

Library

Overview of Big Blue Button Interface



University
of Glasgow

Level: Beginner

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Purpose of this document

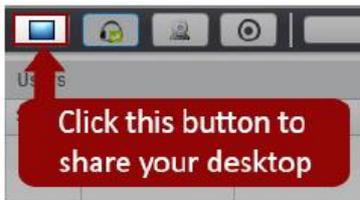
The aim of this document is to provide both staff and students an overview of the menus found within Big Blue Button.



Overview of Big Blue Button (BBB) Interface

Top Toolbar - sharing and muting

This toolbar enables you to share various devices; there is also the functionality to mute your microphone. If you are the presenter of a BBB session, you will also be able to share your desktop

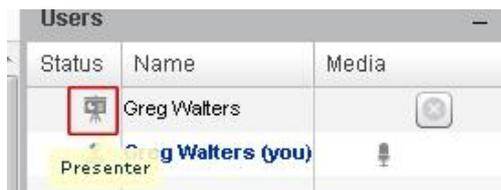


List of BBB session Participants Panel

Within this panel, you can see who is present within the BBB session. The presenter has an additional button and piece of functionality, which enables them to mute all participants except from themselves.



Note; you can recognise the presenter as they have the icon shown below next to their name. The presenter can make another participant the presenter by clicking on their name.



List of BBB session Participants Panel, Continued

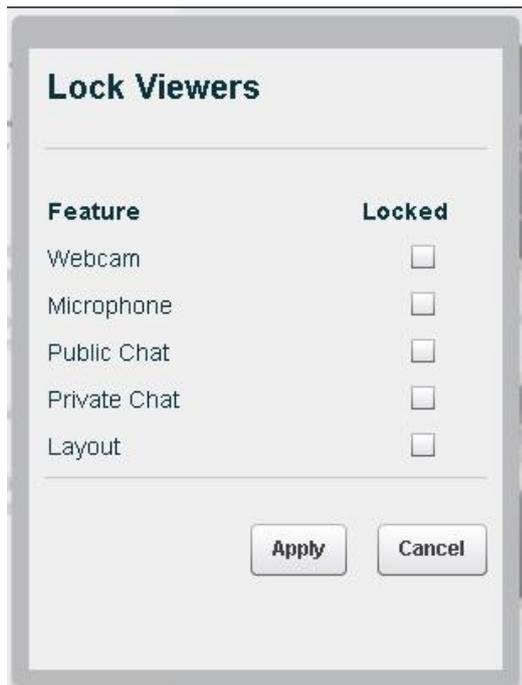


The 'cog' or settings button is only available to the presenter. This button is located at the bottom of the participants (User) panel. This button allows the presenter to mute individual or all participants

List of BBB session Participants Panel, Continued

The lock viewers menu; which is found within the presenters 'Cog' setting menu, allows the presenter to lock certain functionality. For example, the presenter can lock the layout, so attendees cannot change their layout.

To 'lock' certain functionality, click on the box next to the item and then when you have selected all of the items you want click on the 'Apply' vutton.



Feature	Locked
Webcam	<input type="checkbox"/>
Microphone	<input type="checkbox"/>
Public Chat	<input type="checkbox"/>
Private Chat	<input type="checkbox"/>
Layout	<input type="checkbox"/>

Apply Cancel

Web Camera



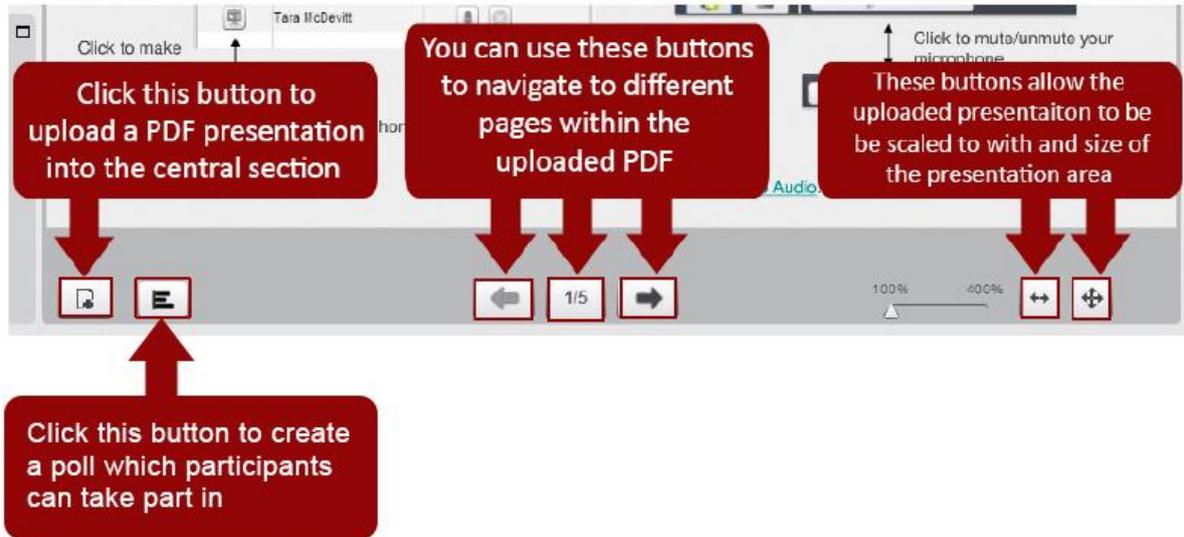
This panel displays your web cameras and all of the other participants who have shared their web camera.

