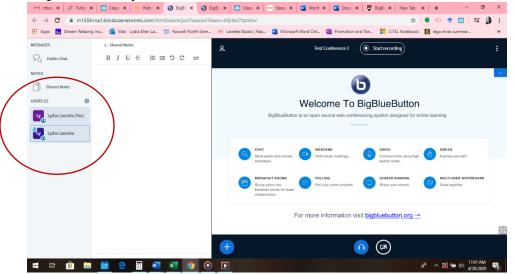
Assigning Presenter Roles in Big Blue Button and Teams

Big Blue Button

As the instructor, you are the moderator. You can assign a viewer (student) the role of presenter which allows them to control the presentation. They can upload slides, annotate slides with the whiteboard, start a poll, share their screen, etc. All of the capabilities you would have. Once they are done with the presentation, you can take back the presenter role or assign it to another students.

To Assign a Presenter Role:

Step One: Move your mouse over to the Users List on the left hand side of the menu.

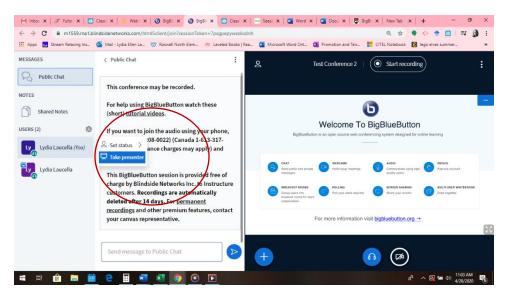


Step Two: Click on the name of the person you would like to make presenter. Then, in the drop-down menu, select Make Presenter.

M Inbox X F Fultor X 🧧	Class: X 👚 Web X 🗿 BigBl: X 🗿 BigBl: X	i 🗙 🛁 Seesi 🗙 🛄 Word 🗙 🌉 Docu 🗙 🎇 BigBli 🗙 New Tab 🗙 🕂 🦳 🥌				
🗧 🔶 C 🔒 m1559.ma1.blindsidenetworks.com/htmlSclient/join?sezsionToken=7psgpepywediadnh 🔍 🖈 🔶 😨 🛒 🐧 :						
👯 Apps 👩 Stream Relaxing Inz. 👰 Mail-Lyda Ellen La. 🖤 Roswell North Elem. 🚸 Leveled Books j Raa. 🧃 Microsoft Word Oni 🖏 Promotion and Ten. 🚏 CITEL Notebook 🛐 lego eives summer. 🔹						
MESSAGES	< Public Chat	A Test Conference 2 O Start recording :				
Republic Chat						
NOTES	This conference may be recorded.	–				
Shared Notes	For help using BigBlueButton watch these (short) tutorial videos. BigBlueButton BigBlueButton an open source wat conferences watched designed for online learning					
USERS (2)	If you want to join the audio using your phone,	Bigeliuesutton is an open source weo contenencing system designed for online learning				
Lydia Laucella (You)	diat (US 1-863-208-0022) (Canada 1-613-317- 3321) (long distance charges may apply) and	CRAT WESCAME AUDO ENOIS				
Ly Lydia Laucella	Start a private chat	Sereption of prices Sereption of prices Sereption of prices Sereption of prices Sereption				
	Make presenter Demote to viewer	Concession of the service of the ser				
	Remove user iys. For vermanent issonaria outer prepfium features, contact your canvas representative.	For more information visit <u>bigbluebutton.org -+</u>				
		\langle Slide 1 \star \rangle \bigcirc 100% \oplus \leftrightarrow Σ				
	Send message to Public Chat					
= = 🔒 📄	i e 🖩 🖪 💶 💿 💿 🖭	ج ² ∧ 🖾 🛥 🕫 11:02 AM				

To Take Back the Presenter Status:

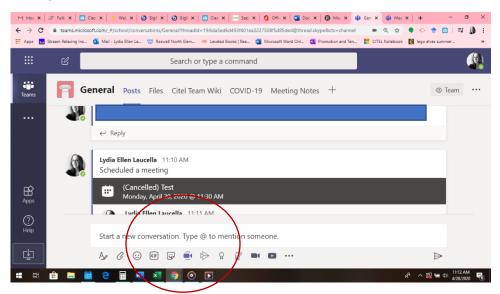
To take back the presenter status, click on your name. In the drop-down menu, select **Take Presenter Role**.



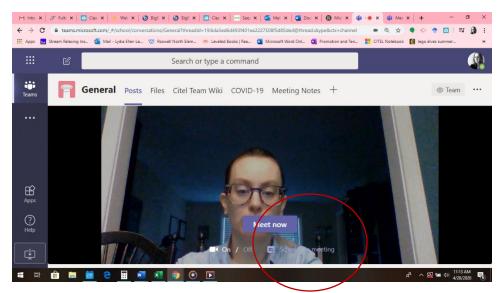
To assign it to another student, follow the directions in Steps One through Two.

