Trainer guide to deliver training activity using IBS Digital platform

Contents

Upload Files
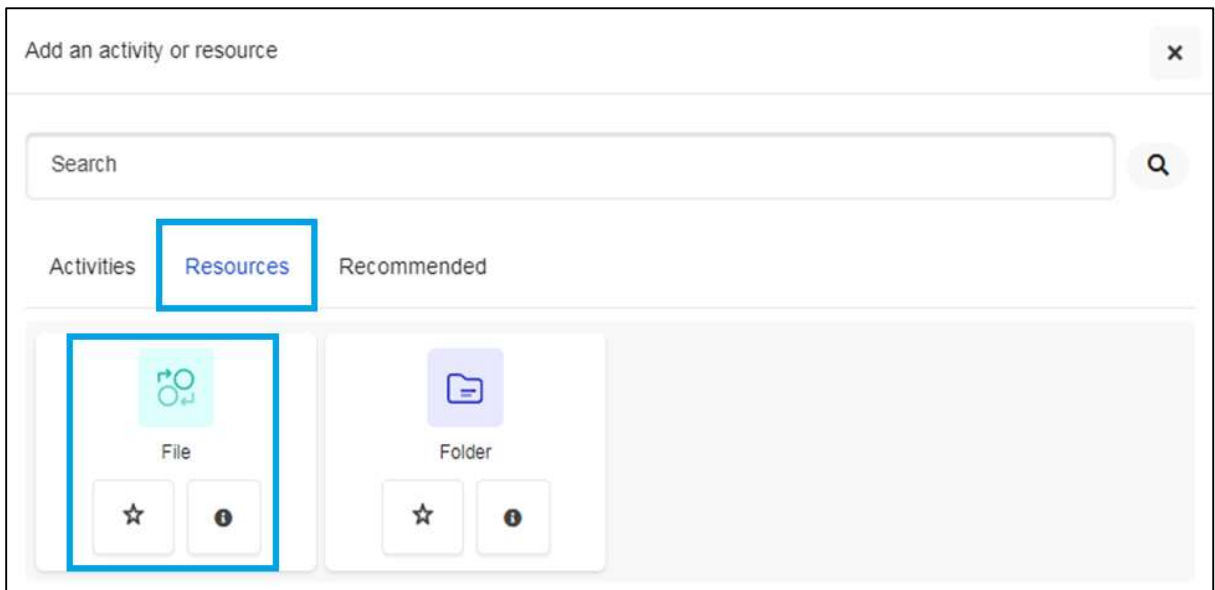1. Select the desired training activity from Dashboard, and access it.
2. At the top of the training activity page Click "Turn on editing".

3. Click "Add an activity or resource"
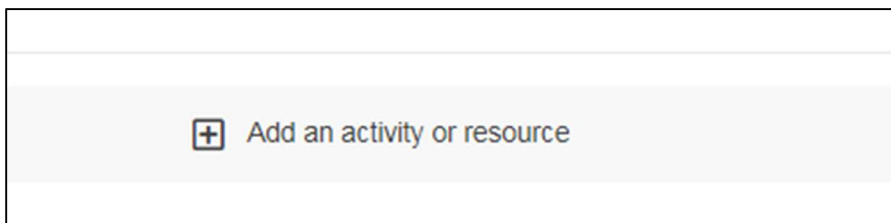
4. From the resources tab, Select "File" as shown

