

BULive USER GUIDE



BOĞAZIÇI UNIVERSITY
INFORMATION TECHNOLOGIES DEPARTMENT



What is BULive?

As belonging to Boğaziçi University, BULive is an online virtual meeting and distance education tool that allows users in different locations to communicate,

It is an open source web conferencing software based on BigBlueButton.

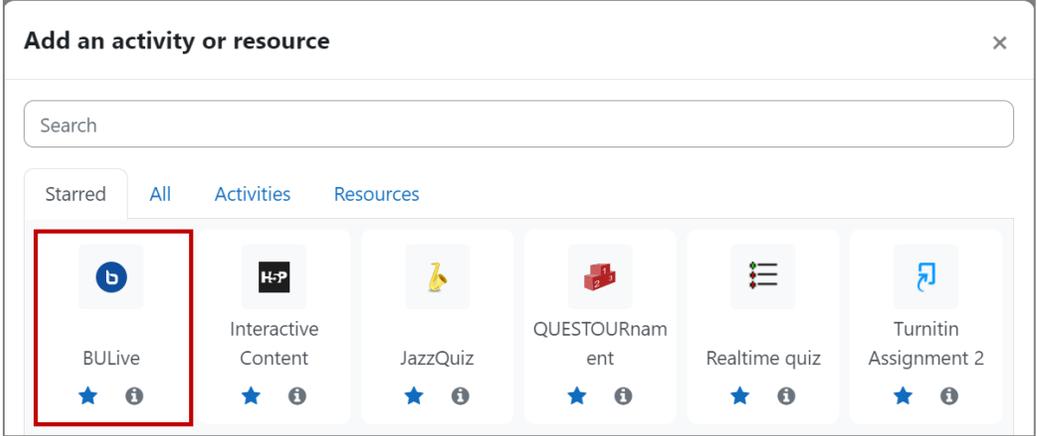
BigBlueButton, which is a web application with an infrastructure written in Ruby and JavaScript languages and an interface based on HTML5, is a platform independent application.

- Rooms, Breakout Rooms
- Whiteboard for instructor/student interaction
- User role assignment
- Screen share
- Manage presentations and uploading documents
- Share external video
- Chat (Public/Private)
- Raise hand
- Shared Notes
- Start a Poll
- Start Recording

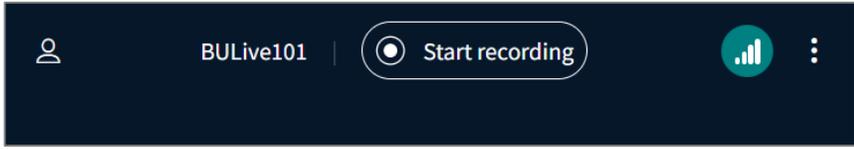
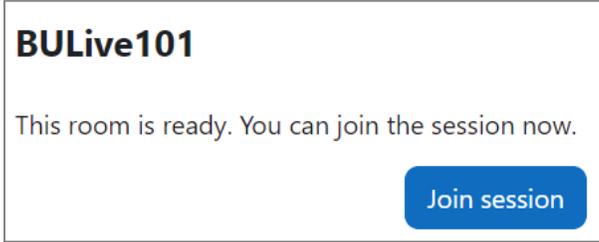
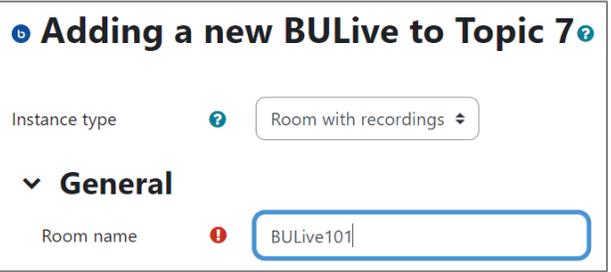


BULive Tanıtım Videosu: <https://www.youtube.com/watch?v=YeO7WJOTpxA>

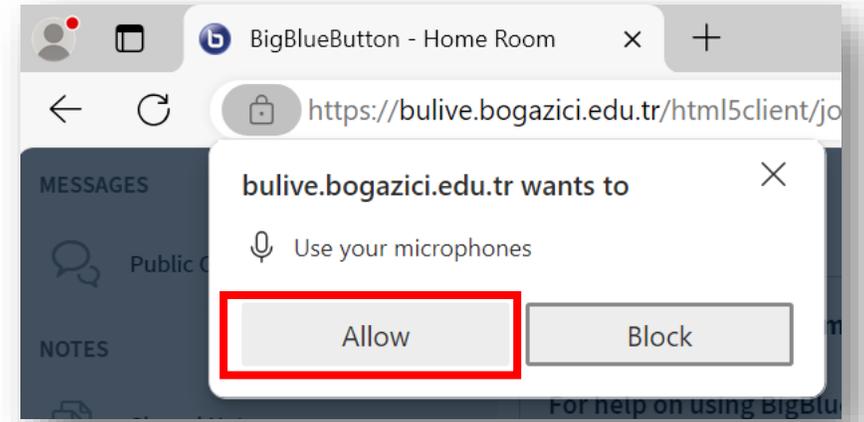
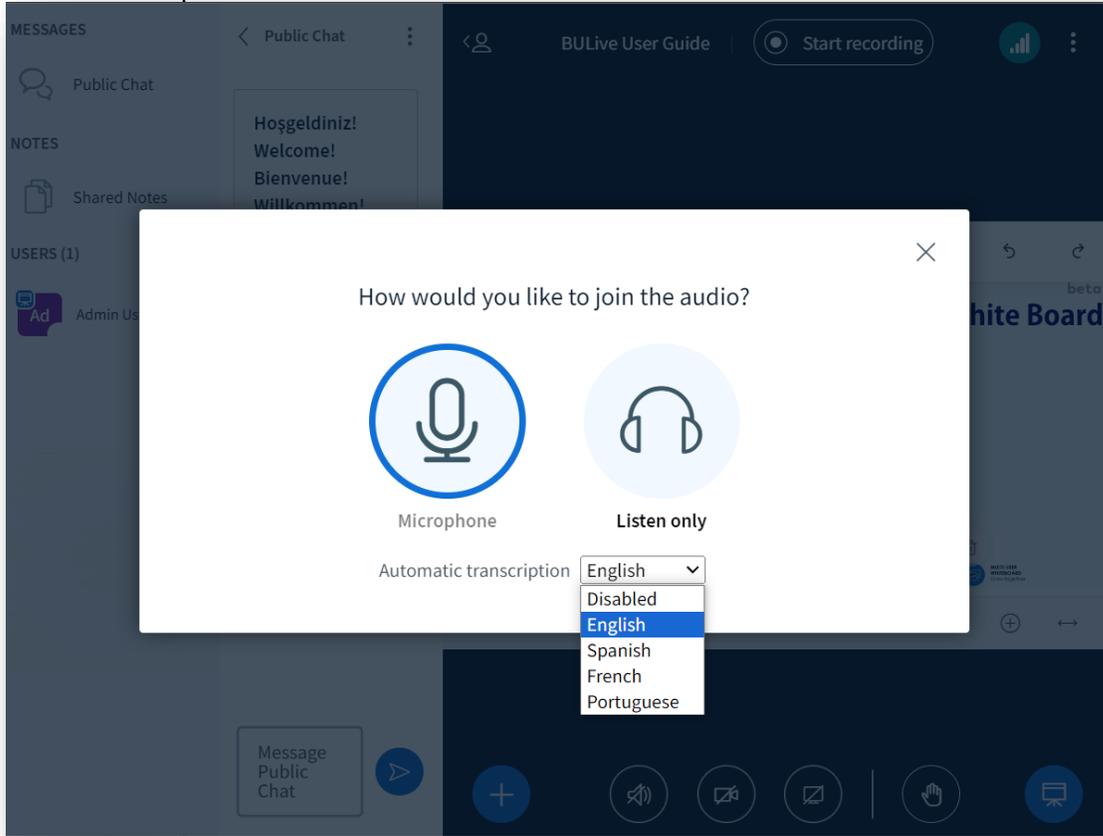
Moodle & BULive Integration



- On Moodle course page, by clicking on “Add and activity or resource” button, and then selecting “BULive”, you will see BULive settings page. Firstly you have to provide a name for your room.
- You can start and join your session and record it after arranging necessary settings: For “Instance Type” you need to select “Room with Recordings” in order to record video.
- Please keep in mind that you need to allow microphone and webcam usage in your web browser. (Start Recording)



Start BU Live Session



- When you start or join session, the system will ask you to select your participation type. In order for your voice to reach your students in your course, click on the “**Microphone**” option and connect your microphone to the system.
- **NOTE:** In order for the system to access your microphone, you will be asked for permission to access the microphone at the top left of your browser. Do not forget to click on “**Allow**” to use your microphones.
- If you want your voice to be automatically translated and passed as subtitles, you can enable the “**Automatic Transcription**” feature and provide language selection.

BULive User Interface

The screenshot displays the BULive User Interface with two main components highlighted:

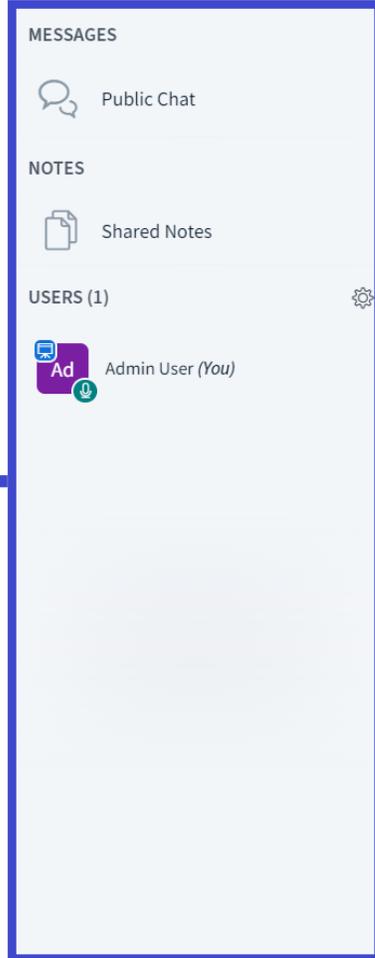
- Public Chat Window:** A purple-bordered window on the left showing a chat interface. It includes a 'Public Chat' header, a list of messages (e.g., 'Hoşgeldiniz! Welcome!', 'Merhaba!'), and a 'Message Public Chat' input field at the bottom.
- Whiteboard/Presentation Window:** A red-bordered window on the right showing a presentation slide. The slide content includes 'Boğaziçi Üniversitesi BULive kullanıyorum.' and a 'Start recording' button. A styling menu is open over the slide, showing options for Color, Fill, Dash, Size, and Keep Open.

