



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 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 'Public Chat' window is open, displaying a welcome message in German. A settings menu is overlaid on the chat, listing 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 'Lock viewers' option is highlighted. Below the chat, there is a section for inviting someone to the meeting, providing a link and an access code.

Willkommen in der Sitzung RZ documentation!

Hier finden Sie unsere Anleitungen zu diesem Dienst: [RZ-Doku](#)

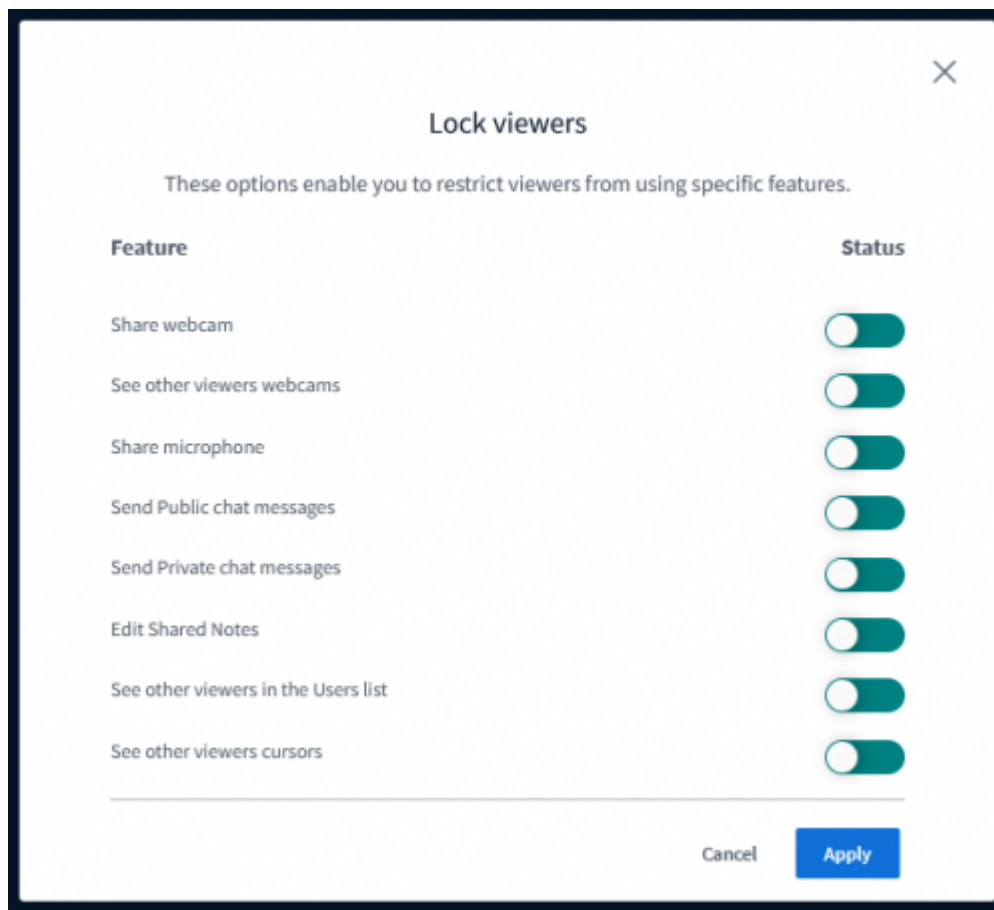
Für sämtliche Inhalte der Videokonferenzen gilt das Urheberrechtsgesetz.

