

Library

How to log into a Big Blue Button Session

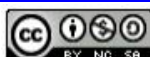


University
of Glasgow

Level: Beginner

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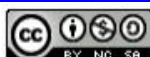
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Purpose of this document

The aim of this document is to provide students logging into Big Blue Button (BBB) a comprehensive checklist of technology and equipment required for logging into a BBB session.



Steps to take before logging into a Big Blue Button Session

Internet Browsers

For the best possible viewing experience it is advised to use either Google Chrome or Mozilla Firefox when logging into a BBB session.

Google Chrome:

<https://www.google.com/chrome/browser/desktop/index.html>



Firefox:

<https://www.mozilla.org/en-GB/firefox/new/>



Please note, Firefox lets you share your desktop via BBB – this cannot be done when using Google Chrome.

Connecting to a Big Blue Button (BBB) session

When you are delivering or involved in a BBB session it is advised to use a LAN cable (cable shown below). If you are using a WiFi connection, the quality of video and audio will depend on the strength of your connection.



Connecting using Tablets and Mobile Devices

Big Blue Button does not currently display on tablets or mobile devices (**both iOS and Android**). In order to view a BBB session it is advised both staff and students use either a Windows or Apple Computer.



Equipment required for Listening to a Big Blue Button session

If you intend to speak and listen during a BBB session you will need to have a headset with Microphone. You do not need to have the exact same model of headphone as shown in the image below.



For advice on setting up on Audio and headsets for a BBB session; please visit the following link for a video tutorial: https://www.youtube.com/watch?v=4Y_UsUrRx0

View the above video to see what types of Headsets that can be used for a Big Blue Button Session.

You have the optional step of sharing your web camera when logged into a BBB session.



Plugins required to access a Big Blue Button (BBB) Session

The plugins below will need to be downloaded onto your computer, in order to view a BBB session.

Adobe Flash Player

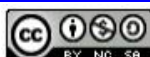
Download Adobe Flash Player for either your desktop or laptop computer

<https://get.adobe.com/flashplayer/>

Java

Download Adobe Flash Player for either your desktop or laptop computer

<https://java.com/en/download/>

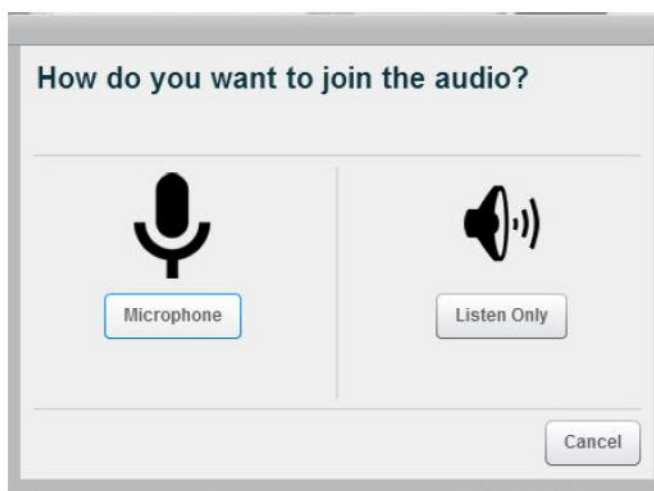


How to log into a Big Blue Button Session (BBB)

Step 1: Within a Moodle course click on the BBB session link.



Step 2: A new pop up will appear on your screen – if you are looking to just listen, but not speak – Click on the **'Listen Only'** button. If you wish to speak during the BBB session, click on the **'microphone'** button.

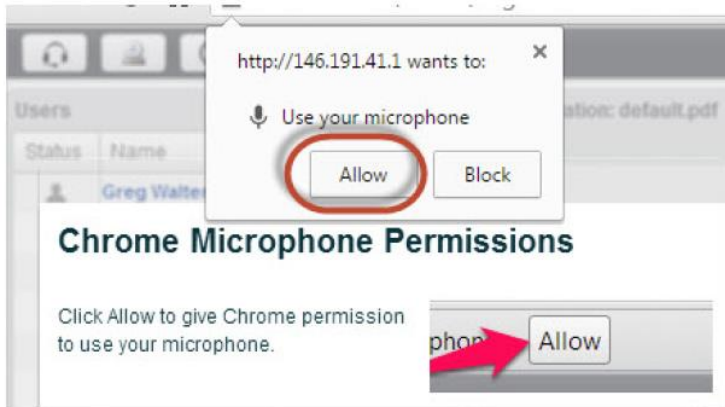


Please note, if you have selected 'Listen Only', you can move onto **Step 5** on **page 10**.

