

# Moderating a Web Conference

## User management

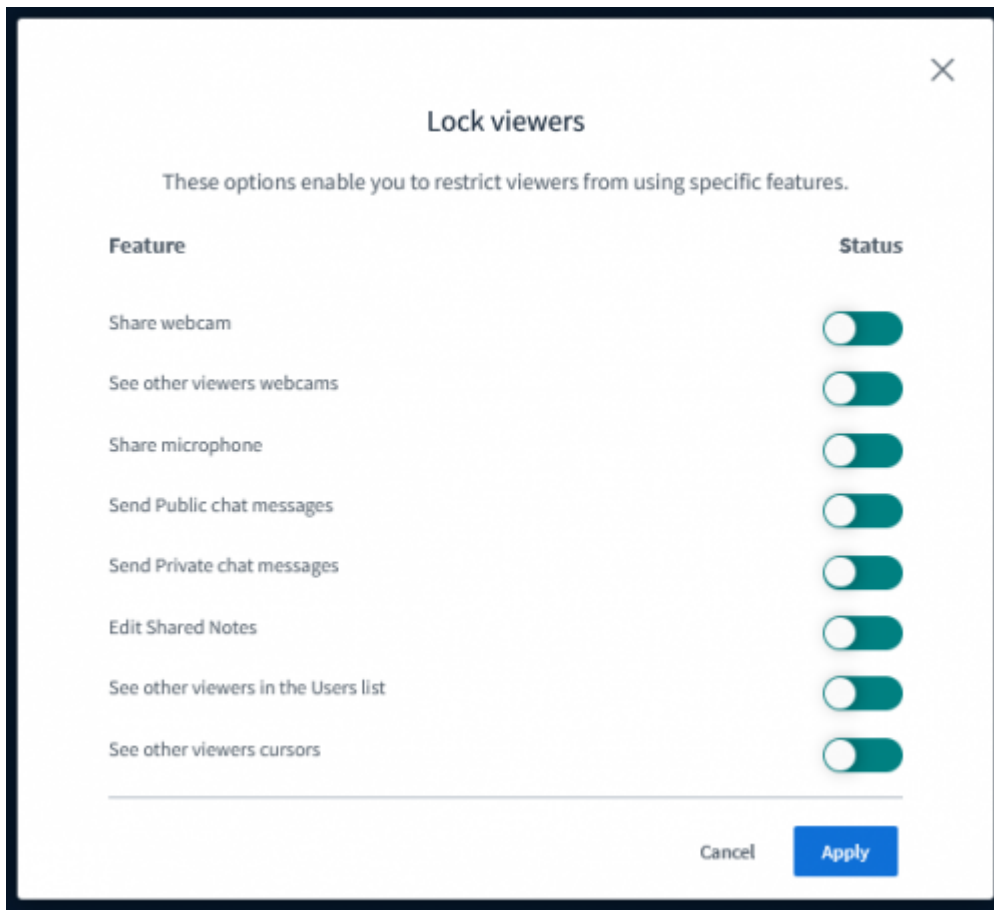
Via the user list, you can unlock individual participants, make them presenters or moderators, or remove them from the conference.

Further settings can be found by clicking the gear icon.

