

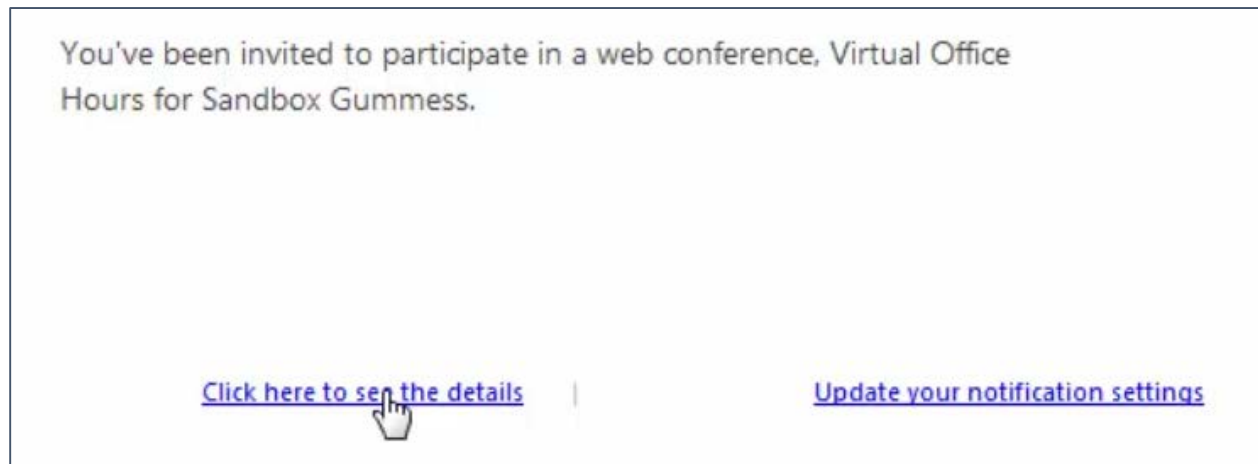
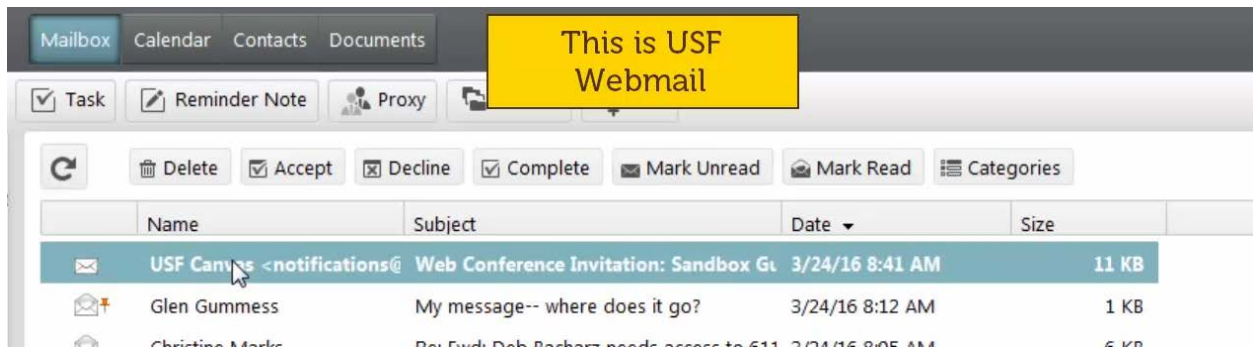
## Big Blue Button Procedures for Students

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 participate in a BigBlueButton Conference. If you are in a Canvas “group” and wish to hold a conference, [consult these guidelines](#).

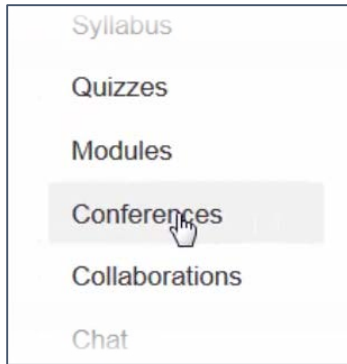
First, **log into your Canvas Course**.

