

Participating in a Web Conference

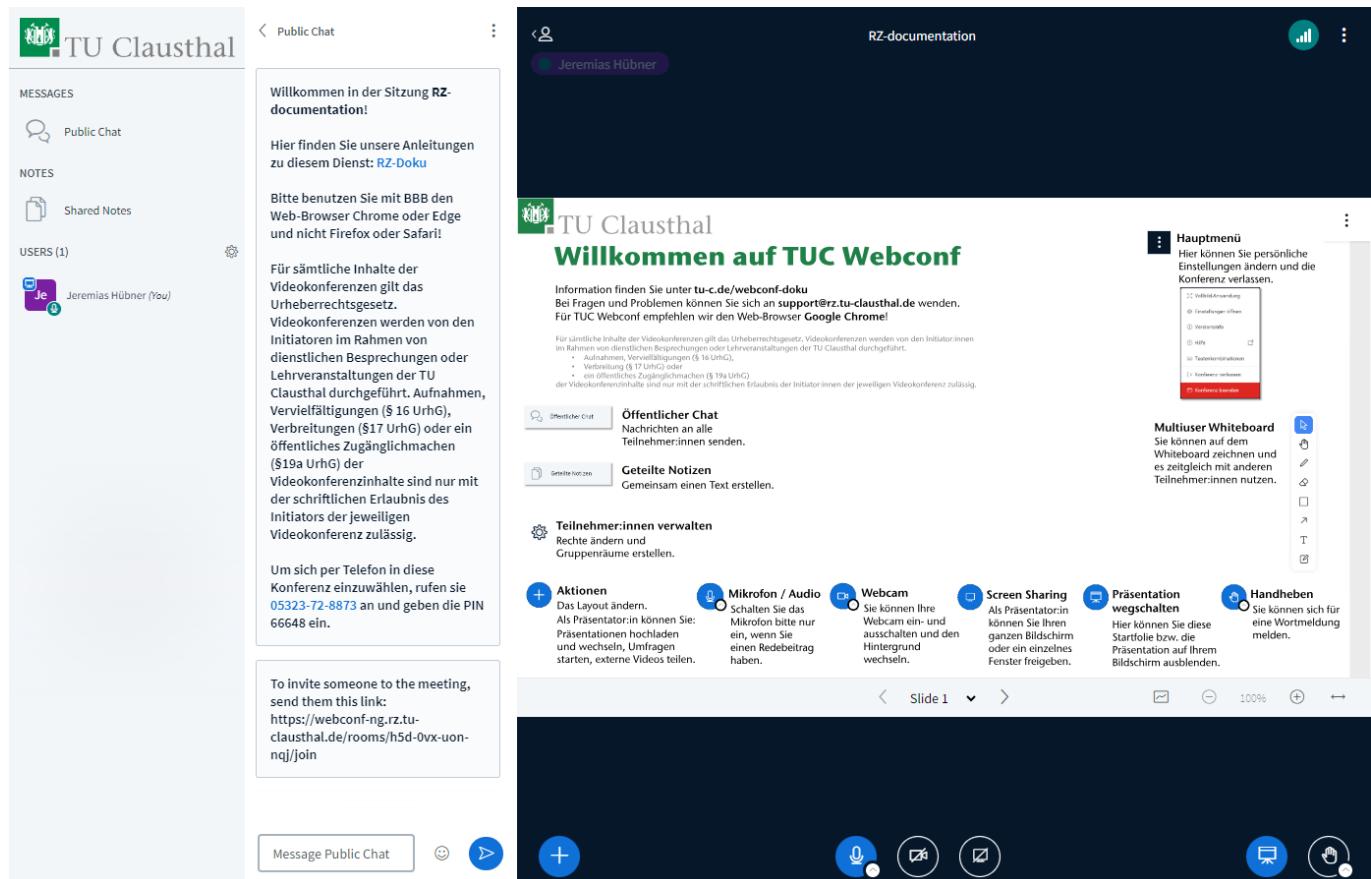
deutsche Version

We recommend using **Google Chrome** as default browser for using BBB.

