This manual is designed to demonstrate how to facilitate your BigBlueButton meeting. The manual will cover how to record your session, use the chat window to interact with students, muting and unmuting users, updating and clearing you and your participant’s statuses, and presenting during a meeting.

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## Record a Session

### Start a Recording

When creating the meeting room in Sakai, you must check the box next to **Recording** under **Meeting Information**, or the recording icon will not appear in your meeting.
1. After entering the meeting room, select the **Record** icon in the upper left-hand side of the screen.

2. A confirmation window will appear, choose **Yes**.

**Stop a Recording**

1. Click the **Record** icon in the upper left-hand side of the screen.

2. A confirmation window will appear, choose **Yes**.

**View a Recording**

1. In your Sakai course, select the BigBlueButton tool.
2. Select the room title.
3. Select the link next to **Recordings**.
4. Select **Video** across from the recording you wish to view. The recording will open in a new window.

**Download a Recording**

1. Open the recording using the steps outlined above.
2. Right-click the recording.
3. Select **Save Video As**.
4. Choose a location on your computer to save your recording to and title the recording. Then
5. Select **Save**.
Use the Chat Window

Send a Public Chat Message

1. In the chat window, select the **Public** tab.

2. Type your message in the text box within the chat window.

3. Select **Send**.

Send a Chat Message to an Individual

1. In the chat window, select **Options**.
2. Choose a user’s name from the list.

3. Type your message in the text box within the chat window.

4. Select **Send** or press enter.

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**Mute/Unmute Users**

**Mute a User**

1. Hover your cursor over the student’s name.
2. Select the microphone icon to mute the student.

   **Note:** This option will not appear if the student has not enabled their microphone.

3. The student will receive an audio message stating that they are muted.
Unmute a User

1. Hover your cursor over the student’s name.
2. Select the microphone icon.

Mute All Users

1. Select the gear icon at the bottom of the Users window.
2. Select Mute All Users or Mute All Users Except Presenter.

Unmute All Users

1. Select the gear icon in the Users window.
2. Choose Unmute All Users.
User Statuses

Change your Status

1. In the User window, select the hand icon.
2. Choose the appropriate status.

Clear All User Statuses

1. Select the gear icon at the bottom of the Users window.
2. Choose Lower All Hands.

Present during a Meeting

Upload a Document or PowerPoint Presentation

1. From the presentation window, select the Upload Presentation icon located in the bottom left-hand corner of the window.
2. Choose Select File to browse your computer for the file.

Add Files to Your Presentation

No file selected

Select File

Upload

Note: Upload PowerPoint or PDF files.
3. Open the file.
4. Select **Upload**.

Add Files to Your Presentation

![Add Files to Your Presentation](bbb-addfiles.png)

5. Your document or PowerPoint presentation will appear in the presentation window.

**Navigate through a PowerPoint Presentation**

As the presenter navigates through a PowerPoint, the participants will see the same slide as the presenter. Additionally, if the presenter zooms in on a slide the participants will have the same view.

1. Once the PowerPoint presentation is loaded, use the arrows at the bottom of the window to navigate between slides.

2. Use the slider at the bottom of the window to zoom in on a slide.
Annotate a Document or PowerPoint Presentation

After opening a document or PowerPoint presentation, place your cursor in the Presentation window for the toolbar to appear. The toolbar will allow you to: pan and zoom, use the pencil tool to make notes, create shapes (rectangle, triangle, and circle), create lines, create text boxes, clear all annotations, and undo the last annotation.