

Setting up Big Blue Button to record and transmit lectures:

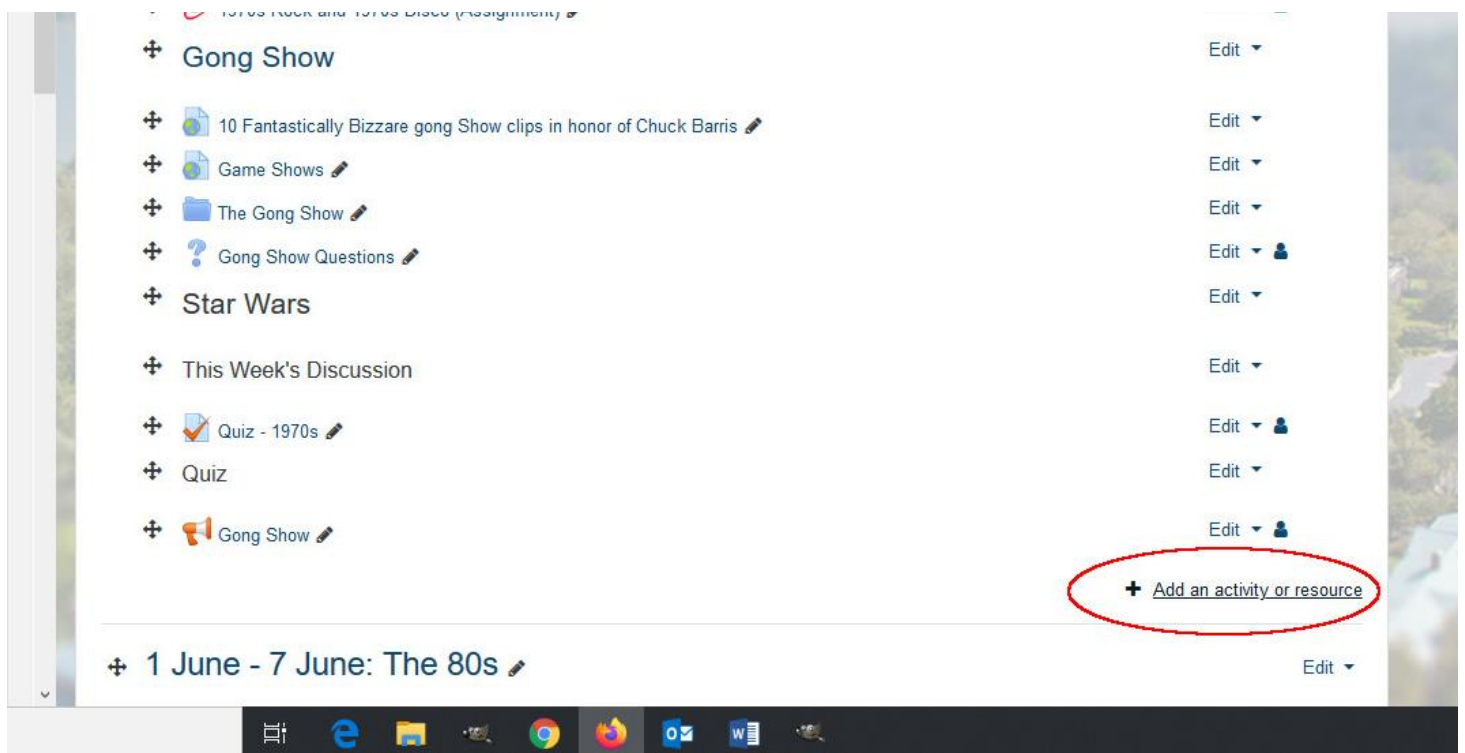
Big Blue Button gives your Moodle class videoconferencing capability. You can record lectures and have students watch simultaneously, or you can record the lecture and allow students to view the recorded lecture by clicking on the icon on their Moodle page.

Links to short videos outlining how to use Big Blue Button both from the instructor and the student perspective are included at the end of this document.

