

Welcome! Let's learn a little  
about BBB.



# Joining a BBB Session


- The BBB sessions will be posted on your Moodle class sites
- Select the BBB icon and it will take you to the information page about the session
- Select join

- NRSC\_3210\_01\_202110
- Participants
- Grades
- Sections
- Resources
- Activities
- Assignments
- BigBlueButtonBN
- Forums
- Questionnaires
- Quizzes

write down any questions - you can add these to the Q and A discussion forum posted on the welcome page or save them to ask when we have our next live meeting

POST BELOW - COURSE SYLLABUS/LEARNING PLAN

 Range Project Overview

 Live Class Meeting - Sept 9 from 9 to 9:45 am

In your course Moodle site select the BBB icon to go to the information page.

Do the audio or just audio. You can join by video or just audio.

To join this meeting by phone, dial: 250-434-9460. Then enter 94689 as the conference PIN number. Please note that dial-in access is still under development. If you experience difficulties dialing in, please try internet audio instead.

 Learning Outcomes Activity (Due Sept 14)

◀ Welcome

Nice to Meet You (Due Sept 11) ▶

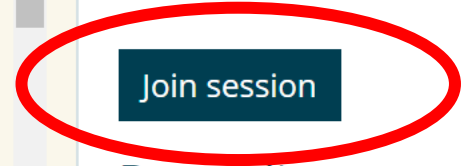
Your progress ?

- 
- 
-

- wgardner Sandbox
- Participants
- Grades
- Sections
- Resources
- Activities
- Assignments
- BigBlueButtonBN
- Feedback
- Forums
- Questionnaires

# Test Session

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



Join session

This page will give you information about the session. To join in select the blue join button.

## Recordings

There are no recording to show.

Import recording links

# Information About BBB

- Please turn off your cameras and have your mics on mute when you first join. You can unmute when you have questions to ask or input that you want to add to the discussion.
- Chrome or FireFox work best with this tool. If using other browsers you may have issues with sound etc.
- If during the session you have troubles with sound etc. try logging out and then re-joining the session.
- There is also a call in number available that you can use if you are having internet issues and want to join by phone. The challenge is that you won't see the screen or be able to type in the chat but you will have audio.

Breakout room time remaining: 00:51

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (1)

Wendy Gardner (You)

Public Chat

Welcome to Test Session (Room - 2)

For help on using BigBlueButton (short) [tutorial videos](#)



To join the audio bridge (top center). Please use headphones to avoid causing background noise.

This session may be recorded.

Send message to Public Chat

Test Session (Room - 2)

How would you like to join the audio?

Microphone Listen only

[Join using your phone →](#)

Slide 1 100%

When you first join you will see this screen. If you have mic function please select microphone. That way you can ask questions. Listen only means you can only ask questions using the chat function (typing them in).

Breakout room time remaining: 00:37

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (1)

Wendy Gardner (You)

Public Chat

Welcome to **Test Session (Room - 2)**!

For help on using BigBlueButton, see our (short) [tutorial videos](#).

To join the audio bridge, click the **Join** button (top center). Please use headphones to avoid causing background noise.

This session may be recorded.



To join this meeting by phone, click the **Join by Phone** button (top right).

development. If you experience difficulties dialing in, please try internet audio instead.

Send message to Public Chat

Test Session (Room - 2)

This is a private echo test. Speak a few words. Did you hear audio?

 Yes  No

Slide 1 | 100%

Do the echo test to make sure your mic is working. If you have a headset please use it as it makes the sound clearer.

The screenshot shows a web browser window with two tabs: 'Dashboard' and 'BigBlueButton - Test Session'. The address bar shows the URL: `bigblue1.tru.ca/html5client/join?sessionToken=0aia9ujprbs6saji`. The interface is split into three main sections:

- Left Panel (MESSAGES):** Contains a 'Public Chat' button, 'NOTES' (Shared Notes), and 'USERS (2)'. The users listed are 'Wendy Gardner (You)' and 'Wtest Gstudent'. A red circle highlights the 'USERS (2)' section.
- Center Panel (Public Chat):** Displays a 'Welcome to Test Session!' message with instructions on how to join the audio bridge and a note about recording. A message from 'Wendy Gardner' at 2:07 PM is also visible.
- Right Panel (Presentation):** Shows a slide titled 'Welcome! Let's learn a bit about BBB.' with a 'Start recording' button. A blue bar at the bottom of the slide contains navigation icons: a hand, a back arrow, a trash can, and a document.

At the bottom of the interface, there is a text input field for chat and a toolbar with icons for adding participants, muting, and viewing the people list.

### Welcome to Test Session!

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

To join the audio bridge click the phone icon (top center). **Please use a headset to avoid causing background noise for others.**

This session may be recorded.

