



IT Services  
Faculty of Public Administration

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**Subject: BigBlueButton web conferencing system instructions for students**

The video conference takes place inside your web browser. We recommend Firefox or Chrome. You can also use mobile devices (tablets, smart phones). You can use the Safari browser on iOS devices and Chrome on Android devices.

1. Click the appropriate link in your Moodle classroom. You get 2 options to join (Image 1). Choose »Microphone« if you want others to hear your voice. If you just want to listen, choose »Listen only«.

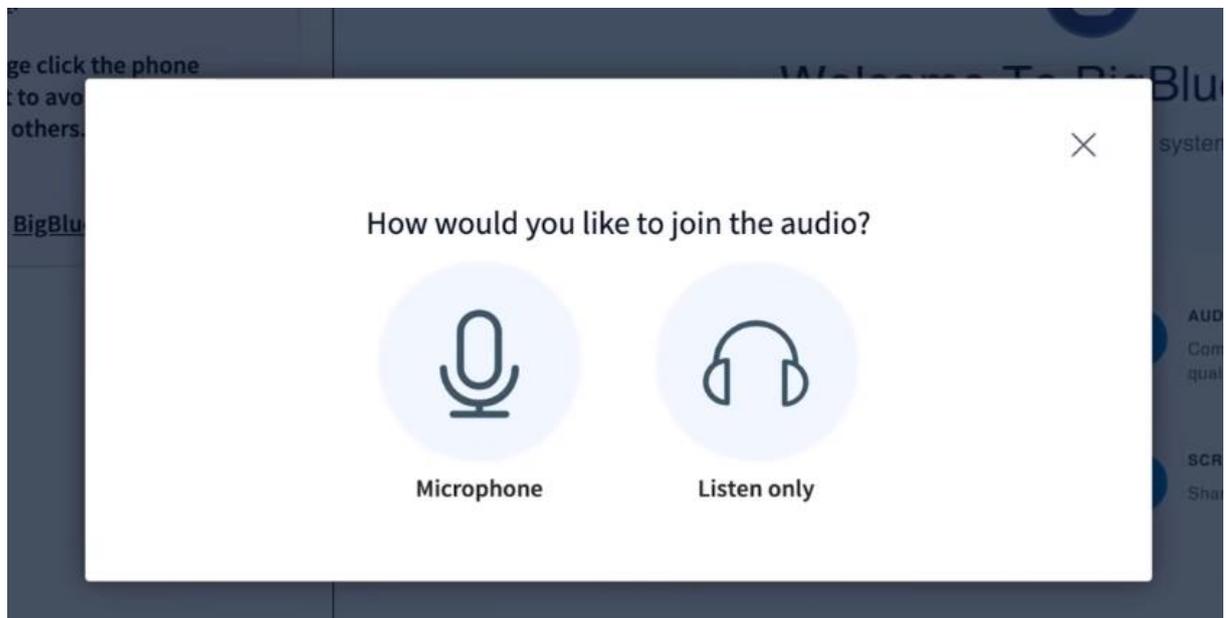


Image 1

2. The BigBlueButton client opens up (Image 2). It is divided into 3 parts:

- **Part 1:** list of users (red outline),
- **Part 2:** chat area for communicating with other participants (green outline),
- **Part 3:** presentation area, e.g. for presentation slides (blue outline).

