Creating a Virtual Classroom Using KENET BBB in Moodle LMS

USER GUIDE

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Introduction

KENET has setup a web conferencing platform running on BigBlueButton (BBB) that facilitates remote teaching and learning. Features of the platform include public and private chat, shared notes, audio, external video, presentations, slides and session recording, that allow for real-time learning as in a normal classroom.

In the quest to achieve digital transformation in education, KENET has availed its web conferencing platform to the member institutions for integration with Moodle Learning Management systems (LMS). The integration will enhance the operations of the Open and Distance eLearning (ODeL) centres by fostering the delivery of synchronous and asynchronous courses in institutions.

Why the Integration is a Game Changer in eLearning

- Recording playback: The class recording is readily available in Moodle and any user enrolled to the course can access the link once it is published.
- Session re-use: Once the session is set-up, the course moderator can reuse the session and have different recordings, provided the previous session is ended correctly and recording paused.
- Simple User Interface: The platform is user-friendly and does not require complex skills in setting up the session.
- Unlimited Sessions: The number of sessions in the Moodle platform is unlimited.

Adding a Virtual Classroom to a Course in Moodle

The virtual classroom is an activity which is created using KENET BBB in Moodle. To set up the session:

1. Select your course and click "**Turn edit on**" from the gear icon to your right.
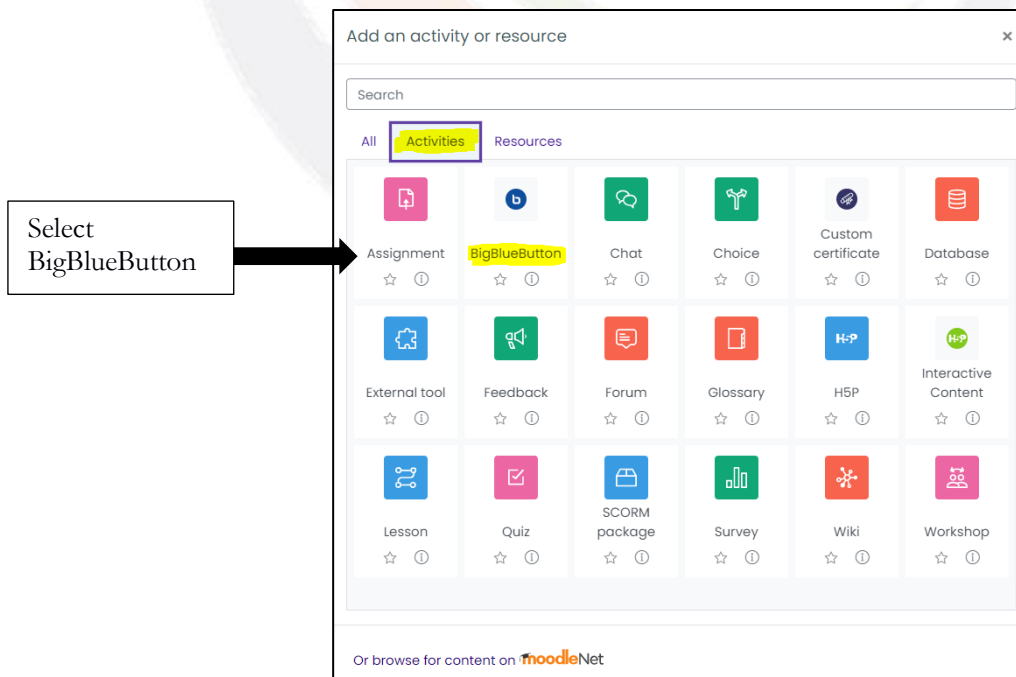
   This function enables the course creator to add activities or resources to a course.

