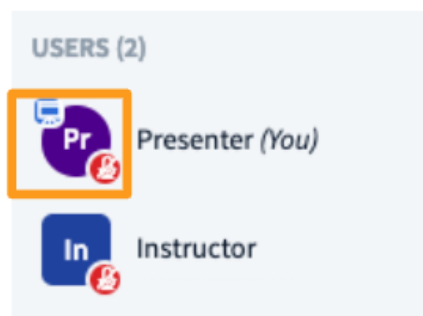


**A presenter in BigBlueButton has the ability to control and annotate content uploaded into the presentation area or the whiteboard.**

The presenter role enables the user assigned the ability to:

1. [Control the slide navigation](#),
2. [Use the slide/whiteboard annotations](#), and
3. [Enable the multiuser whiteboard](#) for use by attendees.

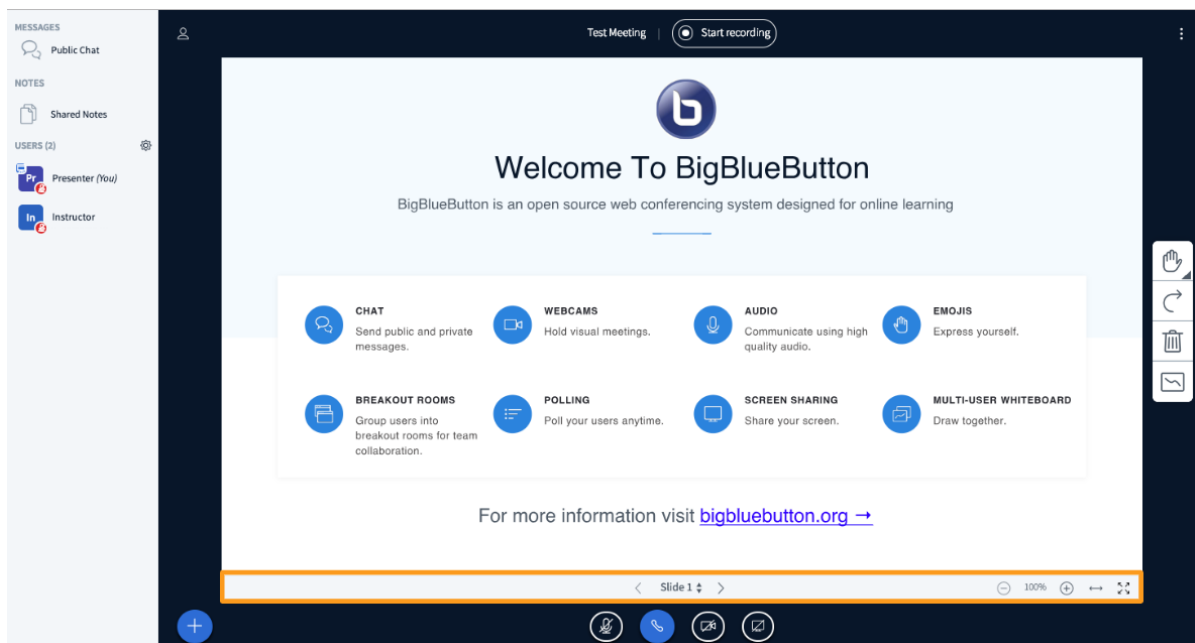
By default, the first **Moderator** to enter the BigBlueButton session is allocated the presenter role capabilities; if you are a viewer you will need to request presenter status from the moderator.



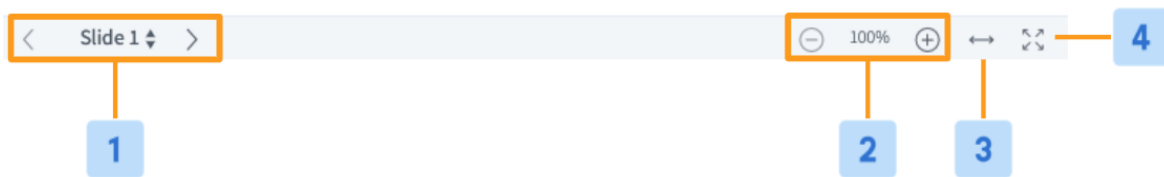
When a user has the presenter role, the **presenter icon** will appear over their avatar in the users list.

