

How to take part in conference using BigBlueButton platform

Common recommendations.

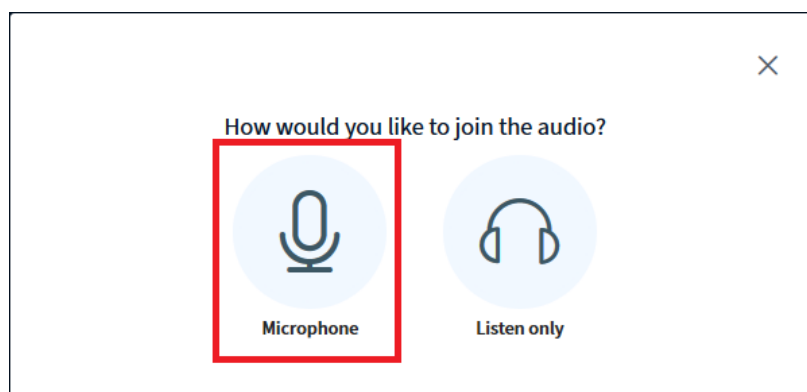
Dear colleagues, in order not to disturb other conference participants, please do not turn on your microphone and webcam unnecessarily. Keep them off and only turn them on when the moderator has given you the floor. To ask a question or take part in a discussion, just the microphone is enough, turning on the webcam is not necessary.

Рабочий процесс.

Follow the link to conference room.

Enter your name and lastname then click «**Join**»

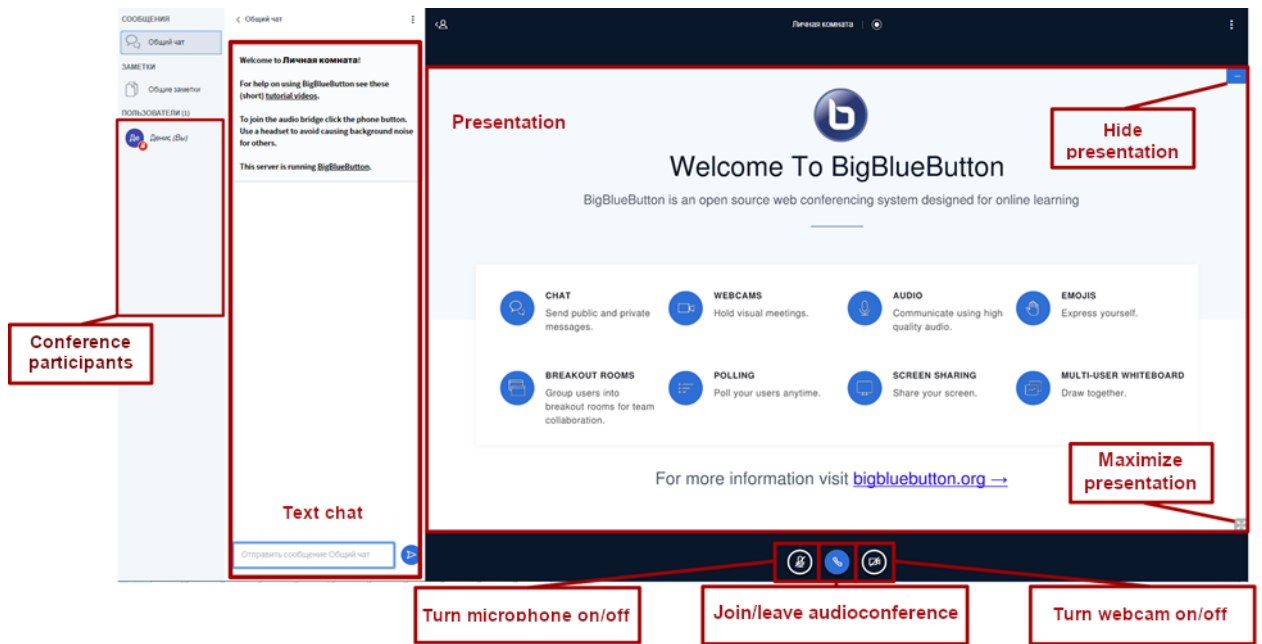
When connecting to a room, you need to choose the method of your participation in the conference: it is possible to choose a microphone (the ability to conduct a conversation) or headphones (listen only)



If you chose the microphone option, you will need to test the microphone and give permission to use the microphone in the browser. When checking the microphone, parasitic noise may be heard, this is not a problem. In most cases, noise is heard only during the checkout and does not interfere with conference participation.





Main conference window and its elements are shown in the picture:




To connect / disconnect a camera or microphone, press the corresponding button at the bottom of the screen. The first time you turn it on, you will need to give the browser permission to use the selected device.

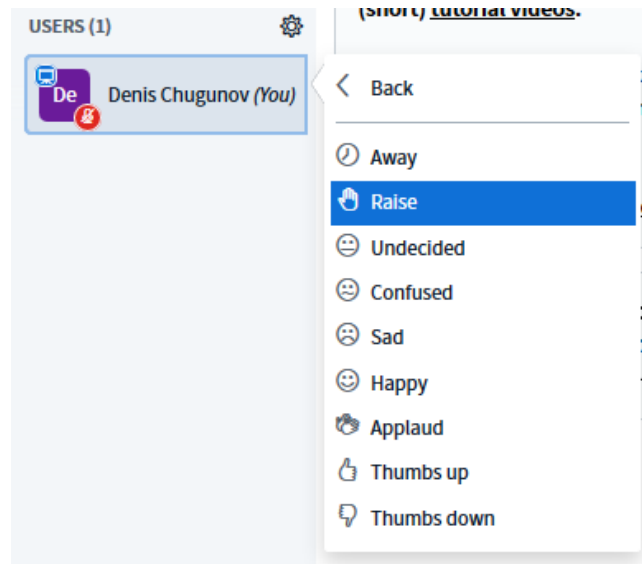
When you click the **Leave Audio Conference** button, the audio is muted. You will not be able to participate in the conversation, and you will also not hear other participants, but the conference does not end, you will be seen by other participants in the list and your picture from the camera (if enabled) will be visible, likewise, and you will see all other participants.