5. A screen will appear below, allowing you to enter the desired file name and description, as illustrated below.

6. Add a file using one of the options in the screen bellow:

7. Select "Upload a file", then Click "choose File" to choose the desired file from your device and click "upload this file", then save the changes.
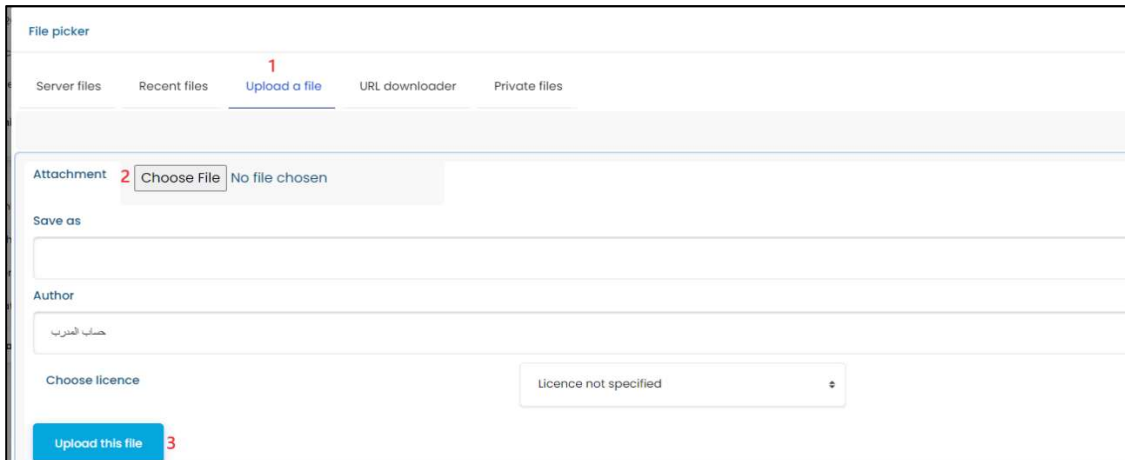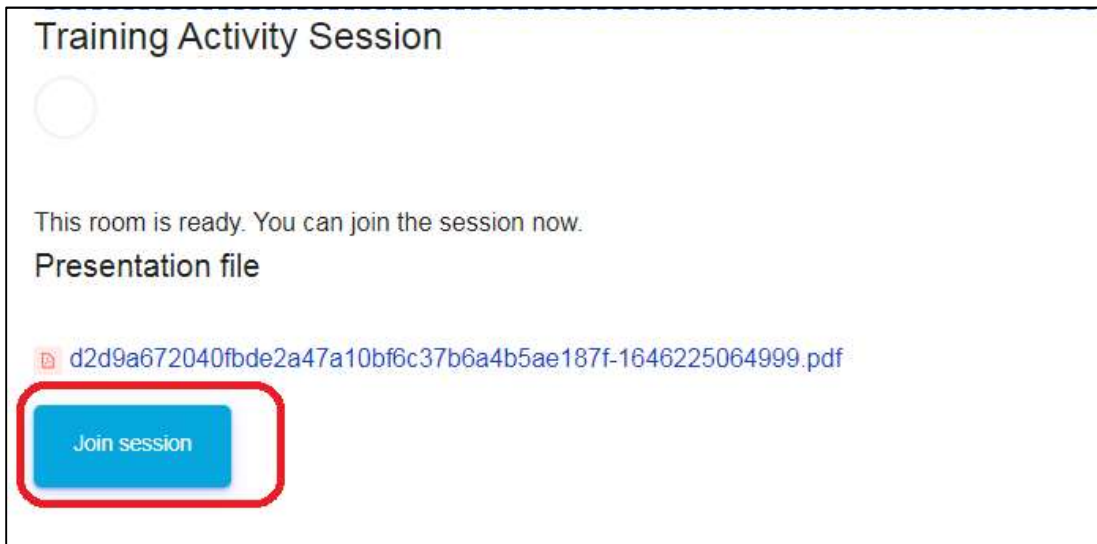
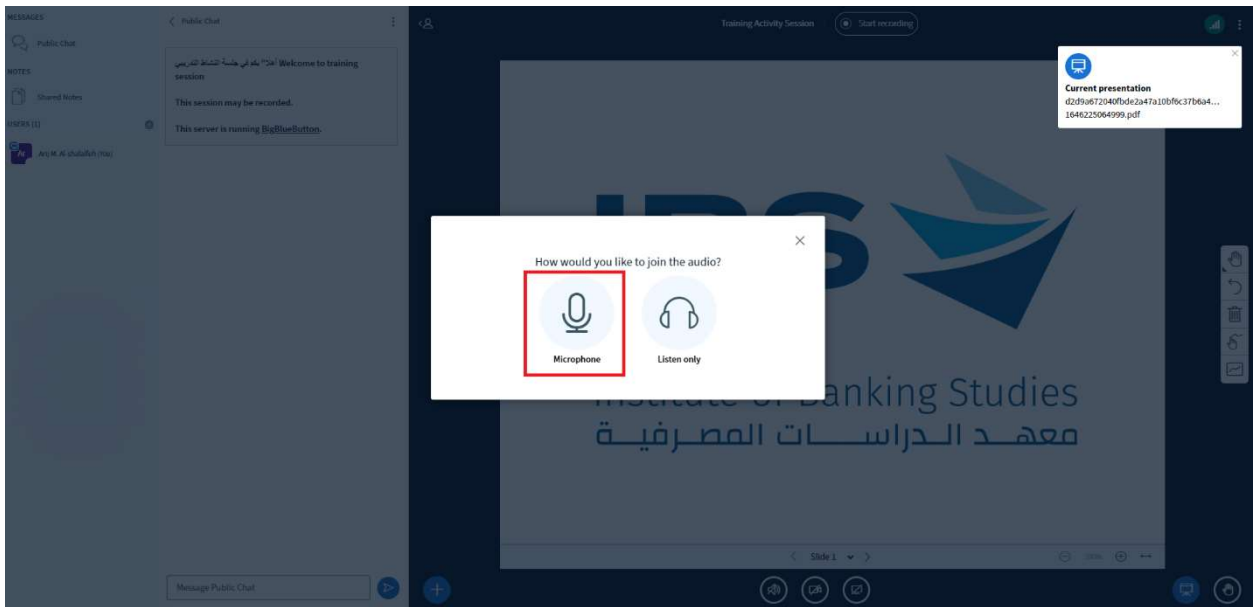## Joining the training activity session (BigBlueButton)