You can participate in a conference by either visiting a direct link sent by an organiser or by following a redirection link from an online event in Moodle or Stud.IP.

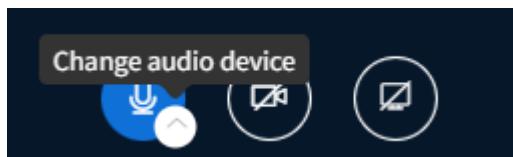
Once you follow a direct or redirection link, you will be prompted to enter a room access code if one has been assigned. Once the code has been entered (if necessary), you can login using your RZ credentials or simply enter your name without logging in.

Upon entering a conference room, the browser displays a pop-up window asking for permission to access your microphone. Here, you can choose to either actively participate by using the microphone or passively participate by just listening. If you choose to participate by just listening, it is still possible to activate the microphone by double clicking the headset icon and then selecting „connect to microphone“.

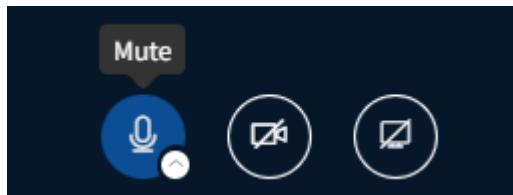


The screenshot shows the TUC Webconf interface. On the left, there's a sidebar with navigation links: MESSAGES (Public Chat), NOTES (Shared Notes), and USERS (1). The main area displays a "Willkommen in der Sitzung RZ-documentation!" message. It also contains instructions for using BBB, information about video recordings, and a note about the conference being open to the public. A "To invite someone to the meeting, send them this link:" field includes the URL <https://webconf-ng.rz.tu-clausthal.de/rooms/h5d-0vx-uon-nqj/join>. The right side of the screen shows a "RZ-documentation" tab with a participant list (Jeremias Hübner) and a "Willkommen auf TUC Webconf" header. Below this, there are sections for "Aktionen" (Actions) like changing layout, using microphone/audio, webcam, screen sharing, presentation, and raising hands. There are also sections for "Hauptmenü" (Main menu) with options like "Hauptkonferenz", "Teilnehmerliste", "Webcam", and "Handheben". At the bottom, there are icons for message, public chat, and other controls.

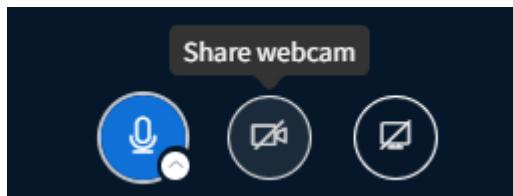
The small white check mark next to the audio button allows you to select or change an audio device. It is recommended to **check** the automatically selected device at the beginning of a conference.



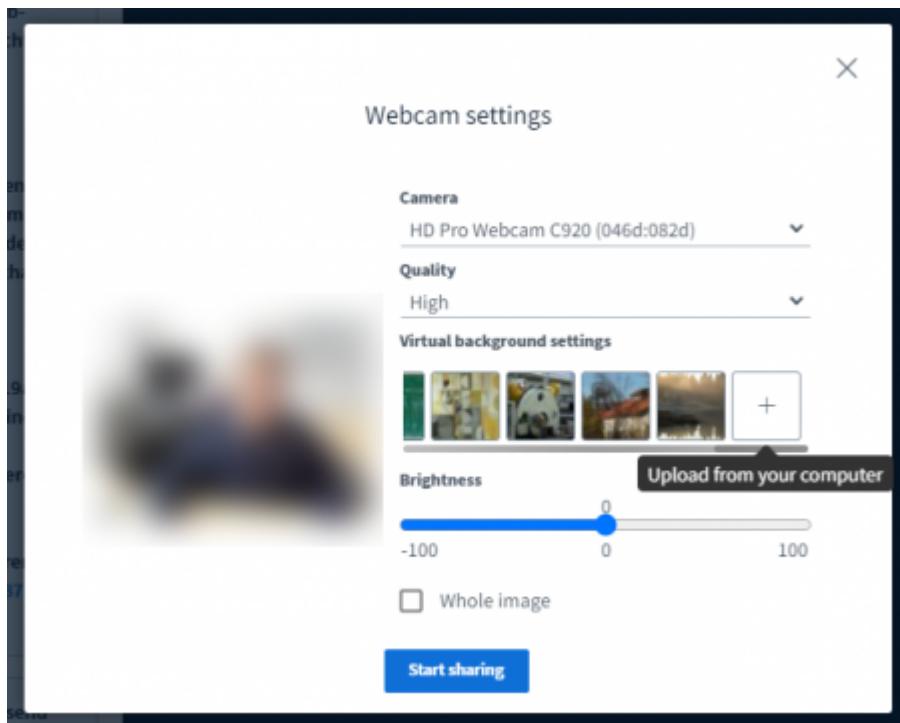
You can turn your microphone on and off by clicking on the microphone button on the left. To avoid accidental interruptions, it is recommended to turn your microphone off when not speaking.



