



ulwazi



INTRODUCTION TO CONFERENCES



Updates

Data Access:

Data Bundles: Cell C; MTN; Telkom and Vodacom offer students 10GB per month daytime and 30GB nighttime data

VPN: Students need to install and use the Wits DataBundleVPN to visit links approved by Wits. Turn off VPN when on the Wits network

Zero-rated Sites: Switch off VPN to use these sites (with the 4 MNOs)

Ulwazi: Access Ulwazi via VPN since certain aspects consume data

BBB: Currently the audio aspect of BBB consumes some data and with VPN switched on the audio in BBB will not work



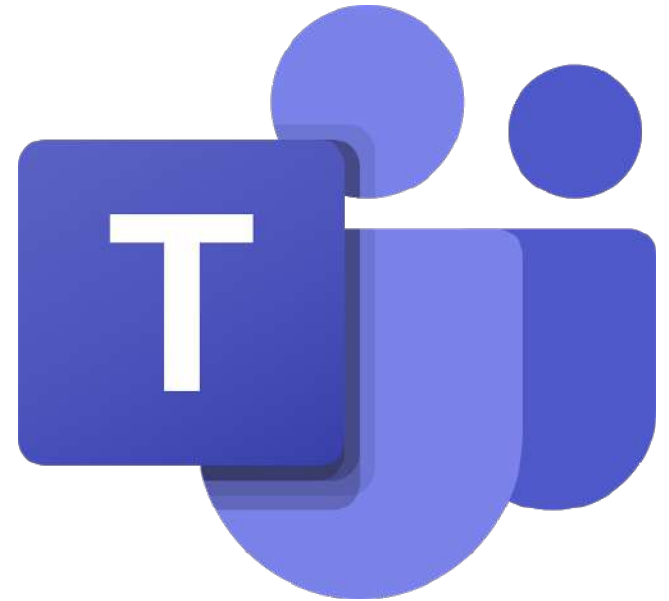
GETTING STARTED WITH WEB CONFERENCING

- Why Web conferencing?
- Web conferencing tools
- Navigation
- Facilitation (BigBlueButton)

Why Web Conferencing?

-
- synchronous lectures
 - one-on-one consultations with students
 - student group meetings
 - sharing of presentation slides
 - applications and online resources demonstrations

WEB CONFERENCING TOOLS



MS Teams

Located in the Rich Content Editor (RCE)

You can set up a Teams meeting via the following items in the Course menu:

- Announcements
- Assignments
- Discussions
- Pages
- Quizzes





- Account
- Admin
- Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Help

CLTD - BBB with Technologies for Teaching (T4T) - 2021 > Announcements

63 Student view

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All

Search



+ Announcement

External Feeds



No announcements
Create announcements above



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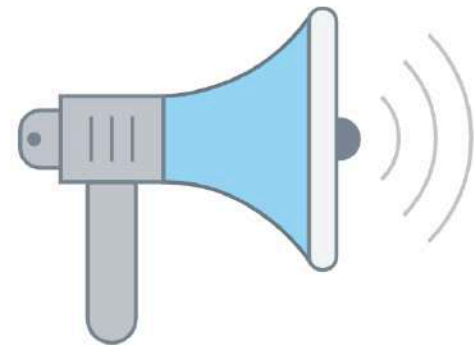
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Open Announcements



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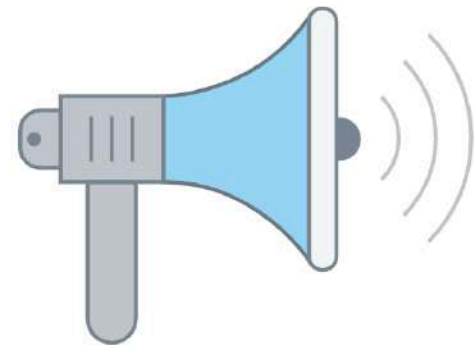
Search

Click on the **New Announcement** button to add an announcement



+ Announcement

External Feeds



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Topic title

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A T^2 ⋮

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Post to

All sections x



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Topic title

Give your announcement a title

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History 1 Introductory Class

Give your announcement a title

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☰ CLTD - BBB with Technologies for Teaching (T4T) - 2021 > Announcements > Create new

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History 1 Introductory Class

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History 1 Introductory Class

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We will meet on MS Teams for our introductory class on Thursday 5 March 2021 at 09:00

Add some instructions

p 0 words

Post to

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We will meet on MS Teams for our introductory class on Thursday 5 March 2021 at 09:00

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Post to

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Click on the **MS Teams** icon



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History 1 Introducto

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Attachment Ch

Microsoft Teams Meetings



Welcome to Microsoft Teams meetings

Bring educators and students together with online meetings in Teams.

Sign in to Microsoft Teams using your school account to get started.

Sign in

Microsoft Teams Meetings



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Sign in



Click Sign In



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All sections

Microsoft Teams Meetings



Microsoft Teams



Create Teams meetings for your course.

Get started on Teams by creating a meeting you can share with people in your course.

Create meeting link

UNIVERSITY OF THE WITWATERSRAND JOHANNESBURG


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Microsoft Teams Meetings

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Click **Create meeting link**


Navigation sidebar for CLTD - BBB with Technologies for T

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Microsoft Teams Meetings

 **New meeting** Create Cancel



 Mar 3, 2021

6:00 PM

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7:00 PM

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1h

Add a title for your meeting

Rich text editor area with a toolbar at the bottom showing icons for text formatting and a word count of 18 words.



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History 1 Introducto

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Post to

All sections

Microsoft Teams Meetings

New meeting

CreateCancel

History 1 Introductory Class

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Mar 5, 2021

10:30 AM

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1h 30m

Add a title for your meeting



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Microsoft Teams Meetings

New meeting

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History 1 Introductory Class

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1h 30m

Add a start date and time



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Microsoft Teams Meetings



New meeting

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History 1 Introductory Class



Mar 5, 2021

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Mar 5, 2021

10:30 AM



1h 30m

and an end date and time



18 words



- Apps
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JOHANNESBURG
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Microsoft Teams Meetings

 **New meeting**

Create **Cancel**

 History 1 Introductory Class

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Click **Create** to create the MS Teams meeting link



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Microsoft Teams



Meeting created

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

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CLTD - BBB with Technologies for T

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Microsoft Teams Meetings



Microsoft Teams



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Click **Copy** to copy the MS Teams meeting link



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History 1 Introductory Class

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12pt Paragraph B I U A T² [Link] [Image] [Audio] [Video] [List] [Table] [More]

We will meet on MS Teams for our introductory class on Thursday 5 March 2021 at 09:00

Join History 1 Introductory Class (Microsoft Teams Meeting)

p 26 words

Post to All sections

MS Teams meeting link appears here



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And select **Link Options**

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Scroll down to **Save**

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**Post to**

All sections ×



Attachment

Choose file

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Options☐ Delay posting☒ Allow users to comment☐ Users must post before seeing replies☐ Enable podcast feed☐ Allow 'liking'

Click Save



Save



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History 1 Introductory Class 3 Mar at 17:27
Sharon Coetzer
All sections

We will meet on MS Teams for our introductory class on Thursday 5 March 2021 at 09:00

[Click here to join the class](#) ↗

Unread

Write a reply...

Setting up a BigBlueButton Conference in Ulwazi

- BBB is only compatible with Google Chrome and Firefox web browsers
- The recommended number of participants in a BBB session is 100 (more than this may affect the audio quality)
- The recommended duration for a BBB session is 90 minutes
- Allow 24 hours for the recording to appear in the Conferences tool
- For technical queries contact: ulwazihelp@wits.ac.za





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Select the **Conferences**
tool in the Course Menu



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+ Conference

▼ New conferences

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There are no concluded conferences

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+ Conference

Select the **New Conference** button to create a new BBB conference

▼ New conferences

There are no new conferences

▼ Concluded conferences

There are no concluded conferences

+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name

BBB with Technologies for Teaching (T4T) - 2021 conference

Type

BigBlueButton



Duration

60

minutes

Options

☐ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name

BBB with Technologies for Teaching (T4T) - 2021 conference

Type

BigBlueButton



Duration

60

minutes

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☐ No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

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Update

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of the conference here

+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☐ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

BigBlueButton is the only conference option available in the Conferences tool

+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☐ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

You can adjust the **duration**
of the BBB conference here

+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☐ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

You can adjust the **duration** of the BBB conference here

Please note:

Even if the conference runs over time, it will only come to an end after the last participant leaves.

+ Conference

▼ New conferences

Click here to enable recording

New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☒ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

+ Conference

▼ New conferences

Click here to enable recording

Please note:
If you do not enable recording, you will be unable to record the BBB session

New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☒ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

+ Conference

▼ New conferences

▼ Concluded conferences

Click here for long-running conferences



New conference



Name

BBB with Technologies for Teaching (T4T) - 2021 conference

Type

BigBlueButton

Duration

minutes

Options



Enable recording for this conference



No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

+ Conference

▼ New conferences

▼ Concluded conferences

Click here for long-running conferences

New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration minutes

Options ☒ Enable recording for this conference

☒ No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

When you select **No time limit** you will notice that the duration disappears

+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name

BBB with Technologies for Teaching (T4T) - 2021 conference

Type

BigBlueButton



Duration

60

minutes

Options



Enable recording for this conference



No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

+ Conference

▼ New conferences

▼ Concluded conferences

You can add a
description for your
BBB conference here



New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☒ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

+ Conference

▼ New conferences

▼ Concluded conferences

You can add a
description for your
BBB conference here



New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☒ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

This session aims to get you started with
facilitating online classes in BigBlueButton

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

+ Conference

▼ New conferences

▼ Concluded conferences

New conference

Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☒ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

This session aims to get you started with
facilitating online classes in BigBlueButton

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

This is where
you select your
participants



+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name

Type

Duration minutes

Options ☒ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

This session aims to get you started with
facilitating online classes in BigBlueButton

Members

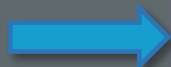
☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

Check this box to
invite everyone
on your course



+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☒ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

This session aims to get you started with
facilitating online classes in BigBlueButton

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

- ☐ Giovanelli, Adriano
- ☐ Malgas, Antoinette
- ☐ Monareng, Balitiye
- ☐ Pachagadu, Shane
- ☐ Petlele, Neo
- ☐ Senne, Nkaba

Uncheck this box
to invite specific
course members



+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☒ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