Click to Turn editing on
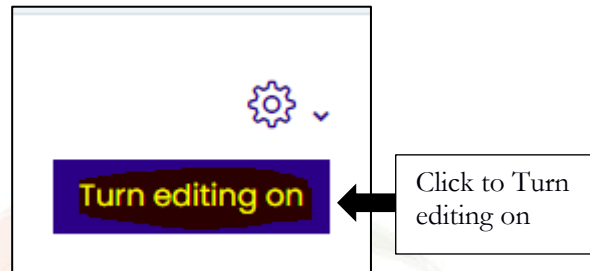
2. Under the section of your preference, click on "**Add Activity or resource**"

Click the "+" to add an activity
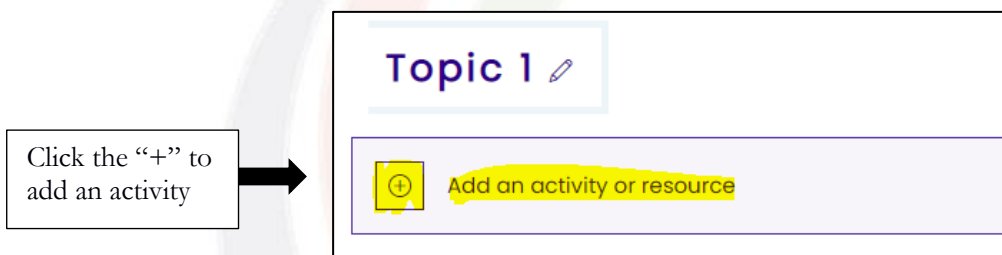
3. From the course activities, select BigBlueButton and click on "**Add**."


Select BigBlueButton

You will be directed to the **BigBlueButton** Settings

4. Settings

From the settings, you will select the name of the session, the instance type, the roles in the session, activity completion

There are three instance types of the BBB session. They include:

- **Room with recordings**: This instance provides a meeting room with a recording feature

- **Room only**: provides the conferencing platform with an omission of the recording tool.

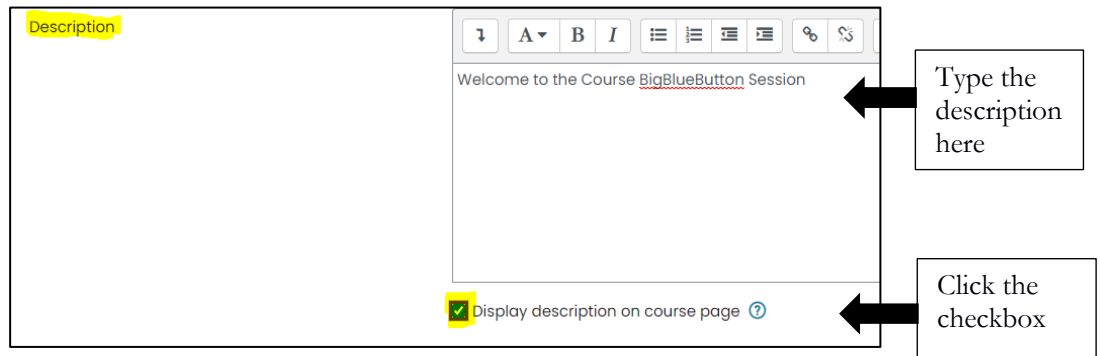- **Recordings only**: This only provides a link to the recording.
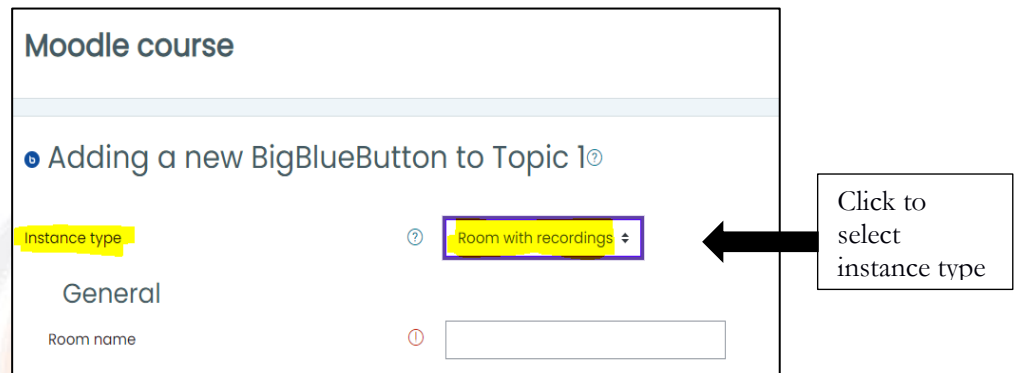
i) **Room name**

