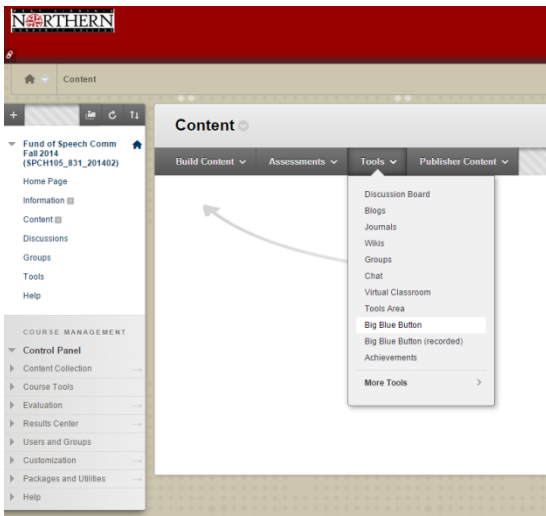


Quick Reference Guide: Big Blue Button

Big Blue Button is accessed through your Blackboard courses

Add a BBB link to course content

On the left-hand side a Menu is displayed, select Content and then click Tools. You can choose Big Blue Button or Big Blue Button (recorded). The Big Blue Button (recorded) link will record your session so that it can be viewed at a later time.



Creating the BBB link

Name your Big Blue Button link and enter a description

If you have any attachments you can attach them here if not skip #2

Ensure it is visible to students by checking Yes under #3 Options...Permit Users to View this Content. If you would like to Track Number of Views click Yes (optional) and if you want Date and Time Restrictions for viewing select them here (optional). Click Submit

The Big Blue Button link will now be displayed under Content for the course.

A screenshot of the 'Create Big Blue Button' form in Blackboard. The form is divided into four sections: 1. Information, 2. Attachments, 3. Options, and 4. Submit. The 'Information' section is active, showing fields for 'Name' (Big Blue Button Test 2), 'Color of Name' (Black), and 'Description'. The 'Options' section shows checkboxes for 'Permit Users to View this Content' (Yes), 'Track Number of Views' (Yes), and 'Select Date and Time Restrictions' (Yes). The 'Submit' section has a 'Submit' button.


Inside Big Blue Button

Navigating BBB

The screenshot shows the Big Blue Button interface with several callouts:

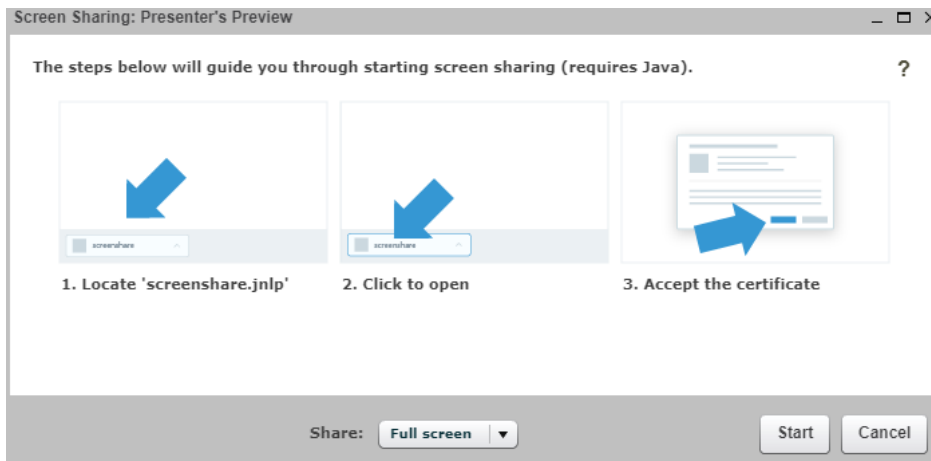
- Screen Share, Microphone, Webcam, Record button:** Located in the top left corner of the interface.
- This is the main screen where you will be presenting your class. You can show documents, presentations or upload a blank document to use as a white board.** Points to the central presentation area.
- This is the chat section. Under the public tab, everyone will see the conversation. Simply type in the text box and hit send.** Points to the chat window on the right.
- Log out and Exit Big Blue Button link:** Located in the top right corner of the interface.
- Users (Students) will be listed in this panel. You can choose to mute the students by clicking on the microphone by their name, or you can allow a student to be the presenter by clicking on the icon in the status column beside the student's name.** Points to the Users panel on the left.
- If you or students are using a webcam, they will be displayed in the Webcams section.** Points to the Webcams section at the bottom left.
- If you would like to have a private chat between you and a student, click on the Options tab, and select the name of the person you want to chat privately with. A new Tab will appear.** Points to the Options tab in the chat window.

All of the windows within the Big Blue Button screen can be moved, minimized and/or adjusted in size. There are also pre-defined layouts that can be found in the drop-down box on the bottom right-hand side of the Big Blue Button screen that you can use to see what will work best for your course.