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

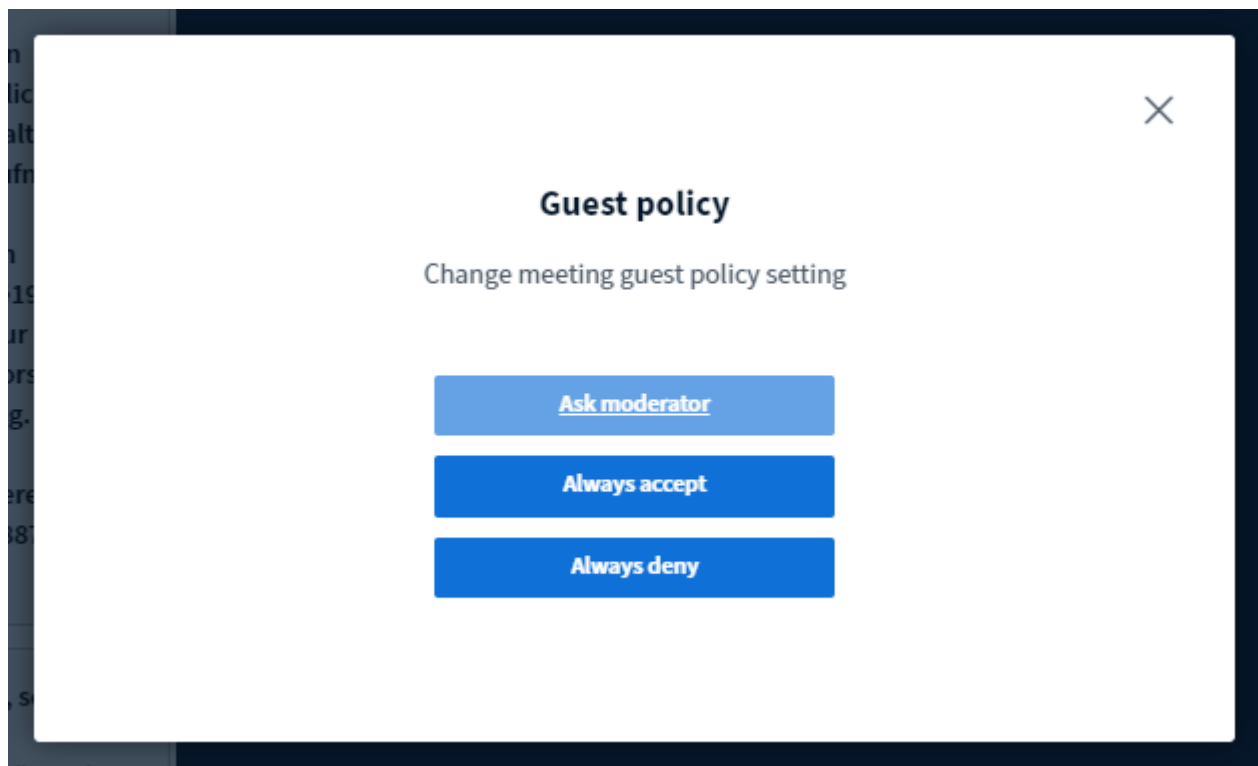
By selecting „Lock viewers“ you can lock or unlock certain features for all participants. Moderators will not be affected by these settings.