Room name allows the Course creator to provide a name for the room. There is no harm in naming the sessions after your unit's name.
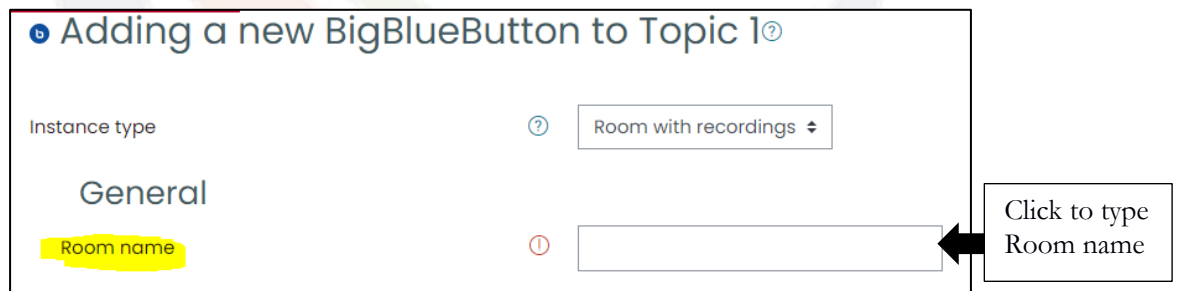
ii) **Description**

This provides a summary of the session being set up. You may choose to have the description displayed or not by checking or unchecking the check box.
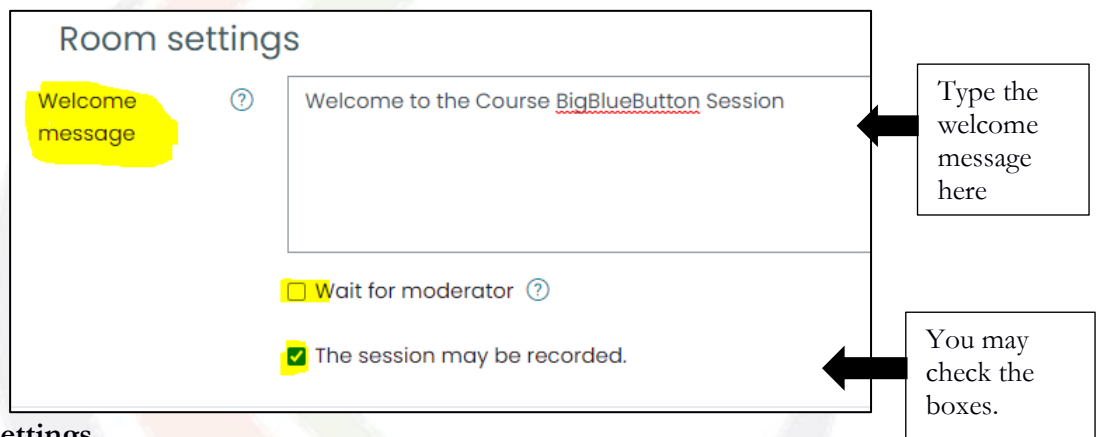
Type the description here

