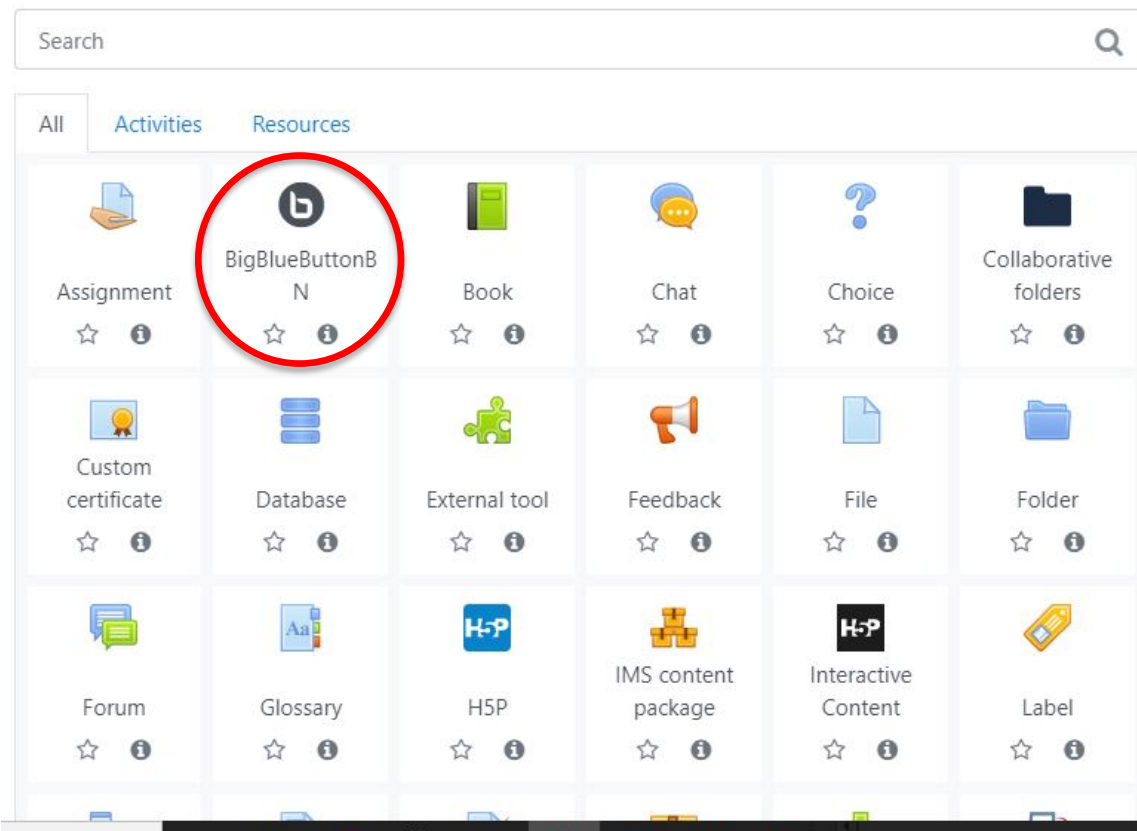# How to create live sessions in BigBlueButtonBN

Creating the Session

1. In your course, click the **Turn editing on** button in the top right of the screen.
2. In topic in which you want to add the BigBlueButton livestream, and click the **Add an activity or resource** hyperlink.

3. Select **BigBlueButtonBN**.

Next you will be required to provide some details about the session. This includes the Virtual classroom name and roles for the participants.

4. Give your session a name (in the section *: Virtual Classroom Name*):. You give any name that suits your session.

5. Next, you will be required to set roles for the participants. Ensure that the lecturer is the Moderator and the students are Viewers.

6. Schedule the date and time when the session will start and end, as shown below.

7. When all the details are provided, click the **Save and display** button to view the session you have created.

Starting the Session

1. When the date and time for you live session are due, click the hyperlink for the BigBlueButton session.
2. Click the **Join session** button to enter. Depending on whether you are using headphones, you may see windows asking you which microphone you wish to use, as well as an audio test.

NB: BigBlueButton sessions are hosted on webinar.ucu.ac.ug, which **not** a domain covered by MTN's zero-rated data.