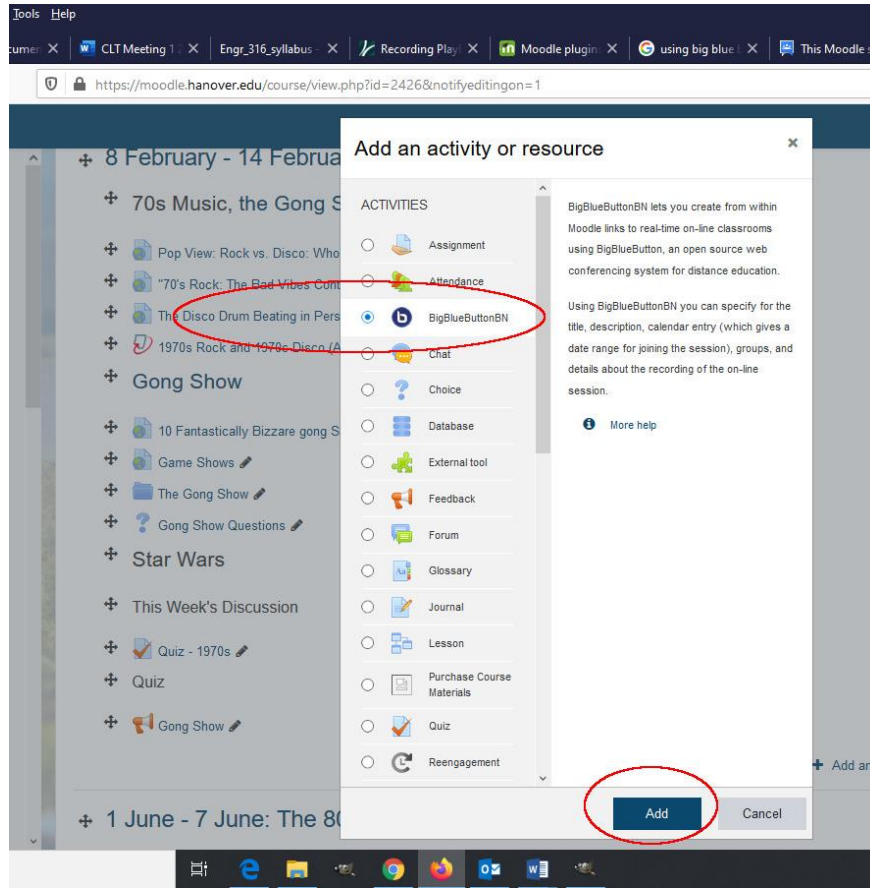
1. Click on the **gear icon** and click on **Turn Editing on**.