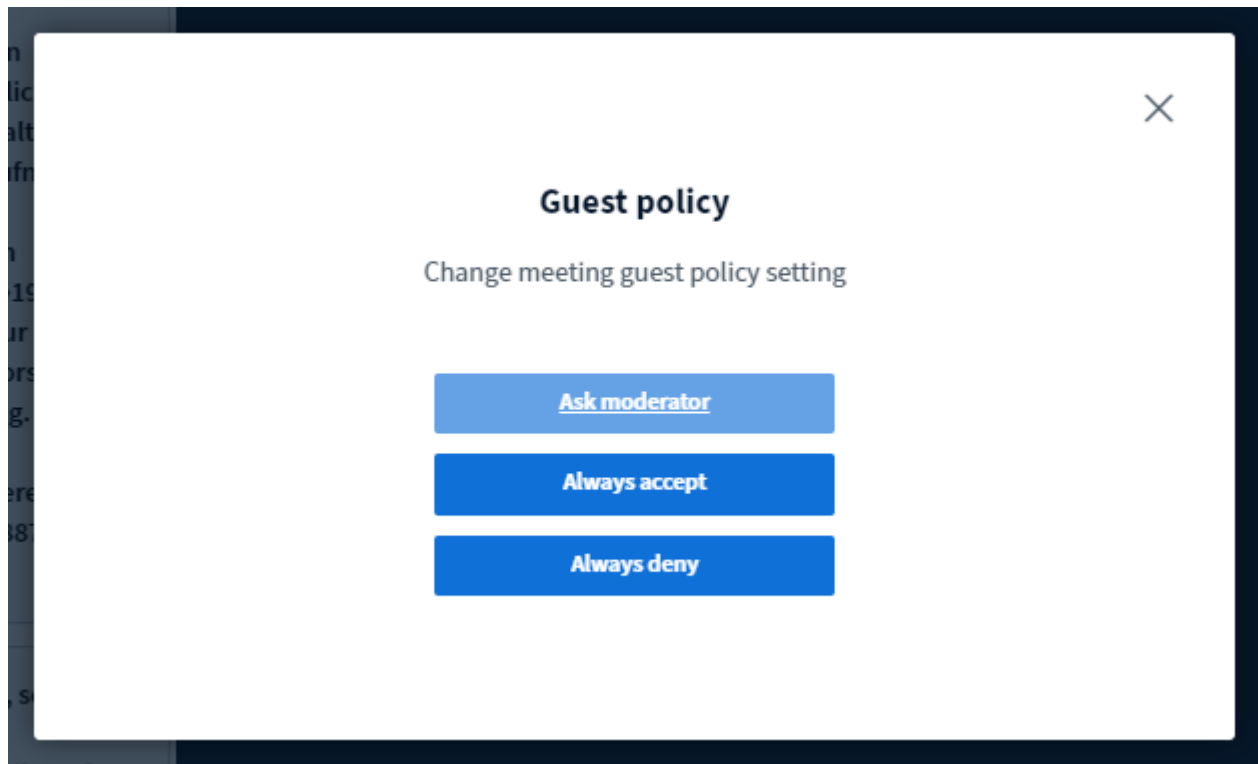
The screenshot shows a web conference interface. On the left is a sidebar with the TU Clausthal logo and sections for Messages (Public Chat), Notes (Shared Notes), and Users (4). The main area is titled 'Public Chat' and contains several text boxes. A settings menu is open, listing options like 'Turn off meeting mute', 'Lock viewers', 'Guest policy', 'Save user names', 'Clear all status icons', 'Create breakout rooms', and 'Write closed captions'. The text boxes contain the following content:

- 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, (G), 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