3. If you wish to record the session for viewing later, click the Start recording button in the top center of the screen.
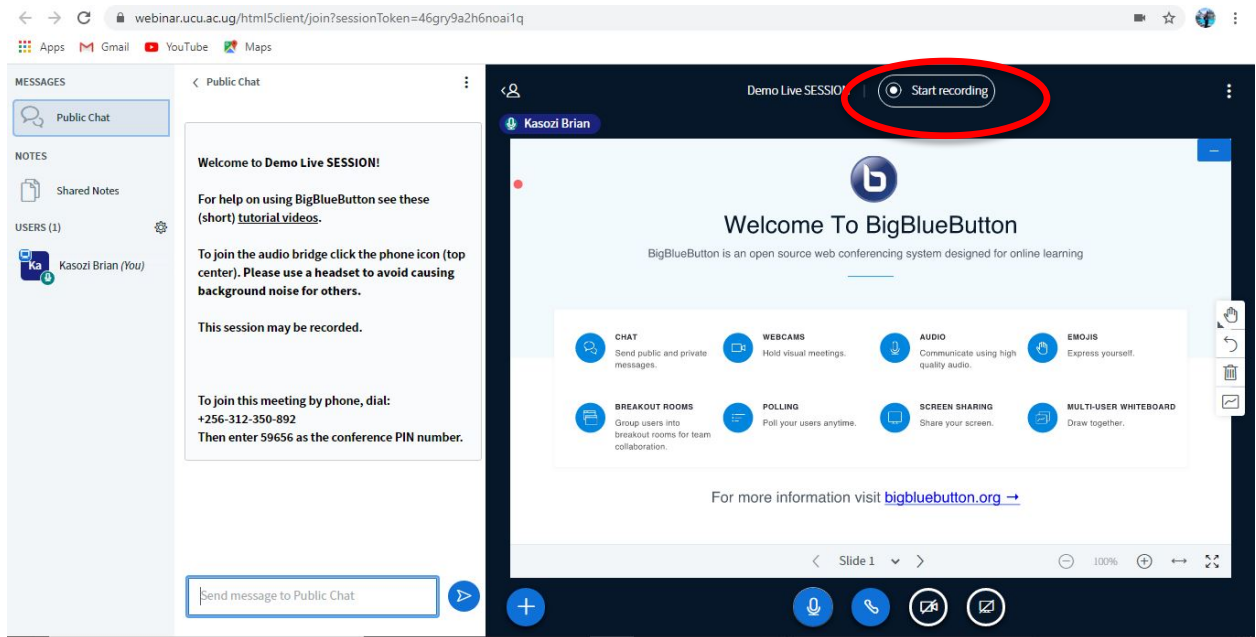
There are several control buttons at the bottom or the window. From left to right:
The mic icon controls whether you can speak or are muted
The leave audio icon removes audio from the session
The video icon enables or disables the video camera
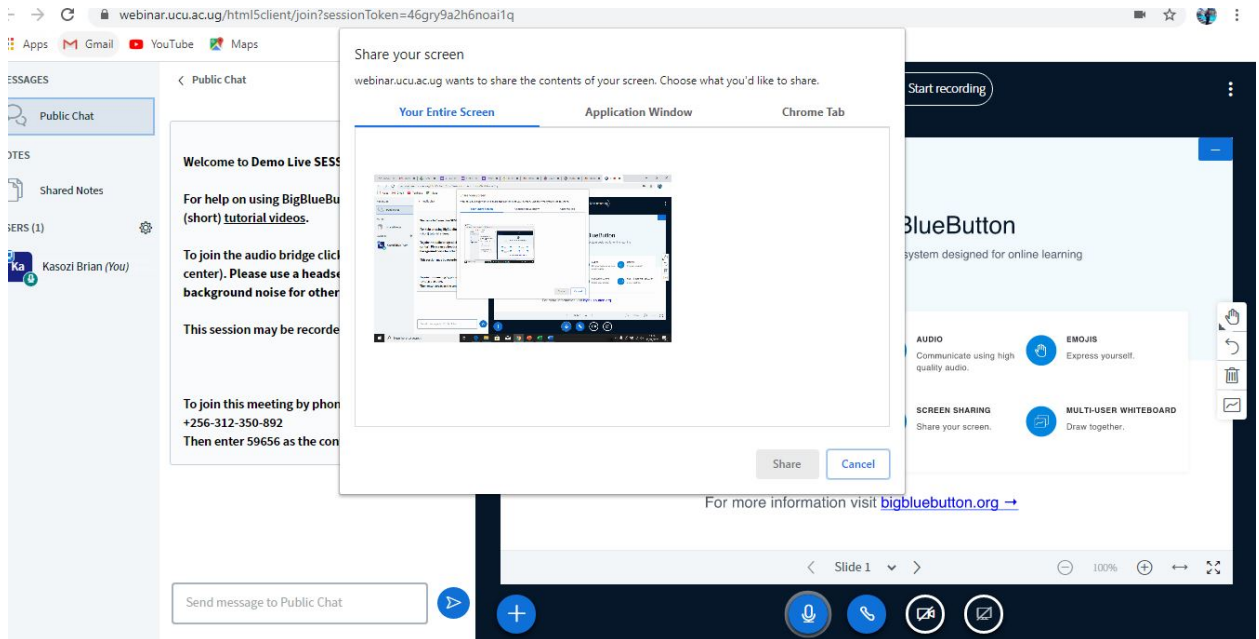The share your screen icon allows you to share your screen with the participants

Screen Sharing
If the share your screen icon is selected, it will prompt you to select what window you wish to share. It is best to share the entire screen to minimize switching back and forth.

End Session

To end the session, click the three dots in the top right of the screen, and select **End meeting.**