

## 29: BIGBLUEBUTTON

### WELCOME TO THE BIGBLUEBUTTON TRAINING ACTIVITY!

In this tutorial, you will learn how to incorporate and use BigBlueButton in Moodle. Keep in mind that BigBlueButton may not be available on all Moodle servers.

If you have not used one of CareerTech's Moodle Training tutorials before, view the [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should have a Moodle user ID and a course site and be familiar with:

- Setting up a course in Moodle
- Adding an activity to a topic in your course
- Using a webcam and audio equipment

To begin, select from the menu below or simply turn to the next page.

### MENU OF TUTORIAL TOPICS

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## INTRODUCTION TO BIGBLUEBUTTON

BigBlueButton is a web conferencing application that works seamlessly in Moodle classrooms. It allows you to share your documents, webcams, chat, audio, and desktop. Additionally, BigBlueButton can record your sessions; whether you have the option to record or not depends on which version of Moodle you are using. In essence, BigBlueButton is an effective way to take the classroom environment to the web, and is ideal for use with distance learning.

## SET UP YOUR AUDIO EQUIPMENT

Before you begin using BigBlueButton, you must first set up your audio equipment. Usually, this includes a headset or headphones and a microphone. You will want to become familiar with your audio equipment and how to set it up before using BigBlueButton in your course site.

### VIDEO DEMONSTRATION:

Watch this 7-minute video to see a demonstration of completing this task.

[https://youtu.be/4Y\\_UsUrRx0](https://youtu.be/4Y_UsUrRx0)

**NOTE:** Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones that you will use.

To set up your equipment, complete the following general steps:

Step	Action	Notes
1.	Plug your audio equipment into your computer. <b>Note:</b> Refer to the video linked above if you have any trouble with this step.	Your equipment may have one or two jacks. If it has two, one will be for the headphones and the other for the microphone—be sure to plug them into the correct places on your computer.  If your equipment has a USB jack, you will plug it into one of the USB ports on your computer.

Step	Action	Notes
2.	Check your microphone. <b>Note:</b> These steps are for Windows computers. Mac computers will have different steps, which are covered in the video linked above.	To ensure that your microphone is properly set-up and working you will want to right-click on the speaker icon on the lower right of the desktop.
3.	Select Recording devices and a window will pop-up on your screen with each of your available microphones.	A simple way to test your microphone is to lightly tap it. <b>IMPORTANT:</b> Make sure that the microphone you wish to use is set as the default. If your computer has a webcam it may automatically choose the microphone associated with the webcam as the default.

Setting up the audio within BigBlueButton will be covered in the topic **USING BIGBLUEBUTTON**.

## ADDING BIGBLUEBUTTON

### VIDEO DEMONSTRATION:

Watch this 7-minute video to see a demonstration of completing this task.

<https://youtu.be/ShB04IoNgk8>

**NOTE:** Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones that you will use.

To add any new resource or activity in Moodle, you must first:

1. Go to your course page.
2. Turn editing on.

Follow these steps to add a BigBlueButton conference room to your Moodle course:

Step	Action	Notes
1.	In the desired section or topic in your course site, click the “Add an Activity or resource” link.	An “Add an activity or resource” link is located in each section of your course site.
2.	Click to choose “BigBlueButtonBN” under the “Activities” heading, and click the “Add” button at the bottom of the list.	The “Adding a new BigBlueButtonBN” settings page will appear.
3.	Section: General settings <i>Field: Virtual classroom name</i> Type in the name of your Virtual classroom.	This will be the link displayed that students will click on to access the gallery. For training purposes, type: Lecture One
4.	Section: General settings <i>Field: Send notification</i>	Click the box next to Send notification if you want enrolled users to know this activity has been created or modified. For training purposes, leave this field in the default state.

Step	Action	Notes
5.	<p>Section: General settings  <i>Fields: Description, Welcome message, and Wait for Moderator</i></p> <p><b>Note:</b> You must select “Show more” for these additional options to display.</p>	<p>You can add a description or a welcome message if you wish. Checking the box next to “Wait for Moderator” will prevent any users from joining the session until the Moderator has joined.</p> <p>For training purposes, leave these fields blank and in their default state.</p>
6.	<p>Section: Participants  <i>Fields: Add participant and Participant list</i></p>	<p>Moodle automatically includes all enrolled users as Viewers and the teacher as the Moderator. These settings can be adjusted. For training purposes, leave these fields in their default state.</p>
7.	<p>Section: Schedule for session  <i>Fields: Join open and Join closed</i></p>	<p>These fields can be enabled if you wish to set dates for opening and closing the session.</p> <p>For training purposes, leave these fields in their default state.</p>
8.	<p>Section: Common module settings  <i>Field: Visible</i></p>	<p>This setting allows you to show or hide the BigBlueButtonBN from your students. For this training activity, leave the setting at the default (Show).</p>
9.	<p>Section: Common module settings  <i>Field: ID number</i></p>	<p>Using an ID number provides a way for tracking student access of the BigBlueButtonBN in the gradebook. For this training activity, leave the ID number field blank.</p>