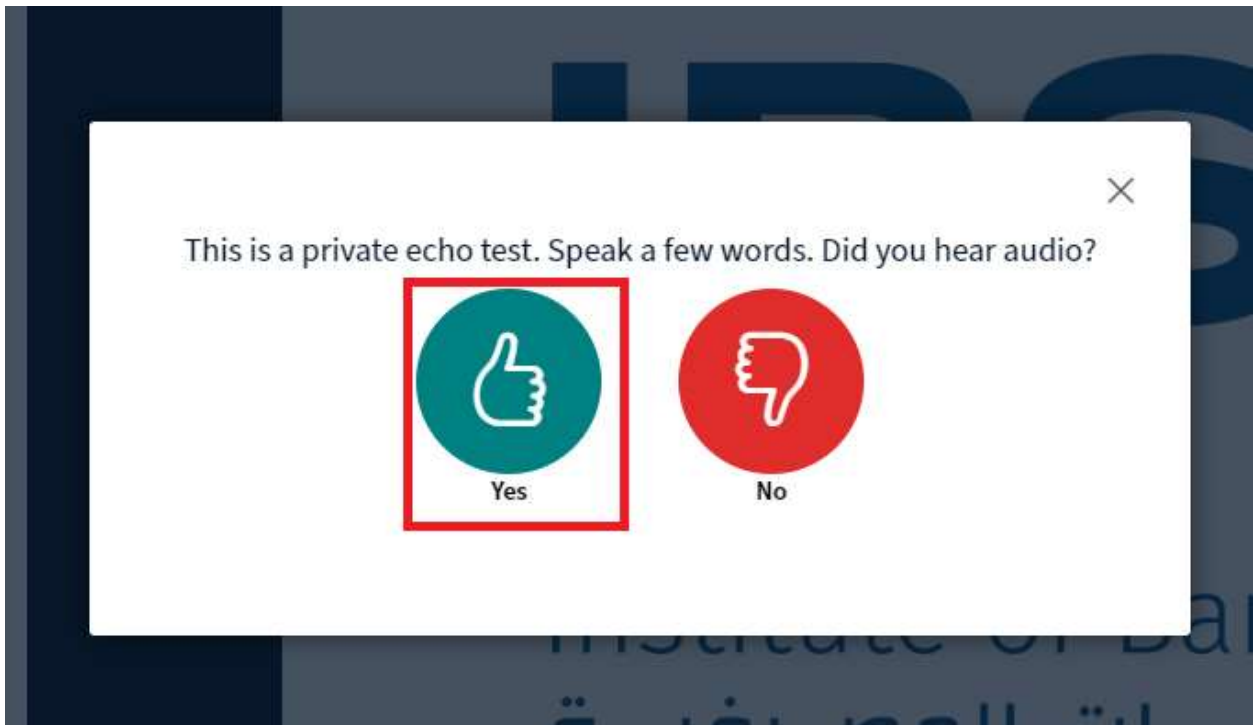1. Click "Training Activity session".
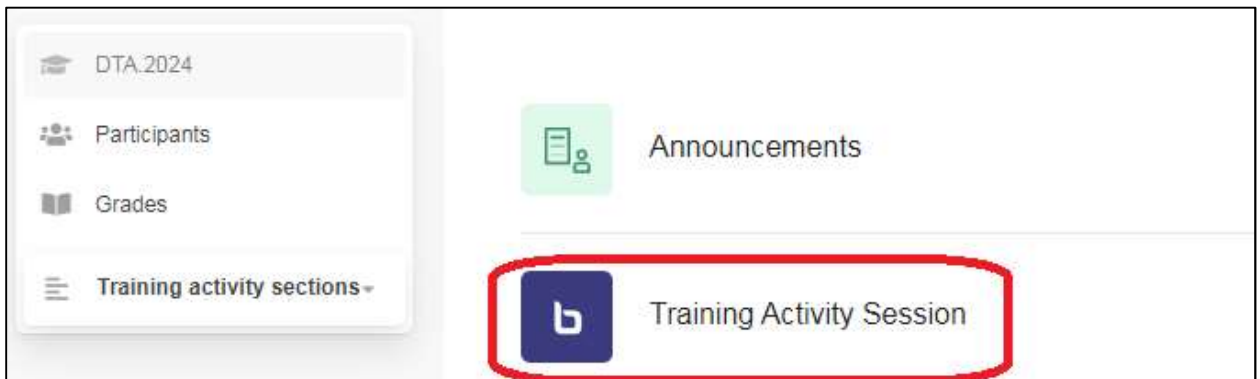
2. Click "Join session"

