CISLab Conference Server User Guide

UPDATED MARCH 17, 2020

HTTPS://CISLAB.SCOTTSDALECC.EDU

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Introduction

The CISLab conference server has been setup for faculty to conduct online class sessions and labs. The server platform is an open-source project called BigBlueButton (BBB), which is also the conferencing platform that is integrated in Canvas.

If you are familiar with using this platform in Canvas the user experience should be nearly the same apart from the login authentication process.

The BBB platform includes several presentation and collaboration tools including:

- Webcam integration (presenter and participants)
- Live Whiteboard and Slide deck
- Public and private chat options
- Screen Sharing (full screen and application window)
- User polling
- Breakout Rooms
- Share YouTube Videos in the presentation
- Record lectures/sessions

Functional Demonstration

Here is a YouTube video which describes the many functions of the HTML5 client:

How the BigBlueButton HTML5 client lets you engage your students online

https://www.youtube.com/watch?v=d5v6Uar79Yc

Resources

There are many resources listed below to demonstrate how to operate the BBB platform as well as the GreenLight front-end interface that is used on our server.

BigBlueButton overview for moderator/presenters (with breakout rooms)

https://www.youtube.com/watch?v=Q2tG2SS4gXA

Moving around webcams in the BigBlueButton client

https://www.youtube.com/watch?v=Dn8INFYESAo

BigBlueButton overview for viewers (students)

https://www.youtube.com/watch?v=uYYnryIM0Uw

Creating your own personal rooms with GreenLight:

https://www.youtube.com/watch?v=Hso8yLzkqj8

Share YouTube video in BigBlueButton

https://www.youtube.com/watch?v=7A_TOm0Qzvk

Shared notes in the HTML5 client

https://www.youtube.com/watch?v=ljO2xffrTts

BigBlueButton Open Source FAQ

http://docs.bigbluebutton.org/support/faq.html#using-bigbluebutton

Logging in to your account

You will receive login credentials to access shared labs and your own personal account to use for your individual class sections. To get started, launch the CISLab URL in a Chrome browser (while BBB does support Firefox, we have only tested functionality using Chrome).

https://cislab.scottsdalecc.edu

Click the Sign In button at the top right to access your account.
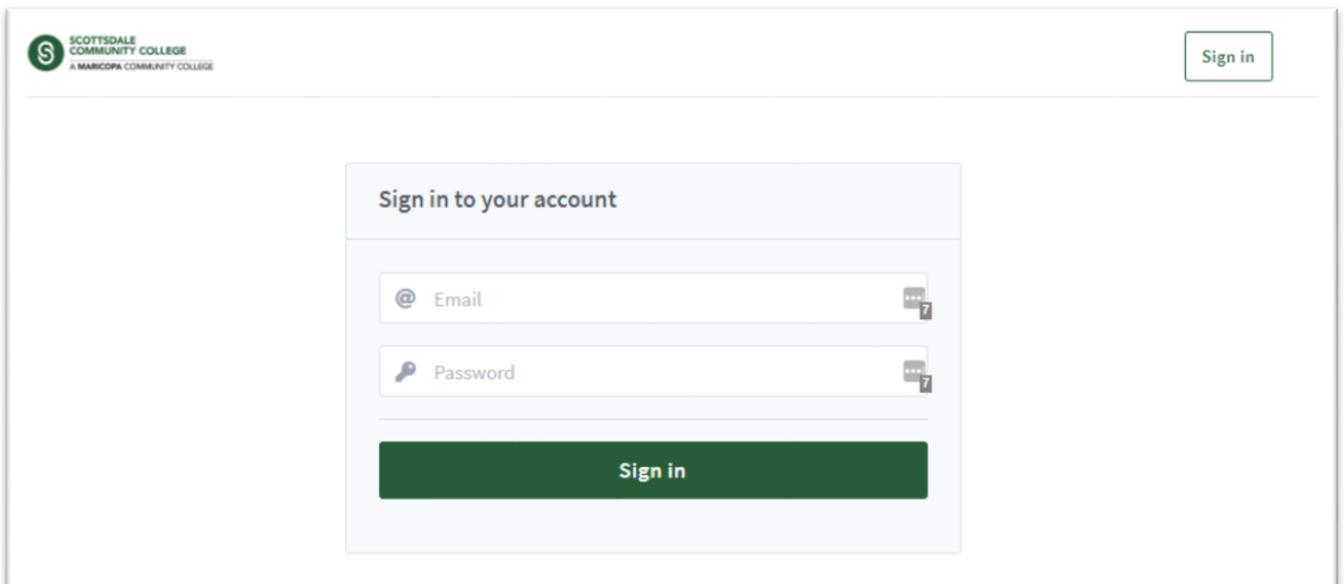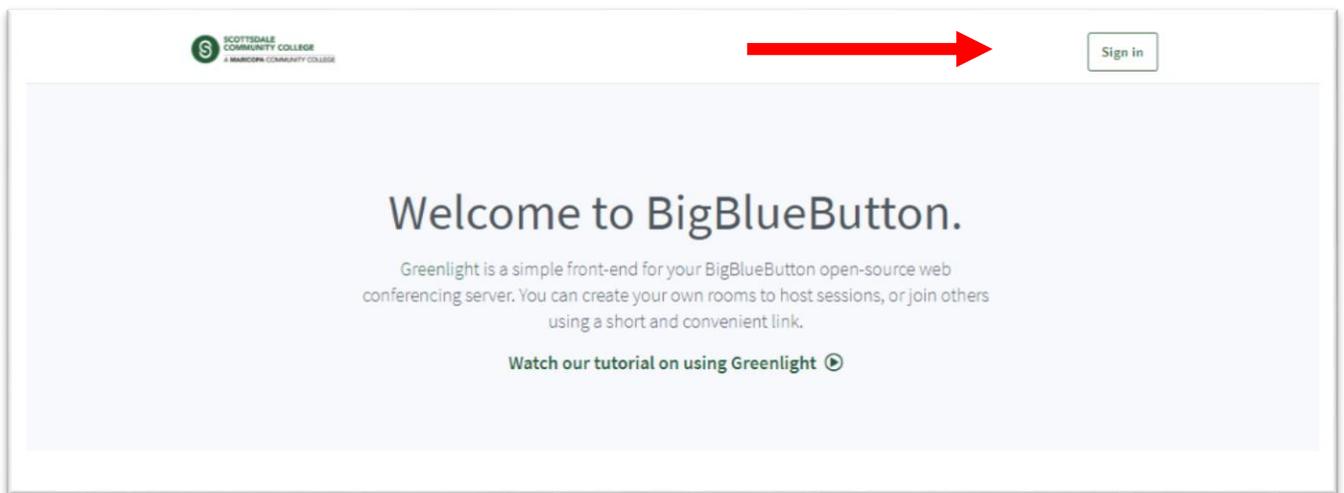
Home Rooms and personal rooms

