

How to use BigBlueButton – for speakers

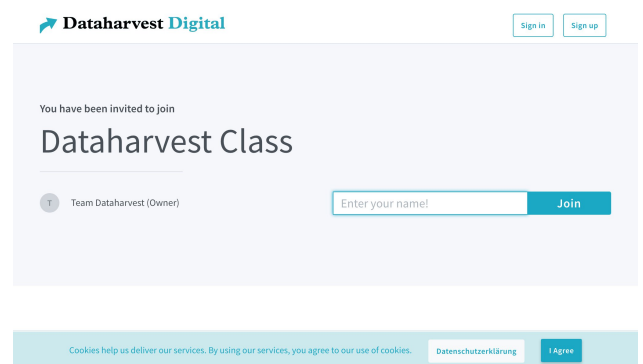
General information

- BigBlueButton runs in the web browser – you don't need to install anything.
- The participants will see your webcam and a presentation screen where documents or videos can be shown or you can share your screen.
- Please use a headset. This will improve the sound quality a lot.
- We recommend using Firefox or Chrome. Please make sure all updates are installed and that you're using the latest version.

Login

The Dataharvest team will provide you with the address of the room which you need to open with your webbrowser.

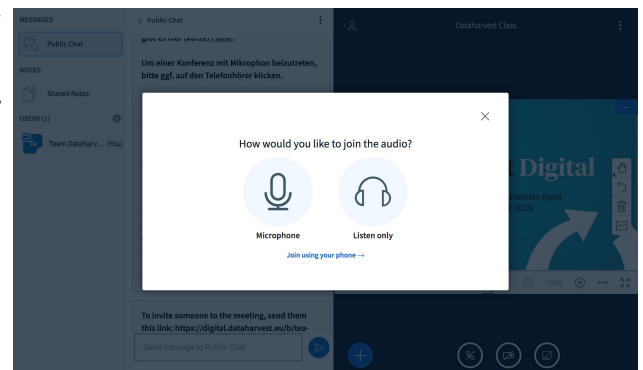
To login please enter your name. You may be also asked for an access code. This code will also be provided by the Dataharvest team.



Before joining the room you need to choose if you want to activate your microphone. As a moderator/speaker please select microphone.

Next, there will be a test if your microphone and your speaker work correctly. If not, you cannot join the room.

If you experience any problems, please check the settings of your computer first.

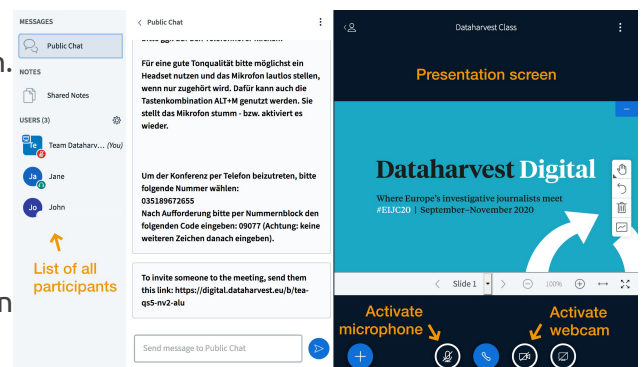


The room

Once you've entered the room, you will need to activate your microphone and your webcam.

You'll find these buttons below the presentation on the right side. During the activation you'll be asked for permission by your browser, maybe multiple times. Please allow each request.