This session aims to get you started with
facilitating online classes in BigBlueButton

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☒ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

This session aims to get you started with
facilitating online classes in BigBlueButton

Members

☐ Remove All Course Observer Members

Check this box to
remove **course
observers**

Cancel

Update

+ Conference

▼ New conferences

▼ Concluded conferences

New conference



Name BBB with Technologies for Teaching (T4T) - 2021 conference

Type BigBlueButton

Duration 60 minutes

Options ☒ Enable recording for this conference

☐ No time limit (for long-running conferences)

Description

This session aims to get you started with
facilitating online classes in BigBlueButton

Members

☒ Invite All Course Members

☐ Remove All Course Observer Members

Cancel

Update

Click **Update** to send
out the invites

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules
- Conferences**
- Collaborations
- Chat
- Attendance
- Office 365
- Google Drive
- Studio
- Attendance
- MEETS
- Settings

+ Conference

▼ New conferences

BBB with Technologies for Teaching (T4T) - 2021 conference

Start



▼ Concluded conferences

There are no concluded conferences

+ Conference

▼ New conferences

BBB with Technologies for Teaching (T4T) - 2021 conference

Your new BBB conference will appear here under **New Conferences**

Start



▼ Concluded conferences

There are no concluded conferences

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules
- Conferences**
- Collaborations
- Chat
- Attendance
- Office 365
- Google Drive
- Studio
- Attendance
- MEETS
- Settings

+ Conference

▼ New conferences

BBB with Technologies for Teaching (T4T) - 2021 conference

Click here to **launch** the
BBB Conference



Start

▼ Concluded conferences

There are no concluded conferences



Welcome to BBB with Technologies for Teaching (T4T) - 2021 conference!

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others.

This server is running [BigBlueButton](#).

Send message to Public Chat



Welcome To BigBlueButton

g system designed for online learning

How would you like to join the audio?



Microphone



Listen only



AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.

SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org →



Welcome to BBB with Technologies for Teaching (T4T) - 2021 conference!

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others.

This server is running [BigBlueButton](#).

Click here to join the audio with your **microphone**



How would you like to join the audio?



Welcome To BigBlueButton

g system designed for online learning

AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.

SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org →

Send message to Public Chat



Welcome to BBB with Technologies for Teaching (T4T) - 2021 conference!

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This server is running [BigBlueButton](#).



Welcome To BigBlueButton

g system designed for online learning

How would you like to join the audio?



Microphone



Listen only

Click here to listen only

For more information visit bigbluebutton.org →

Send message to Public Chat

< Slide 1 >

100%

Welcome to BBB with Technologies for Teaching (T4T) - 2021 conference!

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others.

This server is running [BigBlueButton](#).



Welcome To BigBlueButton

g system designed for online learning

How would you like to join the audio?



Microphone



Listen only

Click here to **listen only**

Please note:

This option will disable your microphone for the duration of the session

For more information visit bigbluebutton.org →

Send message to Public Chat

Welcome to BBB with Technologies for Teaching (T4T) - 2021 conference!

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others.

This server is running [BigBlueButton](#).



Welcome To BigBlueButton

g system designed for online learning



How would you like to join the audio?



Microphone



Listen only

Always select microphone



AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.

SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARDING

Draw together.

For more information visit bigbluebutton.org →





To participate in today's BigBlueButton conference

1. Click on the following link to enroll in the course, 'BBB with Technologies for Teaching (T4T)':
<https://ulwazi.wits.ac.za/enroll/EKLXJP>
2. Raise your hand to indicate that you have enrolled in the course so that we can invite you to the conference
3. The facilitator will create the conference and invite you to join. Refresh your screen in Ulwazi and go to the conferences tool to join the BigBlueButton conference

BBB INTERFACE

The image displays the BigBlueButton (BBB) interface, split into two main sections: a sidebar on the left and a main meeting area on the right.

Left Sidebar (Messages):

- MESSAGES:** A section with a "Public Chat" button.
- NOTES:** A section with a "Shared Notes" button.
- USERS (2):** A list of participants: "Balitiye Monare...(You)" and "Sharon Coetzer".

Main Meeting Area (Public Chat):

- Header:** Shows the meeting title "How to use BigBlueButton testing and screenshots" and a timer "02:45".
- Participant:** A name tag for "Balitiye Monareng".
- Welcome Message:**

Welcome to **How to use BigBlueButton testing and screenshots!**

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (**please use a headset to avoid causing noise for others**)

This session may be recorded.

This server is running [BigBlueButton](#).
- Feature Grid:** A grid of icons and descriptions for various features:
 - CHAT:** Send public and private messages.
 - WEBCAMS:** Hold visual meetings.
 - AUDIO:** Communicate using high quality audio.
 - EMOJIS:** Express yourself.
 - BREAKOUT ROOMS:** Group users into breakout rooms for team collaboration.
 - POLLING:** Poll your users anytime.
 - SCREEN SHARING:** Share your screen.
 - MULTI-USER WHITEBOARD:** Draw together.
- Footer:** A navigation bar with "Slide 1" and a "100%" zoom level.

MESSAGES



Public Chat

NOTES



Shared Notes

USERS (2)



Balitiye Monare... (You)



Sharon Coetzer

< Public Chat

Welcome to **How to use BigBlueButton!**

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (**please use a headset to avoid causing noise for others**)

This session may be recorded.

This server is running [BigBlueButton](#).

Presentation screen (with share screen, whiteboard and recording functionalities)



Send message to Public Chat



How to use BigBlueButton | Start recording

Balitiye Monareng

Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

CHAT
Send public and private messages.

WEBCAMS
Hold visual meetings.

AUDIO
Communicate using high quality audio.

EMOJIS
Express yourself.

BREAKOUT ROOMS
Group users into breakout rooms for team collaboration.

POLLING
Poll your users anytime.

SCREEN SHARING
Share your screen.

MULTI-USER WHITEBOARD
Draw together.

For more information visit bigbluebutton.org →

< Slide 1 ▾ >

100%

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+

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Ba Balitiye Monare... (You)

Sh Sharon Coetzer

Public Chat

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#).

Send message to Public Chat

How to use BigBlueButton

Start recording

Balitiye Monareng

Public chat, shared notes and user functionalities

CHAT

Send public and private messages.

WEBCAMS

Hold visual meetings.

AUDIO

Communicate using high quality audio.

EMOJIS

Express yourself.

BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.

POLLING

Poll your users anytime.

SCREEN SHARING

Share your screen.

MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org

Slide 1

100%

MODERATOR AND PARTICIPANT ICONS

The Moderator will have a square icon and the participants/students will have circle icons

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Ba Balitiye Monare... (You)

Sh Sharon Coetzer

Public Chat

Welcome to **How to use BigBlueButton!**

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (**please use a headset to avoid causing noise for others**)

This session may be recorded.

This server is running [BigBlueButton](#).

GETTING STARTED

-
- Audio and Webcam
 - Start/Stop Recording
 - Download participant list
 - Mute participants
 - Emojis
 - Chat (public and private)

AUDIO

Sh Sharon Coetzer

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#).

Send message to Public Chat

Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning



CHAT

Send public and private messages.



WEBCAMS

Hold visual meetings.



AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.



BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.



POLLING

Poll your users anytime.



SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org →



Slide 1



100%



Click on the mic to mute and unmute audio

WEBCAM

Sh Sharon Coetzer

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running BigBlueButton.

Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning



CHAT

Send public and private messages.



WEBCAMS

Hold visual meetings.



AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.



BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.



POLLING

Poll your users anytime.



SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org →

Send message to Public Chat



Click on the webcam icon to switch on/off webcam

START/STOP RECORDING

The screenshot displays the BigBlueButton web conferencing interface. On the left, a sidebar contains a 'Public Chat' window with the following text:

Welcome to **How to use BigBlueButton!**

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#).

The main area shows a header with the text 'How to use BigBlueButton' and a 'Start recording' button, which is highlighted with a red box and a blue arrow pointing to it from a callout box. Below the header, the BigBlueButton logo is displayed, followed by the text 'Welcome To BigBlueButton' and 'BigBlueButton is an open source web conferencing system designed for online learning'. At the bottom, a grid of icons represents various features: CHAT, WEBCAMS, AUDIO, EMOJIS, BREAKOUT ROOMS, POLLING, SCREEN SHARING, and MULTI-USER WHITEBOARD.

Start recording

How to use BigBlueButton

Start recording

Public Chat

Shared Notes

(2)

Balitiye Monare... (You)

Sharon Coetzer

CHAT

Send public and private messages.

WEBCAMS

Hold visual meetings.

AUDIO

Communicate using high quality audio.

EMOJIS

Express yourself.

BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.

POLLING

Poll your users anytime.

SCREEN SHARING

Share your screen.

MULTI-USER WHITEBOARD

Draw together.

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Ba

Balitiye Monare... (You)

Sh

Sharon Coetzer

Welcome to **How to use BigBlueButton!**

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#)

Send message to Public Chat

How to use BigBlueButton

Start recording

Balitiye Monareng

WITS UNIVERSITY

C
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D
T

BigBlueButton

Slide 1

100%

Start recording

You can select the record button again later to pause the recording.

Yes

Click Yes

MESSAGES



Public Chat

NOTES



Shared Notes

USERS (2)



Balitiye Monareng... (You)



Sharon Coetzer

< Public Chat

Welcome to **How to use BigBlueButton!**

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#).

Send message to Public Chat



How to use BigBlueButton



Balitiye Monareng



Sharon Coetzer



00:06



Recording time

Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

CHAT

Send public and private messages.



WEBCAMS

Hold visual meetings.



AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.

BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.



POLLING

Poll your users anytime.



SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.



For more information visit bigbluebutton.org →

< Slide 1 ▾ >



100%



University of the Witwatersrand

BigBlueButton - How to use

bbb.wits.ac.za/html5client/join?sessionToken=huzlvwq5wqefgzma

Public Chat

Public Chat

Shared Notes

Balitiye Monare... (You)

Public Chat

How to use BigBlueButton!

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#).

How to use BigBlueButton

Balitiye Monareng

00:12

Click on the red dot to stop recording

How to use BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

CHAT

Send public and private messages.

WEBCAMS

Hold visual meetings.

AUDIO

Communicate using high quality audio.

EMOJIS

Express yourself.

BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.

POLLING

Poll your users anytime.