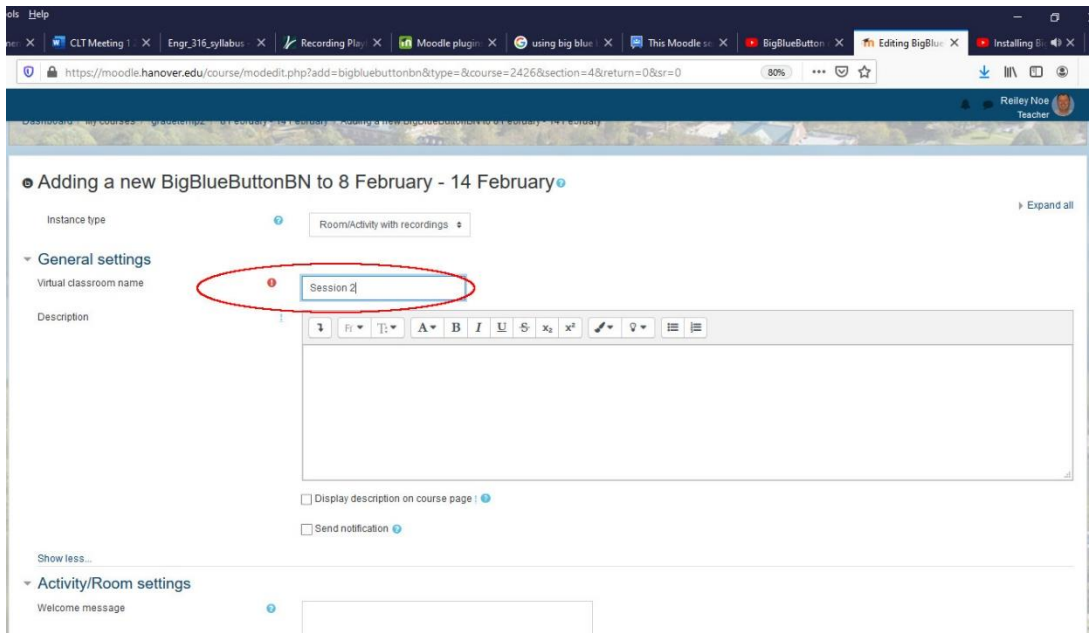
2. Click on Add an Activity or Resource



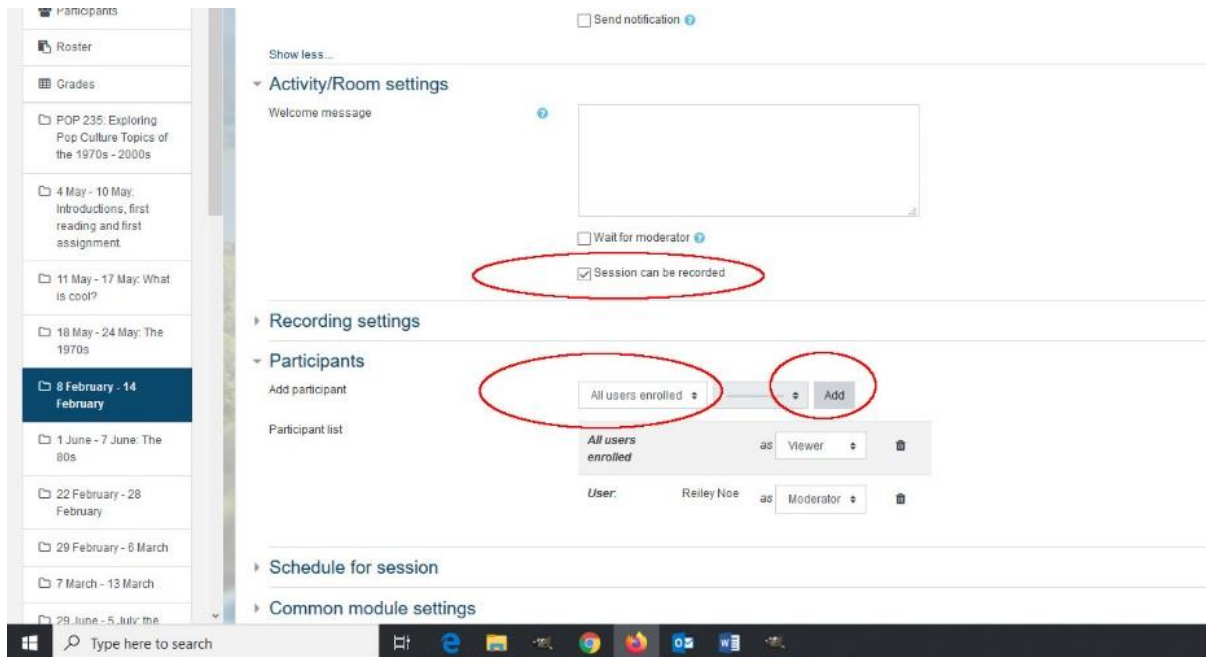
3. Select the **radio button next to the Big Blue Button** icon that appears in the list. **Click Add** at the bottom of the page.



4. **Name your session** just as you would any Moodle activity. Session 1 could work, or you could be specific to your content, like “Neutrinos” or “Napoleon at Waterloo” or “Intro to Carl Jung” or whatever. You can **specify more in the Description** area that you will see by clicking on Show More under **General Settings**. This information will appear on the Moodle page.



