



Moderating a Web Conference

User management

You can manage participants by clicking on the gear icon.

The screenshot shows the TU Clausthal web conference interface. 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. On the right, the main chat area displays 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, there 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 "Lock viewers" option is highlighted. At the bottom of the chat area, there is a link to invite someone to the meeting: <https://webconf.tu-clausthal.de/b/jer-rvj-bv4-xsd> and an 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.

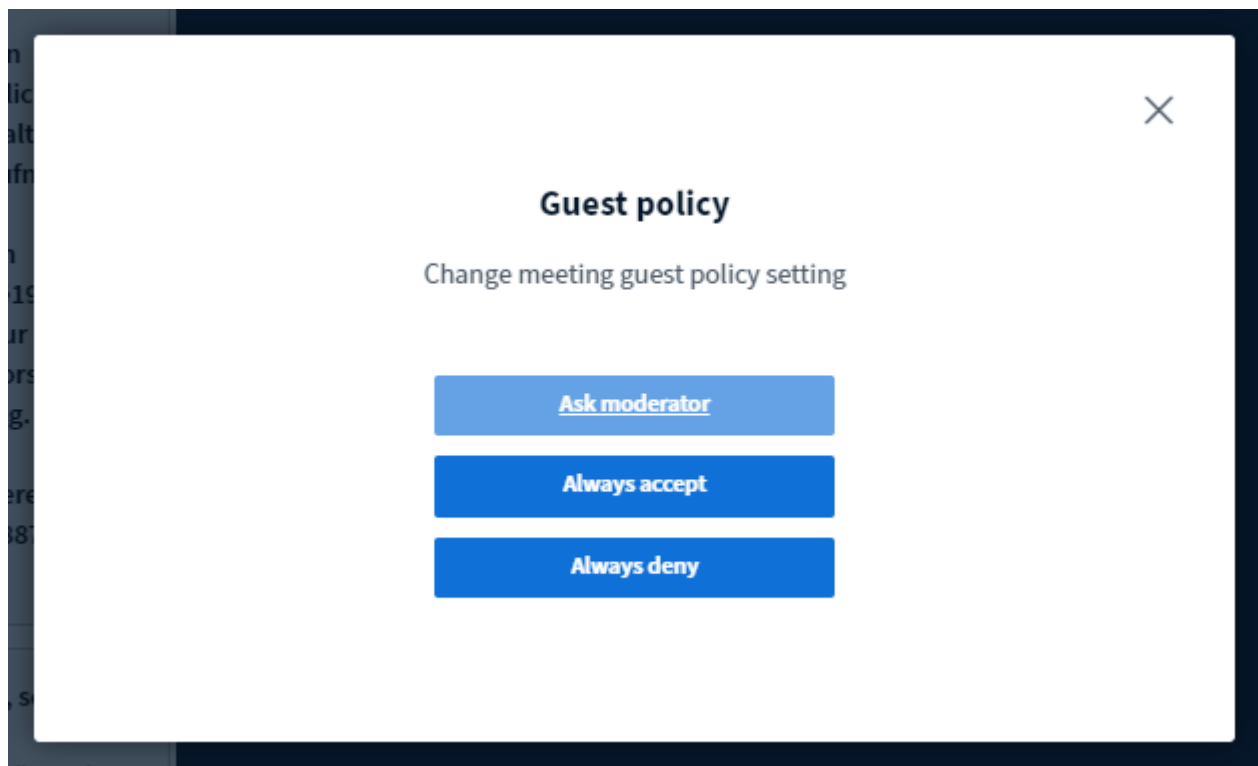
Lock viewers

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


Feature	Status
Share webcam	Unlocked <input checked="" type="checkbox"/>
See other viewers webcams	Unlocked <input checked="" type="checkbox"/>
Share microphone	Unlocked <input checked="" type="checkbox"/>
Send Public chat messages	Unlocked <input checked="" type="checkbox"/>
Send Private chat messages	Unlocked <input checked="" type="checkbox"/>
Edit Shared Notes	Unlocked <input checked="" type="checkbox"/>
See other viewers in the Users list	Unlocked <input checked="" type="checkbox"/>


[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: **MESSAGES** (Public Chat), **NOTES** (Shared Notes), and **USERS (4)** (listing Jeremias Hübner (You), test-user1, test-user2, and test-user3). A settings gear icon is visible next to the users list. The main area shows a **Public Chat** window with a welcome message in German, instructions to find RZ-Doku, a copyright notice, and a meeting link. A settings menu is open over the chat, listing options: Turn off meeting mute, Lock viewers, Guest policy, Save user names, Clear all status icons, **Create breakout rooms** (highlighted with a red line), and Write closed captions. Below the chat, there is a section for inviting someone to the meeting, providing a link and an access code.

Public Chat

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.

Turn off meeting mute

Lock viewers

Guest policy

Save user names

Clear all status icons

Create breakout rooms

Write closed captions

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

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 participants test-user2 and test-user3, and Room 2 (1) with participant 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'.

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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