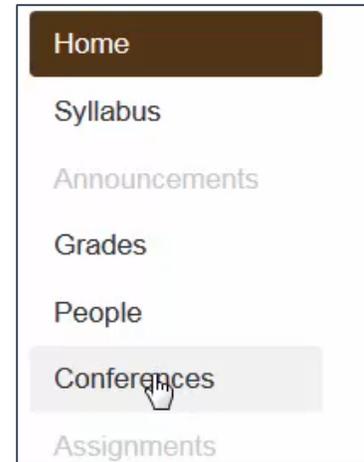


Big Blue Button Procedures for Faculty

BigBlueButton is a web-conferencing solution within Canvas that instructors can use to hold “virtual office hours” with students. These procedures show how you how to create and administer a BigBlueButton conference.

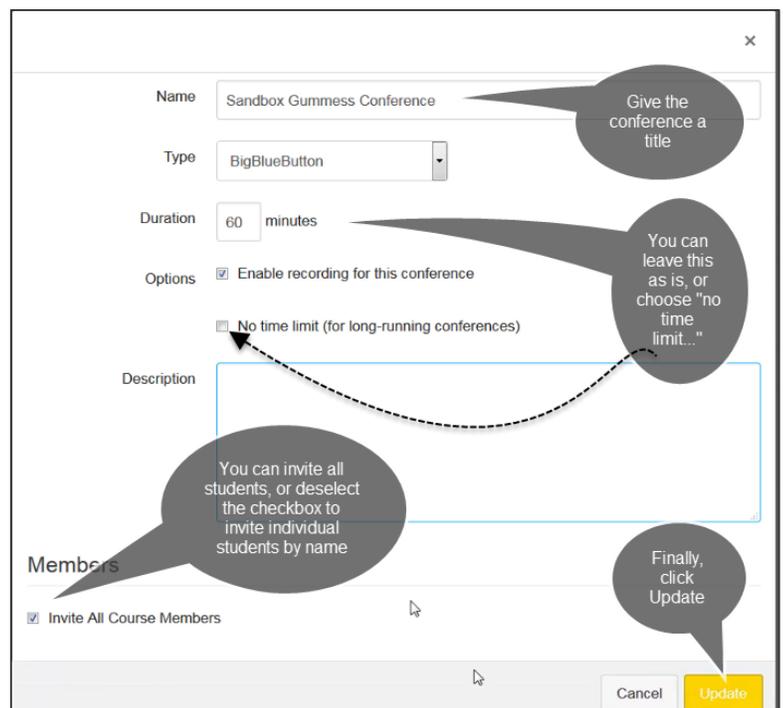
First, log into your Canvas Course.

1. Select “Conferences from the Course Menu.
2. The Conferences view will appear in the middle content area of Canvas. It will show a space for new, current, and concluded conferences. To start a new conference, click the “+ Conference” button.



3. Fill out the form that appears to set the basics of the conference.
 - a. Title
 - b. Duration or no time limit
 - c. Write a description (optional)
 - d. Invite all course members or uncheck the box and invite individual students by name.
 - e. Click the “Update” button in the bottom right hand corner.

Students will receive an email, immediately, inviting them to join the conference.



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4. You will switch back to the Conferences page, and see the conference listed. Click the Start Button.