To join this meeting by phone, dial: 250-434-9460  
Then enter 03362 as the conference PIN number

Please note that dial-in access is still under development. If you experience difficulties dialing in, please try internet audio instead.

**We** Wendy Gardner 2:07 PM  
This is where the messages will show up in the chat.

Type your question/ comment here.....

# Welcome! Let's learn a bit about BBB.

When you first join your screen will look something like this. You can see information on the left about joining by phone. You will see all the other users on the far left. Moderators show as squares and students and circles. The smaller images next to the name show if the user has their mic muted (red for muted, green for on).



- MESSAGES
  - Public Chat
- NOTES
  - Shared Notes
- USERS (2)
- Wendy Gardner (You)
- Wtest Gstudent

# Welcome! Let's learn a little about BBB.

You can minimize the chat box to have a larger screen view. At the bottom you will see controls relating to mic, camera and screen sharing. Only moderators will see the screen share view by default.

- 
- 
- 
-

- MESSAGES
  - Public Chat
- NOTES
  - Shared Notes
- USERS (2)
  - Wendy Gardner (You)
  - Wtest Gstudent

# Welcome! Let's learn a little about BBB.

When the moderator has given you the presenter option you will see a screen image come up at the bottom of the screen. Select this to enable screen sharing.

+ | [Microphone] | [Phone] | [Share Webcam] | [Screen Share]

[Hand] | [Refresh] | [Trash] | [Print]

MESSAGES

Public Chat

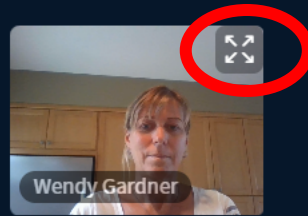
NOTES

Shared Notes

USERS (2)

- Wendy Gardner (You)
- Wtest Gstudent

Test Session | Start recording



When your video is on your picture will show at the top of the page. Generally we turn these off unless speaking or we are in a small group. You can enlarge images by selecting them.

# Welcome! Let's learn a little about BBB.

Slide 1 | 100%

In this case both my mic and video are shown as on (see below). To turn them off just hover over the icon and select.

+ | [Microphone] [Phone] [Video] [Screen Share]

[Hand] [Refresh] [Trash] [Share]

# Using the Chat Function

- On the left of the screen you can see the public chat function.
- Select this to expand the chat and you can type your questions/comments in the chat box.
- Remember that this is a class and while it is ok to be informal and say hello to others etc., please keep your comments appropriate.

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Wendy Gardner (You)

Wendy Gardner



Test Session

Start recording

If the chat bar is hidden just hover over the public chat on the left of the screen and select it to open the window.

Welcome! Let's learn a little about BBB.



Slide 1 100%



**MESSAGES**

Public Chat

**NOTES**

Shared Notes

**USERS (2)**

Wendy Gardner (You)

Wendy Gardner

Public Chat

**Welcome to Test Session!**

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

To join the audio bridge click the phone icon (top center). **Please use a headset to avoid causing background noise for others.**

This session may be recorded.

To join this meeting by phone, dial:  
250-434-9460  
Then enter 03362 as the conference PIN number.

Please note that dial-in access is still under development. If you experience difficulties dialing in, please try internet audio instead.

Wendy Gardner 2:07 PM  
This is where the messages will show up in the chat.

Type your question/ comment here.....

Test Session | Start recording

# Welcome! Let's learn a little about BBB.

To add to the chat just type into the box and hit the arrow (send) button. When lots of people are adding to the chat the text will scroll up. If you ask a question and it does not get answered please just type it in again or turn off your mic and let the moderator know that they missed it.

Slide 1 | 100%

People

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Wendy Gardner (You)

Wendy Gardner




Test Session | Start recording

# Welcome! Let's learn a little about BBB.

If you want to see a full screen version of the slides select the enlarge button in the bottom right of the slide.

Slide 1

100%



Hand icon

Refresh icon

Trash icon

Envelope icon

+ (Add)

Microphone icon

Phone icon

Cursor icon

Window icon

# Welcome! Let's learn a little about BBB.



Then you will see this view. To go back to seeing users, chat etc. hit the button in the right corner.





# Using the Whiteboard

- If you are the moderator or the moderator turns on the shared whiteboard function then you can add information to the whiteboard.
- There are a set of tools on the right of the screen that allow you to draw, type, change colours, and erase.
- The whiteboard maybe used for discussions or break-out sessions.

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Wendy Gardner (You)

Wendy Gardner

Test Session | Start recording

It is best to have a blank slide in the presentation that can be used for the whiteboard.

Select the tools on the right to use the board.