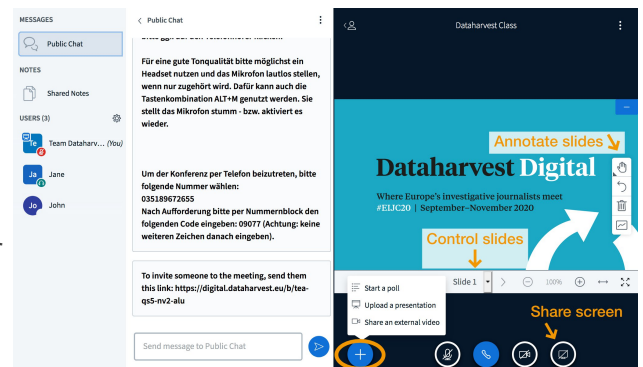
On the left sidebar all participants are listed. In the central column the shared notes and the chat is shown and on the main panel you'll see the presentation screen where slides or videos are shown. You can also share your screen (see instructions below).



Presentation screen: show slides and videos, share your screen

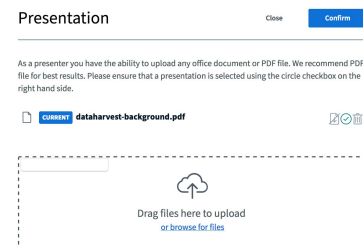
The presentation screen is shown to all participants. You can show slides (a PDF file), videos or share your screen.

If you use slides a control panel is shown below the slide which allows you to navigate through the presentation. You can also make annotations (text or graphical elements). Your mouse acts as a pointer and is displayed as a red dot on the users's screen.



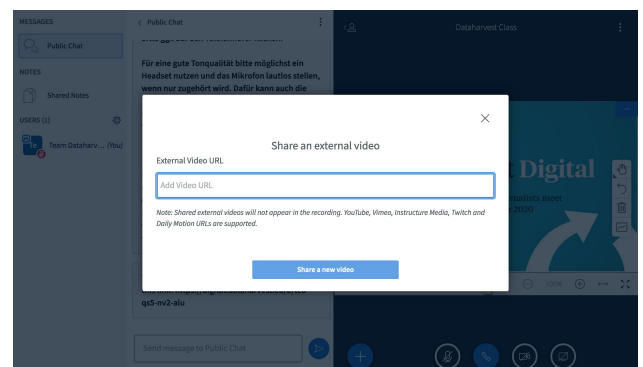
To upload a new **presentation/slides**, click on the button on the bottom (left side) of the presentation screen.

Please be aware that no animation or videos can be embedded within the presentation.



Videos can be shown via the same button. To do so click *Share an external video*. The video doesn't need to be uploaded to BigBlueButton, just enter the URL.

It is possible to show video from Youtube, Vimeo, Twitch, Daily Motion and Instructure Media .



If you want to demonstrate an application during your presentation or to show something else on your computer you **share your screen** with the participants.

After clicking the Share button you will get an alert from your web browser asking you to confirm the sharing. Do so. Depending on your browser, your whole screen is shared or you can select a specific window of an application to be shared.

Screen sharing consumes a lot of bandwidth. Therefore we recommend to lower your screen resolution before sharing your screen or, even better, to share only an application window and not the whole screen if possible.

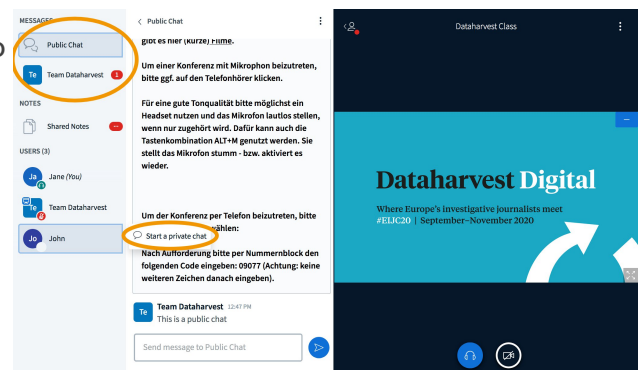
Please be aware that the sound of your computer is not shared, so if you play videos while sharing your screen the participants will not hear the sound.

Chat

BigBlueButton has a chat which you can use to communicate with the participants .

To chat with all participants select *Public Chat* but you can also chat directly with only one user. To start, click on the user's name in the sidebar and select *Start private chat*. A new button for the chat is shown at the top of the sidebar.

