

Moderating a Web Conference

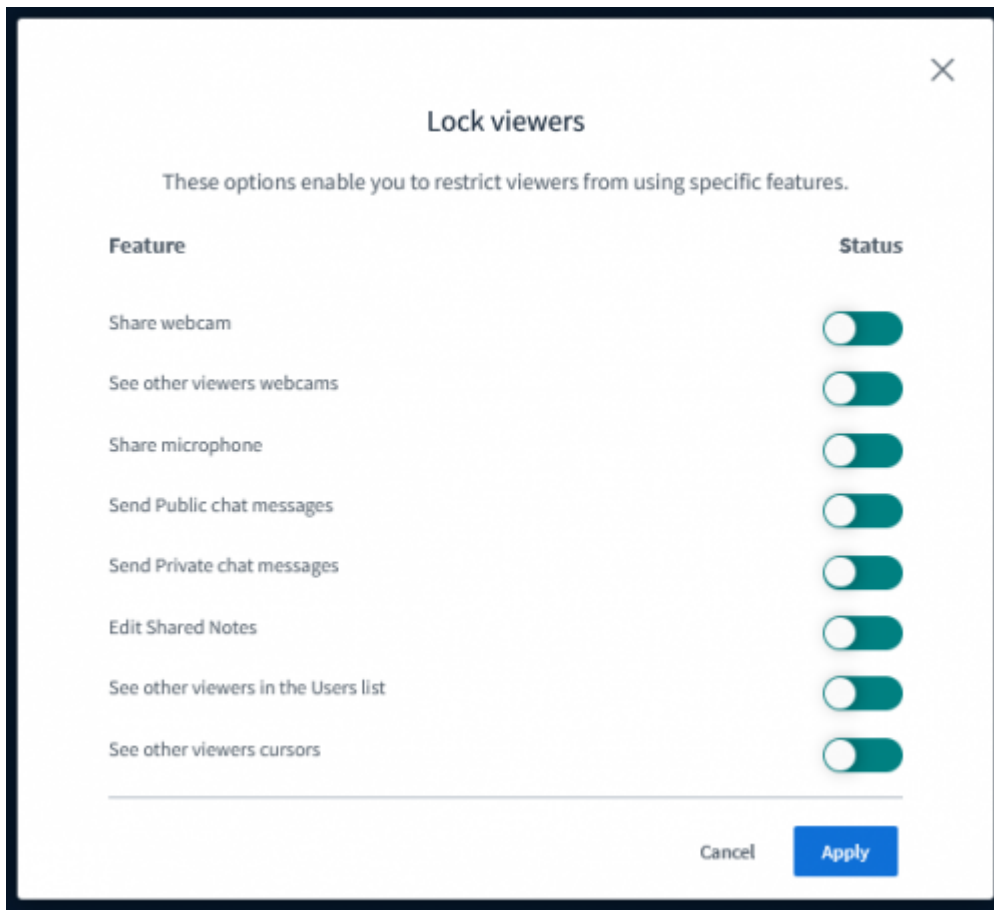
User management

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

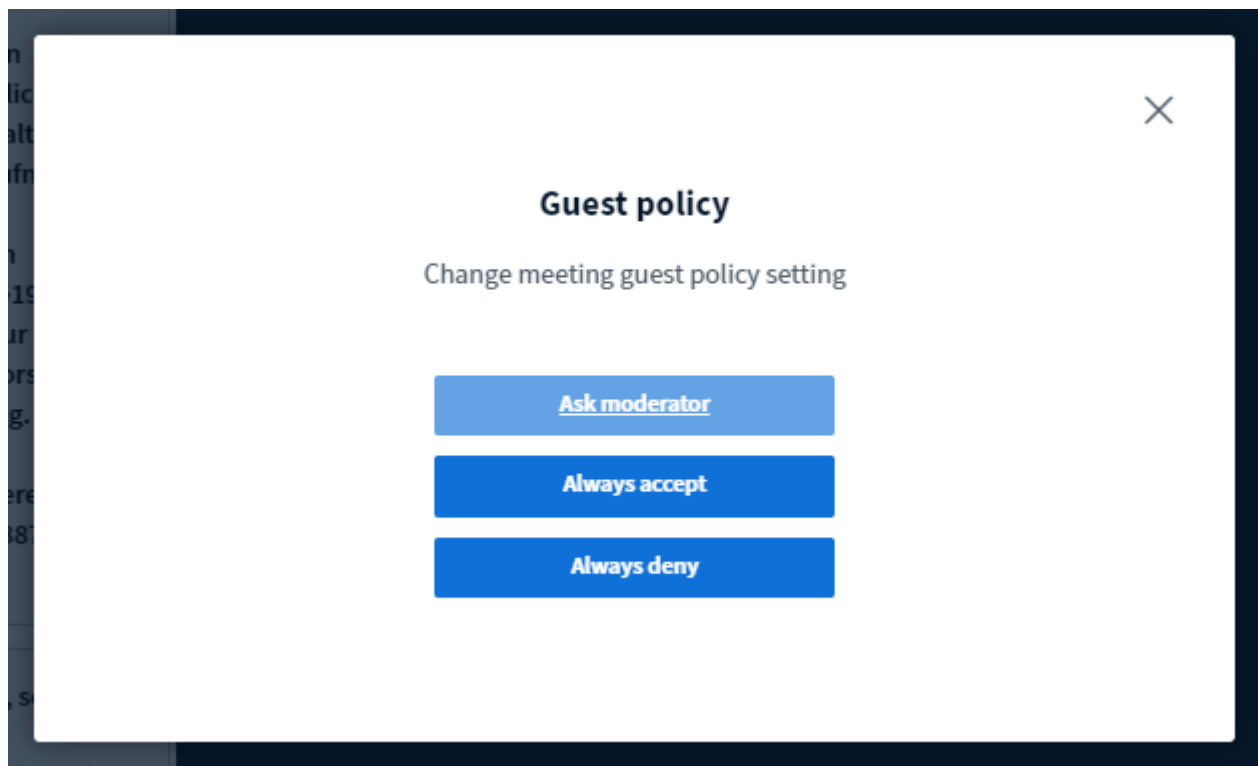
Further settings can be found by clicking the gear icon.

The screenshot shows a web conference interface. On the left is a sidebar with the TU Clausthal logo, 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 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 