Slide 2 100%

Tools: T, L, R, A, S, P, H, U, D, E

MESSAGES

Public Chat

NOTES

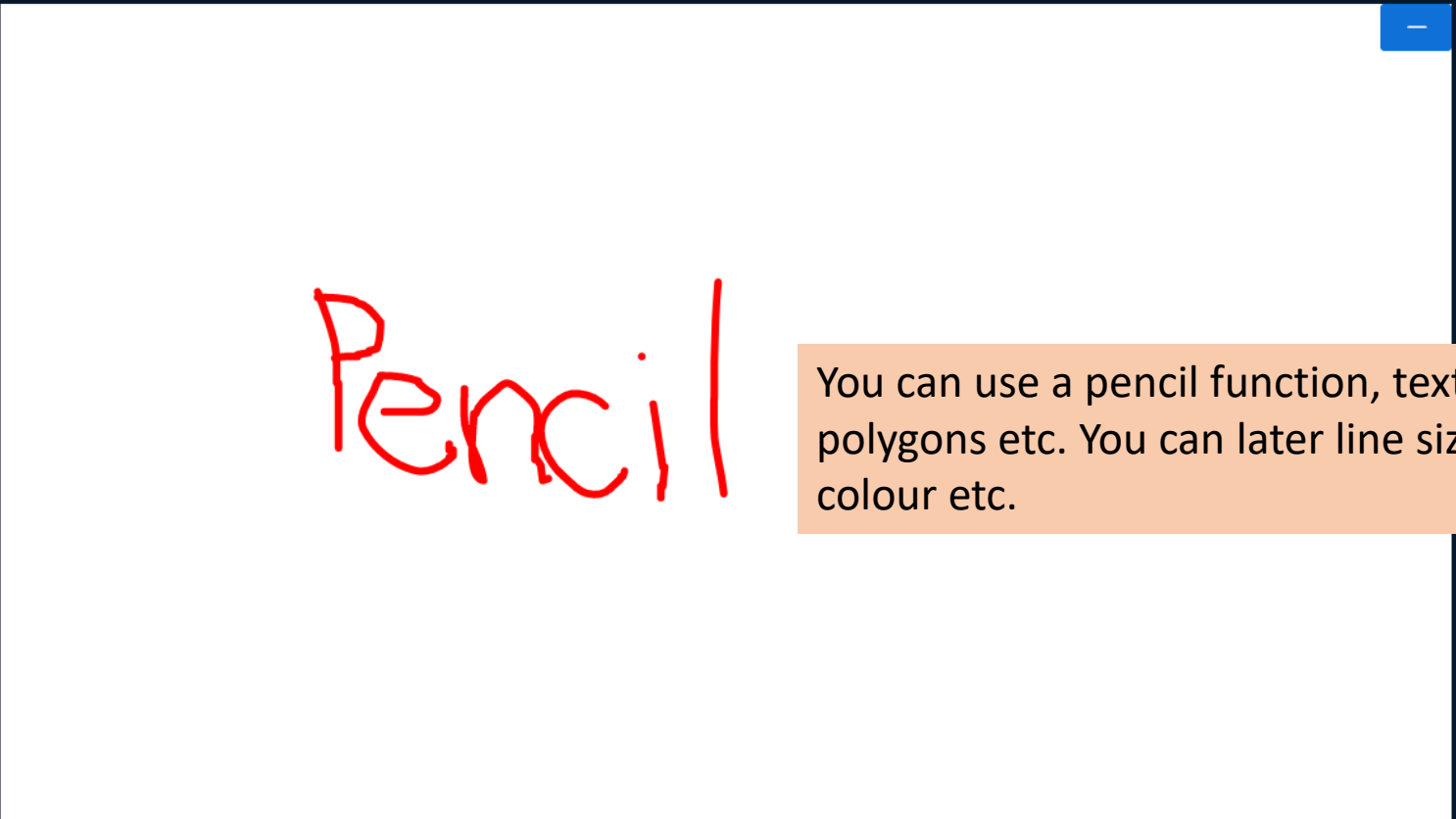
Shared Notes

USERS (2)

Wendy Gardner (You)

Wendy Gardner

Test Session | Start recording



Slide 2 | 100%

+ [Microphone] [Phone] [Erase] [Wipe]

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Wendy Gardner (You)

Wendy Gardner

Test Session | Start recording

Pencil

Using the text function

There is an undo button for the moderator and a delete to erase everything.

Slide 2 100%

+ [Microphone] [Phone] [Video Off] [Video On]

# Screen Sharing

- The moderator (instructor) has control of the screen sharing
- They can easily share their screen but they can also set it up so that any participants can “take presenter” view and share their screen
- Once the moderator has given you the share screen function you need to do a few things.....

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Wendy Gardner (You)

Wtest Gstudent

# Welcome! Let's learn a little about BBB.

When the moderator has given you the presenter option you will see a screen image come up at the bottom of the screen. Select this to enable screen sharing.