- In the **Activity / Room settings**, make sure that **Session Can Be Recorded** is clicked. To actually record, you will click on a recording icon that will appear on your screen during the session to actually begin the recording – the video will show you how this is done -- **but this tick box needs to be checked in advance to have that capability set up**. You can also specify whether the whole class or just specific users has access to the recording.



- On **Schedule for Session**, click **Enable**, then **pick times that people can join the session** and when the session closes. You may want to open the session a half hour or 15 minutes before you begin the class. You can end the recording of the session early if you would like during your class. Click **Save and Display** or **Save and Return to the Course** when you are done.

Recording settings

Participants

Add participant: All users enrolled [dropdown] [dropdown] Add

Participant list

All users enrolled	as	Viewer [dropdown]	[trash]
User: Reiley Noe	as	Moderator [dropdown]	[trash]

Schedule for session

Join open: 3 [dropdown] March [dropdown] 2020 [dropdown] 12 [dropdown] 45 [dropdown] [calendar] Enable

Join closed: 3 [dropdown] March [dropdown] 2020 [dropdown] 12 [dropdown] 45 [dropdown] [calendar] Enable

Common module settings

Restrict access

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked [red icon]

7. If you click **Save and Display** and the session is at some point in the future, you'll see this screen. Ignore the error message in yellow; you should be able to continue to use the technology as usual.

gradebook template 2

Dashboard / My courses / gradetemp2 / 8 February - 14 February / session 2

This Moodle server is making use of the BigBlueButton testing server that comes pre-configured by default. It should be replaced for production.

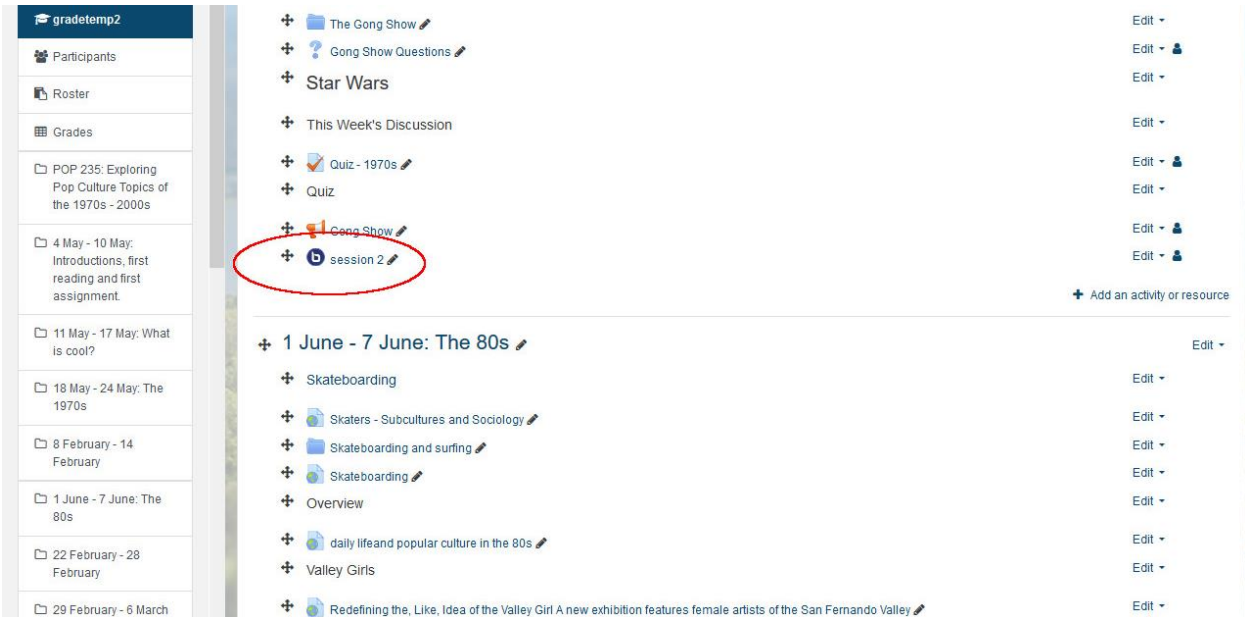
session 2

This conference has not started yet.
 Join open: Thursday, 5 March 2020, 12:57 PM
 Join closed: Thursday, 5 March 2020, 4:57 PM

