



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

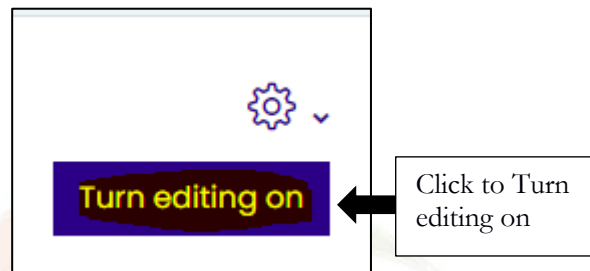
- **Recording playback:** The class recording is readily available in Moodle and any user enrolled to the course can access the link once it is published.
- **Session re-use:** Once the session is set-up, the course moderator can reuse the session and have different recordings, provided the previous 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

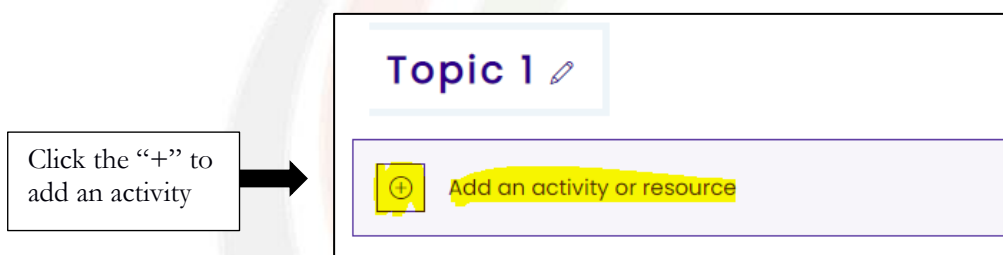
The virtual classroom is an activity which is created using KENET BBB in Moodle. To set up the session:

1. Select your course and click “**Turn edit on**” from the gear icon to your right.

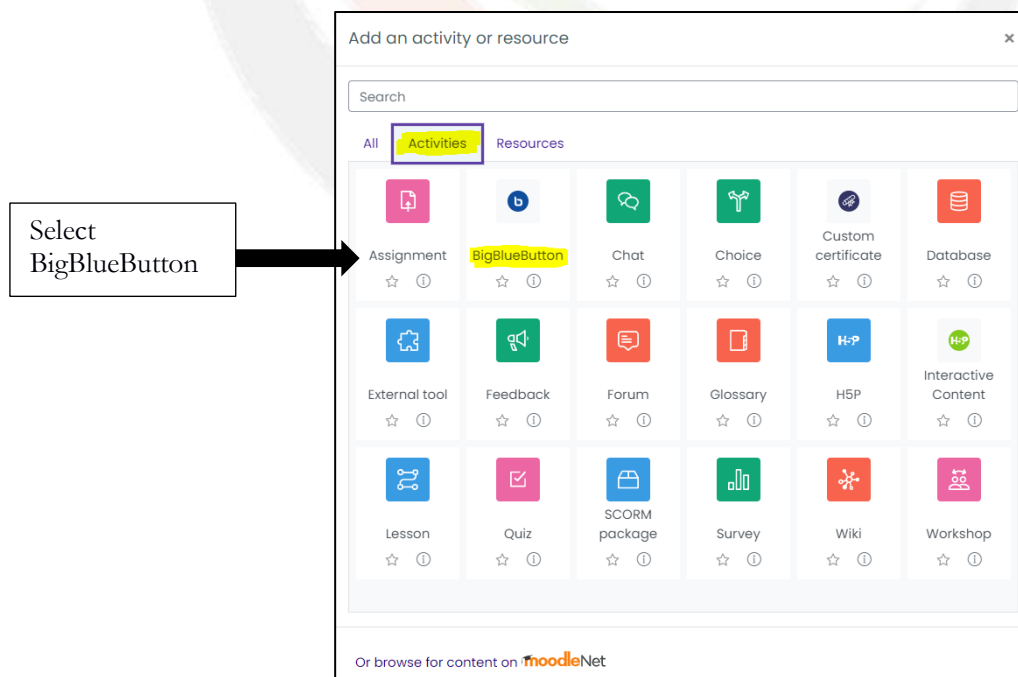
This function enables the course creator to add activities or resources to a course.



