



# Moderating a Web Conference

[deutsche Version](#)

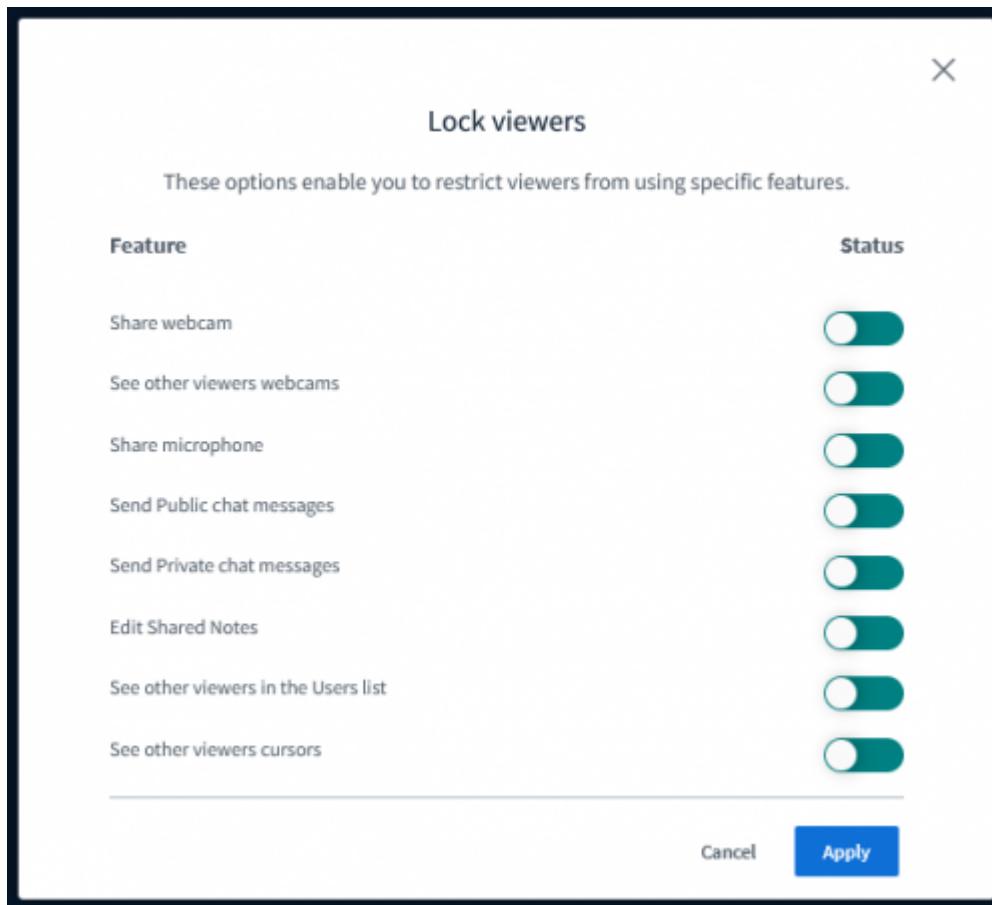
## User management

Via the user list, you can unlock individual participants, make them presenters or moderators, or remove them from the conference.

