



A student's guide to BigBlueButton

You have received a notification from your lecturer about a class scheduled on the BigBlueButton.

This automatic notification message was sent by Ingrid Estha MARAIS from the course CPD Training .

16 August

11:26

BigBlueButton **ABC1501 Class 1** has been Added.

Details:

Title:	ABC1501 Class 1
Description:	This class is for ABC1501 on 21 August.
Start date:	Friday, 21 August at 10:00 AM
End date:	Friday, 21 August at 1:00 PM
Added by:	Ingrid Estha MARAIS

This automatic notification message was sent by Ingrid Estha MARAIS from the course CPD Training .

You can find the BigBlueButton on your module site. The icon is a small b in a blue circle. Before the scheduled time, you will be able to see the meeting but not join the meeting (unless your lecturer hid the meeting beforehand and then you might not see it until the time the meeting opens).



SUPPLEMENTAL INSTRUCTION PROGRAMME

CPD Training > ABC1501 Class 1

BIGBLUEBUTTON
ABC1501 Class 1

[Mark as done](#)

This class is for ABC1501 on 21 August.

Visible groups

ABC1501 Class 1 (1)
This class is for ABC1501 on 21 August.

This conference has not started yet.
Join open: Friday, 21 August 2026, 10:00 AM
Join closed: Friday, 21 August 2026, 1:00 PM

Recordings
There are no recordings to show.

Once the meeting date and time arrives, an orange **Join session** button will appear. You join the meeting by clicking that button. Another window will open.



SUPPLEMENTAL INSTRUCTION PROGRAMME

BIGBLUEBUTTON
ABC1501 Class 1

Mark as done

This class is for ABC1501 on 21 August.

Visible groups 1

ABC1501 Class 1 (1)
This class is for ABC1501 on 21 August.

This conference room is ready. You can join the session now.

Join session

Recordings
There are no recordings to show.

You will see the screen below, it might look different depending on the settings your lecturer chose. On the left side you can see whether there is a space for chatting (called public chat), where you can chat with your classmates. You can also see whether your lecturer has activated the shared notes feature. You can also see who is in the class with you.

MESSAGES
Public Chat

NOTES
Shared Notes

USERS (2)
ingridk@unisa.ac.za (host)
ingridk@unisa.ac.za (control)

This class is for ABC1501 on 21 August.
This session may be recorded.
This server is running BigBlueButton.

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.
- BREAKOUT ROOMS**
Form teams of users for group work.
- POLLING**
Poll your users anytime.
- EMOJIS**
Express yourself.
- SCREEN SHARING**
Share your screen.
- MULTI-USER WHITEBOARD**
Draw together.

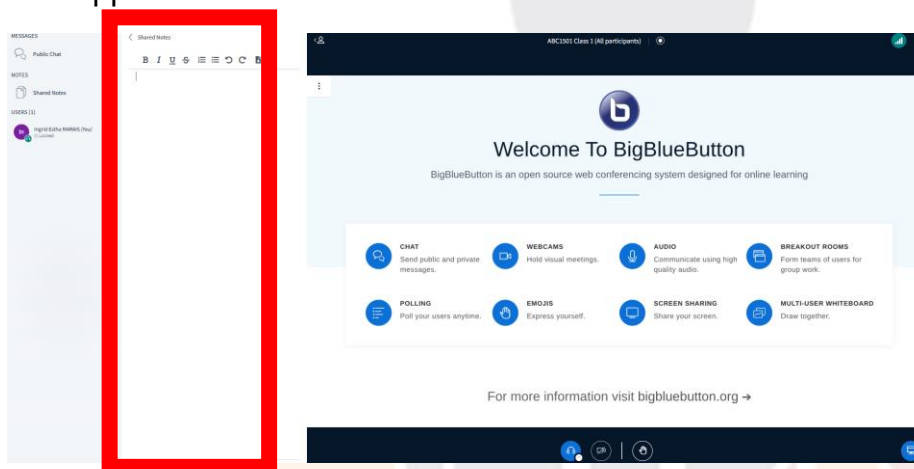
For more information visit bigbluebutton.org →