### Slide Navigation

Once you have uploaded content into the BigBlueButton presentation area, you have the ability to control the navigation and visual orientation of the content displayed.



The presenter's slide/content control panel is located under the presentation display and above your media control icons.

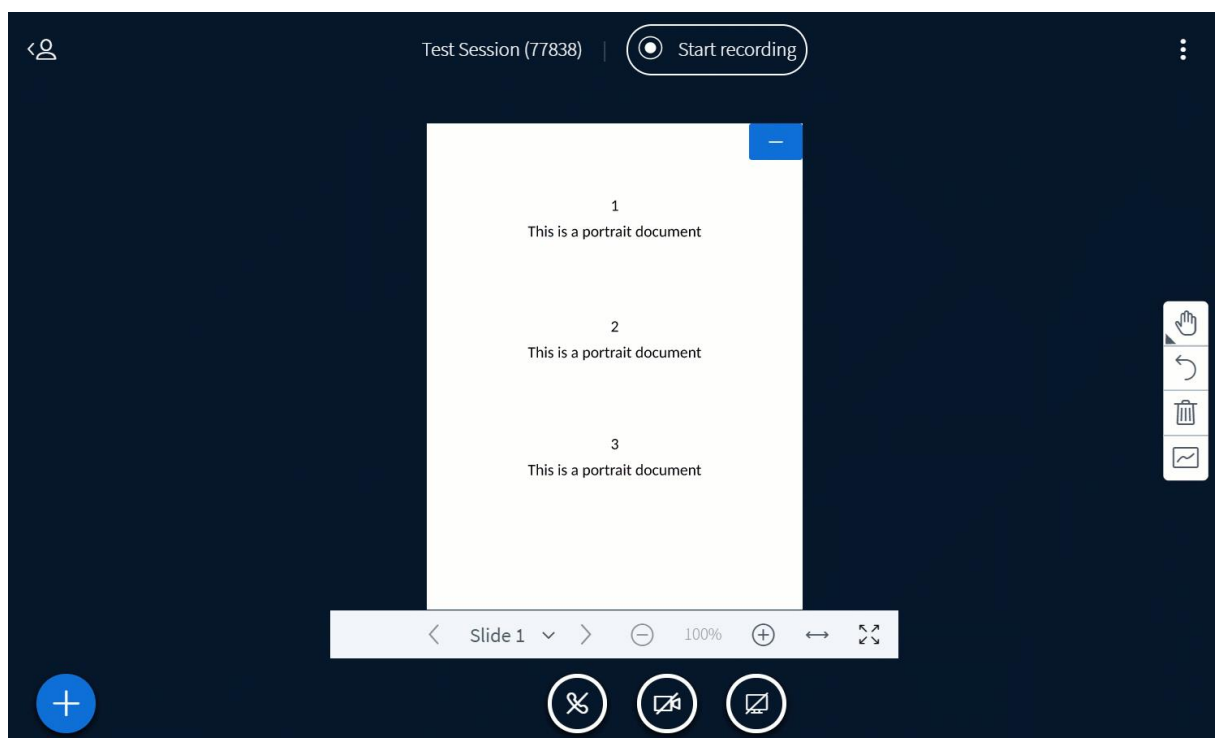


To navigate through your content, use the **Slide Navigator [1]** located in the presenter control panel; advance using the **forward ">"** navigation arrows, return using the **backwards "<"** navigations arrows.