Slide 1 | 100%

+ | Microphone | Phone | Chat | **Screen Sharing**

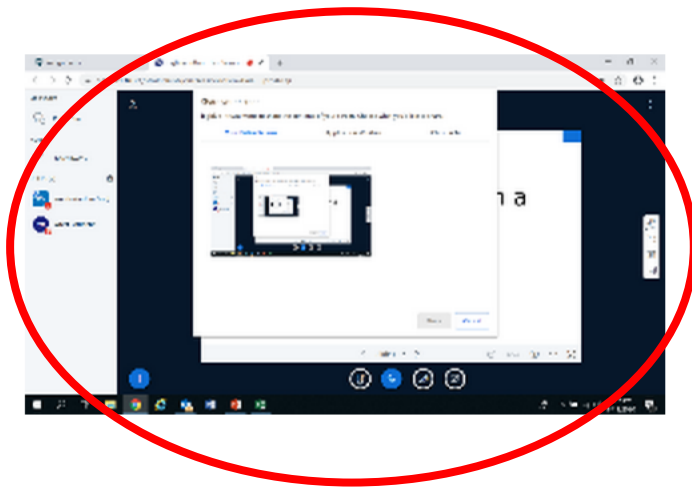
Hand | Undo | Erase | Copy

- MESSAGES
- Public Chat
- NOTES
- Shared Notes
- USERS (2)
- Wendy Gardner (You)
  - Wttest Gstudent

### Share your screen

bigblue1.tru.ca wants to share the contents of your screen. Choose what you'd like to share.

**Your Entire Screen** Application Window Chrome Tab



Share Cancel

When you select the screen share button a window will open giving you options. To share your full screen select entire screen by clicking on the image. And then select share.





You will get something that looks like this! Go up to the top and select the minimize button.

