NCKU Moodle Instruction Manual – BigBlueButton

BigBlueButton activity is for online learning, it provides real-time sharing of audio, video, slides, chat, and screen.

【Notes】When session is closed, the recording is available after a period of time and anyone who got the URL can play it. Therefore, teacher can make the BigBlueButton activity hidden and embed recording by URL resource of Moodle. Details will be given in later chapters.

All participants don't install any software, they can join session by laptop, smart phone or tablet and prepare headset and microphone (Webcam is optional). Every participant must confirm all hardware devices work fine before join session.

There are three roles in BigBlueButton. They are Moderator, Presenter and Viewer.

● Moderator: The important role who control the session. Moderator has abilities to assign viewer as presenter, enable recording, create group meeting, finish session and mute all participants.

● Presenter: Presenter's capabilities are uploading a slide, starting a poll, sharing an external video and enabling whiteboard. There is only one Presenter in the session. Moderator who first join session is a default Presenter.

● Viewer: The participants who join session.

There is role mapping table between Moodle course and BigBlueButton :

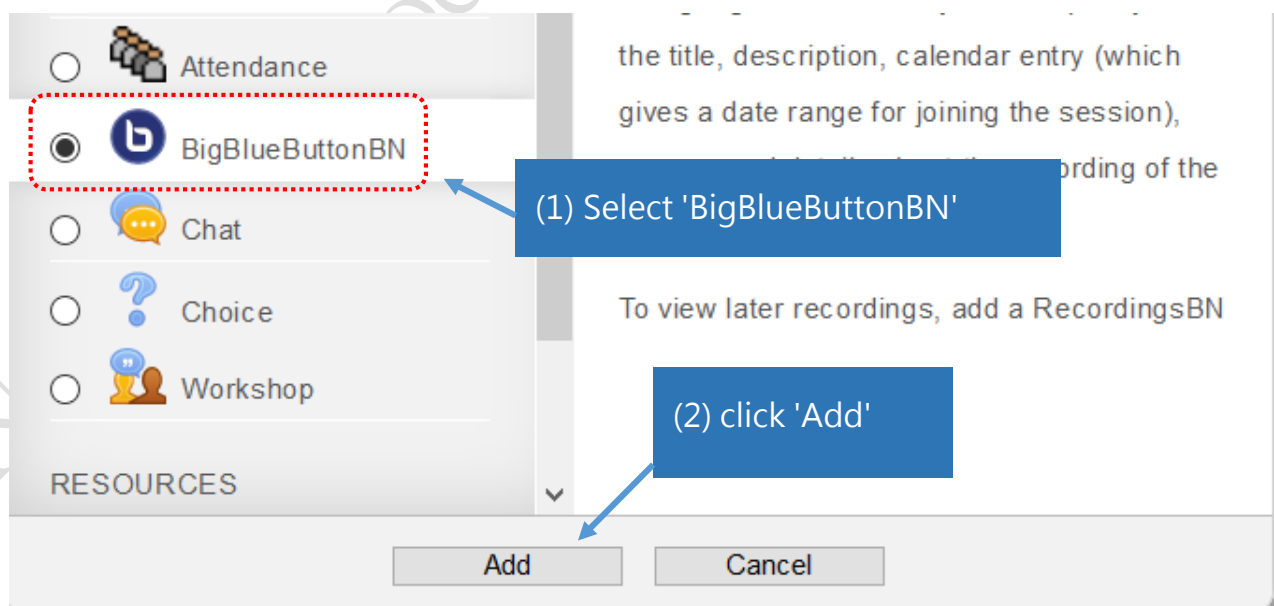| Moodle course	BigBlueButton
Teacher	Moderator(can take Presenter)
Advanced assistant/ Assistant	Moderator(can take Presenter)
Student	Viewer/(can be assign to Presenter)

A. Create BigBlueButton activity

1. Enter course, click 'Turn Editing on'

2. Click 'Add an activity or resource'

3.

(1) Select 'BigBlueButtonBN'

(2) click 'Add'

4. Configuration

(1) General settings

(2) Participants

By default, Teacher and Assistant are as Moderator, student is as Viewer. Using 'Add Participant' assigns Moderator to specific user.
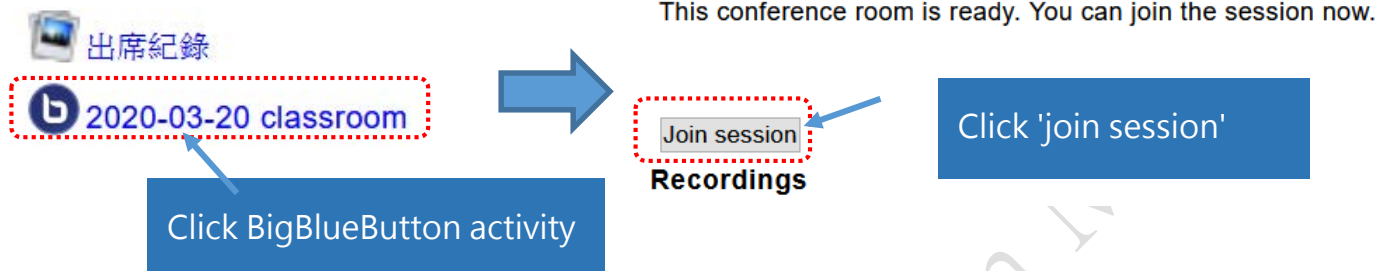
(3) Schedule for session

Adding and enabling an open/close date and time restricts a viewer's ability to join a session before the join open time or after the join closed time. The maximum duration of session is 24 hours (start calculating from first participants join session). If Moderator doesn't finish session, system will terminate session automatically.
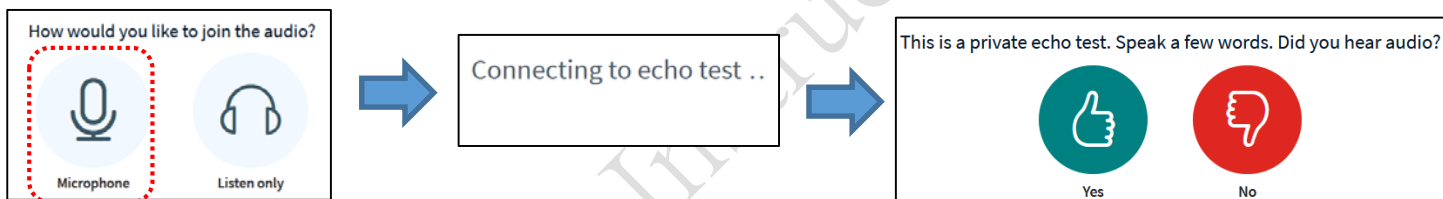
Click 'Save and return to course' to save.