Step	Action	Notes
10.	<p>Section: Common module settings Field: <i>Group mode</i></p> <p>Choose the desired group mode.</p>	<p>This allows you to have students access the BigBlueButtonBN as groups rather than as individuals.</p> <p>There are 3 options:</p> <ul style="list-style-type: none"> <li>• <b>No groups</b>—There are no sub groups, everyone is part of one big community</li> <li>• <b>Separate groups</b>—Each group member can only see activity from their own group, others are invisible</li> <li>• <b>Visible groups</b>—Each group member works in their own group’s BigBlueButtonBN, but can also see other groups</li> </ul> <p><b>Note:</b> If the group mode is forced at course level, you will not be able to change the group mode at the activity level.</p>
11.	<p>Section: Common module settings Field: <i>Grouping</i></p> <p>Choose the desired grouping mode.</p>	<p>The default is none. For other options to appear in this field, you must first set up groups in the course administration area.</p> <p>A single grouping can include just one group or several groups.</p>
12.	<p>Section: Restrict Access Fields: <i>Date</i></p> <p>If you check the “enable” box for either of these fields, you must also enter an appropriate date that will restrict access to the BigBlueButtonBN.</p>	<p>This set of fields, if enabled, will allow students to view and access the BigBlueButtonBN only during the specified time period.</p> <p>If you do not want to restrict access according to a range of dates, leave the Enable checkboxes blank. The date fields will be inactive.</p>
13.	<p>Section: <i>Restrict Access</i> Fields: <i>Grade</i></p> <p>If desired, select an activity from the drop-down list and an acceptable grade range which must be met to allow access to the BigBlueButtonBN.</p>	<p>These fields allow you to specify any grade conditions from other parts of the course which must be met prior to accessing the BigBlueButtonBN.</p> <p>You may set multiple grade conditions. If you do, access to the BigBlueButtonBN will only be allowed when ALL grade conditions that you specify here are met.</p>

Step	Action	Notes
14.	<p><i>Section: Restrict Access</i>  <i>Fields: User Profile</i></p> <p>Select a field and a logical condition that must be met for the user to access the BigBlueButtonBN.</p>	<p>You can restrict access based on any field from a user's profile.</p>
15.	<p><i>Section: Activity Completion</i>  <i>Field: Completion tracking</i></p> <p>If desired, enable completion tracking.</p>	<p>Use the dropdown to select a completion tracking method.</p> <p>If enabled, activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met.</p>
16.	<p>Click the Save and Display button at the bottom of the BigBlueButtonBN setup screen.</p>	<p>This will display a page that reads "This conference room is ready. You can join the session now."</p>

## USING BIGBLUEBUTTON

### VIDEO DEMONSTRATION:

Watch this 7-minute video to see a demonstration of completing this task.

<https://youtu.be/J9mbw00P9W0>

**NOTE:** Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones that you will use.

You will want to practice using BigBlueButton before trying to use it with your students. This will allow you to resolve any issues you may have with the application beforehand, rather than during a lecture. For example, if you have any trouble connecting your microphone or uploading a presentation this can waste time during a lesson.

Step	Action	Notes
1.	Click Join session to begin the session in BigBlueButton.	This will open a new tab in your browser window.
2.	A pop-up display will appear on the screen, reading "How do you want to join the audio?"	You can select microphone or listen only. <b>Note:</b> You can change this option at any time by clicking the headset icon on the top left of the screen.
3.	In the top left of the screen there are three small icons.	The first one gives you the option to share your desktop. The second allows you to share your microphone. Lastly, the third allows you to share your webcam.



Step	Action	Notes
4.	Directly below these icons is the Users module.	<p>Here, you can see the status, name, and media of each user.</p> <p>You automatically have the presenter status as the moderator, but you can make any user the presenter at any time during the session.</p> <p>Under the media heading an icon of a speaker or a microphone will display. The moderator can mute any users' microphone at any time just by clicking on it. Those with the speaker icon have chosen not to share their microphone.</p> <p><b>IMPORTANT:</b> Users can mute and unmute themselves even if the moderator has previously muted them.</p>
5.	<p>Module: Users <i>Status Icon – raised hand</i></p> <p>At the bottom of this module there is a button with a smiley face, which is used if any of the users wishes to change their status. The top selection is Raise hand status.</p>	<p>When selected, this option will put the user(s) with raised hands to the top of the list. The moderator/presenter can remove this status by clicking on the hand icon that appears beside their name.</p>
6.	<p>Module: Users <i>Settings</i></p> <p>Beside the status icon, there is an icon with a gear for the Users module settings.</p>	<p>Clicking on this icon allows the moderator to Clear all status icons, Mute All Users, or Mute All Users Except Presenter.</p> <p><b>Note:</b> Choosing Mute All Users will mute everyone in the session, including those that join after this option has been selected. This can be used to eliminate any disruptions to the lesson.</p>
7.	<p>Module: Webcams</p> <p>The Webcams module is located below the Users module in the conference room.</p>	<p>All users that choose to share their webcam in the conference room will have a live video feed here.</p>

