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Creating and Managing Conferences with BigBlueButton

# Creating and Managing Conferences with BigBlueButton

deutsche Version

## Creating and managing conferences

Login at https://webconf.tu-clausthal.de/ with your RZ credentials. You will then be taken to your BBB profile where you can create new conference rooms or configure existing ones.

When creating a room, you have several options:

<u>1</u>	RZ documentation		
¢a	Access Code: 780961	Î	
Ф <sub>2</sub>	Moderator Code: yyauso	Û	
Mute users when they join			
Require moderator approval before joining			
Allow any user to start this meeting			
All users join as moderators			
Disable Microphone sharing			
Disable Webcam sharing			
Allow only moderators to see Webcams			
Automatically join me into the room			
Cre	eate Room Cance	ł	

- You can automatically mute participants upon entry to prevent interruptions
- You can use an access code to prevent anyone without a code from entering the room
- Alternatively, you can use "Require moderator approval before joining" to set up a waiting room where you can admit participants individually
- You can use a moderator code to avoid having to manually assign moderators during a conference
- The option "Allow any user to start this meeting" is not recommended, since the room can be used by anyone with a link

You can change the settings for an existing room by clicking on the menu button (the three dots).

#### Setting up a co-host

By selecting "Manage access" via the menu button, you can add co-hosts. Co-hosts can start up and

#### moderate your conference room.

	Share Room Access
Shared With	Select User • max mu Max Mustermann gl-dummsjcxjbik Save Changes
	Cancel Changes
Sharing a room	with a user allows them to start the room and view the room's recordings

Co-hosts will be displayed next to the relevant conference room.

#### Starting a conference

To start a conference, select the relevant room and click on "Start". You will then be automatically connected.

### **Finishing a conference**

You can leave a conference via the main menu (the 3 dots on the top right) by clicking on "Leave conference". With this option, other participants will remain in the conference room. By selecting "End conference," you end the conference. This option will disconnect all other participants.

When you choose the "End conference" option, then any chat messages and "shared notes" will be deleted. Therefore, it is recommended to copy and save any data prior to ending a conference.

#### **Participant permissions**

Web conferences can be used in a variety of settings, for example,

• Meetings with several people who participate equally with both audio and video

- Seminars in which several people present, one after the other
- Lectures and events in which one person presents and participants watch, listen and communicate via chat
- Job interviews and oral exams, where candidates are admitted one by one from a waiting room
- The supervision of online exams, where only supervisors can view webcams

BBB offers a variety of settings to set the appropriate permissions for participants.

#### **Example scenario**

Below is an example of the settings you can choose to hold a web conference in which you present and participants primarily watch and listen. These include the following:

- Only you can broadcast video and audio, as well as screen sharing
- All participants can communicate via chat
- Participants can change their status (for example, virtually raise their hand)
- You or a moderator can limit who can share their audio, video or screen by turning permissions on or off

For this scenario, start a conference room of your choice and click on the gear icon in the list of users.



In the following window, disable the settings as shown.

Lock view	iers
These options enable you to restrict view	vers from using specific features.
Feature	Status
Share webcam	Locked
See other viewers webcams	Unlocked
Share microphone	Locked
Send Public chat messages	Unlocked
Send Private chat messages	Locked
Edit Shared Notes	Unlocked
See other viewers in the Users list	Unlocked
	Cancel Apply

To unlock a particular participant, click on their icon and select "Unlock" for audio and video or "Make presenter" to enable screen sharing.

MESSAGES	V Public Chat	
Q Public Chat		
NOTES	Welcome to TUC RZ manual !	
Shared Notes	For help on using BigBlueButton see the (short) <u>tutorial videos</u> . To join the audio bridge click the phone	
USERS (2)		
🕎 Q (You)	Use a headset to avoid causing backgrout for others.	
Ke Ke	Start a private chat	
Course	Make presenter	
	은 Promote to moderator eeting, send	
	Remove user	

### **Further instructions for using BigBlueButton**

- 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

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Direkt-Link:

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