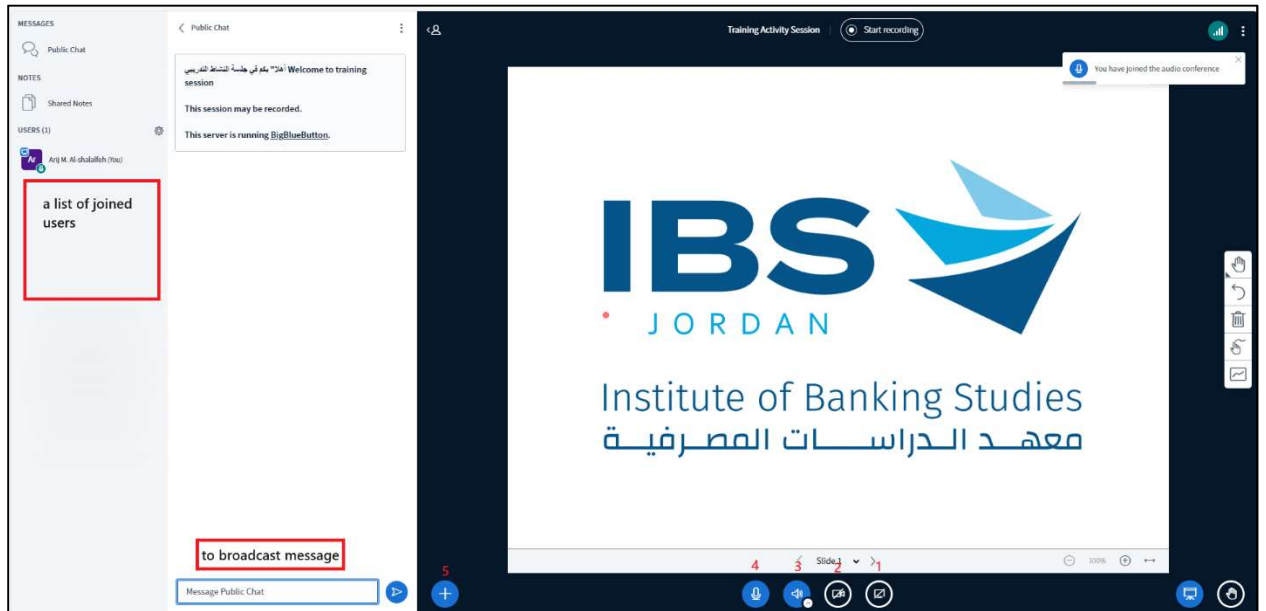3. Choose "microphone" before joining the session.