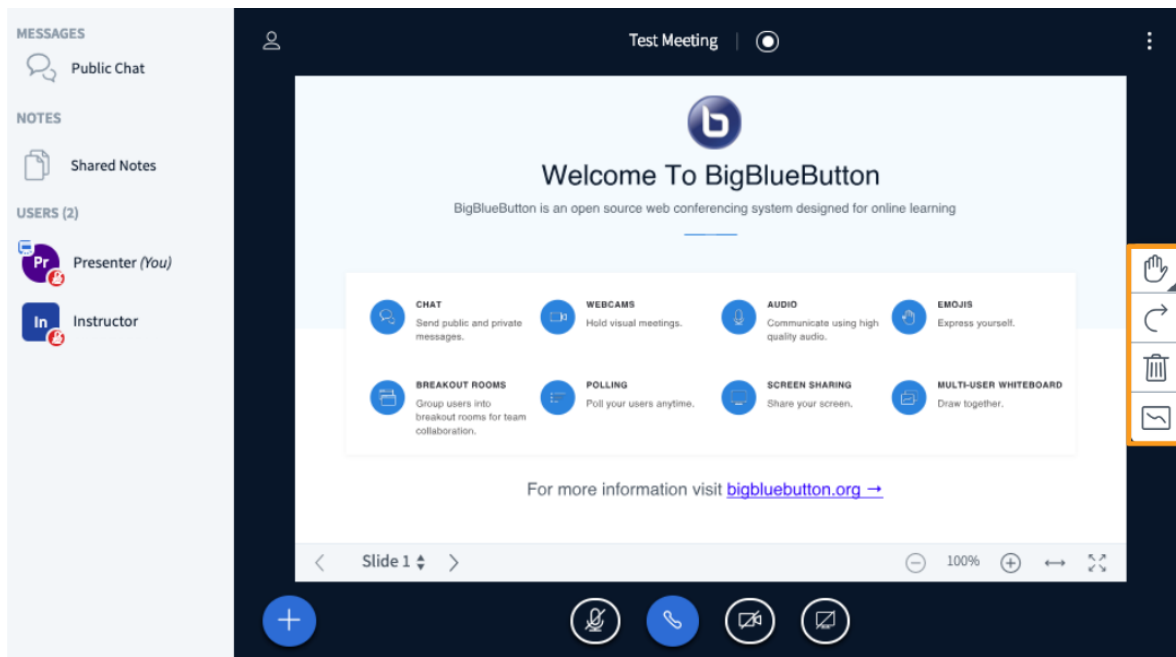
Skip to a specific slide by selecting the specific slide number from the **dropdown**.

**Zoom In (+) or Out (-) [2]**, use **Fit-to-Width [3]**, or engage **Full Screen Mode [4]**.

When upload a portrait document, use Fit-to-Width to make the text larger. You can then click and drag with the hand tool to move up/down the document.



### Slide/Whiteboard Annotations



The presenter annotations are located to the right hand side of the presentation display in the BigBlueButton interface.



By default the **Pan [1]** tool is enabled.



## Addendum 2

Select the **Pan tool** to display the other available whiteboard tools, which include:

- Text input [2]
- Line [3]
- Ellipse [4]
- Triangle [5]
- Rectangle [6]
- Pencil [7]
- Pan/pointer [default]



## Addendum 2

To write on the presentation, select the **Text Input [2]** tool and draw a rectangle. The rectangle will be the text area.



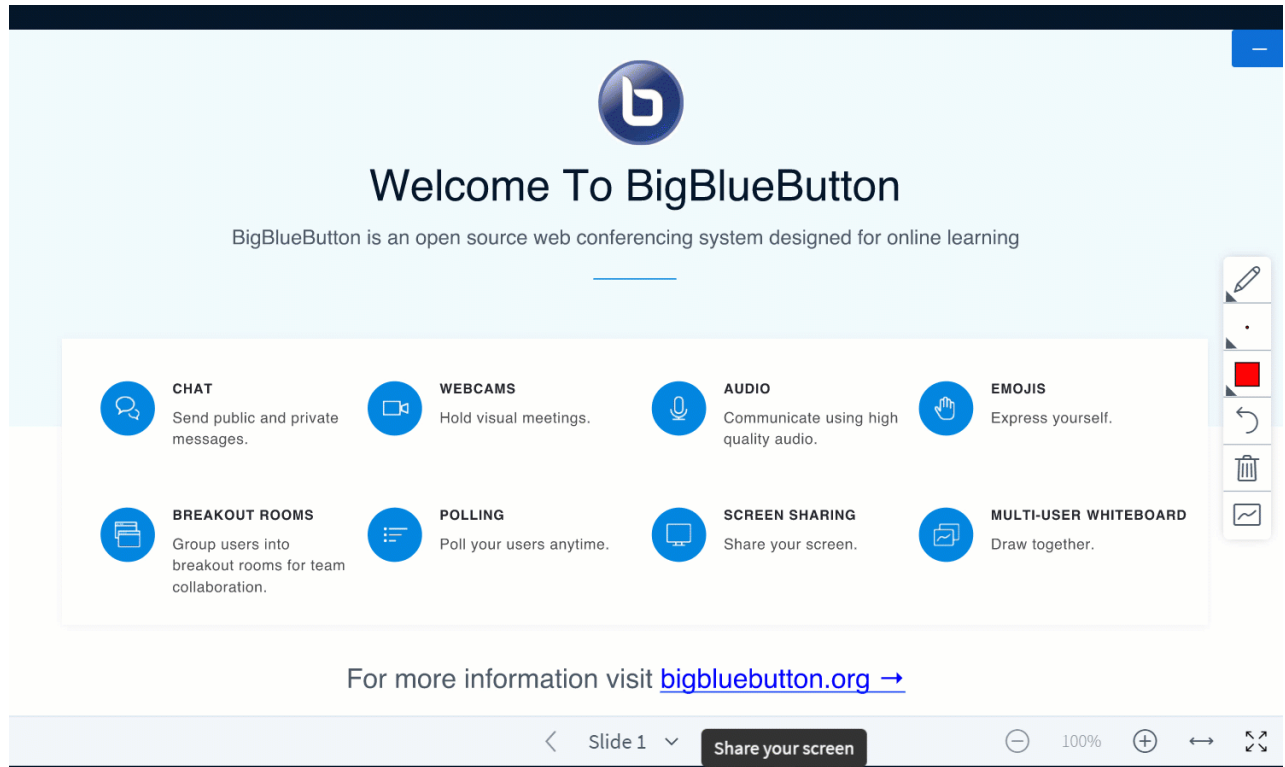
To draw on the presentation select the **Pencil Tool [7]** and drag the mouse button to draw a line.



