

Student Manual

for Virtual Classroom / Webinar (Big Blue Button)



1. Introduction

Big Blue Button is our Virtual Classroom or online web conferencing (Webinar) session. Virtual classroom sessions are to deliver a high quality learning experience to remote student. When logged into the virtual classroom, users have the option of sharing their video and audio over the web using built-in or external devices. Multiple participants and a presenter can be sharing their video and audio at the same time.

Moderator is the person who handles the conference. The moderator has complete control over all functionality within the Big Blue Button session. Moderator will be able to mute, un-mute and eject any of the participant at any time. Members can handle only their own video/audio. All members of the virtual classroom can take part in a group chat or private chat.

2. Minimum requirements

2.1 Flash player

You need to have a web browser capable of running Flash 10.3 to get access to the BBB virtual classroom.

Click on the link below and follow the steps to check the flash player version installed on your computer, to find the latest version available for your computer or to download and install flash player.

To check Adobe Flash player : [go to their website](#)

2.2 Internet speed

Your internet connection must have the following upstream and downstream to participate successfully with virtual classroom.

Upstream: 500 Kbits/sec (0.5 Mbits/sec)

Downstream: 1000 Kbits/sec (1 Mbits/sec)

2.3 Java runtime

You will need to install java runtime to run the desktop sharing. Visit [The Jave website](#) to test the currently installed version of java. You can download update java runtime free of charge.

2.4 Hardware requirements

For Windows computers recommended hardware requirement is Dual-core CPU with at least 2G memory (RAM).

For Mac computers recommended hardware requirement is any Mac running Mac OS X operating system.

2.5 Recommendations

To get a high quality audio we recommend you to use a headset with a microphone rather than inbuilt in speakers.

3 Connecting to virtual classroom – Big Blue Button

Logging into virtual classroom (web conferencing session) may take between 2-20 Seconds **Depending on your Internet Connection and network traffic.** You will not be able do anything until the moderator (teacher/trainer) join the virtual classroom.

3.1 Connecting with virtual classroom

To login into virtual classroom (online lessons) click on the relevant topic named as “online classroom Date and Time (DD/MM/YYYY 00:00AM – 00:00PM)” and accompanying  icon. Your course may have several online lessons for different dates therefore make sure to select the correct lesson.

Eg:  Online classroom 15/09/2012 10:30AM – 03:30PM

1. In first step a message will appear asking your permission to share camera and microphone (See figure 1).



Figure 3.1.1

2. Click on “Allow” to share your video and sound.
3. If you click on “Deny” you will not be able to talk with other users (presenter/other users), and Other users (presenter/other users) won’t be able to hear or view you on webcam.
4. See Figure 3.1.2 Welcome screen of your virtual classroom (BigBlueButton- Web Conferencing Interface).

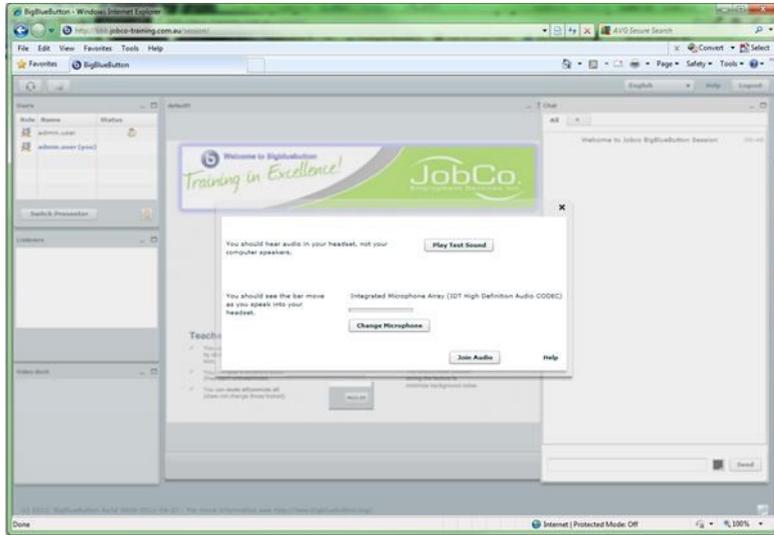


Figure 3.1.2

5. Click on “Play Test Sound” to ensure you can hear audio in your headset (See figure 2).
6. Click on “Change Microphone” to adjust your microphone recording volume (See figure 2).

