# Assigning Presenter Roles in Big Blue Button and Teams

Big Blue Button

As the instructor, you are the moderator. You can assign a viewer (student) the role of presenter which allows them to control the presentation. They can upload slides, annotate slides with the whiteboard, start a poll, share their screen, etc. All of the capabilities you would have. Once they are done with the presentation, you can take back the presenter role or assign it to another students.

To Assign a Presenter Role:

Step One: Move your mouse over to the Users List on the left hand side of the menu.
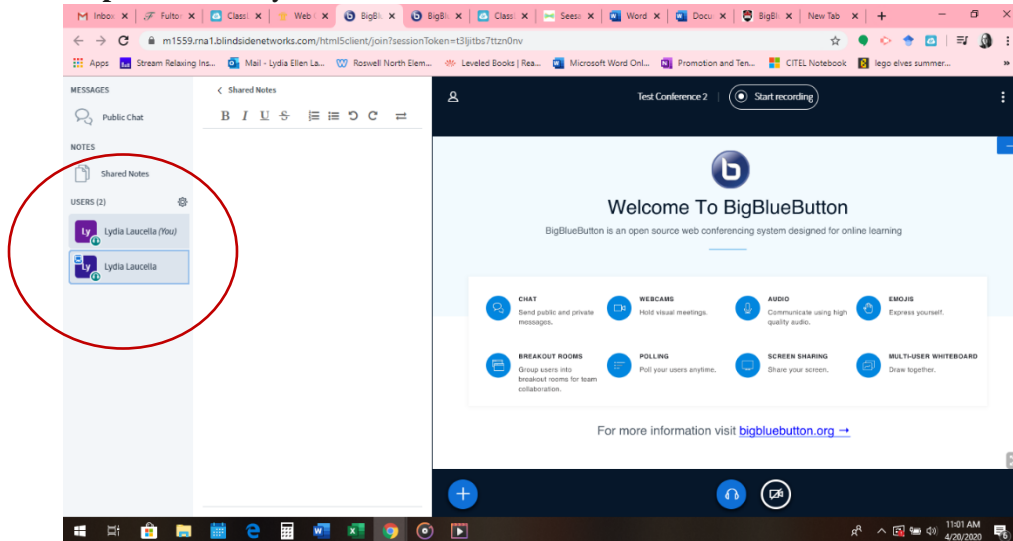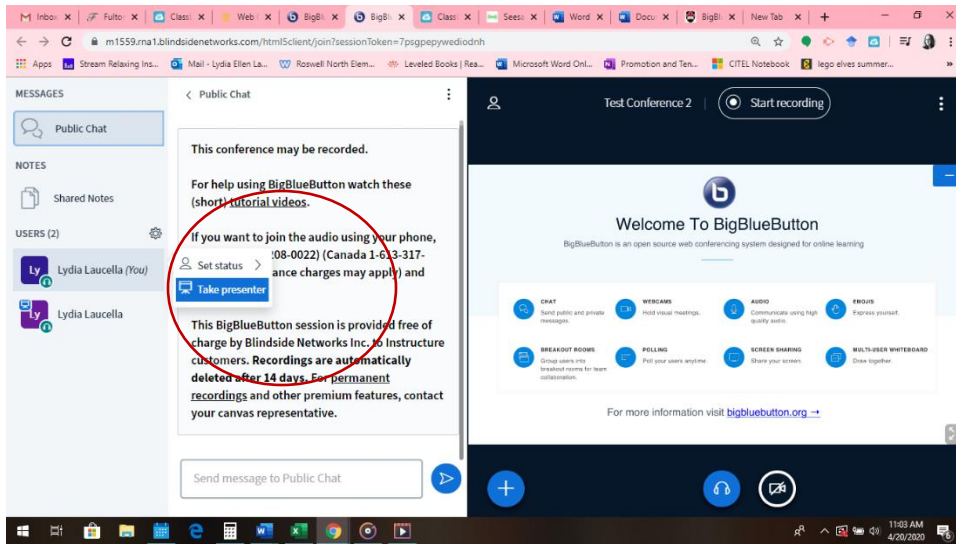