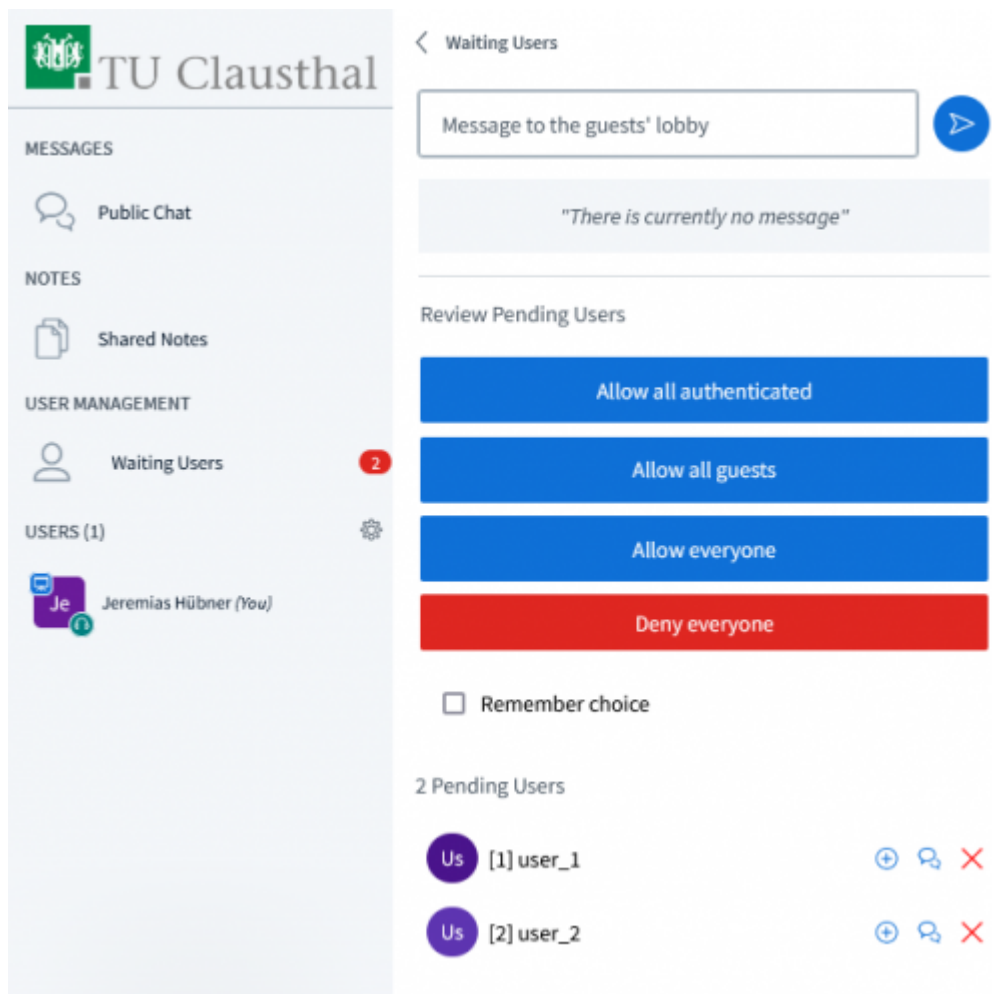
Feature	Status
Share webcam	<input checked="" type="checkbox"/>
See other viewers webcams	<input checked="" type="checkbox"/>
Share microphone	<input checked="" type="checkbox"/>
Send Public chat messages	<input checked="" type="checkbox"/>
Send Private chat messages	<input checked="" type="checkbox"/>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



The screenshot shows the 'Waiting Users' interface of a web conference. On the left is a sidebar with the TU Clausthal logo and navigation options: MESSAGES (Public Chat), NOTES (Shared Notes), and USER MANAGEMENT (Waiting Users, which is highlighted with a red '2' badge). Below these is a 'USERS (1)' section showing a user named Jeremias Hübner (You). The main area is titled 'Waiting Users' and contains a message input field with the placeholder 'Message to the guests' lobby' and a blue send button. Below this is a grey box stating 'There is currently no message'. The 'Review Pending Users' section features four buttons: 'Allow all authenticated' (blue), 'Allow all guests' (blue), 'Allow everyone' (blue), and 'Deny everyone' (red). There is also a checkbox for 'Remember choice'. At the bottom, '2 Pending Users' are listed: 'user_1' and 'user_2', each with a blue plus icon, a blue speech bubble icon, and a red minus icon.

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, a sidebar contains 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, instructions to find the 'RZ-Doku' (RZ documentation), and a notice about copyright law. 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'. Below the settings menu, there is a link to invite someone to the meeting and an access code.

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). 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

Jeremias Hübner (You) ✕
 test-user2 ✕

Room 2

test-user1 ✕
 test-user3 ✕

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 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 showing 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=1692259786

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