

BigBlueButton Guide for Participants (V7)

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Recommended Browsers

Please note that **Internet Explorer** does **not** support BigBlueButton. If you have Internet Explorer as your default browser, please switch to **Google Chrome** or **Mozilla Firefox**. To use **Microsoft Edge**, please ensure that you have the **latest version** which is based on Chromium (launched in January 2020).

Joining a Room

The **link** to your **virtual classroom** will be shared with you at 1 week prior to the workshop.

Upon clicking the link, you will be brought to the room invitation page. Enter your **full name** (for identification and attendance-marking purposes) and click **'Join'**. If you are the first to arrive, you can start the session first by clicking **'Start'**.

You have been invited to join

Room Link

AP - 27 Nov 20 - DP Theory of Knowledge Cat 2 (Chinese) - IB

IB IB (Owner)

IB

Start

Please enter your name here.

Note that you are not required to key in an 'Optional Moderator Code' during your logon.

Echo Test

Once you have successfully entered the room, you will be presented with two choices to join the audio. Select 'Microphone'.

How would you like to join the audio?

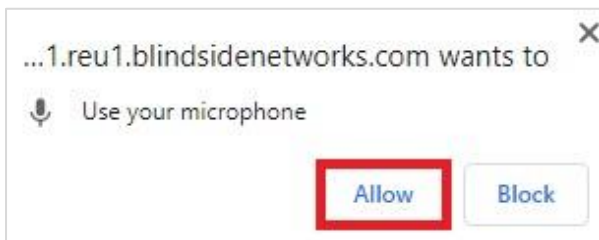


Microphone



Listen only

A prompt to allow the website to use your microphone will show up at the top left-hand corner of your screen. Click 'Allow' and follow through with the private echo test.



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



Yes



No

If you are unable to hear your echo, click 'No' to change your audio settings and **switch to a different microphone/speaker source**. Repeat the step until you are able to hear yourself in the echo test before clicking 'Yes' to proceed.

Change your audio settings

Please note, a dialog will appear in your browser, requiring you to accept sharing your microphone.

Microphone source

Microphone (USB Audio Device) (0d8c:0170)

Speaker source

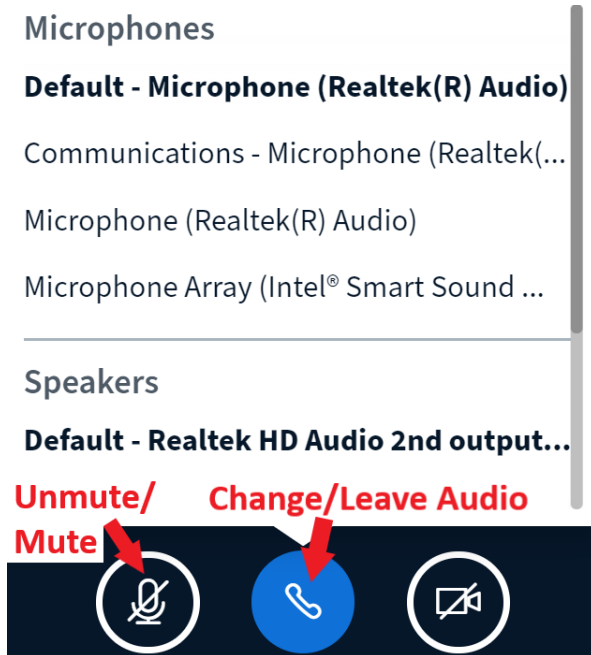
Default - Speakers (Realtek High Definition Au

Test your speaker volume Play sound

Back

Retry





If you would like to switch to a different microphone (input device) or speaker (output device) source after you have joined the meeting audio, click on the blue 'telephone' icon  and select the option you want.





Please note that you are **automatically muted** when you join the room. Click on the '**Unmute**' button in the media bar to unmute yourself.

Explaining the Various Icons

Depending on the circle at the bottom-right corner of the icon, it indicates the audio setting of the user.

