



Moderating a Web Conference

User management

You can manage participants by clicking on the gear icon.

The screenshot displays the TU Clausthal web conference interface. On the left, a sidebar contains sections for 'MESSAGES' (Public Chat), 'NOTES' (Shared Notes), and 'USERS (4)' (Jeremias Hübner (You), test-user1, test-user2, test-user3). The main area is titled 'Public Chat' and contains a welcome message in German, instructions to find documentation, a copyright notice, and a list of settings. The settings menu is open, showing options like 'Turn off meeting mute', 'Lock viewers', 'Guest policy', 'Save user names', 'Clear all status icons', 'Create breakout rooms', and 'Write closed captions'. Below the settings, there is a link to invite someone to the meeting and an access code.

Willkommen in der Sitzung RZ documentation!

Hier finden Sie unsere Anleitungen zu diesem Dienst: [RZ-Doku](#)

Für sämtliche Inhalte der Videokonferenzen gilt das Urheberrechtsgesetz.

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

die 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

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

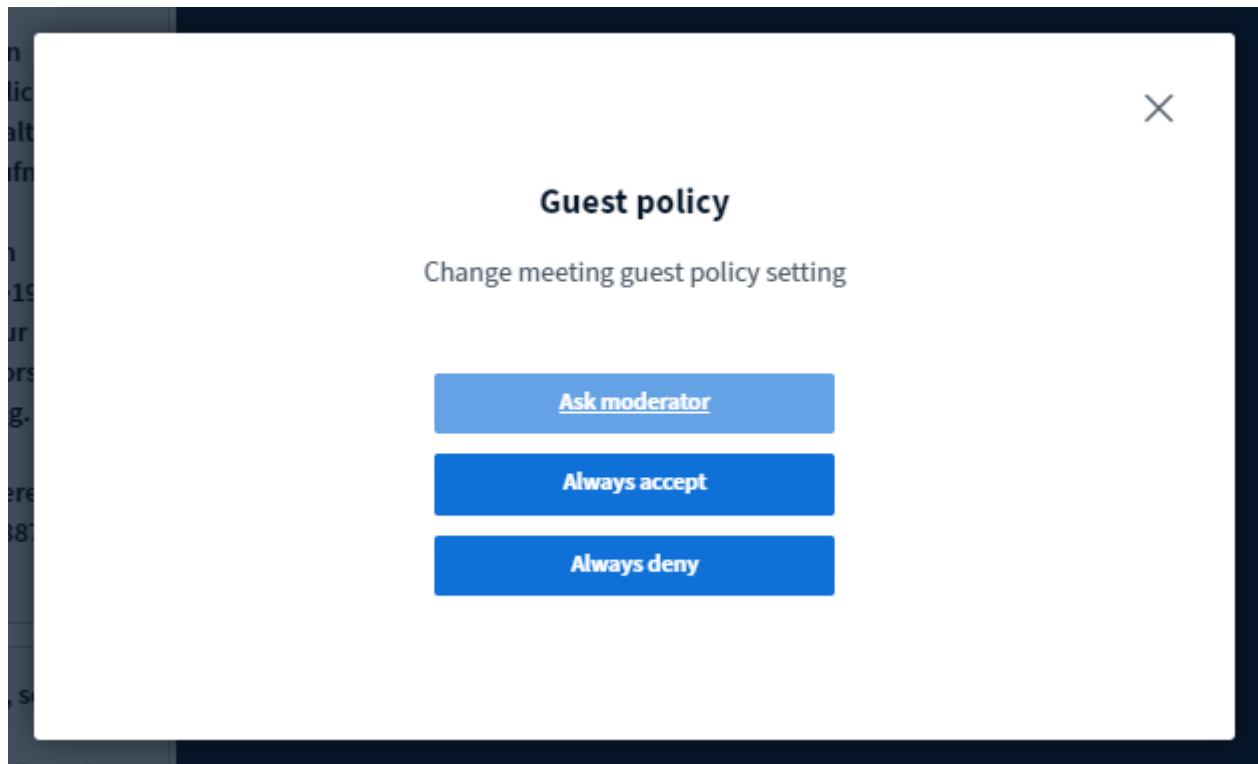
Lock viewers

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

Feature	Status
Share webcam	Unlocked ☒
See other viewers webcams	Unlocked ☒
Share microphone	Unlocked ☒
Send Public chat messages	Unlocked ☒
Send Private chat messages	Unlocked ☒
Edit Shared Notes	Unlocked ☒
See other viewers in the Users list	Unlocked ☒