Click the checkbox

iii) **Room settings**

This allows one to: type a welcoming message which is displayed when the participants join the room, set if the participants need to wait for moderator for them to join the meeting and if the session may be recorded.
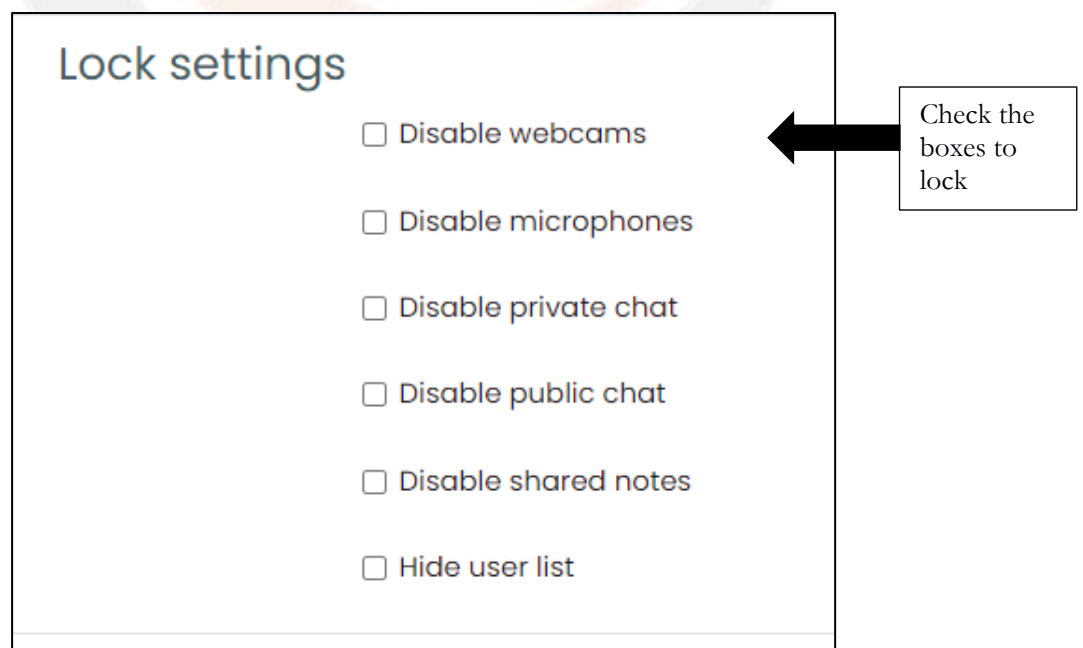

Type the welcome message here

You may check the boxes.

iv) **Lock Settings**
This allows you to lock some resources in the room
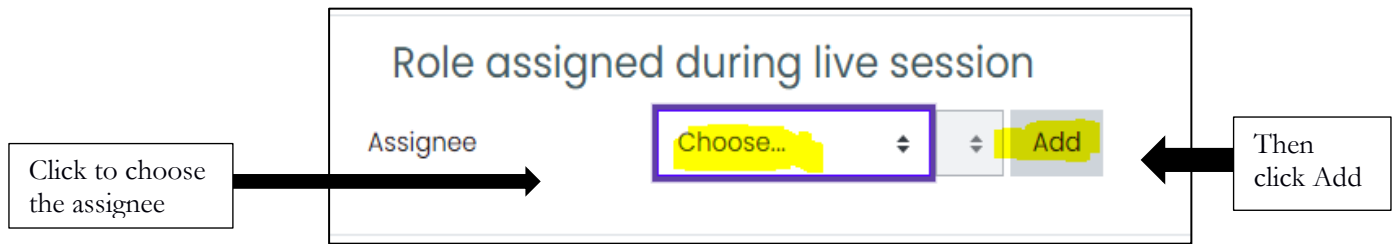

Check the boxes to lock

4

v) **Roles assigned during live session**

The feature provides a platform for the Course creator to assign different roles to the users/ participants in the meeting room.

Role assigned during live session

Assignee   Choose...   Add

Click to choose the assignee
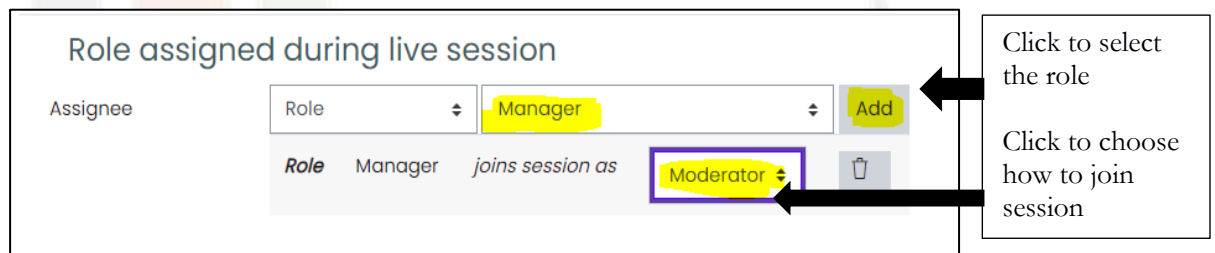
Then click Add