Step Two: Click on the name of the person you would like to make presenter. Then, in the drop-down menu, select Make Presenter.
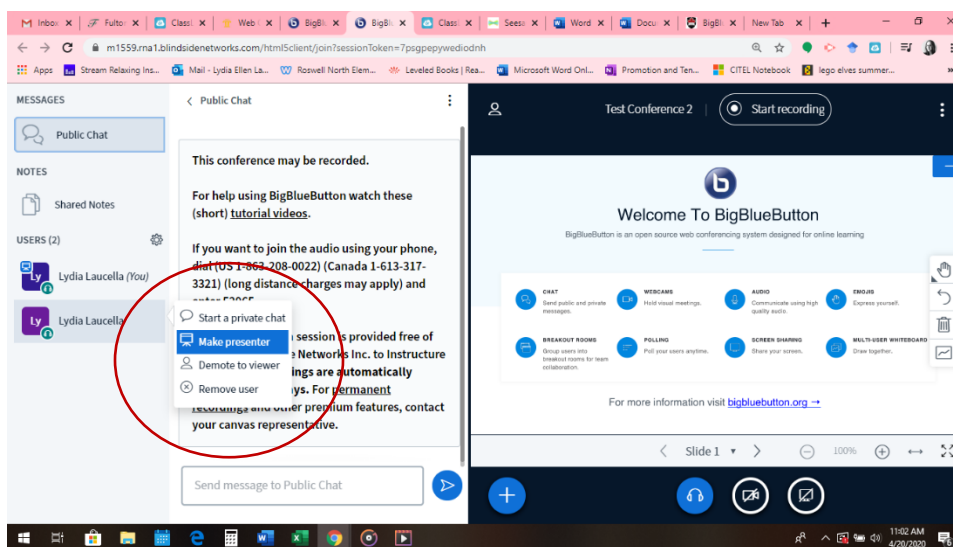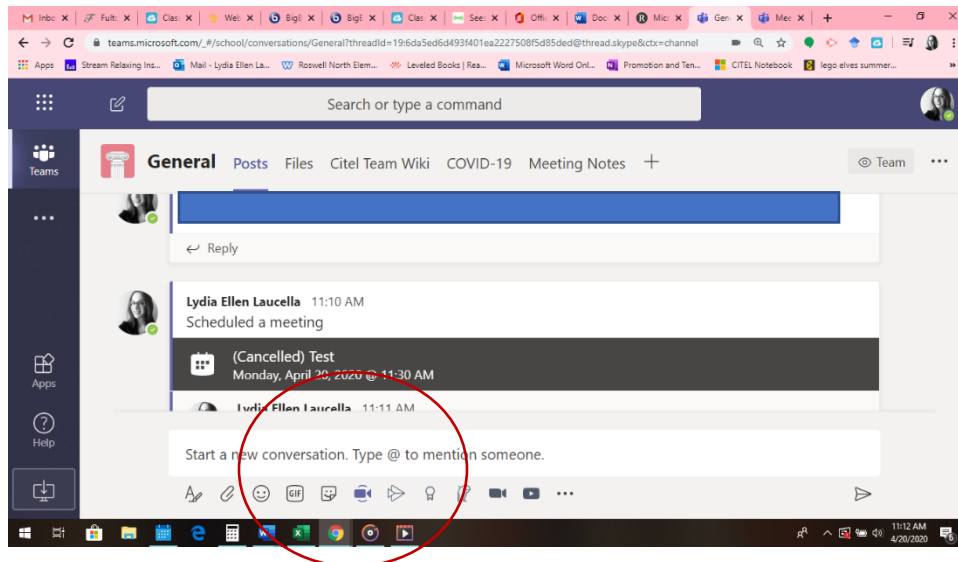

To Take Back the Presenter Status:

To take back the presenter status, click on your name. In the drop-down menu, select **Take Presenter Role**.
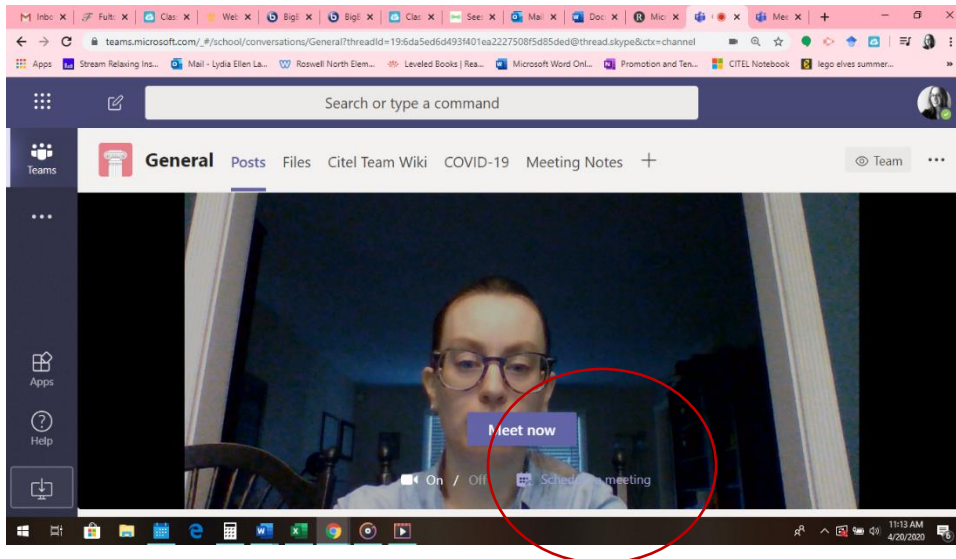
To assign it to another student, follow the directions in **Steps One** through **Two.**

TEAMS

Step One: Create your Meeting in Teams. To create a meeting, go to the Team. Click Meet Now by clicking on this icon:


Step Two: Then, select Schedule a Meeting. This will be in blue font (it is hard to see it on the screenshot).

Step Three: Make sure to add required attendees. They will get an email notification that a meeting has been created. I have found that they need to already be a member of the team in order for you to add them as an attendee. Make sure to put the appropriate time and day. Then press Send.
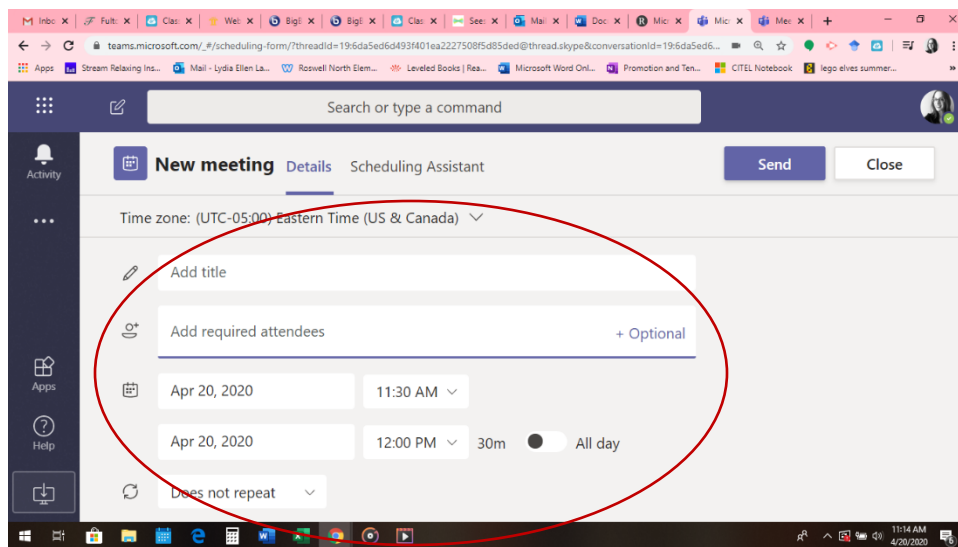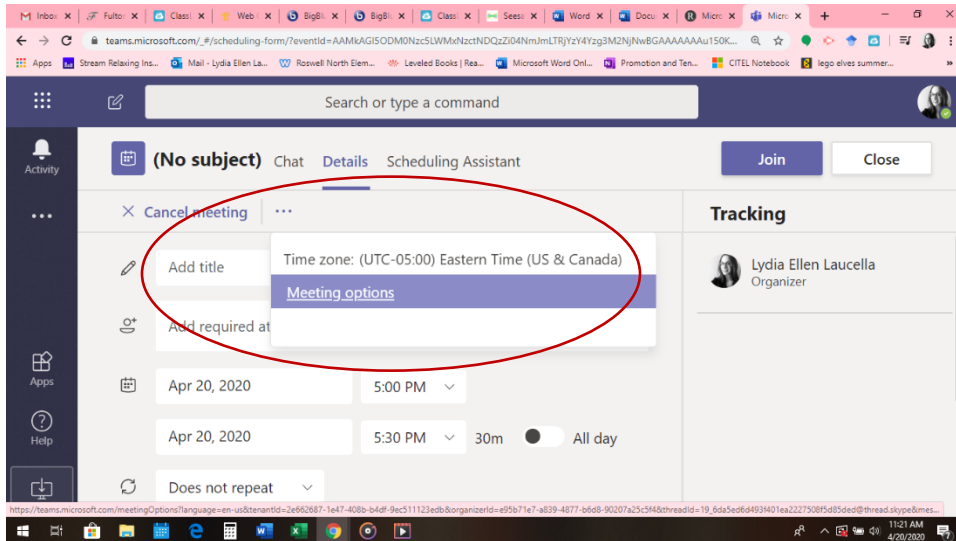