Participants / Users List Window

Whiteboard/ Presentation Window



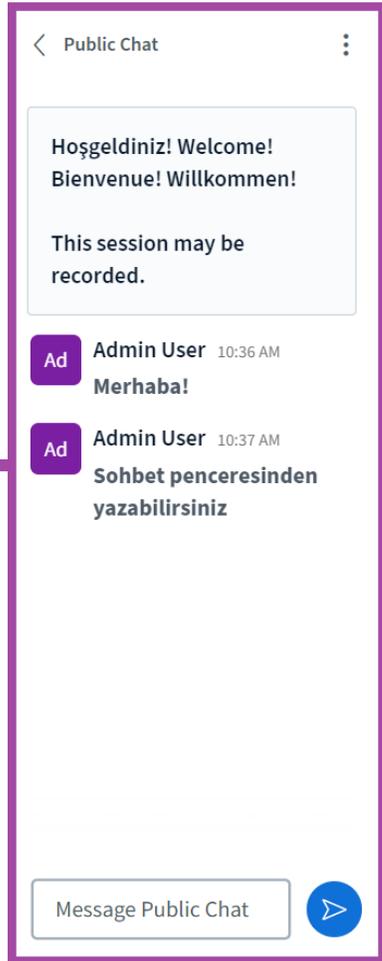
Participants / Users List Window



Participants /
Users List
Window

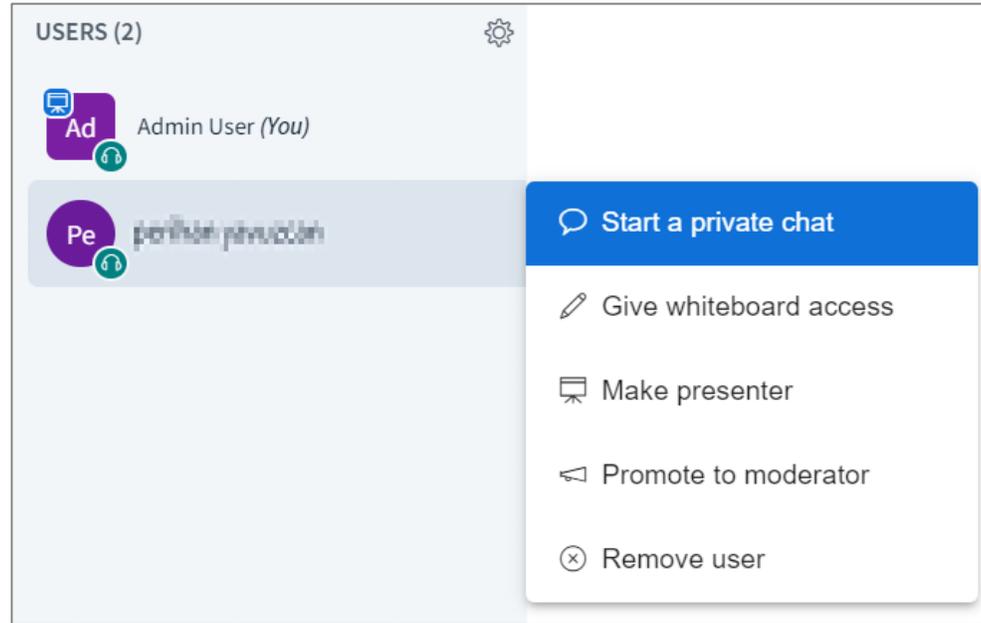
- From Participants / Users List window, you can see the names of all participants (Users) joining your meeting and give special permissions to your participants.
- By clicking on the **Public Chat** button on this window, you can see the messages that your participants write and write messages to them.
- By clicking on the **Shared Notes** button, in the window that opens, you can share notes for your course or meeting with your participants.

Public Chat

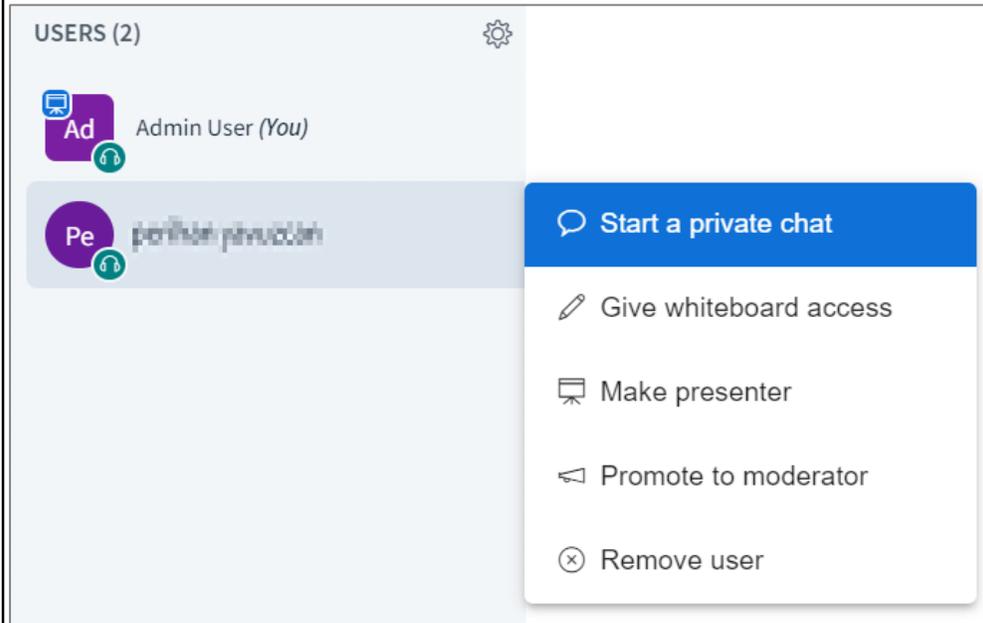


Public Chat Window

- From the Chat window, you can send messages to all of your participants, and you can also see the messages your participants send to you.
- If you want to start a private chat with one of your participants, you can click on their username and select “Start a private chat”.



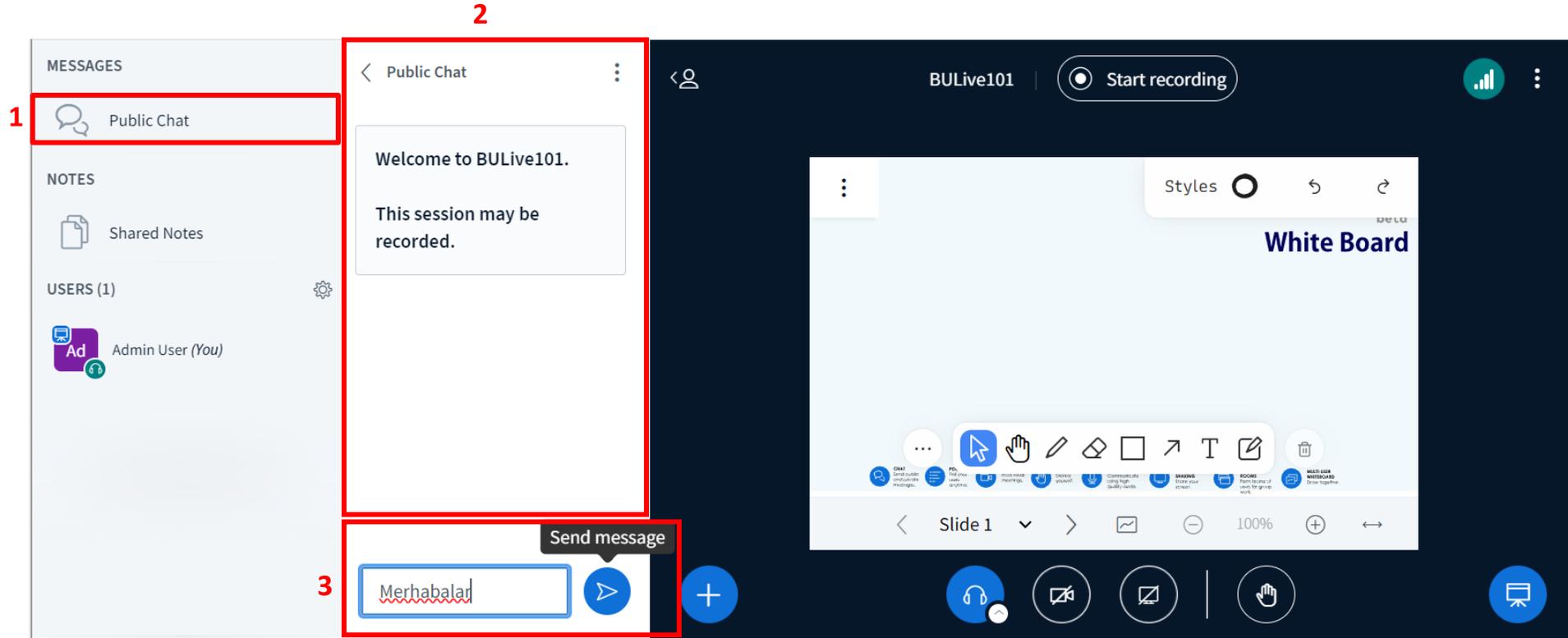
User Right Management: Make Presenter/Moderator



By clicking on any user name in the participant list, any user can be authorized or removed:

