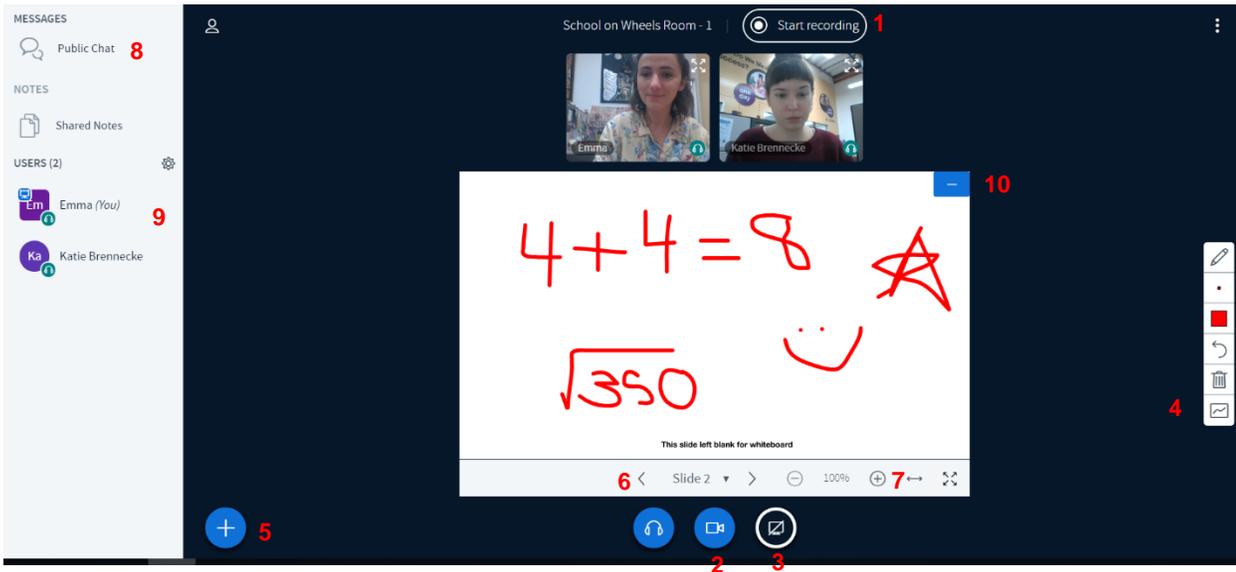


# Big Blue Button Overview



1. Record button
2. Stop/start sharing webcam
3. Share your Screen
4. Turn Multi-User Whiteboard on/off
5. Actions Menu (Upload a presentation or share a video)
6. Change whiteboard or presentation slide
7. Fit presentation to width of screen
8. Open or close the chat
9. User list (Click student's name to "Make Presenter" and allow access to screensharing)
10. Hide the whiteboard or presentation

## Setting up Big Blue Button

1. After logging in, select "Microphone" (Image 1) and click "Allow" when prompted (Image 2). Then click the "Thumbs Up" in the Echo Test.
2. Click "Start recording" at the top of the window (Image 3) or make sure there is an adult present with your student.

How would you like to join the audio?



Image 1

Join using your phone →

Image 2

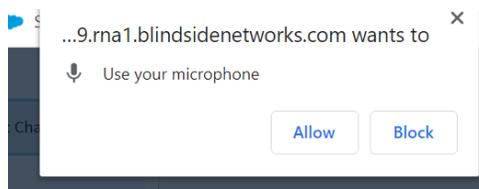


Image 3



3. Share your webcam using the camera icon at the bottom of the window (Image 4), click "Allow" when prompted (Image 5), and click "Start Sharing" (Image 6).

Image 4



Image 5

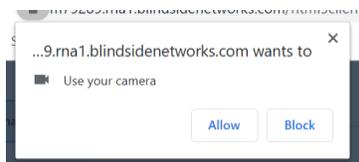
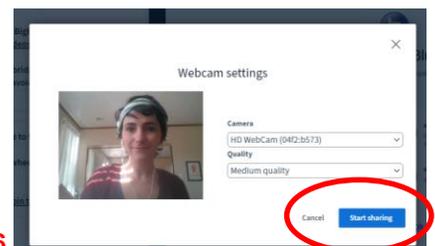


Image 6

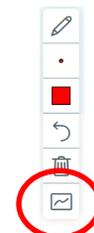


4. Advance the default presentation to the next slide to view the blank whiteboard, using the arrows at the bottom (Image 7).
5. Turn on the "Multi-User Whiteboard" option by selecting the whiteboard icon in the tools menu on the right side of the window (Image 8).

Image 7



Image 8



## Using Big Blue Button

### Upload an image or document

1. Click the plus sign in the bottom left corner, then select “Manage Presentations” (Image 9).
2. On the next screen, either drag in a file or click “browse for files” (Image 10).
3. Click “Upload.”