5. Several things will happen as the meeting loads. You will see a progress bar:



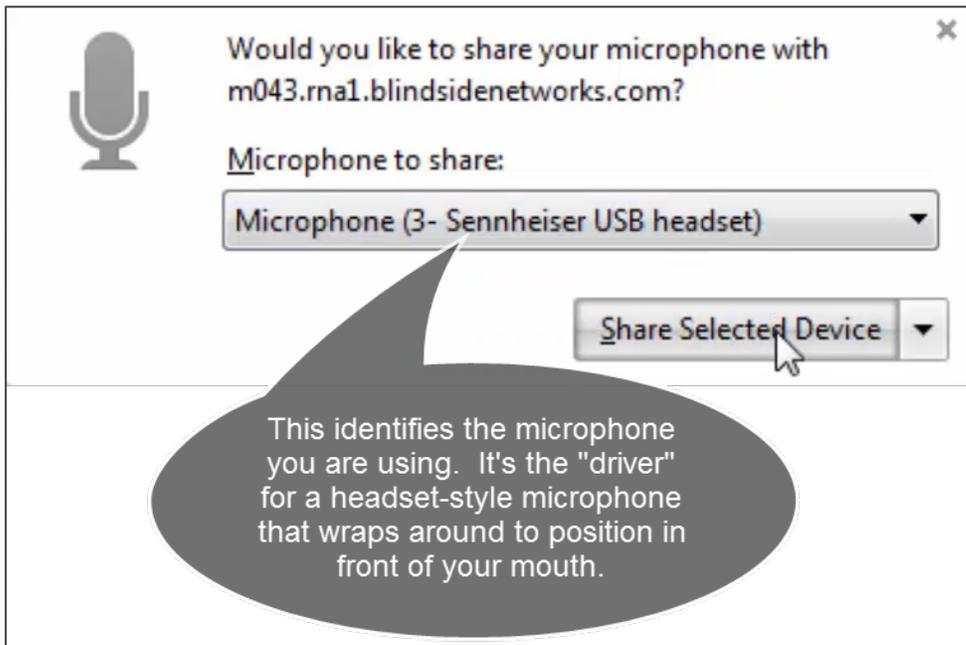
Yet another progress bar will show that "modules" are loading



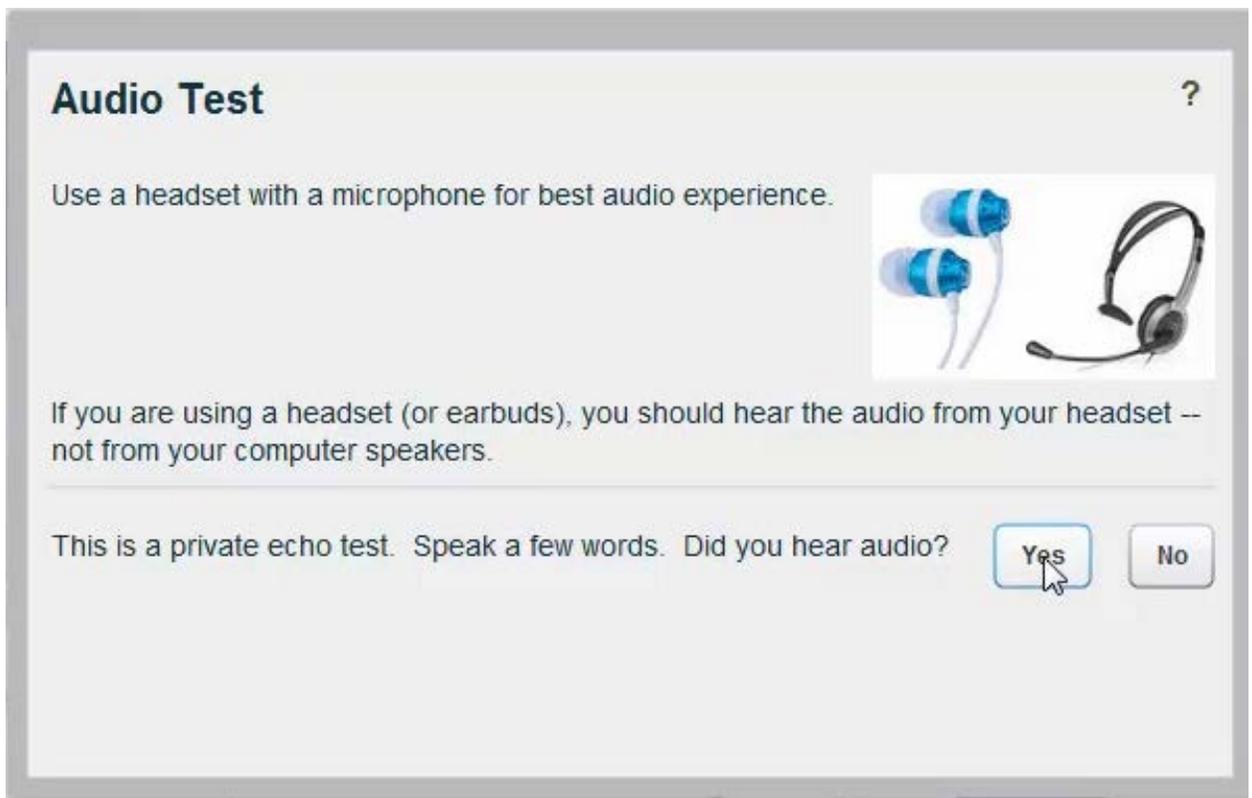
6. And you will be prompted to join Audio. Click "Microphone".