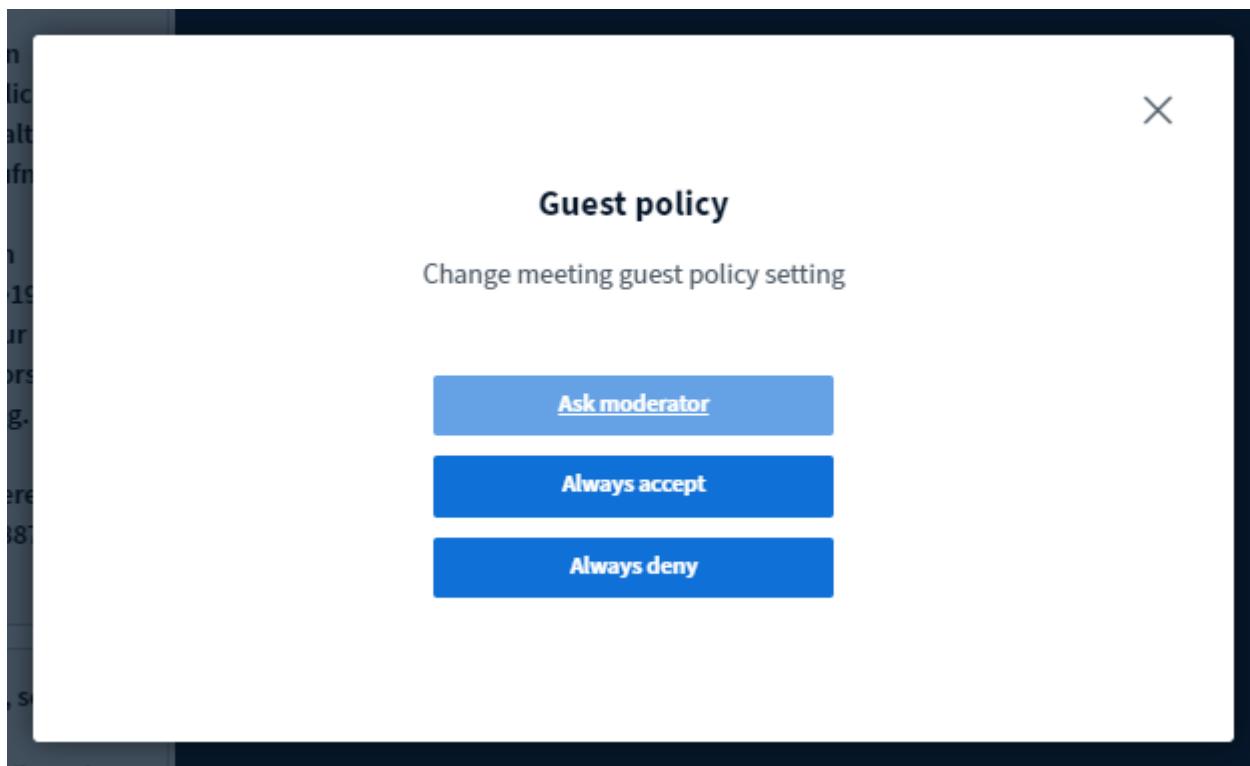
Further settings can be found by clicking the gear icon.

The screenshot shows a web-based video conference interface. On the left, there's a sidebar with sections for MESSAGES (Public Chat), NOTES (Shared Notes), and USERS (4). The USERS section lists four participants: Jeremias Hübner (You) with a blue icon, test-user1 with a blue icon, test-user2 with a blue icon, and test-user3 with a purple icon. A gear icon is next to the user list. The main panel has a header "Public Chat" with a back arrow and a three-dot menu. It displays a welcome message: "Willkommen in der Sitzung RZ documentation!". Below it, it says "Hier finden Sie unsere Anleitungen zu diesem Dienst: RZ-Doku". A large callout box contains instructions about copyright: "Für sämtliche Inhalte der Videokonferenzen gilt das Urheberrechtsgesetz." It lists several options: Turn off meeting mute, Lock viewers, Guest policy, Save user names, Clear all status icons, Create breakout rooms, and Write closed captions. To the right of these options is a long German text explaining that recordings made during the conference are subject to copyright law and can only be used with the permission of the initiators. Below this, another callout box provides instructions for inviting participants: "To invite someone to the meeting, send them this link: <https://webconf.tu-clausthal.de/b/jer-rvj-bv4-xsd> Access Code: 105629".

By selecting „Lock viewers“ you can lock or unlock certain features for all participants. Moderators will not be affected by these settings.



„Guest policy“ allows you to restrict or open access to a room in an ongoing conference. You can choose to set up a waiting room where a moderator admits participants individually, or you can choose to “Always accept” or “Always deny” access to a room. Room access codes remain valid regardless of any settings selected in “Guest policy”. A moderator code grants access even if a room is locked.



If you have restricted access to a room by selecting "Ask moderator", you can admit participants individually as shown below:

The screenshot shows the TU Clausthal web conference moderation interface. On the left, there's a sidebar with navigation links: MESSAGES (Public Chat), NOTES (Shared Notes), USER MANAGEMENT (Waiting Users, with a red '2' badge), and USERS (1) (Jeremias Hübner (You)). The main content area is titled 'Waiting Users'. It contains a message input field with a blue send button, a note stating "There is currently no message", and a section for 'Review Pending Users' with four options: 'Allow all authenticated' (blue), 'Allow all guests' (blue), 'Allow everyone' (blue), and 'Deny everyone' (red). Below this is a checkbox for 'Remember choice'. Under '2 Pending Users', there are two entries: '[1] user\_1' and '[2] user\_2', each with a purple circular icon labeled 'Us', a plus sign, a magnifying glass, and a red X.

