

# 1 - Adding and starting a BigBlueButton activity

11 Yiqun Sun Mon, Jul 26, 2021 Basic use

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## Olivia's Test Module

### BigBlueButton virtual classroom

Participate in live, online learning and teaching sessions and/or view recordings.

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

Join session

### Recordings

There are no recording to show.

An example of the BigBlueButton activity

## Overview:

This guide will show you how to create BigBlueButton links in your Learning Mall module area and how to configure the activity settings so that you can tailor the activity to your specific needs.

## What to know:

BigBlueButton (BBB) is an activity on Learning Mall you can use to create a virtual classroom where you can deliver and record a scheduled video lecture. There are two types of sessions you can deliver. Interactive sessions allow students to join in and use the chat, as well as shared notes, to interact, contribute to the discussion, and ask questions. Non-interactive sessions only involve the teacher delivering the content and there is no interaction with students. Both sessions can be recorded and published on Learning Mall for students to view. Finally, access to the activity as well as recorded sessions can be restricted based on groups and groupings.

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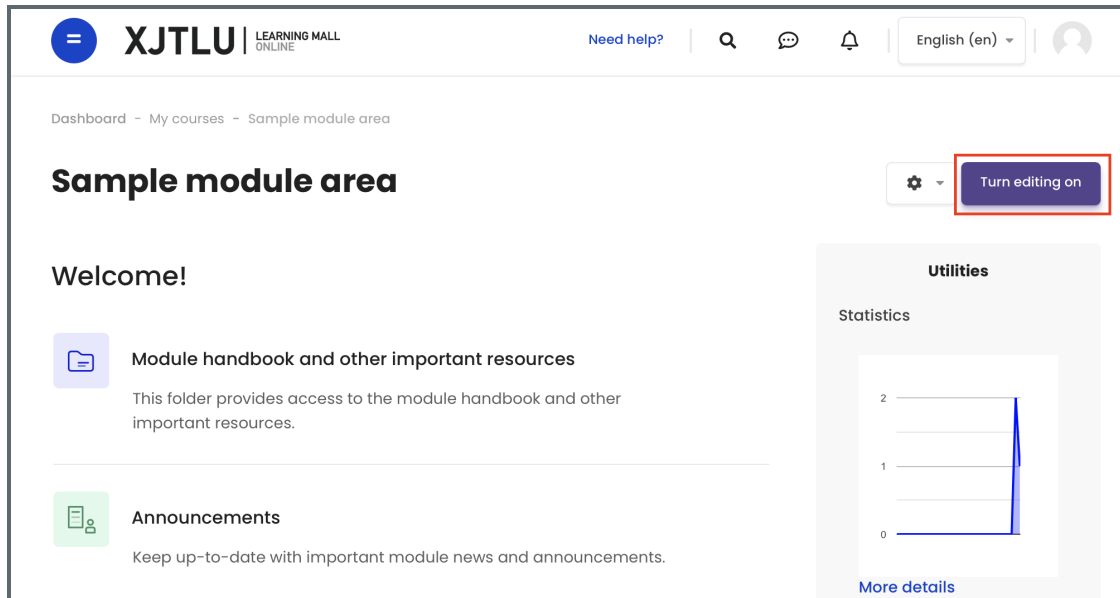
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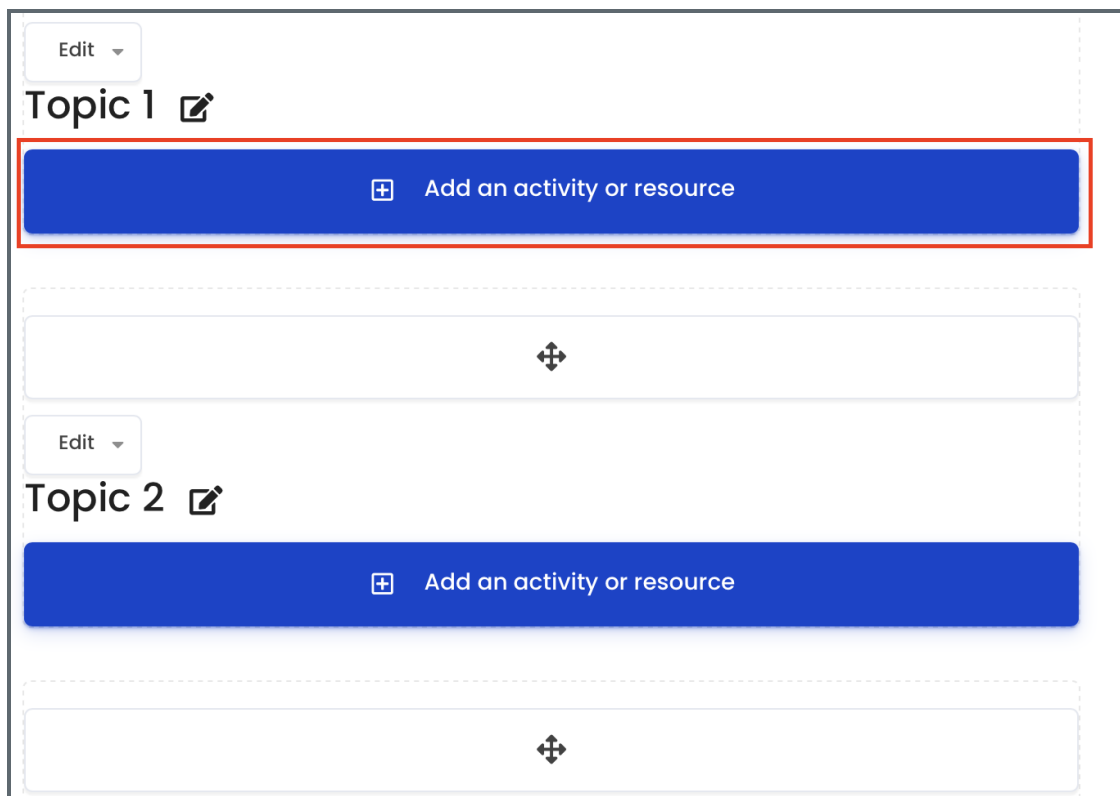
## Step 1: Turn on editing mode in your module area/course

Click the 'Turn editing on' button displayed near the upper right of the module area/course.



