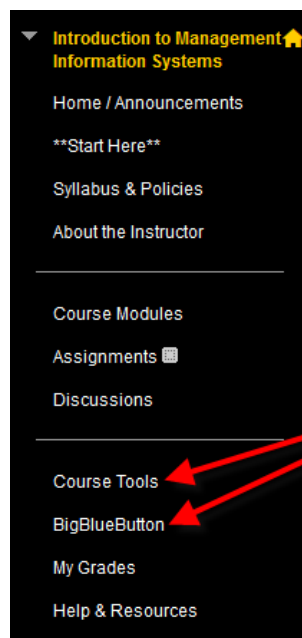


Joining a BigBlueButton Session

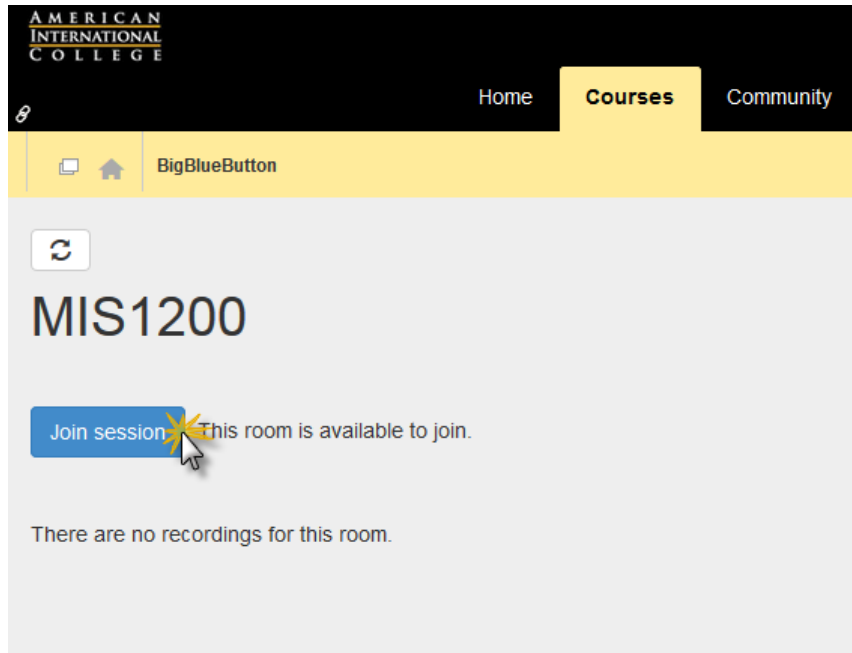
BigBlueButton is a live meeting tool that is integrated in Blackboard. Instructors and students may use the tool to hold synchronous meetings that revolve around shared content and chats (text, video, audio). For BigBlueButton to work properly you must have an updated version of the [Java JRE](#) and [Adobe Flash](#) on your computer (click the links to install these tools).

To get the most out of the meeting you should also ensure that you have speakers attached to your computer. Your instructor may also want you see/hear you, which will necessitate a web camera and or microphone.

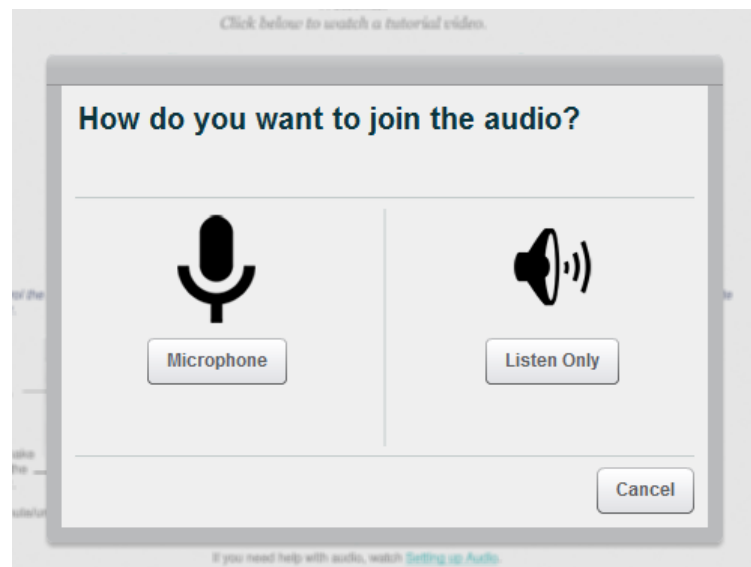
1. Log into the Blackboard system and enter the course where you wish to join a BigBlueButton session.
2. Once you are in the course you will navigate to the BigBlueButton meeting room. Depending on how the course has been set up there may be a dedicated button in the course menu, a link in a course folder, or you may click into Course Tools and then select BigBlueButton. Click the link to go to the waiting room.



- Review the description of the course meeting space and press the **Join Session** button to enter the room.