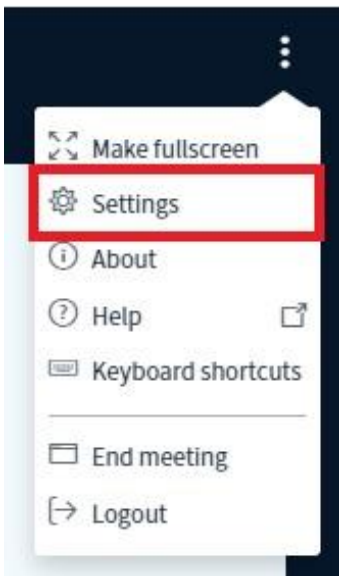
	Left Audio	: The white circle indicates that the user has not joined the audio for the session and will not be able to listen in to the meeting.
	Listen Only	: The headphone symbol indicates that the user has selected the 'Listen Only' option when configuring the audio settings. The user will not be able to turn on his/her microphone.
	Mic On	: The green microphone symbol indicates that the user has his/her microphone on.
	On Mute	: The red microphone symbol indicates that the user has selected the 'Microphone' option but is current on mute.

Please switch to 'Microphone'  if you are on 'Listen only' by clicking on the blue "headphones" icon  at the bottom of the screen to leave and rejoin the audio.

Changing the Application Language

To change the application language, click on **options** (vertical ellipsis at the top right-hand corner) and go to '**Settings**'. Under '**Application Language**', select your desired language and click '**Save**'.

You may experience audio issues after changing the application language. To resolve the issue, refresh the tab to rejoin the room and go through the audio setup again.



Settings

Close

Save

Application

Application

Notifications

Animations

ON

Data savings

Audio Filters for Microphone

ON


Application Language


English

Font size

90%

Checking Connectivity Status

The connectivity status icon  at the top right-hand corner is a good way for you to check your connectivity status and be informed of any connection issues that arise.

A red icon  indicates that you are currently experiencing connection issues and you may wish to turn off '**Enable webcams**' to cut down on bandwidth consumption. Please note that you will not be able to turn on your webcam nor view other users' webcams after disabling the function.



Connection status

View users' connection status

To save your bandwidth adjust what's currently being displayed.

Enable webcams

ON

Enable desktop sharing

ON

Pa

Participant 1



10:36 PM

Raise Hand

To raise your hand, click on the '**Raise hand**' icon  at the bottom-right corner. You can lower your hand by clicking on the button again.

Whiteboard

Notes on the whiteboard cannot be downloaded. You are advised to **screenshot** the notes if you require them for future reference.

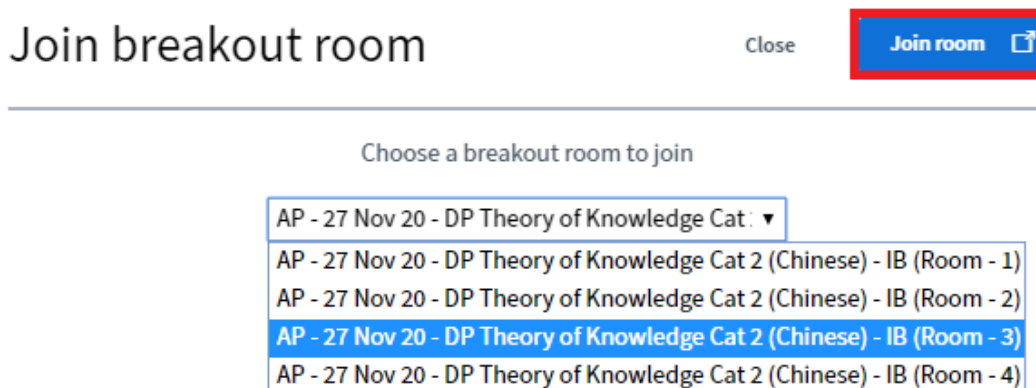
Shared Notes

Shared notes can be exported to various file formats (etherpad, HTML, plain text, Word, PDF, ODF). Shared notes will not be saved after the session has ended. You are reminded to **download** the shared notes prior to the end of the meeting.

Joining A Breakout Room

Depending on the configurations of the breakout rooms, you may be preassigned to a breakout room or presented with the option to choose a breakout room to join.

To choose a breakout room, click on the dropdown bar and select the desired breakout room, then click **'Join room'** at the top right-hand corner. The breakout room will open in a new tab, and your audio will be automatically connected to the breakout room.