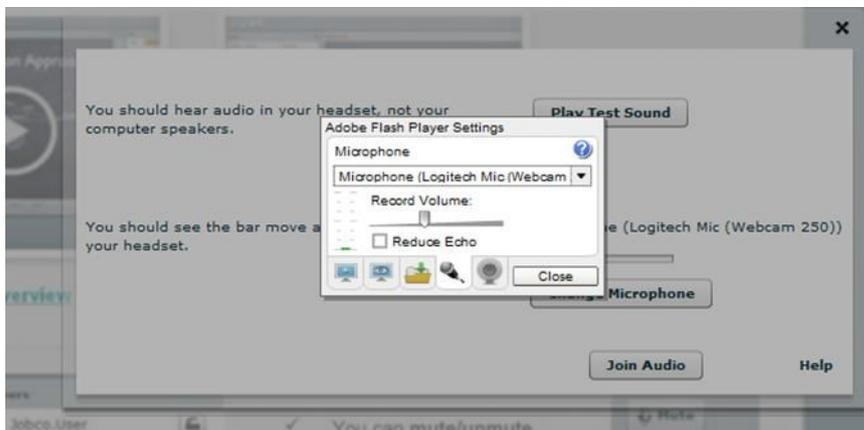


Figure 3

7. Click the drop down list box to select a microphone. “Microphone” is the recommended setting for all training rooms at JobCo, Brunswick site.
8. Drag the volume adjustment slider to the right to increase volume and to the left to decrease volume.
9. Once you setup your audio settings simply click on “Join Audio” or the close button (X) on top right hand corner of the middle screen.
10. You will be logged in to the main screen of Big Blue Button.

3.2 Tools on main screen

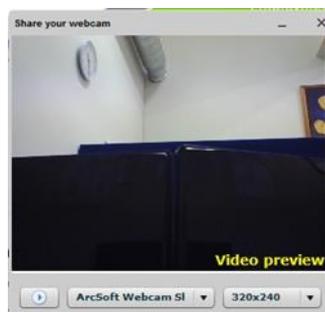
1. The main screen is divided into several partitions to render different functions, such as chat room, video dock, list of users, list of listeners and main presentation dock. See figure 3.2.1

2 3 4



Figure 3.2.1

2. With Desktop sharing Icon, you can share your Desktop with other users (See figure 3.2.1).
3. With webcam Icon, you can share your video by clicking the webcam icon. Once you enable sharing video, you will get a new pop up window with your video preview (See figure 3.2.1).



4. Microphone icon (See figure 3.2.1). Clicking on  icon ,
 - you can exit from audio conference/Listeners window
 - Go back to audio/Microphone controls to join the audio conference

5. This section lists all currently logged in members and reveals their status (See figure 3.2.1).
6. This section lists all listening members. You can mute yourself by clicking on the little “Mute” button  on left bottom corner of this section (See figure 3.2.1).
7. This is the chat room (instant messaging) of the web conferencing interface (See figure 3.2.1).
8. This is the video doc of your web conferencing interface. You can see shared webcams of other users (See figure 3.2.1).
9. Clicking on  Raising Hand, you can let your teacher (presenter) know that you have something to share or need presenter status (See figure 3.2.1).
10. The middle section of the main screen is the presentation panel. You will get your lecture slides/ presentation on this section. If you have shared your desktop it will be visible to other users on this middle screen.

3.3 Logging out from the BBB session

The log out button is located at the Top Right Corner of the BBB session window.

Click on ‘Logout’ button to Logout of the current BBB session,

Then Click ‘OK’ on next window.



4. Functionality

Big Blue Button video conferencing session consists of extended whiteboard capabilities such as desktop sharing, public and private chat, pointer, zooming and drawing. You will be logging into the virtual classroom in the viewer role. Your teacher/trainer will be logging into the session in the presenter role. There is difference between these two roles in terms of capabilities. During the session, you may need to ask for presenter role or you may be given the presenter role by the trainer. Once you are in the presenter role you will be able to utilise more functions.

Viewer role capabilities:

This role has the limited capabilities. Note that, you will not be able to join virtual classroom until presenter has joined.

- Join the video conference.
- Audio - Mute/unmute them-selves.
- Video – Share the web cam/ stop sharing.
- Public chat(group chat)/ Private chat.
- Access previously recorded session.
- Raise the hand (for request).

Presenter role capabilities:

Presenter holds full control over web conferencing session (virtual classroom) including the ability to eject any user at any time from the virtual classroom. You will not be able to eject any user from the classroom even if you are given presentation mode during the session.

- Join the video conference.
- Mute/ unmute others.
- Desktop sharing.
- Drawing, highlighting on presentation area using white board tools.
- Upload a document for presentation.
- Adjust presentation area (Fit to width, Fit to page).
- Zooming presentation area.

4.1 Upload a presentation

These functions will become available once you switch to the presenter status.