Step 3: To enable your microphone, click on the 'Allow' button.

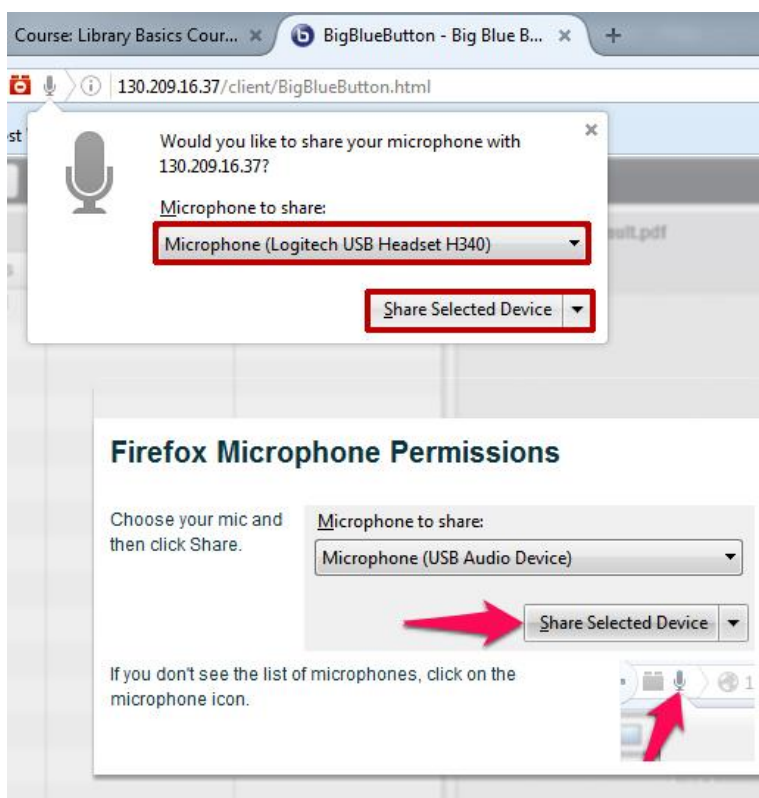
Refer to the screenshots below, showing what to click on in different browsers.

Google Chrome



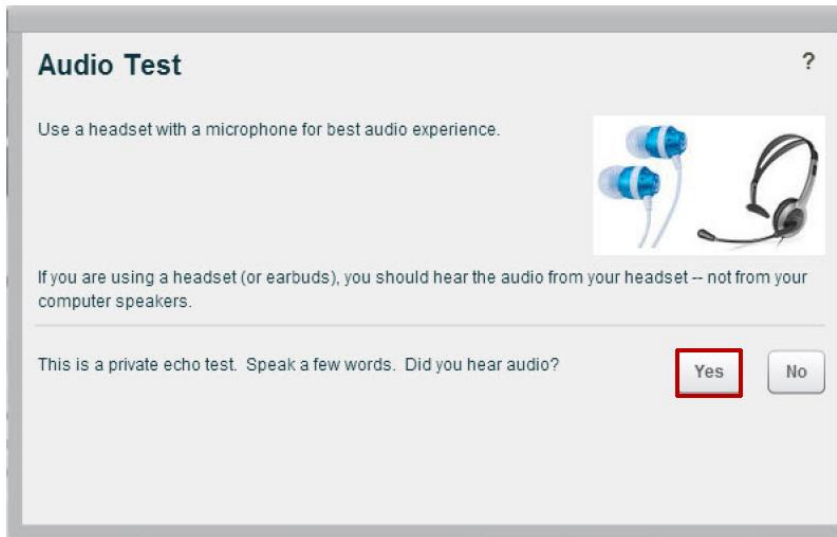
Click on the 'Allow' button

Mozilla Firefox

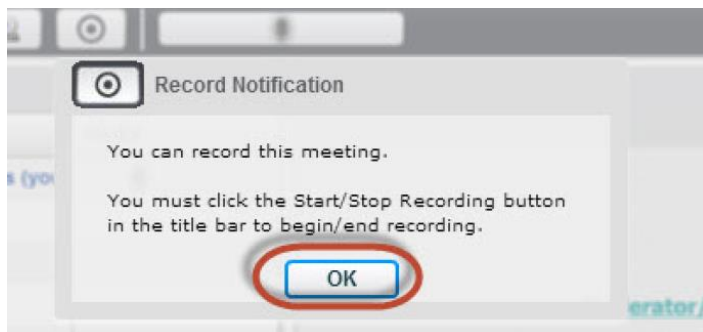


Before clicking on the 'Share Selected Device' button, make sure you have your microphone selected from the drop down menu, under 'Microphone to share'.