Each user account has a default meeting space called the **Home Room**. When you login you will be automatically redirected here and can manage personal rooms and recordings from this screen. The **Home Room** can be used for your virtual lab hours or any general-purpose session.
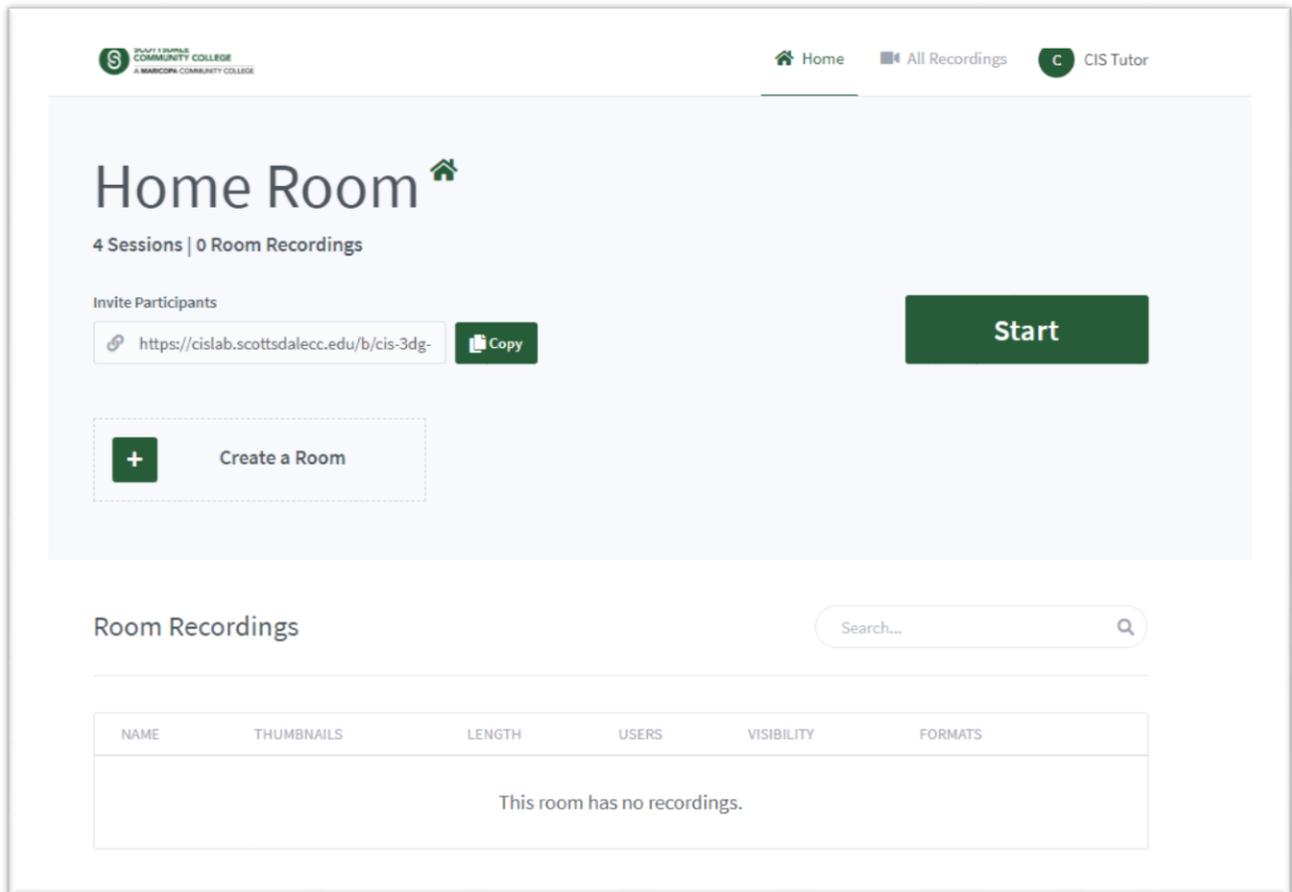

Under the **Home Room** heading, the **Invite Participants** box displays the URL that allows participants to join your meeting. ***This URL will not change over time***, so you can share it with your students on Canvas or via email announcement.

Personal Rooms

You can create additional rooms for specific class sections or for private meetings by clicking the **Create a Room** button on the Home Room page.

When creating a new room, be sure to select the HTML5 client type and give it a descriptive name.
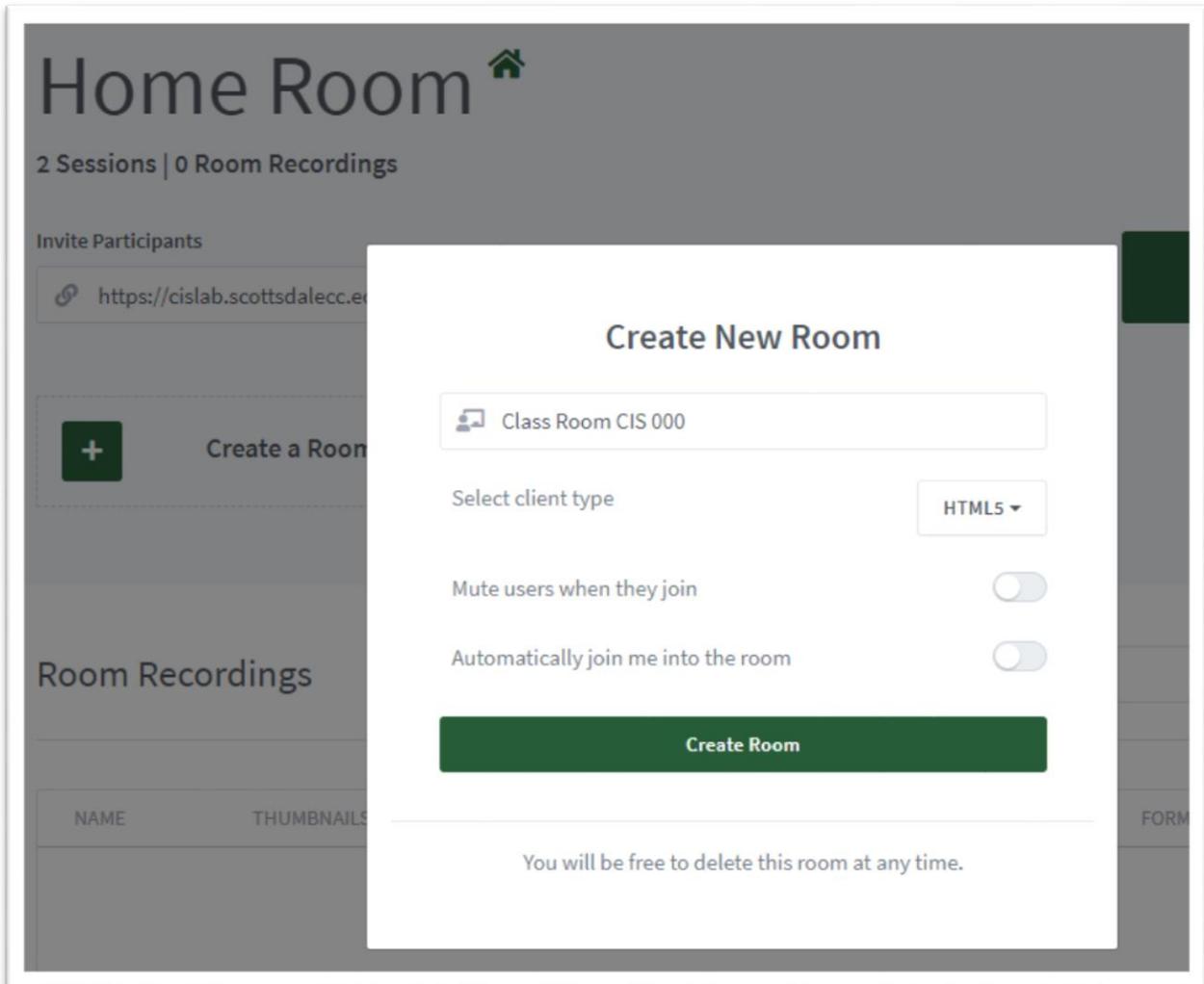
Starting a meeting