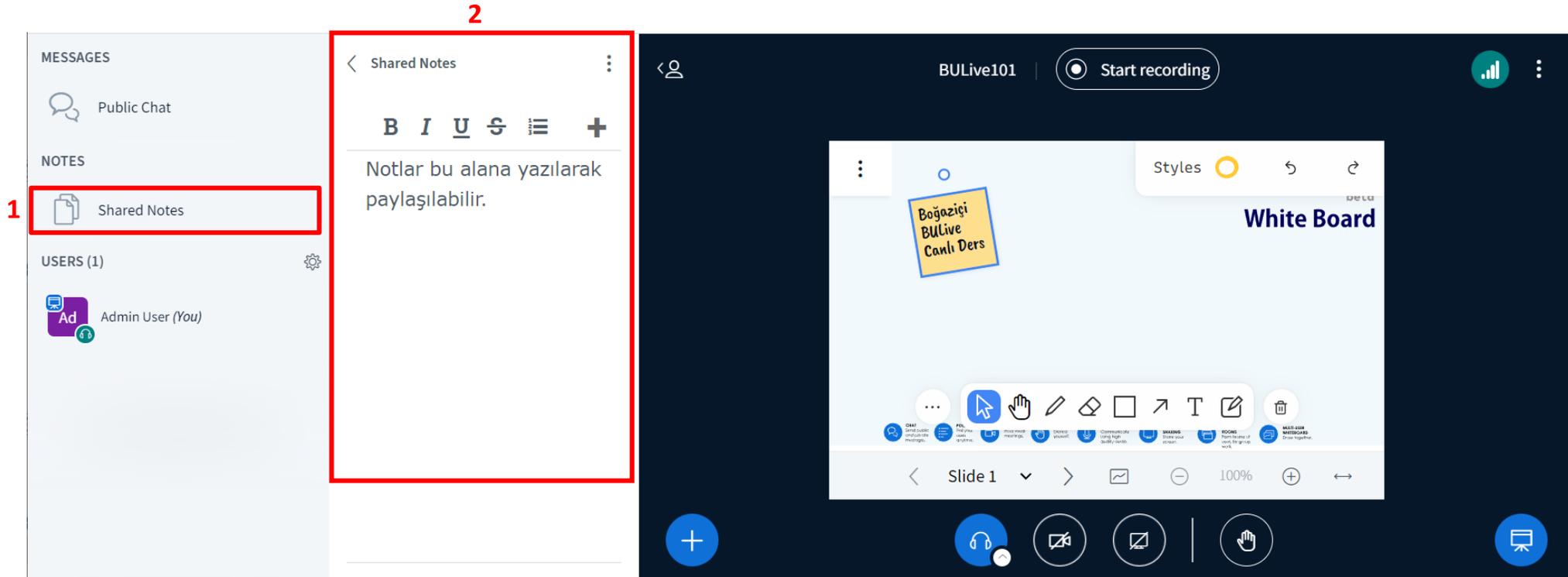
- Give whiteboard access
- Make presenter
- Promote to moderator
- Remove user

Public Chat



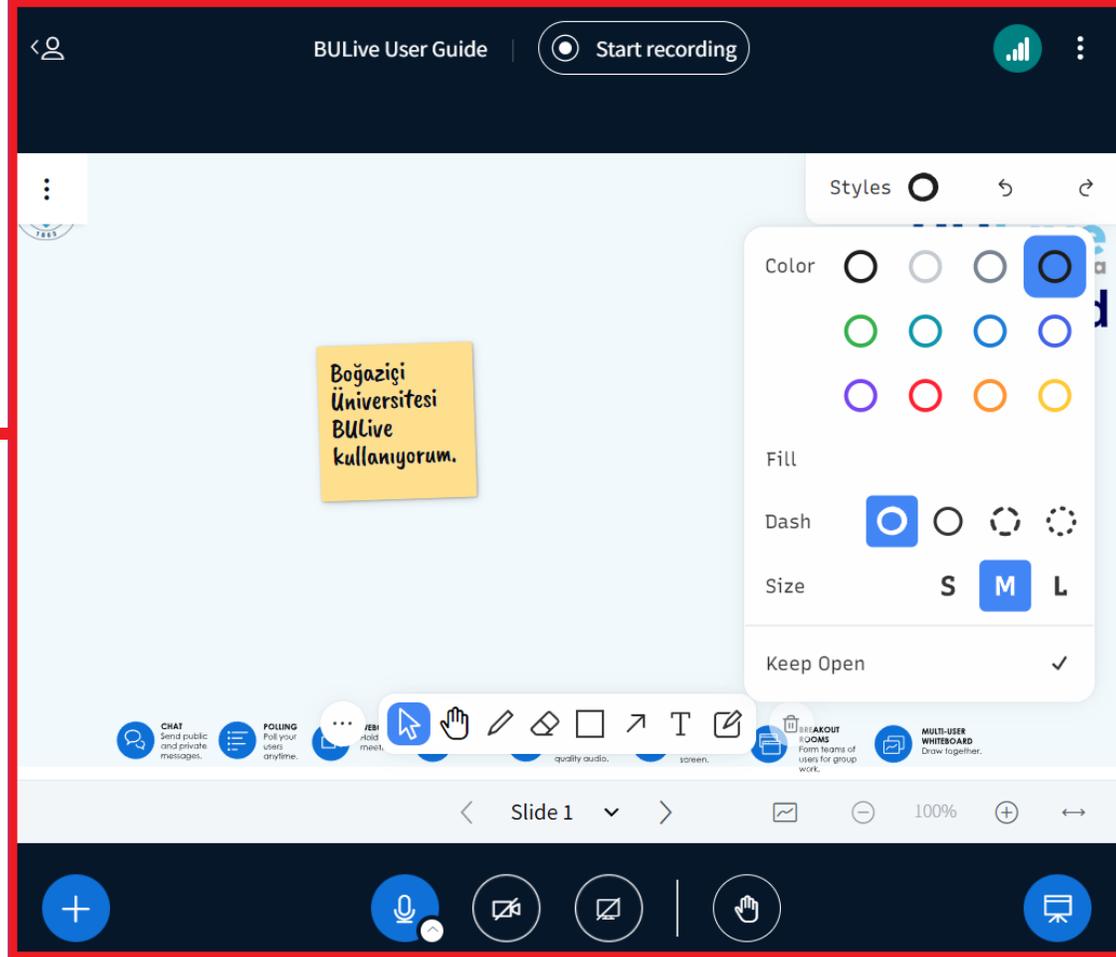
- When you click on **Public Chat (1)** button, Public Chat window **(2)** will be opened.
- In order to send messages, write your message to the text box **(3)**, and click on **Send Message** button.
- By clicking on **Public Chat (2)** heading on the top, you can close that window.

Shared Notes



- By clicking on **Shared Notes (1)** button, **Shared Notes (2)** windows can be opened.
- From this windows, you can share course/meeting notes and format them.
- By clicking on **Shared Notes (2)** heading on the top, you can close that window.

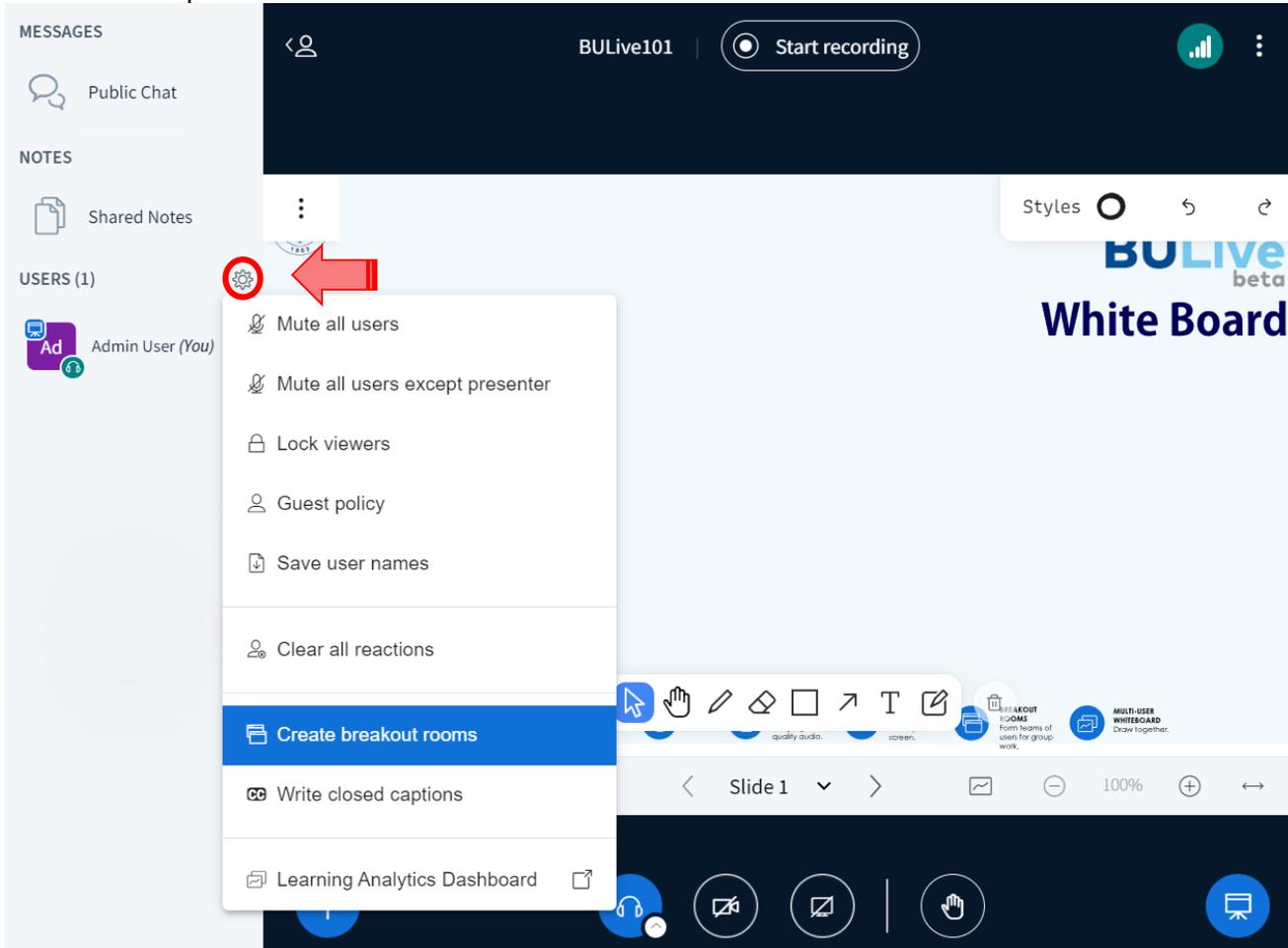
Whiteboard/ Presentation Window



In this window, you can perform basic operations related to your live meeting. You can start recording, connect your equipment such as microphone and camera, upload your presentation files and draw on whiteboard.

