



Moderating a Web Conference

User management

You can manage participants by clicking on the gear icon.

The screenshot displays the TU Clausthal web conference interface. On the left, a sidebar contains 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 on the right is titled 'Public Chat' and contains several text blocks. The first block welcomes participants to the 'Sitzung RZ documentation!' and provides instructions on where to find documentation and mentions the copyright law. The second block, which is partially obscured by a settings menu, lists various options: 'Turn off meeting mute', 'Lock viewers', 'Guest policy', 'Save user names', 'Clear all status icons', 'Create breakout rooms', and 'Write closed captions'. The third block provides a link to invite someone to the meeting and an access code.

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (4)

- Jeremias Hübner (You)
- test-user1
- test-user2
- test-user3

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.

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.

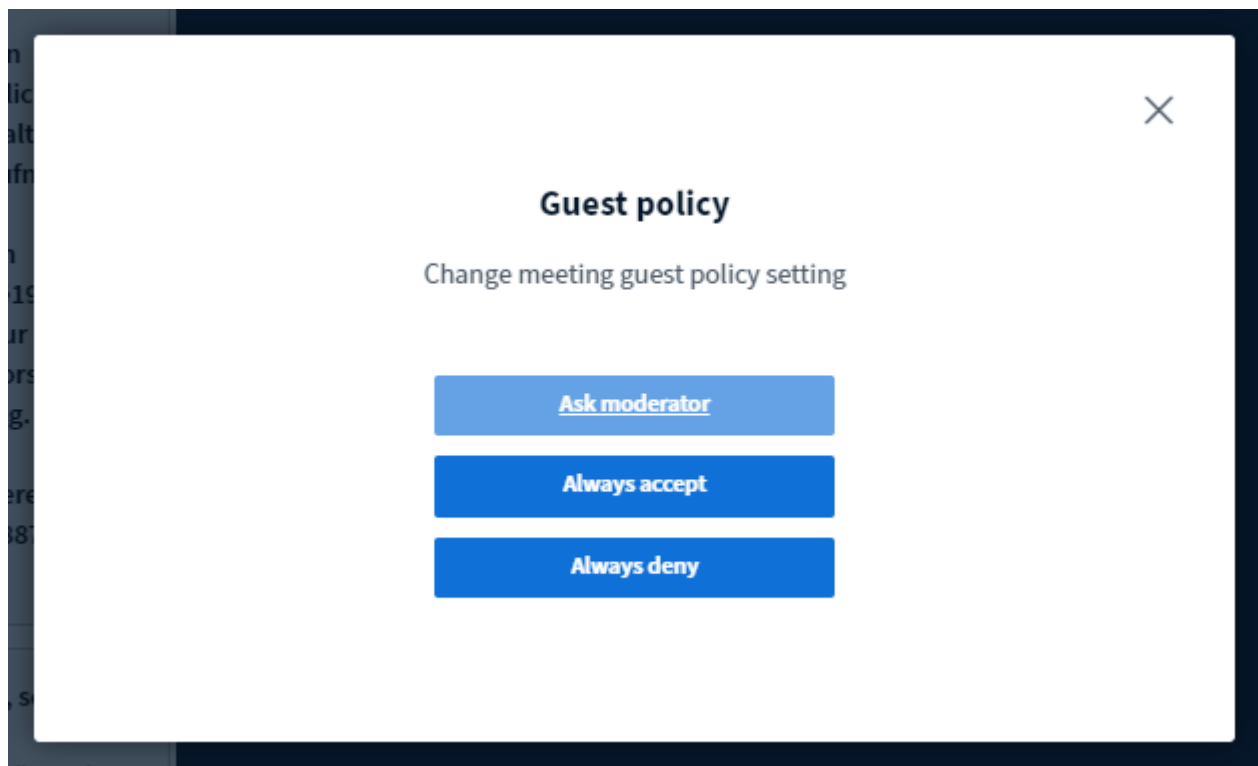
Lock viewers

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


Feature	Status
Share webcam	Unlocked <input type="checkbox"/>
See other viewers webcams	Unlocked <input type="checkbox"/>
Share microphone	Unlocked <input type="checkbox"/>
Send Public chat messages	Unlocked <input type="checkbox"/>
Send Private chat messages	Unlocked <input type="checkbox"/>
Edit Shared Notes	Unlocked <input type="checkbox"/>
See other viewers in the Users list	Unlocked <input 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 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. A settings gear icon is visible next to the users list. On the right, the main chat area displays a welcome message in German, followed by instructions and a list of settings. The settings menu is open, showing options like '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 settings menu, there is a link to invite someone to the meeting and an access code.

Willkommen in der Sitzung RZ documentation!

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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.

die Konferenz einzuwählen, rufen sie 05323-72-8871 an und geben dann 04500 ein.

To invite someone to the meeting, send them this link:
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 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 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 users test-user2 and test-user3, and Room 2 (1) with user 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'.

TU Clausthal

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.


TU Clausthal


MESSAGES
 Public Chat








NOTES
 Shared Notes


BREAKOUT ROOMS
 Breakout Rooms

USERS (4)
 Jeremias Hübner (You)
 test-user1
 test-user2
 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=1648021735

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