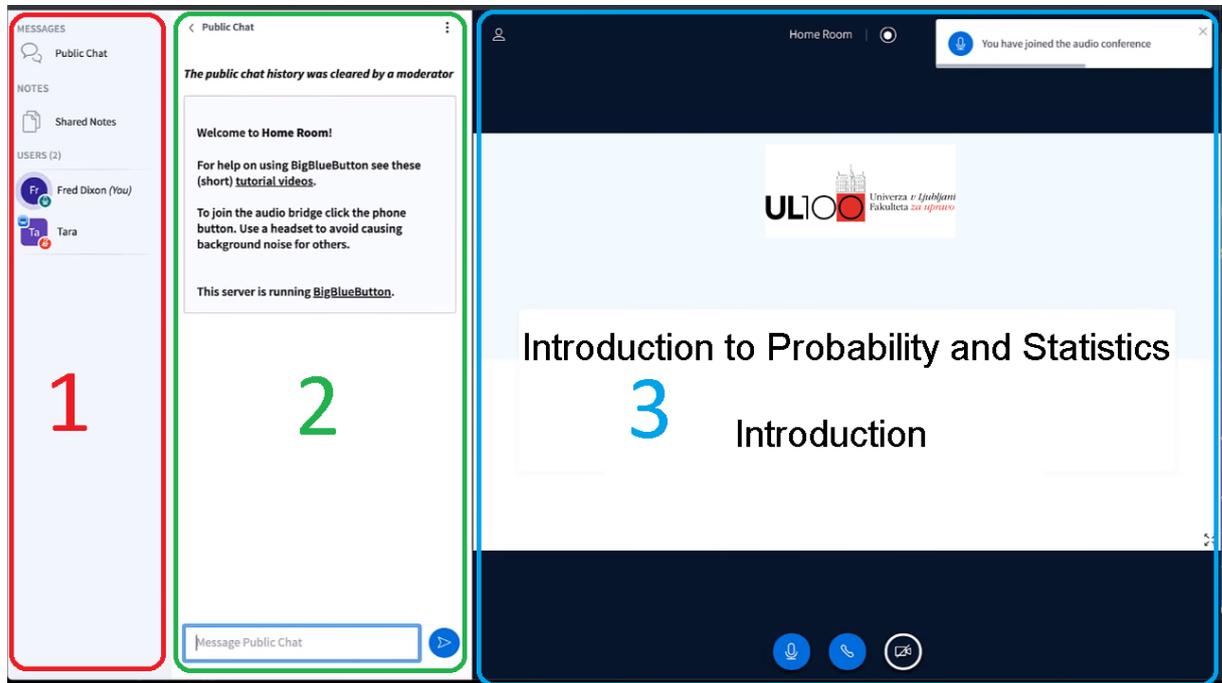


Image 2

**Interacting with your microphone (sound):**

There are three icons under the presentation area in Part 3.

Click the blue microphone icon (1<sup>st</sup> icon) and start talking. Other participants will be able to hear you. When you are done talking, click the icon again in order to disable your microphone.

**Interacting with your camera (sound and video):**

Click the blue camera icon (3<sup>rd</sup> icon). Other participants will be able to see and hear you. When you are done, click the icon again in order to disable your camera.

Messages that you type in Part 2 will be seen by all other participants.

You can send a private message to a specific participant by clicking on him/her in the user list and choosing »Chat«.

You can hide Part 2 by clicking the arrow (<) in the upper part of it. You can show it back by clicking on »Public chat« in Part 1.

If you click »Shared Notes« in Part 1, a collaborative area appears. Everyone can write into this area.

3. The lecturer can create a breakout room and invite you into it. If that happens, you will see a message as shown in Image 3.

Breakout rooms are temporary conferences for answering questions or communication that does not involve all participants. Once the issue is resolved, the lecturer closes the breakout room.

If you want to enter a breakout room, click »Join«. A new browser tab will open. Its contents will look very similar to the original videoconference. But you will be able to perform additional actions, e.g. upload your slides, draw on the screen, ...

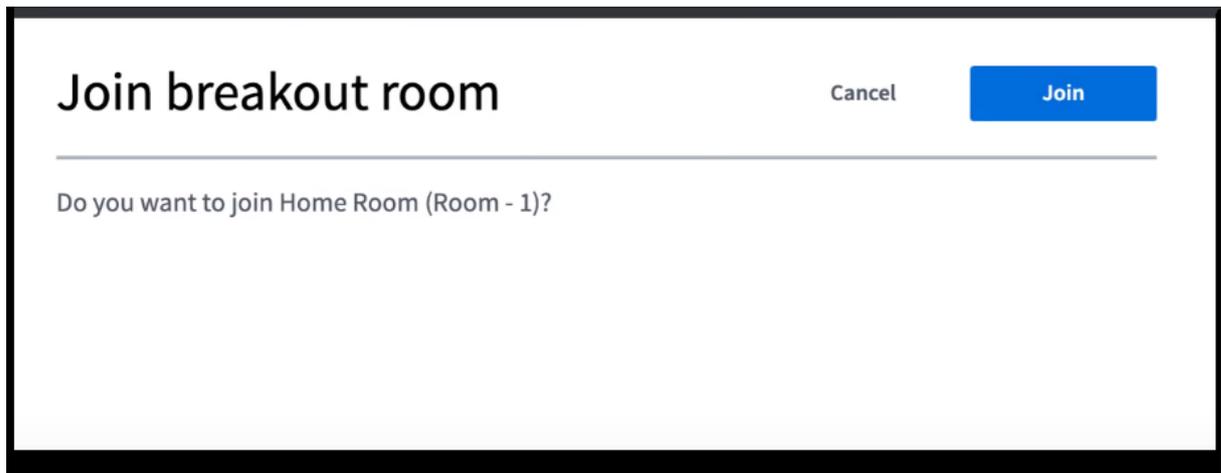


Image 3

4. You can find more information in the following video:  
<https://www.youtube.com/watch?v=uYYnryIMOUw>