MESSAGES

Public Chat

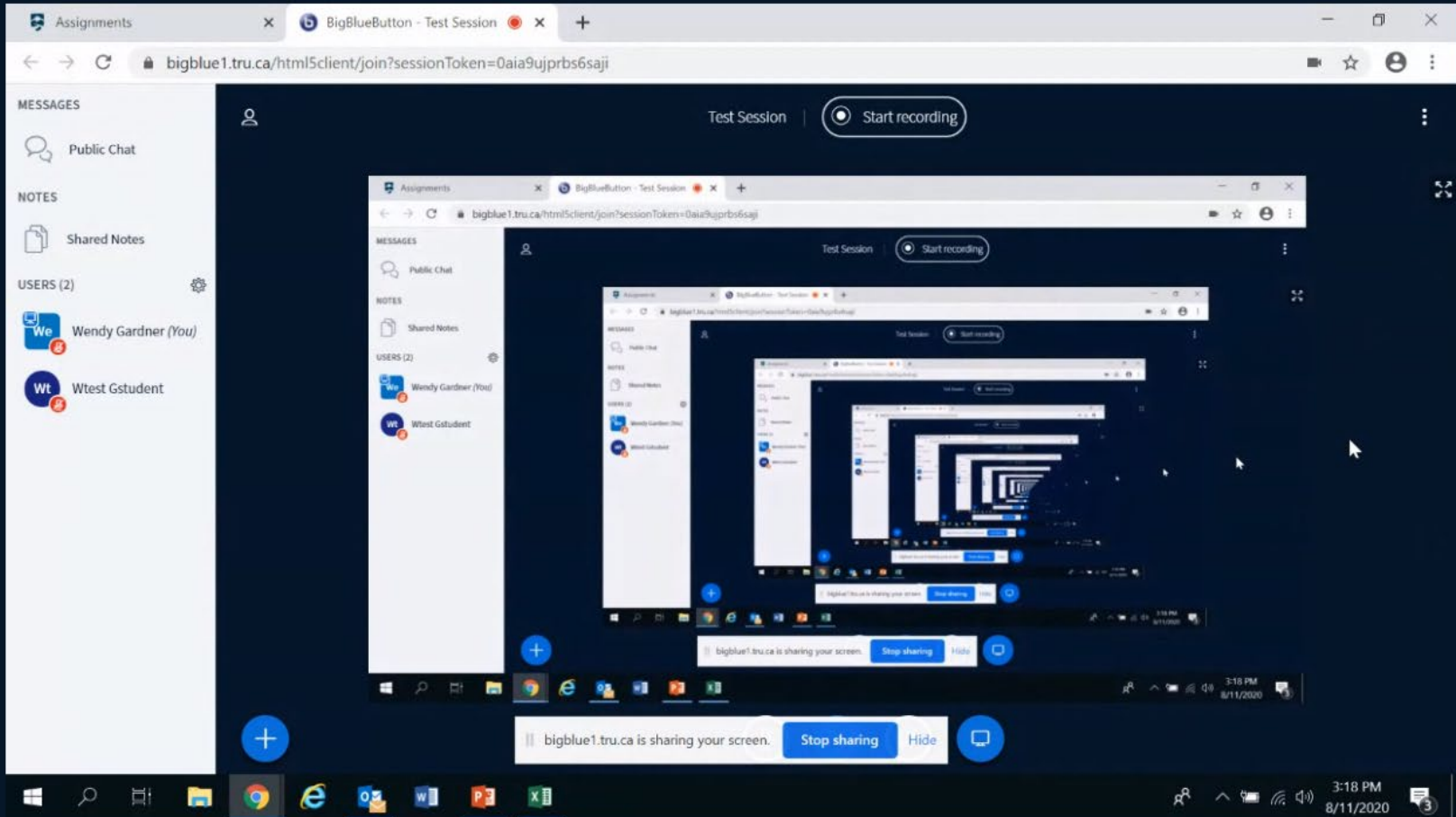
NOTES

Shared Notes

USERS (2)

Wendy Gardner (You)

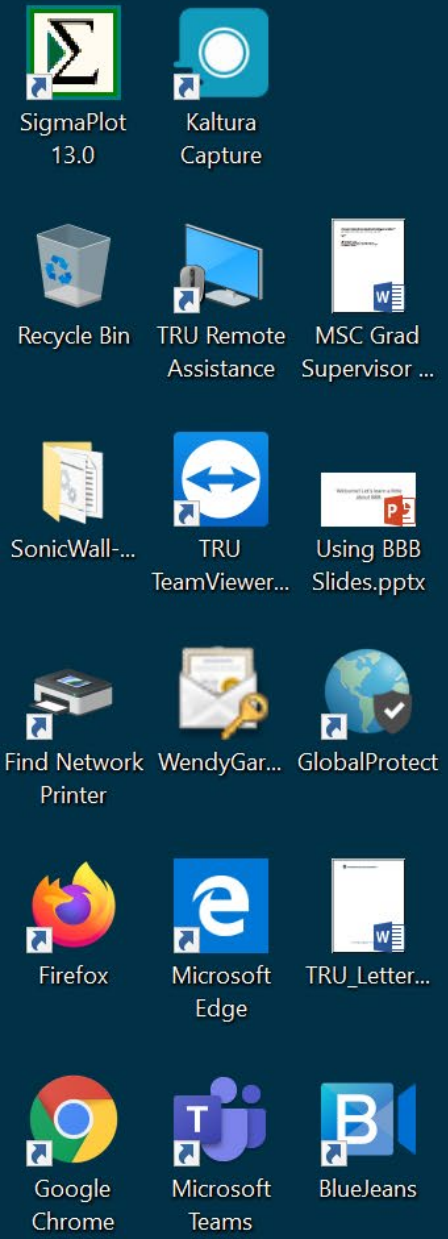
Wttest Gstudent



bigblue1.tru.ca is sharing your screen. Stop sharing Hide







# THOMPSON RIVERS UNIVERSITY

Then you will see your screen and can open up the applications or files that you want to share. When you are done select the stop sharing button.