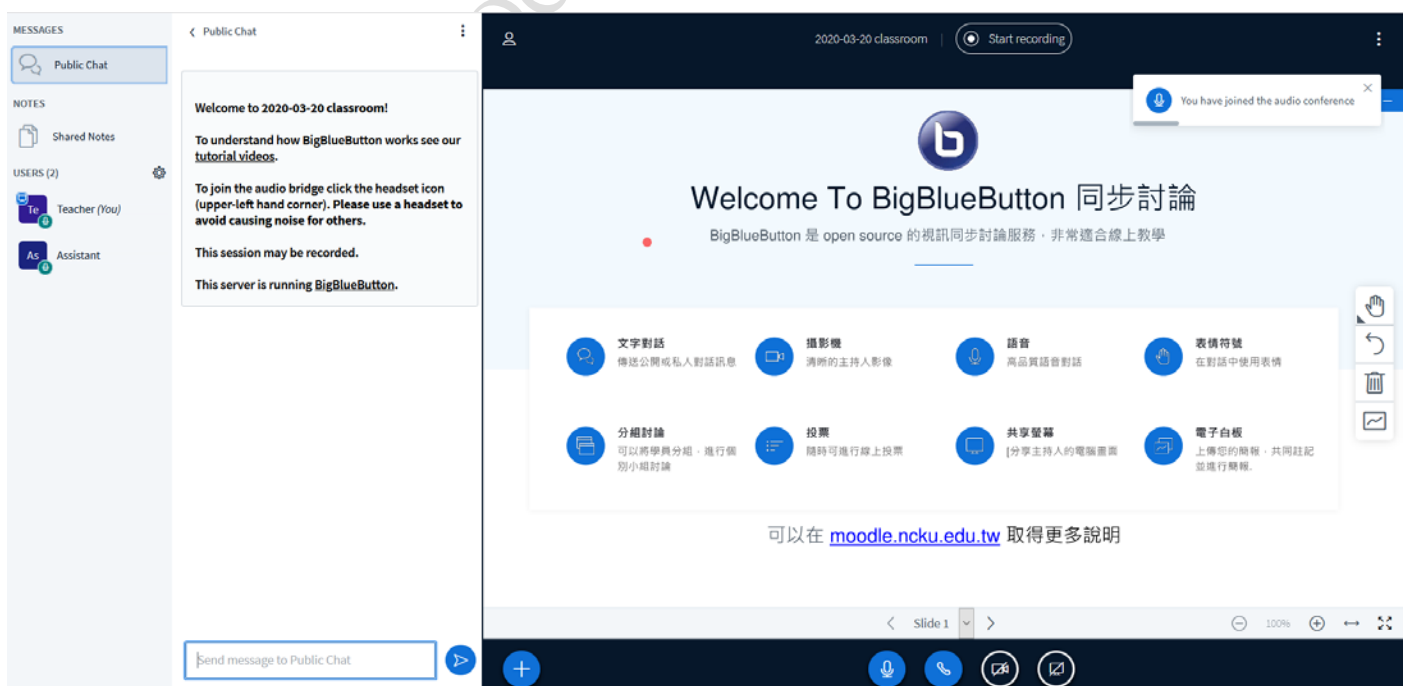# B. Enter Conference Room

1. Enter session

2020-03-20 classroom

出席紀錄

b 2020-03-20 classroom

Click BigBlueButton activity

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

Join session

Recordings

Click 'join session'

2. Enable microphone or select just listen only. If select microphone, system will do some testing.

How would you like to join the audio?

Microphone | Listen only

Connecting to echo test ..

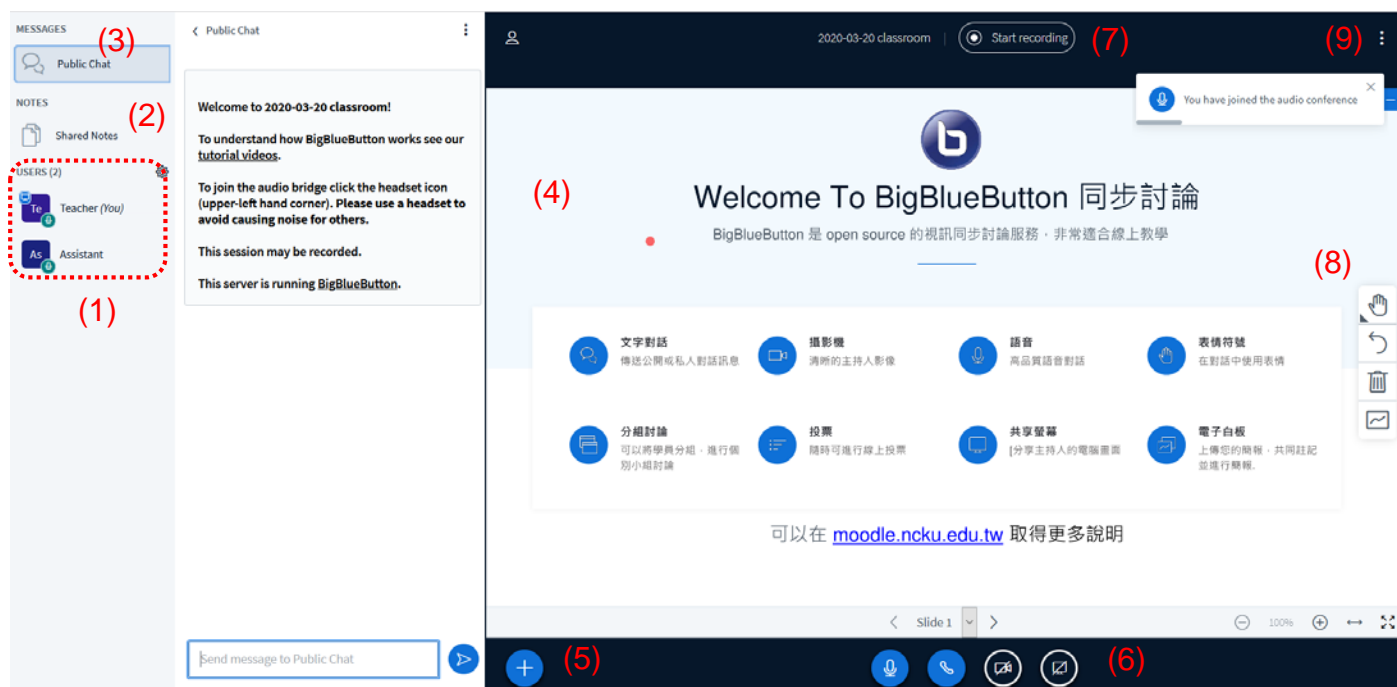This is a private echo test. Speak a few words. Did you hear audio?
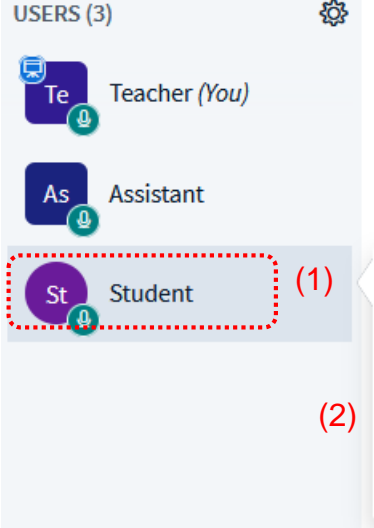
Yes | No

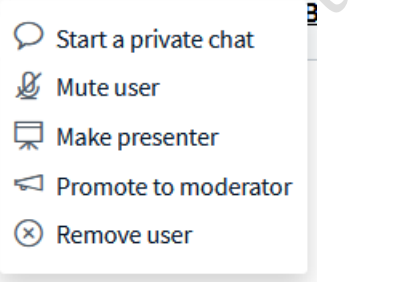3. Enter conference room successfully.