Whiteboard/
Presentation
Window

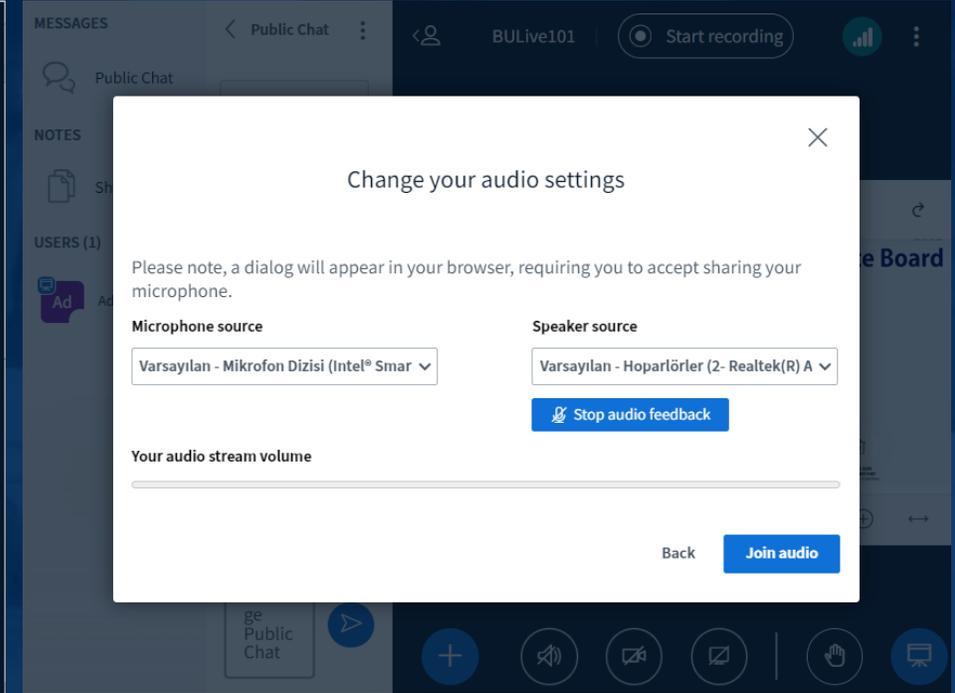
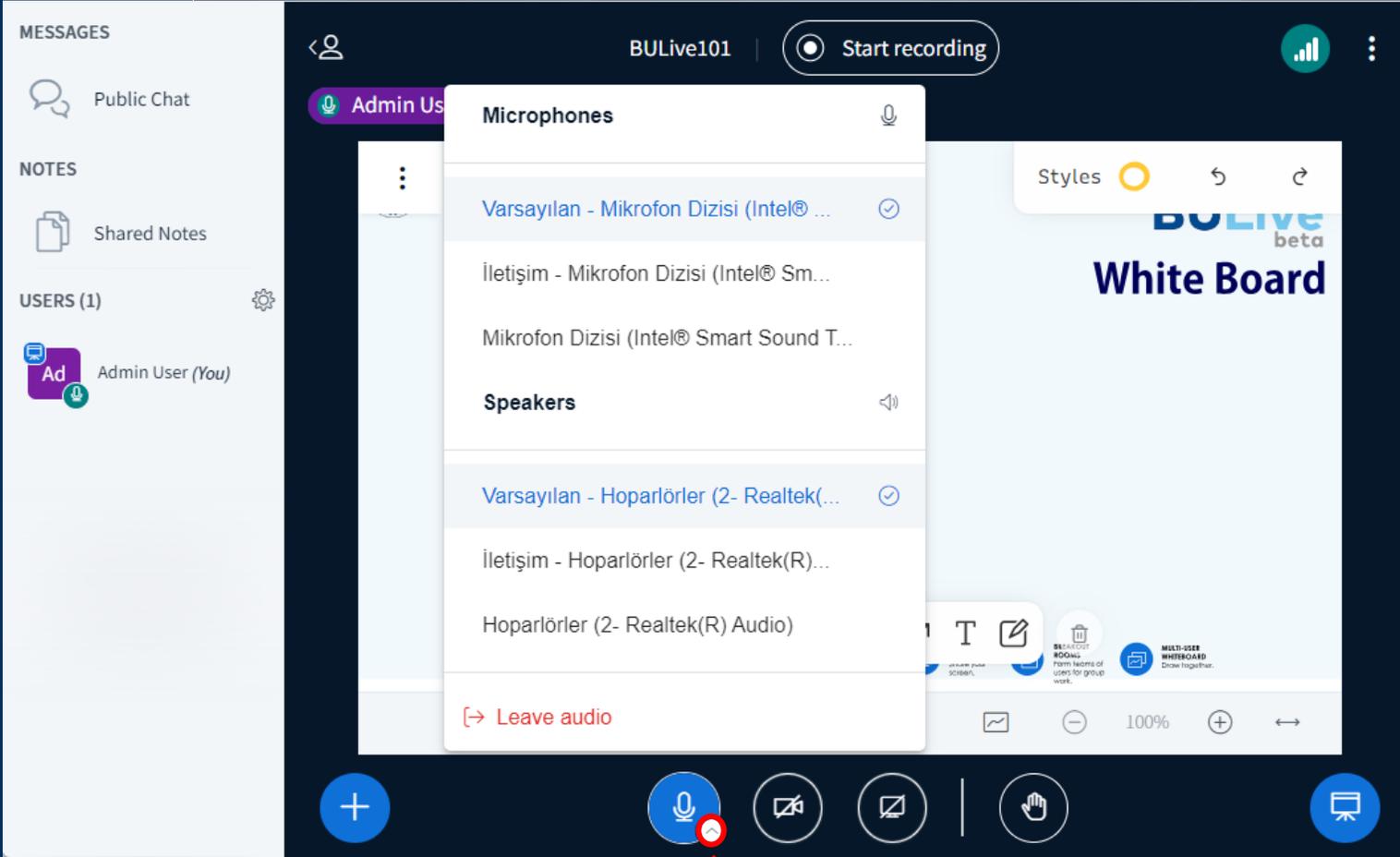
Creating Breakout Rooms



Breakout rooms can be created by clicking on the settings icon next to the Users

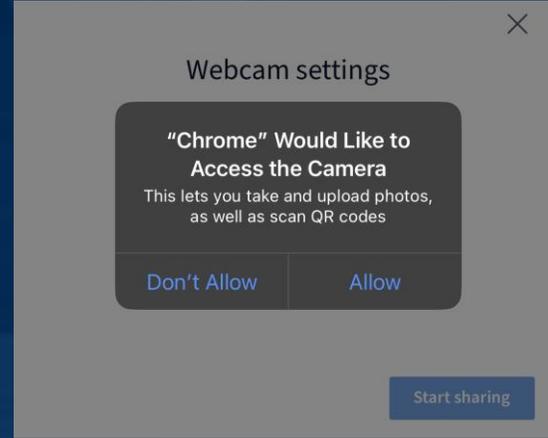
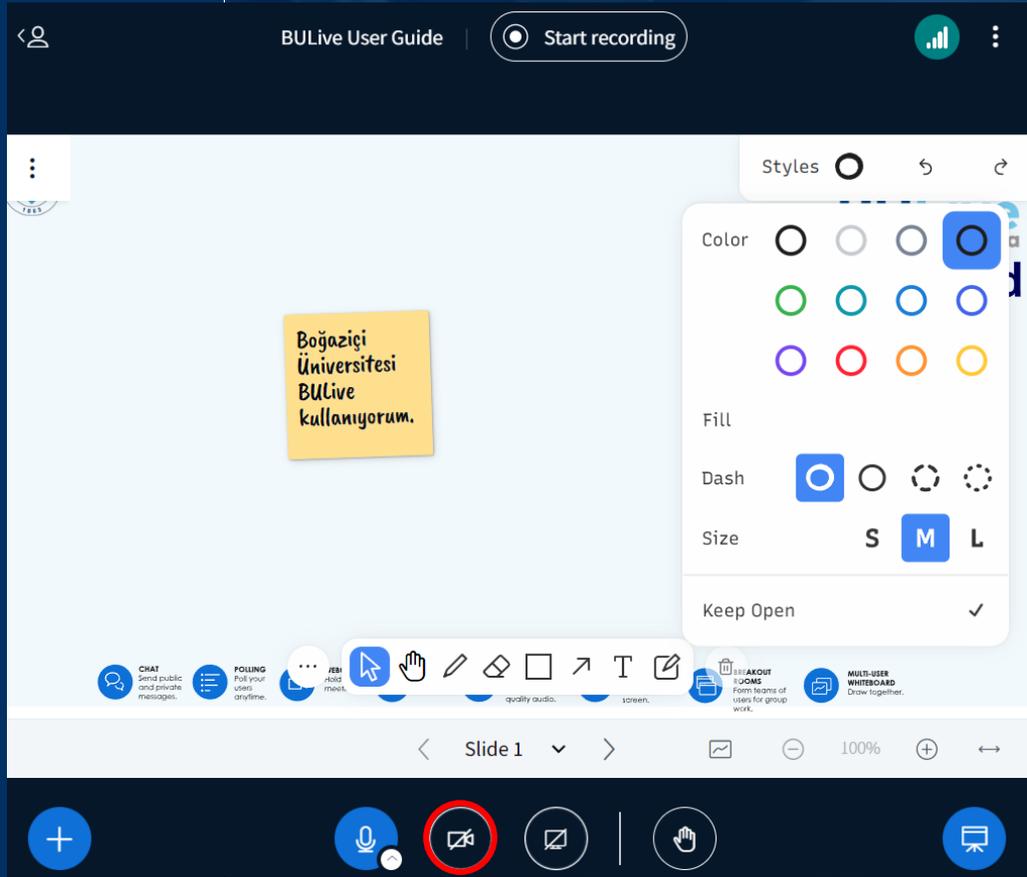
A screenshot of the 'Breakout Rooms' configuration panel. It has a 'Close' button and a blue 'Create' button. Below the title, there is a paragraph: 'Complete the steps below to create breakout rooms in your session. To add participants to a room, simply drag their name to the desired room.' There are two input fields: 'Number of rooms' (set to 2) and 'Duration (minutes)' (set to 15). To the right, there are three checkboxes: 'Allow users to choose rooms', 'Save whiteboard', and 'Send invitation to assigned moderators'. Below this is a 'Manage Rooms' section with a 'Randomly assign' link. It shows three columns: 'Not assigned (1)', 'Room 1', and 'Room 2'. The 'Not assigned (1)' column contains 'Admin User (You)'. At the bottom, there is a red error message: 'You must place at least one user in a breakout room.'

Microphone Settings

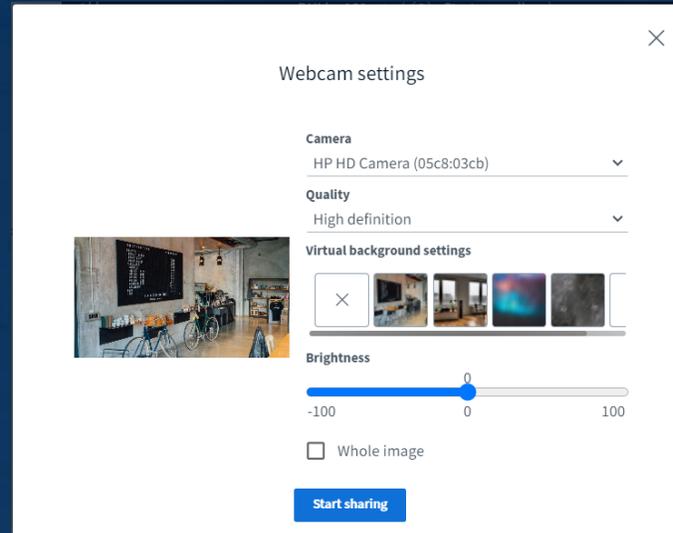


You can connect your computer's microphone to the system by clicking on the microphone icon. To do this, the system firstly checks the sound connection and then connects it. When the button color is blue, it means your voice is being transmitted to the other participants.