|| bigblue1.tru.ca is sharing your screen. **Stop sharing** Hide

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

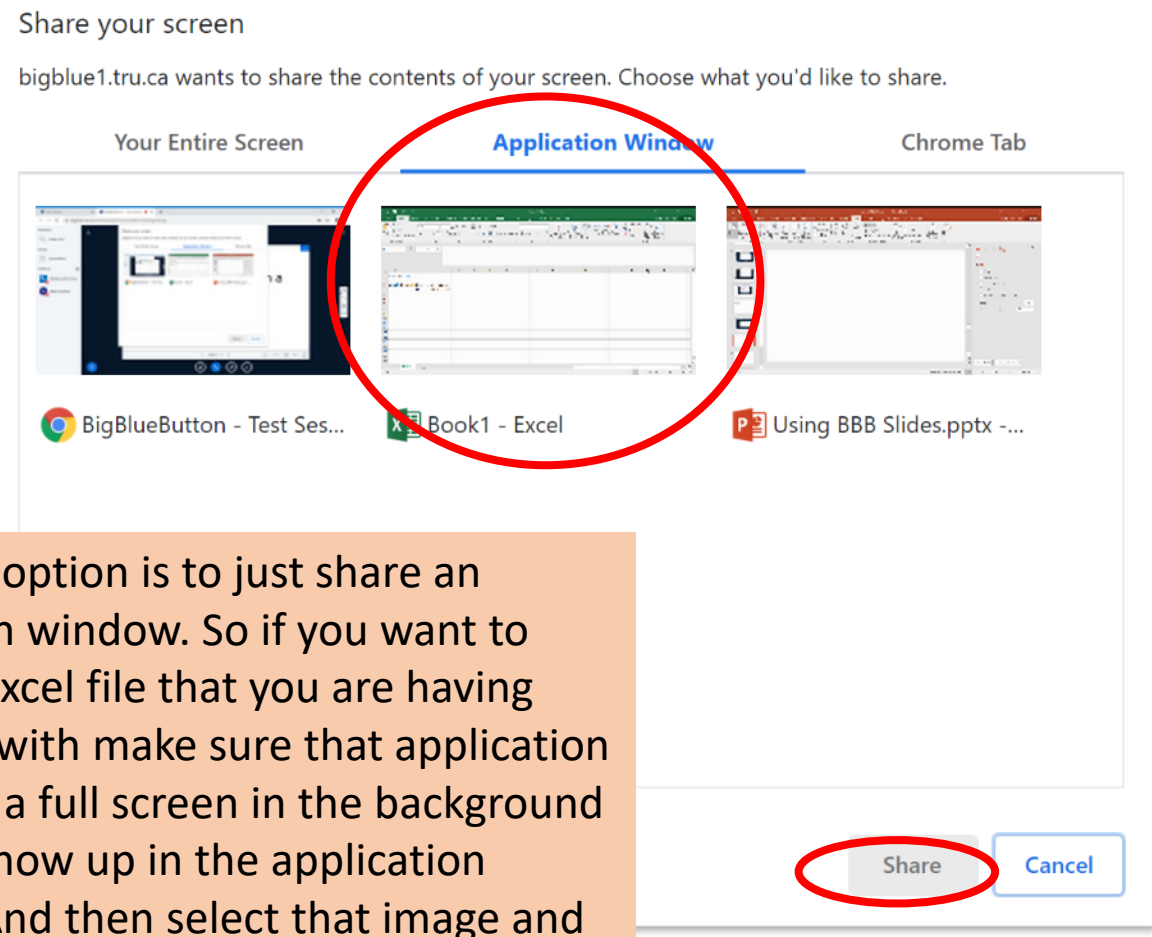
Wendy Gardner (You)

Wtest Gstudent

Share your screen

bigblue1.tru.ca wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen Application Window Chrome Tab



Share Cancel

The other option is to just share an application window. So if you want to share an excel file that you are having problems with make sure that application is open as a full screen in the background so it will show up in the application window. And then select that image and hit share.

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

- Wendy Gardner (You)
- Wttest Gstudent

Test Session | Start recording

sample 1	sample 2	sample 3	average
34	24	33	30.33333

This is what you will see. Select stop sharing to end the screen share.

bigblue1.tru.ca is sharing a window. Stop sharing Hide

# If You are the Moderator

- You can allow students to share the screen
- Select the student (students participants show as round circles and participants with moderator status show as squares)
- Select make presenter and the student will now be able to share their screen
- To take back presenter control hover over your name and select take presenter

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Wendy Gardner (You)

Wtest Gstudent

- Start a private chat
- Make presenter
- Promote to moderator
- Remove user

Test Session | Start recording

# Welcome! Let's learn a little about BBB.

Select the student that you want to share the screen with and a drop down box will open with options. Select "make presenter".

Slide 1 | 100%

Microphone, Phone, Screen Share, Remote Control

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Wendy Gardner (You)

Wtest Gstudent

Test Session | Start recording



Now you see the small bluescreen on the left of the students name which shows they are the presenter.