The web camera settings, (this is available when you first share your web camera) allows you to adjust the quality of your web camera picture quality. This is especially helpful if you have a slow or limited internet connection , as sharing a high quality image consumes bandwidth.



Central Presentation section (for Presenter only)

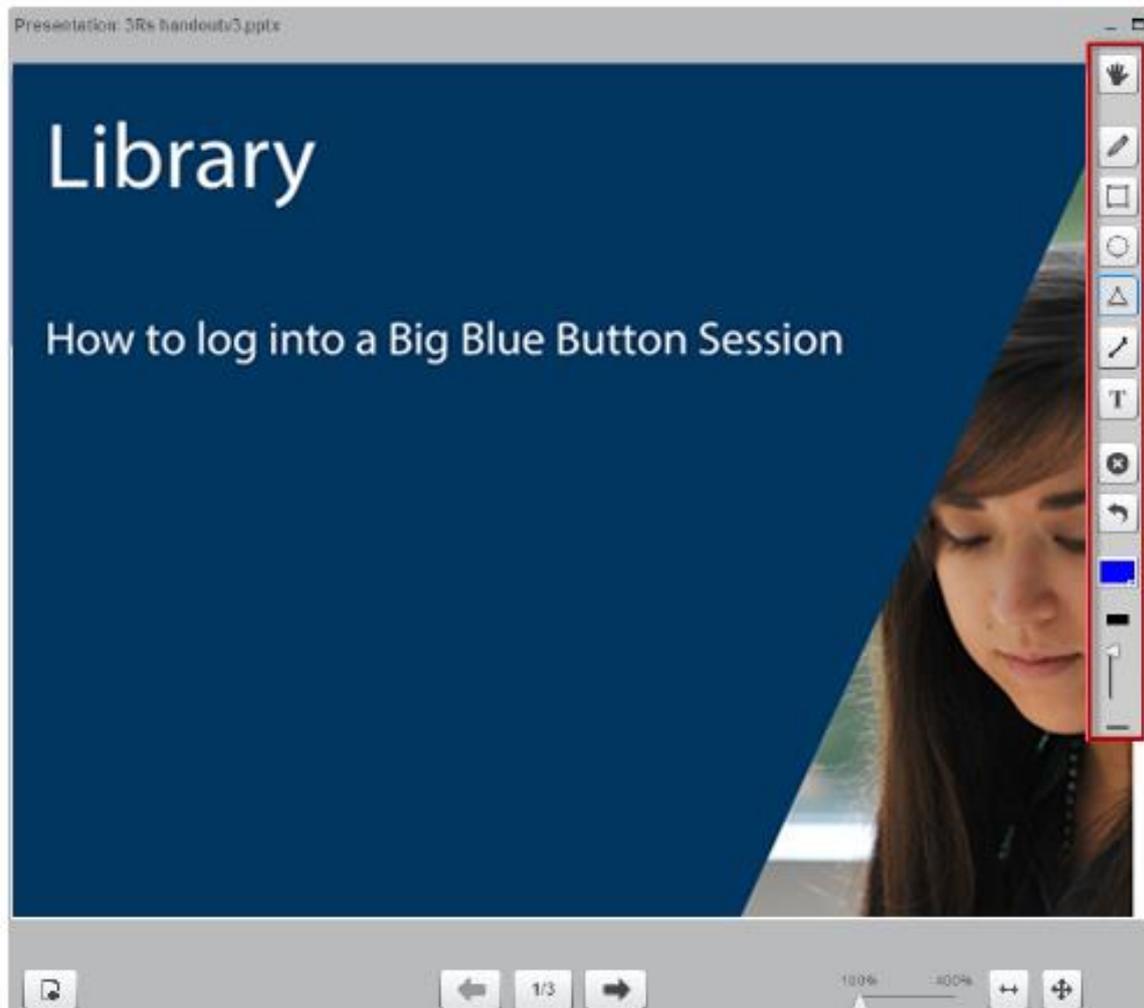
The navigation section shown below is only available to presenters.



The navigation section shown below is a collection of drawing and text based tools which allow the presenter to highlight, draw and annotate within the central area. This navigation panel is revealed when the presenter moves their mouse over the central presentation section.



