4 - How to record BigBlueButton sessions

🖹 111 🚇 Na Li 🛗 Wed, Feb 23, 2022 🖿 Basic use

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Overview:

This guide will quickly show you how to use the Recording feature in BigBlueButton (BBB) to enhance lecturers' and students' online teaching and learning experience.

What to know:

When a BBB conference/activity is enabled for recording, the Moderator can engage the Start/Stop button in the live session to generate a recording.

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Step 1: Start a recording

The Recording icon is located in the top centre of the BBB interface, to the right of the session title. To start the recording, select the Start Recording button:





When started, the recording icon will change to red and a timer will begin counting the total number of recorded minutes captured.



To stop or pause the recording, select the red icon and timer:

| ଝ | | | Recording Test | 02:10 Pause recording | | : | | |
|---|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------|----|--|--|
| | Welcome To BigBlueButton BigBlueButton is an open source web conferencing system designed for online learning | | | | | | | |
| | Q | CHAT Send public and private messages. BREAKOUT ROOMS Group users into breakout rooms for team collaboration. | WEBCAMS Hold visual meetings. POLLING Poll your users anytime. | AUDIO Communicate using high quality audio. SCREEN SHARING Share your screen. | EMOJIS Express yourself. | | | |
| | For more information visit <u>bigbluebutton.org</u> → | | | | | | | |
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In the pop up window, click Yes:

| Do | Recording Test (33:30 | : |
|----|----------------------------------------------------------------------------------------------------|------|
| | b Welcome To BigBlueButton | |
| | Are you sure you want to pause the recording? You can resume by selecting the record button again. | |
| | For more information visit <u>bigbluebutton.org</u> → | |
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After clicking Yes, you will see:

| ୁ | | Recording Test | Resume recording | | : |
|--------|---------------------------------------------------------------|-------------------------------------|---------------------------------------|---------------------------------------------------------|--------|
| | | (| D This s anym | ession is not being recorded ore | × |
| | | Welcome To | BigBlueButton | | |
| | BigBlueButto | n is an open source web confe | rencing system designed for on | line learning | |
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| | CHAT Send public and private messages. | Hold visual meetings. | Communicate using high quality audio. | Express yourself. | う 面 |
| | 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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| 3: Res | ume recording | | | | |

Click the Resume recording in the same place:



In the pop up window, click Yes:

| 0 | Recording Test Resure recording | | | : |
|---|------------------------------------------------------------------------------------------|---------|-------------------|----|
| | BioBlueButton | | | |
| | Resume recording You can select the record button again later to pause the recording. | × | ARD | |
| | For more information visit <u>bigbluebutton.org</u> → | | | |
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The session will be recorded again.

| ଧ | Recording Test 05:14 | : | | | | | |
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| | This session is now being recorded | × | | | | | |
| | Welcome To BigBlueButton | | | | | | |
| | BigBlueButton is an open source web conferencing system designed for online learning | | | | | | |
| | | • | | | | | |
| | CHAT Send public and private messages. WEBCAMS Hold visual meetings. Bublic and private Hold visual meetings. Hold visual meetings. | | | | | | |
| | BREAKOUT ROOMS Group users into breakout rooms for team collaboration. POLLING POLLING Poll your users anytime. Share your screen. MULTI-USER WHITEBOARD Draw together. | | | | | | |
| For more information visit <u>bigbluebutton.org</u> → | | | | | | | |
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Step 4: Publish recordings

Click the BigBlueButton link on your module page, and you will see the recordings listed under the Join session" Button. <u>Please be noted that, it will take hours to generate the videos if it is a long video or it is generating under the online</u> <u>teaching peak time</u>.

By default, the video is hidden to student, you can click the Eye icon to publish it and make it available to students:

| Join session Recordings | | | | | |
|----------------------------|-----------------------------------------------|----------------------------------------------------|-----------------------------|----------|---------|
| Playback | Name | Description | Date | Duration | Toolbar |
| | XJTLU Online Learning and Teaching Training 🕜 | ľ | Fri, 18 Feb 2022, 14:58 CST | 27 | 2 |
| Capture Presentation | XJTLU Online Learning and Teaching Training 🕜 | ľ | Fri, 19 Nov 2021, 14:59 CST | 24 | 0 📋 |
| Capture Presentation | XJTLU Online Learning and Teaching Training 🕜 | ľ | Fri, 3 Sep 2021, 14:55 CST | 28 | 0 📋 |
| Capture | XJTLU Online Learning and Teaching Training 🜈 | How to set up assignment for online exam purpose 🕜 | Wed, 7 Apr 2021, 13:21 CST | 53 | 0 盲 |
| Capture | XJTLU Online Learning and Teaching Training 🜈 | Professional staff LMO training 📝 | Wed, 17 Mar 2021, 10:06 CST | 58 | 0 盲 |
| Presentation | XJTLU Online Learning and Teaching Training | ď | Wed, 18 Nov 2020, 10:52 CST | 49 | 0 📋 |

Tips:

1. It is important to note that enabling your conference/activity to be recorded when it was created is not an autocapture function. A Moderator must still engage the start/stop record in the live session for a recording to be processed.

2. It is important to note that processing the recording takes approximately the same amount of time as the full duration of the live session. Processing cannot begin until the session has ended or all attendees have logged out of BBB.

Online URL: https://knowledgebase.xjtlu.edu.cn/article/4-how-to-record-bigbluebutton-sessions-111.html