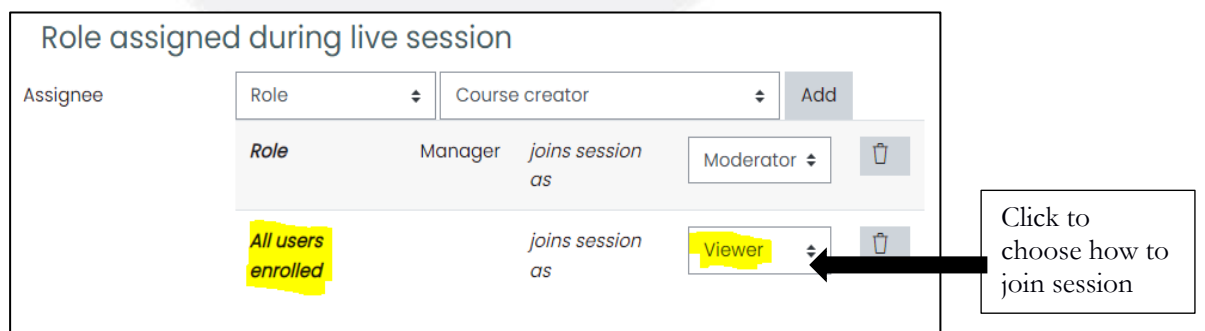Roles can be assigned according to:
- All enrolled users in that course
- The role of users on Moodle
- Specific User.

Under roles we have: Manager, Course Creator, Teacher, Non-editing teacher, Student, Guest, Authenticated user and authenticated user on site home.

If you selected according to roles, you could make the Moodle Managers to be Moderators

Role assigned during live session

Assignee   Role   Manager   Add

Role   Manager   *joins session as*   Moderator

Click to select the role

Click to choose how to join session

- You may have all the users enrolled as viewers

Role assigned during live session

Assignee   Role   Course creator   Add

Role   Manager   *joins session as*   Moderator

All users enrolled   *joins session as*   Viewer

Click to choose how to join session

vi) **Session Timing:**

In a normal classroom, lessons start and end at specific time. This has been made possible on the virtual environment as the Course Creator may set the specific Opening and Closing time of the BigBlueButton Session.

5
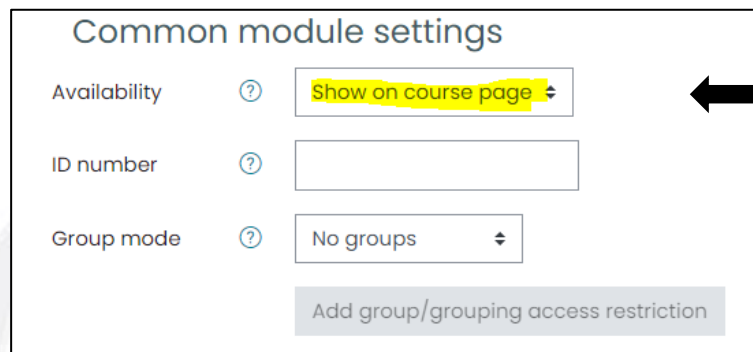
Click to enable and set the time

vii) **Common Module Settings**

These settings include availability, id number, group mode of the activity.