4. Choose "Yes" if the private echo test is successful, otherwise choose "No".

This is a private echo test. Speak a few words. Did you hear audio?
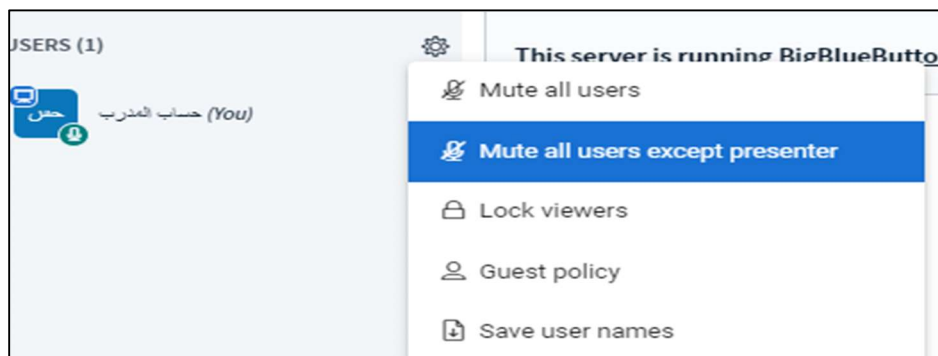
Yes   No

**Explaining the functions of the Icons in the Big Blue Button session:**

1. Share the Screen.
2. Share the camera.
3. Change/leave the audio.
4. Mute the microphone.
5. Manage presentations, Start a poll, Share an external video.

Using the settings button next to the online users names; you can mute all users, save user names, or any other options as needed.