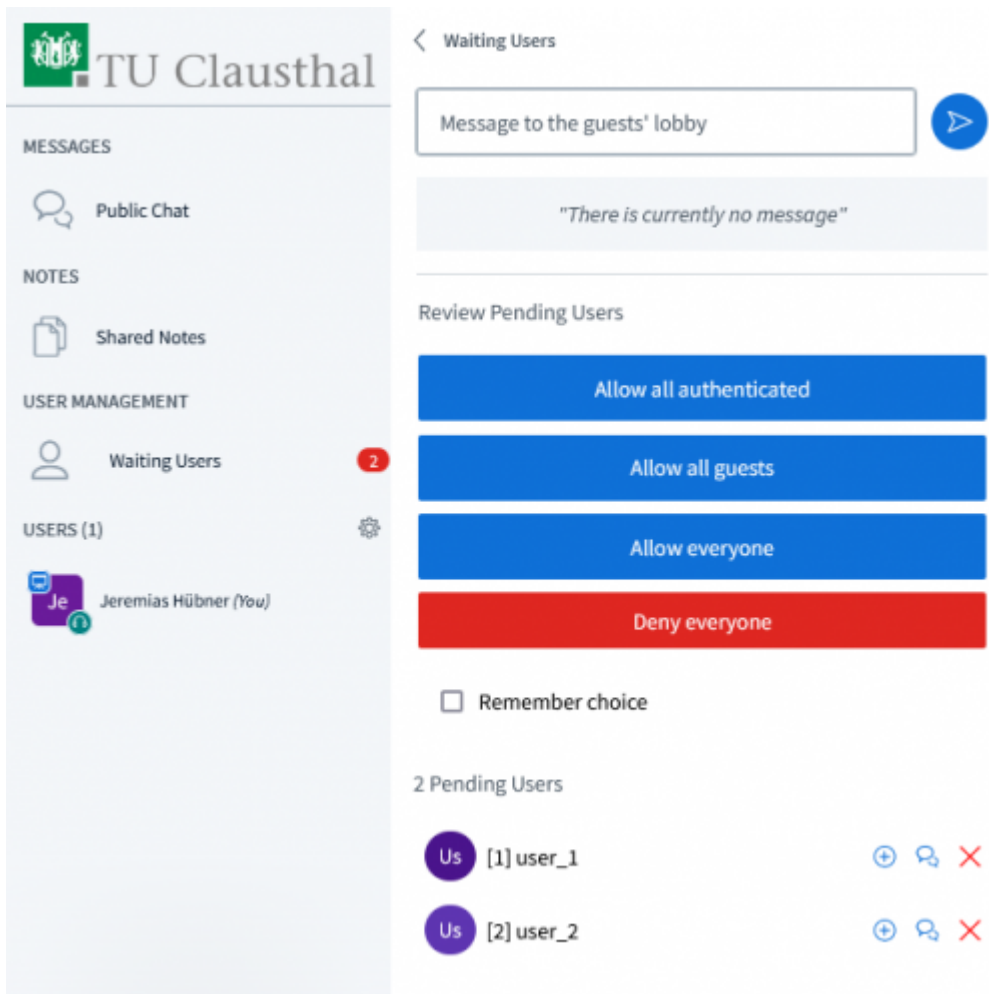
By selecting „Lock viewers“ you can lock or unlock certain features for all participants. Moderators will not be affected by these settings.



„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:



## 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)' (Jeremias Hübner (You), test-user1, test-user2, test-user3). The main area is titled 'Public Chat' and contains several text boxes. A settings menu is open over the 'USERS' section, listing options like '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 area contains a welcome message: 'Willkommen in der Sitzung RZ documentation!', followed by instructions: 'Hier finden Sie unsere Anleitungen zu diesem Dienst: RZ-Doku' and 'Für sämtliche Inhalte der Videokonferenzen gilt das Urheberrechtsgesetz.' Below this, there is a partially visible message about recording: 'von den dienstlichen Veranstaltungen hrt. Aufnahmen, (G), der ein hen (§19a UrhG) sind nur mit der Initiators der zulässig.' Another message says: '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). 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

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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](#)  
[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
	<div style="border: 1px solid #ccc; padding: 5px;"><div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">Jeremias Hübner (You) <span style="float: right;">×</span></div><div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">test-user2 <span style="float: right;">×</span></div></div>	<div style="border: 1px solid #ccc; padding: 5px;"><div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">test-user1 <span style="float: right;">×</span></div><div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">test-user3 <span style="float: right;">×</span></div></div>

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 list includes Jeremias Hübner (You) and three test users. On the right, the 'Breakout Rooms' section shows two rooms: Room 1 (2 users) and Room 2 (1 user). A settings menu is open over the users list, with 'Breakout room invitation' highlighted in red. At the bottom right, there is a 'Duration 13:33' indicator and a blue 'End all breakout rooms' button.

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=1692259786](https://doku.tu-clausthal.de/doku.php?id=multimedia:web_conferences_with_bigbluebutton:moderate_a_web_conference&rev=1692259786)

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