Step Four: This will take you back to the Meet Now screen. Exit out and go back into the Team. In your Team you will be able to see your scheduled meeting.
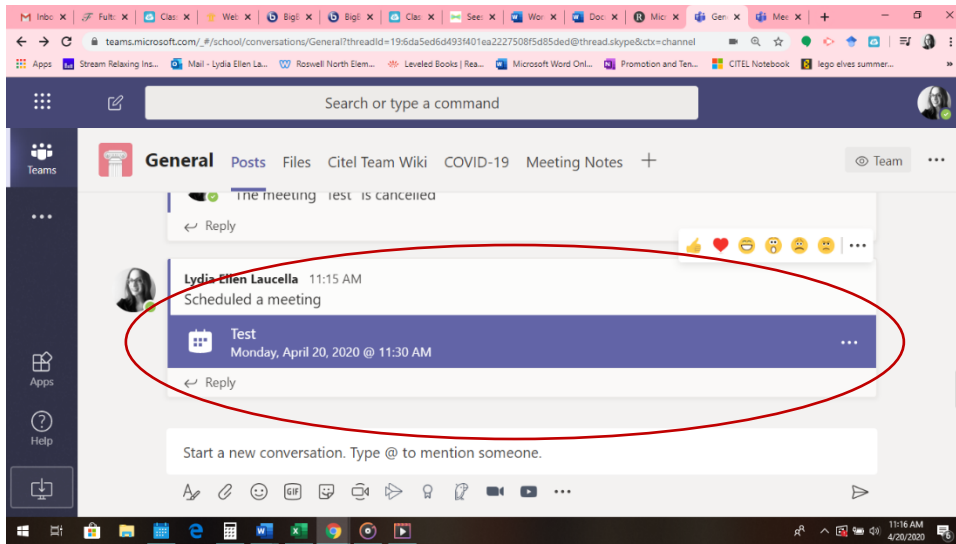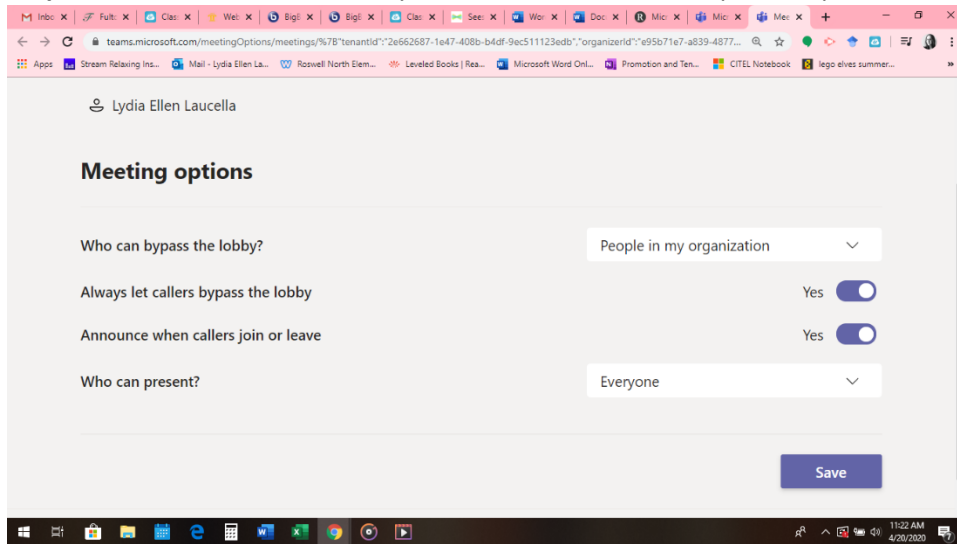
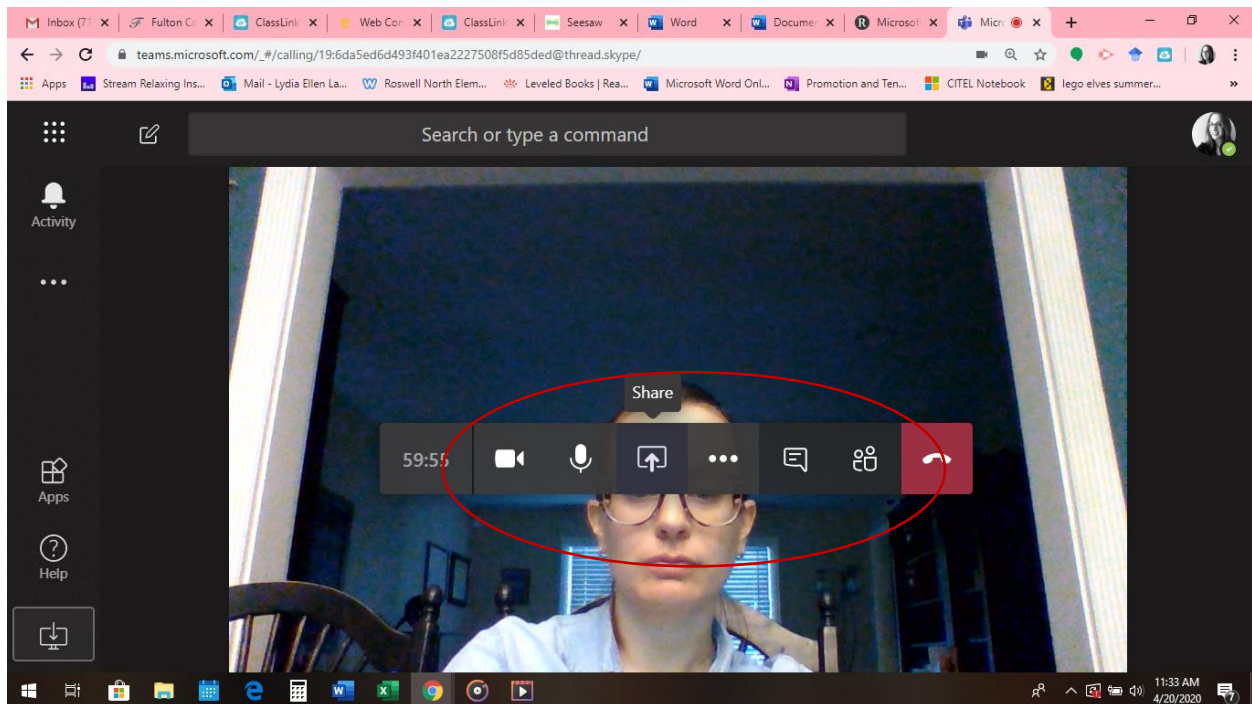**Step Five:** Click on the meeting to update the options.