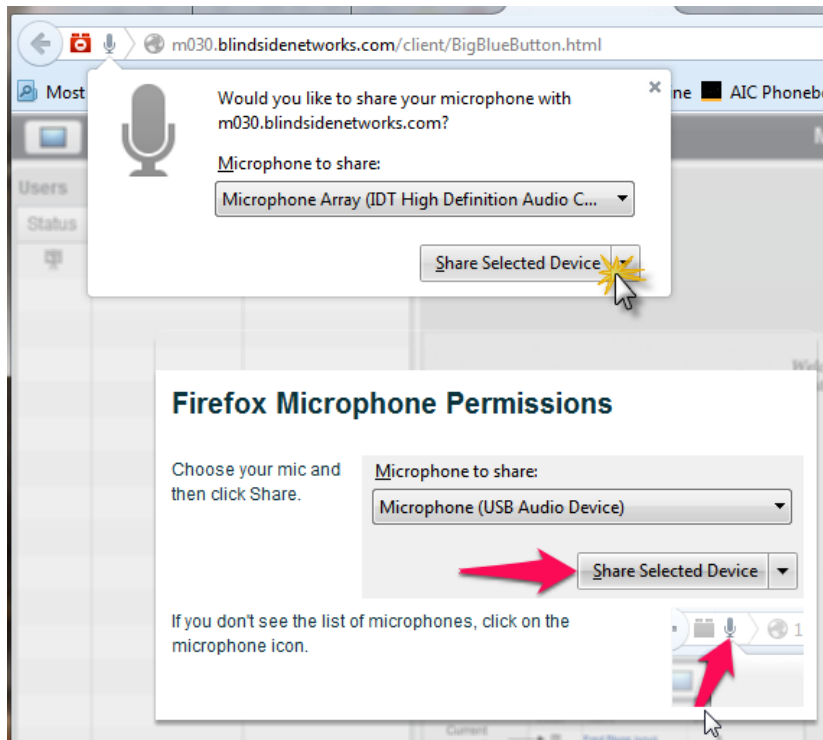


- You will automatically be brought into the meeting room and you may choose to share your microphone or to just listen. If you select to **Listen Only**, then you are done and ready to participate in the session. Otherwise, continue reading to learn how to join your microphone for audio chats.

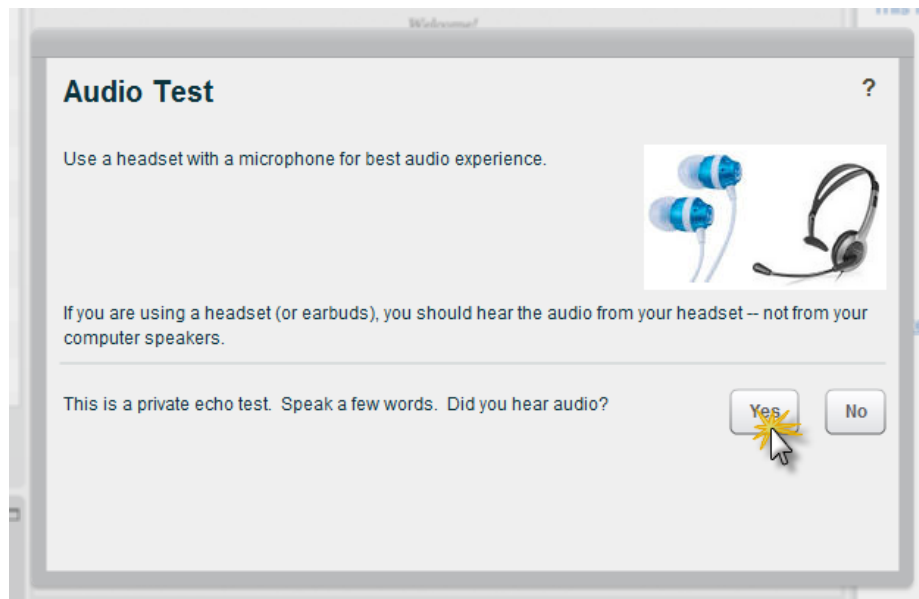


Note: Continue with steps 5-7 only if you wish to use your microphone for a voice chat.

5. A pop-up menu will appear if you have selected to share your **Microphone**. Each internet browser displays a different menu, so follow the instructions that appear on the screen (see below). After you've selected the microphone to use you must press the button to finish sharing it.



6. An audio test will start to verify that your microphone and speakers are working. Speak a few words into your microphone and press the **Yes** button when you hear your voice through your speakers.



7. You are now participating in the meeting. What you see in the display window will vary depending on the settings that your instructor has selected.
 - a. The center pane is usually the content – PowerPoint, PDF, Word document, etc. – that the instructor is sharing.
 - b. Buttons will be present in the top-left corner for sharing your webcam and microphone. In some instances you may also see options for sharing your screen and recording the meeting.
 - c. The right-most pane is usually reserved for a text chat.