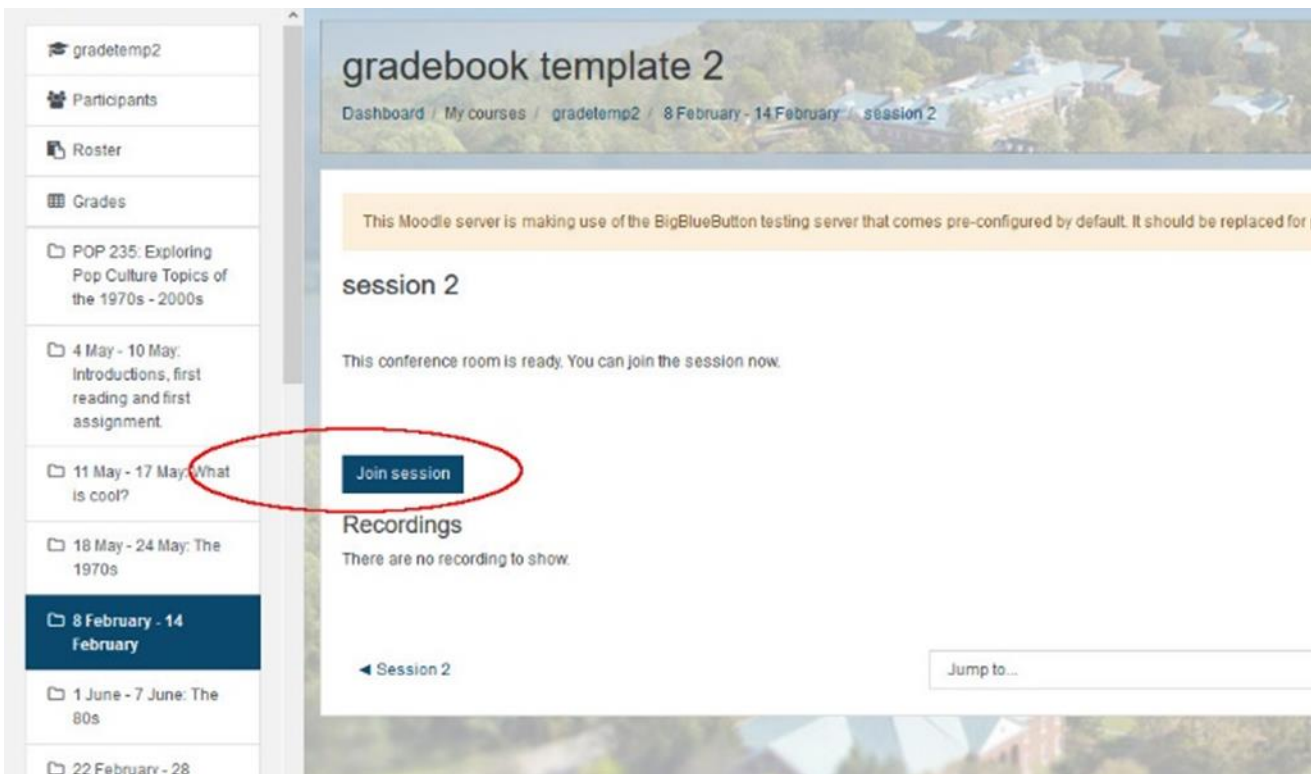
Recordings

There are no recording to show.

8. This is what it looks like on your Moodle page. **Clicking on the icon will take you to the session screen** for a class that will be video-conferenced live, or it will let you access a pre-recorded session.



9. This is what a student sees when they click on the icon and are about to join a live session that is scheduled. **Join a Session** gets you into the class.



10. For more detailed information on how the recording works, please view both of these videos:

<https://www.youtube.com/watch?v=GeJbK1lvI2I> (student) (5:20)

<https://www.youtube.com/watch?v=Q2tG2SS4gXA> (Instructor) (6:40)