



# 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 user list includes Jeremias Hübner (You) and three test users. A settings gear icon is visible next to the user list. The main area shows a 'Public Chat' header with a back arrow and a three-dot menu. Below this, a large text box contains the following German text:

**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 text, a settings menu is open, listing the following options:

- Turn off meeting mute
- Lock viewers
- Guest policy
- Save user names
- Clear all status icons
- Create breakout rooms
- Write closed captions

At the bottom of the main area, another text box provides information on how to invite someone to the meeting, including a link and an access code.

**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.

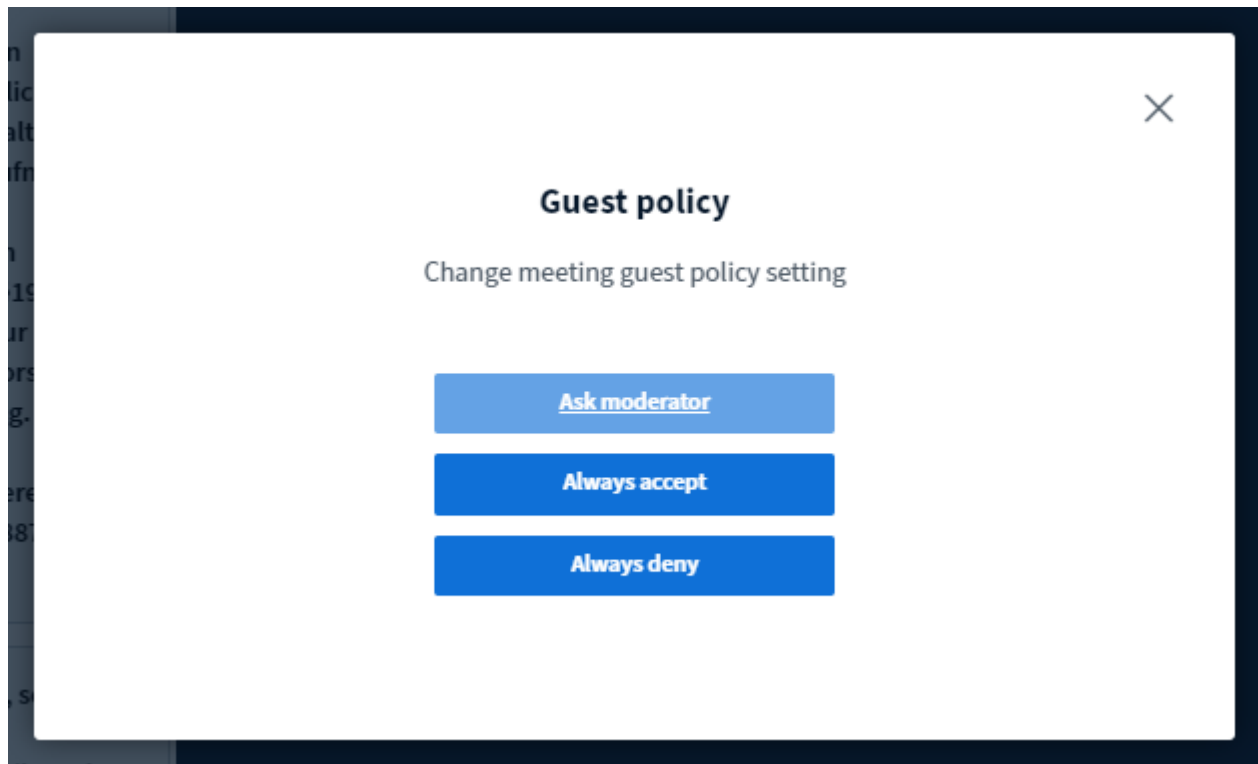
### Lock viewers

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


Feature	Status
Share webcam	Unlocked <input 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 for MESSAGES (Public Chat), NOTES (Shared Notes), and USERS (4). The user list includes Jeremias Hübner (You) and three test users. A settings gear icon is visible next to the user list. The main area shows a 'Public Chat' header and a list of messages. A settings menu is open, listing options such as '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 messages include a welcome message, instructions on where to find documentation, a notice about copyright law, and a link to invite participants.

**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

Settings menu:

- Turn off meeting mute
- Lock viewers
- Guest policy
- Save user names
- Clear all status icons
- Create breakout rooms**
- Write closed captions

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 throughout.

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'.

**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=1648021942](https://doku.tu-clausthal.de/doku.php?id=multimedia:web_conferences_with_bigbluebutton:moderate_a_web_conference&rev=1648021942)

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