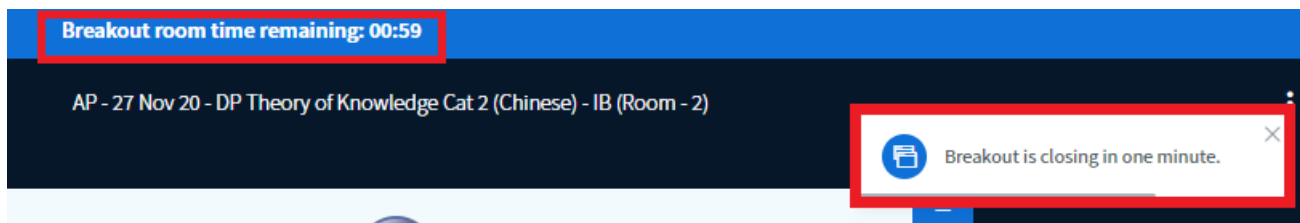
If you did not receive a breakout invitation or accidentally left the breakout room, **you can (re)join the breakout room by navigating to the 'Breakout rooms' panel on the left-hand side and click 'Join room'.**

< Breakout Rooms

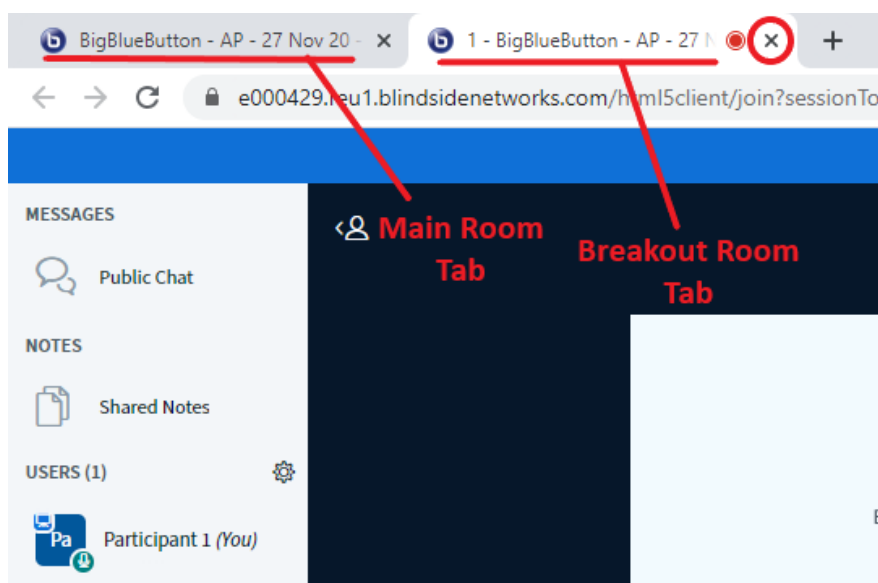
Room 1 (0)

Join room





A **countdown timer** is displayed at the top of the breakout room and a prompt will appear when there is only one minute left. When the time is up, the breakout room will automatically close and you will be brought back to the main room.



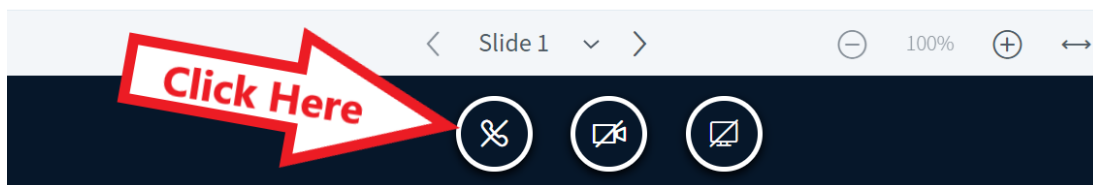
To exit the breakout room before the time is up, simply click on the **'X' button** beside the breakout room tab and proceed back to the main room tab.



If you do so, take note that **your audio will not be automatically reconnected back to the main room. Please ensure that you join back the audio in the main room** by clicking on the **telephone button** at the bottom media bar to 'Join audio' and go through the audio setup.

 BREAKOUT ROOMS Group users into breakout rooms for team collaboration.	 POLLING Poll your users anytime.	 SCREEN SHARING Share your screen.	 MULTI-USER WHITEBOARD Draw together.
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For more information visit bigbluebutton.org →



Sharing Your Screen

If you have been assigned as the presenter, you will have the ability to share your screen. Make sure to open any applications or additional browser windows you wish to share before engaging the screen sharing.

