

- Before enter to webinars you must have installed **Adobe Flash Player** and browser Mozilla or Chrome

- Enter to following url [www.impactpe.eu/bbb/](http://www.impactpe.eu/bbb/)

**www.impactpe.eu/bbb**

HOME WEBINARS – INSTRUCTIONS RECORDS DOCUMENTS ABOUT PROGRAM

1 Enter url listed above

2 Select --> Webinars

### Instructions

#### Instructions for Online Meetings with BigBlueButton

\*\*\* Use browser **Firefox** or **Chrome** with **flash** support.

If you don't have *Flash* installed , you can download *Flash* from [here](#)

1. Select meeting room
2. Input your name
3. Input password
4. Join

Download detailed instructions from [here \(Greek\)](#)

Download detailed instructions from [here \(English\)](#)

3 instructions and video tutorial

5 select webinar

6 enter your name

7 enter your password

8 Join

Demo (password:test)

- French Webinar 1
- French Webinar 2
- French Webinar 3
- French Webinar 4
- French Webinar 5
- Greek Webinar 1
- Greek Webinar 2
- Greek Webinar 3
- Greek Webinar 4
- Greek Webinar 5
- Italian Webinar 1
- Italian Webinar 2
- Italian Webinar 3
- Italian Webinar 4
- Italian Webinar 5
- Turkish Webinar 1
- Turkish Webinar 2
- Turkish Webinar 3
- Turkish Webinar 4

Name: Vassilis Bouglas

Password: .....

Join

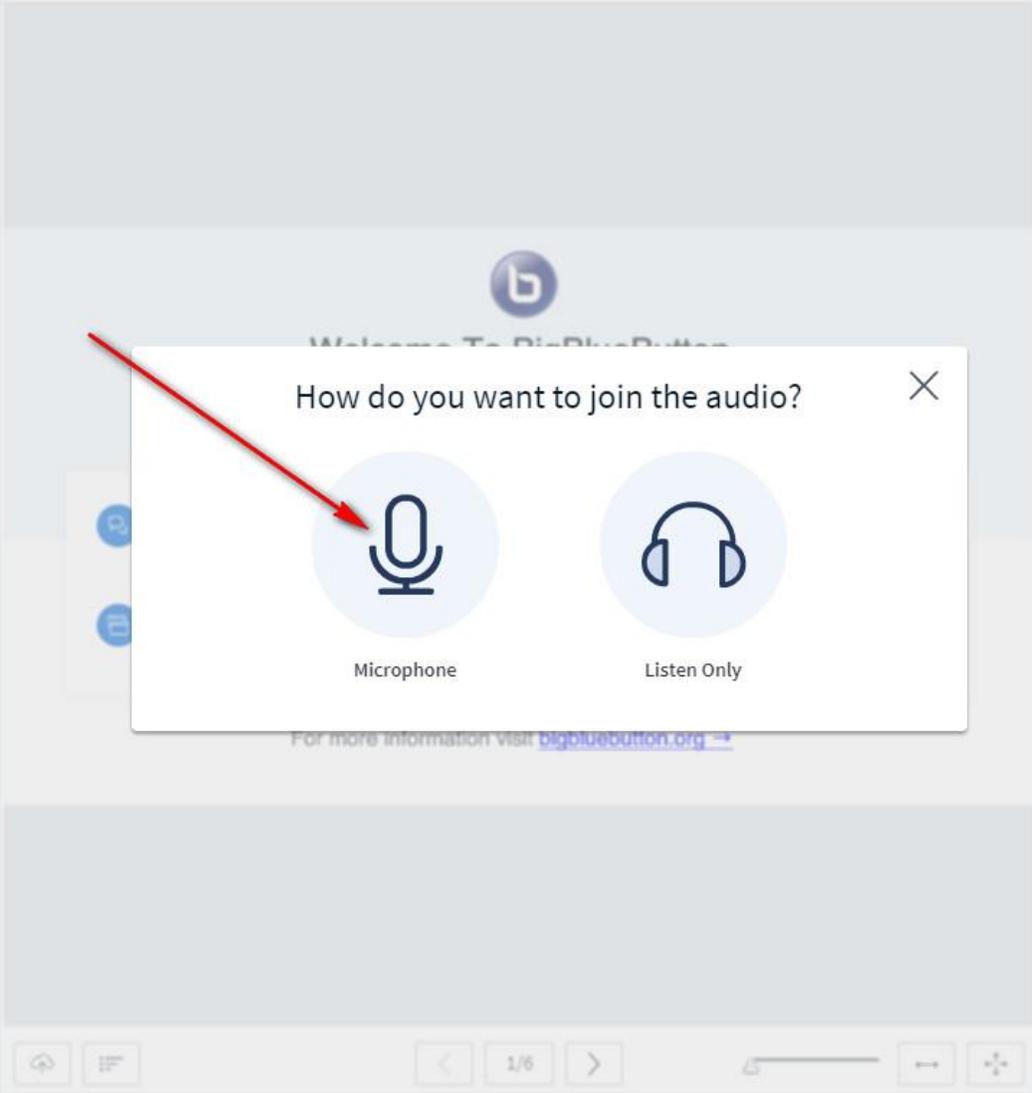
Moderator/Presenter tutorial Παρακολούθηση αργότερα Κοινοποίηση

Users

Vassilis (you)

Microphone and Settings icons

Presentation: default.pdf



Slide content: BigBlueButton logo, Welcome To BigBlueButton, and a link to bigbluebutton.org

Chat

Public Options

17:22

Welcome to Turkish Webinar 1!