chat content includes a welcome message, instructions to find 'RZ-Doku', a copyright notice, a phone number (05323-72-8871) and extension (04500), and an invitation link: <https://webconf.tu-clausthal.de/b/jer-rvj-bv4-xsd> with Access Code: 105629.

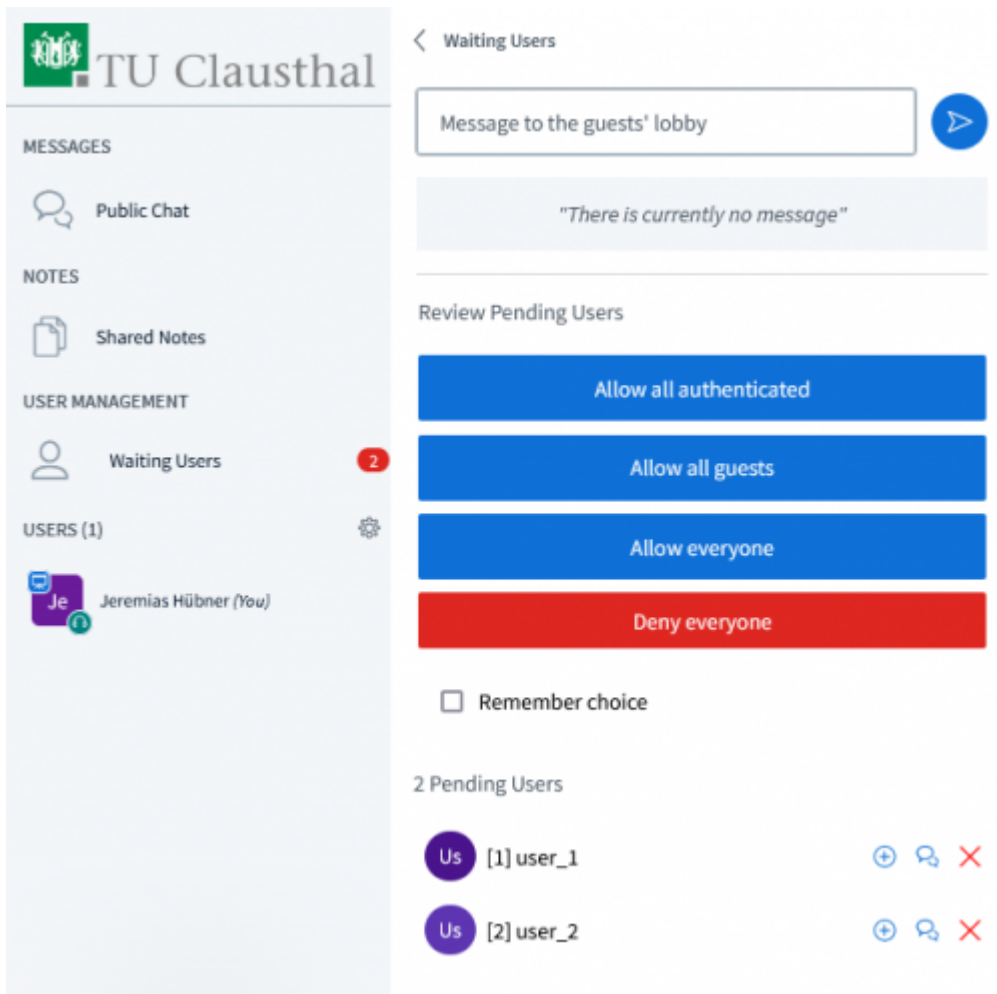
By selecting „Lock viewers“ you can lock or unlock certain features for all participants. Moderators will not be affected by these settings.