When you are ready to begin your meeting, click the **Start** button on the **Home Room** (or click on a Personal Room and click **Start**). You will be prompted to choose an audio option. When you click the Microphone icon, you may be prompted by your browser to Allow sharing.
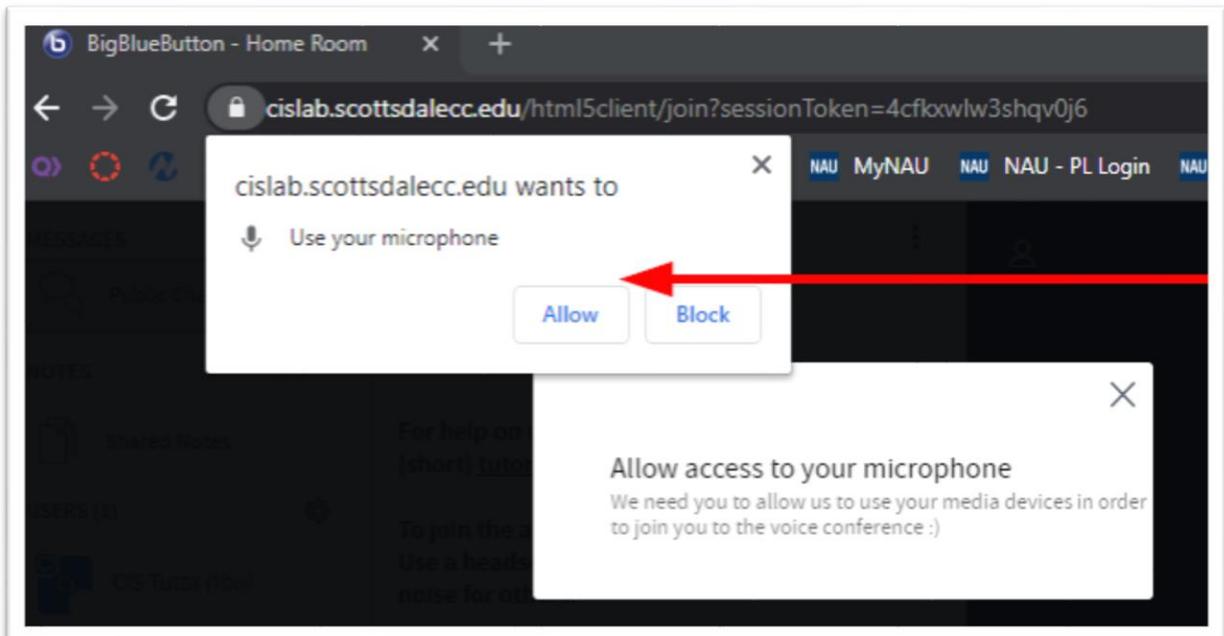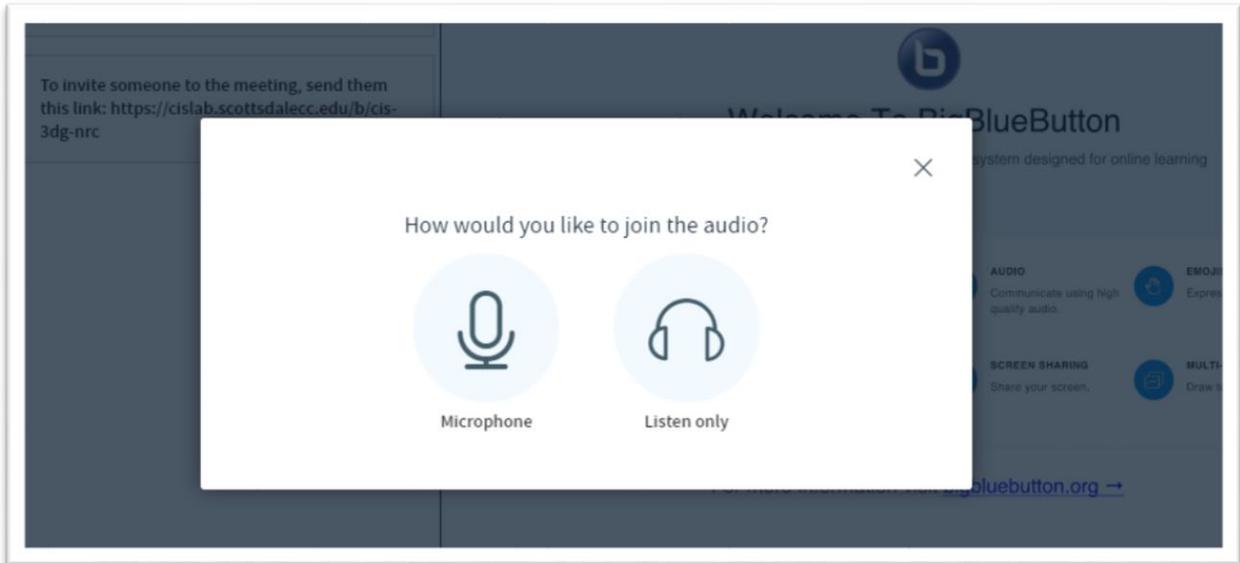
You will be connected to the **Echo Test** so that you can test your audio connection. When you see this screen, speak into the microphone and listen for a short playback of your audio. If you can hear yourself, click **Yes** to proceed.
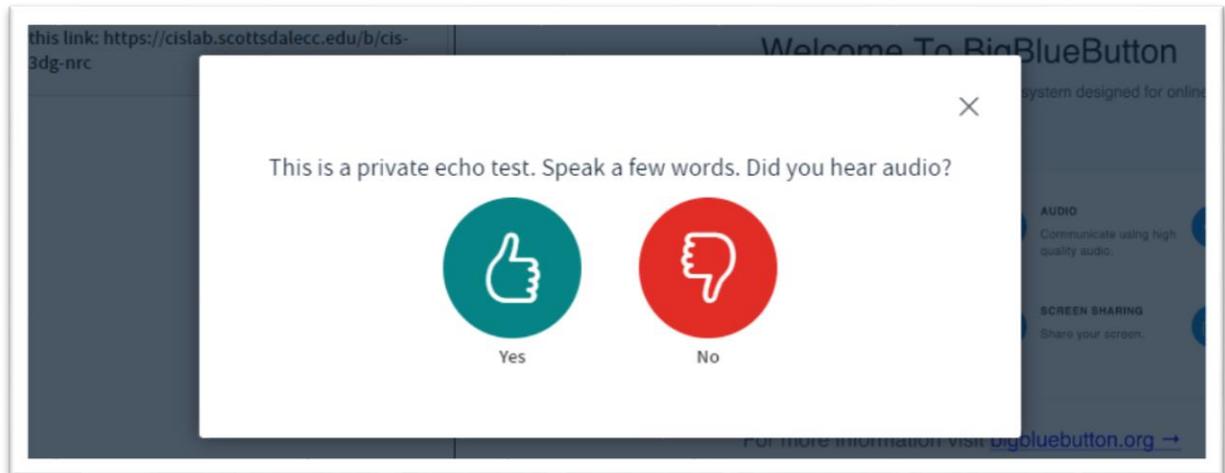