5
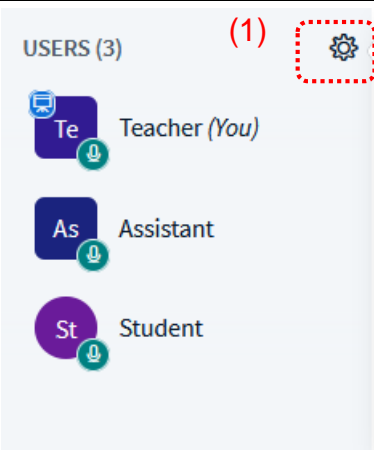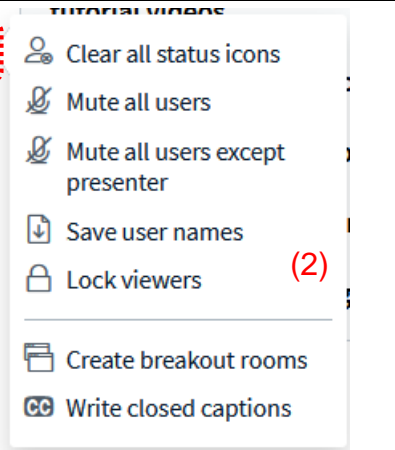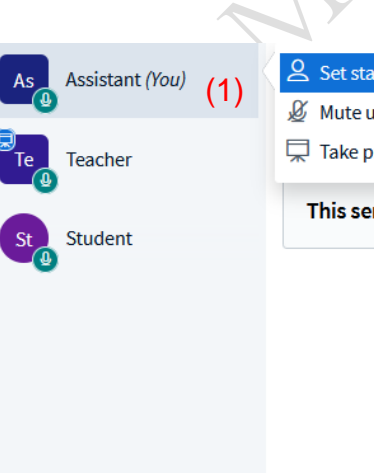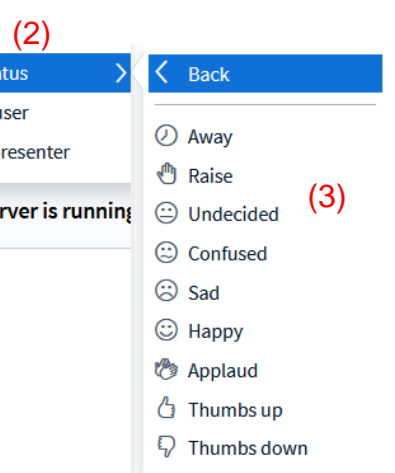
C. Interface instructions

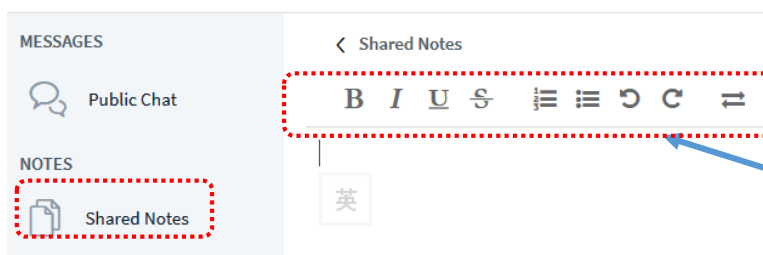The follow instructions are based on Moderator and Presenter：

1 Users

Users	
	List all of participants. The square acts as Moderator, circle acts as Views, 🖥 acts as Presenter.

Manage users	
	Moderator has ability to manage users. Click ⚙ icon to open the function menu.
Manage single user	
	Moderator has ability to manage specific user. Click user's name to open the function menu.
Self-management	
	Everyone just click name to set status to express himself.