To understand how BigBlueButton works see our [tutorial videos](#).

To join the audio bridge click the headset icon (upper-left hand corner). Please use a headset to avoid causing noise for others.

This session may be recorded.

The voiceBridge of this Conference room is .

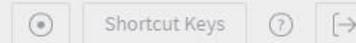
This server is running [BigBlueButton](#).

Chat input field and Send button

How do you want to join the audio? X

Microphone Listen Only

For more information visit [bigbluebutton.org](https://bigbluebutton.org)



Users

Vassilis (you)

Settings icons

Presentation: default.pdf

Audio Test

Use a headset with a microphone for best audio experience.

If you are using a headset (or earbuds), you should hear the audio from your headset -- not from your computer speakers.

This is a private echo test. Speak a few words. Did you hear audio?

Yes No

test your audio sound and if everything is OK click Yes



Chat

Public Options

17:22

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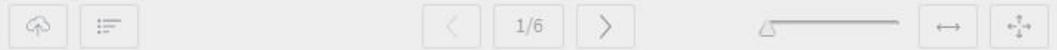
To join the audio bridge click the headset icon (upper-left hand corner). Please use a headset to avoid causing noise for others.

This session may be recorded.

The voiceBridge of this Conference room is .

This server is running [BigBlueButton](#).

Webcams





Users

Vassilis (you)

Presentation: default.pdf

### Record Notification

You can record this meeting.

You must click the Start/Stop Recording button in the title bar to begin/end recording.

OK

## Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

- CHAT**  
Send public and private messages.
- WEBCAMS**  
Host visual meetings.
- AUDIO**  
Communicate using high quality audio.
- EMOJIS**  
Express yourself.
- BREAKOUT ROOMS**  
Group users into breakout rooms for team collaboration.
- POLLING**  
Poll your users anytime.
- SCREEN SHARING**  
Share your screen.
- MULTI-USER WHITEBOARD**  
Draw together.

For more information visit [bigbluebutton.org](http://bigbluebutton.org)

see our [tutorial videos](#).

To join the audio bridge click the headset icon (upper-left hand corner). Please use a headset to avoid causing noise for others.

This session may be recorded.

The voiceBridge of this Conference room is .

This server is running [BigBlueButton](#).

Webcams

**Users**

Vassilis (you)

Presentation: default.pdf

enable (if you want ) your camera

Start Recording

For more information visit [bigbluebutton.org](http://bigbluebutton.org)

Upload Pdf or PPT Presentation File

**Chat**

Public Options

17:22

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This session may be recorded.

The voiceBridge of this Conference room is .

This server is running [BigBlueButton](#).

**Users**

admin (you)

Mute icon

microphone mute/unmute

**Presentation: default.pdf**



# Welcome To BigBlueButton

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**CHAT**  
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**MULTI-USER WHITEBOARD**  
Draw together.

For more information visit [bigbluebutton.org](http://bigbluebutton.org)

- 😊 Happy
- 😐 Neutral
- 😞 Sad
- 😕 Confused
- 🕒 Away
- 👍 Thumbs Up
- 👎 Thumbs Down
- 👏 Applause

status icon

chat area

**Chat**

Public Options

20:02

Welcome to **Demo meeting!**

To understand how BigBlueButton works see our [tutorial videos](#).

To join the audio bridge click the headset icon (upper-left hand corner). **Please use a headset to avoid causing noise for others.**

The voiceBridge of this Conference room is .

This server is running [BigBlueButton](#).

Chat input area

**Users** — □

 **admin (you)** 

**Presentation: default.pdf**

BigBlueButton is

**CHAT**  
Send public and private messages.

**BREAKOUT ROOMS**  
Group users into

**Webcams**

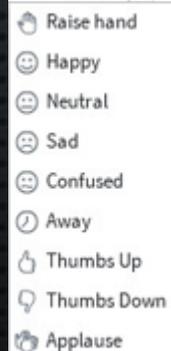
-  Clear all status icons
-  Mute All Users
-  Mute All Users Except Presenter: admin
-  Lock Viewers ...
-  Breakout Rooms ...



# NOTES FOR WEBINARS (BIG BLUE BUTTON SYSTEM)

## TO DO...

- ADOBE FLASH SHOULD BE INSTALLED
- MICROPHONE **ALWAYS** CLOSED UNLESS YOU WANT TO SPEAK
- USE CHAT FOR BETTER RESULTS
- USE STATUS ICONS



## TROUBLESHOOTING

- IF MICROPHONE IS NOT WORKING OR MALFUNCTION
  - CLOSE BROWSER -> RECONNECT TO WEBINAR (BIG BLUE BUTTON)
  - TRY TO USE ANOTHER BROWSER (MOZILLA, CHROME)
  - TRY TO USE ANOTHER MICROPHONE (IF IT IS POSSIBLE)