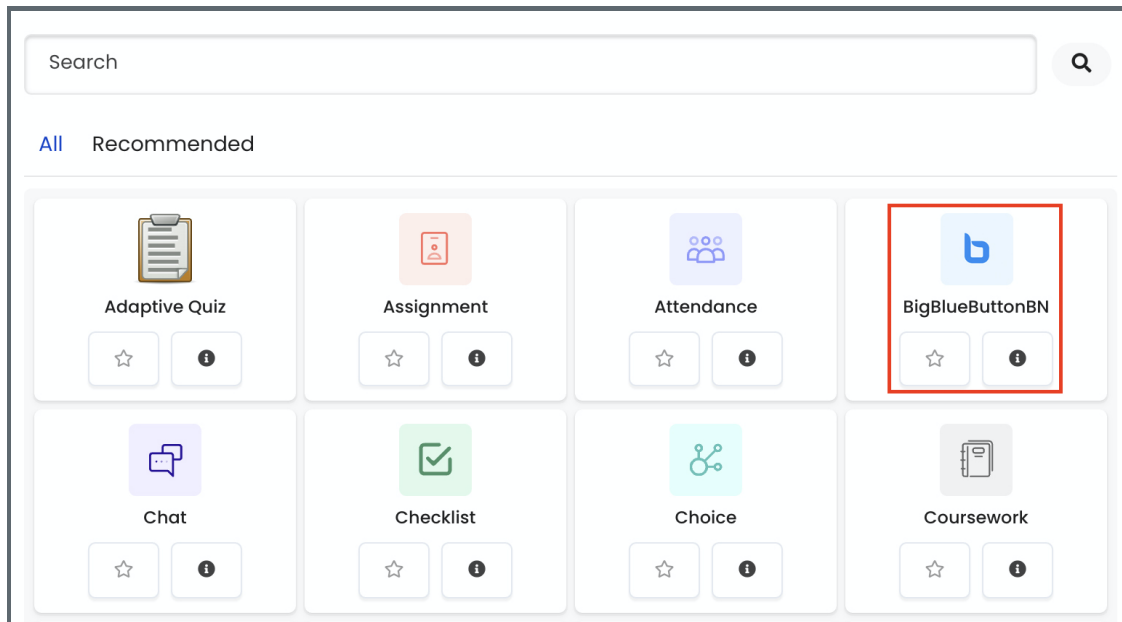
## Step 2: Click 'Add an activity or resource' link

1. When editing mode is turned on, navigate to the section where you want to add the BigBlueButton activity.
2. Next, click the 'Add an activity or resource' button displayed at the bottom of the section.



## Step 3: Choose the BigBlueButton activity

From the pop-up activity chooser window, locate and select the BigBlueButton activity.



#### Step 4: Configuring the General Settings

Choose the 'Room/Activity with recordings' as a session type and provide a descriptive name for your session.

A screenshot of a 'General settings' form. At the top, there is a label 'Instance type' with a question mark icon, followed by a dropdown menu showing 'Room/Activity with recordings'. Below this is a section titled 'General settings'. Underneath, there is a label 'Virtual classroom name' with a red warning triangle icon. To the right of this label is a text input field containing the red text 'Put the name of this BBB activity here'. Below the input field is a button labeled 'Show more...'. The entire form is enclosed in a light gray border.

#### Step 5: Uploading a PowerPoint presentation

If you would like to use presentation slides during your session, simply upload the presentation by dragging-and-dropping it onto the file upload area, or choose the file to upload from your desktop. You can also upload a presentation during the session.

A screenshot of a 'Presentation content' upload area. At the top, there is a label 'Presentation content' and a small upward arrow icon. Below this is a toolbar with icons for adding files, deleting files, and viewing options. Underneath the toolbar is a section titled 'Files'. Below the 'Files' section is a 'Select files' button. To the right of the button is a dashed blue box containing the text 'You can drag and drop files here to add them.' At the bottom right of the area, there is a small text label: 'Maximum file size: 100MB, maximum number of files: 1'.

#### Step 6: Configuring the session schedule

Use these settings to set a schedule for your BBB session. This is the period of time during which students will be allowed to join the session. If you want to deliver a non-interactive session, you do not need to enable these settings.

Schedule for session

Join open

4

September

2020

13

47

Enable

Join closed

4

September

2020

13

47

Enable

Step 7: Restricting access to your BBB session

Finally, you can restrict access to your BBB session based on a group of students or several groups in a grouping. Simply click 'Add Restriction' and select the appropriate group or grouping.

Restrict access

Access restrictions

None

Add restriction...

Step 8: Joining a BBB session

After adding a BBB activity, simply click on the BBB link in your module area and then click 'Join Session' to start the session.

Olivia's Test Module

test

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

Join session

Recordings

There are no recording to show.

If, for some reason, you accidentally leave the session, simply click on the BBB link in your module area again and click 'Join Session' again.

# Olivia's Test Module

test

This conference is in progress.

This session started at **14:18**. There is **1** moderator.

Join session

End session

## Recordings

There are no recording to show.

### Tips:

Apart from restricting the BBB activity using the Restrict Access settings, you can also simply hide/unhide the activity from the module area main page.



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