

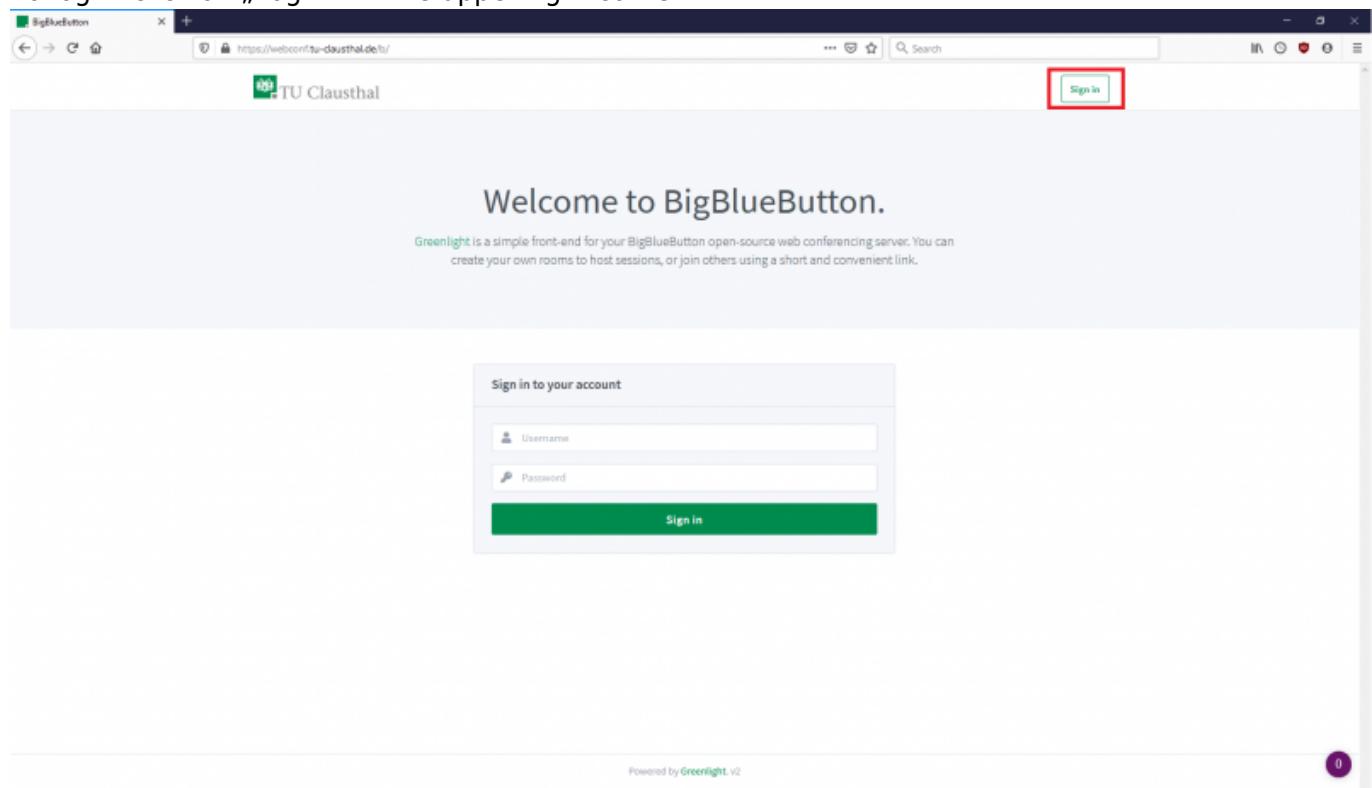


Create conferences in BigBlueButton

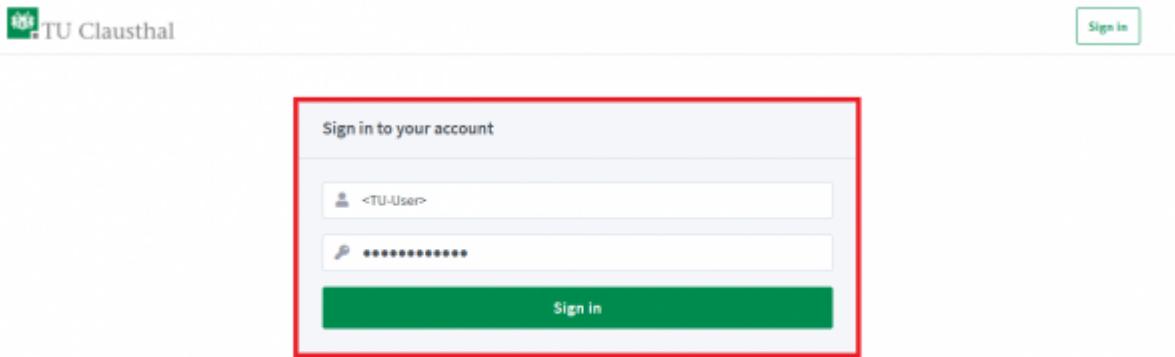
Create conferences

Go to the following website <https://webconf.tu-clausthal.de/>

To log in click on „Log in“ in the upper right corner.



Then enter your TU-User and your corresponding password.



After the login you will see your personal overview with your start room.
To rename and configure the room, click on the three small dots.

The screenshot shows the 'Start Room' interface. At the top left is the TU Clausthal logo. Top right features a 'Home' link and a green circular icon with a question mark. Below the header, the title 'Start Room' is displayed with a house icon. A '12 Sessions' link is present. Underneath, there's an 'Invite Participants' section with a URL input field containing 'https://webconf.tu-clausthal.de/b/qua-' and a 'Copy' button. To the right is a large green 'Start' button. Below these are two cards: one for 'Start Room' (last session on April 08, 2020) and another for 'Create a Room'. A red box highlights the three-dot menu icon next to the 'Start Room' card.

Name your room as desired and generate an access code by clicking on the cube symbol.



If you do not set an access code, it is possible for anyone to participate in your sessions using the room address - at worst, without you noticing.

With „Update room“ you confirm your entries.

Room Settings

	TUC RZ manual	
	Access Code: 882503	
<p>Mute users when they join <input type="checkbox"/></p> <p>Require moderator approval before joining <input type="checkbox"/></p> <p>Allow any user to start this meeting <input type="checkbox"/></p> <p>All users join as moderators <input type="checkbox"/></p>		
Update Room		

Adjustment to your room can be done at anytime.

Other participants now need the link from your overview and the access code to join your conference.

If you click on the large „Start“ symbol in your overview, you will be directed to your conference room and will first be asked how you want to participate.

