

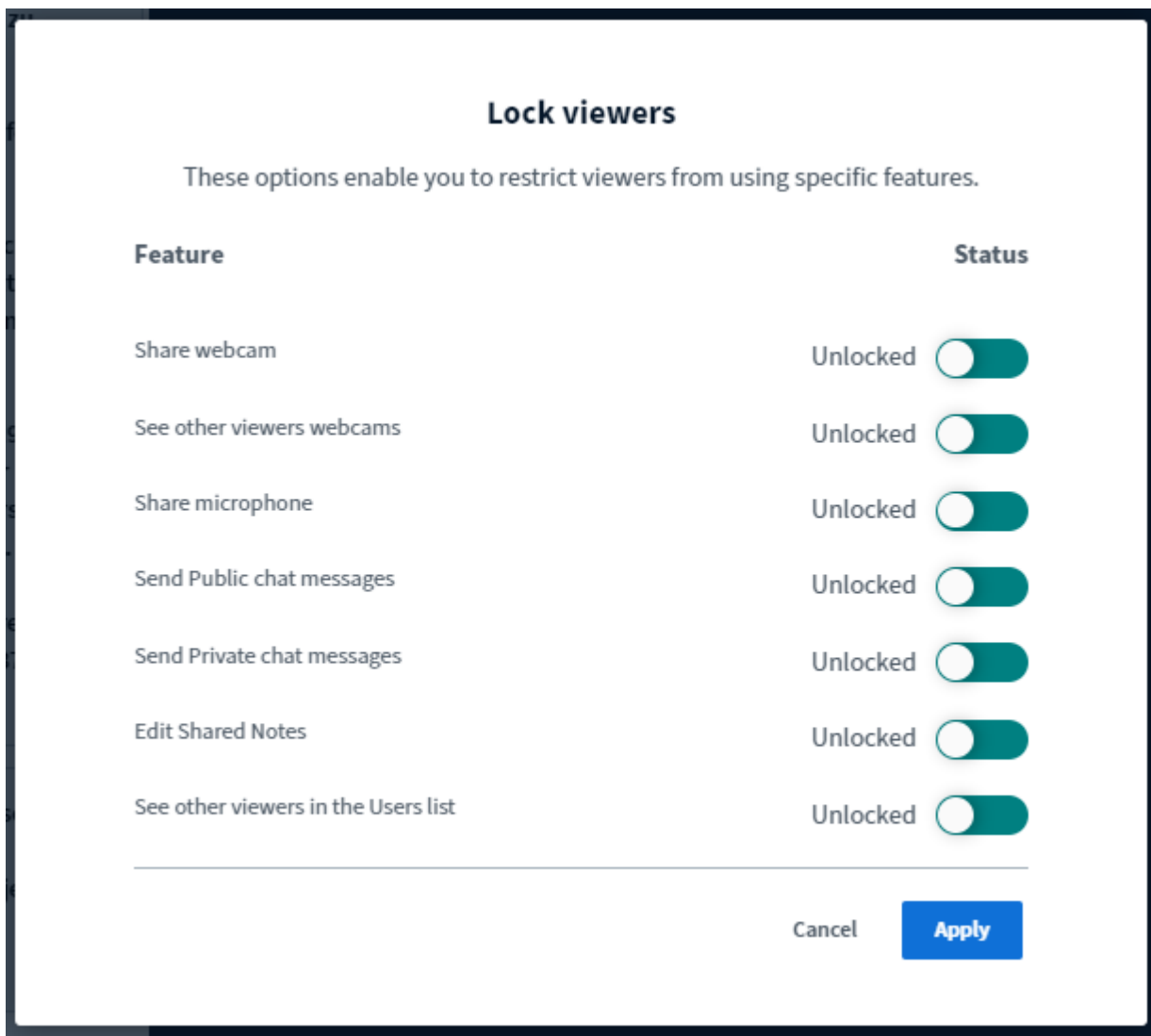
Moderating a Web Conference

User management

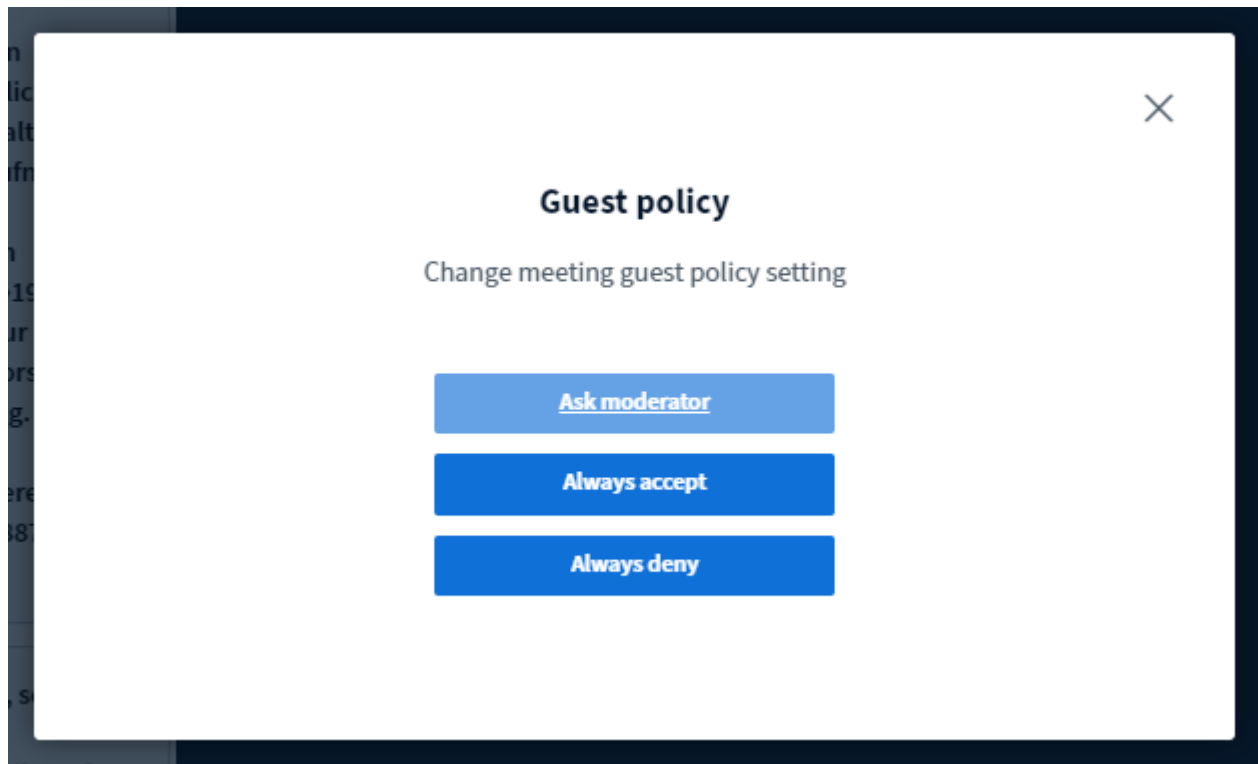
You can manage participants by clicking on the gear icon.