2. Under the section of your preference, click on “**Add Activity or resource**”



3. From the course activities, select BigBlueButton and click on “**Add.**”



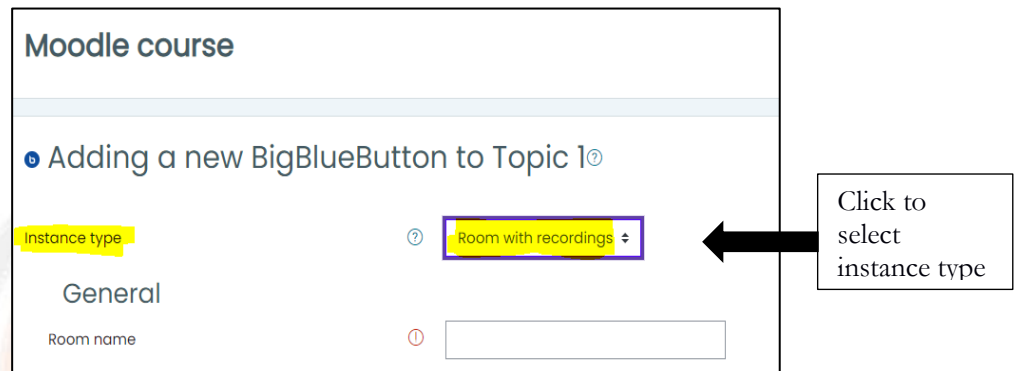
You will be directed to the **BigBlueButton** Settings

4. Settings

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

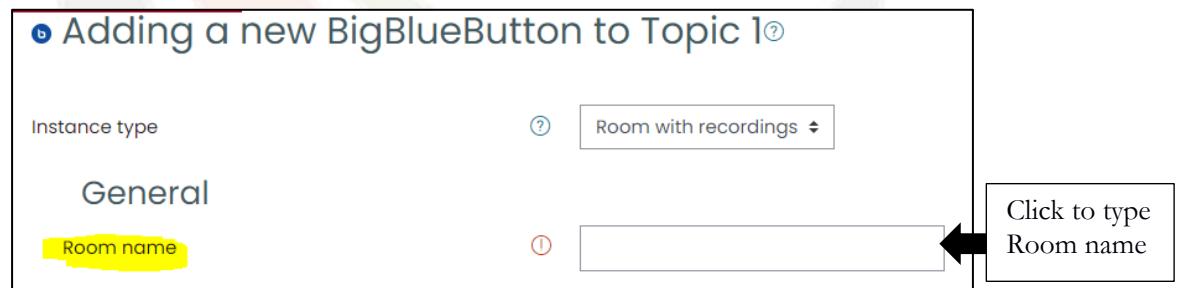
There are three instance types of the BBB session. They include:

- **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.

Description

1

A

B

I

Welcome to the Course BigBlueButton Session

☒ Display description on course page ?

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.

Room settings

Welcome message

?

Welcome to the Course BigBlueButton Session

☐ Wait for moderator ?

☒ 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

Lock settings

☐ Disable webcams

☐ Disable microphones

☐ Disable private chat

☐ Disable public chat

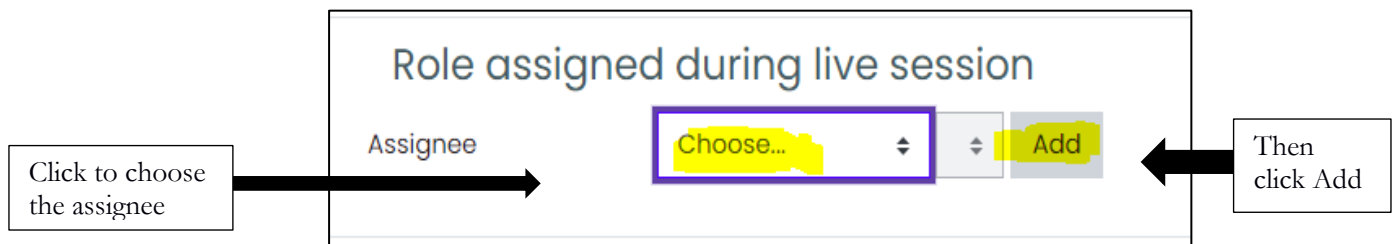
☐ Disable shared notes

☐ Hide user list

Check the boxes to lock

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.