The screenshot shows a web-based conference interface. At the top left is the TU Clausthal logo. On the right are navigation links for 'Home' and a search bar. Below the header, the title 'TUC RZ manual' is displayed with a small green house icon. Underneath the title, it says '12 Sessions'. A 'Invite Participants' section contains a link 'https://webconf.tu-clausthal.de/b/qua...' with a 'Copy' button next to it. To the right of this is a large green 'Start' button, which is highlighted with a red border. Below these sections, there's a summary card for the 'TUC RZ manual' session, showing a thumbnail, the name, and the last session date ('Last session on April 08, 2020'). To the right of this card is a dashed box containing a green '+' button and the text 'Create a Room'.

Note that by default the conference only starts when you enter the room.

Application Scenarios

The following possible scenarios exist in our view:

1. Videoconference with few participants, all using webcam and audio
2. Videoconference with presenter and moderator as well as some listeners who are primarily active one after the other (they only briefly release their webcam and audio, e.g. for questions or in a moderated discussion)
3. Video conference with a presenter (= webcam and screen sharing / presentation) and many passive listeners (seminar character)

The background to this classification is the technical load on the end devices: The more video streams have to be displayed in the browser, the more load arises on the client PCs. Above a number of 10-20 simultaneously sending webcams, the system load increases noticeably. In any case, it is recommended to switch off webcams of participants in the meeting that are not needed when using the service. The load from audio streams is much lower, please also take note of our information on the [Home page of this section](#).

Presentation & Screen Sharing

If you want to give a presentation where many participants are primarily supposed to watch only, an example configuration is explained below.

With the properties:

- Only you can send webcam and audio to the conference by default, as well as screen sharing.

