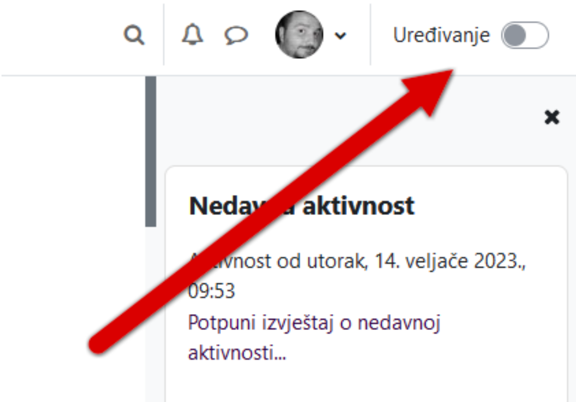
Instructions for setting up a BigBlueButton session

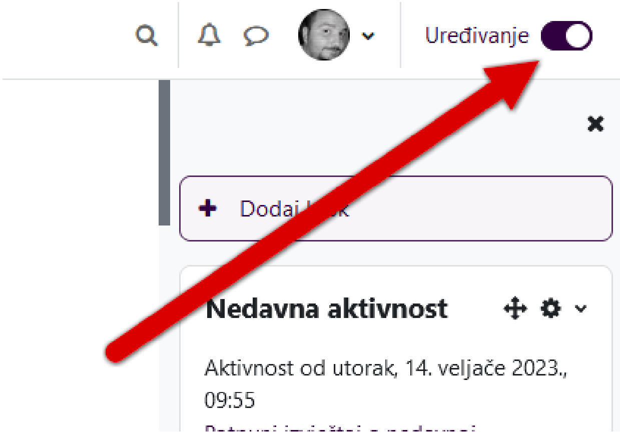
BigBlueButton is an activity for holding lectures or meetings live within a virtual classroom/room with the possibility of recording and subsequent playback. Teachers and students can participate using a webcam (video), microphone (active participation with audio recording), headphones or speakers (passive participation, listener role) and through the built-in text chat option. The teacher can show students a presentation or other file as needed (.DOCX, .PPTX, .PDF) or a video from YouTube. It is also possible to assign a poll with one question during the duration of such a lecture. Lectures can also be recorded in advance.

To add **a BigBlueButton activity** to your e-course, click on the "Edit" button at the top right.



"Edit" button – enabled

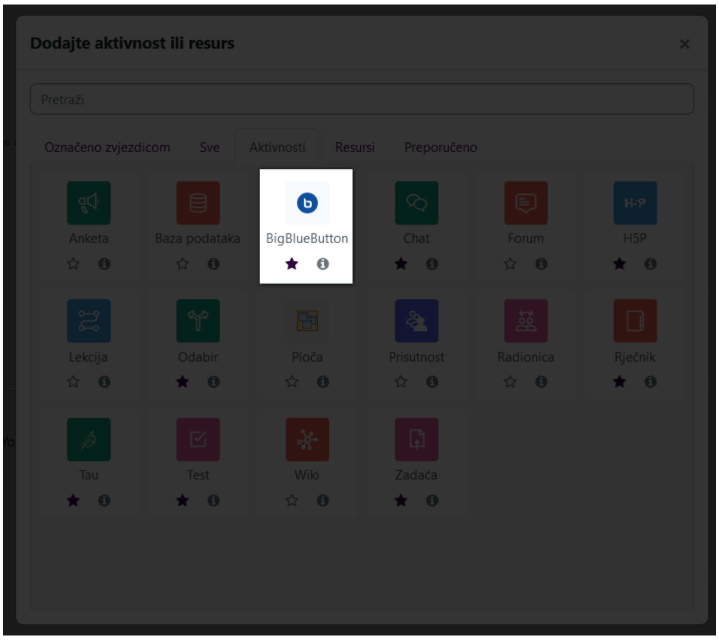
When you enable editing, the icon will turn from gray to **purple** .



"Edit" button – enabled

Then, in the section or topic in which you want to add a **BigBlueButton activity** , click on the "Add an activity or resource" icon (usually an icon with a **+ sign on it**).

In the menu, click on the **BigBlueButton activity** . If you don't see it on the main menu screen, click on the Activities tab, find it, and select it there.



Selecting the “BigBlueButton” activity

BigBlueButton activity settings are organized into sections: **General** , **Room/Activity Settings** , **Conclusion Settings , Presentation Content** , **Participants** , **Session Scheduling** , **Common Module Settings, Limit Availability** and **Activity Completion** .

First, you need to determine the type of BigBlueButton instance:

- **Room/activity with recordings**
- Room/activity only
- Previously recorded recordings

We recommend that you leave the option selected – **Room/activity with recordings** !

General Settings section

Virtual classroom name: Here you need to enter the name that will be displayed on the e-course cover page.