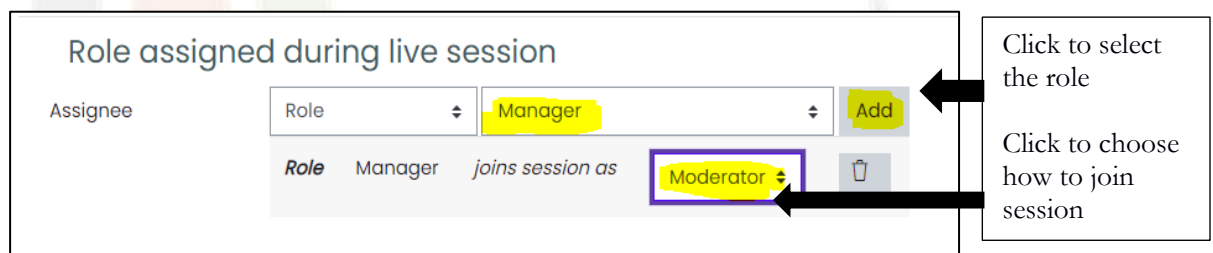


Roles can be assigned according to:

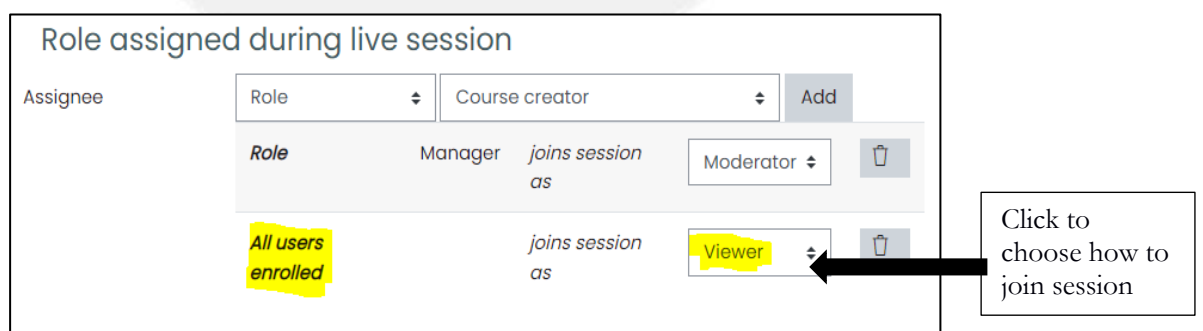
- All enrolled users in that course
- The role of users on Moodle
- Specific User.

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



- You may have all the users enrolled as viewers



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.



Session timing

Open: 26 September 2022 10:49 ☐ Enable

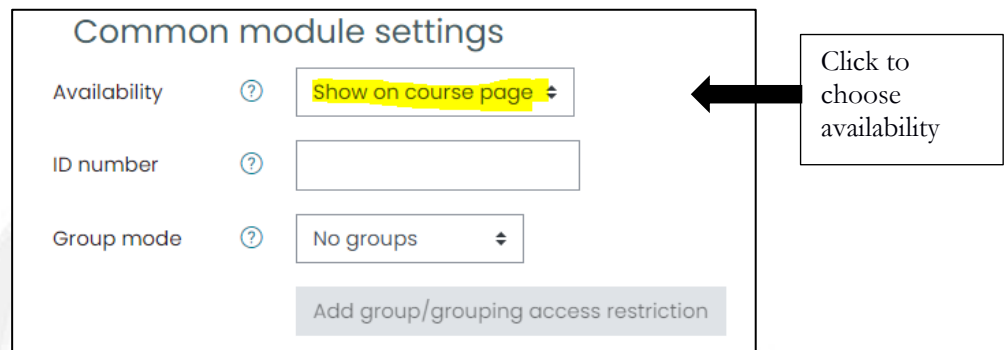
Close: 26 September 2022 10:49 ☐ Enable

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.