Webcam Settings

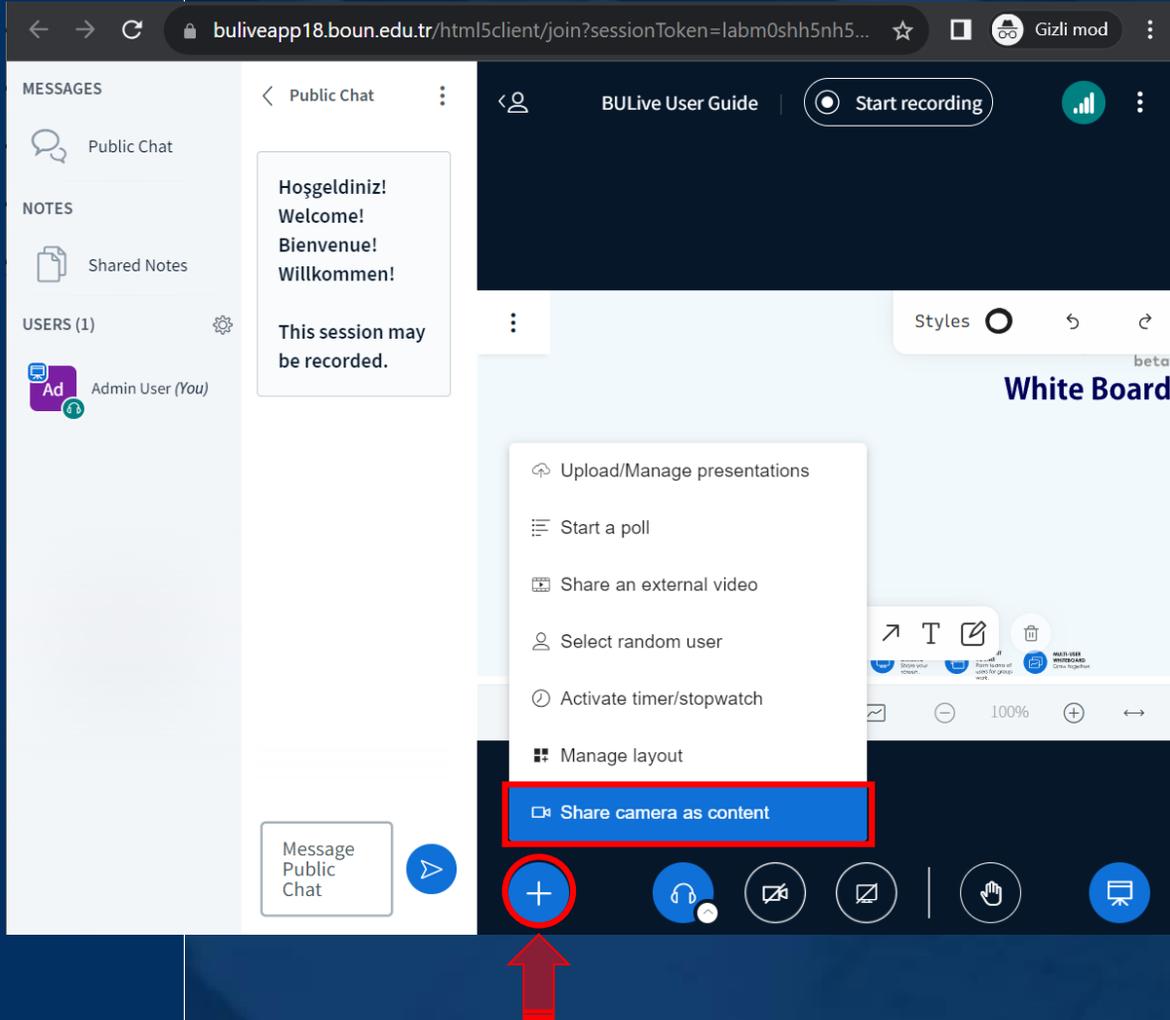


When you click on "Share webcam" button, the web browser will ask for your permission to access the camera. You can grant access by clicking the "Allow" button in the window that appears.



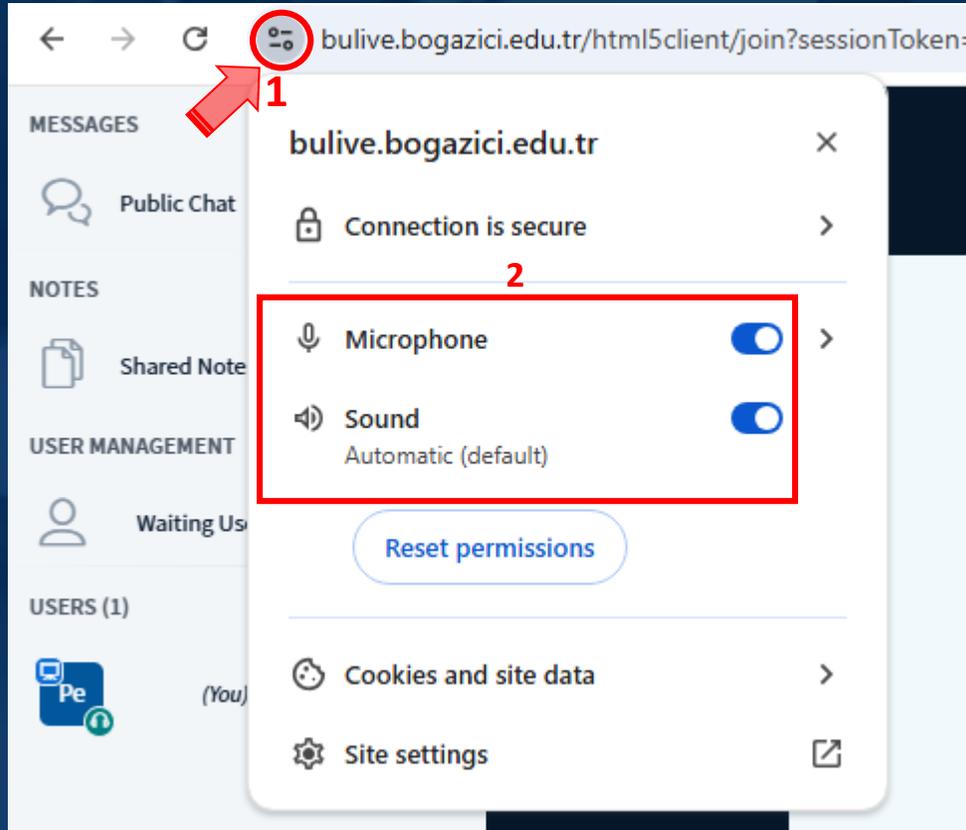
By clicking on the "Share webcam" button, the camera of your device can be connected to the system. To do this, the system will first open a window for you to adjust your camera settings. After completing the camera settings in this window, your camera display can be shared by clicking on the "Start Sharing" button.

Share Camera as Content



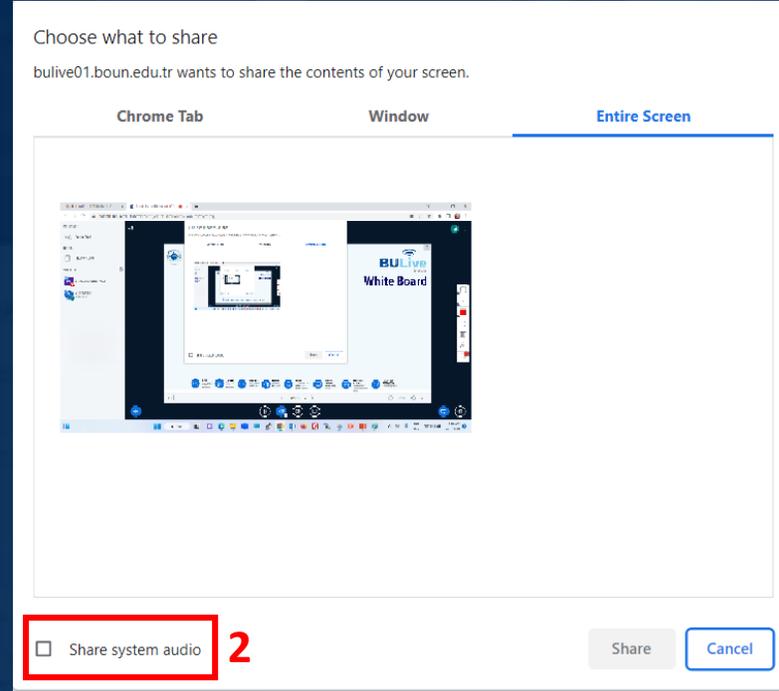
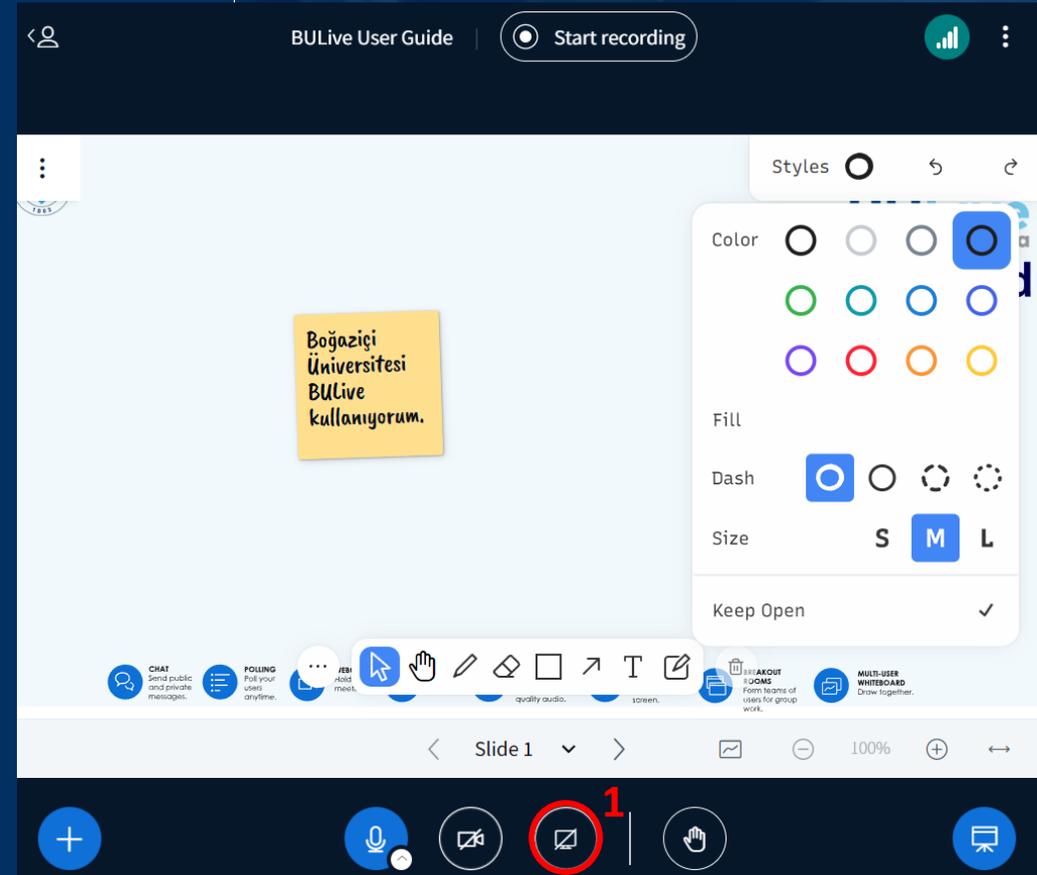
By “Share camera as content” option, camera display can also be shared as presentation content.

