# Big Blue Button Sandbox Project Charter

This document outlines the deliverables, expectations and scope of the Big Blue Button sandbox project.

**Application:** Big Blue Button

**Type:** Web conferencing

**Similar to:** Adobe Acrobat, Blackboard Collaborate

**Teaching & learning application:** enables synchronous interaction among faculty & students

| February 06, 2014 | **Frank Fucile,** Client Services Manager |
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## Purpose of sandbox projects

BCcampus coordinates a variety of educational technology sandbox software projects for the B.C. post-secondary community. Sandbox projects are used to;

- help the BC post-secondary system determine if a software application has teaching & learning potential, and explore what that potential may be within a safe & contained environment,
- help both BCcampus and institutional partners better understand the operational requirements of the application. This information is made open & public as a deliverable of each project, which can then be used to help the entire system make informed decisions around the use of new and emerging educational technologies,
- promote inter-institutional collaboration by encouraging multiple institutions to participate in a sandbox project.

For more information on the sandbox process, visit http://sandbox.bccampus.ca/the-sandbox-process

## Timelines

Start and end date of project: January 1, 2014 – June 30, 2014

- Phase 1 Initiation (January)
    - Finding and securing partners, creation of project charter & scope, determining project outcomes.
- Phase 2 Research & Setup (February)
    - Setting up testing environment. Institution begins developing testing plans. Initial virtual meet up to discuss project & develop community.
- Phase 3 Experiment (March-May)

- o Testing & experimentation
- Phase 4 Report (June)
  - o Project finishes. Final report is written and posted on sandbox.bccampus.ca. Sandbox application turned off.
  - o Final meeting of participants to decide if the project warrants moving ahead.

## Institutional Deliverables

A final report on the institutional experience with the project is due on June 30th, 2014. This report does not have to be extensive, but should address the following questions.

- Describe how the system was tested at your institution.
  - o How often did you use the system during the pilot?
  - o How many users did you have testing the system?
  - o What types of activities did you try in the system?
- What parts of the system did your users like? Dislike?
- What worked well with the system and what did not work as expected?
- How could this application be used in a teaching and learning context?
- Were there technical issues with the system during the sandbox project? Describe them.
- Were you able to find support independently (ie from a user community or other open resources, like websites and blogs) when you experienced issues?
- Did you use the application within an LMS? How difficult was it to integrate with LMS's?
- What features are missing that you wish the system had?
- Compared to other types of web conferencing system you have used, how would you compare BBB?
- What advice would you have to other institutions who might be considering using this software?

## BCcampus participation

BCcampus will provide the following:

- A Client Services manager (Frank Fucile) to coordinate the sandbox project.
- An instance of Big Blue Button separate from the other institutions in the pilot.
- An institutional administration account with enough power for institutions to manage their own space. This account can create user accounts and manage recordings.
- Liaison services with the Big Blue Button service provider.
- A synchronous kickoff session involving all participants.

## Institutional Participation

The institution will provide the following:

- An institutional champion who will act as the primary liaison with the BCcampus Client Services Manager (roughly 50 hours over the course of the project). The institutional champions will also coordinate institutional testing, including creation and management of internal user accounts, and the creation & execution of testing scenarios inside the institution.
- A final report on the project, which can be made public on sandbox.bccampus.ca

## Limitations of sandbox

Due to the nature of the sandbox server, there are a number of restrictions placed on the application.

1) There will be no backups or restorations of data provided during the Phase 3 Experiment timeline of Mar 01 to May 31, 2014
   a. Please Note - at the end of the sandbox project all data will be deleted.
2) In the case of a system outage, BCcampus will endeavour to fix the issue in a timely manner. However, there is no guarantee of uptime for the application and while every effort will be taken to ensure the system is brought back online in a timely manner, it may be a matter of days before a system outage can be fully restored.
3) Student data is not allowed in the sandbox.