

Trainer guide to deliver training activity using IBS Digital platform



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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".

	Dashboard - Wy training activities - 07(A)2014	
institute of Banking Studies معقدد الدراسيات المصرفية	Demo Training Activity	a - Turn editing on 2
DTA 2024	E Annuncements	
Grades	La Autoricements	
Training activity sections.	Topic 1	

3. Click "Add an activity or resource"



4. From the resources tab, Select "File" as shown

d an activity or resource		
Search		٩
Activities Resources	Recommended	
203		
File	Folder	

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



		▲ ₁ ,
Name 🛕	Demo File	
Description		
	Path: p	
	Display description on training activity (7) (7) (7) (7) (7) (7) (7) (7) (7) (7)	
		Maximum size for new files: 512MB
Select files	Tiles	
	↑ You can drag and drop files here to add them.	0

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

	٥	Ð		
elect files	Files			
	Files			
	Î ⊥	You	ı can drag	p files here to add them.

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.



File picker						
Server files	Recent files	1 Upload a file	URL downloader	Private files		
Attachment	2 Choose File	No file chosen				
Save as						
Author						
حباب الدرب						
Choose lice	nce			Licence not specified	٠	
Upload this	file <mark>3</mark>					

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?	×
	Ja

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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.



Breakout Roo	oms			Close	Create
Tip: You can drag-and-dro	vp a user's na	ime to assign them t	o a spec	ific breako	ut room.
Number of rooms	[Duration (minutes)			Randomly assign
2	~	15	Θ	\oplus	Reset assignments
Allow users to choose a Not assigned (1) (You)	breakout roo	m to join m 1		Room 2	

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.

MESSAGES	∠ Breakout Rooms	:
R Public Chat		
NOTES	12:11	
Shared Notes		
BREAKOUT ROOMS	Message all rooms	
Breakout Rooms Duration 12:11		
LISERS (1) A	Room 1 (0)	Ask to join Join audio
	Room 2 (0)	Ask to join Join audio
(You) حساب المدرب (You)		



Taking attendance for trainees

1. Click on Attendance Activity

ir a	JORDAN nstitute of Banking Studies معهـد الحراســـات المصرفي	Demo Training Activity
	DTA.2024	
201	Participants	Announcements
10	Grades	
E	Training activity sections -	Training Activity Session
	Dashboard	
*	Site home	Attendance
	Calendar	

2. Click take attendance sign as shown in the image bellow.

Demo Train	ing A	Activity				
Attendance f	or the	e training a	ivity :: Demo Training Activity			۰ -
Sessions Report	Abser	ntee report				
	÷	Feb 25 - Mar 2	•	All← All past← Months←	Weeks	Days←
# Date	Time	Туре	Description	А	Actions	
1 Mon 26 Feb 2024	12AM	All trainees	Regular class session		•	
0					You can't	do anything

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 same / Sumama				\cap		0	Domarke
			U	9	U.	0	Reliains
	Set status for	unselected \$	0	0	0	0	
مکرب قسرقیة ۲ ۱			0	0	0	0	

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:

Se	ssions Add	session	Report Absente	ee report	Import Expo	rt Status set	Warnings set	Temporary users					
		÷	Feb 25 - Mar 2	→					Alle	All past←	Months←	Weeks	Days←
#	Date	Time	Туре					Description				Actions	
1	Mon 26 Feb 20	124 2PM	All trainees					الثناعل والمشاركة				► ≎ ₩	
2	Mon 26 Feb 20	024 2PM	All trainees					المعرة الإستيطية				► 0 ₩	
3	Mon 26 Feb 20	124 2PM	All trainees					التعاون مع المدرب				► 0 8	
4	Mon 26 Feb 20	124 2PM	All trainees					التعلون مع المتدريين				► 0 ₩	

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

	22 February 2024 4:30AM - 8:29AM	View mode	Sorted list \$	0	•						
# First name / Surname			Email address			5	4	3	2	1	Remarks
			Set status for	all	٠	0	0	0	0	0	

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