

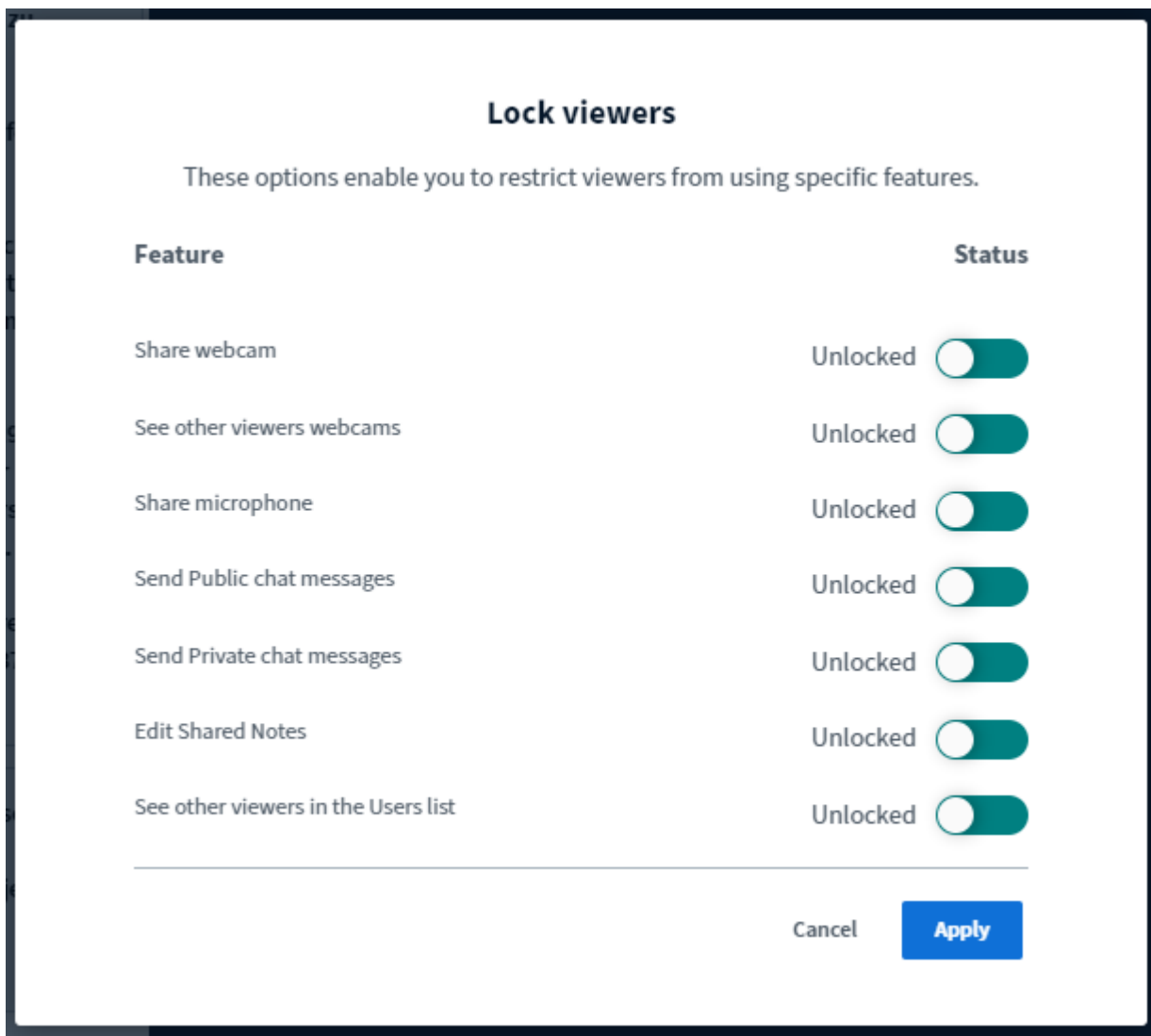
Moderating a Web Conference

User management

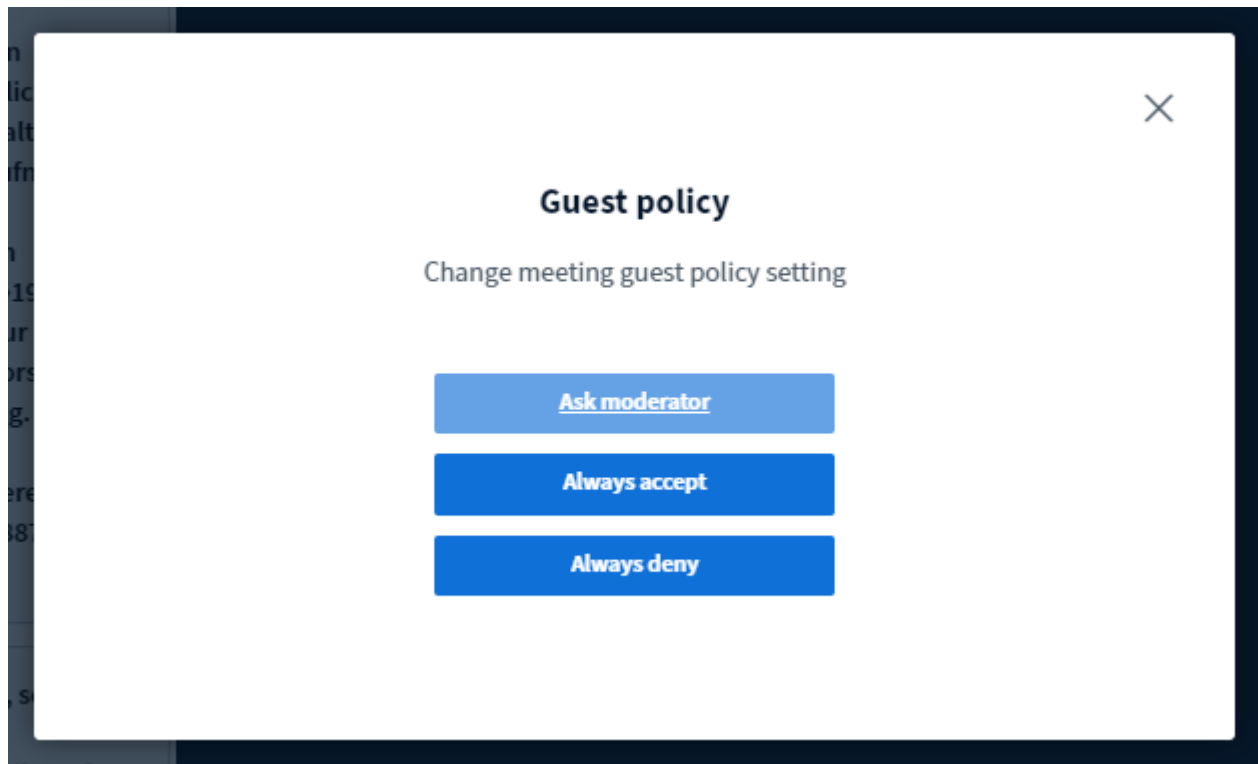
You can manage participants by clicking on the gear icon.

The screenshot shows a web conference interface. On the left, there is a sidebar with the TU Clausthal logo, a 'MESSAGES' section with a 'Public Chat' icon, a 'NOTES' section with a 'Shared Notes' icon, and a 'USERS (4)' section listing 'Jeremias Hübner (You)', 'test-user1', 'test-user2', and 'test-user3'. The main area is titled 'Public Chat' and contains several text boxes. The top box is a welcome message: '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'. The bottom box contains instructions: 'To invite someone to the meeting, send them this link: https://webconf.tu-clausthal.de/b/jer-rvj-bv4-xsd Access Code: 105629'. There is also a partially visible text box on the right side of the settings menu.

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:

← 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 shows a web conference interface for TU Clausthal. On the left, there is a sidebar with sections: 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 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** (highlighted with a red underline), and Write closed captions. Further down, there is a text box with the instruction: '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. 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 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, and Users (4). The Users section lists Jeremias Hübner (You) and three test users. The main content area shows a 'Breakout Rooms' header and two rooms: Room 1 (2) with test-user2 and test-user3, and Room 2 (1) with 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 listed are Jeremias Hübner (You), test-user1, test-user2, and test-user3. On the right, the 'Breakout Rooms' section is active, showing two rooms: Room 1 (2 users: test-user2, test-user3) and Room 2 (1 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=1648021992

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