SCREEN SHARING

Share your screen.

MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org

Slide 1

100%

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (1)

Ba Balitiye Monare... (You)

Public Chat

Welcome to **How to use BigBlueButton!**

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running BigBlueButton



Balitiye Monareng

How to use BigBlueButton

00:15



Pause recording

Are you sure you want to pause the recording? You can resume by selecting the record button again.

Yes



Click Yes

chat, video, and desktop with students. Built-in polling, break-out rooms and a whiteboard makes it easy to engage students and recording your lectures means that you can make them available for later review.

University of the Witwatersrand

BigBlueButton - How to use

bbb.wits.ac.za/html5client/join?sessionToken=huzlvwq5wqefgzma

Public Chat

Public Chat

Shared Notes

Balitiye Monare... (You)

Public Chat

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#).

How to use BigBlueButton

Balitiye Monareng

Resume recording

This session will stop recording and the button will appear as Resume recording

CHAT

Send public and private messages.

WEBCAMS

Hold visual meetings.

AUDIO

Communicate using high quality audio.

EMOJIS

Express yourself.

BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.

POLLING

Poll your users anytime.

SCREEN SHARING






Share your screen.

MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org

DOWNLOAD PARTICIPANT LIST

← → ↻ <bbb.wits.ac.za/html5client/join?sessionToken=znmrikuqnewjkkb7>     

Breakout room time remaining: 19:30



MESSAGES


Public Chat

NOTES

Shared Notes

USERS (2)

  Balitiye Monare... (You)

 Nkaba Senne


< Public Chat

Welcome to **How to use BigBlueButton (Room - 1)**!


Online session for help (short) to

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.


 Balitiye Monareng


How to use BigBlueButton (Room - 1)





Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

 **CHAT**
Send public and private messages.

 **WEBCAMS**
Hold visual meetings.

 **AUDIO**
Communicate using high quality audio.

 **EMO.**
Express emotions.

Click on the gear icon/manage users icon

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

- Ba Balitiye Monare... (Yo)
- Nk Nkaba Senne

Public Chat

Welcome to How to use BigBlueButton!

Online session

- Clear all status icons
- Mute all users
- Mute all users except presenter
- Save user names
- Lock viewers
- Create breakout rooms
- Write closed captions

Select **Save users** names and a txt file will download onto your computer



How to use BigBlueButton

Start recording

Nkaba Senne

Balitiye Monareng



Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning



WEBCAMS

Hold visual meetings.



AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.



BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.



POLLING

Poll your users anytime.



SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org





Slide 1

100%

Send message to Public Chat



MUTE PARTICIPANTS

← → ↻ <bbb.wits.ac.za/html5client/join?sessionToken=znmrikuqnewjkkb7>    

Breakout room time remaining: 19:30



MESSAGES


Public Chat

NOTES

Shared Notes

USERS (2)

  Balitiye Monare... (You)

 Nkaba Senne


< Public Chat

Welcome to **How to use BigBlueButton (Room - 1)**!


Online se...
for help...
(short) tu...

To join the voice bridge for this meeting click the headset icon in the upper-left (**please use a headset to avoid causing noise for others**)

This session may be recorded.


 Balitiye Monareng


How to use BigBlueButton (Room - 1)





Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning.

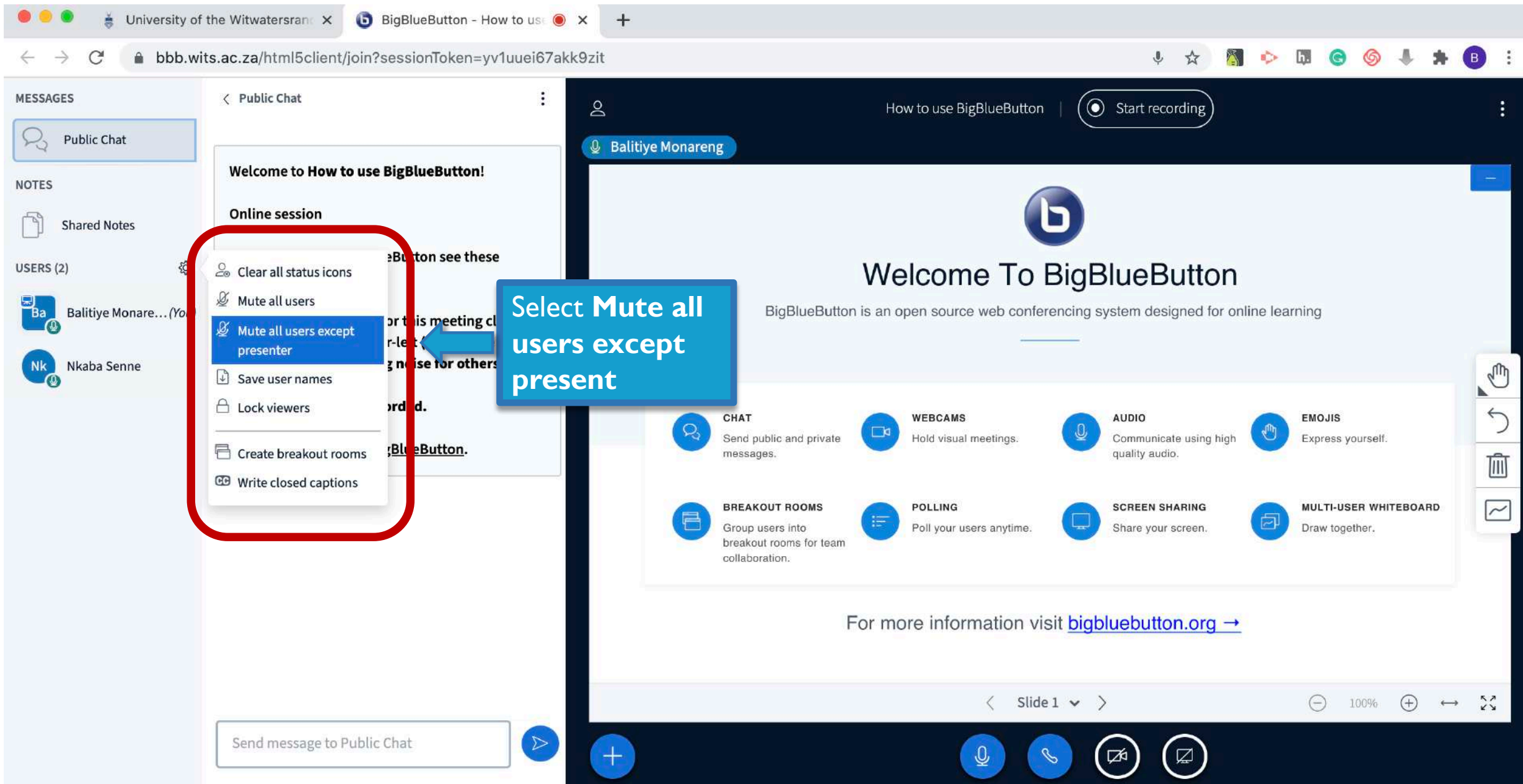
 **CHAT**
Send public and private messages.

 **WEBCAMS**
Hold visual meetings.

 **AUDIO**
Communicate using high quality audio.



Click on the gear icon/manage users icon



← → ↺

bbb.wits.ac.za/html5client/join?sessionToken=yv1uuei67akk9zit

🔊 ☆ 🚫 📺 📄 🌐 ⬇ ⚙ Ⓡ

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Ba

Balitiye Monare... (You)

Nk

Nkaba Senne

Public Chat

Welcome to **How to use BigBlueButton!**

Online session

For help on using BigBlueButton see these (short) tutorial videos.

click the

se a

ers)

This server is running **bigbluebutton**.

Send message to Public Chat

How to use BigBlueButton

Start recording

Balitiye Monareng Nkaba Senne

b

Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

CHAT

Send public and private messages.

WEBCAMS

Hold visual meetings.

AUDIO

Communicate using high quality audio.

EMOJIS

Express yourself.

BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.

POLLING

Poll your users anytime.

SCREEN SHARING

Share your screen.

MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org →

Slide 1

100%

All the users mics will appear muted except the present's mic

All users have been muted

EMOJIS

The image shows a screenshot of the BigBlueButton interface. On the left, there is a sidebar with 'MESSAGES' and 'NOTES' sections. The 'MESSAGES' section shows a 'Public Chat' and a 'Private Chat with Sharon Coetzer'. The 'NOTES' section shows 'Shared Notes'. In the 'MESSAGES' section, a user 'Balitiye Monareng' is highlighted, and a red box is drawn around their name. A blue arrow points from this box to a blue callout box that says 'Click on your name in the users section and select set status'. The main area of the interface shows a 'Welcome To BigBlueButton' message and a list of features: CHAT, WEBCAMS, AUDIO, EMOJIS, BREAKOUT ROOMS, POLLING, SCREEN SHARING, and MULTI-USER WHITEBOARD. The bottom of the interface shows a slide navigation bar with 'Slide 61' and a 100% zoom level.

MESSAGES

Public Chat

Sharon Coetzer

NOTES

Shared Notes

Private Chat with Sharon Coetzer

Ba Balitiye Monareng 1:41 PM
are you able to hear me talking?

Sh Sharon Coetzer 1:42 PM
Yes

Ba Balitiye Monare... (You)

Set status

Mute user

How to use BigBlueButton | 20:24

Balitiye Monareng Sharon Coetzer

Welcome To BigBlueButton

An open source web conferencing system designed for online learning

CHAT Send public and private messages.

WEBCAMS Hold visual meetings.

AUDIO Communicate using high quality audio.

EMOJIS Express yourself.

BREAKOUT ROOMS Group users into breakout rooms for team collaboration.

POLLING Poll your users anytime.

SCREEN SHARING Share your screen.

MULTI-USER WHITEBOARD Draw together.

For more information visit bigbluebutton.org

Slide 61 100%

MESSAGES



Public Chat

Sh

Sharon Coetzer

NOTES



Shared Notes

USERS (2)



Balitiye Monare... (You)

Sh

Sharon Coetzer

< Private Chat with Sharon Coetzer



Ba

Balitiye Monareng 1:41 PM

are you able to hear me talking?