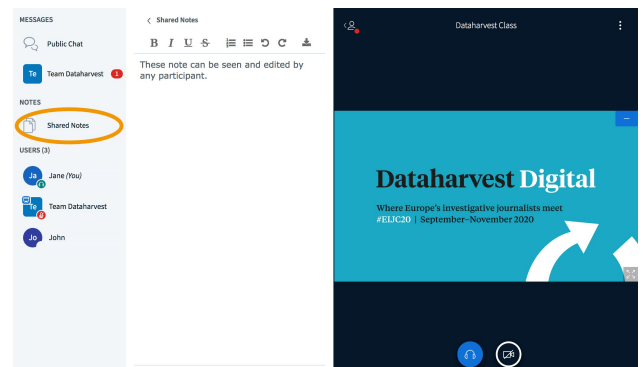
New messages are indicated with an red icon next to the chat.



Shared Notes

Another useful function are the shared notes. This is an notepad which can be edited by all users simultaneously. All changes are displayed immediately to everybody.

Please make sure you save all content after the session. Otherwise it will be lost.



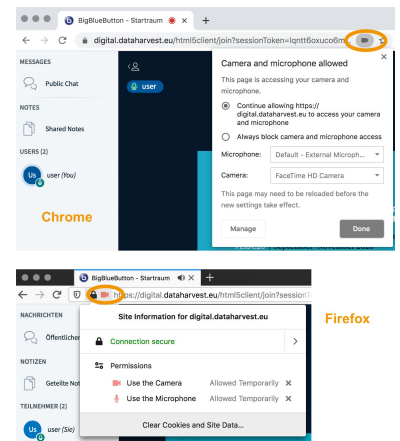
Troubleshooting: Can't connect audio/microphone/webcam

If you don't hear anything during the audio test or you can't use your microphone or your webcam, please check the settings of your operating system (Windows/Mac/Linux). Is everything connected? Is the sound turned on?

Please check if your browser needs permissions to access your microphone and/or your webcam. In most browsers an icon next to the address bar will appear which indicates that your microphone/webcam will be used.

Also check there if the right microphone/webcam is selected (if you have more than one).

If it doesn't help, try to restart your web browser and your computer.



Troubleshooting: Connection to server lost/Authentication error/Server does not respond

If the server does not respond or there are reports that you're not authenticated, please close all windows of the web browser.

Then re-open the web browser and repeat the login process: open the web address (URL) we sent you, enter your name and enter the room.

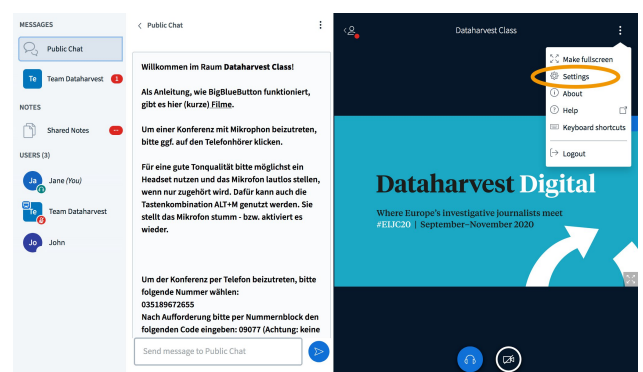
If this doesn't help try to restart your computer.

Troubleshooting: slow internet connection

If you have a slow internet connection the webcams and the screen sharing might stutter or not be shown correctly.

Then you can disable the streams but you still will hear the audio and see the slides.

Receiving a video stream (like a webcam or a screen sharing) requires a lot of bandwidth. The more streams are shown, the faster the connection required.



To disable the webcams and/or screen sharing, click on the menu in the upper right corner and select *Settings*. Then select the menu entry *Data savings*, where you can disable the webcams and the screen sharing.