Camera and Microphone Permissions



If the system does not automatically ask for permission for the microphone and camera, or if you did not allow at first and want to change your preference later, you can open the permission window by clicking on the icon (1) in the address bar of your browser and change your preferences for the camera and microphone in this window (2).

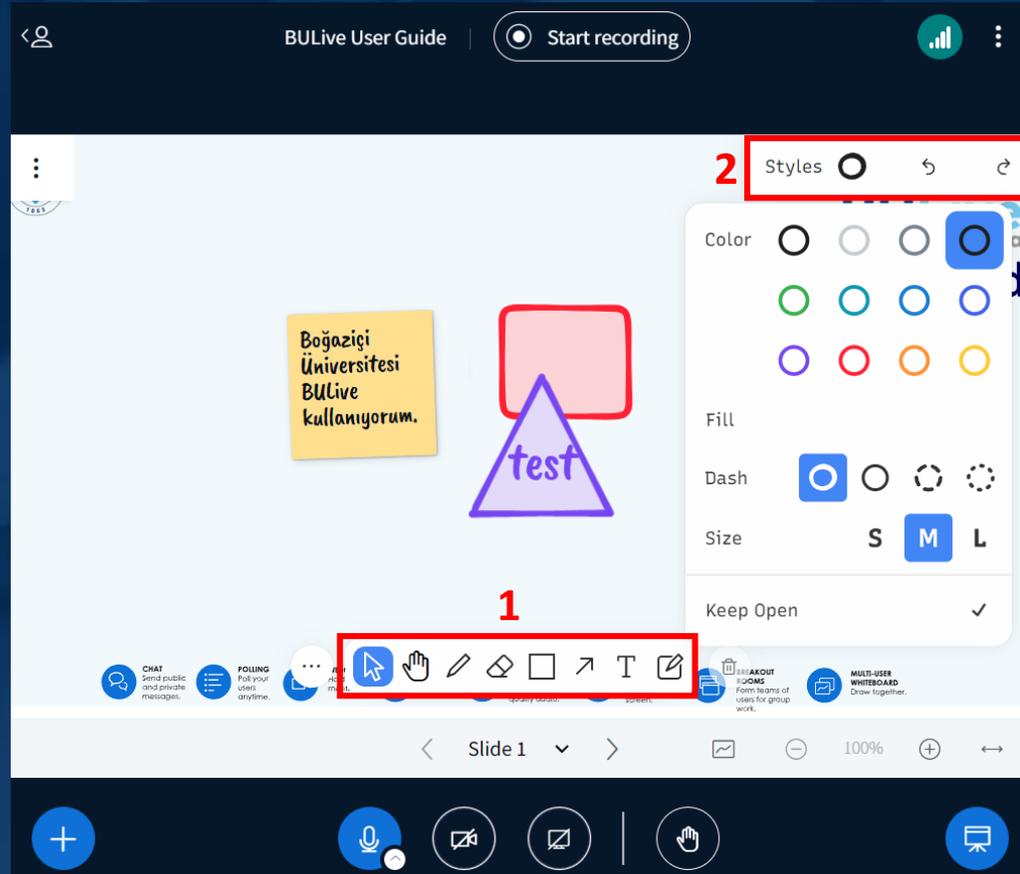
Share Your Screen



By clicking on the “Share your screen” button (1), you can share the entire screen of your computer (Entire Screen), an image of any application on your computer (Window), or a tab in your browser (Chrome Tab).

If you want to share the system audio during sharing, click on the “Share system audio” (2) option.

Whiteboard Tools



- By using whiteboard drawing tools (1), you can draw, write or create various shapes on the whiteboard.
- In addition, various drawing styles can be selected from the Styles (2) section.

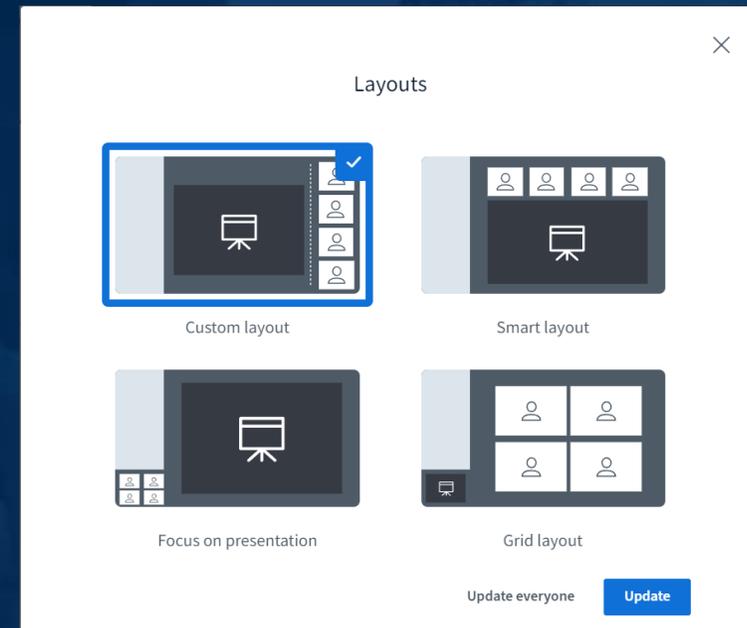
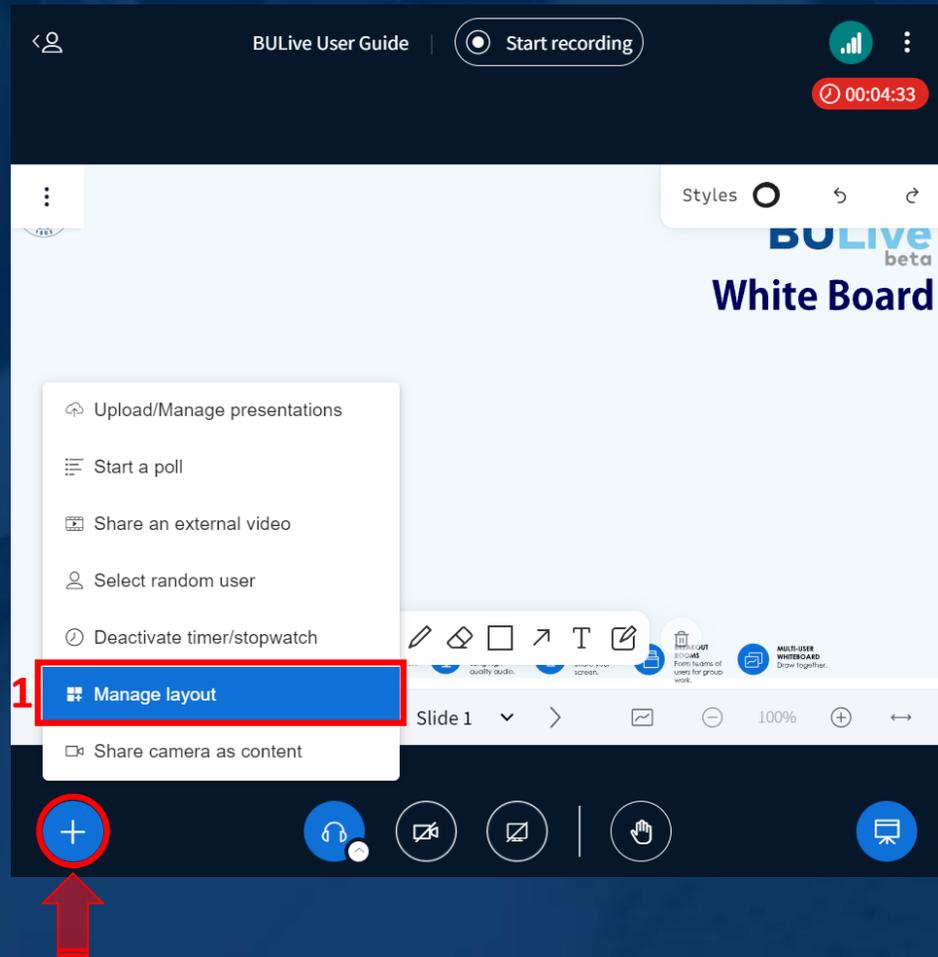
Upload/Manage Presentations

The screenshot shows the BULive interface. On the left, there are sections for 'MESSAGES', 'NOTES', and 'USERS (1)'. The main area is a 'Public Chat' for 'BULive101'. A 'Start recording' button is visible. A menu is open, showing options like 'Upload/Manage presentations', 'Start a poll', 'Share an external video', 'Select random user', 'Activate timer/stopwatch', 'Manage layout', and 'Share camera as content'. The 'Upload/Manage presentations' option is highlighted with a red box and a red arrow labeled '2'. At the bottom left, a red circle with a '+' sign is labeled '1' and has a red arrow pointing to it.

The screenshot shows the 'Presentation' upload window. It has a 'Cancel' button and a 'Confirm' button. The text reads: 'As a presenter you have the ability to upload any Office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the left hand side.' Below this, there is a table with columns 'Current presentation' and 'Actions'. The table contains one row: 'default.pdf' with a 'CURRENT' button and a trash icon. Below the table, there is a dashed box with a cloud icon and the text 'Drag files here to upload' and a link 'or browse for files'.