Creating breakout rooms for trainees:
1. Click the settings button next to the online users names.
2. Choose create breakout rooms.
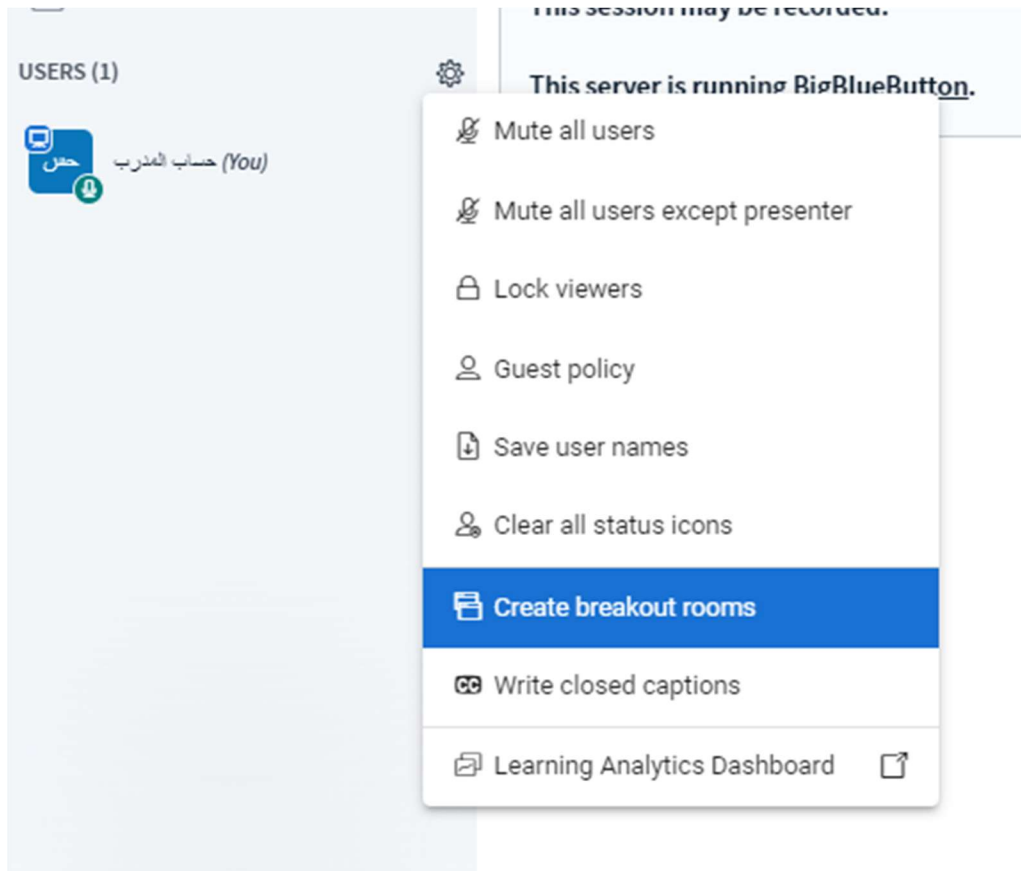
Set the breakout rooms, as shown in the picture:
1. Number of Rooms
2. Duration
3. Click randomly assign (Random distribution of trainees, if you want to distribute trainees randomly based on the number of rooms), or assign trainees to breakout rooms manually.

The created Breakrooms will appear as the shown bellow. click "join Audio" to join the selected breakout room, after joining the selected breakout room you can upload presentation, share screen, share camera, …etc.

![IBS Jordan - Institute of Banking Studies logo / معهد الدراسات المصرفية]