7

2 Shared Notes

Click 'Shared Notes' to open the notes window. Using tool bar edit the notes. Moderator has ability to export notes to plain text or HTML file.
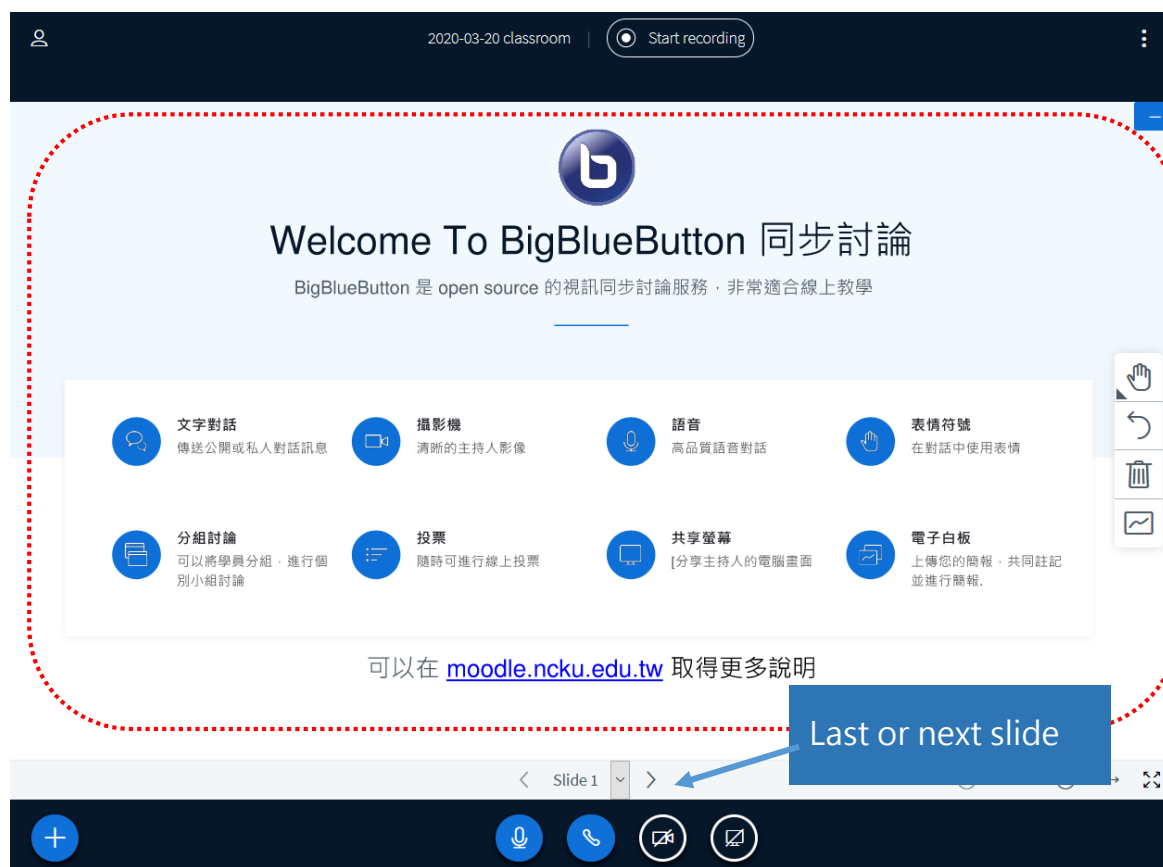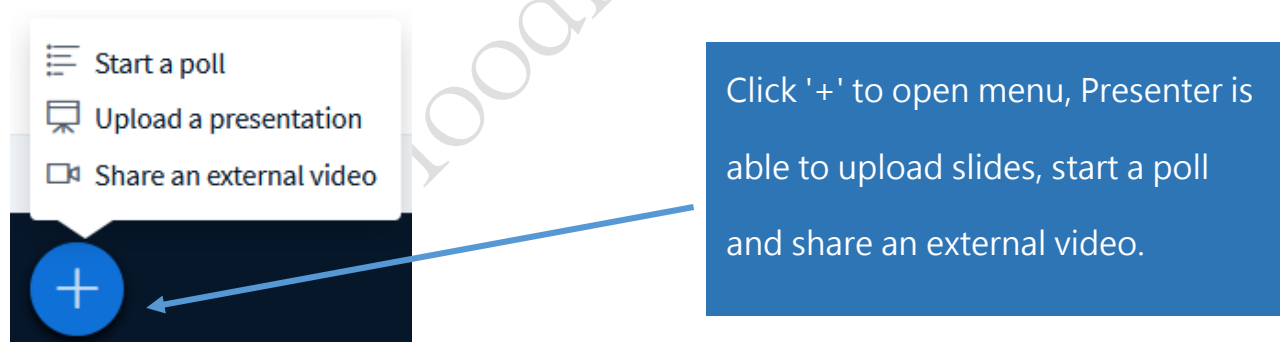
3 Chat room
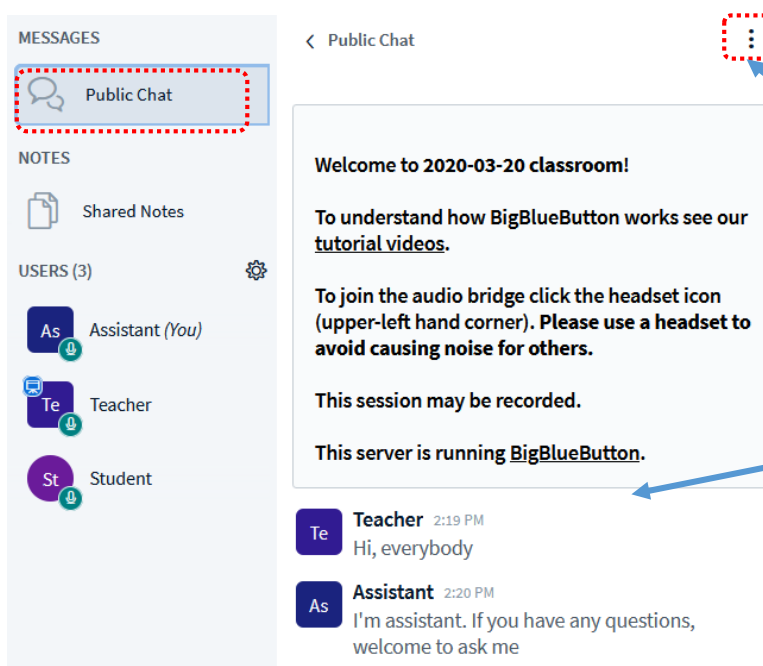
Save, copy and clear the contents.

Click 'Public Chat' to open chat window. Everyone can send public or private messages to someone.

4 Presentation window

Last or next slide

5 Upload slides, start a poll

Click '+' to open menu, Presenter is able to upload slides, start a poll and share an external video.

6 Multimedia tool and share screen

Share screen

There are multimedia icons above presentation window. Only Presenter has ability to share screen.
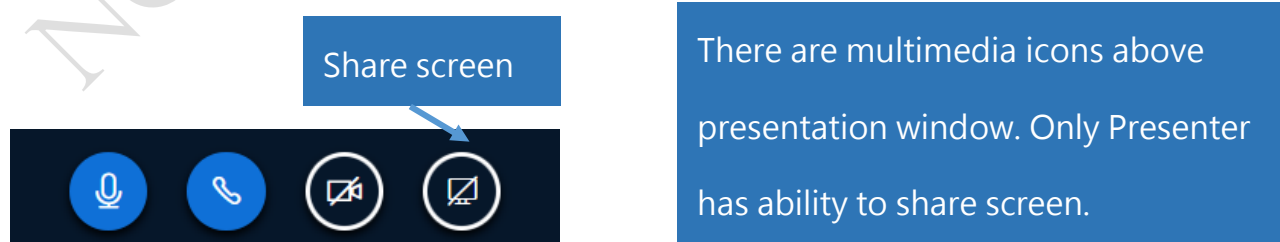
7 Start/Stop recording

2020-03-20 classroom | ⦿ Start recording
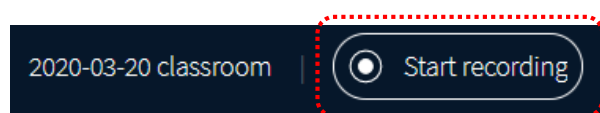
Moderator is able to do recording and click the button again later to pause the recording.
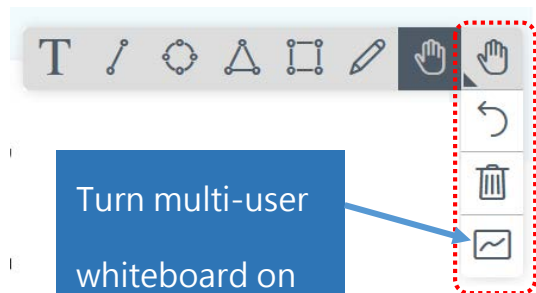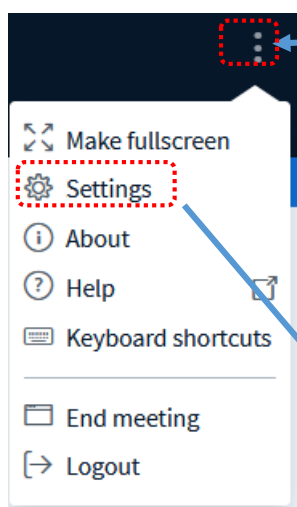
8 Tool bar for whiteboard

