How to Create a Conference in BigBlueButton

Introduction
BigBlueButton is an open source project that enables students to participate in online conferences and meetings with their peers and their professors through UF’s course management systems. These conferences can include audio, video, chat, and shared desktops. They can also be recorded and saved for later reference. It is recommended using either Firefox or Chrome. As a presenter sharing your desktop, we recommend using Firefox. You will also need to have the most up to date version of Flash. Java is needed for desktop/screen sharing.

Click here to update Flash on your computer and here to update Java.

Connecting to BigBlueButton through e-Learning
1. In your e-Learning Course, click on Conferences on the left side of the screen.
2. On the next screen, choose + Conference in the upper right hand side of the screen.

3. On the next screen name the conference [1], fill in the duration [2] or choose no time limit [3], then decide whether to record [4]. Next, invite all course members or only certain ones [5]. Then click Update [6].

NOTE: Only those course members that are invited will be able to participate in the conference or see the conference recording.
4. E-learning will send out a message to invite participants to the conference.

![Email Invitation]

You've been invited to participate in a web conference, Project 1 Conference for Sandbox for BBB.

5. When you are ready to start the conference, click **Start** next to your conference name.

![Conference Control Panel]
6. The attendees must log on to the course site, then choose Conferences, then click on Join next to the conference name.

7. Make sure your microphone is connected if you want to interact in the conference. It is recommended to use a headset.
8. In Firefox you will be prompted with this window. Click on **Allow**.
(You can change to other microphone device if you do not want to use the default one).

In Chrome, you will be prompted with this window. Click on **Allow**.
(You can also change to other microphone device if you do not want to use the default one).
9. BigBlueButton will test the audio.

10. If you are having issues with your microphone, make sure it is enabled. Open the Control Panel and choose Hardware and Sound > Sound > Recording tab.
Under the Recording tab you can see which device is default and enabled.

11. If you want to share a webcam, click on the small webcam icon in the upper left hand of the screen. You will be prompted to allow your camera.

Click on allow Flash and allow BBB to use your camera, then Start Sharing.
12. Webcams of all participants can be seen in the webcam box on the screen if they choose to share their cameras.

13. If you want to record the conference, be sure to select ‘Enable recording for this conference’ when creating a new conference.
You need to click on the record icon in the upper left hand corner of the screen, otherwise the session will not be recorded.