Sh

Sharon Coetzer 1:42 PM

Yes

< Back

Away

Raise

Undecided

Confused

Sad

Happy

Applaud

Thumbs up

Thumbs down

Select an emoji

Send message to Sharon Coetzer



How to use BigBlueButton

20:35



Balitiye Monareng



Welcome To BigBlueButton

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EMOJIS

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POLLING

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SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org →

< Slide 61 >



100%



MESSAGES


Public Chat

Sh Sharon Coetzer

NOTES

Shared Notes

USERS (2)

 Sharon Coetzer

Sharon Coetzer

Send message to Sharon Coetzer

Private Chat with Sharon Coetzer

Ba Balitiye Monareng 1:41 PM

are you able to hear me talking?

Sh Sharon Coetzer 1:42 PM

Yes

The emoji will appear next to the users name



How to use BigBlueButton | 20:52

Balitiye Monareng Sharon Coetzer

b

Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

CHAT

Send public and private messages.

WEBCAMS

Hold visual meetings.

AUDIO

Communicate using high quality audio.

EMOJIS

Express yourself.

BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.

POLLING

Poll your users anytime.

SCREEN SHARING

Share your screen.


MULTI-USER WHITEBOARD


Draw together.


For more information visit bigbluebutton.org →


Slide 61 100%

+









PUBLIC CHAT

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Ba

Balitiye Monare... (You)

Sh

Sharon Coetzer

< Public Chat

Welcome to **How to use BigBlueButton!**

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#).

How to use BigBlueButton | 00:06

Balitiye Monareng Sharon Coetzer



Introduction to BigBlueButton

What is BigBlueButton (BBB)?

BBB is a web conferencing tool designed for synchronous online learning. It enables you to share your audio, slides, chat, video, and desktop with students. Built-in polling, break-out rooms and a whiteboard makes it easy to engage students and recording your lectures means that you can make them available for later review.

Send message to Public Chat



Type your message in the box and click on the arrow to post your message

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Ba Balitiye Monare... (You)

Sh Sharon Coetzer

< Public Chat

Welcome to **How to use BigBlueButton!**

Online session

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To join the voice bridge for this meeting click the headset icon in the upper-left (**please use a headset to avoid causing noise for others**)

This session may be recorded.

This server is running **BigBlueButton**.

Ba Balitiye Monareng 1:57 PM
Hey Sharon, How are you doing?

Sh Sharon Coetzer 1:58 PM
Hey Balitiye, I'm doing fine thanks, and you?

Send message to Public Chat



How to use BigBlueButton

Start recording

Balitiye Monareng

Sharon Coetzer



Introduction to BigBlueButton

The messages will appear in this box

BBB is a web conferencing tool designed for synchronous online learning. It enables you to share your audio, slides, chat, video, and desktop with students. Built-in polling, break-out rooms and a whiteboard makes it easy to engage students and recording your lectures means that you can make them available for later review.

< Slide 1 >

100%



MESSAGES



Public Chat

NOTES



Shared Notes

USERS (2)



Balitiye Monare...(You)



Sharon Coetzer

< Public Chat



Save

Copy

Clear

Welcome to **How to use BigBlueButton**

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (**please use a headset to avoid causing noise for others**)

This session may be recorded.

This server is running **BigBlueButton**.

Ba

Balitiye Monareng 1:57 PM

Hey Sharon, How are you doing?

Sh

Sharon Coetzer 1:58 PM

Hey Balitiye, I'm doing fine thanks, and you?

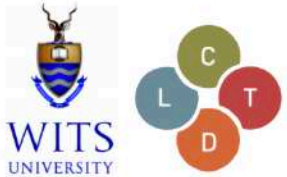
Send message to Public Chat



To download a copy of the chat, click on the 3 dots and select save. A copy of the chat will be saved as a txt file on your computer

Balitiye M

Start recording



Introduction to BigBlueButton



What is BigBlueButton (BBB)?

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< Slide 1 >

100% ↺ ↻



PRIVATE CHAT

The screenshot displays the Blackboard (BBB) web conferencing interface. On the left sidebar, the 'USERS (2)' section is highlighted with a red box. It lists two participants: 'Balitiye Monareng' and 'Sharon Coetzer'. A context menu is open for 'Sharon Coetzer', showing options: 'Start a private chat', 'Mute user', 'Make presenter', 'Demote to viewer', and 'Remove user'. A blue arrow points from a text box to the 'Start a private chat' option.

Click on the persons name in the users section and select **Start a private chat**

The main window shows a presentation slide titled 'BBB test meeting' with a timer at 33:44. The slide content includes the WITS University logo and a text block: 'What is Blackboard BBB? BBB is a web conferencing tool designed for synchronous online learning. It enables you to share your audio, slides, chat, video, and desktop with students. Built-in polling, break-out rooms and a whiteboard makes it easy to engage students and recording your lectures means that you can make them available for later review.'

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Ba

 Balitiye Monare... (You)

Sh

 Sharon Coetzer

Private Chat with Sharon Coetzer

Hey , how are you doing ? can you see my screen?

BBB test meeting

34:41

Sharon Coetzer

Balitiye Monareng

WITS UNIVERSITY

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Introduction to BigBlueButton

What is BigBlueButton (BBB)?

BBB is a web conferencing tool designed for synchronous online learning. It enables you to share your audio, slides, chat, video, and desktop with students. Built-in polling, break-out rooms and a whiteboard makes it easy to engage students and recording your lectures means that you can make them available for later review.

Slide 1

100%

Type your message in the box and click on the arrow to post your message

← → ↻ bbb.wits.ac.za/html5client/join?sessionToken=lhedjp1bkxrf3zb7

MESSAGES

Public Chat

Sh Sharon Coetzer

NOTES

Shared Notes

USERS (2)

Ba Balitiye Monareng (You)

Sh Sharon Coetzer

Private Chat with Sharon Coetzer

Ba Balitiye Monareng 9:40 AM

Hey , how are you doing ? can you see my screen?

Send message to Sharon Coetzer

BBB test meeting 34:50

WITS UNIVERSITY

Introduction to BigBlueButton

What is BigBlueButton (BBB)?

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Slide 1 100%

+

Microphone

Phone

Whiteboard

Screen

The message will appear in the box

BBB FEATURES

-
- Sharing your screen
 - Uploading a presentation
 - Shared notes
 - Whiteboard
 - Breakout rooms
 - Polling

WHAT APPLICATIONS CAN YOU SHARE?

-
- A Word Document or
 - A PDF
 - PowerPoint Presentation (with video)
 - Excel document
 - Chrome tab

MESSAGES



Public Chat

NOTES



Shared Notes

USERS (2)



Balitiye Monareng... (You)



Sharon Coetzer

< Public Chat

Welcome to **How to use BigBlueButton!**

Online session

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To join the voice bridge for this meeting click the headset icon in the upper-left (**please use a headset to avoid causing noise for others**)

This session may be recorded.

This server is running BigBlueButton.

Send message to Public Chat



How to use BigBlueButton

00:06



Balitiye Monareng



Sharon Coetzer



Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning



CHAT

Send public and private messages.



WEBCAMS

Hold visual meetings.



AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.



BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.



POLLING

Poll your users anytime.



SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org →

< Slide 1 >

100%



Click this icon to Share your screen

Choose what you want to share

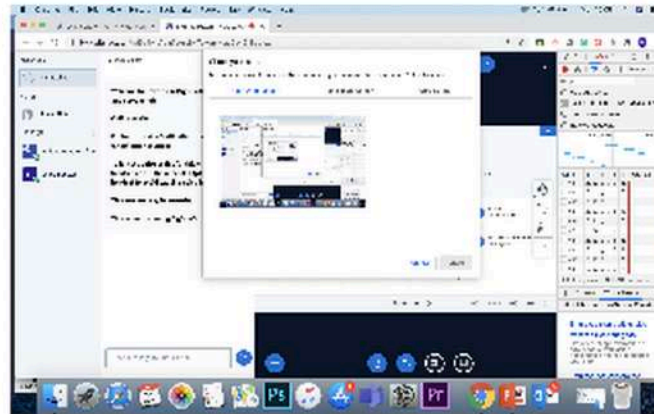
Share your screen

bbb.wits.ac.za wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen

Application Window

Chrome Tab



Cancel

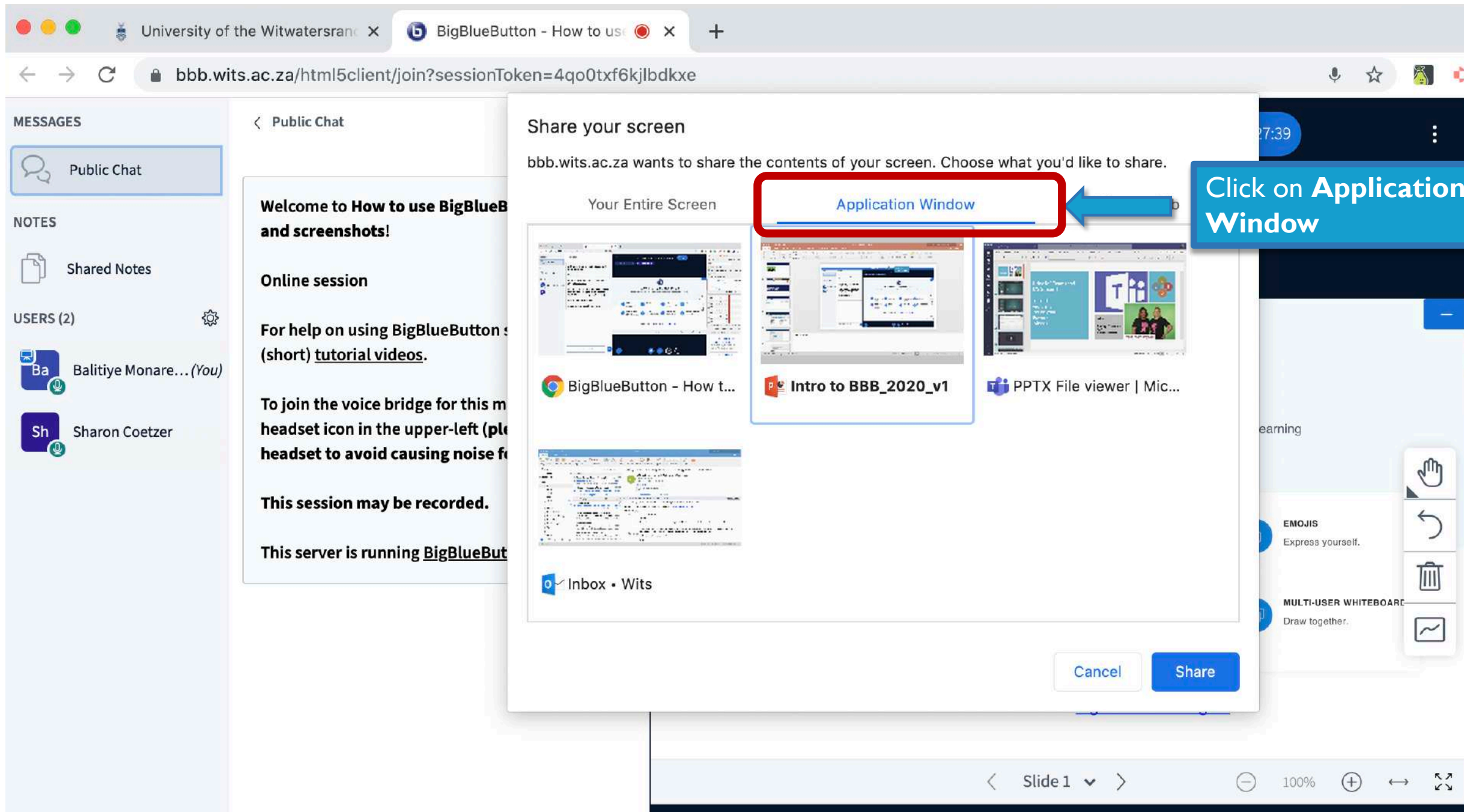
Share

< Slide 1 ▾ >

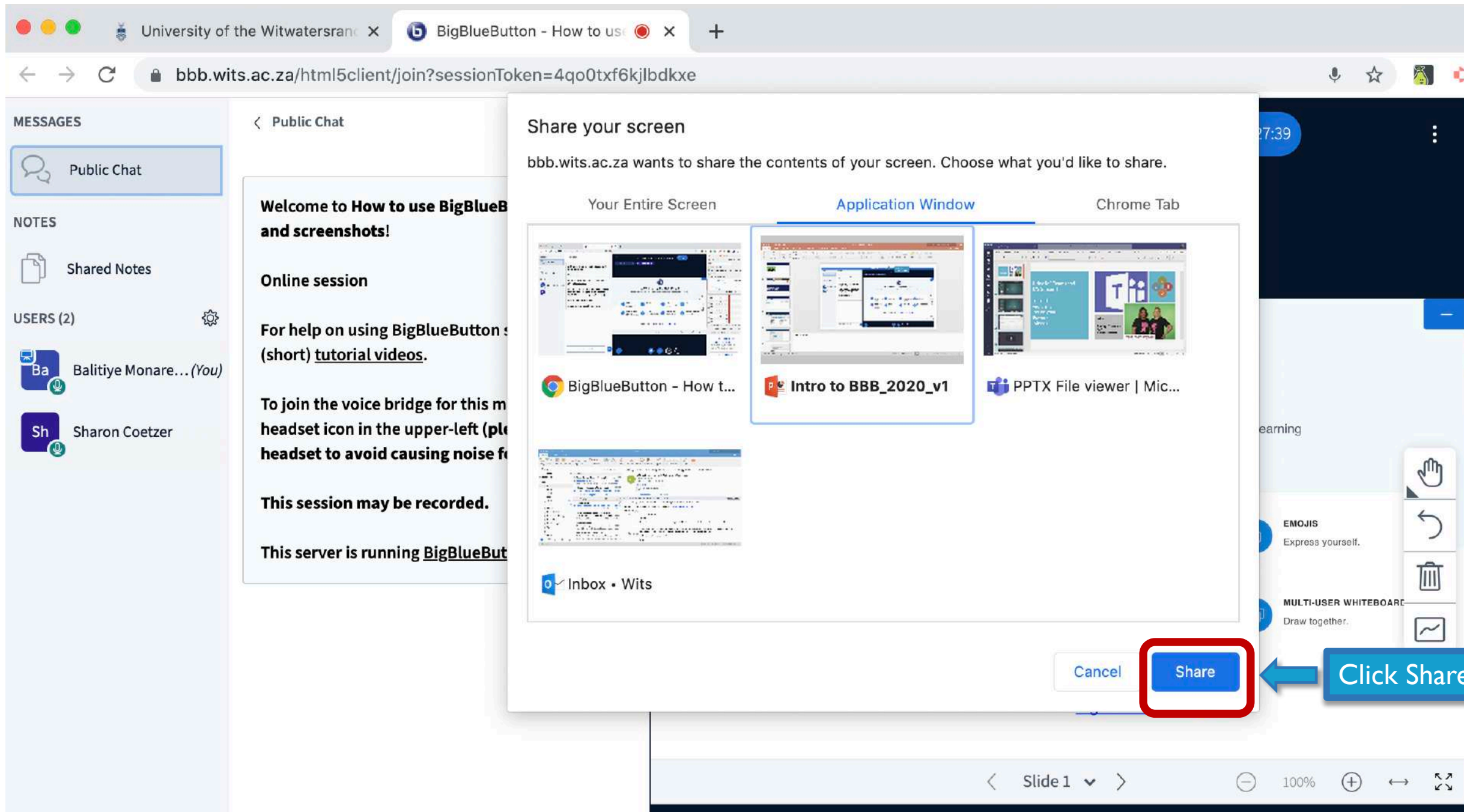


100%





The screenshot displays the BigBlueButton interface during a session. A 'Share your screen' dialog box is open, allowing the user to choose what to share. The 'Application Window' tab is selected, showing a list of open windows. The window titled 'Intro to BBB_2020_v1' is highlighted with a red rectangle, and a blue arrow points to it with the instruction 'Click on your document'. The background shows a chat window with a welcome message and a list of users.



Introduction to BigBlueButton

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Introduction to BigBlueButton

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|| bbb.wits.ac.za is sharing a window

Stop sharing

Hide

Click **Stop sharing**

UPLOADING A PRESENTATION

Please note that choosing the **upload a presentation** option saves data but there are limitations:

- All files (e.g PPT, Excel docs) will have to be converted to PDFs before uploading
- Upload file limit is 27 MB



Balitiye Monare... (You)

To join the audio bridge click the phone button.
Use a headset to avoid causing background noise for others.

This server is running BigBlueButton.



Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning



CHAT

Send public and private messages.



WEBCAMS

Hold visual meetings.



AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.



BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.



POLLING

Poll your users anytime.



SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org →

Send message to Public Chat



- Start a poll
- Upload a presentation
- Share an external video



Click on the **+** sign and select **Upload a presentation**

< Slide 1 >

100% ↺ ↻

Presentation

Close

Confirm

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.



CURRENT

default.pdf



Drag files here to upload
[or browse for files](#)

Click **browse for files**, to select a **PDF, Image File** from your computer

Presentation

Close

Confirm

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.



CURRENT default.pdf



Favourites

Recents

Documents

Desktop

Downloads

Applicati...

Creative...

iCloud

iCloud Dri...

Media

Photos

Tags

Red

Orange

Yellow

Green



BBB 2020 resources

Search

AAR_DRAFT.cmproj

Adobe

Adobe Flash Builder 4.7

Adobe Premie...udio Previews

Adobe Premie...ro Auto-Save

Adobe Premie...aptured Audio

Adobe Premie...aptured Video

Adobe Premie...ideo Previews

Apowersoft

ARR.cmproj

BBB 2020 resources

BBB Cloud Testing_V2.xlsx

BBB Cloud Testing.xlsx

BBB_MS Teams_guide

Book1 t4t.xlsx

CD DIAGRAM AND BANNERS

10 JUNE BBB SCREENSHOTS

Adding users...ing on BBB.pdf

Attendance re...blic chat.docx

BBB Cloud test

bbb demo

BBB MS Teams

Click on the a...s section.docx

FAQ_T4T_We...0200423.docx

FAQs Arising i...ebinars.docx

google form h...resource.pdf

google form h...resource.pptx

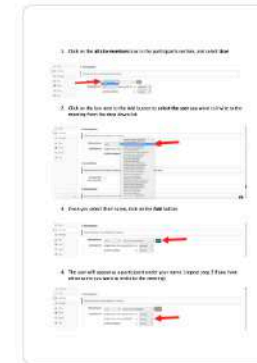
Intro to BBB_...mpressed.pdf

Intro to BBB_20201028.pptx

Intro to BBB_Ulwazi.pptx

Screenshot 2...-19 at 11.45.05

Screenshot 2...26 at 10.49.50



Adding users to a meeting on BBB.pdf

PDF document - 4,4 MB

Information

Created

Show More

Tuesday, 06 October 2020 at 11:20

Options

Cancel

Open

Select a file from
your computer and
Click Open

Presentation

Close

Upload

Click Upload

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.



CURRENT default.pdf



Adding users to a meeting on BBB.pdf

To be uploaded ...



Drag files here to upload
[or browse for files](#)

NOTES



Shared Notes

USERS (1)



Balitiye Monare... (You)

Welcome to Balitiye Monareng's Training Sandbox conference!

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others.

This server is running [BigBlueButton](#).

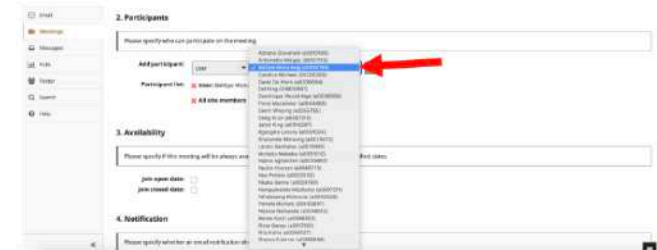
Send message to Public Chat



1. Click on the **all site members** box in the participants section, and select **User**



2. Click on the box next to the **Add** button to **select the user** you want to invite to the meeting from the drop down list.