Common module settings

Availability:

ID number:

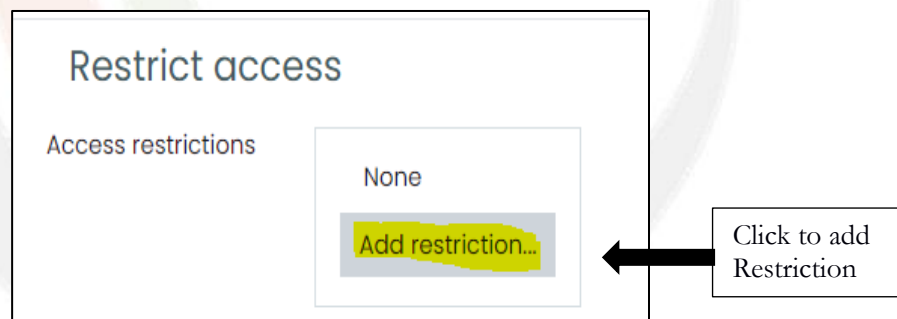
Group mode:

Add group/grouping access restriction

Click to choose availability

viii) Restrict Access

One may limit access to this activity by adding a restriction



Restrict access

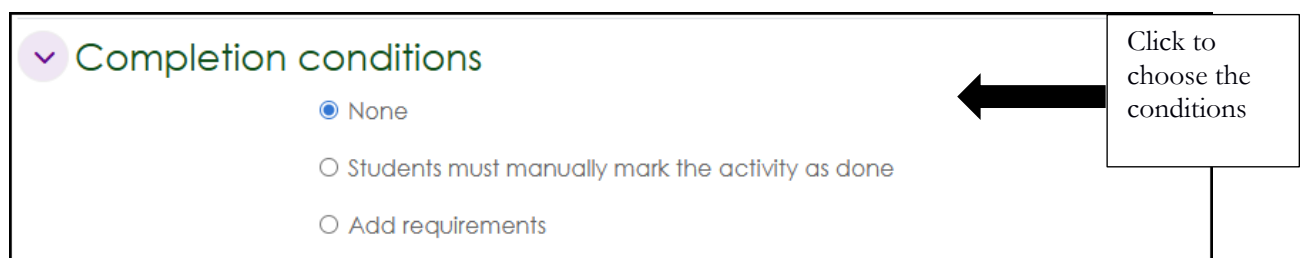
Access restrictions:

Add 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.



Completion conditions

☒ None

☐ Students must manually mark the activity as done

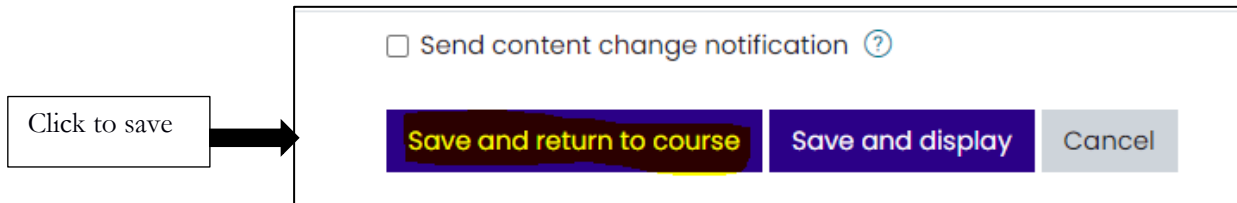
☐ Add requirements

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)

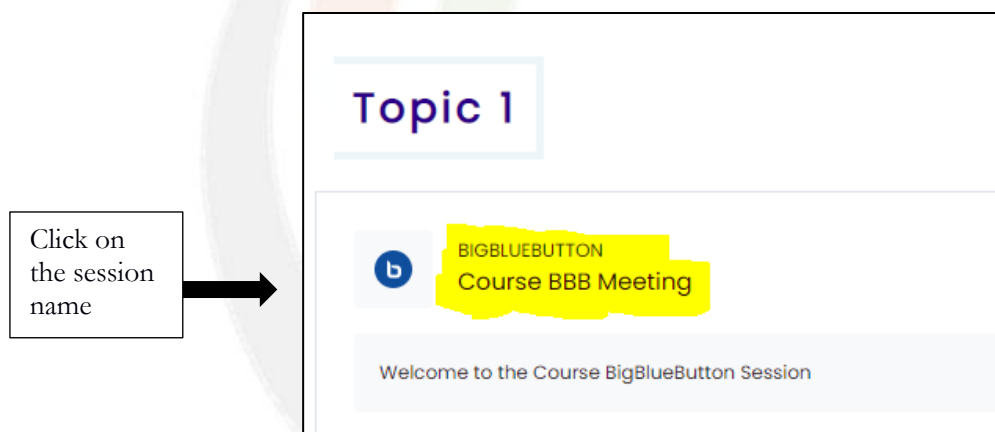
When satisfied with the settings, proceed to click on “**Save and return to course.**”