If you did not hear anything, click No to enter the audio settings dialog.
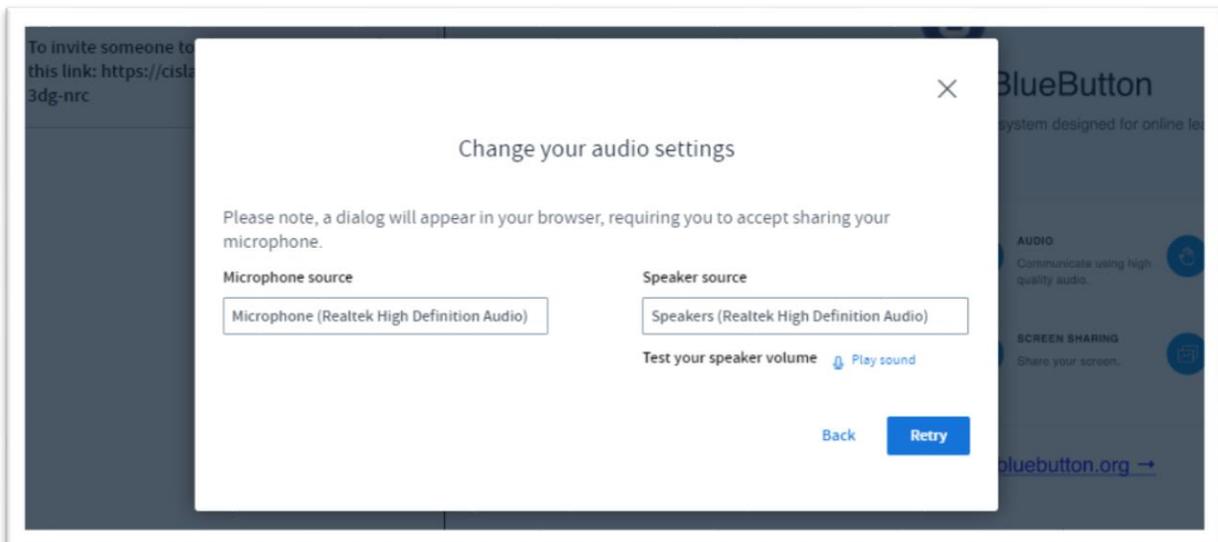
Choose your Microphone source and Speaker source. You can use click **Play sound** to test your speakers, then click **Retry** to launch the **Echo Test** again. If you cannot complete a successful **Echo Test**, try restarting your system and clearing your browser cache and cookies.

If you need further technical assistance, please contact the administrator.

Once you have joined the presentation, you should see the default Welcome screen and the onscreen presentation controls.
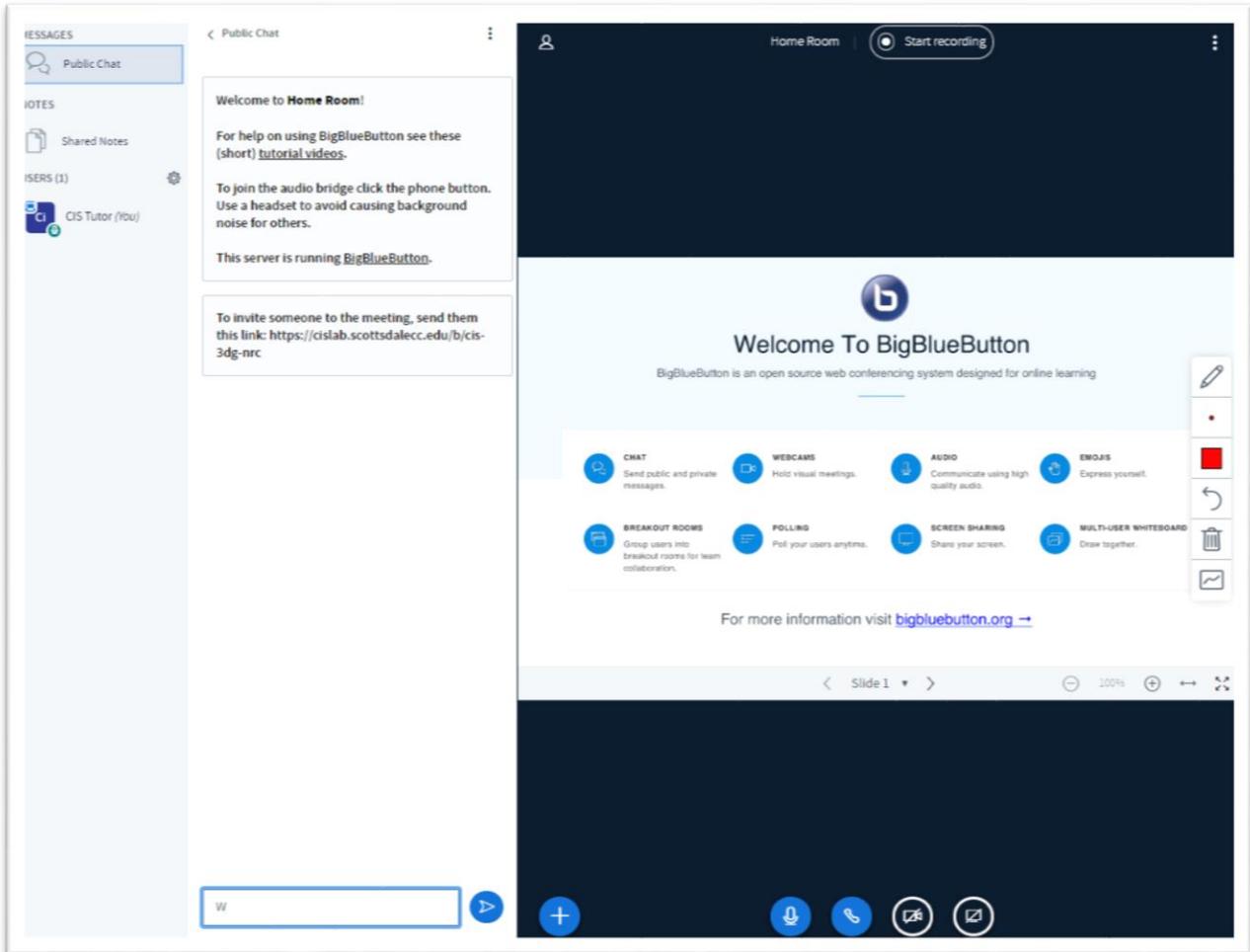
Recording your session

