

Big Blue Button Overview

What is it? - Think Zoom or Google Meet- Canvas' equivalent is "Conferences". The type of conference that CCPS pays for in Canvas is called the Big Blue Button.

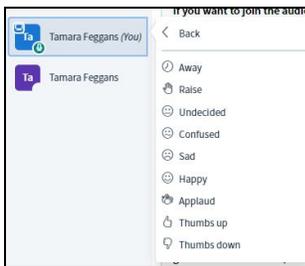
How do they get there? - Some teachers will have a button that sends students to conferences, others will need to click on the word "conferences" in the course navigation bar (the blue words). Once there, you will see "New Conferences" and "Old Conferences". Students will go to the conference for the day. It will say "In progress" and they will click "JOIN". The conference tab will open and a popup will appear. Click to join with "mic". They may need to allow the mic in a pop up on the top of the screen. An echo test will appear. They can say yes and click the thumbs up.

What will they do in conferences? - This is where students will have synchronous learning with their teacher. They should be able to see the teacher, as well as any presentation the teacher is presenting. There might be a whiteboard there for them to see or interact with as the teacher allows.

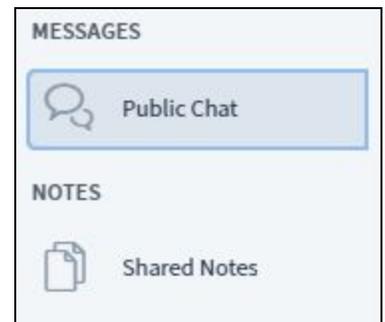
What options do they have? - Each conference can be set up with different options, but these are the ones that are possible:

Left Side options:

- ❖ Set their statuses (usually available) - Click on student icon (circle on the left with their initials in it), click set status, click choice (sad, happy, confused, thumbs up, thumbs down, away, etc)



- ❖ Public chat (usually available) - This shares the same space as "Shared Notes"! If it is not showing up, click on public chat in the top left corner of the screen. Students can ask questions or type responses.
- ❖ Share Notes (sometimes available) - This shares the same space as "Public Chat"! If it is not showing up, and the student needs it, click on shared notes in the top left corner of the screen. Students will follow the teacher's instructions to fill in notes. They can also export the notes when they are finished by clicking the down arrow at the top right of the section.



This will allow them to download the notes to their device. They will only need to do this if the teacher requests it.

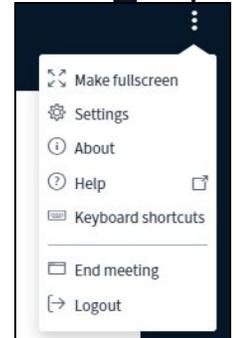
Presentation Area options:

- ❖ Change the size of the presentation screen (always available) - Move cursor to the top of the screen and wait for the arrow; drag the screen to a more appropriate size. The teacher should be smaller and the presentation larger generally. This is more of a troubleshooting thing. It should be typically left alone...
- ❖ Sharing Audio and Visual (always there, but not always an option to change) - These buttons are at the bottom of the screen. They allow students to turn the mic and webcam on and off, if permission is given. Typically, the mic will be on and the cam off. They simply click to turn on and off. Black is off, blue is on. There may be a "leave audio" button that looks like a phone receiver.



That should never be black. There may also be a share screen button. This will look like a little tv. This will only happen if the teacher has asked the student to present. If they did, they will click that button, turning it blue.

- ❖ Action Button (sometimes available) - This button is at the bottom left corner of the presentation screen. It is a blue circle with a plus sign in it. Students can upload a presentation or share other things that the teacher requests.
- ❖ Whiteboard Toolbox (sometimes available) - This is a white sidebar that allows students to interact with the presentation, either by drawing, typing, or other methods. If you click on the box at the top, different tools will pop out for the student to choose.
- ❖ Options (always available, unfortunately!) - This is the kebab (three dots) at the top right of the presentation area. It offers all kinds of options that will likely get you into trouble! If they make the presentation full screen and need to get back to the notes, chat, status, etc-hit esc. If you see a window with “about”, “keyboard shortcuts”, or “settings”, simply have them click the X. The “help” option will open in a new tab. If they end the meeting or logout, they will need to go back to conferences and join again. They cannot officially end the meeting. That can only be done by the teacher.
- ❖ Hide (always available) - This is the little person icon on the top left corner of the presentation screen. It will likely have the child’s name under it. If they click on this, it will make the chat/notes section, as well as the status buttons disappear. back, simply click it again.



To get them