Turn multi-user whiteboard on

Presenter has abilities to draw, annotate in whiteboard. Enable 'Turn multi-user whiteboard on' make everyone can annotate something in whiteboard.
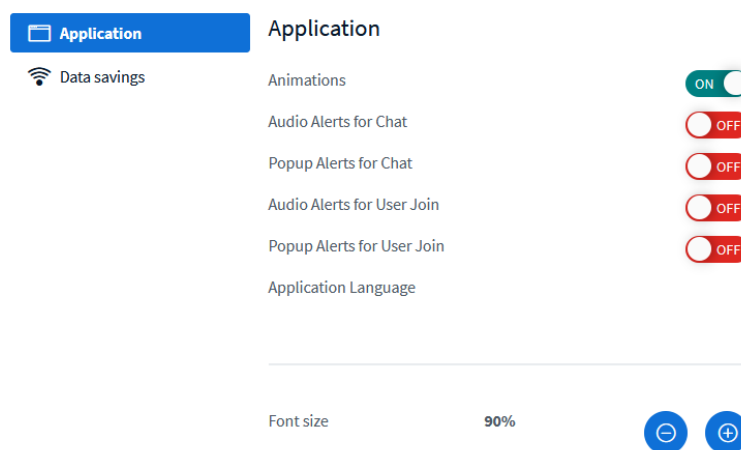
9   Session Menu

There are configurations for session on presentation window. Only Moderator has ability to finish session, others just leave session by click 'logout'. Everyone can set application environment in Settings.

D. Synchronous online learning

After entering conference room successful, teachers and students can process synchronous online learning. The follow instructions are based on Presenter.

1.   Upload slides

There are many Moderators in conference room, but only one Presenter. Presenter has ability to upload slides, start a poll, share an external video and enable whiteboard. The maximum

size of upload slide is 50 MB. Since BigBlueButton must convert PowerPoint document to PDF, none of the animations will be converted.

【Notes】If Presenter wants to keep animations, an alternative way is sharing screen or window then play slides.

(1) Click '+', select 'Upload a presentation'
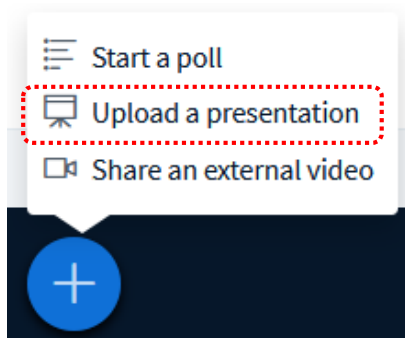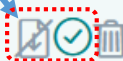

(2) Select file then click 'Upload'

2. Enable whiteboard

Presenter can open whiteboard tool to highlight, draw and write on presentations making points clearer to remote students. When the Presenter enables the multi-user whiteboard, all users in the session can annotate the whiteboard simultaneously.

Whiteboard tool

The whiteboard is next page of last page

Turn multi-user whiteboard on

This slide left blank for whiteboard

< Slide 1 ⌄ >

⊖ 100% ⊕ ↔ ⤢
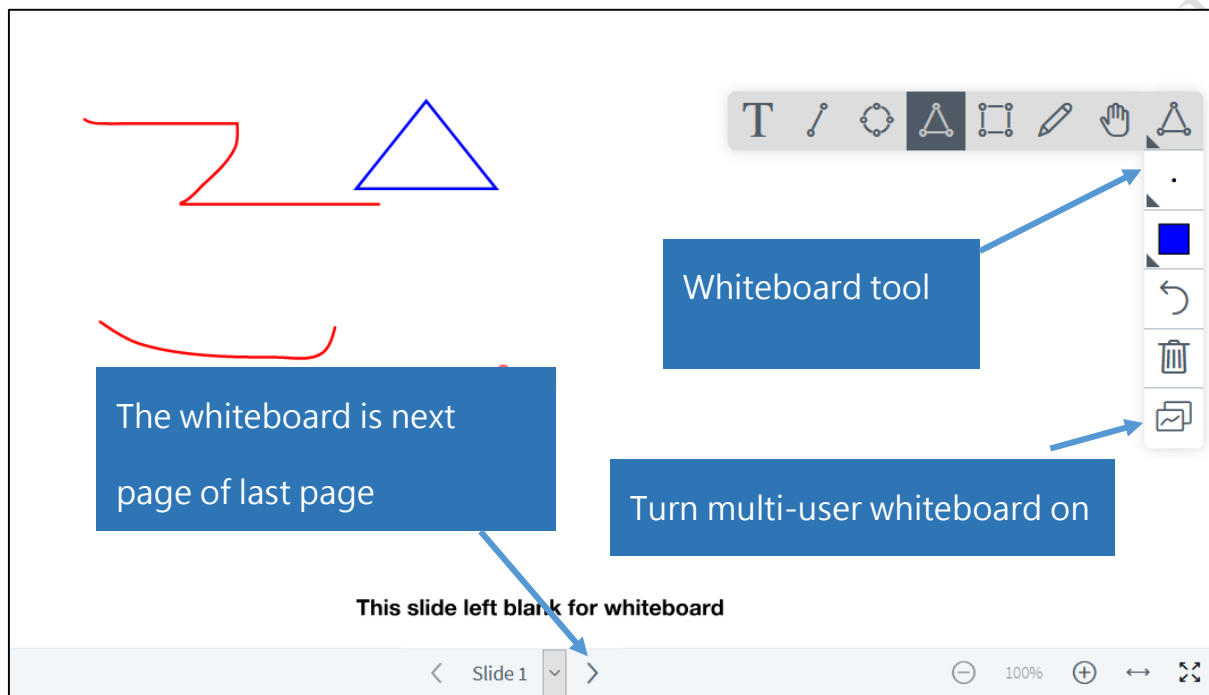
3. Start a poll

Presenter wants to easily poll viewers to increase their engagement and use the results help teach key concepts.

(1) Click '+', select 'Start a poll'
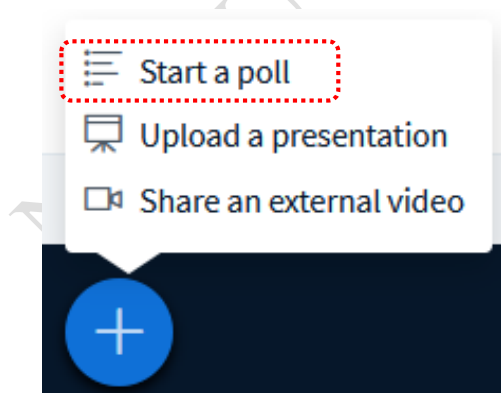
(2) choose pre-defined questions or customize questions

< Polling

×

pre-defined questions

Select an option below to start your poll.