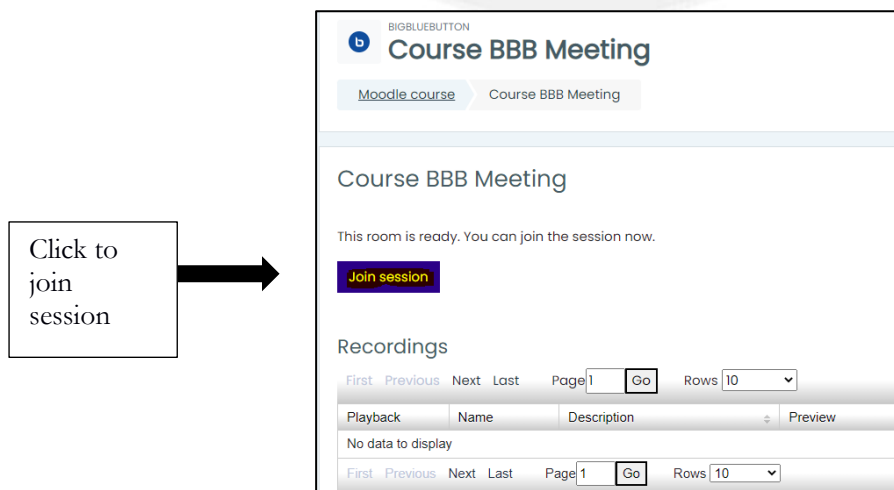
Joining the session

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.

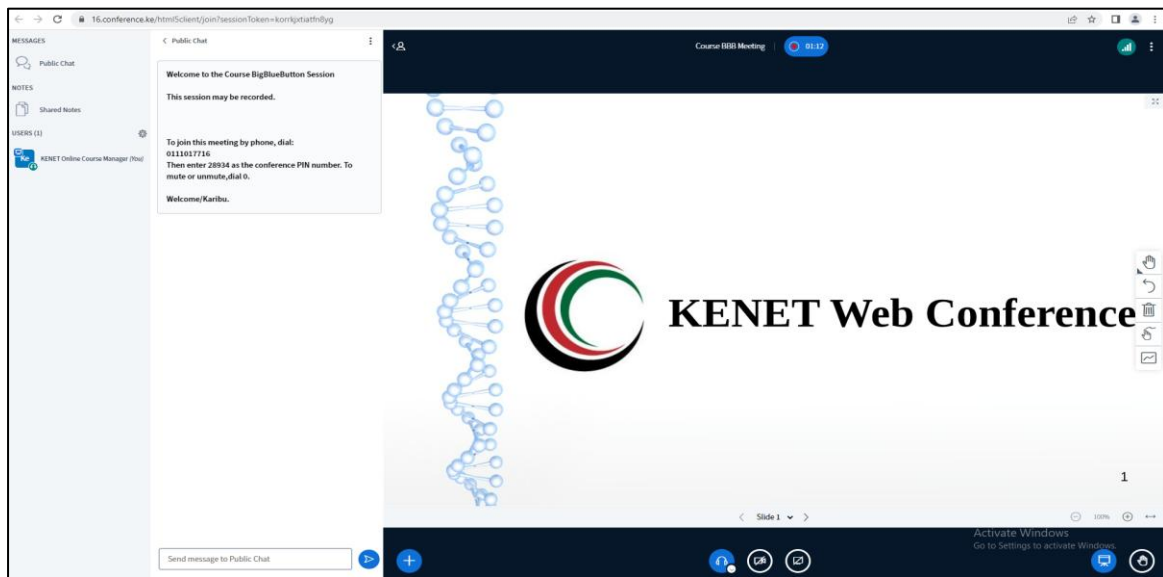
1. On the course page, locate the BigBlueButton Activity



2. Click on “Join session”



This is how your virtual class looks like for that schedule. It is your time, enjoy all the interactive features!