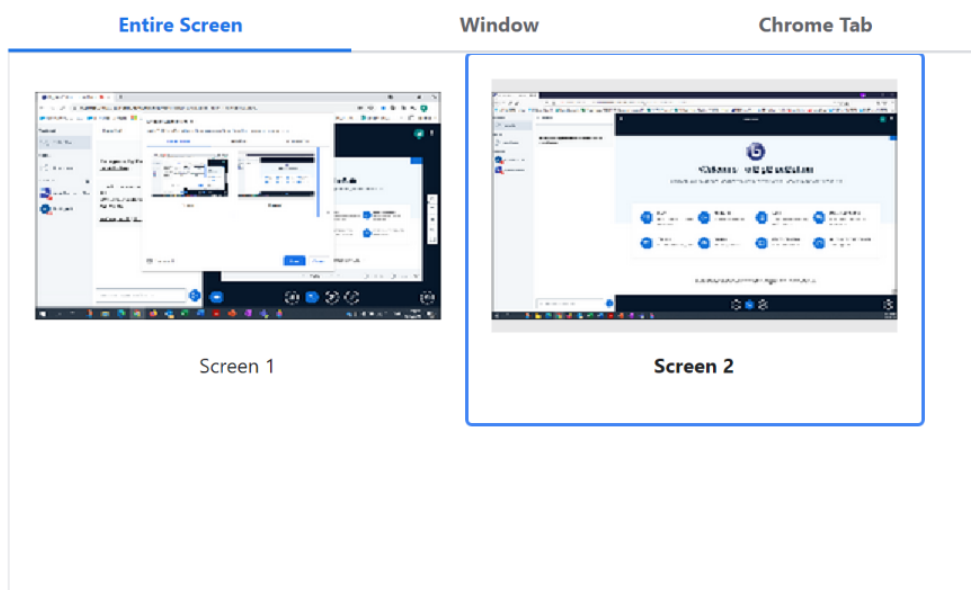
Select the 'Screen Share' icon  found in the bottom media bar.

You will be presented with the options to choose between sharing 'your entire screen', an 'application window' or a specific 'tab'. Depending on the browser you are using, the share-screen options may be presented to you differently.

You will also be able to 'Share audio' when sharing your screen if you have selected either 'Entire Screen' or 'Tab' option by checking the box on the bottom left-hand corner. Please note that **sharing audio** via screen-sharing is only available on **Google Chrome** and **Microsoft Edge** browsers.

Choose what to share

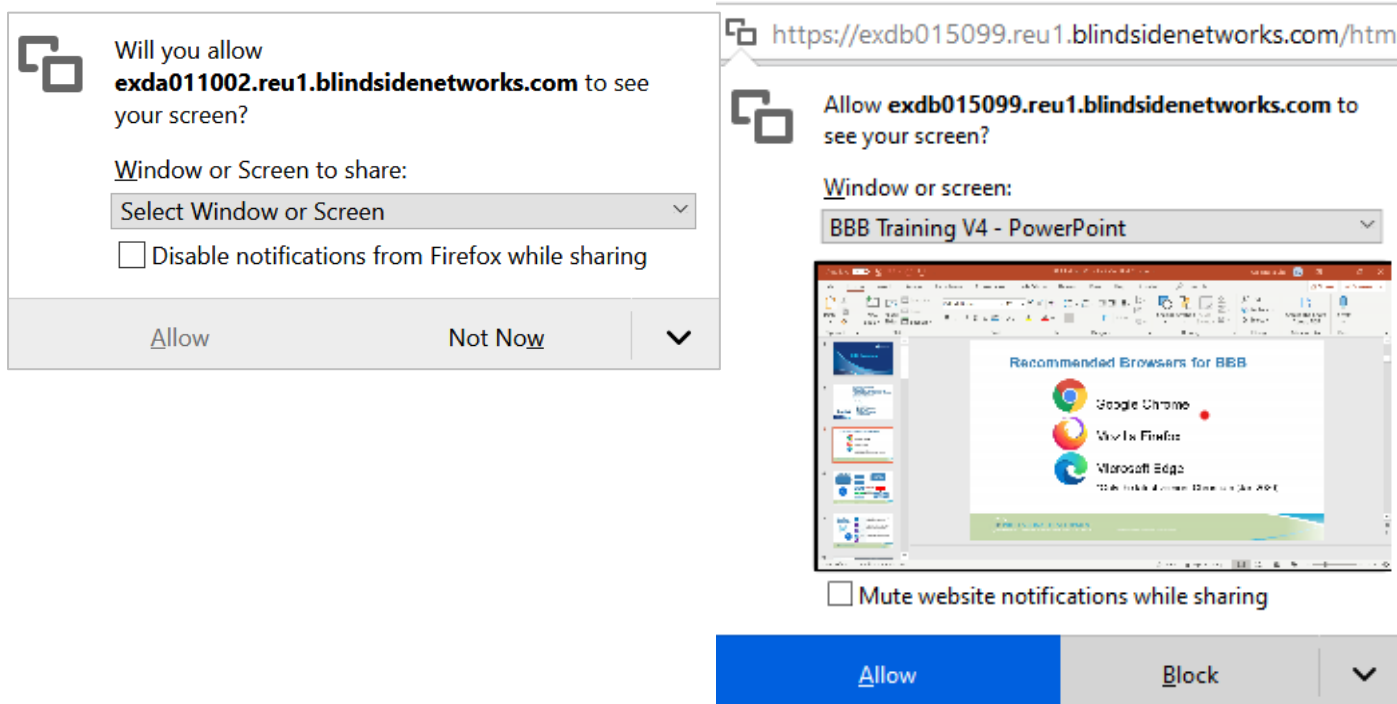
exdb015099.reu1.blindsidenetworks.com wants to share the contents of your screen.



