How to Guide

JOIN a CLASS ONLINE (eLearn) with BIGBLUEBUTTON

Marketing · Supply Chain · Business

The IMM continues to make big strides towards online learning. One of the many features we offer is classes online to students at our SSC's.

In this How to Guide we will show you how to:
- Find the "Online Class" in your Module.
- Join a session.
- Participate in a class.
- Access a recording.

Please read the instructions provided VERY CAREFULLY before joining a class.

1. Have your study guide, textbook, notebook and pen on hand.
2. Sit in a quiet room and tell the people around you that you are in class. Ask them not to disturb you unnecessarily. Put your phone off.
3. Be punctual.
4. Running other applications on your computer can slow your connection to BigBlueButton. Turn off other applications.
5. Turn up your speaker volume.
6. Unless otherwise specified only your tutor will make use of the microphone and webcam.
7. Raise your hand (electronically) when you have a question or comment.
8. Type your comments/ questions into the Public Chat pod. The tutor will notify you of designated timeslots for submitting and addressing these.
9. Although the online tutorials are recorded it is not always possible to release the recording. To avoid disappointment please join the live session.
10. Recordings are available within 30 minutes of the live session.
11. By logging on to eLearn you agree to adhere to the Computing Code of Conduct.

1. Log in to eLearn.
2. Click on the relevant **Module.**
3. Scroll to the **SSC Online Classes section** and click to open.
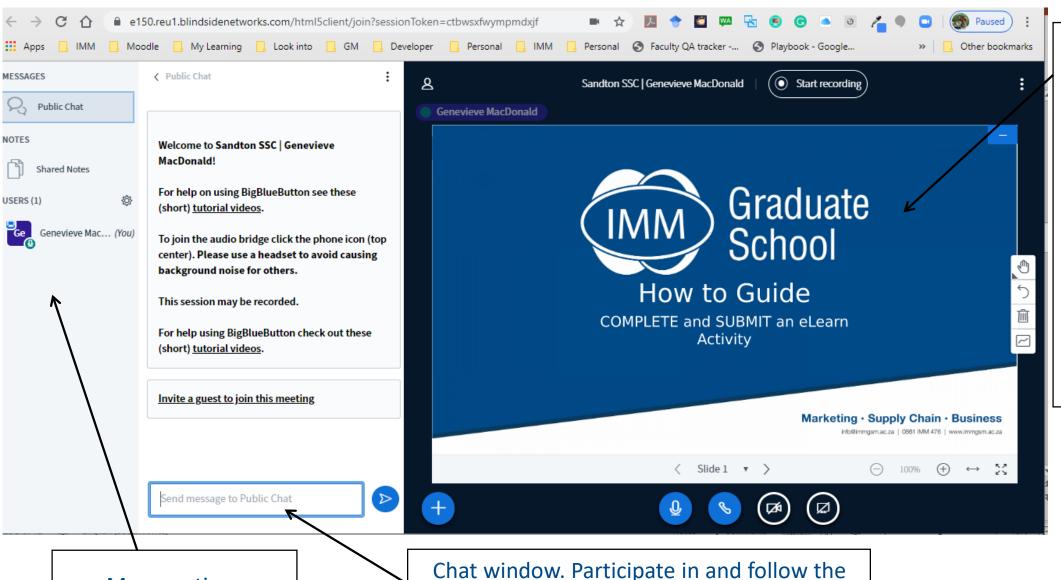4. Click the **Applicable Class** button. BigBlueButtonBN

Sandton SSC | Genevieve
MacDonald

5. Click the **Join Session** button. Follow prompts:
   a. How would you like to join: Select **Listen only**
   b. Any other prompts: **Yes**
6. New page will open being the online class in **BigBlueButton (Blind Side Networks)**.

BigBlueButton

See content your lecturer has prepared in this window. (Notes, diagrams, slides etc.) Look out for the download button in this window enabling you to download the files share by the Tutor.

Menu options

Chat window. Participate in and follow the chat discussion.

7. Watch the clip demonstrating how to join a class by clicking on the hyperlink below or copy and paste it to your browser: https://recordings.reu1.blindsidenetworks.com/imm/9b12121f36ea5fc7e6e7af8f3 c0a6ab66b435f43-1584768803441/capture/

Help

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(Monday – Friday, 08h00 -17h00)
Or
Email helpme@immgsm.ac.za for assistance.