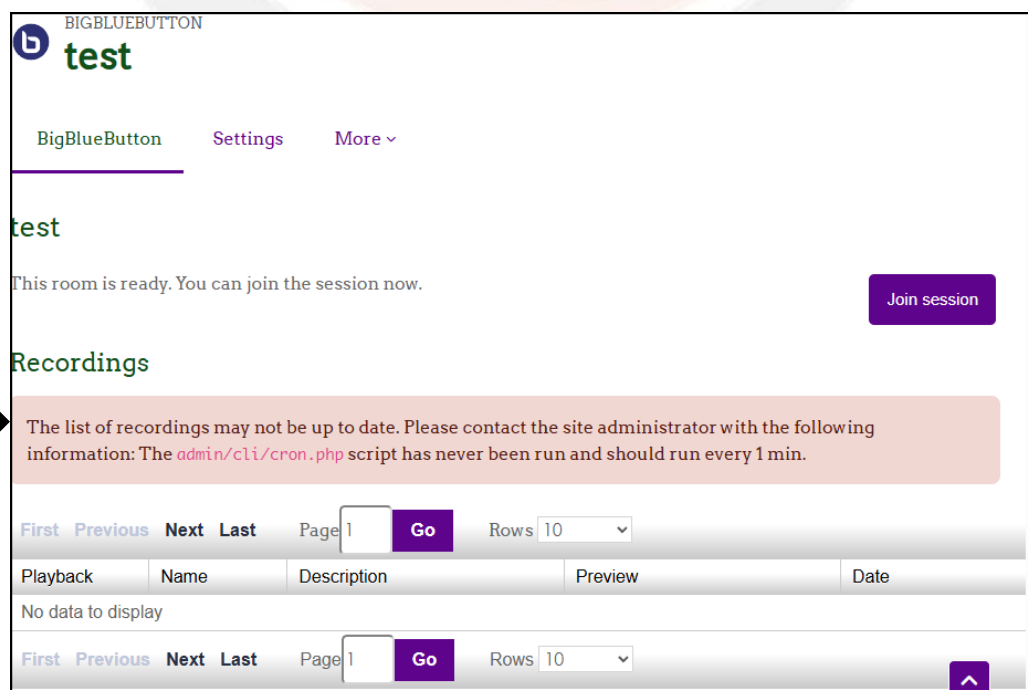


NB: The usernames captured are the ones used on the Moodle account.

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.

NOTE: If you encounter an error message when accessing the recording, please contact the ICT or ODeL team to confirm that the **cronjob** is enabled on your LMS server. For more information, refer to the Moodle documentation: <https://docs.moodle.org/500/en/Cron>



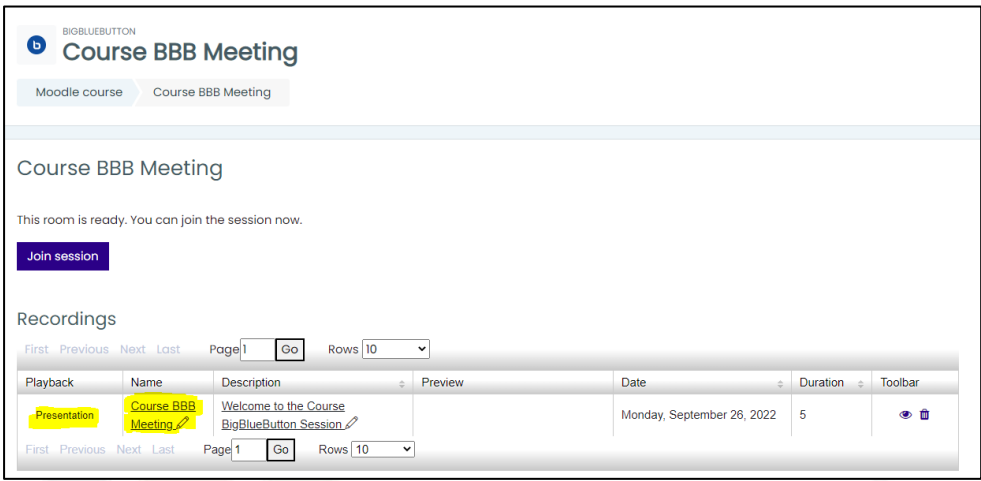
Key points

- 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.