Display of Screen-Share Options on Google Chrome Browser

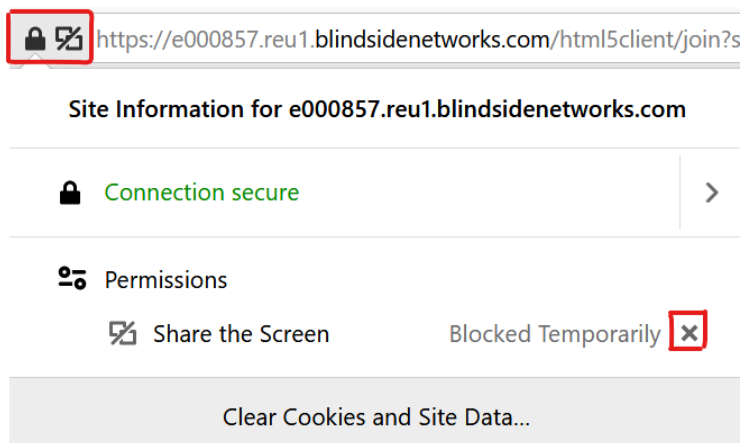
Depending on the presenter's and user's own bandwidth, videostreaming via screen-sharing may become choppy or experience lagging. For best results, it is recommended for you to share videos via 'Share an external video' function instead of screen-sharing whenever possible.

On **Mozilla Firefox**, screen-share options are presented via the drop-down menu. After selecting a window/screen you would like to share, a preview will be shown. Click 'Allow' to start screen-sharing.



If you have accidentally clicked 'Not now', BBB's access to your screen will be temporarily blocked by Firefox. You will need to navigate to the lock icon beside the URL bar and click on the 'X' button to clear the block.

Tip: Ensure that your pop-up blocker is disabled before engaging with screen-sharing.



Mac Users - System Permission Setup

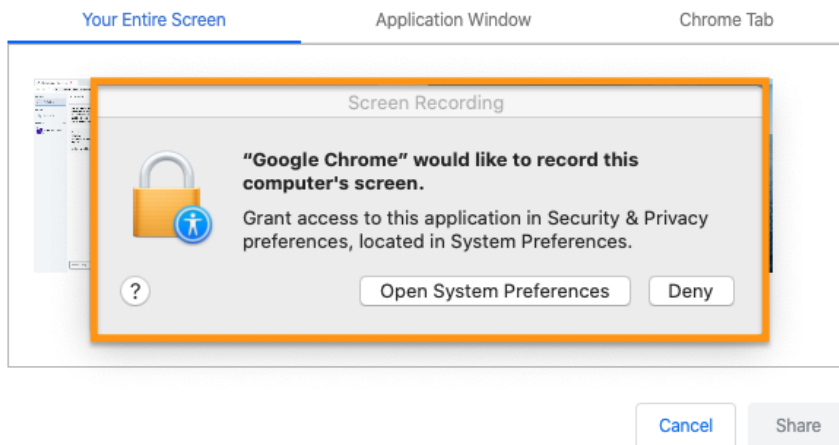
In some cases, Mac users will be prompted to allow all media permissions set specific system preferences to make use of sharing **microphone, webcam, or screen**.