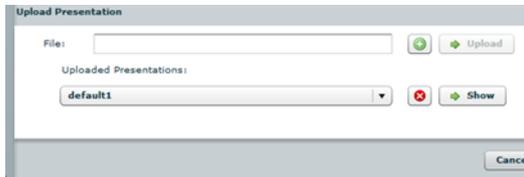
Figure 4.1.1

1. You can upload presentation slides or any document for the presentation by clicking on

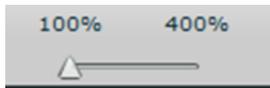


button on bottom left corner of the presentation area. See figure 4.1.1.

Click  button on “upload” screen to browse your files and select the file you want to upload and click “open” to get the selected file into “upload” screen. Your file name will list on “upload” screen. Click  button to upload your lecture to your audience.



2. Use small green left and right arrow key to move slides forward and backward see figure 4.1.1.
3. Move the triangle button to left and right to zoom the presentation area. Right to increase (400% is the maximum) and left to decrease(100% is the minimum). See figure 4.1.1.



4. You can fit your presentation slides to width or to page by clicking   these buttons see figure 4.1.1.

Whiteboard drawing tools

5. Click on “show whiteboard”  button to get a drawing tool. If you want to hide the drawing tool simply click again the same button see figure 4.1.1.
6. You can use these tools to draw or mark on your presentation. See figure 4.1.2.

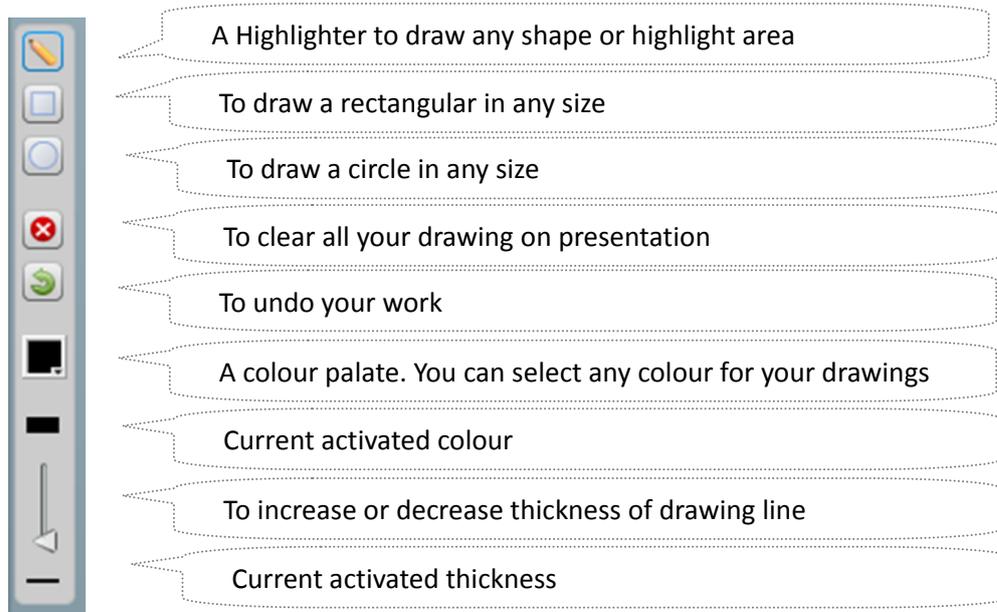


Figure 4.1.2

4.2 Chat room

This is your chat room for the online classroom see figure 4.2.1 .

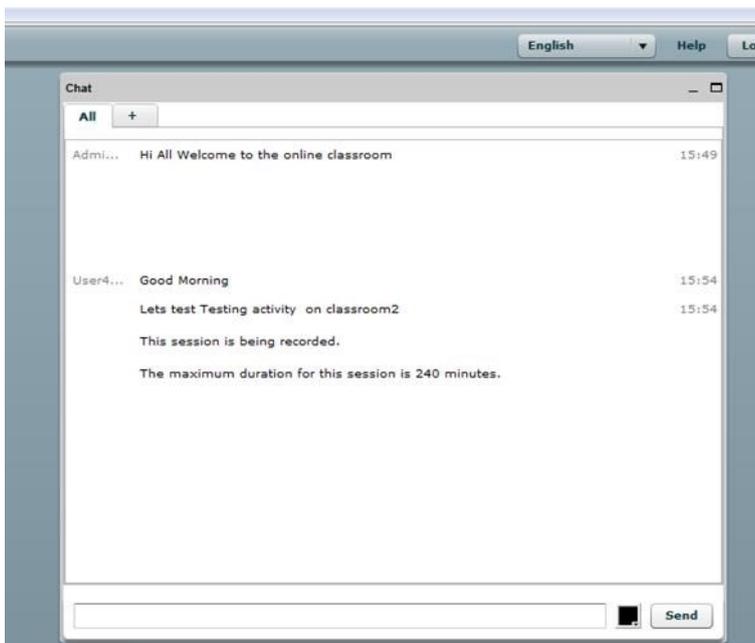


Figure 4.2.1

1. If you want to chat with a particular member of the class in private for a example with teacher, click on the + mark next to "All", then it shows list of all members in the online classroom see figure 6. Click on a user name that you want to talk to, it will bring up another tab with the user name that you click on. Click on the new tab with the user name and it will open up a blank chat room. Only the selected user will be able to see the content that you put on selected tab.



