indicate you're **available / away**, access **room settings** and **manage layouts**.
- 13 Presentations, whiteboards, shared screens are shown in this **media window**.
- 14 Use the **markup tools** shown on the right to annotate content.
- 14a Click to turn **multi-user whiteboard** on (gives all users access to markup tools). Or, click over a participant name to give / remove individual whiteboard & markup access.
- 15 Click the **+** sign to access Presenter tools: **upload content, start a poll, external video (e.g., YouTube), timer...**
- 16 Click the red **Leave** icon and select **End session for all**. All participants will be removed. Or **Leave Session** if only you are leaving.