3. Once you select their name, click on the **Add** button



4. The user will appear as a participant under your name. (repeat step 2 if you have other users you want to invite to the meeting)



Fit to width

< Slide 1 >

100%



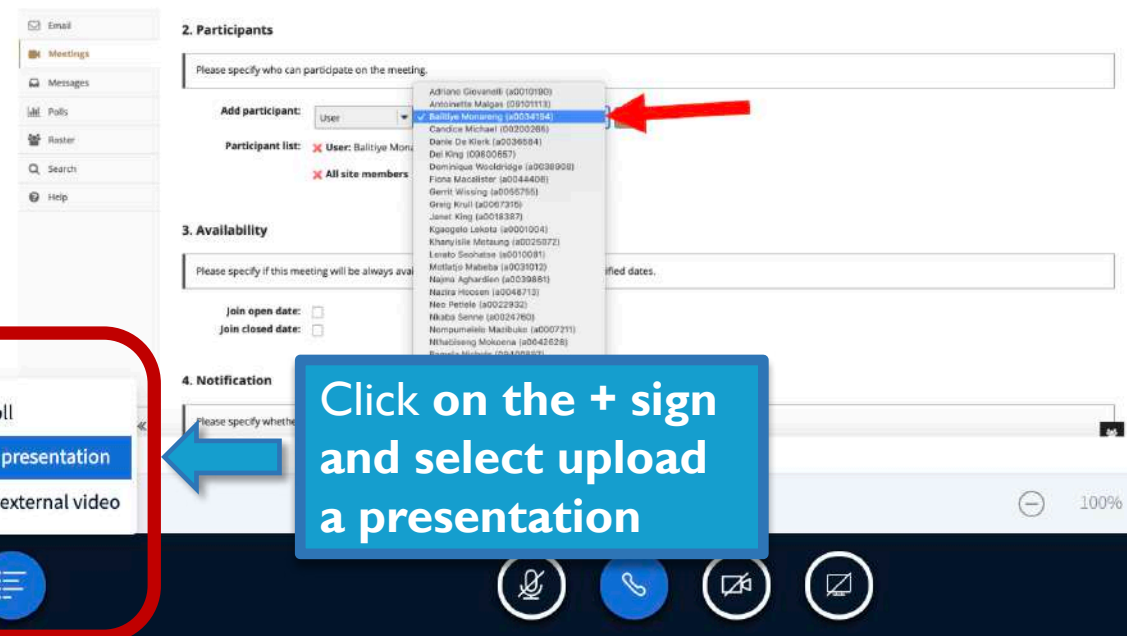
Click on the **Fit to width** arrows, to expand the doc

RETURNING TO THE DEFAULT SCREEN

This server is running BigBlueButton.



- Click on the box next to the Add button to **select the user** you want to invite to the meeting from the drop down list.



Click on the + sign and select upload a presentation

Send message to Public Chat

Presentation

Close

Confirm

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

 **default.pdf** 

 **CURRENT** Adding users to a meeting on BBB.pdf 

Click inside
the circle to
select the
default.pdf



Drag files here to upload
[or browse for files](#)

Presentation

Close

Confirm

Click **Confirm**

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

 **default.pdf**



 **CURRENT** Adding users to a meeting on BBB.pdf



Drag files here to upload
[or browse for files](#)



Shared Notes

USERS (1)



Balitiye Monare... (You)

Sandbox conference!

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the audio bridge click the phone button.
Use a headset to avoid causing background noise for others.

This server is running [BigBlueButton](#).

Send message to Public Chat



Welcome To BigBlueButton

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CHAT

Send public and private messages.



WEBCAMS

Hold visual meetings.



AUDIO

Communicate using high quality audio.



EMOJIS

Express yourself.



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POLLING

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SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

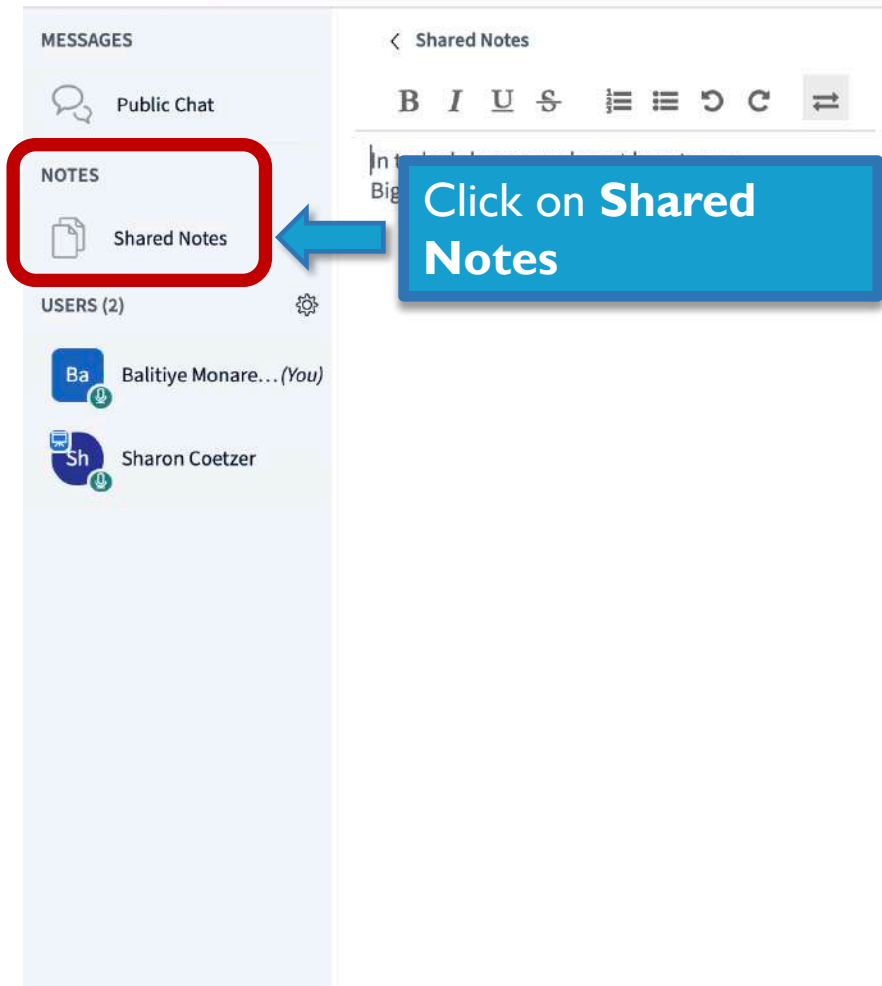
For more information visit bigbluebutton.org →

< Slide 1 ▾ >

100% + - ↺ ↻



SHARED NOTES



MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Ba Balitiye Monare... (You)

Sh Sharon Coetzer

Click on **Shared Notes**



How to use BigBlueButton | Start recording

Balitiye Monareng

WITS UNIVERSITY

Introduction to BigBlueButton

What is BigBlueButton (BBB)?

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MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Ba

Balitiye Monare... (You)

Sh

Sharon Coetzer

< Shared Notes

B **I** **U** ~~**S**~~

In today's lesson we learnt how to use BigBlueButton

How to use BigBlueButton | Start recording

Balitiye Monareng

Introduction to BigBlueButton

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MESSAGES



Public Chat

NOTES



Shared Notes

USERS (2)



Balitiye Monare... (You)



Sharon Coetzer

< Shared Notes

B **I** U ~~S~~

In today's lesson we learnt how to use BigBlueButton



To download the shared notes click on these arrows

se BigBlueButton

Start recording



Introduction to BigBlueButton

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University of the Witwatersrand

BigBlueButton - BBB webinar

bbb11.bbbcluster.wits.ac.za/html5client/join?sessionToken=dbtmlkxim47nys0l

Public Chat

Shared Notes

Shared Notes

USERS (3)

Ba Balitiye Monare...(You)

Sh Shane Pachagadu

Sh Sharon Coetzer

Shared Notes

B I U S

Export

Export current pad as:

HTML

Plain text

Microsoft Word

PDF

ODF (Open Document Format)

BBB webinar chat

Start recording

Balitiye Monareng

Welcome To BigBlueButton

an open source web conferencing system designed for online learning

CHAT

Send public and private messages.

WEBCAMS

Hold visual meetings.

AUDIO

Communicate using high quality audio.

EMOJIS

Express yourself.

BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.

POLLING

Poll your users anytime.

SCREEN SHARING

Share your screen.

MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org

Click on the file type you want the shared notes to be exported in e.g Word Doc, PDF etc

WHITEBOARD

This server is running BigBlueButton.

BigBlueButton is an open source web conferencing system designed for online learning



CHAT

Send public and private messages.



WEBCAMS

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AUDIO

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SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.



For more information visit bigbluebutton.org →

Next slide

< Slide 1 ▾ >

Click on the arrow to go to the next slide

Send message to Public Chat



4G Mobile Hotspot

University of the Witwatersrand

BigBlueButton - BBB MS Teams

+

bbb11.bbbcluster.wits.ac.za/html5client/join?sessionToken=7yifl7rrnhb5rrbq

Microphone

Star

Warning

Speaker

h

Google

Spotify

Download

Settings

M

More

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (1)

Ba

Balitiye Monare... (You)

< Public Chat

⋮

Welcome to BBB MS Teams!

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This server is running [BigBlueButton](#).

< Person

BBB MS Teams

⋮

Hand

Undo

Eraser

Whiteboard

This slide left blank for whiteboard

< Slide 2 >

100%

Zoom In

Zoom Out

Fullscreen

Shared Notes

ERS (1)

Ba Balitiye Monare... (You)

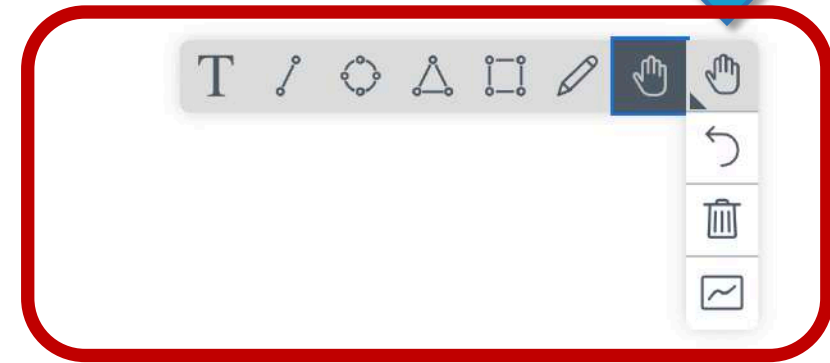
Online session

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To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This server is running [BigBlueButton](#).

Click on the hand icon to expand the list of annotation tools



This slide left blank for whiteboard

NOTES

Shared Notes

USERS (1)

Ba Balitiye Monare... (You)

Welcome to BBB MS Teams!

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This server is running [BigBlueButton](#).

