



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 controls: Turn off meeting mute, Lock viewers, Guest policy, Save user names, Clear all status icons, Create breakout rooms, 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.

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.

✕

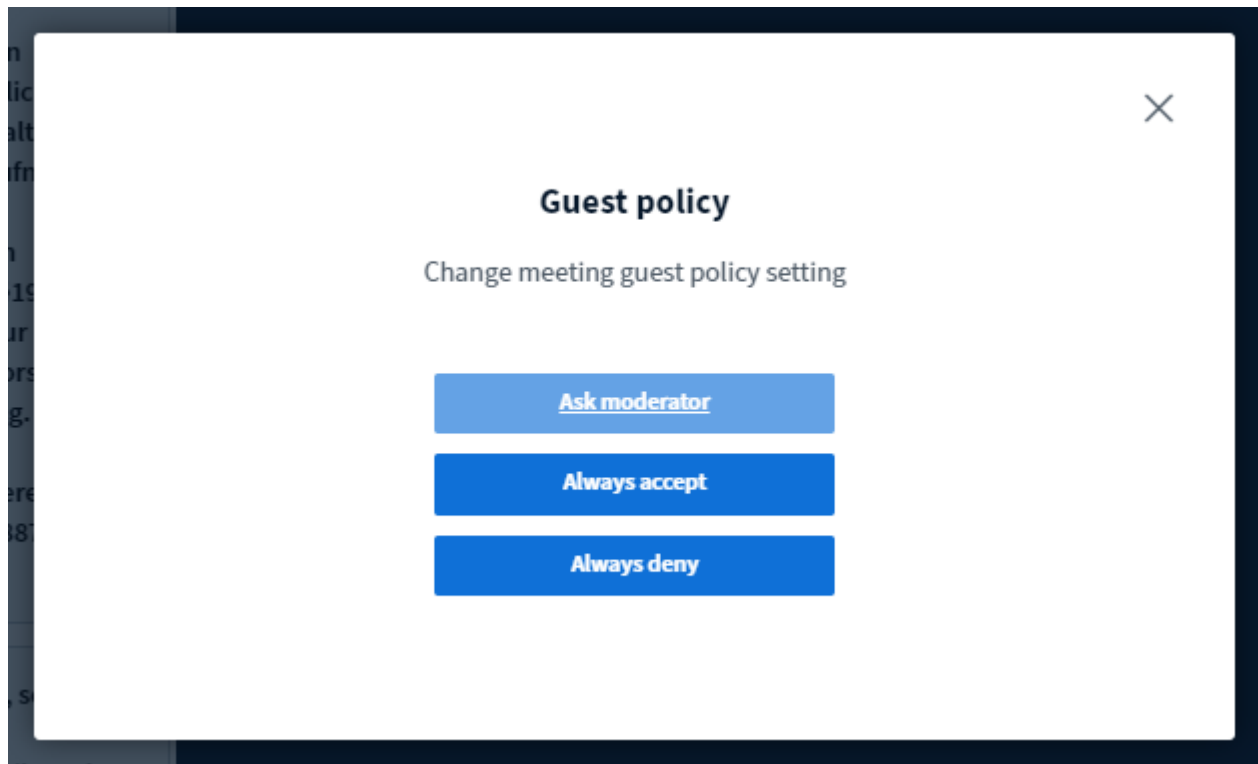
Lock viewers

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

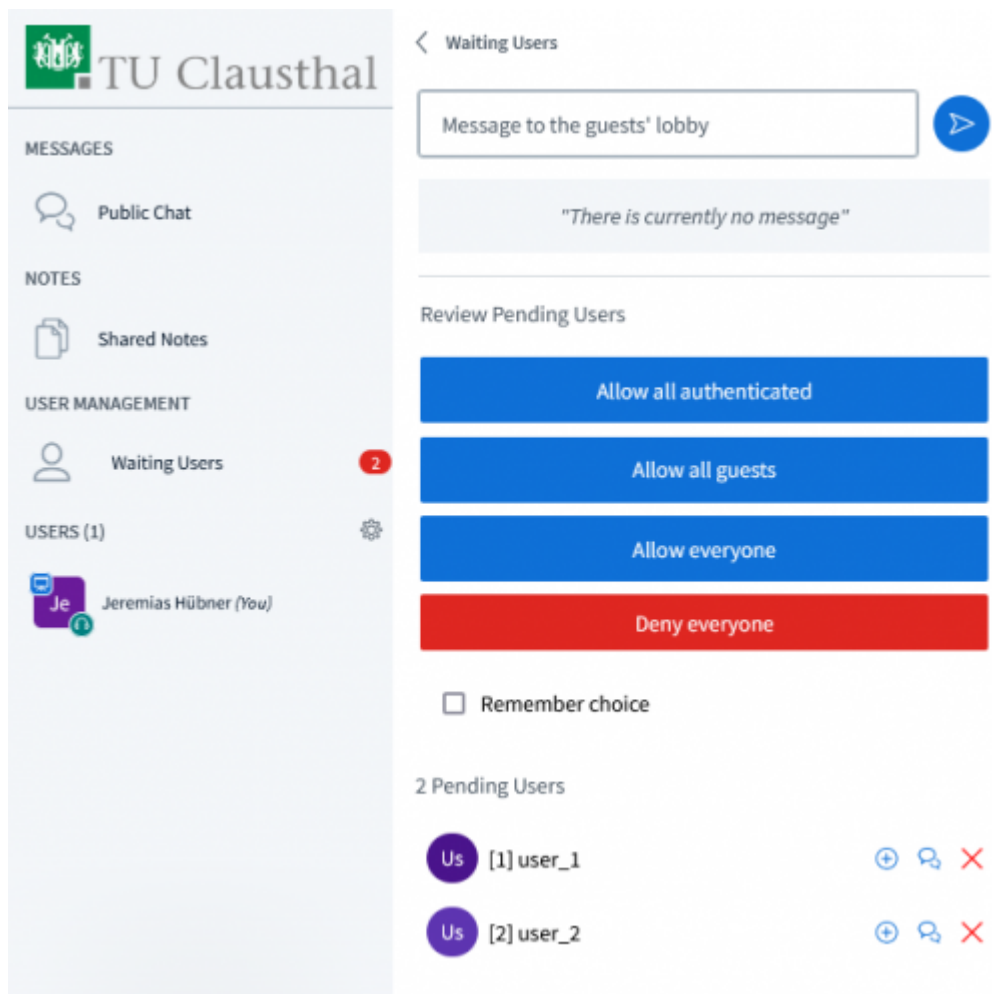
Feature	Status
Share webcam	<input checked="" type="checkbox"/>
See other viewers webcams	<input checked="" type="checkbox"/>
Share microphone	<input checked="" type="checkbox"/>
Send Public chat messages	<input checked="" type="checkbox"/>
Send Private chat messages	<input checked="" type="checkbox"/>
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 TU Clausthal web conference interface. On the left is a sidebar with the following sections:

- MESSAGES**: Public Chat
- NOTES**: Shared Notes
- USER MANAGEMENT**:
 - Waiting Users (indicated with a red circle containing the number 2)
- USERS (1)**: Jeremias Hübner (You)

The main content area is titled "Waiting Users" and includes:

- A text input field labeled "Message to the guests' lobby" with a blue send button.
- A message placeholder: "There is currently no message"
- A section titled "Review Pending Users" with four buttons:
 - Allow all authenticated
 - Allow all guests
 - Allow everyone
 - Deny everyone
- A checkbox labeled "Remember choice"
- A section titled "2 Pending Users" listing:
 - user_1
 - user_2
 Each user entry has 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 'RZ-Doku' for service, and a notice about copyright law for video conferences. 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 (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 in the breakout room, all participants have moderator rights. 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 '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=1692260554

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