After entering the name of the virtual classroom, you MUST click on the “ **Show more…** ” link immediately below that setting! A field for entering a description will then appear.

Description: It is mandatory to enter the title of the lecture and the teacher's last name here (to make it easier to find the recording during processing).

Show description/instructions on cover page: If you want to show the description/instructions on the cover page even before the student clicks on the activity link. The default is off, leave it that way.

Send notification: if enabled, after creating or changing the settings of this activity, all participants will receive a notification about it! The default value is disabled.

Room/Activity Settings section

Welcome message: Here you can write a short welcome message to students, such as informing them to turn off their microphones and cameras or asking questions using the text chat option (on the left side of the BigBlueButton activity interface).

Waiting for moderator: Students cannot access the virtual classroom until the teacher/moderator does so first. By default, this option is turned off.

Session can be recorded: Allows you to create a recording of the session. This option is enabled by default.

Lock Settings section

In this section, you can disable or lock certain features within the specified virtual room (disabling/locking applies to participants who are not moderators, and moderators can always unlock these features once the session starts). The features you can lock are:

- Disable cameras
- Disable microphones
- Disable private chat
- Disable public chat
- Disable shared notes
- Ignore lock settings
- Hide participant list

NOTE: After setting the settings for this section, you can click on the "Save and display" button at the bottom of the page. Other settings may or may not be adjusted for each session!

Section Presentation content

Selected files

Here it is possible to set up a presentation/files before the session starts, so they will be automatically loaded when the session starts.

Participants Section

Participant List: A list of participants and their roles in the virtual classroom, either by user class (teachers, students, etc.) or by individual participant's first and last name.

Session Scheduling Section

Opening a virtual classroom: You need to check **Enable** at the end of that line (put a checkmark) and then enter the date and time from which access to the virtual classroom will be possible. This option is disabled by default.

Closing the virtual classroom: You need to check **Enable** at the end of that line (put a checkmark) and then enter the date and time from which access to the virtual classroom will not be possible. By default, this option is disabled.

Section Common module settings

All activities and resources in the settings have this section, where it is possible to edit the visibility of the activity / resource to students, the ID number of the activity / resource and, if the activity supports it, the settings for the group form of teaching.

Availability: it is possible to set the activity/resource not to be displayed to students (value " **Hide from students** "). The default value is " **Show on e-course cover page** ".

ID number: Setting an ID number allows the activity to be identified for the purpose of calculating grades. If the activity is not included in any form of grading, the field containing the ID number can be left blank. The ID can also be set in the grading tool, but can only be edited on the settings page for a specific activity. The default is left blank (no value).

Group format: This setting has 3 options:

- **No groups** – No subgroups.
- **Separate groups** – Each group member can only see members of their own group, other members are invisible.
- **Visible groups** – Each group member can see the members of their own group, but can also see the members of other groups.

The group mode that is set at the e-course level is then the default mode for all activities on that e-course. Each activity that supports groups can also have its own group mode set, although it is ignored, i.e. overridden, by the e-course level setting.

Restrict Availability Section

Activity Completion: Requires the student to complete (or not complete) another activity.

Date: Restrict availability to (or from) a given date and time. If you want to restrict availability to **both FROM** and **TO** a given date and time, you need to set **2 separate conditions** (*from when* in one condition and *until when* in the other). **Note regarding time:** be careful, if you set something to be available **until 01.05.2023. at 00:00** , then it is available **until 30.04.2023. at 23:59** , and not the whole day until midnight 01.05.2023.!

Grade: Restriction according to the grade achieved in another, previously completed activity (the condition may be a higher or lower grade).

User profile: Restriction according to the values in the user profile fields of an individual user (eg based on the user's e-mail address).

Constraint Set: A set of the previously described constraints, but chained together using complex logic.

Section Completion of activities

If enabled, the activity completion is tracked, either manually or automatically, depending on certain conditions. Multiple conditions can be specified, depending on the needs. If you set multiple conditions, then the activity is considered complete only when ALL conditions are met.

The check mark next to the activity name on the e-course cover page indicates whether an activity has been completed.

Completion tracking:

- **Do not show activity completion:** the activity completion information icon (check mark) will not be displayed.
- **Students can manually mark an activity as completed:** students can click on the activity completion icon on the e-course homepage and change the status to completed (check mark). **Note:** in this case, students can do this BEFORE they complete their assignment/activity!
- **Mark this activity as completed after conditions are met:** students must meet the given conditions (review, solution, grade) before the system automatically adds a check mark to the e-course cover page.

Show this activity as completed when condition is met is selected in the completion tracking settings , these are the available settings:

- **Require Review:** To complete this activity, students must review it.
- **Expected completion by:** check **Enable** at the end of that line (place a checkmark) and then enter the date and time by which the student is expected to complete the activity.

By using the option " **Send notification to participants about content change** ", it is possible to send a message to students when creating a new activity or updating an existing one.