Click on the Undo annotation icon to delete an annotation

Undo annotation

This slide left blank for whiteboard

< Slide 2 v > 100% + -

Public Chat

NOTES

Shared Notes

USERS (1)

Ba Balitiye Monare... (You)

Welcome to **BBB MS Teams!**

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (**please use a headset to avoid causing noise for others**)

This server is running [BigBlueButton](#).

Click on the bin icon to clear all annotations

Hand

Undo

Clear all annotations

This slide left blank for whiteboard

< Slide 2 ▾ > 100% ↔

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (1)

BaBalitiye Monare... (You)

< Public Chat

Welcome to BBB MS Teams!

Online session

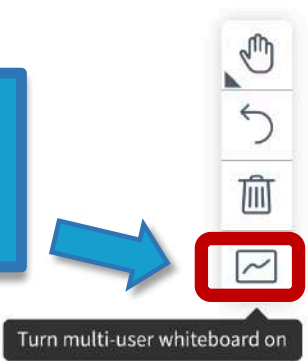
For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This server is running [BigBlueButton](#).

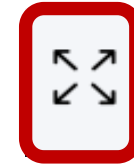
< BBB MS Teams

Click on the whiteboard icon to turn on multi-user white board



HOW TO TAKE A SCREENSHOT OF THE WHITEBOARD

- PC: Windows key + Shift + S
- Mac: Shift + Command + 3
- NB! Make sure you expand your screen to full screen to take the screenshot by clicking on these arrows at the bottom of your screen



BREAKOUT ROOMS

MESSAGES

Public Chat

Sh Sharon Coetzer

NOTES

Shared Notes

USERS (2)

Balitiye Monareng

Sharon Coetzer

Private Chat with Sharon Coetzer

Ba Balitiye Monareng 1:41 PM
are you able to hear me talking?

Sh Sharon Coetzer 1:42 PM
Yes

Click on the gear/Manage users icon

Manage users

How to use BigBlueButton | 22:16

Balitiye Monareng Sharon Coetzer

Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

CHAT
Send public and private messages.

WEBCAMS
Hold visual meetings.

AUDIO
Communicate using high quality audio.

EMOJIS
Express yourself.

BREAKOUT ROOMS
Group users into breakout rooms for team collaboration.

POLLING
Poll your users anytime.

SCREEN SHARING
Share your screen.

MULTI-USER WHITEBOARD
Draw together.

MESSAGES



Public Chat

Sh

Sharon Coetzer

NOTES



Shared Notes

USERS (2)



Balitiye Monareng... (You)



Sharon Coetzer

< Private Chat with Sharon Coetzer

Ba

Balitiye Monareng 1:41 PM
are you able to hear me talking?

Sh

Sharon Coetzer 1:42 PM
Yes

Clear all status icons

Mute all users

Mute all users except presenter

Save user names

Lock viewers

Create breakout rooms

Write closed captions

Select Create breakout rooms

Send message to Sharon Coetzer



How to use BigBlueButton

24:08



Balitiye Monareng



Welcome To BigBlueButton

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WEBCAMS

Hold visual meetings.



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SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org →

< Slide 61 >



100%



Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration

2



Click on the box to
change the **Number
of rooms**

Randomly assign

☐ Allow users to choose a breakout room to join

Not assigned (2)

Room 1

Room 2

Balitiye Monareng

Sharon Coetzer

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration (minutes)

Select the number of rooms you want to create

✓ 2
3
4
5
6
7
8

Room to join

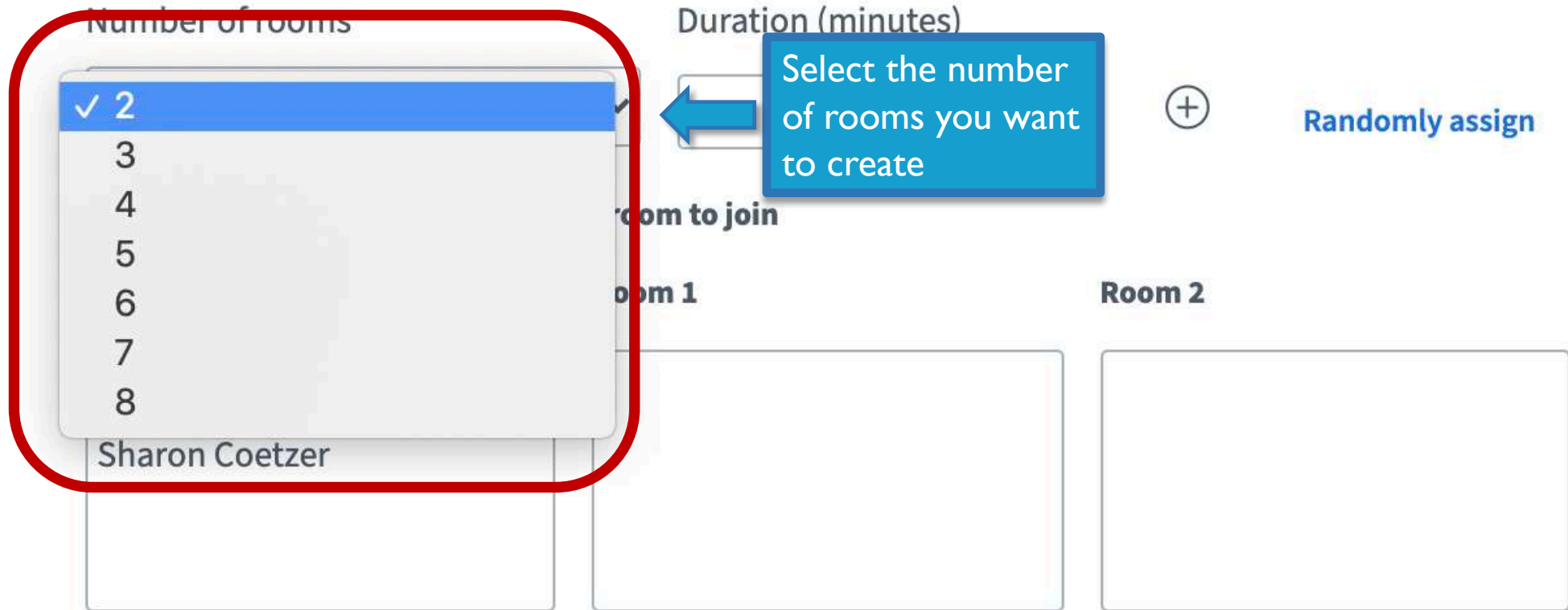
Room 1

Room 2

Sharon Coetzer

+

Randomly assign

The image shows a user interface for creating breakout rooms. At the top, there's a title 'Breakout Rooms' and two buttons: 'Close' and 'Create'. Below this is a tip: 'Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.' The main form has three sections. The first section, 'Number of rooms', features a dropdown menu with options 2 through 8; '2' is selected and highlighted with a blue bar. This section is enclosed in a red rounded rectangle. The second section, 'Duration (minutes)', has a text input field with a blue arrow pointing to it from a callout box that says 'Select the number of rooms you want to create'. The third section, 'Room to join', shows two empty boxes labeled 'Room 1' and 'Room 2'. Below 'Room 1' is the name 'Sharon Coetzer'. To the right of these boxes is a plus sign icon and the text 'Randomly assign'.

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration (minutes)

Click inside the box to enter the **Duration** time for the breakout rooms

☐ Allow users to choose a breakout room to join

Not assigned (2)

Room 1

Room 2

Balitiye Monareng

Sharon Coetzer

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

To assign a person to a room
click on their name in the
Not assigned box and
drag it to the room you
want to place them in

Duration (minutes)



10



Randomly assign



Allow users to choose a breakout room to join

Not assigned (1)

Room 1

Room 2

Balitiye Monareng

Sharon Coetzer

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration (minutes)

2



10



Randomly assign



☐ Allow users to choose a breakout room to join

Not assigned (1)

Room 1

Room 2

Balitiye Monareng

Sharon Coetzer

For large groups you can click on Randomly assign and it will randomly put people into rooms or

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration (minutes)

2



10



Randomly assign



Allow users to choose a breakout room to join



Not assigned (1)

Room 1

Room 2

Sharon Coetzer

For large groups you can
click inside the box to
[Allow users to choose a
breakout room to join](#)

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration (minutes)

2



10



Randomly assign

☐ Allow users to choose a breakout room to join

Not assigned (0)

Room 1

Balitiye Monareng
Sharon Coetzer

Room 2

You can also assign yourself to a room or click on the breakout room tab once you have created the rooms and join different rooms

Breakout Rooms

Click **Create**

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration (minutes)

2



10



Randomly assign

☐ **Allow users to choose a breakout room to join**

Not assigned (1)

Room 1

Room 2

Balitiye Monareng

Sharon Coetzer

MESSAGES



Public Chat

NOTES



Shared Notes

BREAKOUT ROOMS



Breakout Rooms

USERS (2)



Balitiye Monare... (You)



Sharon Coetzer

< Breakout Rooms

Room 1 (2)

Balitiye Monareng, Sharon Coetzer

Already in room

Room 2 (0)

Join room

Duration 01:23

End all breakout rooms



If you want to join different rooms without assigning yourself to a room. Select the breakout room tab on the left and click in the room you want to join

Start recording

Join breakout room

Close

Join room



Do you want to join How to use BigBlueButton (Room - 1)?



Click **Join room**.

NB! Select the microphone option and do the echo test when joining a room

Breakout room time remaining: 09:08

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)



Balitiye Monare... (You)



Sharon Coetzer

Public Chat

Welcome to **How to use BigBlueButton (Room - 1)**!

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#).

Send message to Public Chat



Balitiye Monareng

Sharon Coetzer

How to use BigBlueButton (Room - 1)

Breakout room number



Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning



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POLLING

Poll your users anytime.



SCREEN SHARING

Share your screen.



MULTI-USER WHITEBOARD

Draw together.

For more information visit bigbluebutton.org →

Slide 1

100%



ICONS

The screenshot displays the BigBlueButton interface. On the left, the 'USERS (2)' panel shows two participants: 'Balitiye Monare... (You)' and 'Sharon Coetzer'. A red rectangle highlights this panel, and a blue arrow points from a text box to it. The main area features a 'Welcome To BigBlueButton' message, stating it is an open source web conferencing system. Below this, eight interactive tools are listed: CHAT, WEBCAMS, AUDIO, EMOJIS, BREAKOUT ROOMS, POLLING, SCREEN SHARING, and MULTI-USER WHITEBOARD. At the bottom, there is a 'Send message to Public Chat' input field and a toolbar with icons for chat, audio, video, and screen sharing.