Message Public Chat



SUPPLEMENTAL INSTRUCTION PROGRAMME

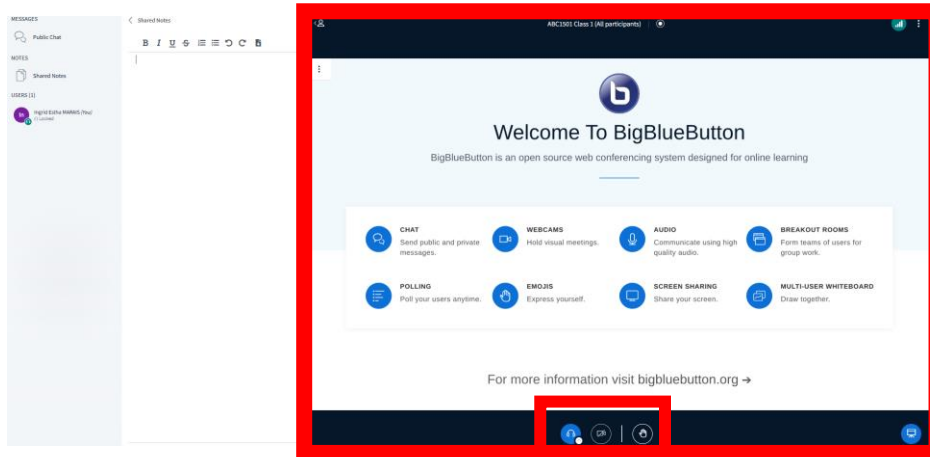
The second column is where either the public chat or the shared notes can be used. With the public chat you can send messages to your classmates. Everyone can see the messages you send. There is also a private message feature that your lecturer might have activated. Private messages are just for selected recipients. There is also a shared notes feature where you and your classmates can make notes together. By clicking either messages or notes in the left column, the second column will show the notes or chat feature. If your lecturer uses polls in the meeting, the questions will also appear here.



The third main part of the screen is where the presentation will show, or if someone has a camera on, they will show here. At the bottom of this screen, there are some functionalities. You can switch your sound, camera and microphone on or off by clicking the appropriate button. You can also raise your hand to ask a question, and emoticons are also found there.



SUPPLEMENTAL INSTRUCTION PROGRAMME



When your class is finished, you simply close the window in which the meeting was held. If your lecturer recorded the meeting, a video will become available. It might take a few minutes for the video to become available. Under the **Recordings** heading you will find the recording. Under the heading **Playback**, you will find the class name, and you can click it to start the video.

Mark as done

This class is for ABC1501 on 21 August.

Visible groups 1

ABC1501 Class 1 (1)
This class is for ABC1501 on 21 August.

This conference room is ready. You can join the session now.

Join session

Recordings

Playback

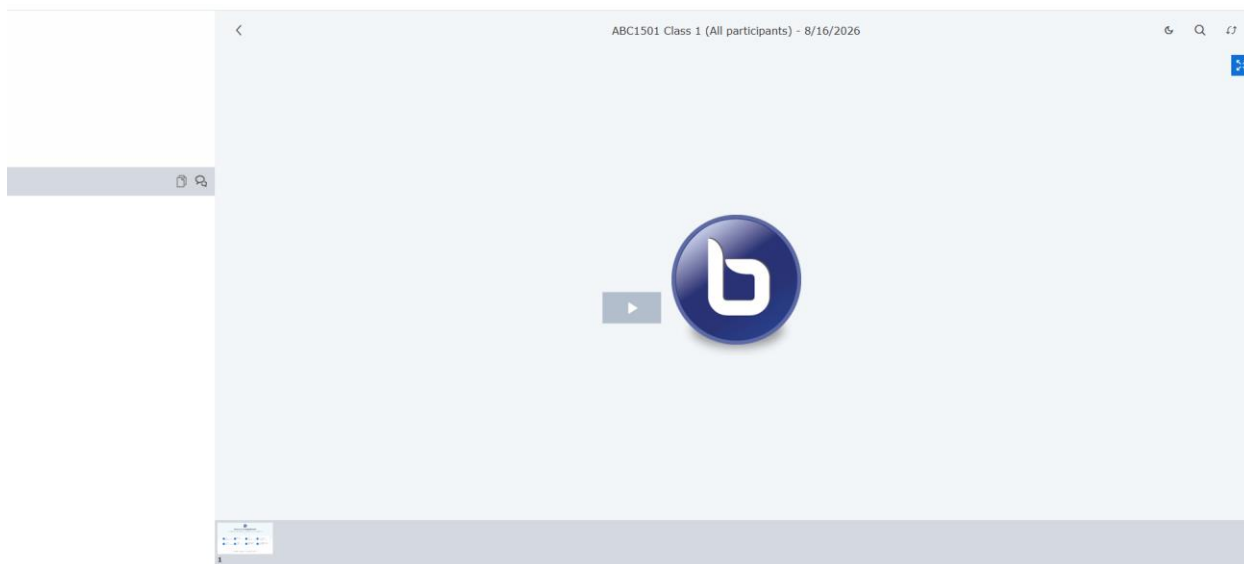
Presentation

Name	Description	Preview	Date	Duration
ABC1501 Class 1 (All participants)	This class is for ABC1501 on 21 August.		Sun, 16 Aug 2026, 11:30 AM SAST	0

The video will show any shared notes or chats that happened during the meeting.



SUPPLEMENTAL INSTRUCTION PROGRAMME



Your lecturer might also use several other features of BigBlueButton, including breakout rooms, polls, and a whiteboard. Keep an eye on the screen and follow directions as required.

Created by: Centre for Professional Development, 2026