

Accessing the BigBlueButton videoconferencing space

Contrast interviews (student) – English version

Before you start

Following the teaching staff's instructions, and once you know the date and time of your contrast interview, you can access the BigBlueButton space within your course.

Procedure

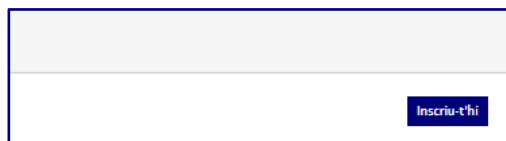
1. Once inside the classroom, access the videoconferencing space located in the upper left-hand area. To do so, click on the BigBlueButton button.



2. Within this space, at the top, you will see the available sessions already created.



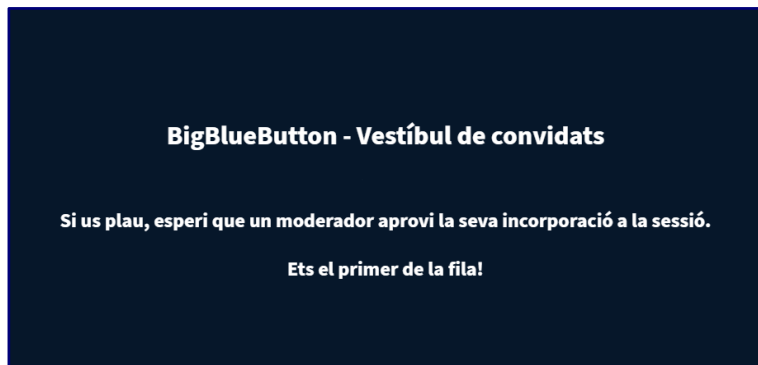
Locate the videoconference you wish to join at that time and click on the Sign up button on the right-hand side.



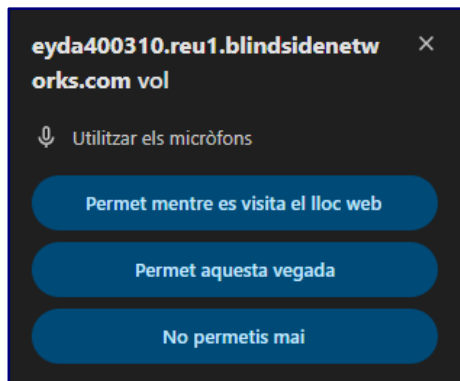
The Sign up button will only be active during the time slots agreed for the contrast interview.



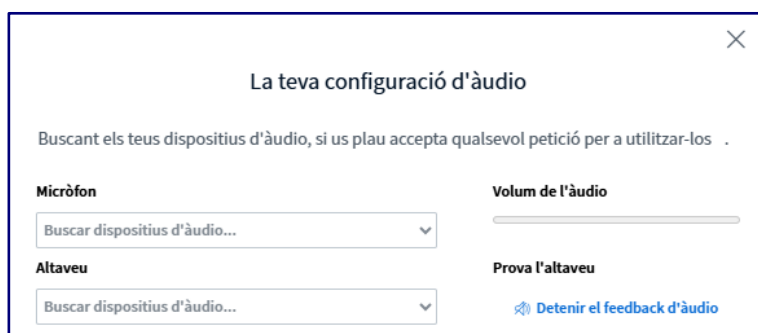
- If the session you wish to join has a waiting room, keep the following window open until the meeting host grants you access.



- Once access is granted and depending on your device settings, the software will request access to your microphone, camera and speakers.



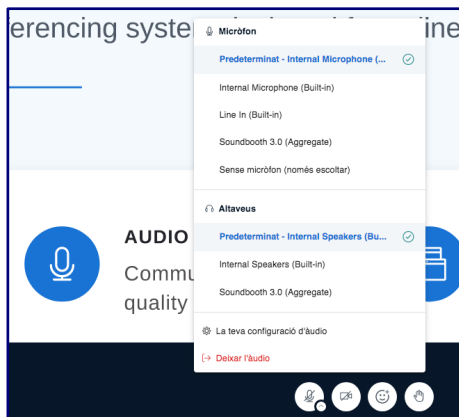
- First, allow the application to access these devices (Allow while visiting the website), and then make sure the microphone and speaker selected are correct and set to the appropriate volume. Configure the camera settings once you activate it.



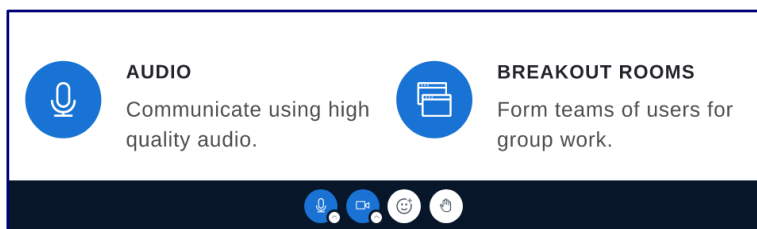
6. To fully access the contrast interview, confirm the window by clicking on the Join audio button.



7. Once in the BigBlueButton window, activate the speakers, microphone and camera so that they are turned on and working at the desired volume. You can modify these settings and turn them on or off from the lower toolbar.



8. Follow the interviewer's instructions at all times and use the options to share your screen, documents or simply the camera when appropriate. The session may be recorded, which will be indicated when the recording starts.



9. When it is time to end the videoconference, wait for the interviewer to close the session and for the screen to turn black with the message “This session was ended by...”. You can then close the BigBlueButton pop-up window that remains over the classroom.