Step	Action	Notes
8.	<p>Module: Presentation</p> <p>The Presentation module is located in the center of the screen.</p>	<p>Here, you can upload a presentation or start a poll with the two icons on the bottom left of the module. Blank slides in a PowerPoint can be used as a whiteboard, where the moderator/presenter can draw or write using the tools that appear on the right side of the module. The Presentation module does have mouse tracking enabled, so a red dot will appear when you move your mouse over the module—this can be seen by every user in the conference room.</p> <p><b>Note:</b> When uploading a presentation it is best to use a PDF file. You can convert a PowerPoint presentation to a PDF file by choosing to print the PowerPoint with Adobe PDF selected as the printer.</p>
9.	<p>Module: Chat</p> <p>The Chat module is located to the right of the Presentation module.</p>	<p>Here, anyone can chat with anyone else in the conference room by typing into the Public tab and hitting Send. To chat with someone privately, click the Options tab and select the person you wish to chat with from the list of users in the conference room.</p>
10.	<p>Language drop-down</p> <p>At the bottom right of the screen, below the Chat module, there are two drop-down lists.</p>	<p>The first of which allows you to select the language for the conference room—individual users can change the language for their own screen, so these changes occur on the individual level.</p>

Step	Action	Notes
11.	Layout drop-down	<p>The second list provides options for the layout of the conference room.</p> <p>These options include:</p> <ul style="list-style-type: none"><li>• <b>Video Chat</b>—removes all modules except for Webcams, which occupies the entire space.</li><li>• <b>Webcam meeting</b>—makes the Webcam Module the largest; the Chat and Presentation modules are still available, however.</li><li>• <b>Presentation meeting</b>— just like Webcam meeting, except that the Presentation module is the largest and the Webcam module is as small as the Chat module now.</li><li>• <b>Lecture Assistant</b>—rearranges the four modules. The Users Module remains on the left side of the screen; the Chat Module occupies the largest space in the middle; and the Presentation and Webcam modules are reduced in size on the right side of the screen.</li><li>• <b>Lecture</b>—removes all modules except for the Presentation module, which occupies the entire space.</li></ul>
12.	Shortcut Keys, Help, and Log Out	<p>These buttons are always located at the top right of the conference room screen.</p>

As you can see, BigBlueButton can be used for a variety of functions. This is why it would be best to become familiar with every part of it and practice using it for your intended purpose before including students in the session. Additionally, it is recommended to familiarize your students with BigBlueButton before giving a lecture, as it can be confusing for them as well.

## STUDENTS USING BIGBLUEBUTTON

### VIDEO DEMONSTRATION:

Watch this 3-minute video to see a demonstration of completing this task.

<https://youtu.be/oh0bEk3YSwI>

**NOTE:** Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones that you will use.

Feel free to share the video Viewer Overview with your students before inviting them to join a session.

The last thing you want to do before using BigBlueButton with your students is allow them to become familiar with the application. Although students have a few less options than the moderator, it can still be initially overwhelming for them to use BigBlueButton. Once you have familiarized yourself with the application, you may want to open a session with your students that is simply meant to teach them how to use it. This would also be a good time to tell your students how you intend to use BigBlueButton, and to tell them what behavior will not be tolerated during a session. For example, some students may abuse the Chat function by using it too much during a lecture, so you may not want them to privately message you during a presentation.

Some functions users do not have:

- The option to share their desktop
- The ability to mute/unmute anyone other than themselves
- The ability to set the layout for all viewers

**Remember:** The only user that can utilize the functions in the Presentation module is the presenter. The moderator is usually the presenter, but they can allow any student to be the presenter at any time during the session.

## SUMMARY AND RESOURCES

This tutorial provided the steps needed to create a BigBlueButton activity in Moodle. To learn more about this topic, visit:

- <http://bigbluebutton.org/>
- [https://moodle.org/plugins/mod\\_bigbluebuttonbn](https://moodle.org/plugins/mod_bigbluebuttonbn)

### HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- ***As a self-paced lesson.***

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some previous experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information that you need is listed in the tutorial text and step instructions.

Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- ***As a lesson-plan for a classroom.***

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

*We would appreciate feedback on this tutorial! Please send comments or suggestions to:*

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