



# 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 sidebar, there are 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 a welcome message in German: 'Willkommen in der Sitzung RZ documentation!'. It also mentions 'RZ-Doku' and 'Urheberrechtsgesetz'. A 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', and 'Write closed captions'. Below the settings menu, 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.

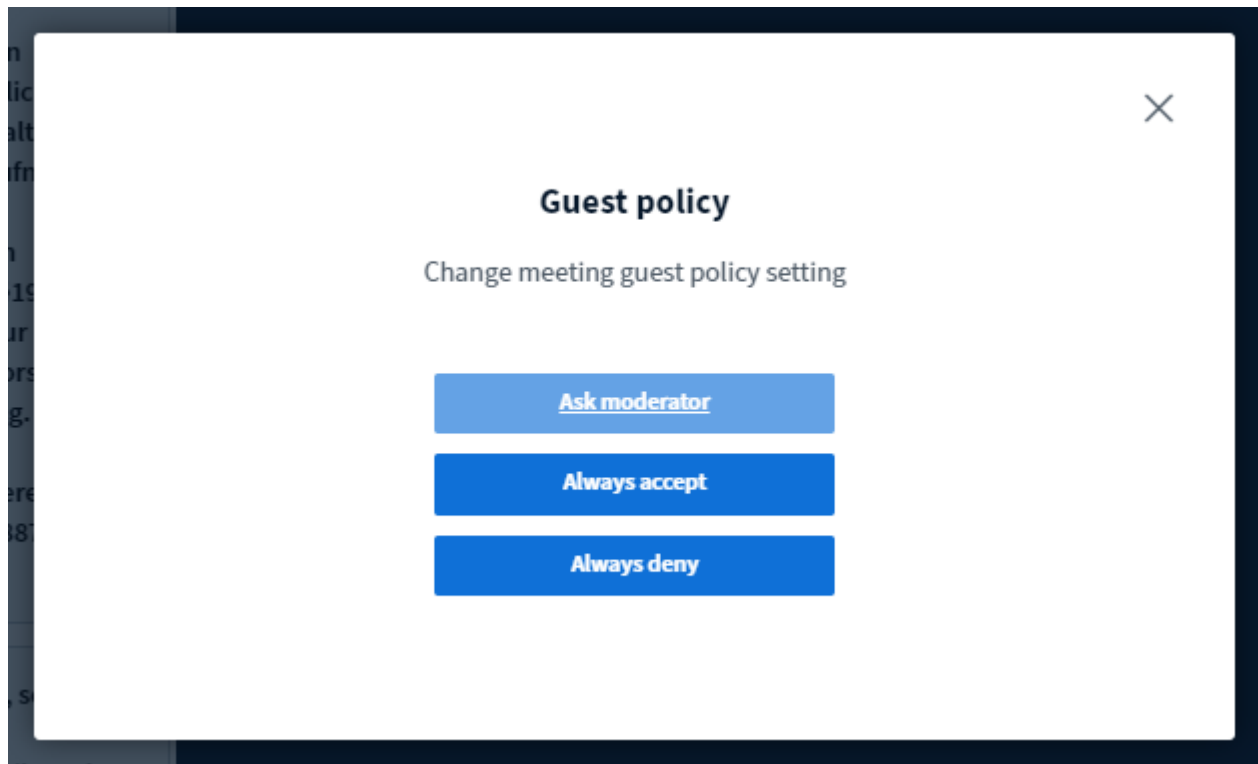
### Lock viewers

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"*

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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). The main area shows a **Public Chat** header and a settings menu. The settings menu includes 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 three messages: a welcome message, a link to 'RZ-Doku', and a meeting link with access code 105629.

**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

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.

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=1648021992](https://doku.tu-clausthal.de/doku.php?id=multimedia:web_conferences_with_bigbluebutton:moderate_a_web_conference&rev=1648021992)

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