Step 4: When you have selected and shared your microphone, you can now do a quick voice test. You can speak through your microphone, and you should hear your own voice through your headset, click on **'Yes'** to proceed. Refer to the **'Trouble Shooting'** section in this guide, if you do not hear your voice.



Step 5: You may see the pop up below, if the BBB session has recording enabled. Do not worry if you do not see this pop up as it's optional and as stated above depends on if the BBB session is being recorded or not. This is something you will discuss with your College Librarian prior to your session starting.



Step 6: Now you are logged into the BBB session – you now have the optional steps of sharing your web camera (providing you have one). Click on the share **web camera** button.



Please note, if you don't have a web camera, you can skip to 'Logging out of a Big Blue Button (BBB) session' on page 11.

Step 7: Click on the **'Allow'** button when the pop up shown below appears on screen.



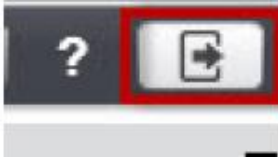
Step 8: Once you have clicked on the **'Allow'** button, you will see a preview of your web camera. Click on the **'Start Sharing'** button to begin sharing your web camera. If you do not see the preview of your web camera, go to the **'Trouble Shooting'** section on **Page 13**.



You are now logged successfully into the BBB session.

Logging out of a Big Blue Button (BBB) session

Step 1: When your BBB session is complete, click on the 'log out' button – shown in the screenshot below.



Step 2: The pop up shown below will appear on screen, click on the 'Yes' button to leave the BBB session



Trouble Shooting

Google Chrome

Step 1: When using Google Chrome you may encounter the following pop up, click on the 'Yes' button.



Step 2: Click on the 'Allow' button.

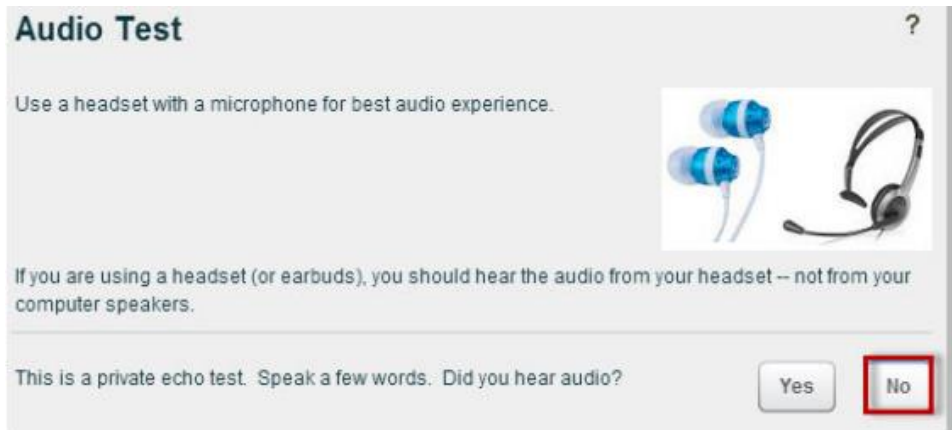


This will take you onto the sound test, which is covered in the next section.

Not hearing audio during sound test (Step 4)

If you didn't hear any sound through your headset when logging into Big Blue Button, then follow the steps below to try and remedy this.

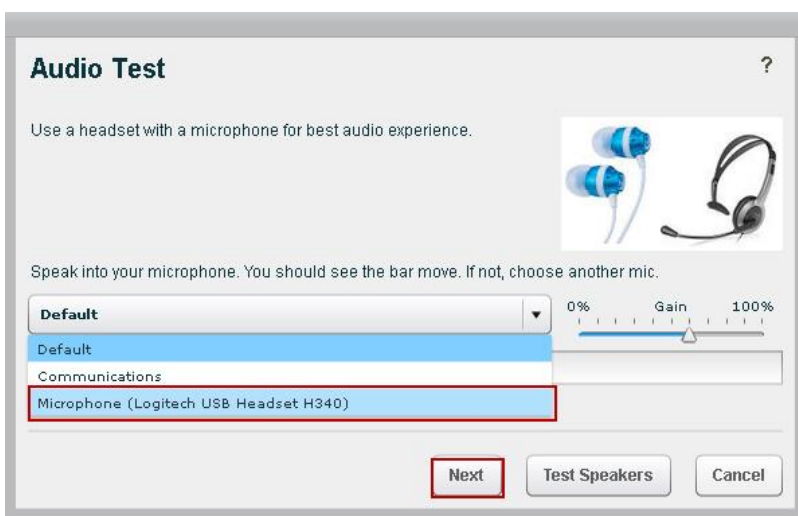
Step 1: If you cannot hear any sound through your headset, click on the 'No' button.