### Switch back to the whiteboard or another file.

1. Click the plus sign in the bottom left corner (Image 9).
2. To switch to the blank whiteboard, select the “default” file.
3. To switch to a different file, click on the file name.

### Share a Video

1. Click the plus sign in the bottom left corner, then select “Share an external video” (Image 9).
2. Copy and paste a video URL into the “External Video URL” box (Image 11). Note the supported URL types.

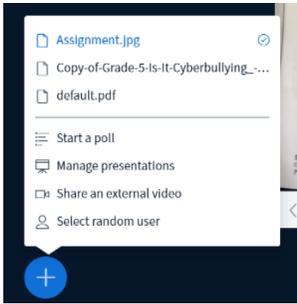


Image 9

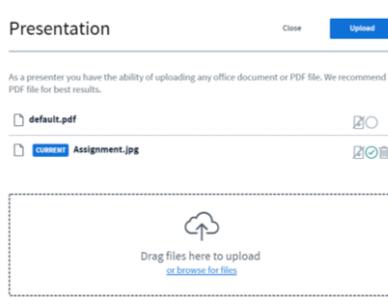


Image 10

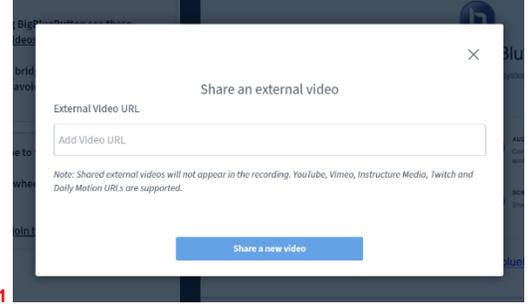


Image 11

### Adjust the size an uploaded image:

1. Select the “Fit to Width” arrows at the bottom of the window (Image 12)
2. From the whiteboard tools, click the pencil to expand more options, then select “Pan.” Use your mouse to drag the image around. (Image 13)

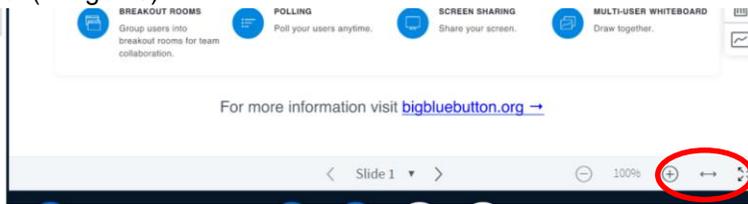


Image 12



Image 13

### Share your screen

1. Click the “Share your screen” icon at the bottom of the window (Image 14)
2. Click “Window” or “Chrome Tab” if using Chrome (Image 15), or select from the drop down menu if using Firefox (Image 16), to share just one window. Check off “Share Audio” to share sound from your computer (only possible when sharing one tab). *Note: Screensharing is only available on a laptop or desktop computer.*



Image 14

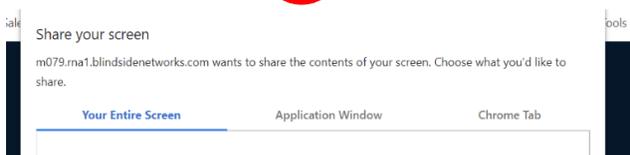


Image 15  
Chrome

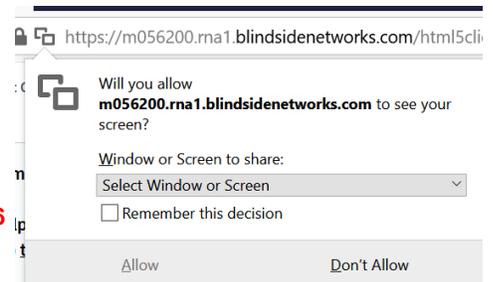


Image 16  
Firefox

Allow student to screen-share or upload photos: Click the student’s name under “Users,” then “Make Presenter” (Image 17)

Reclaim the Presenter role: Click your name under “Users,” then “Take Presenter” (Image 18)

Send text or links: Click “Public Chat” under “Messages” (Image 19).

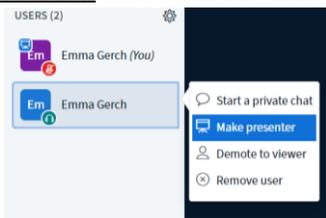


Image 17

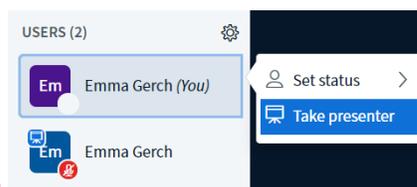


Image 18

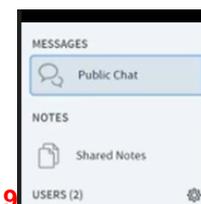


Image 19