## Breakout rooms

You can select „Create breakout rooms“ if you would like to divide participants into groups for a specified amount of time.

The screenshot shows a web-based video conference interface. On the left, there's a sidebar with sections for MESSAGES (Public Chat), NOTES (Shared Notes), and USERS (4). The USERS section lists four participants: Jeremias Hübner (You) with a blue icon, test-user1 with a blue icon, test-user2 with a blue icon, and test-user3 with a purple icon. A gear icon is next to the user list. In the center, there's a public chat window with a message about the meeting. Below it is a moderation menu with several options: Turn off meeting mute, Lock viewers, Guest policy, Save user names, Clear all status icons, Create breakout rooms (which is highlighted with a red underline), and Write closed captions. To the right of the moderation menu, there's a note about copyright. At the bottom, there's a box with instructions for inviting participants.

Willkommen in der Sitzung RZ documentation!

Hier finden Sie unsere Anleitungen zu diesem Dienst: RZ-Doku

Für sämtliche Inhalte der Videokonferenzen gilt das Urheberrechtsgesetz.

Turn off meeting mute  
Lock viewers  
Guest policy  
Save user names  
Clear all status icons  
**Create breakout rooms**  
Write closed captions

von den dienstlichen Veranstaltungen hrt. Aufnahmen, nG), der ein hen (§19a UrhG) sind nur mit der Initiators der zulässig.

Konferenz einzuwählen, rufen sie 05323-72-8871 an und geben dann 04500 ein.

To invite someone to the meeting, send them this link:  
<https://webconf.tu-clausthal.de/b/jer-rvj-bv4-xsd>  
Access Code: 105629

You can assign participants manually or randomly to a group, determine the duration of the breakout rooms and the number of groups (maximum 16). Check the appropriate boxes if you would like the whiteboard content and/or shared notes from the breakout room to be transferred to the main room upon closing.

## Breakout Rooms

[Close](#)[Create](#)

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms      Duration (minutes)      [Randomly assign](#)

2      15      [-](#)      [+](#)      [Reset assignments](#)

- Allow users to choose a breakout room to join     Capture whiteboard when breakout rooms end     Capture shared notes when breakout rooms end

Not assigned (0)

	Room 1	Room 2
	Jeremias Hübner (You) <a href="#">X</a> test-user2 <a href="#">X</a>	test-user1 <a href="#">X</a> test-user3 <a href="#">X</a>

Once breakout rooms are set up, all selected participants will automatically be invited to join. Participants can then join upon their confirmation. While in the breakout room, all participants have moderator rights. While the audio connection to the main room is lost upon entering a breakout room, the main room remains open and all participants remain connected.

When you click on „Breakout rooms“, all breakout rooms will be displayed. You can then join a specific room, increase the duration of time using the plus symbol, or close all rooms.

The screenshot shows the BigBlueButton interface. On the left, there's a sidebar with 'MESSAGES' (Public Chat), 'NOTES' (Shared Notes), 'BREAKOUT ROOMS' (Breakout Rooms, Duration 14:36), and 'USERS (4)'. The main area shows 'Breakout Rooms' with a duration of 14:36. A context menu is open over Room 1 (2), listing 'Change duration', 'Manage users', and 'End breakout rooms'. Below the rooms, it shows 'Room 1 (2)' with 'Already in room' (Jeremias Hübner, test-user2) and 'Room 2 (2)' with 'Ask to join' (test-user1, test-user3). The users listed are Jeremias Hübner (You) in Room 1, test-user1 in Room 2, test-user2 in Room 1, and test-user3 in Room 2.

Once breakout rooms are closed either manually or automatically with the expiration of time, all participants are directed back to the main room.

## 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

[mitarbeitende], [studierende], [doku en]

Direkt-Link:

[https://doku.tu-clausthal.de/doku.php?id=multimedia:web\\_conferences\\_with\\_bigbluebutton:moderate\\_a\\_web\\_conference](https://doku.tu-clausthal.de/doku.php?id=multimedia:web_conferences_with_bigbluebutton:moderate_a_web_conference)

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