BigBlueButton for online meetings and teaching @ Institut für Geowissenschaften, JGU – a quick guide

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Entering BigBlueButton

Online-lectures rooms at the Institut für Geowissenschaften are here XXXXXXXXX. Note, this server really is for teaching purposes only.

Any other video web-conference should use BBB on XXXXXXXX. This server can also be used by students.

If you are following an invitation link

Landing page

To join a meeting
Type your name and click “Start” (“Teilnehmen”). You **DO NOT need to register** or log on in any other way then simply following the invitation link given to you!
If you already have some meeting rooms or want to create a new room
(you need to register first)

Landing page
If you have not created your own room yet, only the Home Room will be displayed.

To join a meeting
Click on the meeting name, then ‘Start’

To invite others to join a meeting
Click on the meeting name, then copy the link in the ‘Invite Participants’ window and email it to the people you want to join

Creating a new room
- You can adjust how participants enter the meeting
- You can optionally generate an access code that is then necessary along with the invitation link to enter the meeting
Starting and ending a meeting

Starting
You enter the meeting room after granting your browser access to your microphone and webcam (remember to use *low quality* to save bandwidth). Select *microphone* option and *allow access to microphone*.

Ending
Ending a meeting is via the three dots at top right of the screen (I can never find this). Either choose *end meeting* or *logout*. In the latter case you can login to the same session. This is important if you a recording your session. You will end up with a single recording. *End meeting* will finally terminate the recording.

Managing audio settings
Speak. You should hear an echo of yourself. If you do not, click *no*, and change the input and output devices. I always have to do this, and select my *internal microphone*, then click *retry* and go through the same echo test procedure again. Then, when I click *yes*, the meeting initiates.
Meeting options

Once meeting starts, I first share microphone via the button centre bottom of screen. You can also hide or show presentation at its top right.

Sidebar has options to manage participants. Note the option to Create breakout rooms is here.

Clicking Public chat opens the public chat if not displayed.

Sharing content

General remarks on sharing content

• You need presenter privileges to share content.

• There are essential two ways to do this: share a screen or window, or directly upload your document.

• Presenting PowerPoint documents by sharing screen/window allows you to use the full functionality of PowerPoint files including animations and embedded multimedia content.
Note, your shared screen window in BBB will occupy the same space as the whiteboard window does. To use the whiteboard, you need to quit the share screen mode and return to it once you done with the whiteboard. Alternatively, truly sharing a screen rather than a window, you can pop up a blank page from any software that allows you to draw.

- If you upload your presentation, you can present it directly within the BBB-window. This allows you to edit it (draw, type) using the whiteboard tools. If you record the session, BBB generates a thumbnail preview from the slides, which allow the viewer to select a particular part of the recording by it slide. As a disadvantage, you lose any animation or embedded multimedia content (if you had any) from your original ppt-file, as it will be converted to pdf (see above).

- If you should experience a short internet break down, BBB will apparently reconnect you with the room automatically. However, even with your microphone turned on, you may not be audible to other participants. Check for the icon at the left top, otherwise you may be holding a muted monologue.

### Share Screen

Via the share screen button centre bottom of main window. Option is only available to the person with presenter privileges. If you cannot see it, click on your name at left and take presenter. To allow another user to share their screen, click on their name at left and assign presenter.

Note you can select to share entire screen, or just an application window.

Also note, that sharing a screen is not a good option for sharing videos from another application as the sound will not be transmitted. Instead, use the share an external link option (see below) to share videos.
Sharing content such as presentations and videos

Via the *actions* button at lower left

“Upload a presentation” allows you to upload documents of various formats that will then be converted into pdf-format. You’ll always go best by directly uploading a pdf of your ppt-file.

Use *share an external video* to directly stream a *video* directly via *YouTube*, *Vimeo*, *Instructure Media*, *Twitch* and *Daily Motion* in the presentation window.
Starting a poll

Via the action button you can also *start a poll*. This opens a side bar to choose the type of poll. You need to have the questions ready, e.g., in your presentation or a whiteboard slide. The results can be displayed on the whiteboard or your uploaded presentation. They cannot be displayed in the *shared screen* mode.

Using the whiteboard/presentation area

As default a pdf containing the initial “Big Blue Button” page (slide 1) together with 5 additional blank slides to be used as *whiteboard* are loaded into BBB. If you need *more blank pages* as whiteboard, simply *upload a pdf containing the required number of blank pages*. You can zoom in and out in your presentation area using the mouse wheel or the $\oplus$ and $\ominus$ buttons at the lower left.

Annotation tools are always available at the RHS of the main window of the presenter, *unless* you are in the *share screen* mode. They work well. All users (e.g. your students as well) can use these on the same presentation as long as you *turn multiuser whiteboard on*.

If you have *minimized* your presentation area you can *retrieve it* by clicking the button at the lower right corner.
Promoting participants to moderators or make presenters

Click on the participants name and “promote to moderator”, or “make presenter"

A moderator can:
• start recording
• change the role of participants
• make her/himself presenter

Breakout-rooms

Click manage participants and create breakout room. Choose number of breakout rooms and duration. You can assign students to rooms or have them decide. Anyone in a breakout room has moderator privileges.

You can end the breakout rooms any time.
Recording

- BBB records video, audio, presentation and chat
- If you have used a presentation you previously uploaded, BBB generates a thumbnail preview from the slides, which allow the viewer to select a particular part of the recording by it slide
- Remember: if you quit the meeting by logging out you can continue the same recording once you log in again, if you end the meeting the recording is finally terminated.
- Converting and processing the recorded data takes a long time! Once its done, you’ll find the record on the startpage of your meeting room.

Settings

Important features you may wish to change in the setting options are the type of notification (sound, pop-up window) for chat messages and new participants entering the room.

Note, these are global settings that affect all your rooms.