Click to access the recording



Playback	Name	Description	Preview	Date	Duration	Toolbar
Presentation	Course BBB Meeting	Welcome to the Course BigBlueButton Session		Monday, September 26, 2022	5	Eye icon, Bin icon

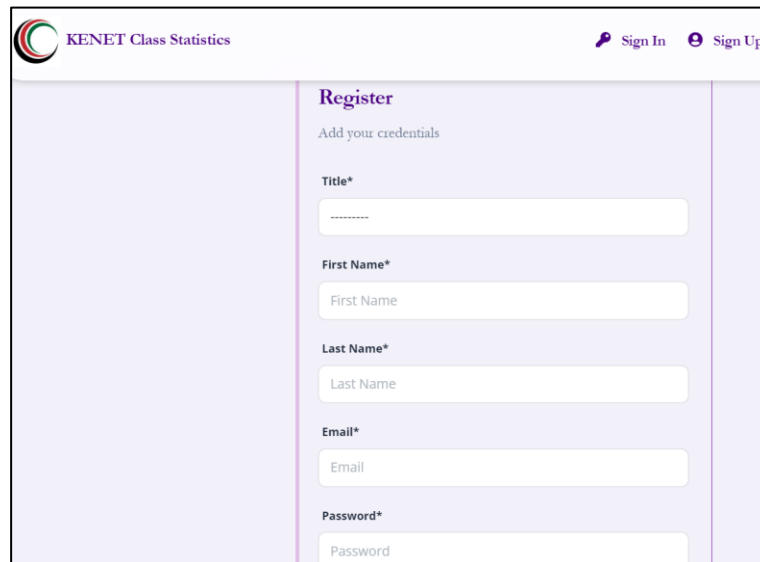
You can edit the recorded-link name depending on the topic covered by selecting the pen icon under “Name”

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



KENET Class Statistics [Sign In](#) [Sign Up](#)

Register

Add your credentials

Title*

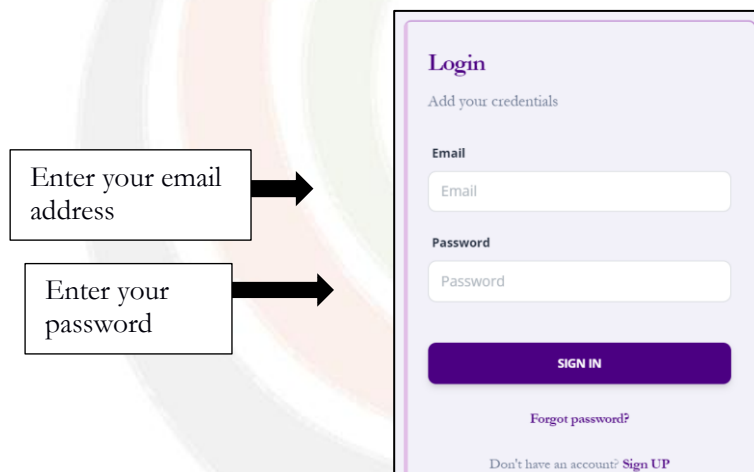
First Name*

Last Name*

Email*

Password*

- Wait for account verification and activation via email used during the sign-up process. Once your account is approved, you will receive an email from KENET.
- You can now sign in using your email and password. The email should be the one used during registration.



Login

Add your credentials

Email

Password

SIGN IN

[Forgot password?](#)

Don't have an account? [Sign UP](#)

Enter your email address →

Enter your password →

NB: Select “Forgot password” to re-set your password

- Once logged in, you will be presented with your institution’s data.



6. Access the report

Class Name	Institution	Class Origin URL	Class Participants	Created Time	Created By	Status
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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
7. Moodle Systems Administrators **should** ensure that the **cronjob is enabled for proper functioning of the recordings.**