Under availability, you may choose to show the BigBlueButton activity on the course page or hide it from students.
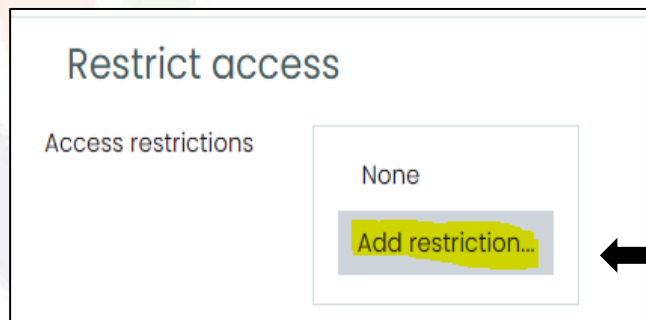
Click to choose availability

viii) **Restrict Access**

One may limit access to this activity by adding a restriction

Click to add Restriction

ix) **Activity Completion**

This defines how the LMS system detects if a student has completed an activity based on the conditions set.


Click to choose the conditions

Completion tracking has three main features. They include:

- Do not indicate completion tracking

- Students can manually mark the activity as completed

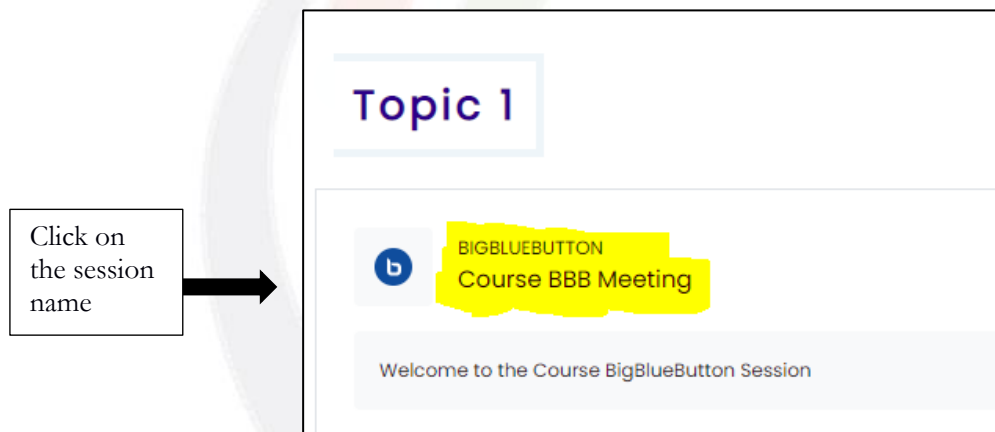- Show activity complete when conditions are met (proceed to specify the conditions)

When satisfied with the settings, proceed to click on "**Save and return to course**."

Click to save

☐ Send content change notification ?

Save and return to course   **Save and display**   Cancel
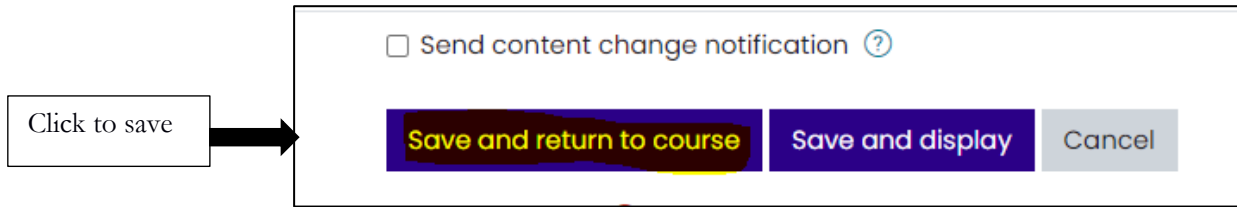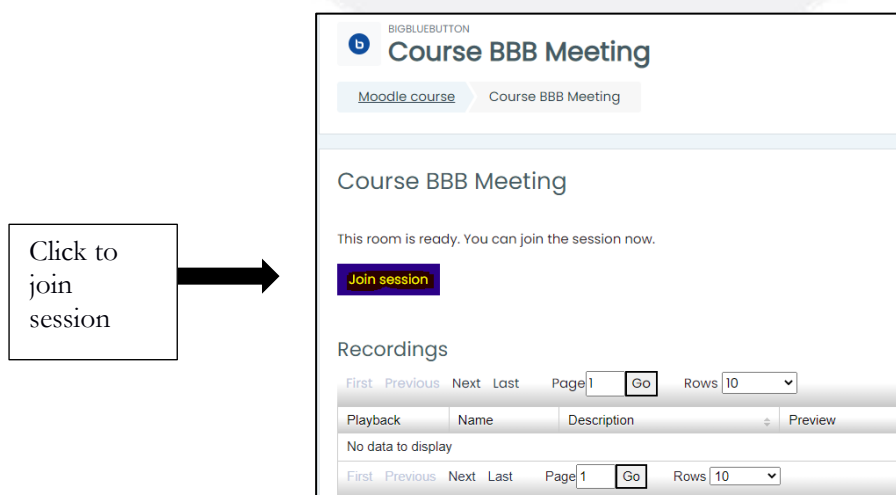
Joining the session

