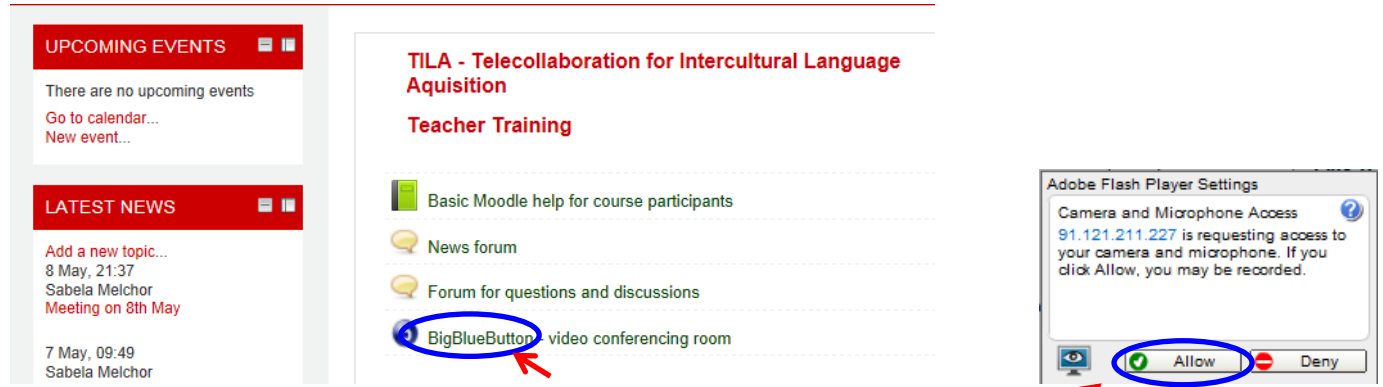
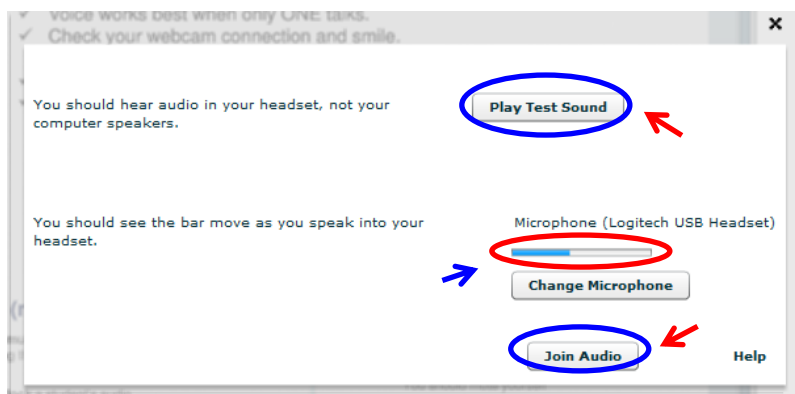


BIG BLUE BUTTON – FIRST STEPS

LOG IN – Go to www.tilproject.eu/moodle and log in. Now click on the link to BigBlueButton.



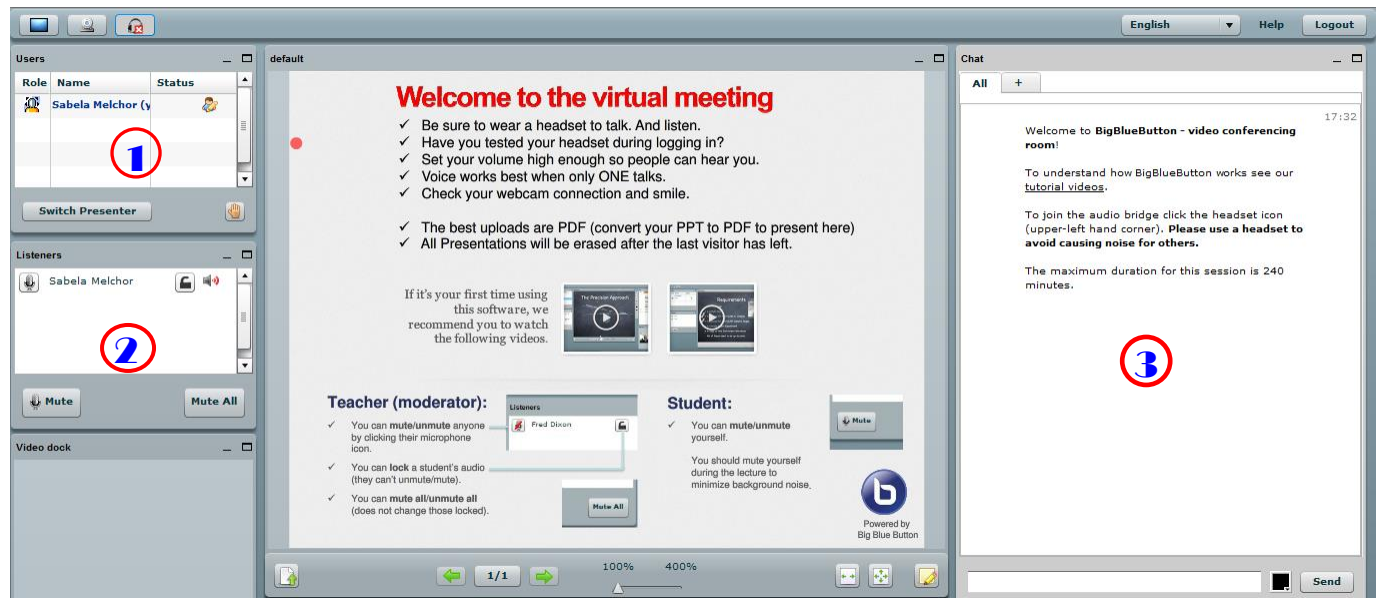
JOIN AUDIO – After clicking on the BBB icon, you will be asked to allow access to your microphone and camera. Click "Allow".