For example, after updating to Catalina, the first time a presenter attempts to use the **screen sharing** they will be prompted by the mac OS to open their **system preferences** to enable screen recording for the current browser.

If you **deny** the application permissions, the screen sharing function will be disabled in the **current** and **any future** session until they enable this permission.

Share your screen

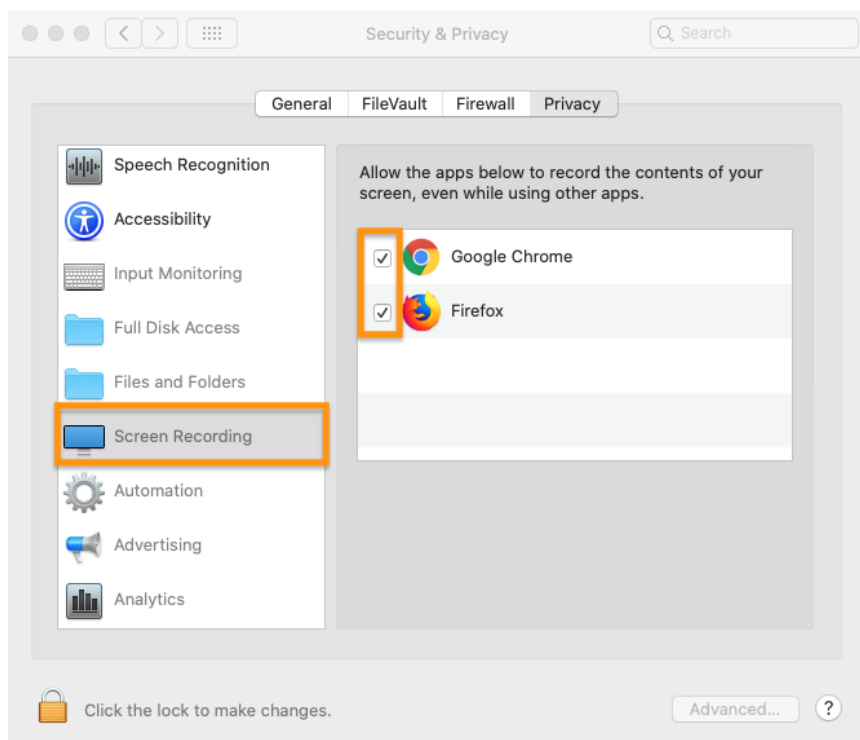
m087.ma1.blindsidenetworks.com wants to share the contents of your screen. Choose what you'd like to share.



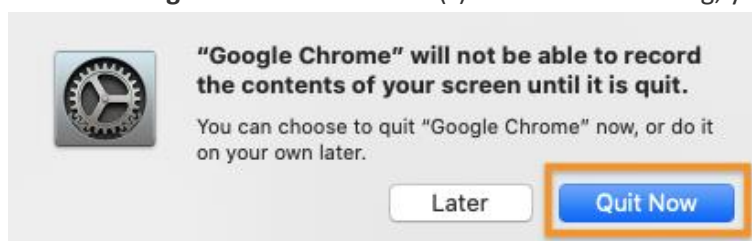
To access the permissions:

1. Open your Mac's Security & Privacy preferences.
2. Click the Privacy tab.
3. Click the Lock icon and enter your Mac credentials to make changes.

Here you can make changes for **microphone, webcam, and screen recording** (shown below).



After **enabling** the selected browser(s) for screen recording, you will be prompted to restart your browser.



Reopen your browser and re-enter your BigBlueButton session – you should now be able to share your screen.

Recordings

Please note that recording of sessions is strictly prohibited under the Privacy and Data Protection laws.

Minimum bandwidth requirements

We recommend that users have 0.5 Mbits/sec upload speed and 1.0 Mbits/sec download speed. To test your actual internet bandwidth, you can visit <http://speedtest.net/>. The results at <http://speedtest.net/> will give a fairly accurate test of your upload and download speeds. If these numbers are much less than 0.5 Mbits/sec upload speed and 1.0 Mbits/sec download speed, your audio will be poor.