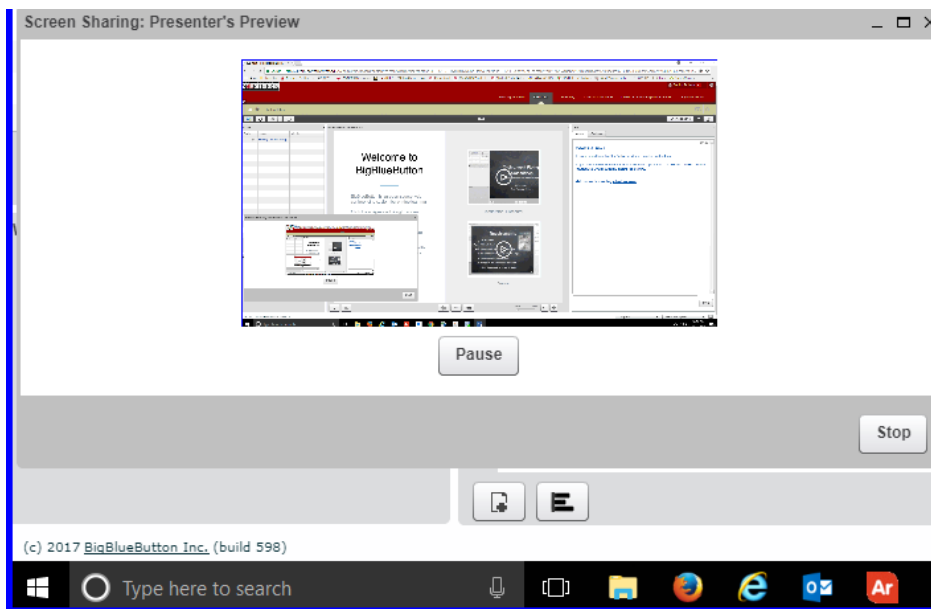
You can upload your presentation within the Big Blue Button window by clicking  on the bottom left-hand side of the presentation window. Presentations are converted into PDF for display within the presentation window. If possible, for best results, save your Word or Powerpoint documents as PDF.

Screen Sharing

You can also share your whole desktop or a region of your desktop by clicking on the Screen Share icon on the toolbar at the top of the window. A Screen Sharing Preview will display like below. *Screen Sharing requires Java to run* this box will walk you through the steps to start sharing your screen. You can select to share Full Screen or Region and then click Start. Please see Appendix a for further Java configuration instructions for screen sharing.