Once the session is set up, the enrolled users need to locate the activity and join the session. This is made possible by following the below procedures.

1. On the course page, locate the BigBlueButton Activity

Click on the session name

Topic 1

BIGBLUEBUTTON
Course BBB Meeting

Welcome to the Course BigBlueButton Session

2. Click on "Join session"

BIGBLUEBUTTON
Course BBB Meeting

Moodle course   Course BBB Meeting

Course BBB Meeting

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

Join session

Recordings

First Previous Next Last   Page 1   Go   Rows 10

Playback	Name	Description		Preview
No data to display				

First Previous Next Last   Page 1   Go   Rows 10

Click to join session

This is how your virtual class looks like for that schedule. It is your time, enjoy all the interactive features!
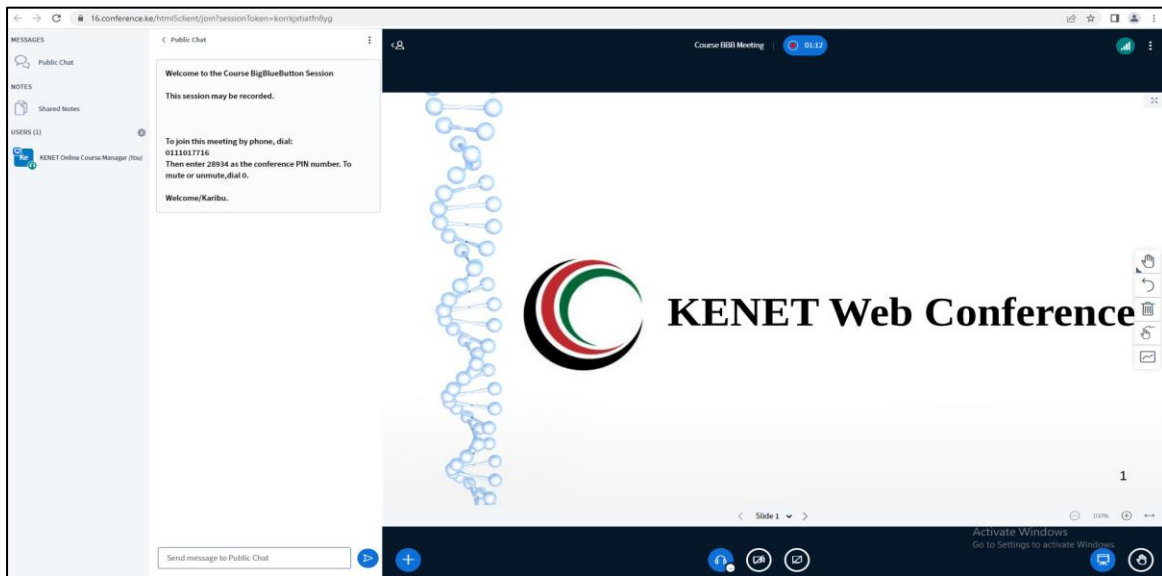
NB: The usernames captured are the ones used on the Moodle account.

Accessing Recordings

The KENET web conference platform allows for recording of the activities in the session and the recordings are accessible via the Moodle Platform.