TEAMS

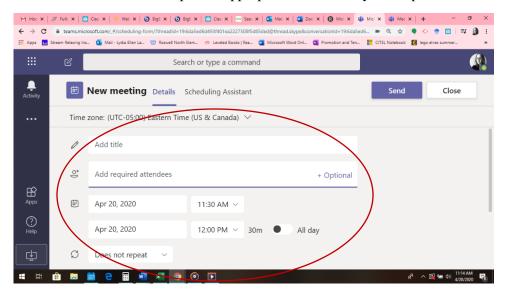
Step One: Create your Meeting in Teams. To create a meeting, go to the Team. Click Meet Now by clicking on this icon:



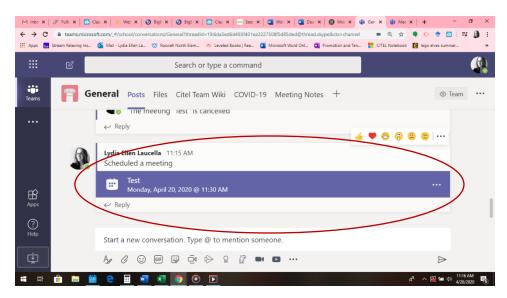
Step Two: Then, select Schedule a Meeting. This will be in blue font (it is hard to see it on the screenshot).



Step Three: Make sure to add required attendees. They will get an email notification that a meeting has been created. I have found that they need to already be a member of the team in order for you to add them as an attendee. Make sure to put the appropriate time and day. Then press Send.

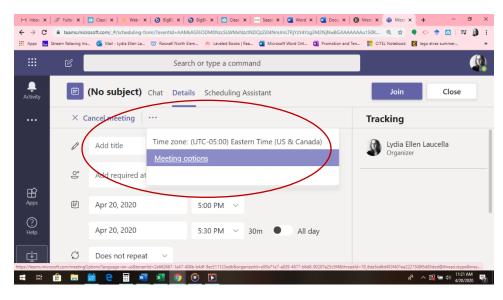


Step Four: This will take you back to the Meet Now screen. Exit out and go back into the Team. In your Team you will be able to see your scheduled meeting.



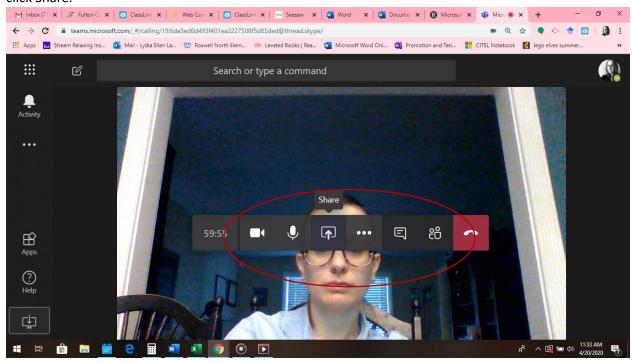
Step Five: Click on the meeting to update the options.

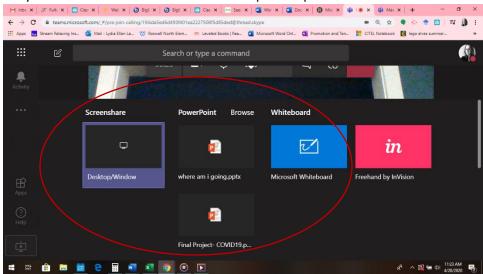
Step Six: Hover over the kabob next to Cancel Meeting and click meeting options from the Dropdown Menu.



Step S	even: Make sure that everyone in the Tear	n has the option	to present.	
$\begin{array}{c c} M \ inbc \ x \\ \leftarrow \ \rightarrow \ C \end{array}$	#F Full: X Total: X			×
Apps 🔝	Stream Relaxing Ins 🧕 Mail - Lydia Ellen La 🖤 Roswell North Elem 🚸 Leveled Books Rea 🧧 Microsoft Word Onl.	🛐 Promotion and Ten 📑 CITEL Noteboo	k 🚺 lego elves summer	*
	🕹 Lydia Ellen Laucella			Î
	Meeting options			ł
	Who can bypass the lobby?	People in my organization	~	
	Always let callers bypass the lobby		Yes 🚺	
	Announce when callers join or leave		Yes 🚺	
	Who can present?	Everyone	~	
		I	Save	
🖷 🖽	💼 🚍 🛗 🤤 🖼 🜌 🧕 💿 💽		يم 11:22 AM يرك 11:22 AM	5

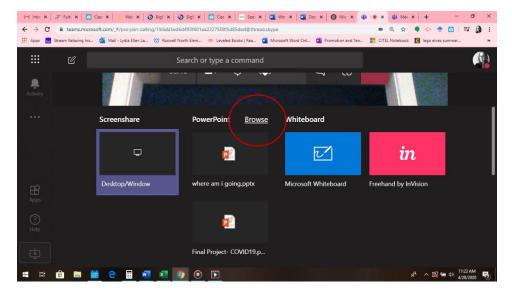
Step Eight: During the meeting, to present the student should be able to hover over their screen and click Share.

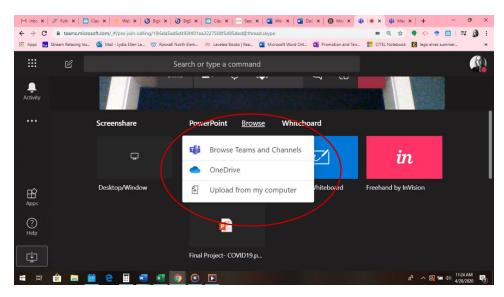




They will be able to share their screen or upload a presentation.

*If the student clicks on Browse, they can search files from their computer.





*The roles can easily be passed back and forth between the users as long as you have made sure that they can present too in the meeting options.