

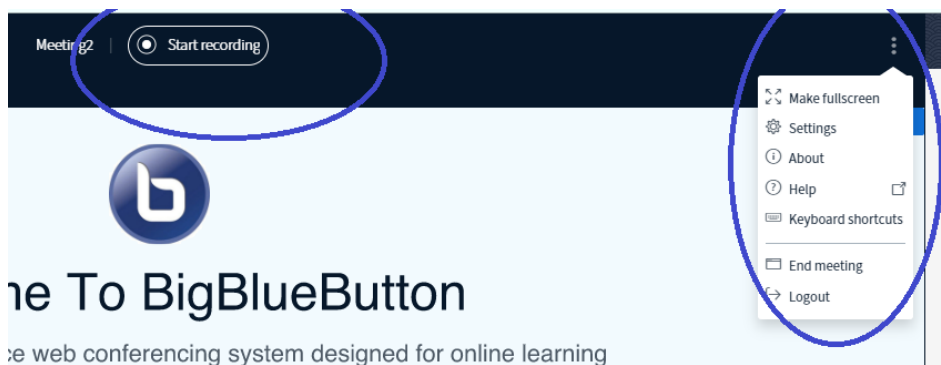
Recording a BigBlueButton Lecture

Last Modified on 11/09/2021 2:41 pm EST

First, start by [adding a BigBlueButton activity to your course in Moodle](#)

Then follow the steps below.

1. Open the course.
2. Check to make sure that "Turn editing on" button appears on your dashboard. If the button shows "Turn editing off", select it to turn the editing off.
3. Scroll to the module with the BigBlueButton activity and select it.
4. Within the activity, select "Join session".
5. Select "How you would like to join audio": microphone or listen only. Select microphone to record your voice.
6. Complete the "Echo Test" by speaking aloud into your microphone.
7. Select "Start Recording". To pause the recording, you can select the "Start Recording" button, to resume recording your session, select "Resume Recording".
8. Once you've finished, select the "Options" area and select "End Meeting" to end the recording (see the three vertical dots on the right menu bar, see screenshot below).
9. Recording is in real time so depending on how long recording it, there may be a delay in its arrival.



10. To see and hear the recording, depending on the time length of the recording, it may take several moments or a several minutes to upload into you course shell. Refresh your browser if needed to see the link.
 11. Once the link appears in your BigBlueButton activity, select it you hear and see the presentation.
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