Yes / No	True / False
A / B	A / B / C
A / B / C / D	A / B / C / D / E

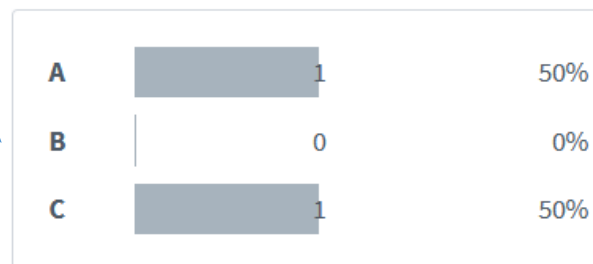To create a custom poll, select the button below a~~~ input your options.

Customize questions

Custom poll

(3)

showing the incoming results in real-time

Leave this panel open to see live responses to your poll. When you are ready, select 'Publish polling results' to publish the results and end the poll.

A	▬▬▬	1	50%
B			0	0%
C	▬▬▬	1	50%

click 'Publish polling results' to publish the results.

Done

Publish polling results

Users	Response
Assistant	A
Student	C

(4)

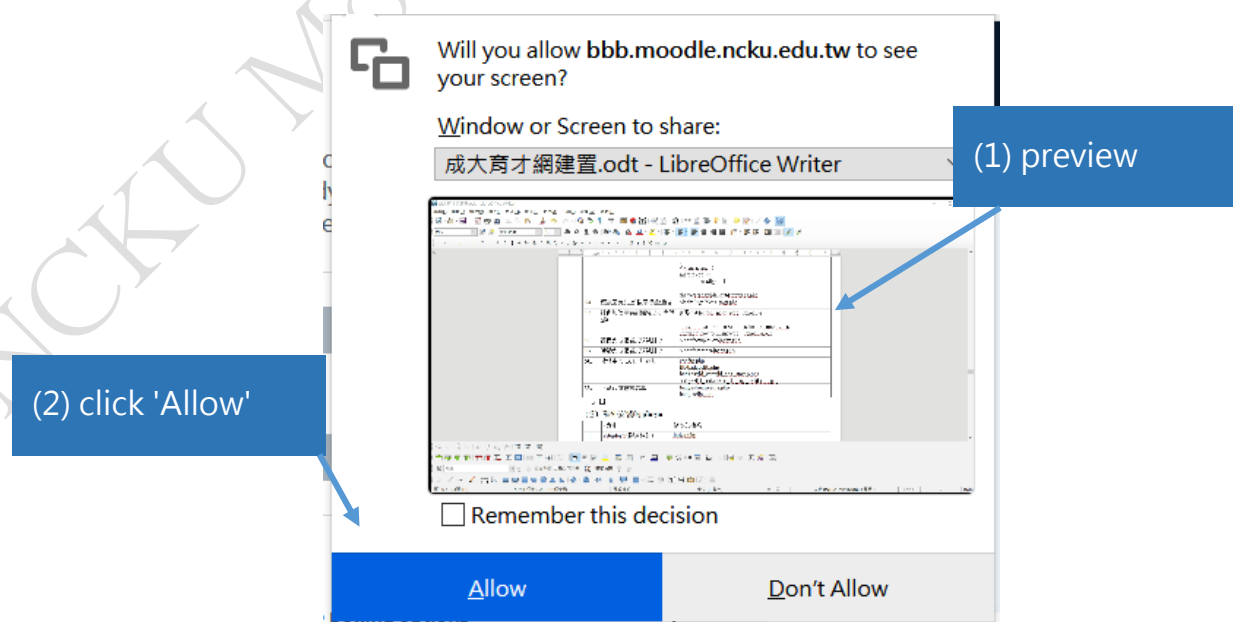| A | 1 | 50% |
| B | 0 | 0% |
| C | 1 | 50% |
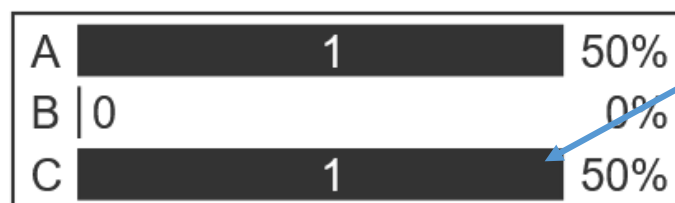
Result

4. Share screen

Presenter is able to sharing the contents of screen to all of participants.

【Notes】Safari on Mac OS X is not able to use the screen sharing feature. Please use Chrome, FireFox, and the newest version of Edge (based on Chromium).
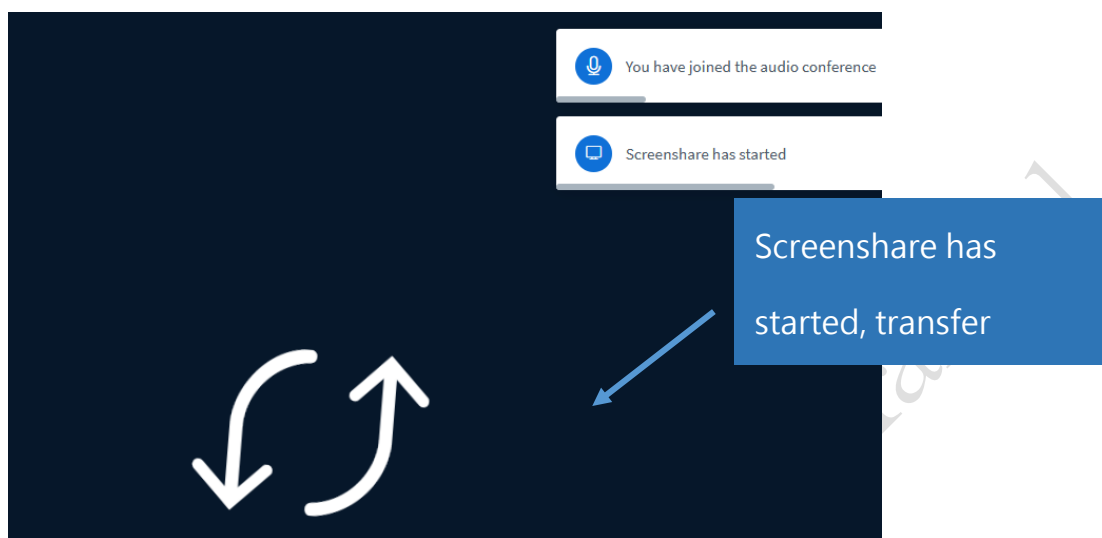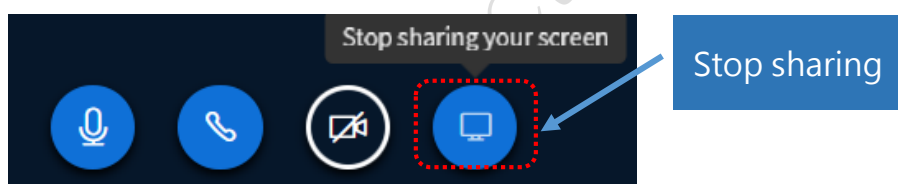
Click 'shared your screen'

(1)

Select window or entire screen

Will you allow bbb.moodle.ncku.edu.tw to see your screen?