7. You will then be prompted to select the microphone you want to use. Select the microphone by its "driver" name. And click "Share Selected Device"

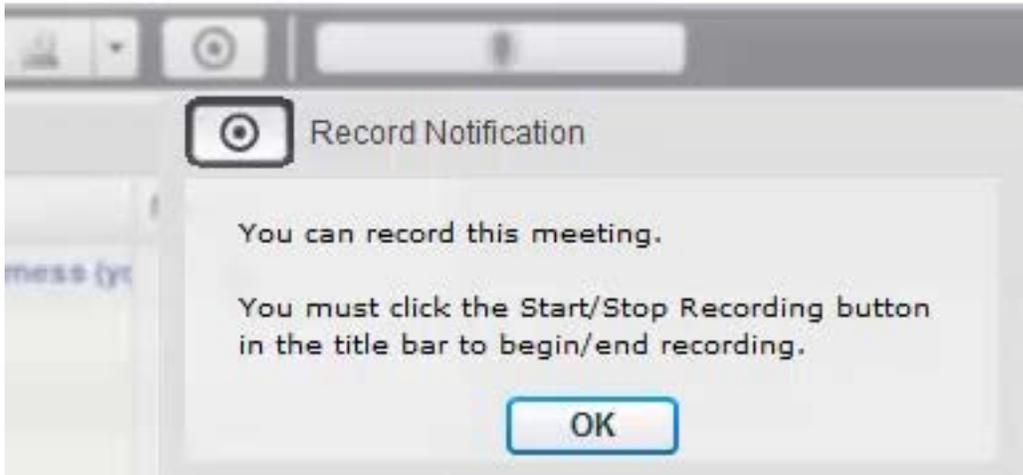


8. You will immediately be able to test your audio, when you see the display below. It is self-explanatory. Click "Yes" if you hear yourself. If not, troubleshoot your microphone (is the switch turned off? Is the cord connected?).



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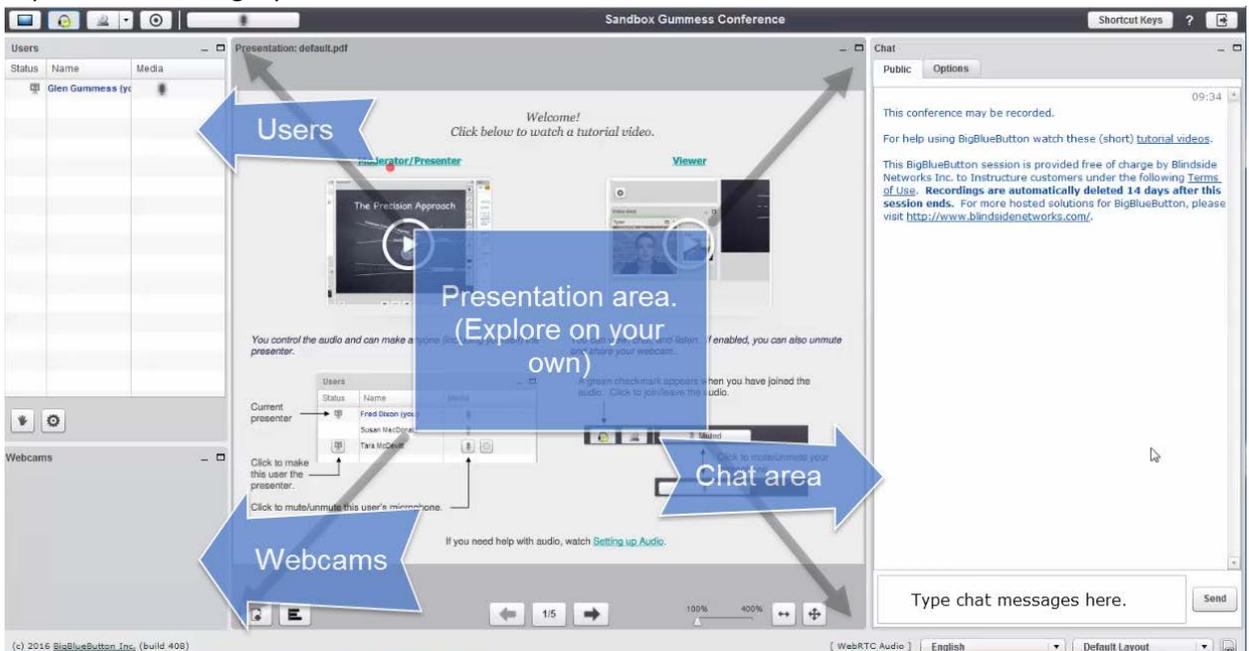
9. You will be reminded that you can record the meeting. Click OK