Taking attendance for trainees

1. Click on Attendance Activity
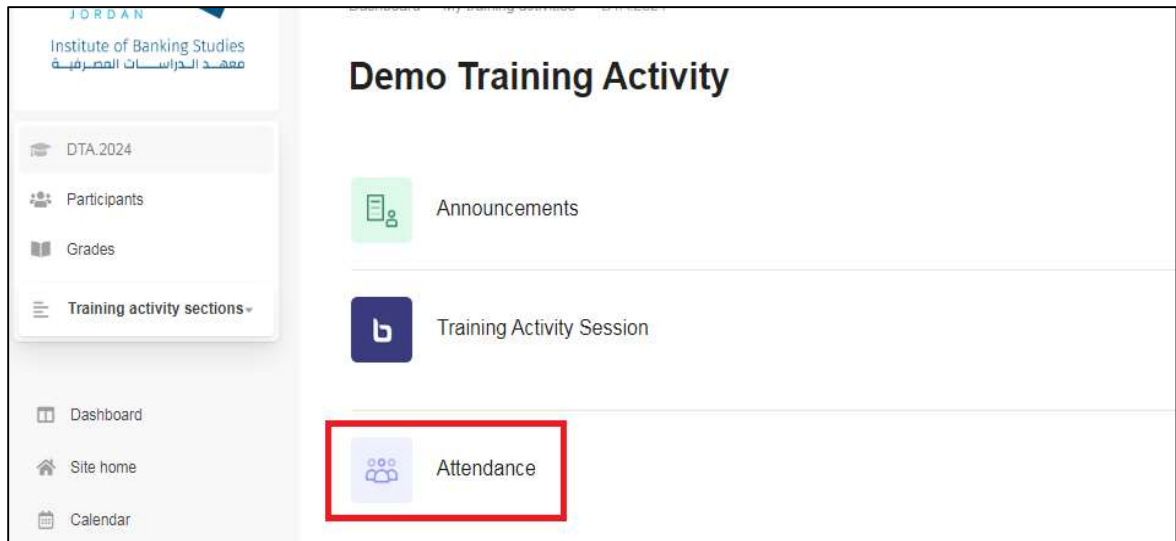
2. Click take attendance sign as shown in the image bellow.

This screen shows all the trainees registered in the session, and on the left of the screen it shows the status of each trainee:
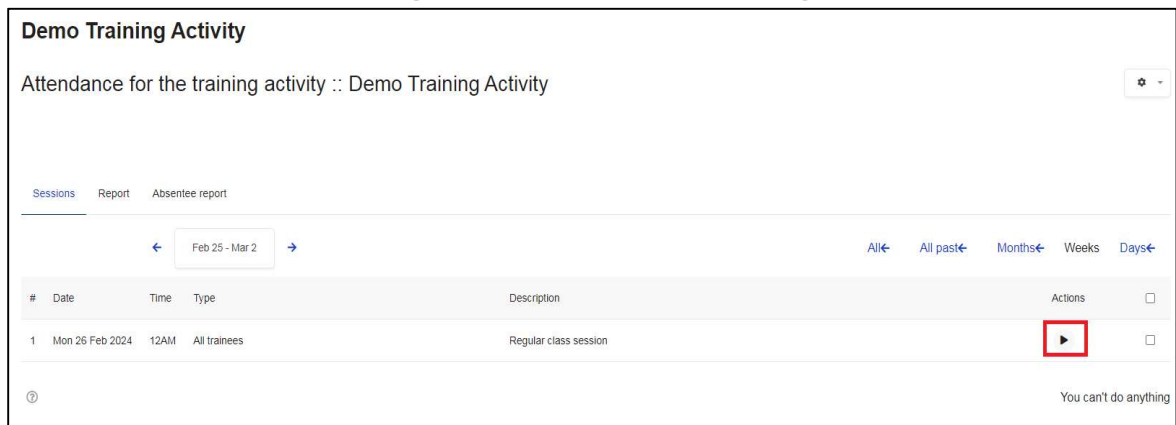
- "P" considers the trainee present.
- "L" considers the trainee late.
- "E" considers the trainee early leave for a specific reason.
- "A" considers the trainee absent.

#	First name / Surname			P	L	E	A	Remarks
		Set status for	unselected ⇕	○	○	○	○	
1	متدرب المصرفية			○	○	○	○	

Considering the attendance of each trainee by selecting one of these statuses, then click "Save Attendance".

Participants Evaluation

Click on the participant evaluation activity.

Make sure" All" hyperlink is selected to display all evaluation Questions, then click the button shown below to evaluate the trainees for each question:

Based on the existing evaluation criterion; evaluate the participants and then save the changes.

Evaluation scale: 5 for Excellent; 4 for very good; 3 for Good; 2 for Acceptable; 1 for poor.