Window or Screen to share:

成大育才網建置.odt - LibreOffice Writer

Select Window or Screen
MTPuTTY
UltraEdit-32 - [編輯3*]
成大育才網建置.odt - LibreOffice Writer
job_item_weekly.ods - LibreOffice Calc
Screen Sharing: Share Your Screen with Others [...

(2)

Will you allow bbb.moodle.ncku.edu.tw to see your screen?

Window or Screen to share:

成大育才網建置.odt - LibreOffice Writer

(1) preview

(2) click 'Allow'

☐ Remember this decision

Allow   Don't Allow

15

(3)

Screenshare has started, transfer
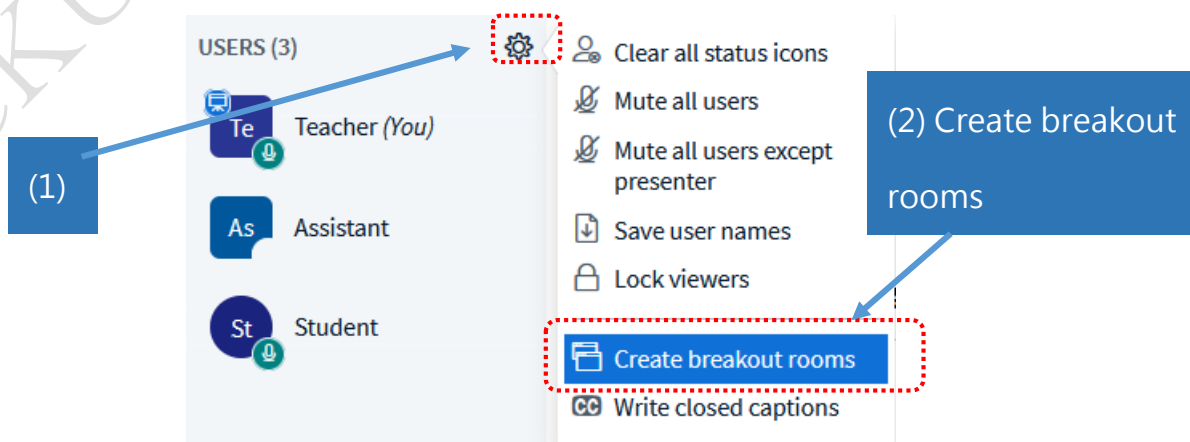
(4)

Stop sharing your screen

Stop sharing

E. Breakout rooms

Moderator is ability to use breakout rooms to encourage small group discussion, collaboration, and cooperation amongst students.

(1)

USERS (3)

Te Teacher (You)

As Assistant

St Student

(1)

Clear all status icons

Mute all users

Mute all users except presenter

Save user names

Lock viewers

Create breakout rooms

Write closed captions

(2) Create breakout rooms

(2)

Breako

(1) Set number of rooms and duration. All rooms will close once this duration time is met

Create

(3)

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

Number of rooms | Duration (minutes)

2 | 15 | ⊖ ⊕ | **Randomly assign**

☐ Allow users to choose a breakout room to join

Not assigned (2) | Room 1 | Room

Teacher
Student

Assistant

Student

(2) dispatch users to which room, including randomly, manual assign or allow users to choose by themselves.

(3) Viewers will receive a prompt to join the respective room they have been assigned to.

Join breakout room

Close | **Join room** ⬈

Do you want to join 2020-03-20 classroom (Room - 1)?

Click 'Join room'

(4) When Viewers have successfully joined, Moderator can manage and join the rooms through the Breakout Room Control panel.

MESSAGES

💬 Public Chat

NOTES

📄 Shared Notes

BREAKOUT ROOMS

📁 Breakout Rooms

< Breakout Rooms

Room 1 (1)
Student

Join room | Join audio

Room 2 (0)

Join room | Join audio

Duration 13:54

End all breakout rooms

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F. Embed recording to play

When session is closed, the recording will be available after a period of time and anyone who got the URL can play it. Therefore, teacher can make the BigBlueButton activity hidden and embed recording by URL resource of Moodle.

(1) After session is finished, set BigBlueButton activity hidden that students can't see this activity.
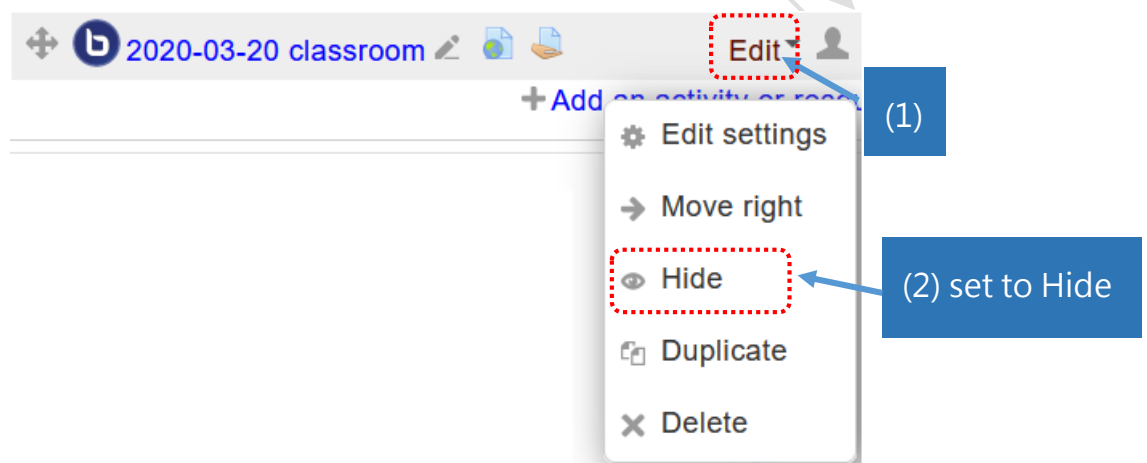

(2) Click BigBlueButton activity
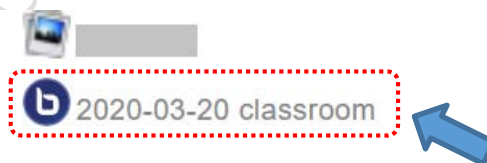
(3) If recording is available, it will list in Recordings table. Teacher can hide or delete recording by Toolbar. If recording is hidden, nobody can play it.
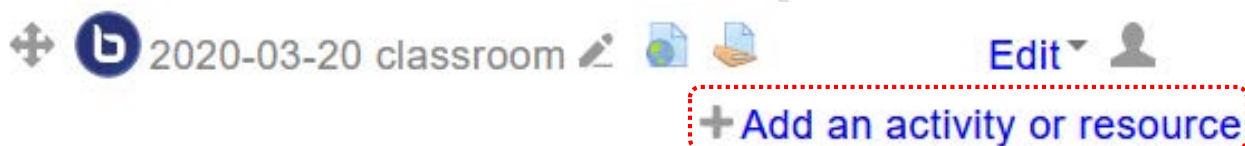
Recordings