10. And then you can click the Record button (optional).

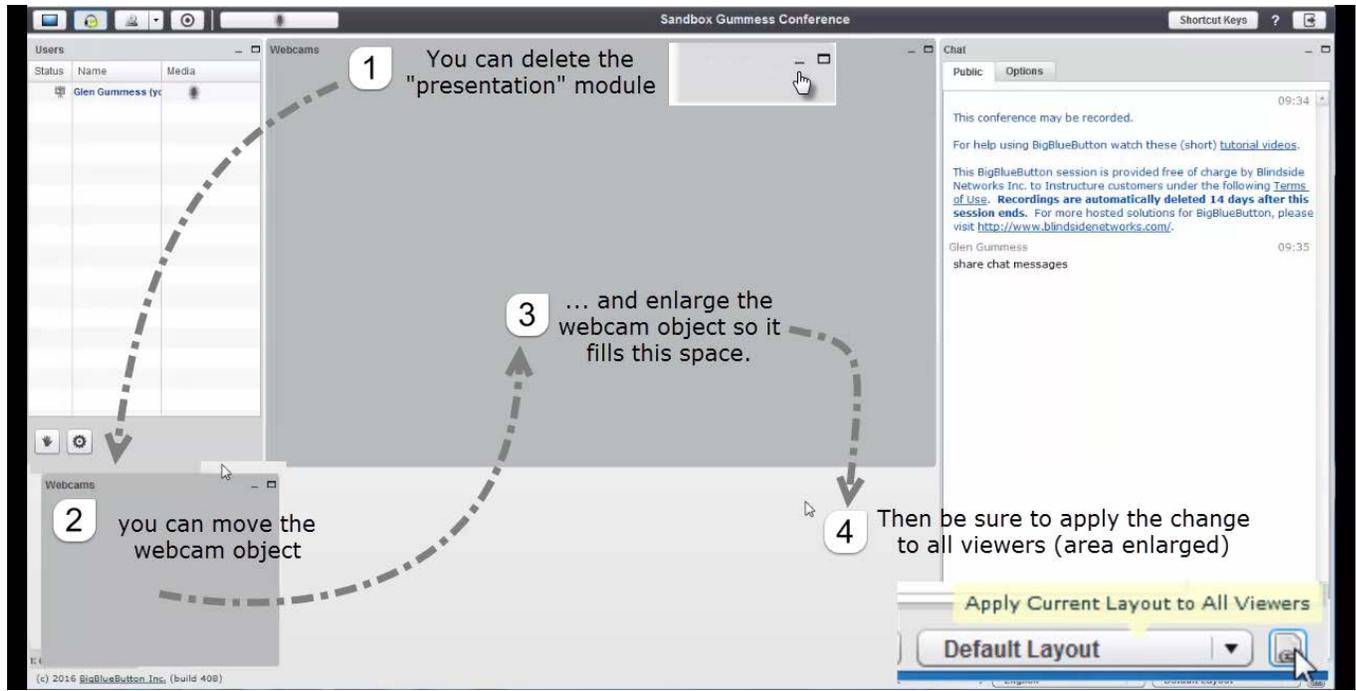


11. Explore the meeting layout:



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12. You can also make changes to the layout. As the following image shows, you can delete or minimize the presentation module, move the webcam object to the central area and enlarge it. Just make sure though that you click the "lock icon" (enlarged) to apply the layout change to all viewers.



13. To start your webcam, click share your webcam in the upper left hand corner of the meeting.



14. Click "Allow" so that the meeting will display your webcam.



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15. And click “Start Sharing” to show your image in the meeting.



16. From here, you can explore other features of the meeting on your own. Others can log in and do exactly the same things you did. Have fun with this!