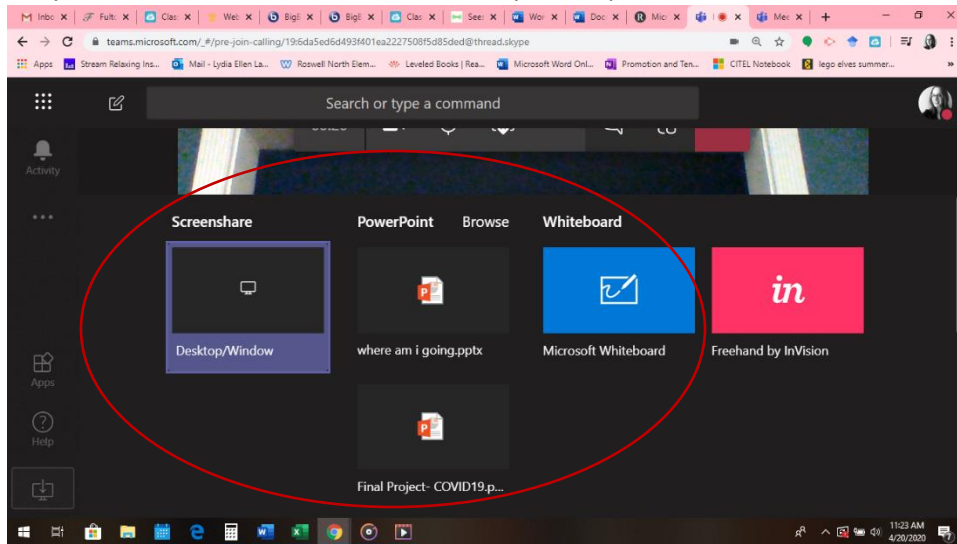**Step Six:** Hover over the kabob next to Cancel Meeting and click meeting options from the Dropdown Menu.