Any presentation file can be uploaded by clicking the + button (1) at the bottom left corner. When you click on the Upload/Manage presentations button, it is possible to upload a file from your computer on the window that opens.

Manage Layout



By clicking the + button (1) at the bottom left corner, from the section of **“Manage layout”** (1), you can select your preferred layout.

Start a Poll

The screenshot displays the BULive interface during a session. On the left, there are sections for 'MESSAGES', 'NOTES', and 'USERS (1)'. The main area shows a 'Public Chat' with a welcome message and a 'White Board' with a 'Start recording' button. A menu is open, listing various actions: 'Upload/Manage presentations', 'Start a poll' (highlighted with a red box and a red arrow labeled '1'), 'Share an external video', 'Select random user', 'Activate timer/stopwatch', 'Manage layout', and 'Share camera as content'. At the bottom, a red circle highlights a '+' button, with a red arrow pointing to it from below.

The 'Polling' configuration screen shows a 'Custom Input' toggle set to 'OFF'. Below this is a text input field labeled 'Write your question (optional)...'. Under the 'Response Types' section, there are four buttons: 'True / False', 'A / B / C / D', 'Yes / No / Abstention', and 'Typed Response'.

By clicking the + button (1) at the bottom left corner, from the section of "Start a poll" (1), you can create a poll and publish it to the participants.

Share an External Video

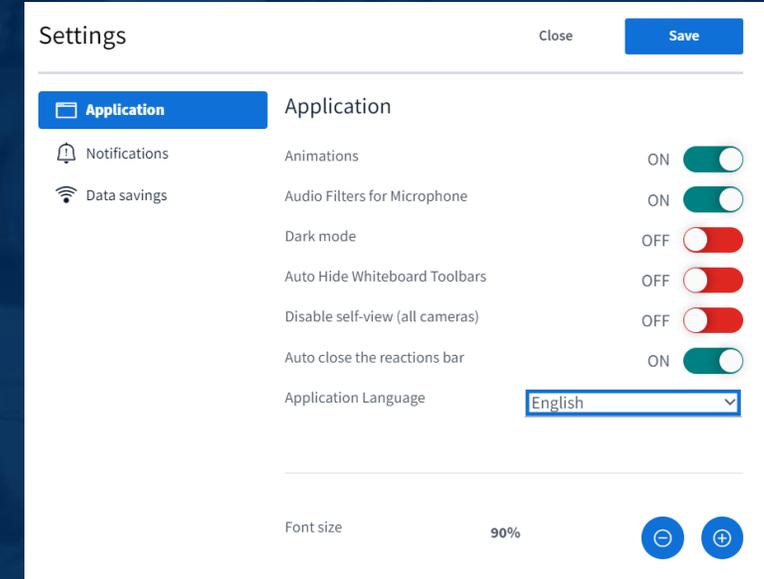
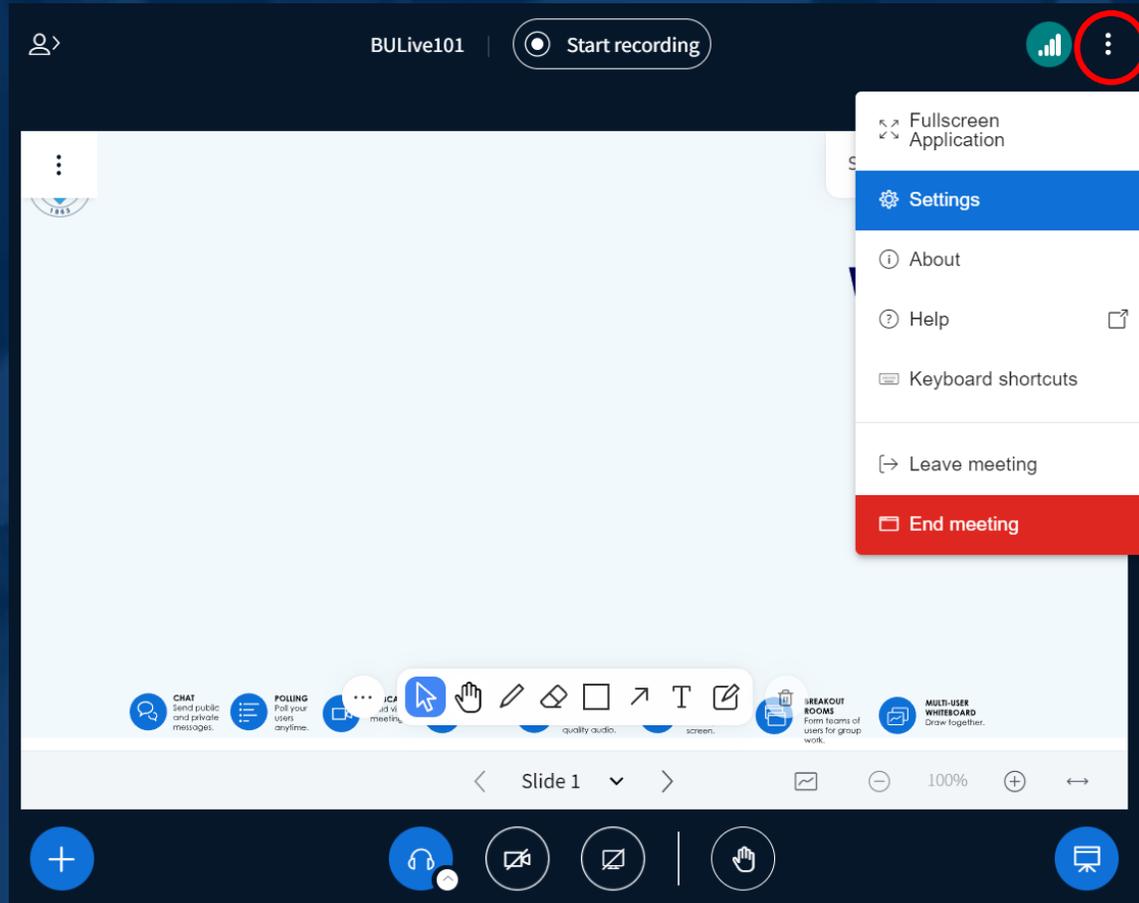
The screenshot displays the BULive interface during a session. On the left, there are sections for 'MESSAGES', 'NOTES', and 'USERS (1)'. The main area shows a 'Public Chat' with a welcome message and a recording notification. A 'White Board' is visible in the background. A menu is open over the whiteboard, listing various actions. The 'Share an external video' option is highlighted with a red box and a red number '1'. A red circle and arrow point to the '+' button at the bottom left of the interface.

- Upload/Manage presentations
- Start a poll
- 1 Share an external video**
- Select random user
- Activate timer/stopwatch
- Manage layout
- Share camera as content

The dialog box titled 'Share an external video' contains an 'External Video URL' input field with the text 'https://www.youtube.com/watch?v=YeO7WJOTpxA'. Below the input field is a note: 'Note: Shared external videos will not appear in the recording. YouTube, Vimeo, Instructure Media, Twitch, Dailymotion and media file URLs (e.g. https://example.com/xy.mp4) are supported.' At the bottom right, there is a blue button labeled 'Share a new video'.

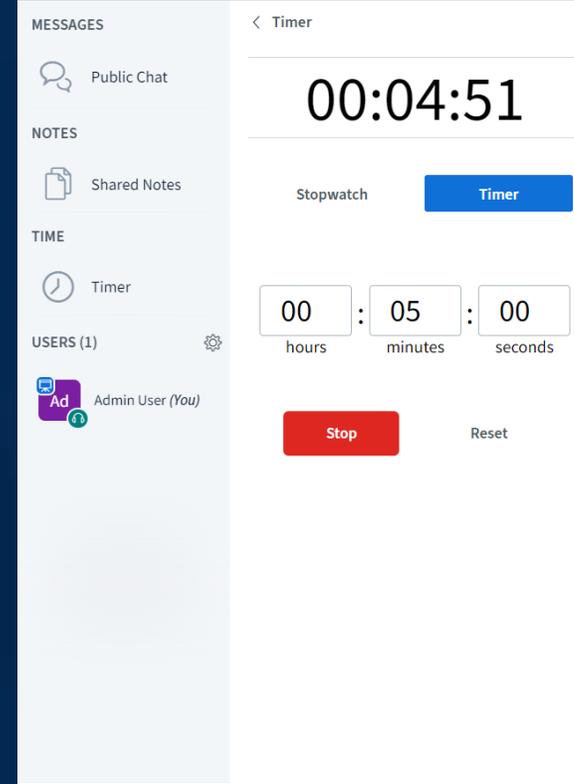
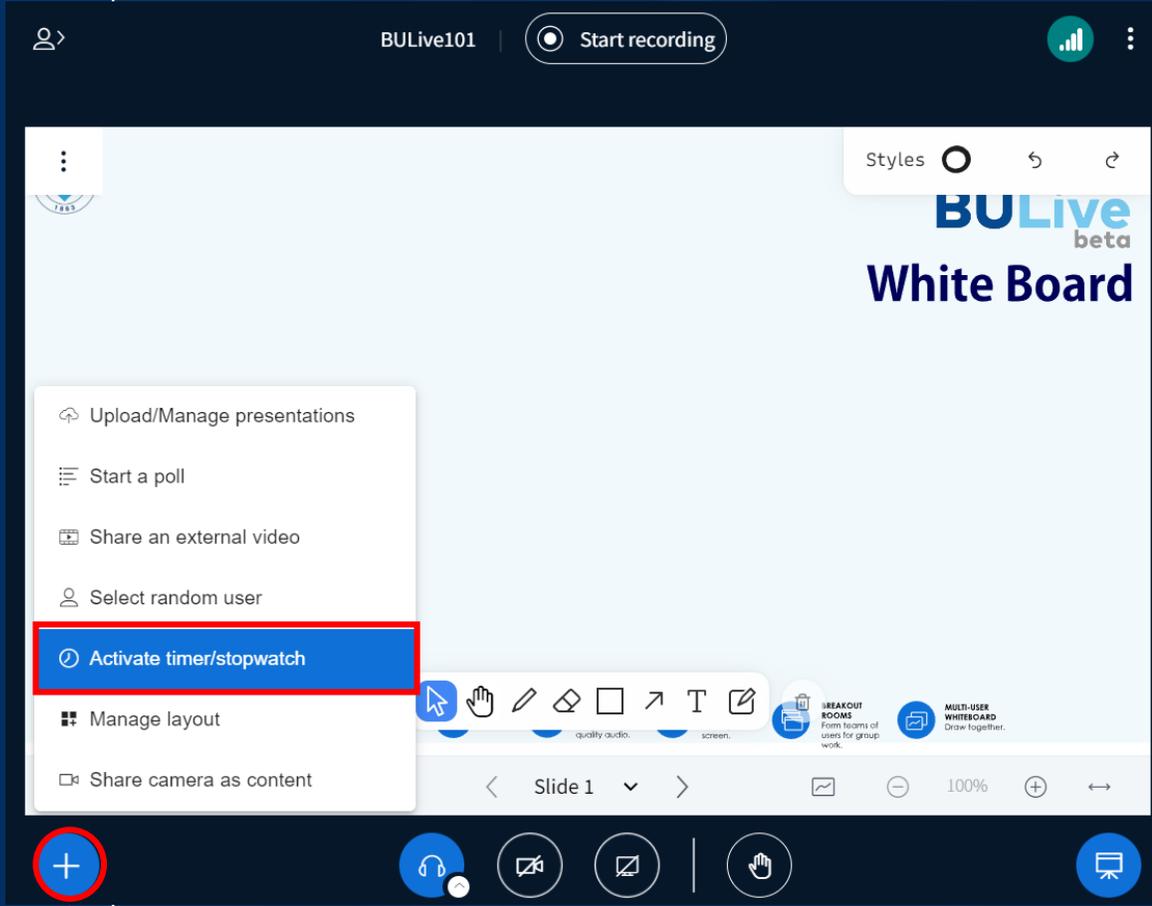
By clicking the + button (1) at the bottom left corner, from the section of “Share an external video” (1) you can share an external video.

