

BigBlueButton Presenter Manual

- This is a very brief manual to get you started. Before your first videoconference, please have a look at the resources that are listed at the end of this document. System requirements are also listed at the end of this document.
- To fully participate (and present) in a videoconference you need:
 - a webcam and headset, OR
 - a pair of headphones and a webcam with built-in microphone

The use of pc speakers in combination with a pc mike is strongly discouraged because of acoustic feedback. If you do not have a webcam and/or headset you can communicate via chat. Of course, in that case you can use pc speakers since you won't broadcast sound yourself.

- Videoconferences are scheduled in advance, please take a look at your Canvas schedule for the date and time. About 10-15 minutes before each conference, the teacher starts up the conference and you will receive an invitation via e-mail and via a message in Canvas. You can join the conference either by:
 - a. clicking the link in the e-mail, or by
 - b. going to the course in Canvas where you:
 - Go to Conferences
 - Click the 'Join' button
- After entry, you are asked if you want to participate by using audio (you can broadcast sound via your microphone) or not. Choosing 'Audio' will lead you through a brief audio check procedure. When entering a conference that already started, you can avoid this by choosing 'Listen Only'.
A step-by-step instruction can be found here:
<http://guides.instructure.com/m/4152/l/41866-how-do-i-join-a-conference-that-has-already-started>
- You will always log in as participant, meaning you cannot share your screen or upload a presentation or whiteboard. The conference instructor can make you presenter after which you do have the additional rights.
- The conference room is divided into parts. Each part has its own function such as chat, attendee list, share (e.g. slides or whiteboard), camera and voice etc.. Some of them can be manipulated by you, some can't. The next page shows an overview of the default layout of the screen.

The screenshot shows the BigBlueButton interface for a "dummy course Conference". The interface is divided into several sections:

- 1**: Browser address bar and navigation icons.
- 2**: "Users" panel on the left showing a table with columns for Status, Name, and Media. One user, "Bas Giesbers (you)", is listed.
- 3**: "Webcams" panel at the bottom left.
- 4**: Main presentation area displaying a slide titled "The Precision Approach" with a play button overlay. Below the slide, there are instructions for Moderators/Presenters and Viewers, along with a smaller "Users" panel showing "Fred Dixon (you)" as the current presenter.
- 5**: "Chat" panel on the right showing a message: "This conference is being recorded. For help using BigBlueButton watch these (short) tutorial videos. This BigBlueButton session is provided free of charge by Blindsiden Networks Inc. to Instructure customers under the following Terms of Use. Recordings are automatically deleted 14 days after this session ends. For more hosted solutions for BigBlueButton, please visit http://www.blindsidenetworks.com/." The time shown is 08:08.
- 7**: "Shortcut Keys" panel in the top right corner.

At the bottom of the interface, there is a footer with the text: "(c) 2015 BigBlueButton Inc. [build 251] - For more information visit http://www.bigbluebutton.org".

- The buttons on the left top of the screen (1) allow you to share your webcam, audio and/or screen (if you are a presenter).
Note: If you indicated to allow a recording, it should still be started using the Recording button in this area.
- Just below (2) is the area where all participants are listed, including their status (presenter or participant) and the media they share.
Note: All participants can be muted at once via the settings icon on the bottom of this



screen part:

- Webcam images are shown in area (3). By default, these should be turned off to avoid distraction.
- The main screen (4) shows the item that is shared, e.g. a presentation, whiteboard or desktop.
- The large right-side part is the chat area (5).
- The layout can be changed according to specific needs. Screenparts can be enlarged manually, or a different layout can be chosen, thereby changing the entire screen setup (6).
- Signing out can be done via the sign-out button (7) or simply by closing the screen.

Conference etiquette

- An invitation will be sent 10-15 minutes before a conference
- Webcams are turned off by default, as many images are distracting
- Audio is turned off by default. If you have a question, raise your virtual hand by clicking



the icon (bottom of the users area (2)).