When the Pencil tool is enabled, additional menu options will appear that allow you to adjust the **Line Thickness [1]** and change the **Line Colour [2]**.

Annotations made to the white board can be removed by selecting **Undo Most Recent [3]** or **Undo All [4]**.

If you are using the pen tool and have zoomed into the presentation, you can hold down the SPACEBAR to pan around the presentation.



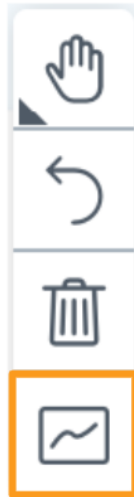
The screenshot displays the BigBlueButton welcome interface. At the top center is the BigBlueButton logo (a blue circle with a white 'b'). Below the logo, the text reads "Welcome To BigBlueButton" and "BigBlueButton is an open source web conferencing system designed for online learning". A central white box contains eight feature cards, each with a blue circular icon and a title: "CHAT" (Send public and private messages), "WEBCAMS" (Hold visual meetings), "AUDIO" (Communicate using high quality audio), "EMOJIS" (Express yourself), "BREAKOUT ROOMS" (Group users into breakout rooms for team collaboration), "POLLING" (Poll your users anytime), "SCREEN SHARING" (Share your screen), and "MULTI-USER WHITEBOARD" (Draw together). To the right of the feature cards is a vertical toolbar with icons for drawing tools, a red square, a refresh button, a trash can, and a whiteboard icon. At the bottom of the screen, a navigation bar shows "Slide 1" with a dropdown arrow, a "Share your screen" button, and zoom controls (minus, 100%, plus) and navigation arrows.

### Enable Multi-User Whiteboard

The presenter can also enable the multi-user whiteboard; when activated, all users in the BigBlueButton session can annotate the whiteboard simultaneously.

**The multi-user whiteboard must be enabled each slide or each time the presenter transitions from one slide to another.**

Each user draws in their own separate layer -- their marks/clear events don't affect other users.



**Enable multi-user** is the last annotation control located in the presenter annotations to the right hand side of presentation display in the BigBlueButton interface.



When enabled, the icon will change to indicate that the multi-user whiteboard is on/live.

Once multi-user whiteboard is turned off, the presenter can clear all whiteboard marks with the clear all annotations option.

For more info:

<https://support.blindsidenetworks.com/hc/en-us/articles/360024689292-Use-the-presentation-controls>

<https://cpb-us-e1.wpmucdn.com/wp.wvu.edu/dist/b/758/files/2016/12/How-To-BBUploadPresentation-1wg8s1l.pdf>

<https://docs.bigbluebutton.org/>

<https://bigbluebutton.org/>