Settings



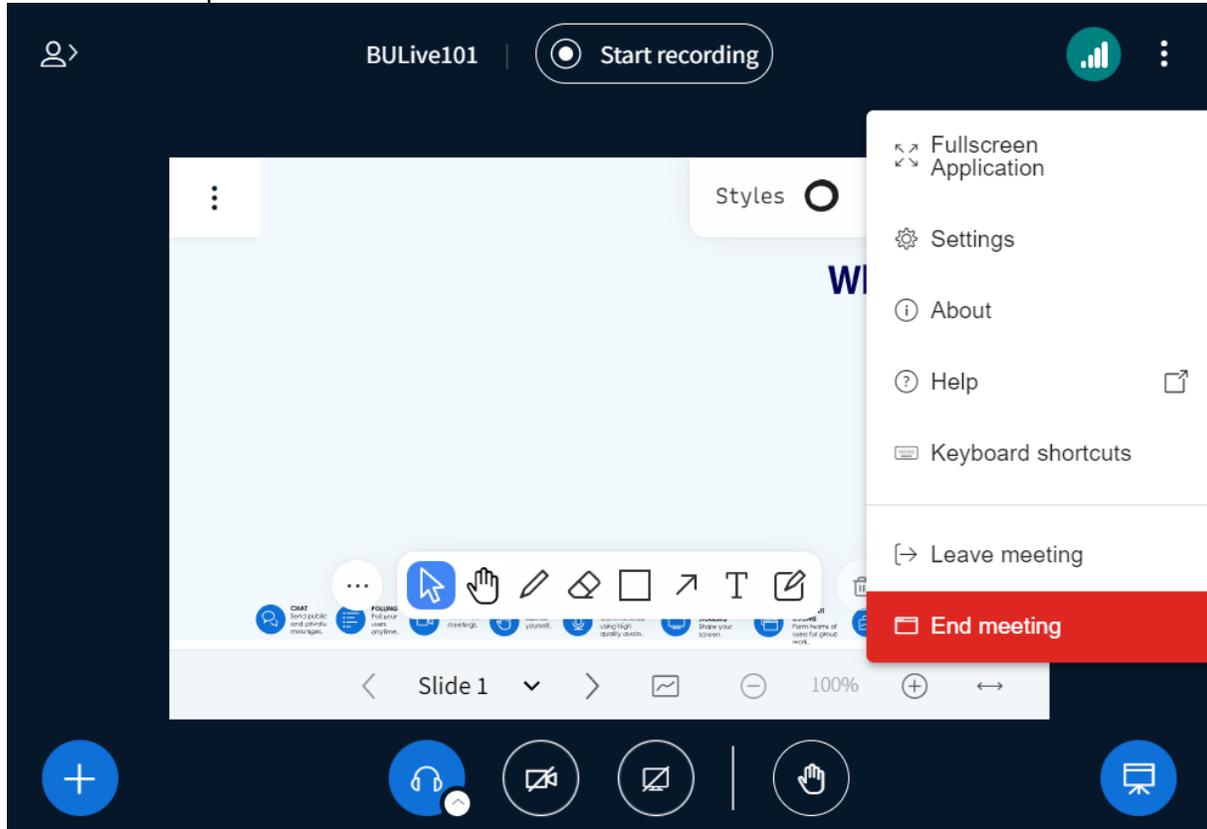
You can edit the settings of the meeting room from the **Settings** section by clicking on the three-dot icon which is located at the upper right corner.

Activate Timer/Stopwatch



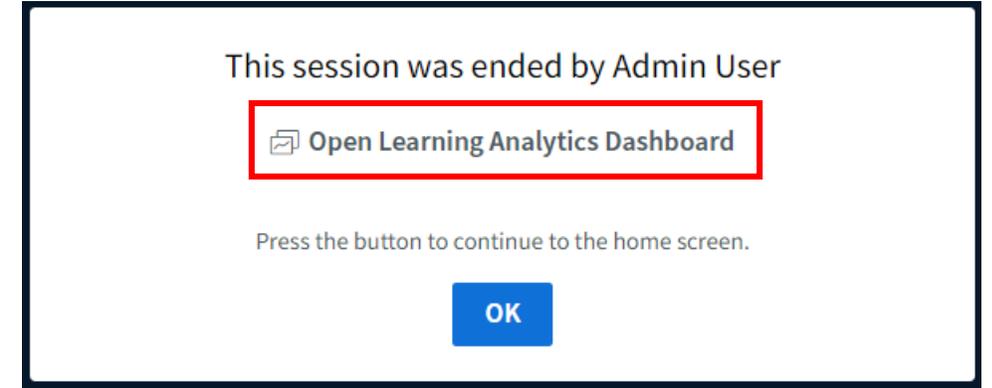
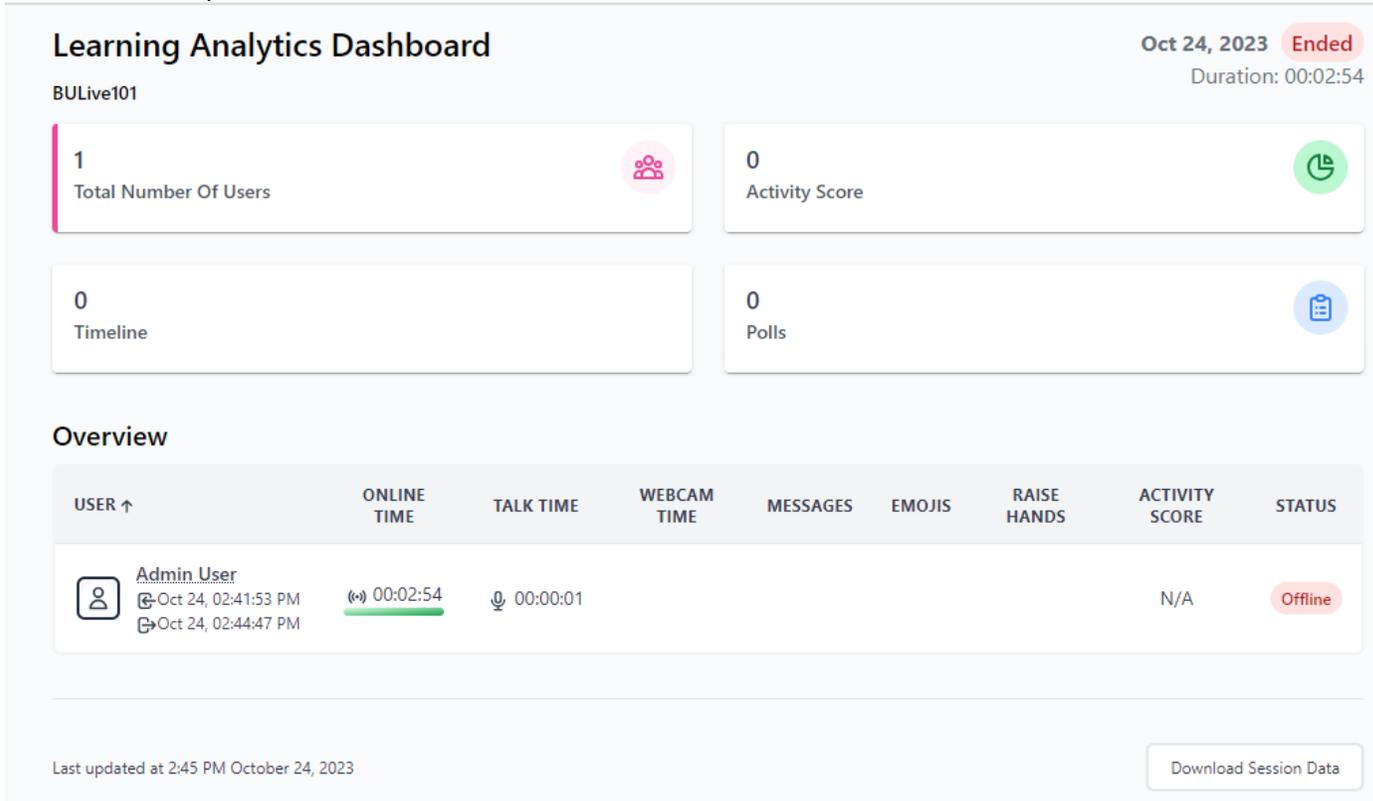
By clicking the + button (1) at the bottom left corner, from the section of "Activate timer/stopwatch" you can set timer.

End Meeting



- Especially for recorded meetings, it is very important to click on the three dots icon in the upper right corner and then click on the “End meeting” option instead of “Leave meeting” so that the recording can be properly created. Otherwise, even if you leave the meeting and close the browser, the meeting will continue in the background and participants can log into that meeting.
- For meeting security, the meeting should be ended when it is finished!

Learning Analytics Dashboard



- When you click on “Open Learning Analytics Dashboard” link on the window that opens when a meeting is ended, the learning analytics dashboard will be displayed.
- This panel displays data such as the total online time, talk time, number of messages, number of raise hands, and activity score.
- It is not possible to access this data after the meeting is ended and that browser is closed!