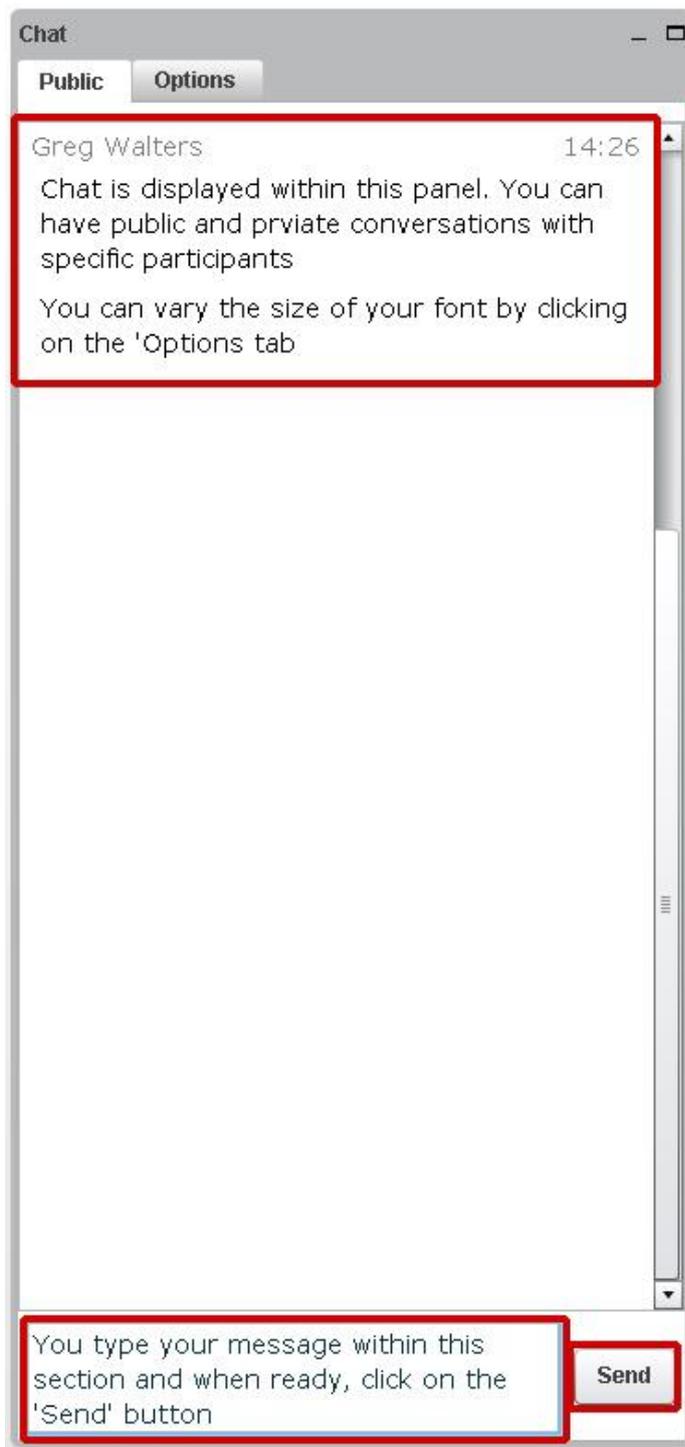
Central Presentation section (for Presenter only) continued



This is highlighting how the drawing and text panel appears within the central presentation section.

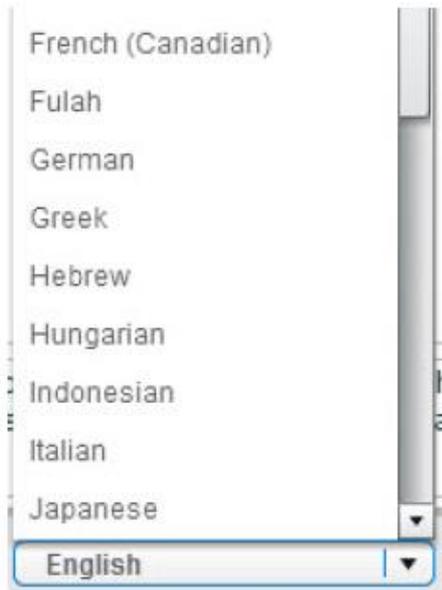
Note, if you are presenter you can upload files into the central section, PDF is the most effective format. If you attempt to upload a PowerPoint presentation, no animations will be present, just the text, graphics and images.

Chat Area Panel



This pane area allows the presenter and participants to post comments for everyone to see, if you prefer you can have private conversations with specific participants. Another bonus is, if you are recording the BBB session, the whole chat dialogue within the chat pane is captured as well.

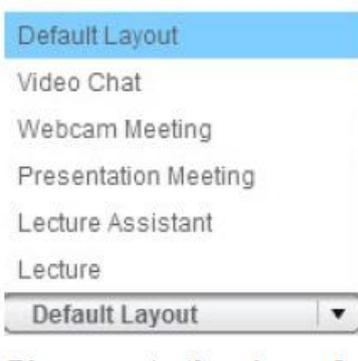
Choice of Language



This drop down menu lets you choose what language to be displayed in the menus and during the BBB session.

Layout

This menu lets you customise the layout to suit your needs; for example you may want to have a video chat environment where you focus just on the web cameras, in which case you would choose 'Video Chat'. Try experimenting with the different layouts



The presenter has an additional icon, which enables them 'lock' the layout. This means participants cannot choose their own layout and must use the layout currently used by the presenter.