In your course, take a moment to see if the instructor has scheduled video conferences in the course calendar. If s/he has, you will see the upcoming conference(s) listed in the sidebar at right on the course home page.

When an instructor starts a video conference, you will see an invitation appear in USF webmail. You can click to view the details...



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By clicking to see the details, you will be taken right to the Conferences view in Canvas, otherwise, you would be clicking “Conferences” in the Course Menu at left.

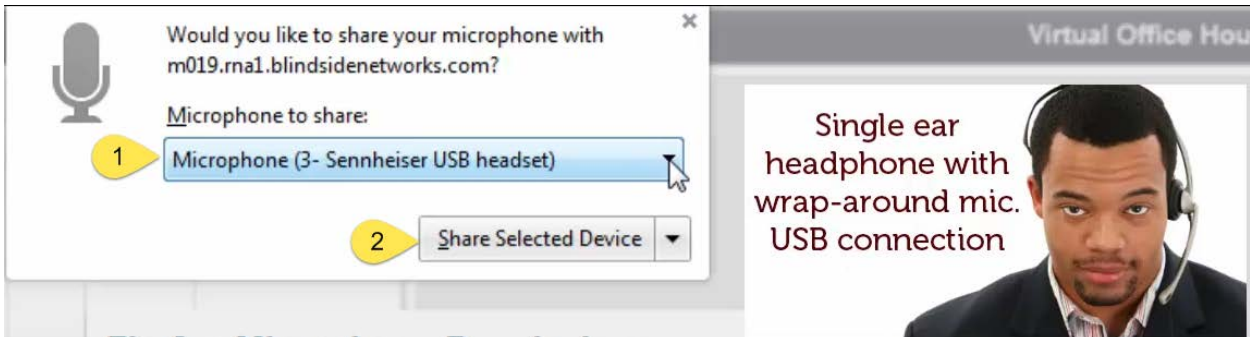
In the Conferences view, you will see the conference listed, and a “Join” button which you will then click to enter the conference.



The Conference will load on your computer and that might take a few moments depending on the speed of your internet connection. When the conference finishes loading you will be prompted to “join the audio.” Select “Microphone” (Do not choose “Listen only”)



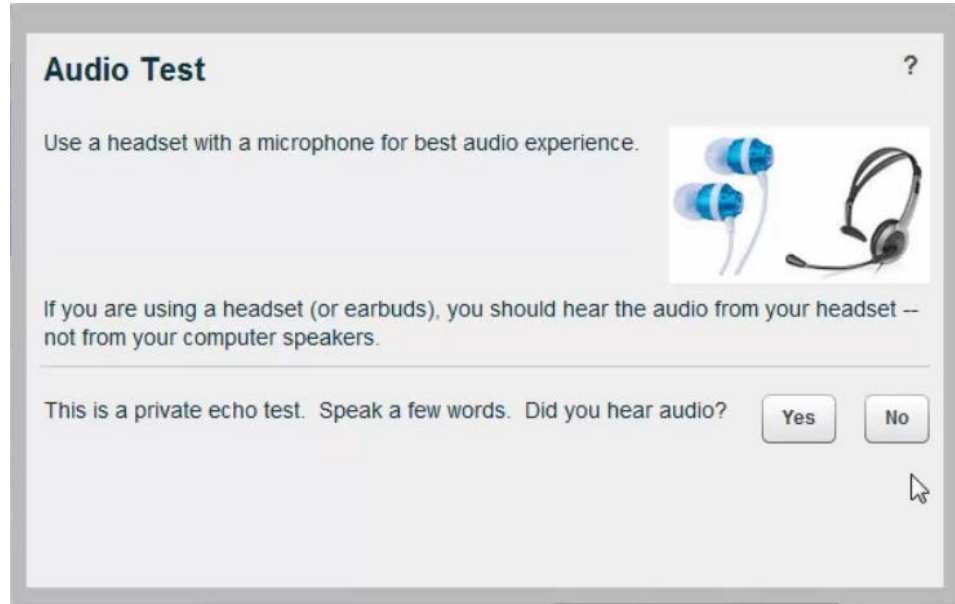
You will then be prompted to select the microphone you are using (in the upper left corner of the meeting). It should be a USB style microphone connected to a headset. The mic “wraps around” to position itself in front of your mouth. If you have more than one microphone on your computer, be sure to select the correct device.