Key points
- As the moderator, click on start recording
- Pause recording upon class completion
- End meeting

Once the class is ended, you can find the recording by:

1. Locate and click on the BBB activity on the course page

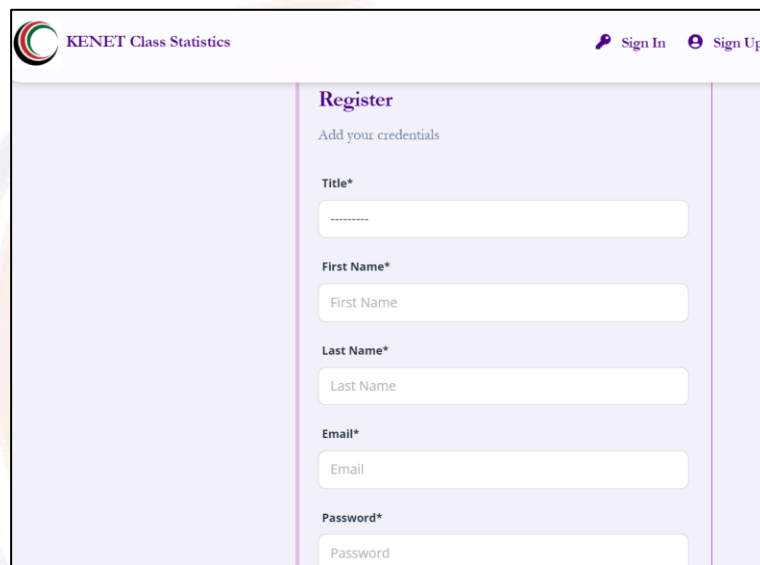2. Scroll down on the new window to see the recordings.

You can edit the recorded-link name depending on the topic covered by selecting the pen icon under "Name"

NB: If one deletes the recording via the bin icon, the recording disappears completely.

Accessing Class Statistics

KENET has setup a class statistics page https://stats.conference.ke/ that generates comprehensive reports on all virtual classes undertaken on Moodle LMS. To view the class statistics:

1. Use https://stats.conference.ke/ then click on "Sign up" for an account
2. Fill in the form details
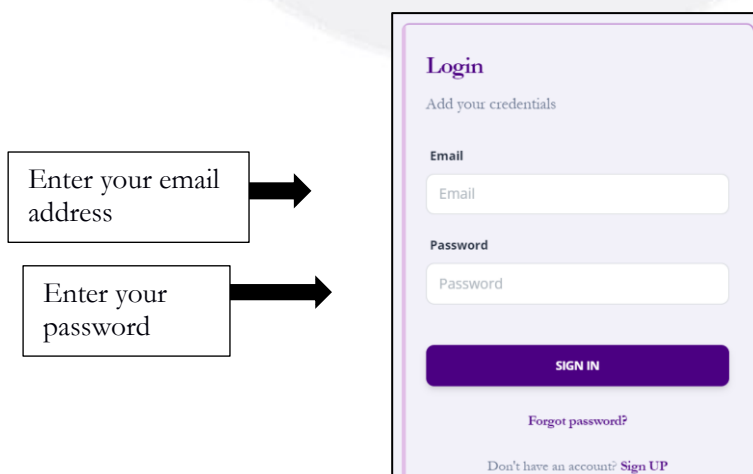
3. Wait for account verification and activation.
   Once your account is approved, you will receive an email from KENET.
4. You can now sign in using your email and password. The email should be the one used during registration.

NB: Select "Forgot password" to re-set your password

5. Once logged in, you will be presented with your institution's data.

Name of institution

6. Access the report

Class Name	Institution	Class Origin URL	Class Participants	Created Time	Created By	Status

Recommendations for creating virtual classes in Moodle

1. Set the room settings to "wait for moderator" so that the enrolled users may not join the session without your consent.

2. Edit the recorded link name according to the topic of discussion to avoid confusion and for easier search.

3. When setting up the session, we highly encourage you to choose "Room with recording" instance.

4. You may choose to hide the recording from the enrolled users by clicking on the eye icon.

5. Always remember to start recording, pause recording and end the meeting in that order for the recording to be processed.

6. **Do not** delete the recording unless you are sure you no longer need it