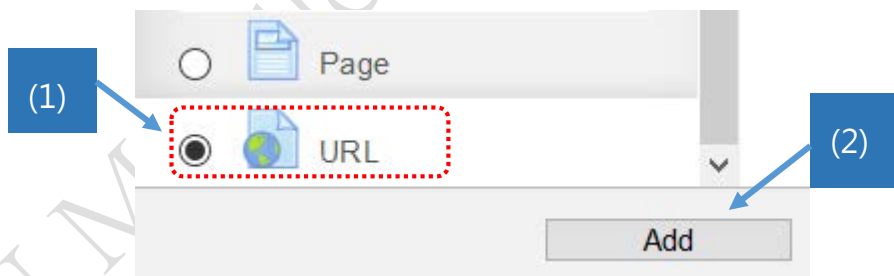| Recording	Activity	Description	Date	Duration	Toolbar
presentation	2020-03-20 classroom		Fri Mar 20, 2020 09:36:15 CST	15	⊙ ✕
presentation	2020-03-20 classroom		Fri Mar 20, 2020 15:28:26 CST	20	⊙ ✕

Right-click the name of recording to copy URL
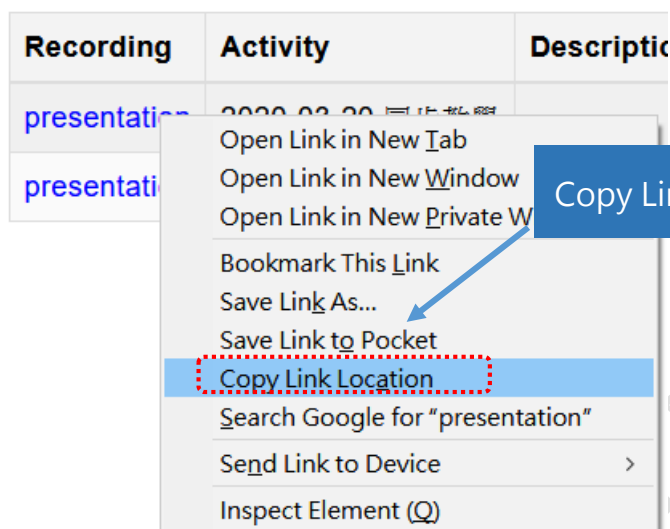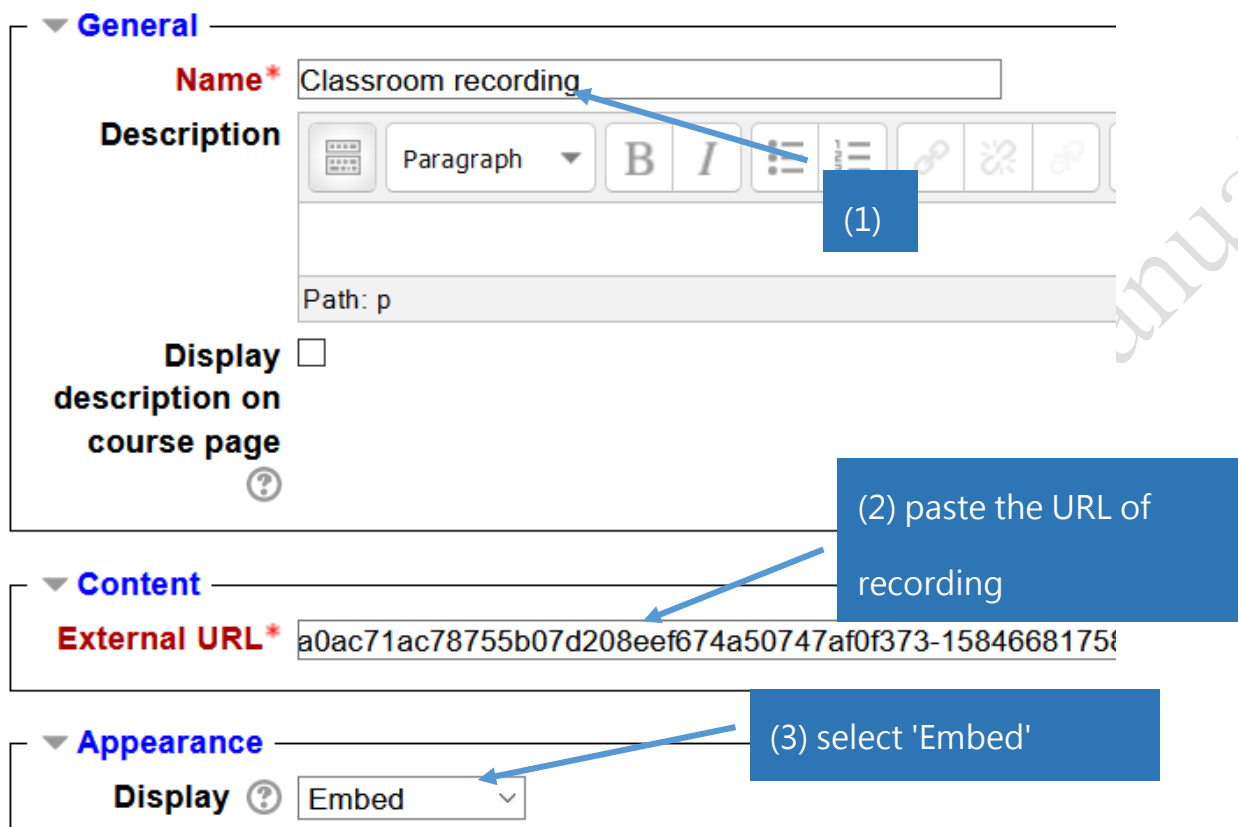
(4) Return to course section, click 'Add an activity or resource'

(5) Select 'URL', click 'Add'

(6)

Click 'Save and return to course' to save settings.

(7) Return to course section, click URL resource
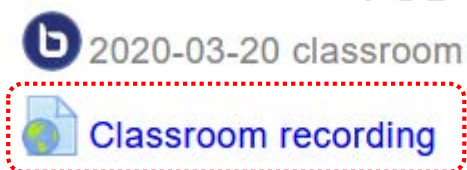
Navigation ☐ ◁

Home
- My home
- My Porfolio
- My profile
- Current course
  - TEST_09

Administration ☐ ◁

- URL module administration
  - Edit settings
  - Locally assigned roles
  - Permissions
  - Check permissions
  - Logs
  - Backup
  - Restore
- Course administration

Classroom recording

≡ 2020-03-20 同步教學

Embed recording to play

▶ ▮▬▬▬▬▬▬▬▬▬▬▬▬▬ 00:00

I. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024、61029.