BigBlueButton Quick Start Guide

The following resources are meant to guide you as you begin using the BigBlueButton video-conferencing tool in Canvas. BigBlueButton contains a variety of features that make synchronous lectures and meetings with students more beneficial and productive. This resource includes links to information for your students and sample wording you can share with them to help them access Conferences in Canvas.

Instructor Resources

- Conferences in Canvas: BigBlueButton is located under the Conferences tab in Canvas. This guide shares the steps for creating a Conference in Canvas and highlights the main features of BigBlueButton.

- Upload a presentation: BigBlueButton allows you to upload your slides or documents and to annotate them live with your students. There is also the option to allow students to download the items, should you choose to.

- Share your screen: You can show your slides, other programs, or your browser.

- Create and manage breakout rooms: Use breakout rooms to split students into groups for discussions or problem solving exercises.

- Share an external video: BigBlueButton allows you to show videos from external sources, such as YouTube.

- Polling: You can formally and informally poll your students as a means to increase engagement and breaking up your lectures.

- Have students set their status: You can ask students to indicate their feelings, agreement, or raise their hand using the Status option.

- Give participants the presenter role: This allows students to share their screen. This is an effective way to allow students to do presentations for their peers.

- Start and stop recording: If you and your students are comfortable, you can choose to record your BigBlueButton sessions. Recordings are permanently stored in the course.

- End meeting on logout: Make sure you end your meeting once you and your students have left.

- Using Shared Notes: Students can collaborate on notes while you lecture. You can download and share these with students afterward.

- BigBlueButton guides: Should you have a question not covered here, consult these support guides. Otherwise, contact the Office for Teaching and Learning.

- Pro-tip: If you're new to BigBlueButton, practice using Conferences with a colleague in your practice course.

Resources for Students:

- [Conferences as a participant (student)](#)

- [Setting a status](#)

Wording to Share with Students

- We will be conducting course sessions via Canvas Conferences going forward. You can find Conferences the left menu in your browser or on the main page of the course in the Canvas Student App. Make sure that you are somewhere this a strong internet connection while we are holding the conference. You can find more information about using the tool here: [Conferences as a participant (student)](#). If you need technical assistance please contact the C&IT helpdesk at 313-577-4357.