If you want to record your session, click the **Start recording** button at the top of the presentation window, then **Yes** to confirm. The confirmation dialog will indicate that you are recording, and the timer will start next to the recording icon.
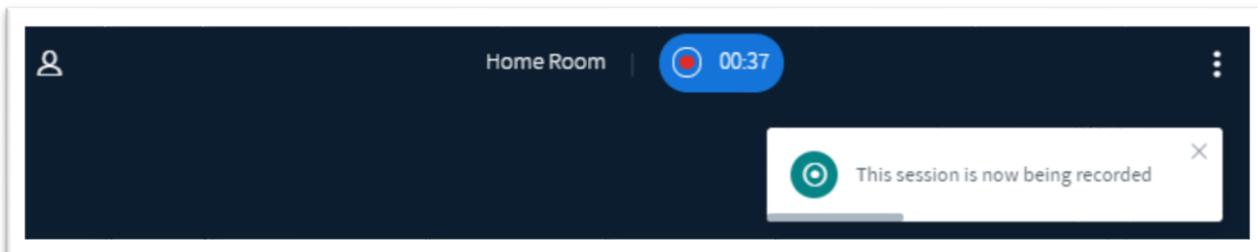

You can Pause the recording, or it will automatically stop when you end the meeting.

Managing Recordings

Your recordings will be shown on the front page of your *Home Room* a short time after you end your session. You can choose to make the recording public or unlisted using the **Visibility** dropdown menu.

Any recordings set to *Public* will be listed on the *Home Room* page and available for students to view. You can view the presentation by clicking the **Presentation** button, then if you would like to copy the URL of your recording you can share it via email or on Canvas.
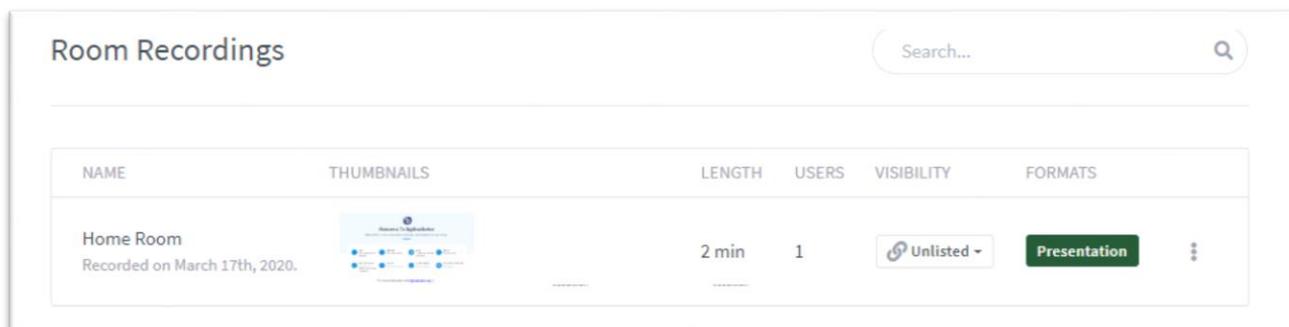
If you would like to rename the recording, you can click the pencil icon next to the name of the recording and enter a new descriptive name.

Room Recordings

| NAME	THUMBNAILS
Home Room ✎ Recorded on March 17th, 2020.	

Uploading whiteboard presentations

To upload documents, you will need to save them in a PDF file format. The best format for slides is a horizontal orientation rather than portrait, as this will allow you to best use the presentation space.