USERS (2)

Ba Balitiye Monare... (You)

Sh Sharon Coetzer

For help on (short) tutorial
headset icon
headset to

This session may be recorded.

This server is running BigBlueButton.

Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

- CHAT**
Send public and private messages.
- WEBCAMS**
Hold visual meetings.
- AUDIO**
Communicate using high quality audio.
- EMOJIS**
Express yourself.
- BREAKOUT ROOMS**
Group users into breakout rooms for team collaboration.
- POLLING**
Poll your users anytime.
- SCREEN SHARING**
Share your screen.
- MULTI-USER WHITEBOARD**
Draw together.

For more information visit bigbluebutton.org →

Slide 1

100%

Send message to Public Chat

In the break-out rooms the icons change to squares, however only one person will have presenter rights

WHEN PRESENTING IN BREAK-OUT ROOMS

The screenshot displays the BigBlueButton interface. On the left, a sidebar shows 'Shared Notes' and a list of 'USERS (2)': 'Ba' (Balitiye Monare... (You)) and 'Nk' (Nkaba Senne). The main area has a light blue header with the BigBlueButton logo and the text 'Welcome To BigBlueButton'. Below this, it states 'BigBlueButton is an open source web conferencing system designed for online learning'. A central panel lists eight features: CHAT, WEBCAMS, AUDIO, EMOJIS, BREAKOUT ROOMS, POLLING, SCREEN SHARING, and MULTI-USER WHITEBOARD. At the bottom, it says 'For more information visit bigbluebutton.org →'. A red box highlights a blue circle with a white '+' sign in the bottom left corner of the main area. A blue arrow points from a text box to this '+' sign. The text box contains the text: 'Presenting in Breakout rooms very similar to presenting in the main room, take presenter by clicking on the + sign to take presenter rights'. Below the main area, there is a 'Send message to Public Chat' input field and a 'Share your screen' button. The bottom right corner shows a status bar with a zoom level of 100% and a full-screen icon.

Online session

For help on using BigBlueButton see these (short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#).

Send message to Public Chat

Presenting in Breakout rooms very similar to presenting in the main room, take presenter by clicking on the + sign to take presenter rights

For more information visit bigbluebutton.org →

ENDING BREAK-OUT ROOMS

The screenshot displays the BigBlueButton web interface. The browser address bar shows the URL: `bbb.wits.ac.za/html5client/join?sessionToken=voldoofdplhtvlfm`. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'Breakout Rooms' section with a red box highlighting the 'End all breakout rooms' button. The main content area shows a list of breakout rooms: 'Room 1 (2)' with participants 'Balitiye Monareng, Sharon Coetzer' and a status of 'Already in room', and 'Room 2 (0)' with a 'Join room' link. A blue callout box with a red arrow points to the 'End all breakout rooms' button, containing the text: 'As a facilitator you can either wait for the breakout rooms to end or you can click on **End all breakout rooms** to end the breakout room sessions'. The top right of the interface includes a 'Start recording' button and a 'How to use BigBlueButton' link.

→ `bbb.wits.ac.za/html5client/join?sessionToken=voldoofdplhtvlfm`

AGES

Public Chat

S

Shared Notes

KOUT ROOMS

Breakout Rooms

S (2)

Balitiye Monare... (You)

Sharon Coetzer

< Breakout Rooms

Room 1 (2) Already in room
Balitiye Monareng, Sharon Coetzer

Room 2 (0) Join room

Duration 01:23

End all breakout rooms

How to use BigBlueButton | Start recording

As a facilitator you can either wait for the breakout rooms to end or you can click on **End all breakout rooms** to end the breakout room sessions

POLLING

Balitiye Monare... (You)
Sharon Coetzer

(short) [tutorial videos](#).

To join the voice bridge for this meeting click the headset icon in the upper-left (please use a headset to avoid causing noise for others)

This session may be recorded.

This server is running [BigBlueButton](#).

POLL

Were you able to hear the presenter?

- A) Yes
- B) No

Click on the **plus sign (+)** at the bottom and select **Start a poll** (NB! make sure the polling question is on your presentation or you can put it in the chat)

Start a poll
Upload a presentation
Share an external video

< Slide 62 >

Public Chat

Shared Notes

Polling

Ba Balitiye Monare... (You)

Sh Sharon Coetzer

Select an option below to start your poll.

Yes / No	True / False
A / B	A / B / C
A / B / C / D	A / B / C / D / E

To create a custom poll, select the button below and input your options.

Select the poll question type



Balitiye Monareng

POLL

Were you able to hear the presenter?

A) Yes

B) No

MESSAGES



Public Chat

NOTES



Shared Notes

POLLING



Polling

USERS (2)



Balitiye Monare... (You)

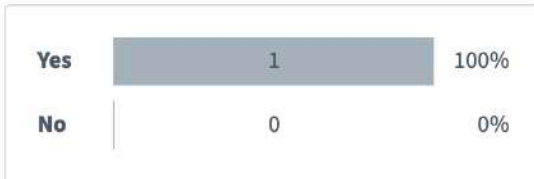


Sharon Coetzer

< Polling



Leave this panel open to see live responses to your poll. When you are ready, select 'Publish polling results' to publish the results and end the poll.



Done

Publish polling results

Users	Response
Sharon Coetzer	Yes



Click **Publish Polling results** once everyone has had a chance to answer the poll (NB! make sure you have stopped sharing your presentation so that your students can see the results)



How to use BigBlueButton

10:52



Balitiye Monareng



Sharon Coetzer

POLL

Were you able to hear the presenter?

A) Yes

B) No



< Slide 62 >

100%



MESSAGES

Public Chat

NOTES

Shared Notes

POLLING

Polling

USERS (2)

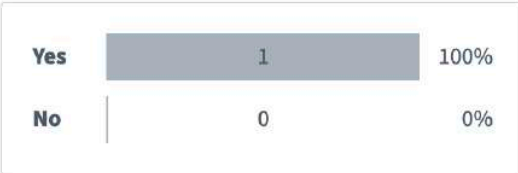
Ba Balitiye Monare... (You)

Sh Sharon Coetzer

< Polling



Leave this panel open to see live responses to your poll. When you are ready, select 'Publish polling results' to publish the results and end the poll.



Done

Back to polling options

Users **Response**

Sharon Coetzer Yes



How to use BigBlueButton

11:03



Balitiye Monareng

POLL

Were you able to hear the presenter?

A) Yes

B) No



Poll results will appear at the bottom right of the screen



100%



MESSAGES

Public Chat

NOTES

Shared Notes

POLLING

Polling

USERS (2)

Ba

Balitiye Monare...(You)

Sh

Sharon Coetzer

< Polling

Leave this panel open to see live responses to your poll. When you are ready, select 'Publish polling results' to publish the results and end the poll.

Yes	1	100%
No	0	0%

Done

Back to polling options

Users	Response
Sharon Coetzer	Yes

How to use BigBlueButton

11:03

Balitiye Monareng

POLL

Were you able to hear the presenter?

A) Yes

B) No

Click the delete icon to remove the poll results

Yes	1	100%
No	0	0%

< Slide 62 >

100%

↔

Hand icon

Undo icon

Delete icon

Refresh icon

POLL QUESTION

What are you most looking forward to post COVID-19?

- a) Giving Hugs
- b) Travelling
- c) Social Gatherings
- d) Not wearing masks!

END MEETING & LOGOUT

The screenshot shows the BigBlueButton web interface. The browser address bar displays `bbb.wits.ac.za/html5client/join?sessionToken=voldoofdphtvlfm`. The interface includes a left sidebar with sections for Messages (Public Chat), Notes (Shared Notes), and Users (2). The main content area displays a slide titled "Introduction to BigBlueButton" with the WITS University logo and a text box explaining what BBB is. A red rectangle highlights the three-dot menu in the top right corner, which contains the following options: Make fullscreen, Settings, About, Help, Keyboard shortcuts, End meeting, and Logout. A blue arrow points from the text box on the right to this menu.

When the session is over -Click on the three dots and select End meeting or Logout

Please Note that if you have multiple moderators in a session only the last moderator in the meeting should end the session



Account



Admin



Dashboard



Courses



Calendar



Inbox



History



Commons



Studio



Help

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

Conferences

Collaborations

New Analytics

Chat

+ Conference

▼ New conferences

Intro to Conferences in Ulwazi - 3 March 2021 In progress

Make sure you also
click End meeting
in Ulwazi
(Conferences)



End

Join



▼ Concluded conferences

► BBB with Technologies for Teaching (T4T) - 2021 conference

25 Feb at 10:29 | 1 Recording



VIEW RECORDING

Click on the drop-down arrow on the meeting title (in the Concluded Conferences Section)

The screenshot displays the Blackboard user interface for the University of the Witwatersrand. The top navigation bar shows 'My Sandbox > Conferences'. A left-hand sidebar contains icons and links for Account, Admin, Dashboard, History, Commons, Studio, and Help. The main content area features a '+ Conference' button and two sections: 'New conferences' (which is empty with the message 'There are no new conferences') and 'Concluded conferences'. The 'Concluded conferences' section contains a single entry titled 'BBB Demo' with the date '17 Feb at 10:23' and '1 Recording'. A red rounded rectangle highlights this entry, and a blue arrow points from the instructional text box to the drop-down arrow on the 'BBB Demo' title.

UNIVERSITY OF THE WITWATERSRAND JOHANNESBURG

My Sandbox > Conferences

+ Conference

▼ New conferences

There are no new conferences

▼ Concluded conferences

▶ BBB Demo
17 Feb at 10:23 | 1 Recording



Account



Admin



Dashboard



Courses



Calendar



Inbox



History



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Rubrics

Quizzes

Modules

Conferences

Collaborations

Chat

Attendance

Office 365

Google Drive

+ Conference

▼ New conferences

There are no new conferences

▼ Concluded conferences

▼ BBB Demo

17 Feb at 10:23 | 1 Recording



BBB conference Dem

presentation

17 Feb 2021 | Duration: 1 minute

Delete

Click on the
presentation link



Click on the play
button to playback
the presentation



Click to play or pause the playback

Recorded with [BigBlueButton](#).

00:00