[Cancel](#) [Apply](#)

„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:


TU Clausthal

MESSAGES
 Public Chat

NOTES
 Shared Notes

USER MANAGEMENT


 Waiting Users 3

USERS (1) 


 Jeremias Hübner (You)

< Waiting Users

Message to the guests' lobby 

"There is currently no message"

Review Pending Users

Allow all authenticated

Allow all guests

Allow everyone

Deny everyone

☐ Remember choice

3 Pending Users

	[1] test-user1	Accept Deny
	[2] test-user2	Accept Deny
	[3] test-user3	Accept Deny

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 displays the TU Clausthal web conference interface. On the left, there is a sidebar with sections for MESSAGES (Public Chat), NOTES (Shared Notes), and USERS (4). The user list includes Jeremias Hübner (You) and three test users. A settings gear icon is visible next to the user list. The main area shows a 'Public Chat' header and a list of messages. A settings menu is open, listing options such as 'Turn off meeting mute', 'Lock viewers', 'Guest policy', 'Save user names', 'Clear all status icons', 'Create breakout rooms' (highlighted with a red underline), and 'Write closed captions'. The chat messages include a welcome message, instructions on where to find documentation, a notice about copyright law, and a link to invite participants.

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (4)

- Jeremias Hübner (You)
- test-user1
- test-user2
- test-user3

Public Chat

Willkommen in der Sitzung RZ documentation!

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

die 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

Settings menu:

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

You can assign participants manually or randomly to a group, determine the duration of the breakout rooms and the number of groups (maximum 16).

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

☐ Allow users to choose a breakout room to join

Not assigned (4)	Room 1	Room 2
Jeremias Hübner (You)		
test-user3		
test-user1		

Once break out rooms are created, selected participants are automatically invited to join a room which they can enter upon their confirmation. During this time, the main room remains open and all participants remain connected. Upon entering a breakout room, the audio connection to the main room is lost.

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 displays the TU Clausthal web conference interface. On the left sidebar, there are sections for MESSAGES (Public Chat), NOTES (Shared Notes), BREAKOUT ROOMS (Breakout Rooms), and USERS (4). The main area shows a list of breakout rooms: Room 1 (2) with users test-user2 and test-user3, and Room 2 (1) with user test-user1. Each room has links for 'Ask to join' and 'Join audio'. At the bottom, there is a duration indicator 'Duration 14:33' and a large blue button labeled 'End all breakout rooms'.

TU Clausthal

MESSAGES

Public Chat

NOTES

Shared Notes

BREAKOUT ROOMS

Breakout Rooms

USERS (4)

Jeremias Hübner (You)

test-user1

test-user2

test-user3

Room 1 (2) Ask to join | Join audio
test-user2, test-user3

Room 2 (1) Ask to join | Join audio
test-user1

Duration 14:33

End all breakout rooms

If participants need to be assigned to a room after the breakout rooms have already been created, invitations can be sent by clicking on the gear icon.

The screenshot displays the TU Clausthal web conference interface. On the left sidebar, there are sections for MESSAGES (Public Chat), NOTES (Shared Notes), BREAKOUT ROOMS (Breakout Rooms), and USERS (4). The main area shows two breakout rooms: Room 1 (2) with participants test-user2 and test-user3, and Room 2 (1) with participant test-user1. A settings menu is open, listing options such as Turn off meeting mute, Lock viewers, Guest policy, Save user names, Clear all status icons, Breakout room invitation (highlighted with a red underline), and Write closed captions. At the bottom, the duration is 13:33 and there is a button to End all breakout rooms.

TU Clausthal

MESSAGES

Public Chat

NOTES

Shared Notes

BREAKOUT ROOMS

Breakout Rooms

USERS (4)

Jeremias Hübner (You)

2 test-user1

1 test-user2

1 test-user3

Breakout Rooms

Room 1 (2) Ask to join | Join audio
test-user2, test-user3

Room 2 (1) Ask to join | Join audio
test-user1

Turn off meeting mute

Lock viewers

Guest policy

Save user names

Clear all status icons

Breakout room invitation

Write closed captions

Duration 13:33

End all breakout rooms

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&rev=1647849491

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