Final pointers:

- Use the fastest connection available to you (preferably a LAN connection).
- Close all other programs you are not using to improve speed.
- Note that also as a student, you can use the conference tool as well for meetings with peers. After logging in to a course, go to 'Conferences' in the left menu and click 'new conference'. In the set-up screen you can select the duration, recording option, and participants. After clicking 'update' the conference is added to the conference list. The only thing you need to do now is click 'start'. An invitation e-mail will automatically be sent to all participants you selected.

Resources

Introduction to BigBlueButton conferences

<http://guides.instructure.com/m/4152/l/40302-what-are-conferences>

BigBlueButton Frequently Asked Questions

<https://code.google.com/p/bigbluebutton/wiki/FAQ>

How to use the BigBlueButton interface

<http://guides.instructure.com/m/4152/l/65961-how-do-i-use-the-conference-interface>

How to join a conference that has already started?

<http://guides.instructure.com/m/4152//41866-how-do-i-join-a-conference-that-has-already-started>

To enable conferences, Canvas is integrated with BigBlueButton, for which the following system settings are required or advised:

Hardware: BigBlueButton has been tested and found working on Mac OS X, Unix, and PC platforms. A Dual-core CPU with at least 2G of memory is recommended.

Recommended bandwidth: 1 Mbits download (1000 Kbits/sec) and 0.5 Mbits upload (500 Kbits/sec) speed. These are not hard and fast numbers, as it depends on the activity of the participant. If you are not broadcasting any webcam, the amount of upstream bandwidth used would be less than 0.5 Mbits/sec. Your actual bandwidth can be tested at speedtest.net

For presenters, as much upstream bandwidth as possible is recommended. For example, if the presenter shares their desktop, then BigBlueButton's desktop sharing will attempt to publish their desktop updates as quickly as possible to the server.

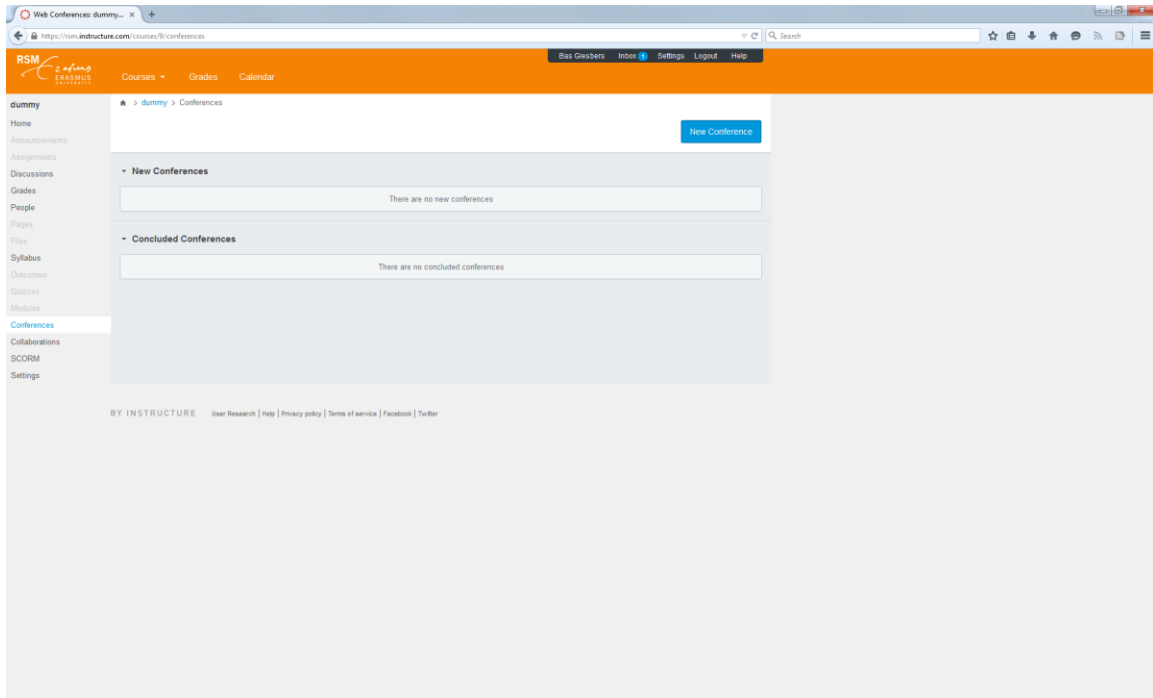
Recommended browser: Chrome or Firefox. Though Internet Explorer may work during a conference, it also may lead to problems and playback (of a recorded conference) will definitely not work in IE. On Mac OS X, Firefox is recommended.