„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.

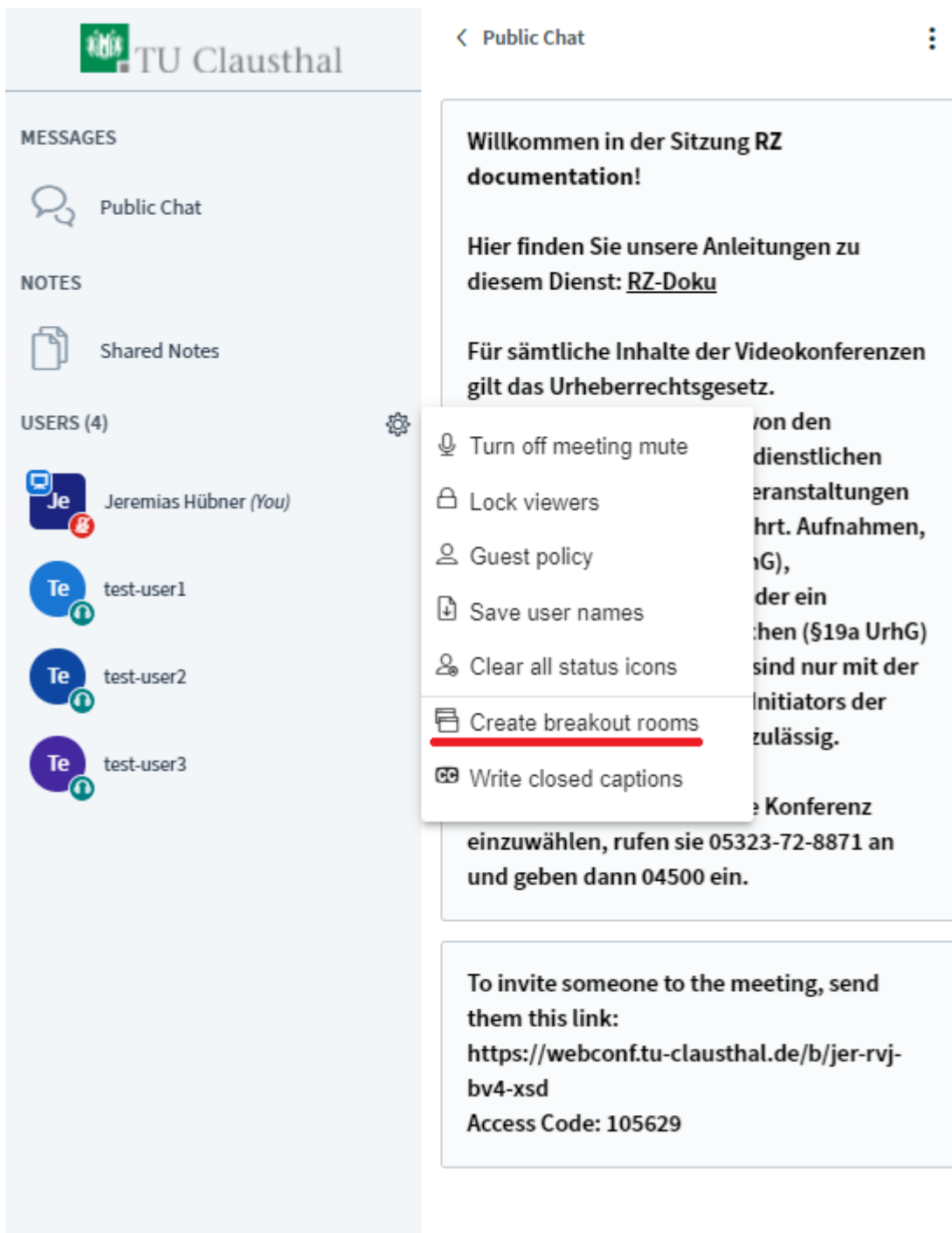


If you have restricted access to a room by selecting “Ask moderator”, you can admit participants individually as shown below:



Breakout rooms

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



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.

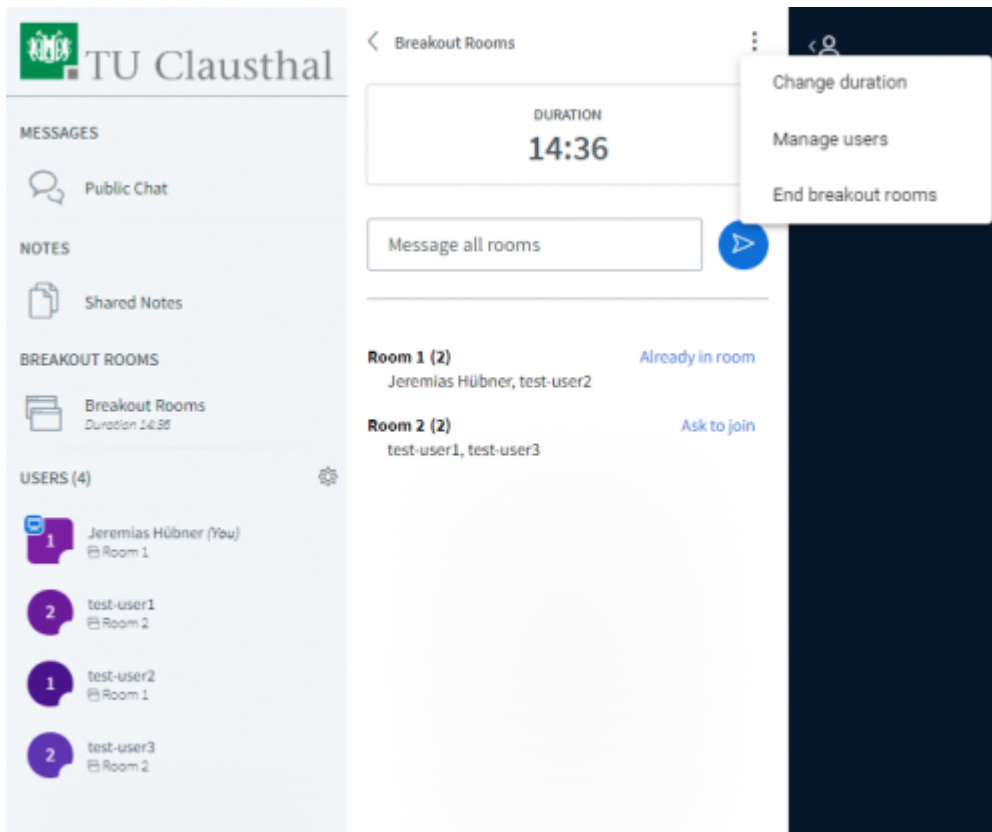
Number of rooms: Duration (minutes): - + [Randomly assign](#)
[Reset assignments](#)

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) ×</div><div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">test-user2 ×</div></div>	<div style="border: 1px solid #ccc; padding: 5px;"><div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">test-user1 ×</div><div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">test-user3 ×</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 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.



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=1692260748

Letzte Aktualisierung: **10:25 17. August 2023**