+ | Microphone | Phone | Screen Share

Hand | Undo | Erase

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

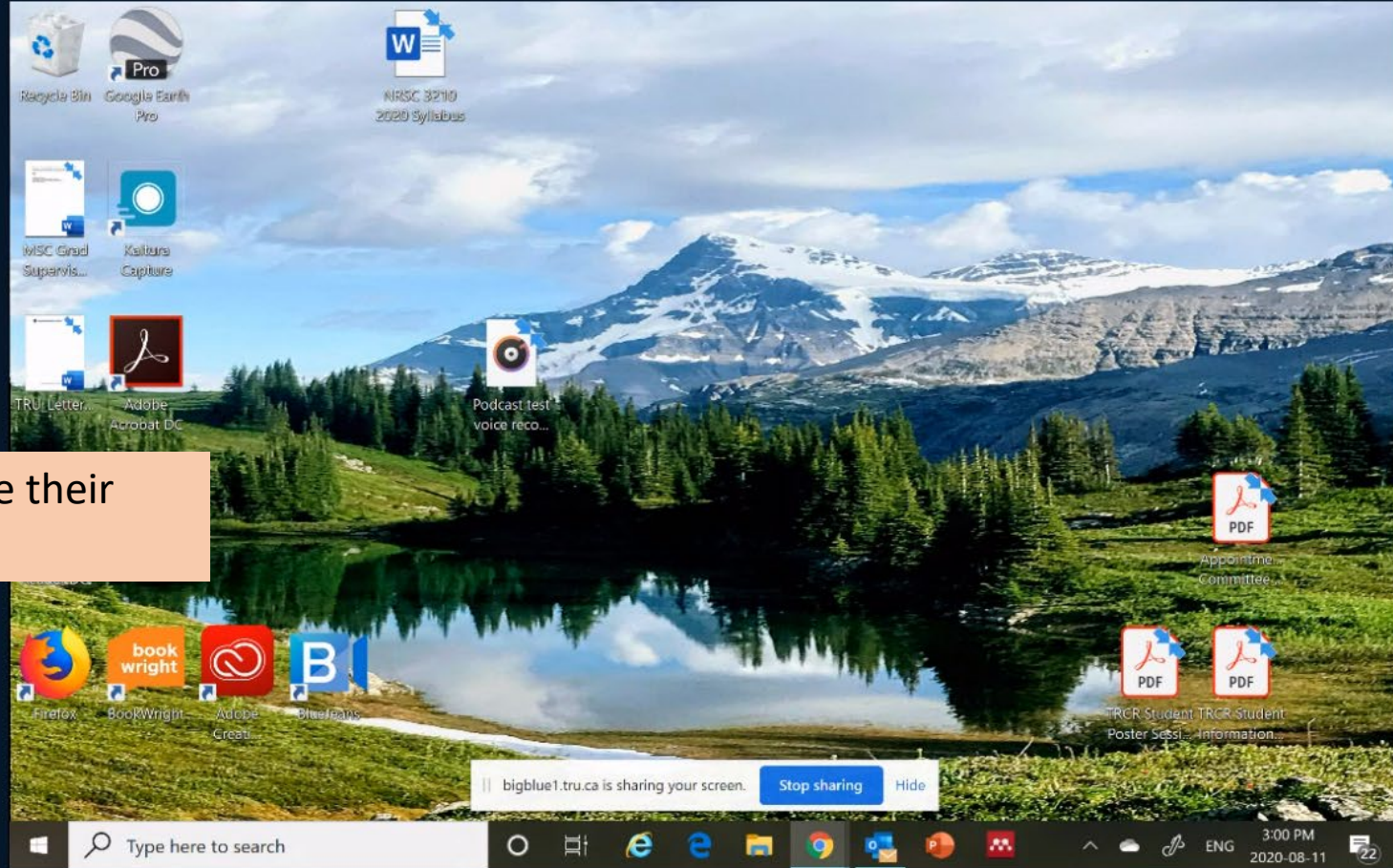
Wendy Gardner (You)

Wtest Gstudent



Test Session

Start recording



Now the student is able to share their screen with you.