- The text chat can be used by all participants.
- Participants can change their status (virtual hand signal).
- You or a moderator can allow or deny access to participants to speak, as well as to the webcam and screen sharing.

Start the conference room of your choice and click on the cogwheel symbol in the list of participants.

The screenshot shows the BigBlueButton control panel. On the left, there are tabs for 'MESSAGES' (with 'Public Chat' selected), 'NOTES' (with 'Shared Notes'), and 'USERS (1)' (showing a user icon with '(You)'). A context menu is open over the user icon, listing options: 'Clear all status icons', 'Mute all users', 'Mute all users except presenter', 'Save user names', 'Lock viewers' (which is highlighted in blue), 'Create breakout rooms', and 'Write closed captions'. The main area displays a message: 'Welcome to TUC RZ manual !' and 'For help on using BigBlueButton see (short) [tutorial videos](#)'.

In the following window, deactivate the settings as shown in the illustration.

Lock viewers

These options enable you to restrict viewers from using specific features.

Feature	Status
Share webcam	Locked <input checked="" type="button"/>
See other viewers webcams	Locked <input checked="" type="button"/>
Share microphone	Locked <input checked="" type="button"/>
Send Public chat messages	Unlocked <input type="button"/>
Send Private chat messages	Locked <input checked="" type="button"/>
Edit Shared Notes	Unlocked <input type="button"/>
See other viewers in the Users list	Unlocked <input type="button"/>

Cancel Apply

To unlock participants, click on the desired participant and then click „enable user“ for audio and webcam or „make me the presenter“ to delegate screen sharing to them.

The screenshot shows the BigBlueButton interface. On the left, there's a sidebar with 'MESSAGES' (Public Chat selected), 'NOTES' (Shared Notes), and 'USERS (2)' (Qu and Ke). Under 'USERS (2)', 'Ke' is highlighted with a blue border and has a 'Blocked' status. A context menu is open over 'Ke', listing options: Start a private chat, Make presenter, Promote to moderator, Unlock, and Remove user. The main area displays a 'Welcome to TUC RZ manual!' message and instructions for joining the audio bridge. The URL in the address bar is https://doku.tu-clausthal.de/doku.php?id=multimedia:web_conferences_with_bigbluebutton:create_conferences_in_bigbluebutton&rev=1587026282.

Configuration of the participants

To assign permissions or roles to participants, click with the left mouse button on the corresponding name in the participant list.

The screenshot shows the BigBlueButton interface. On the left, there's a sidebar with 'MESSAGES' (Public Chat), 'NOTES' (Shared Notes), and 'USERS (2)' (Qu and You). The main area has a title 'Welcome to TUC RZ manual !' and instructions for using the audio bridge. A context menu is open over the 'You' user icon, listing options: 'Start a private chat', 'Make presenter', 'Promote to moderator', and 'Remove user'. The 'Remove user' option is highlighted.

In your own entry you can set a status for yourself, such as raising your hand.

The screenshot shows the 'USERS (1)' section with 'Qu' and '(You)'. A context menu is open over the 'Qu' user icon, with 'Set status' highlighted. Other options like 'Mute user' are also visible.

This can also be done by the spectators, so that you can, for example, ask for the opinion of the participants.

Leaving the conference

You can leave the conference via the menu (the 3 dots at the top right of the screen) by logging out. Other meeting participants will remain in the conference room. With „End conference“ you end the

conference and the remaining Participants are also disconnected from the conference room.

The chat messages and any „shared notes“ that may have been created are deleted as soon as you as moderator press the „End conference“ button. Thus, before ending a conference, the data should be copied if necessary and saved in a separate file.

Further instructions on the topic BigBlueButton in the RZ documentation

- Creating and Managing Conferences with BigBlueButton
- FAQ - BigBlueButton
- Moderating a Web Conference
- Participating in a Web Conference
- Participating in a Web Conference via Telephone
- Presenting and Sharing in a Web Conference

[mitarbeitende], [studierende]

Direkt-Link:
https://doku.tu-clausthal.de/doku.php?id=multimedia:web_conferences_with_bigbluebutton:create_conferences_in_bigbluebutton&rev=1587026282

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