2. This section lists your message history for the session with time and user name see figure 4.2.1.
3. This is the place where you have to type your message see figure 4.2.1. Click on the text box and it will highlight with light blue border by enabling you to enter text.
4. Click on colour pallet button  to select a colour to your text see figure 4.2.1.
5. Once you finish typing your message click the “Send” button see figure 4.2.1.

4.3 Desktop sharing

The desktop sharing facility allows you to broadcast your desktop for all members to see. Only the presenter role can share the desktop. Once you get the presenter role, you will be able to share your desktop. You will get the presenter’s shared desktop on a new block therefore you can minimize or maximize the new window. However, you cannot totally close down that window. It will reside on top of the Big Blue Button window until the presenter closes the desktop sharing. Therefore, make sure to close the desktop sharing from your end once you finish your task.

You will notice that you will get three buttons (See figure 4.3.1) on top left corner of the screen once you get the “Presenter” role where there will be only two buttons (See figure 4.3.2) for the viewer role.

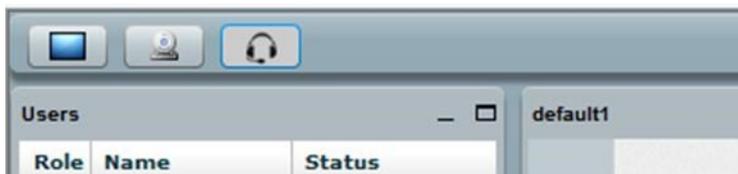


Figure 4.3.1

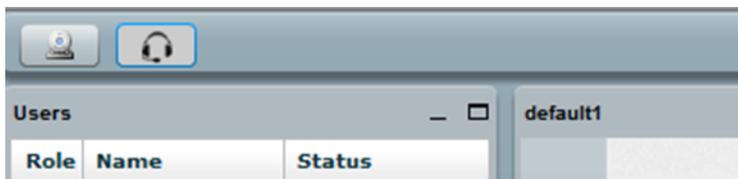


Figure 4.3.2

1. Click on the desktop sharing button  on top left corner of the main screen.
2. The desktop sharing screen will open in a new window within the main screen (See figure 4.3.3)

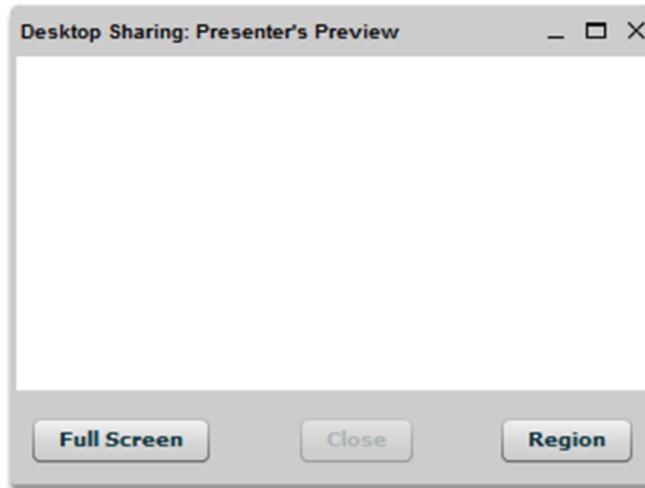


Figure 4.3.3

3. You can share your entire desktop by clicking on the button “Full Screen” and it will show everything on your computer to others (all applications that you open on your computer when the time you sharing).
4. You can share part of your desktop by clicking on the button “Region”.
5. Once you click on the button region, it will show you a frame to select area for sharing. The frame will be displayed with red dashed outline (See figure 4.3.4). You can change the size of the frame by selection from right button corner of the frame. You can move the frame to any location by click, hold and move.
6. Once you setup the size and the location of the frame click on the button “Start Sharing”. Then it will show you the area that going to be share with others in a blue colored frame (see figure 4.3.5). Once you get the blue colored frame, you cannot change the size of frame but still you can change the location going to be shared by moving the frame into desired location.
7. Once you finish your presentation click on the “Close” button in middle of the “Desktop Sharing: Presenter’s Preview” window or simply click on the button in top right hand corner of the “Desktop Sharing: Presenter’s Preview” window to stop desktop sharing. At the same time it will close down the “Desktop Sharing: Presenter’s Preview” window.



Figure 4.3.4



Figure 4.3.5

Note: It may ask your permission to run desktop sharing application as a security warning. Read the warning message carefully and accept



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