From the presentation window, click the **Actions** button **(+ sign)** at the bottom of the screen and select Upload a presentation.
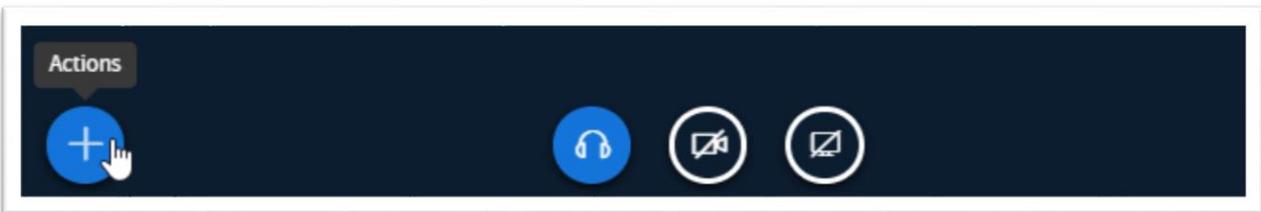
 The *Presentation* screen will open, here you can drag a file into the browser or click **Or browse for files** to bring up an upload dialog window.
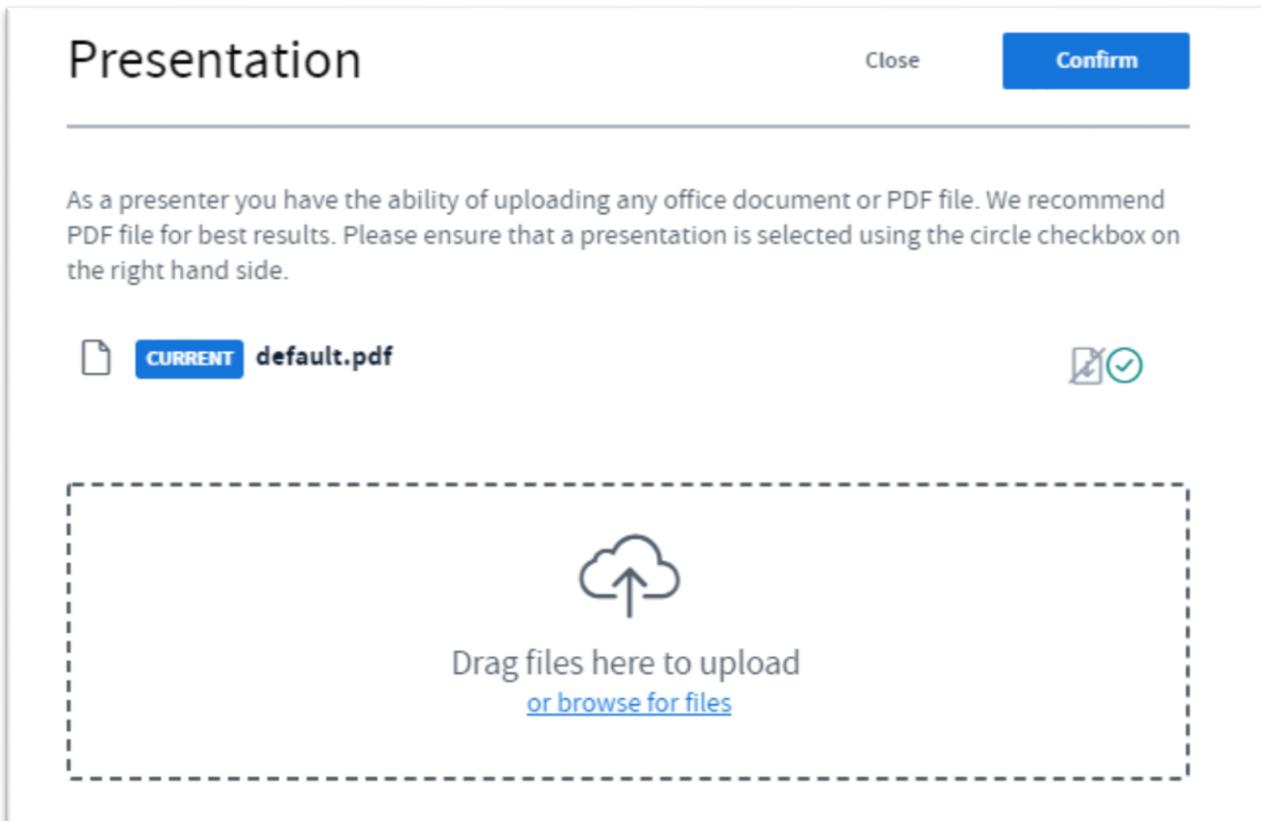
Once you have selected your document, click the **Upload** button. The file will be uploaded and converted, then will be automatically added to your presentation window.

To switch between documents or add another document, follow the steps above to get to the Presentation window.

Above the drag and drop window is a list of all presentations that you have uploaded, the green checkmark will indicate which document is currently loaded in the meeting.

To change documents, click the radio button next to the document and click **Confirm** at the top of the screen.
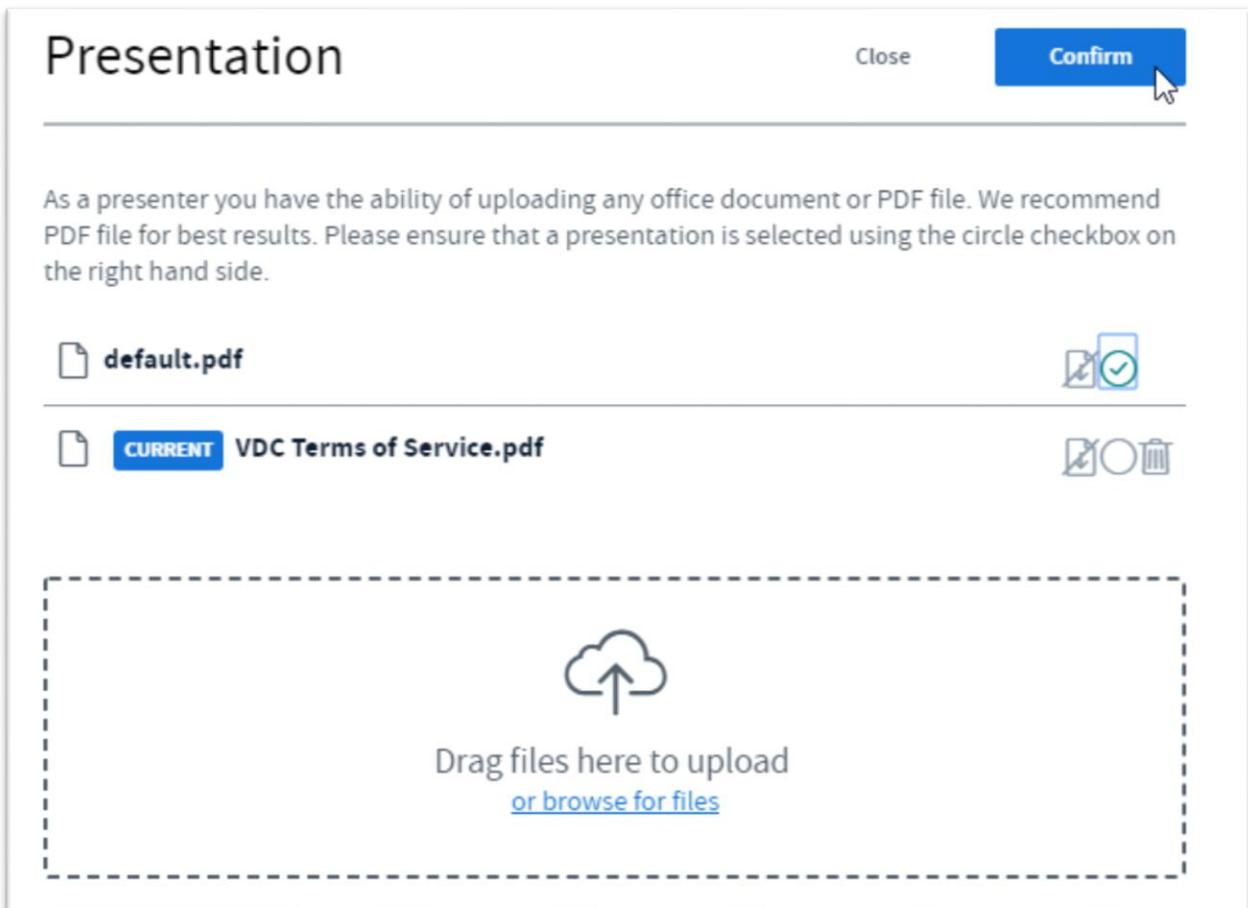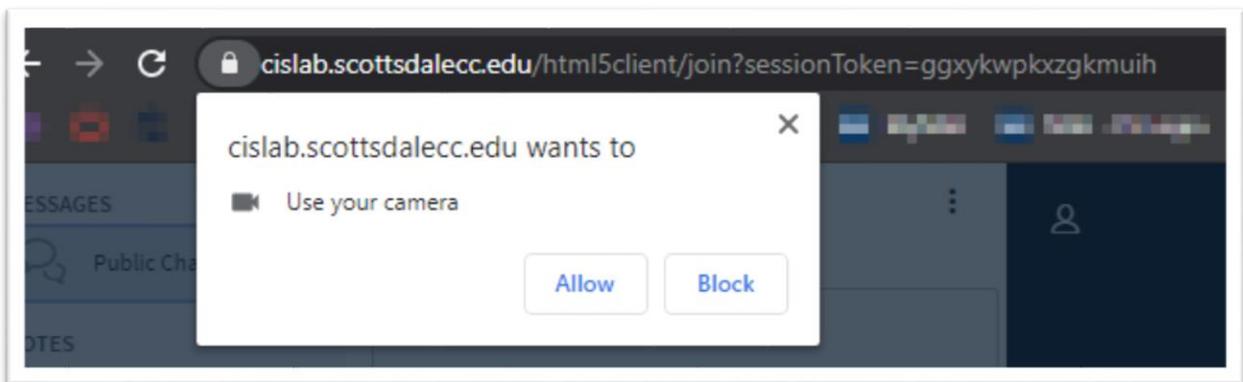
Starting your webcam