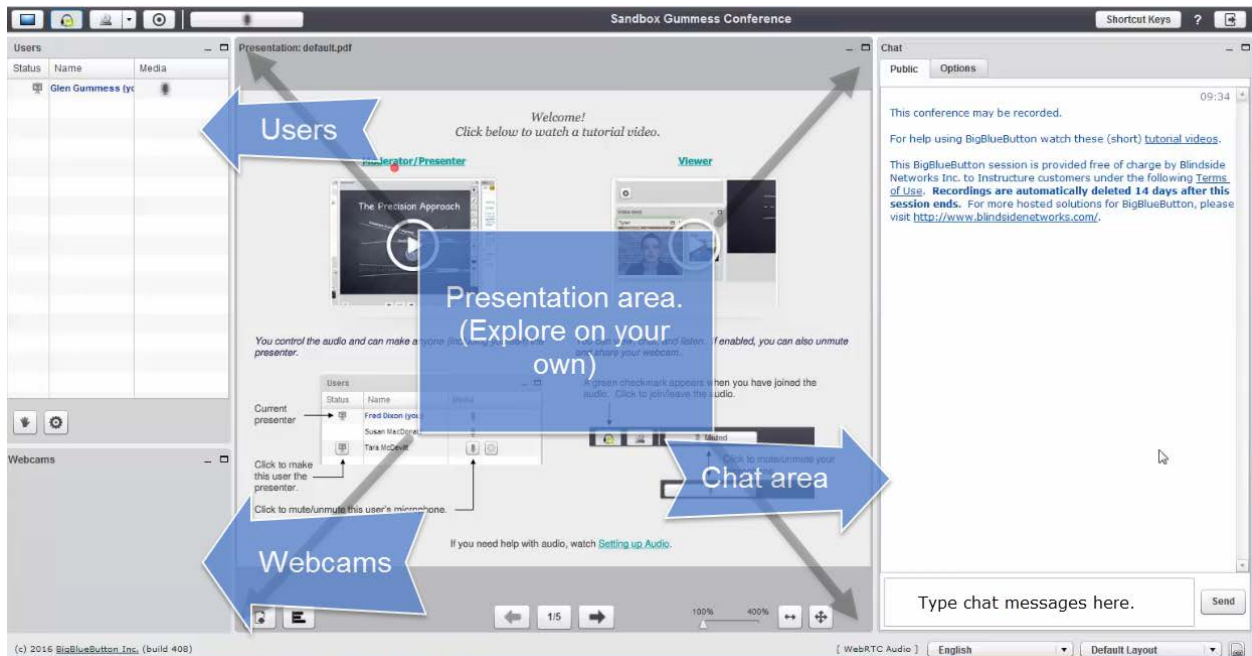
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You will then be prompted to complete an “audio test”. If you can hear yourself in your earphone, (or on the speaker of your computer, finish by clicking “yes”.

You will then be joining the audio of the meeting and you will be heard by your instructor.



This is a good time to get the “lay of the land” of a BigBlueButton meeting, as the layout below describes.



To be seen with a webcam, choose the “webcam” button in the upper left corner of the meeting.



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You will then be prompted to click “allow” so that your webcam can be used.

**Note:** This is a “Flash” prompt which means you must have Flash installed and enabled on your computer. Your browser should warn you that “Flash” needs to be allowed or enabled. Go ahead and do so.



After you click “Allow” you will be given a preview of your webcam image which you can display in the meeting by clicking “Start Sharing”. The preview window gives you the ability to select a webcam if you have more than one available.



From this point forward you’re in the meeting experience. You can have a conversation with your instructor or with fellow students (or both) and cover whatever topics are at hand, whether it’s a “meet-and-greet” or a collaboration to discuss specifics of the course or a course project. When you are done, simply close the window or click the log out button in the upper right hand corner of the meeting.