MESSAGES

Public Chat

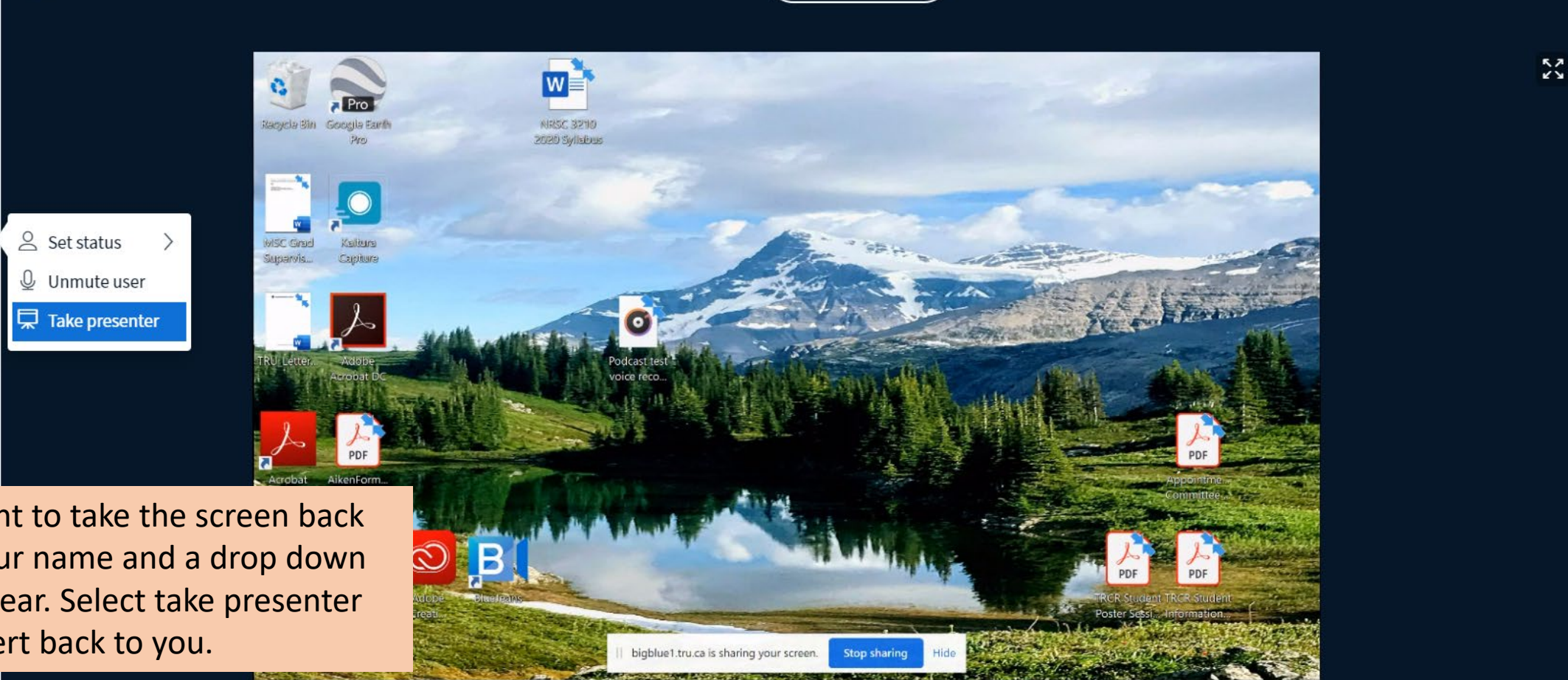
NOTES

Shared Notes

USERS (2)

- Wendy Gardner (You)
- Wtest Gstudent

Test Session | Start recording



- Set status
- Unmute user
- Take presenter

When you want to take the screen back hover over your name and a drop down menu will appear. Select take presenter and it will revert back to you.







Windows taskbar with search bar and application icons (Edge, File Explorer, Chrome, Office, PowerPoint, Excel). BigBlueButton control bar with icons for chat, mute, and video.



# Break Out Rooms

- These will be organized by the moderator.
- You will see and “ask to join” for the break out room. Select this and then you will need to do a sound check again before being added to the new room.
- The break out rooms are timed and you can see how much time is left up at the top of your screen.
- When the breakout room session ends you need to do an audio check again before rejoining the main room.
- If you lose the connection or get stuck in a room just log out and rejoin and you will be put back in the main room.

- MESSAGES
  - Public Chat
- NOTES
  - Shared Notes
- USERS (2)
  - Wendy Gardner (You)
  - Wtest Gstudent

-  Clear all status icons
-  Turn off meeting mute
-  Save user names
-  Lock viewers
-  Create breakout rooms
-  Write closed captions

Test Session | Start recording

# Welcome! Let's learn a BBB.

The moderator can form breakout rooms by selecting the drop down menu and selecting create breakout room.

Slide 1 | 100%

- Hand icon
- Refresh icon
- Trash icon
- Share icon

# Breakout Rooms

Close [Create](#)

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms:  Duration (minutes):    [Randomly assign](#)

Allow users to choose a breakout room to join

Not assigned (2)	Room 1	Room 2
Wendy Gardner Wtest Gstudent		

The moderator will see all the participants listed in the left box and can move these manually or randomly assign to rooms. You can select the number of rooms and also the time in the room.

# Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms:  Duration (minutes):    [Randomly assign](#)

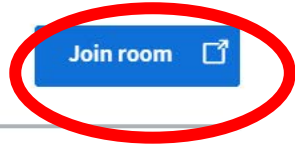
Allow users to choose a breakout room to join

Not assigned (1)	Room 1	Room 2
Wendy Gardner	Wtest Gstudent	

You can drag and drop names into the rooms that you want to place them. This all needs to be done when the videoconference is live (it can't be done ahead of time).

## Join breakout room

Close



Do you want to join Test Session (Room - 2)?

Once the break out rooms have been created users will see this screen and need to select join room.

Breakout room time remaining: 00:51

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (1)

Wendy Gardner (You)

Public Chat

Welcome to Test Session (Room - 2)

For help on using BigBlueButton (short) [tutorial videos](#)

To join the audio bridge (top center). Please use headphones to avoid causing background noise.

This session may be recorded.



To join this meeting by phone, dial 250-434-9460. Then enter 033622 as the meeting number.

Please note that dial-in access is still under development. If you experience difficulties dialing in, please try internet audio instead.

Send message to Public Chat

Test Session (Room - 2)

How would you like to join the audio?

Microphone Listen only

[Join using your phone →](#)

Slide 1

100%

You will be asked to redo the audio. Please do this or you may not have sound in the breakout room.

Breakout room time remaining: 00:12

Test Session (Room - 2)

Once in the breakout room it will look the same as the "main" screen. You will see the information on what room you are in and the time remaining at the top. You will be automatically removed from the breakout room when the time ends and added back to the main room.

# Welcome! Let's learn a little about BBB.

250-434-9460  
Then enter 033622 as the conference PIN number.

Please note that dial-in access is still under development. If you experience difficulties dialing in, please try internet audio instead.

See you in BBB!



**BigBlueButton**