Step Seven: Make sure that everyone in the Team has the option to present.
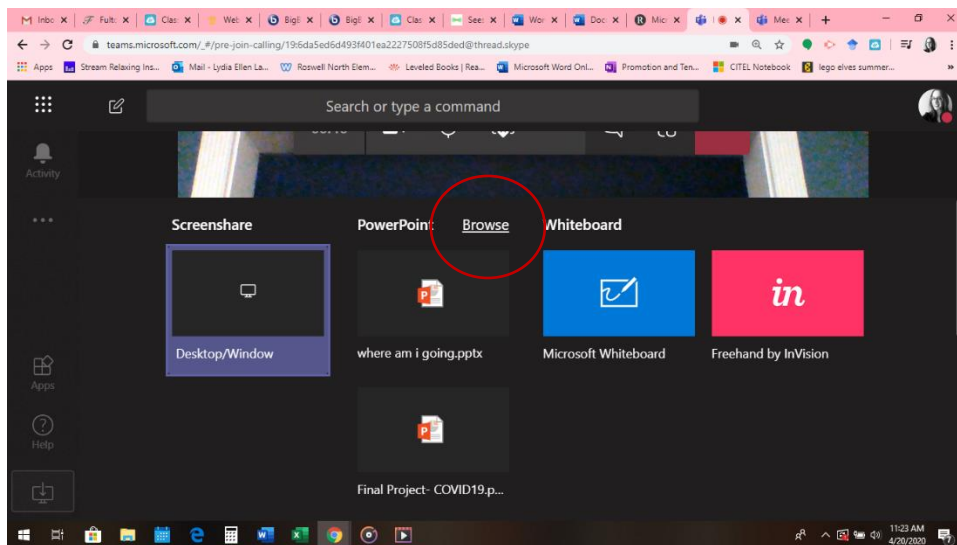

Step Eight: During the meeting, to present the student should be able to hover over their screen and click Share.
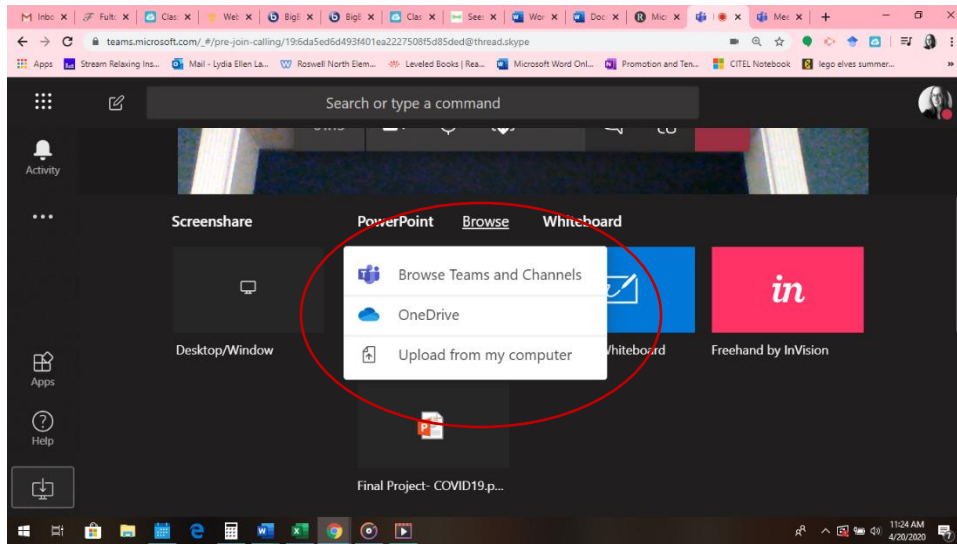
They will be able to share their screen or upload a presentation.

*If the student clicks on Browse, they can search files from their computer.

*The roles can easily be passed back and forth between the users as long as you have made sure that they can present too in the meeting options.