Pressing the button again will connect you to the audio conference. In this case, you will again be prompted to select the connection option - "**listen and speak**" or "**listen only**". And, if you chose the option with a microphone, go through the sound test procedure again.

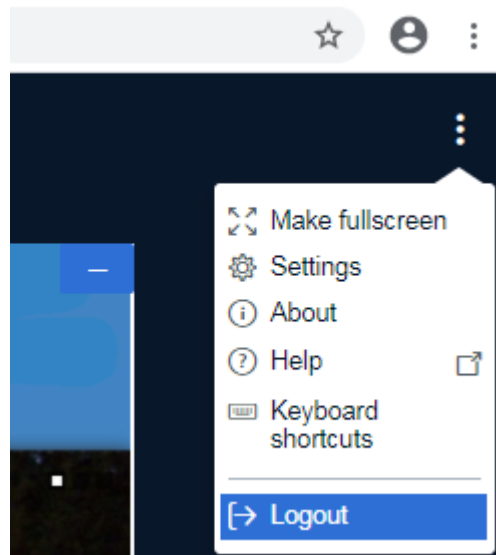
You can minimize presentation. To do that press "**Hide presentation**" button -  - it exist in the top right corner of presentation. To restore presentation press «**Restore presentation**» button-  - it will be in the bottom right corner of window.

To minimize left panels (list of participants and chat) press  button. It's at the top, to the right of the panels. To restore panels press button again.

If you want to ask If you want to ask a question to the presenter, click on your user in the list of participants, select the option "**Set status**" and in the drop-down list select the status "**Raise**".



To log out of the video conference, click on the Menu button in the upper right corner of the screen and select the "Logout" option in the drop-down list.

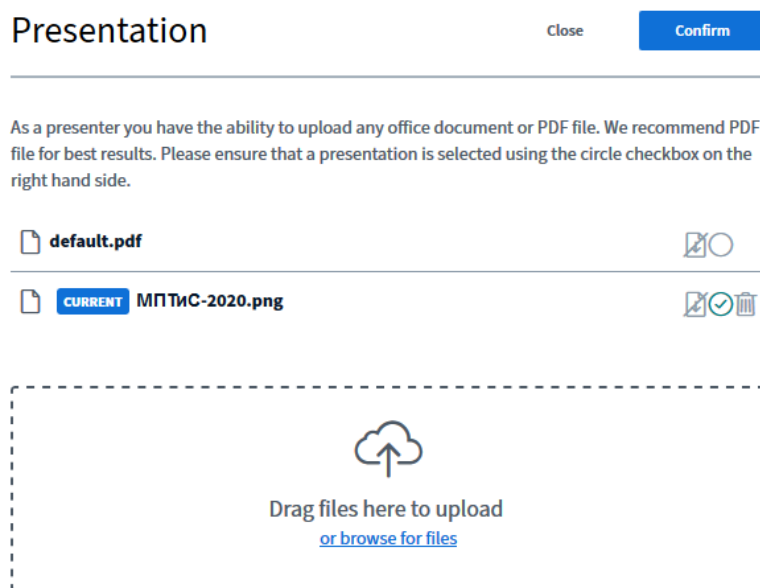




For speakers.

Dear colleagues, loading a presentation and converting it takes some time (up to 1-2 minutes, depending on the size of the presentation). To avoid unnecessary pauses and insure yourself against technical failures, we kindly ask you to send the presentation of your report to the organizing committee in * .PDF (preferred) or * .PPT format.

Presentation loading

To download the presentation, as well as various documents and images, click the "Actions" button and select the **Upload presentation** item. In the window that opens, drag files to the dotted area or select the downloaded files through the dialog box. It is preferable to download presentations in * .PDF format. In this case, the risk of violation of the markup will be minimal.

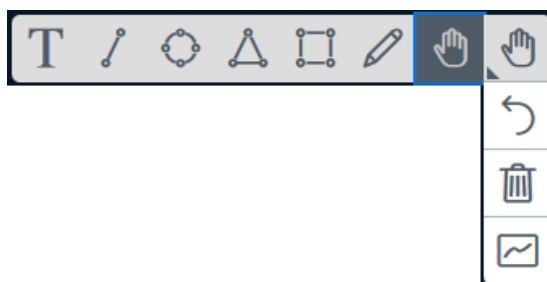


To give other participants ability to download the presentation, you must click on the Allow presentation to be downloaded icon - . Then, when demonstrating a document, a download button will appear in the lower left corner of the presentation - . Then click the **Upload** button.


Working with presentation

The movements of the speaker's mouse cursor are visible to conference participants as the movement of a small red spot.

When showing a presentation, a sequential or random slide show is possible. The BigBlueButton system has the ability to make notes on the presentation. To do this, use the toolbar on the right.



It is possible to write and draw with a pencil, build the simplest geometric shapes, insert text, undo the last actions, or clear the entire sheet at once. When you select a pencil or shapes, the thickness of the line and its color, when you select text, you can change the size and color of the text. You can also give other participants access to make notes on the presentation **Toolbar**

-> Turn multi-user whiteboard on ()