To share your webcam, click the **Share webcam** button at the bottom of the presentation.
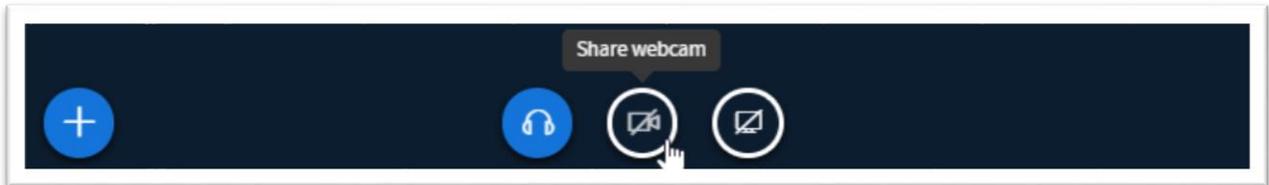

You will be prompted to allow webcam sharing, click **Allow** to continue.

After allowing webcam sharing you should see the **Webcam settings** dialog with a preview of your webcam and a dropdown menu to change your Camera settings. Confirm your settings then click **Start Sharing**.
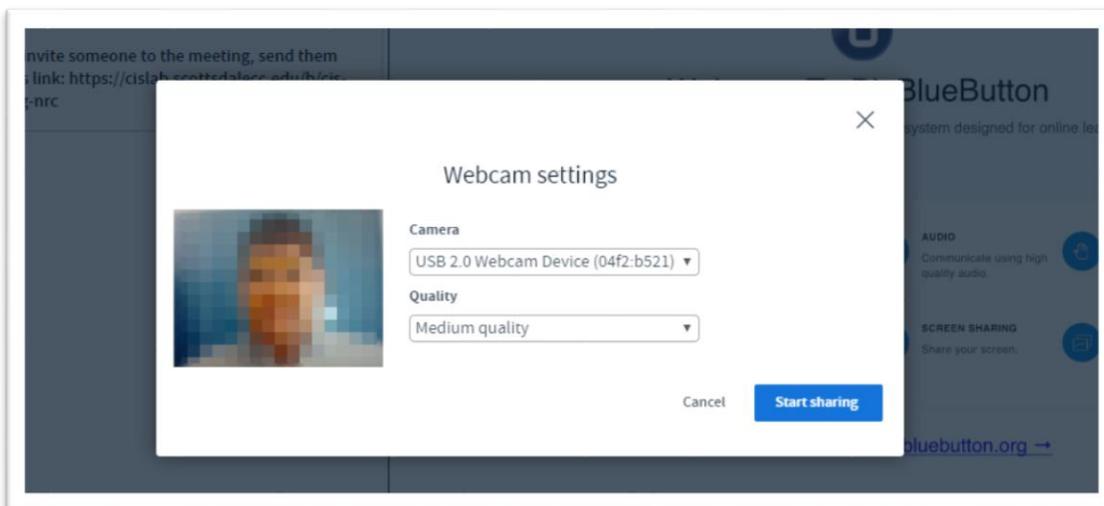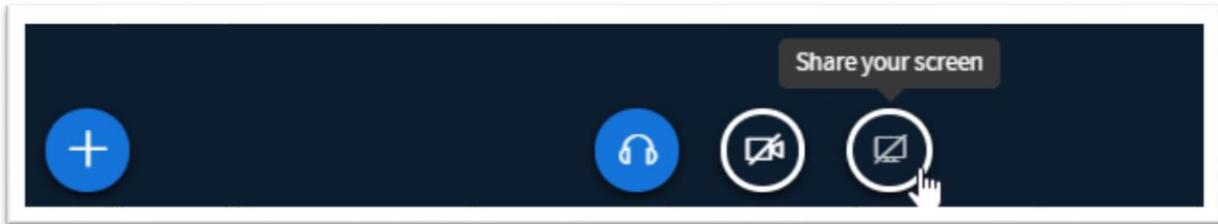
Your presentation window should bow show a thumbnail preview of your camera at the bottom of the screen. To stop sharing, click the **Stop sharing** button at the bottom of the presentation window.
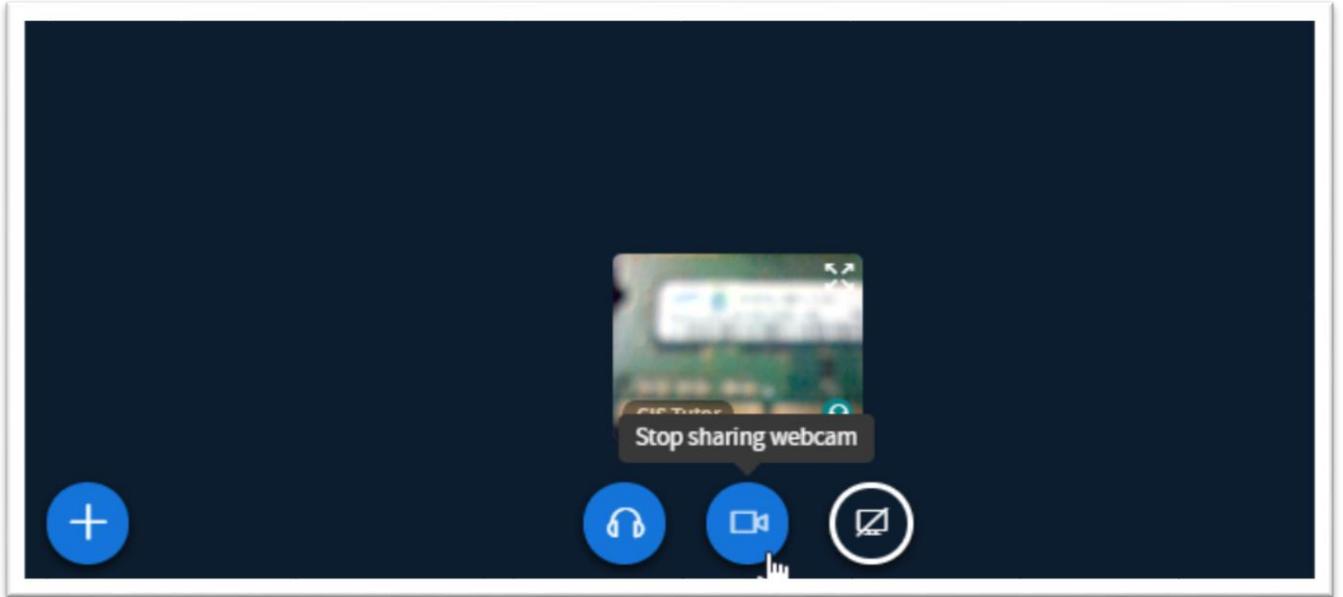
Screen Sharing