TESTING YOUR HEADSET – You can now test that your microphone and headphones are working. Click on "Play Test Sound" and you'll hear some music. If you don't hear anything try with a different headset.

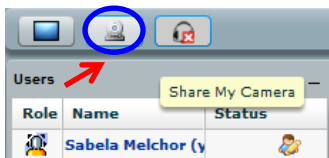
Speak through the microphone. If it works correctly you will see a blue line moving up and down. If there's no blue line, it could be because a) your microphone hasn't been selected by default, in which case you need to click on "Change microphone" and select it from the list or b) that your microphone is faulty, in which case you should try a different one. Once you have checked that your headset works fine, click "Join Audio".

BASIC CONTROLS



- 1 **Users box** – Here you can see who is connected at the same time as you. You will be able to speak with all the users. The presenter, marked with the little icon on the right of their name, has control over most options. You can switch presenter by clicking on the button.
- 2 **Listeners box** – All users should be listed on this box too. If can't see your name it means that your headsets are not working properly! The presenter can mute and unmute the participants.
- 3 **Chat box** – You can use this box to chat with all the users connected (on the "All" tab) or privately with one of them (On the + tab).

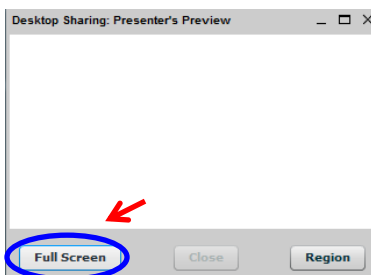
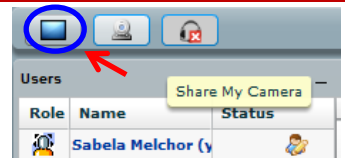
SHARING YOUR CAMERA



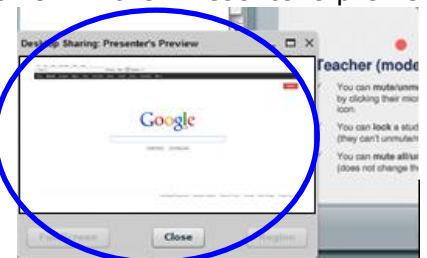
If you want the other users to be able to see you, click on the "Share My Camera" icon on the top left of your screen. A preview window will pop up on the middle of your screen; you will need to approve it by clicking on the "play" icon at the bottom.

SHARING YOUR SCREEN

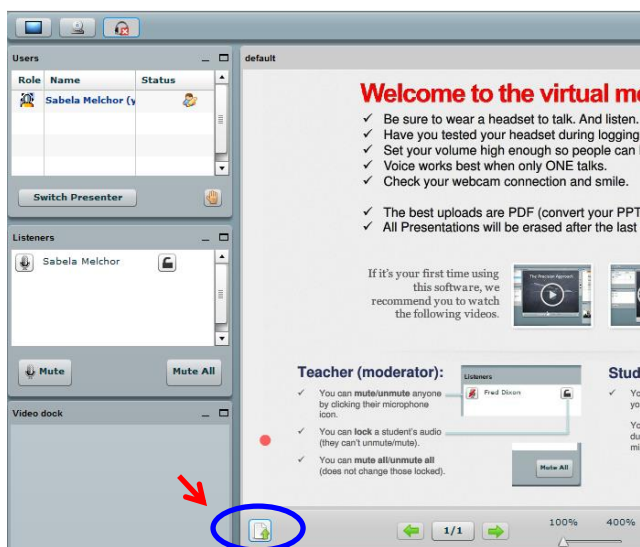
If you want others to see something that you are looking at on your computer (a website, a document, a photo...), you can share your screen with all the users that are connected. Click on the screen icon on the top left of the BBB interface; a preview window will pop up on the bottom left of your screen, click "Full screen".



Another pop-up window will ask you to run a Java application, click "Run". From that point on, everything you do on your screen will be seen by all other users. You will be able to see a preview in the "Presenter's preview" box, on the bottom left of your screen.



UPLOADING DOCUMENTS



The Presenter can upload documents that everyone will be able to see and work on. Click on the "document" icon at the bottom left of the middle screen. You will be asked to select the document that you would like to upload from your computer. It can be a Word document, a photo, a power point document, but PDF documents work best. Select and upload. You will then see it on the middle screen.