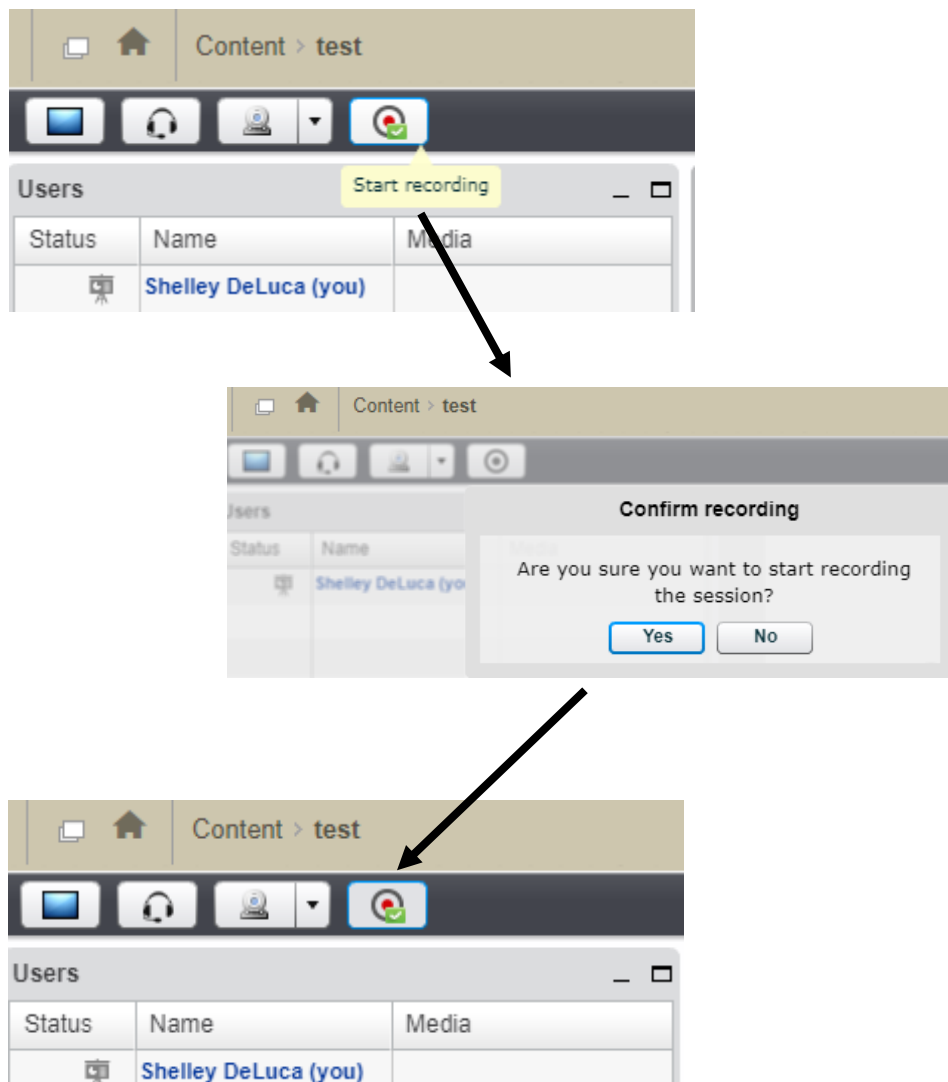


Click the screenshare.jnlp at the bottom of the screen. If you are prompted with a box asking 'Do you want to Run this Application?' click Run. You may have to accept the certificate like in the above window. You will then start screen sharing. You will know that you are screen sharing because there will be a blue box around the area you shared and you will also see the area you shared in the Preview window. When you are done screen sharing click Stop in the preview window.



Using a Recorded Link

When selecting the Big Blue Button (recorded) link to use within your course you have the option of recording all or part of your session. When you or the students click this link you will be asked to Join Meeting. Once the Big Blue Button window opens you will need to click the Record button when you want to start recording. You will be asked to confirm that you want to start recording, click Yes. Once you are done recording just click the Record button and confirm that you want to stop recording.



You will see a list of your recordings within that Big Blue Button link when it is selected in your course before clicking Join Meeting. Here is an example:

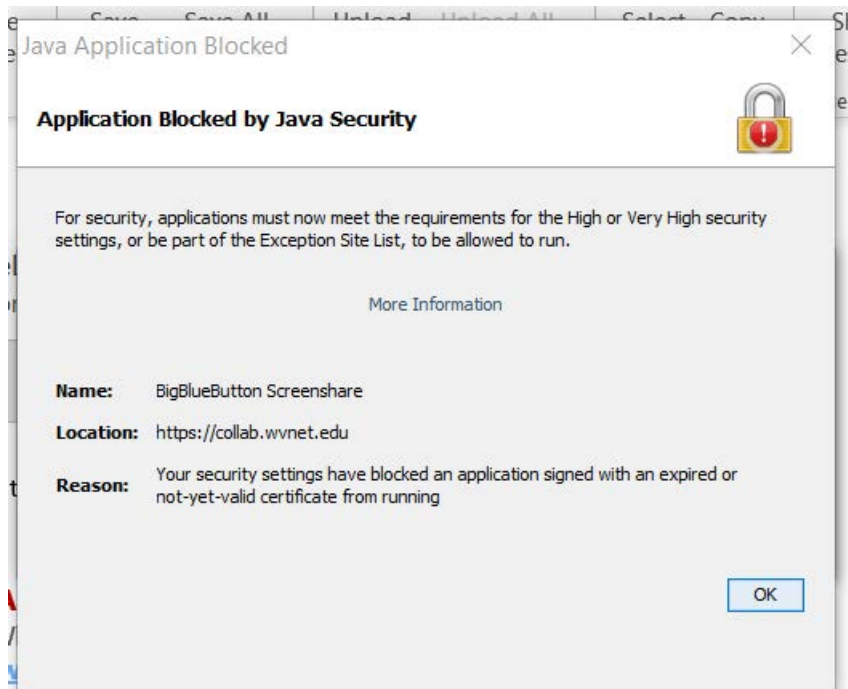
[Join Meeting](#)

Show entries Search:

Recording	Activity	Description	Date	Duration	Actions
presentation	A+ Hardware Big Blue Button		December 7, 2016 11:14 AM	44	Download Delete
presentation	A+ Hardware Big Blue Button		December 5, 2016 11:04 AM	100	Download Delete
presentation	A+ Hardware Big Blue Button		November 30, 2016 11:27 AM	693	Download Delete
presentation	A+ Hardware Big Blue Button		November 28, 2016 10:37 AM	117	Download Delete
presentation	A+ Hardware Big Blue Button		November 21, 2016 11:10 AM	71	Download Delete
presentation	A+ Hardware Big Blue Button		November 16, 2016 11:25 AM	81	Download Delete

Additional Screen Sharing requirement:

Once Java is installed on the computer if you get this error message:



Please click on start and search for Configure Java, Select configure Java.
The Java Control Panel will open. Click on the Security Tab then find Edit Site List
add <https://collab.wvnet.edu> to the site list.
Screen sharing is working if there is a blue outline around your monitor.