The screenshot shows a web conference interface. On the left is a sidebar with the TU Clausthal logo and sections for Messages (Public Chat), Notes (Shared Notes), and Users (4). The main area is titled 'Public Chat' and contains a welcome message in German: 'Willkommen in der Sitzung RZ documentation! Hier finden Sie unsere Anleitungen zu diesem Dienst: RZ-Doku. Für sämtliche Inhalte der Videokonferenzen gilt das Urheberrechtsgesetz.' Below this is a settings menu with 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 the settings menu, there is a partially visible German text block: 'von den dienstlichen Veranstaltungen hrt. Aufnahmen, (G), der ein chen (§19a UrhG) sind nur mit der Initiators der zulässig. e Konferenz einzuwählen, rufen sie 05323-72-8871 an und geben dann 04500 ein.' Below the settings menu is another text block: '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 a moderation interface for a web conference. On the left is a sidebar with navigation options: MESSAGES (Public Chat), NOTES (Shared Notes), and USER MANAGEMENT (Waiting Users, 3 users). The main area is titled 'Waiting Users' and includes a message input field with a send button, a status message 'There is currently no message', and a 'Review Pending Users' section with five blue buttons: 'Allow all authenticated', 'Allow all guests', 'Allow everyone', and 'Deny everyone'. There is also a 'Remember choice' checkbox. Below these are '3 Pending Users' listed as 'test-user1', 'test-user2', and 'test-user3', each with an 'Accept | Deny' action.

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 conference interface for TU Clausthal. On the left, there is a sidebar with sections for MESSAGES (Public Chat), NOTES (Shared Notes), and USERS (4). The users listed are Jeremias Hübner (You), test-user1, test-user2, and test-user3. A settings gear icon is visible next to the users list. The main area displays a 'Public Chat' header and a settings menu with options: 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. Below the settings menu, there is a welcome message in German: 'Willkommen in der Sitzung RZ documentation! Hier finden Sie unsere Anleitungen zu diesem Dienst: RZ-Doku. Für sämtliche Inhalte der Videokonferenzen gilt das Urheberrechtsgesetz.' This is followed by a partially visible paragraph: 'von den dienstlichen Veranstaltungen hrt. Aufnahmen, (G), der ein chen (§19a UrhG) sind nur mit der Initiators der zulässig.' Below this is another paragraph: 'e Konferenz einzuwählen, rufen sie 05323-72-8871 an und geben dann 04500 ein.' At the bottom, there is an invitation link: '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).

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 breakout rooms are set up, all selected participants will automatically be invited to join. Participants can then join upon their confirmation. The main room remains open and all participants remain connected throughout the duration of the breakout rooms. Upon entering a 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 shows a web conference interface with a sidebar on the left and a main content area on the right. The sidebar includes the TU Clausthal logo, sections for MESSAGES (Public Chat), NOTES (Shared Notes), BREAKOUT ROOMS (Breakout Rooms), and USERS (4) with a gear icon. The main content area shows a 'Breakout Rooms' header and two rooms: Room 1 (2) with users test-user2 and test-user3, and Room 2 (1) with user test-user1. Each room has 'Ask to join' and 'Join audio' links. At the bottom, there is a duration indicator 'Duration 14:33' and a blue button labeled '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 shows a web conference interface for TU Clausthal. On the left is a sidebar with sections: MESSAGES (Public Chat), NOTES (Shared Notes), BREAKOUT ROOMS (Breakout Rooms), and USERS (4). The users list includes Jeremias Hübner (You), test-user1 (2), test-user2 (1), and test-user3 (1). On the right, the 'Breakout Rooms' section shows two rooms: Room 1 (2) with users test-user2 and test-user3, and Room 2 (1) with user test-user1. A settings menu is open over the users list, with options: 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 right, there is a duration indicator 'Duration 13:33' and a blue button labeled '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](#)

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Direkt-Link:

https://doku.tu-clausthal.de/doku.php?id=multimedia:web_conferences_with_bigbluebutton:moderate_a_web_conference&rev=1648021735

Letzte Aktualisierung: **08:48 23. March 2022**