Step 2: Click on the 'Allow' button.



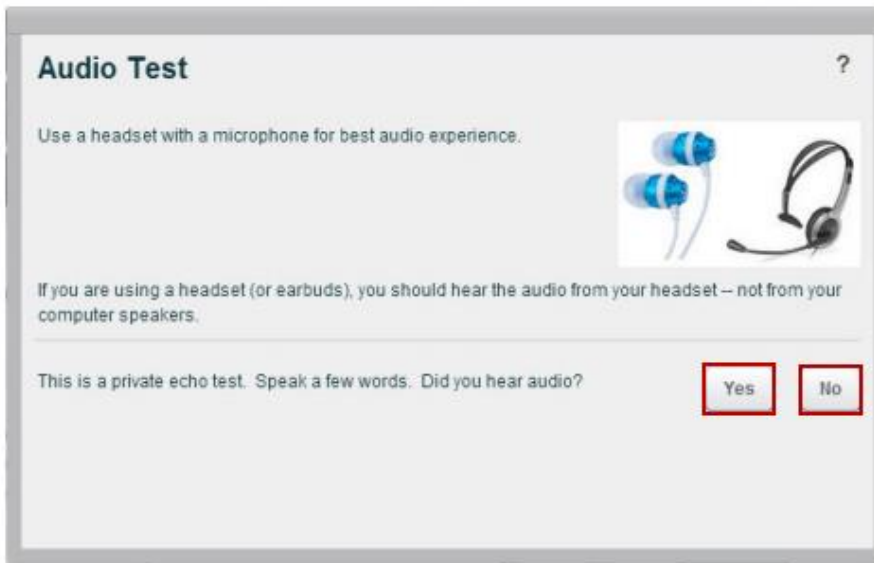
Step 3: Click on the drop down menu (Default), and from the list, make sure your headset is selected. Press the 'Next' button, when you have selected your headset.



Note, as an optional step, before clicking on the ‘Next’ button – you can test your speakers by clicking on the ‘Test Speakers’ button. You should hear a piece of music through your headset.

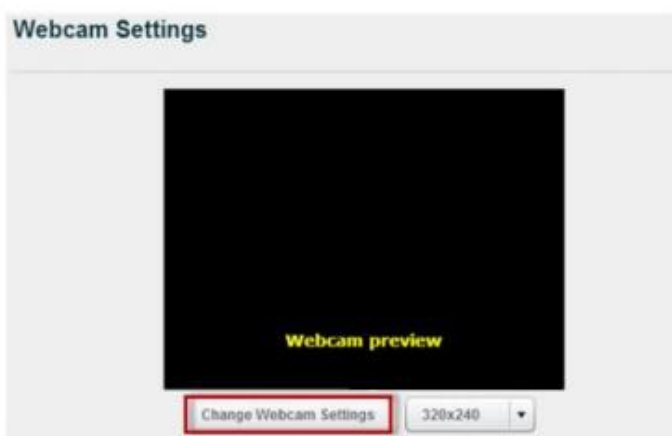
Step 4: You can now test the audio of your BBB session. Speak through the microphone on your headset; you should hear your voice through your headset. If you hear your voice, click on the ‘Yes’ button.

If you do not hear your voice, click on the ‘No’ button and repeat steps 1 – 3, try selecting a different device from the drop down list.



No Web camera shown (Step 8)

Step 1: If your Web Camera is no being displayed in the preview section, click on ‘Change Webcam Settings’ button.



Before continuing, if you see the pop up below when you clicked on the 'Change Webcam Settings' button. It means you do not have a Web camera or it is not connected or being detected by your computer. Check your computer connections and settings.



Step 2: From the pop up on screen, click on the arrow pointing down to reveal a drop down list. From the list select your camera.



Step3: With your web camera selected, you should now see it being displayed in the preview. To begin sharing your web camera, click on the 'Start Sharing' button. If you still do not see your web camera, repeat steps 1 – 2.



Additional Help

Follow this web link to view, BBB tutorial videos: <http://bigbluebutton.org/videos/>

Note, Microsoft Surface devices, will share your web camera, but only the rear camera view.

