BigBlueButton at Oakton

BigBlueButton is an open source application for conducting online meetings, much like such commercial products as WebEx and GoToMeeting. It is set up as an External Learning Tool in D2L for easy incorporation into class Content but can also be used independent of D2L.

Tools include whiteboard, desktop sharing, and slideshow/document sharing, all of which can be annotated on screen. A Polling tool is available. All attendees may communicate via mic, webcam, or Chat. Meetings can be recorded for later review.

Oakton currently contracts for 1 concurrent meeting session or “Room.” Faculty set up their own meetings. They may do it ahead of time when structuring their classroom activities or set up a session on short notice (such as when a student requests help with classwork).

Faculty generally take on the role of “moderator,” controlling activities of the session. Students by default are “viewers,” though this term belies their active participation. During a session moderators can assign “presenter” status to individual viewers, allowing them to take over manipulating the screen.

To Create a session in D2L
1. In D2L’s Content Tool area, choose an existing module or create a new one. With the module selected, click the down arrow for Add Existing Activities.

2. Click External Learning Tools from the drop menu.

3. Click Big Blue Button from the list of External Learning Tools.

4. A topic item named BigBlueButton will be created. You can modify this name, if desired.

5. You’ll need to fill out some additional information for your session. To begin, click the topic.
6. Fill in the Meeting name. Description and Welcome message are optional. All will appear to students when they link to the meeting later.

7. Check the boxes according to your preferences.

*Checking “All users will join as moderators” means the instructor is giving equal control of the session to all participants, a state known better as ‘anarchy’ and rarely selected for use other than group work.*

*Checking “Students must wait...” prevents unsupervised activity in the meeting room.*

*Checking “Sessions... may be recorded” means only that you plan to record. You’ll still have to start and stop the recording.*

8. Click Save

9. Your meeting room topic will look something like this when complete. Faculty and students can click the “Join Session” button to
Sharing a Live Room with Guests or multiple classes

Create the session as in the steps above and launch the session

“Guest Invitation” Option

In the chat area (usually on the right side of the screen), click *Invite a guest to join this meeting*.

A second window or tab will open. If inviting a non-Oakton guest, click the link to send that person an email.

If including the members of another class,

1. Copy the link

2. Go to the other class’s shell

3. Create a topic, giving it a name that will suggest those students will be entering a BBB session

4. Paste the link into the topic

5. Note that this link will be different each time the session is launched so you’ll need to copy and paste each time.
Starting Your Meeting Session from D2L

Once you have input your settings, your meeting “room” is ready to be used at any time(s) you wish.

If, as recommended, you checked the option for “Students must wait until an instructor joins the session,” you will have to be the first one in the room.

Upon entering the meeting room users will be prompted to select and test their audio equipment. Users can opt to have a live mic or just to listen. Setup details at http://tinyurl.com/BBBsetup.
“Landing Page” Option

Accessing BBB outside of a D2L Shell

Using BBB with D2L allows D2L to act as a gatekeeper and thus help prevent unwanted attendees in a meeting session. When access flexibility is more desirable than security there’s the BBB “Landing Page” option.

The Landing Page is an alternate launch point set on a regular web page outside of D2L. You’ll input your meeting settings here and people will join the session from here. Other than the starting location the interface should be the same as when working in D2L.

*To conduct a session using the trial landing page:*

1. Go to [http://oakton.blindsidenetworks.net/oakton/](http://oakton.blindsidenetworks.net/oakton/) (for all users, faculty & students)

2. Type in your full name

3. Select Room 1, 2, 3, or 4

4. Use password **oakm** if you are the moderator

5. Use password **student** if you are just an attendee
6. Click the Join button

Recording a Meeting Session

If, when setting up your room you checked the box for Sessions May Be Recorded you’ll have the option to record all or parts of your meeting.

When you’re ready to begin recording, click the Record button. A green check will appear over the Record button. To stop the recording, click it again. The green check will disappear.

If connectivity issues occur it may interrupt the recording and the green checkmark will disappear on its own. Click the Record button again to re-start.

Landing Page Recordings

In the trial landing page any meeting can be recorded by default setting. Completed recordings will all be listed at http://oakton.blindsidenetworks.net/oakton/recordings-4cc22202eab.jsp
**Conducting a Session**

Detailed instructions for leading or attending a BigBlueButton meeting session can be found at the following links:

Setup checklist and FAQ: [http://tinyurl.com/BBBsetup](http://tinyurl.com/BBBsetup)

Teacher Tutorial: [http://tinyurl.com/BBBteacher](http://tinyurl.com/BBBteacher)

Student Tutorial: [http://tinyurl.com/BBBstudent](http://tinyurl.com/BBBstudent)

Polling Tool: [http://tinyurl.com/BBBpollingtool](http://tinyurl.com/BBBpollingtool)

**Ending the Meeting Session**

To end your meeting, click the log out button in the upper right.

**Completed Video Recordings**

For sessions launched from D2L:

Once the video recordings have been processed they will appear listed below the Join Session button. The date of the recordings will distinguish them from one another.

For sessions launched from the Landing Page, recordings will all be listed at [http://oakton.blindsidenetworks.net/oakton/recordings-](http://oakton.blindsidenetworks.net/oakton/recordings-)
## BigBlueButton Sept 23 Meeting - EGL 101-050

Live class lecture for Sept 23, 2015

### Recent recordings.

<table>
<thead>
<tr>
<th>Recording</th>
<th>Activity</th>
<th>Description</th>
<th>Date</th>
<th>Duration</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video</td>
<td>BigBlueButton Sept 23 Meeting</td>
<td>Live class lecture for Sept 23, 2015</td>
<td>2015-09-23T20:56:53+00:00</td>
<td>0:00:28:07</td>
<td>Unplayed</td>
</tr>
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