Flash requirement:

- Flash version 11.2 or higher is needed. BigBlueButton will check the version of flash and notify you when an update is needed. You can check your version here: http://kb2.adobe.com/cps/155/tn_15507.html
- As of Mac OS X 10.6, Apple stopped updating Flash. If you are a Mac user and have an out-of-date version of Flash running, you can upgrade by visiting the get Flash player page at Adobe.

Java requirement:

- BigBlueButton uses a Java applet to capture screen updates and requires Java 7u35 (or later). Only presenters need to have Java installed, but when sharing desktops it may be relevant for all participants. You can check your Java settings here: <https://www.java.com/en/download/installed.jsp>
- Please note that on Mac OS X with Java 7, you can run applets with FireFox but not Google Chrome, as Chrome is a 32-bit browser and Java 7 requires a 64-bit browser to run. Hence, on Mac OS X, if you need to run desktop sharing, FireFox is recommended.



The screenshot shows a web browser window with the URL <https://rsm.instructure.com/courses/9/conferences>. The page title is "Web Conferences: dummy...". The RSM Erasmus University logo is in the top left. The navigation menu includes "Courses", "Grades", and "Calendar". The main content area shows a "dummy" course with a "Conferences" section. A "New Conferences" modal form is open, containing the following fields:

- Name: dummy course Conference
- Type: BigBlueButton
- Duration: 60 minutes
- Options: Enable recording for this conference, No time limit (for long-running conferences)
- Description: (empty text area)
- Members: Invite All Course Members, a list of email addresses with checkboxes: hasgiesbers@hotmail.com, ekerpen@zonnet.nl, j.huisling@tudelft.nl, Kerpen, Eugène, mflipsen@rsm.nl, r.christiaanse@etco-solutions.nl

Buttons for "Cancel" and "Update" are at the bottom right of the form.

This screenshot is identical to the one above, showing the "New Conferences" modal form. The only difference is that the checkbox for "Invite All Course Members" is now checked.

<https://rsm.instructure.com/courses/9/conferences#>

Web Conferences: dummy... x

https://instructure.com/courses/9/conferences

RSM 2 rafinus ERASMUS UNIVERSITY

Courses ▾ Grades Calendar

Bas Giebers | Inset | Settings | Logout | Help

dummy > dummy > Conferences

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

SCORM

Settings

New Conference

dummy course Conference Start ▾

Concluded Conferences

There are no concluded conferences

BY INSTRUCTURE user Research | Help | Privacy policy | Terms of service | Facebook | Twitter

Web Conferences: dummy... x BigBlueButton - dummy c... x

https://blindsidenetworks.com/client/BigBlueButton.html

dummy course Conference

Shortcuts Keys ?

Users

Status	Name	Media
	Bas Giebers (you)	

Presentations: default.pdf

Chat

Public Options

This conference is being recorded. 08:08

For help using BigBlueButton watch these (short) [tutorial videos](#).

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Welcome!

Click below to watch a tutorial video.

Moderator/Presenter

The Precision Approach

You control the audio and can make anyone (including yourself) the presenter.

Viewer

You can view, chat, and listen. If enabled, you can also unmute and share your webcam.

A green checkmark appears when you have joined the audio. Click to join/leave the audio.

Click to make this user the presenter.

Click to mute/unmute this user's microphone.

If you need help with audio, watch [Setting up Audio](#).

Users

Status	Name	Media
Current presenter	Fred Dixon (you)	
	Susan MacDonald	
	Tara McDevitt	

Click to mute/unmute your microphone.

15 100% 400%

English Default Layout

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