To share your entire desktop screen or a specific application window, click the **Share your screen** button at the bottom of the presentation window.

The *Share your Screen* dialog opens, and you can choose between the various screen sharing options. The presentation window now shows your shared application or desktop and notifies you that screen sharing has started.

To stop sharing your screen, click the Stop sharing button in the sharing overlay displayed at the bottom of your screen, or in the presentation window.

Using shared labs

For shared lab accounts such as CIS Tutor, each instructor can login at a specified time and be given control of the presentation by whoever is currently running the presentation.

First login using the shared credential. If there is an existing session open, you will see a **Join** button on the *Home Room* screen. Click **Join** and follow the usual steps to connect your microphone and test your audio.

Under the Users section on the left side of the screen you should see your own username with the (You) indication. The existing presenter will have a blue icon in the left corner of their user avatar. You will also see any students who are currently in the session.
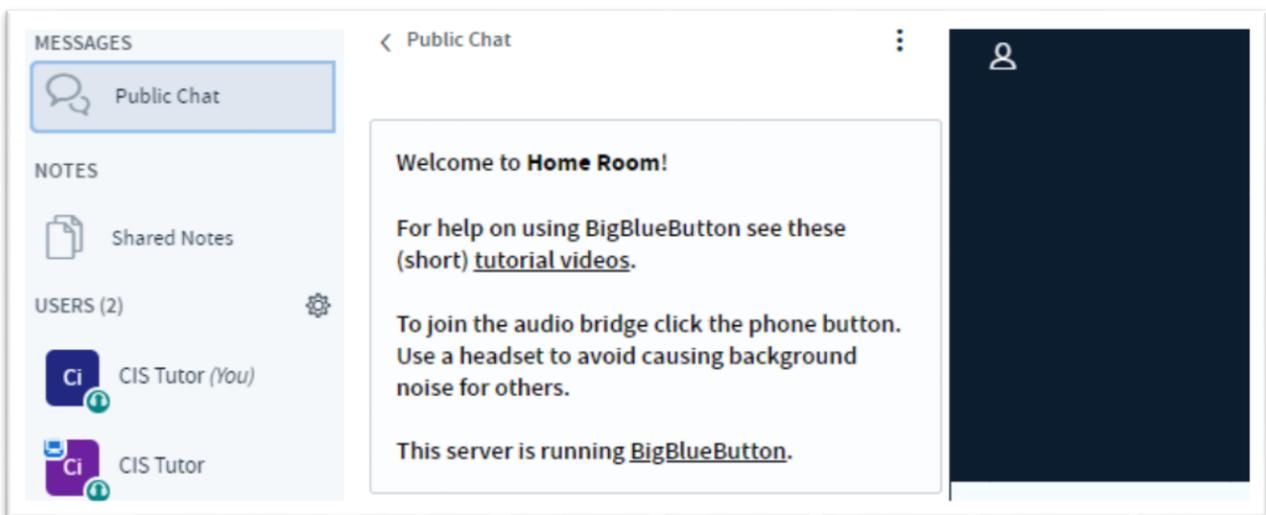
To take over control of the presentation, click your username (You) and choose **Take presenter**.
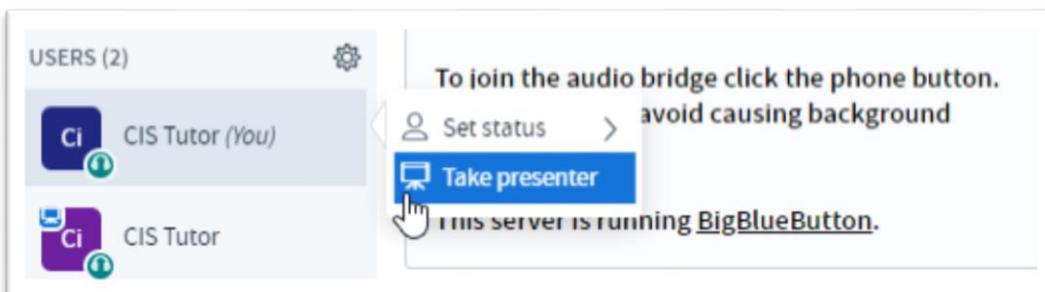
Your user icon should now show the presenter icon in the top left of your avatar and you will have the presentation controls enabled in the presentation.
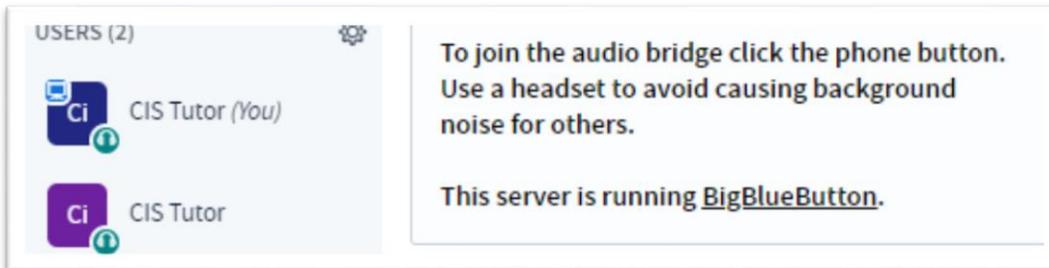
Once a new user has taken over the presentation, the existing presenter can click the menu at the top right of the screen and choose **Logout**. **Do not select End meeting** as this will end the meeting and logout any existing users including the next presenter.

Questions, comments, or support

If you have any technical issues, questions, or comments please contact Cris Romero via email, phone or in person.

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