You can share your camera by clicking on the camera icon:



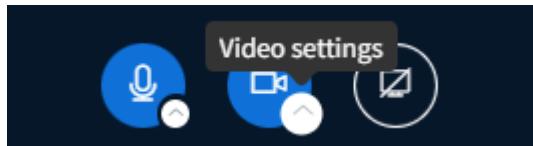
After giving permission to access your camera, you can choose the camera you would like to use, the transmission quality and an optional virtual background:



You can upload your own virtual background by scrolling to the right under the „Virtual background“

settings“ section and selecting „Upload from device“. You can adjust the brightness of either your webcam image or the entire screen by using the slider in the „Brightness“ section.

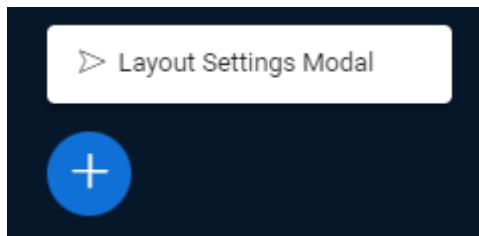
By clicking on the white check mark next to the camera icon, you can manage your video devices. Here, you can choose to activate a second camera or change your background via „graphic effects“.



You can choose to show or hide slides and presentations by clicking the presentation icon on the bottom right. By default, the start-up slide is hidden. By clicking the hand icon next to the presentation icon, you can raise your hand to request to speak. By clicking the white check mark next to the hand icon, you can display a different status.



You can change the arrangement of webcams and presentation slides via the plus button on the bottom left.



You can leave a conference by either clicking the three-point button in the top right corner or by closing your browser window. Other participants will remain in the conference room when you leave.

Public chat and shared notes

Chat messages are visible to all participants. They are not saved by default when a conference ends. However, you can manually save the content via the menu:

The screenshot shows a web-based video conference interface. On the left, there's a sidebar with the TU Clausthal logo and navigation links for 'MESSAGES' (Public Chat), 'NOTES' (Shared Notes), and 'USERS (1)' (Jeremias Hübner). The main area is titled 'Public Chat' and contains a message: 'Willkommen in der Sitzung RZ Anleitungen'. Below it, another message reads: 'Hier finden Sie unsere Anleitungen zu diesem Dienst: RZ-Doku'. A context menu is open over this message, showing options: 'Save', 'Copy', and 'Clear'. To the right of the messages, a large block of text explains copyright and recording policies.

Willkommen in der Sitzung RZ Anleitungen

Hier finden Sie unsere Anleitungen zu diesem Dienst: RZ-Doku

Für sämtliche Inhalte der Videokonferenzen gilt das Urheberrechtsgesetz. Videokonferenzen werden von den Initiatoren im Rahmen von dienstlichen Besprechungen oder Lehrveranstaltungen der TU Clausthal durchgeführt. Aufnahmen, Vervielfältigungen (§ 16 UrhG), Verbreitungen (§17 UrhG) oder ein öffentliches Zugänglichmachen (§19a UrhG) der Videokonferenzinhalte sind nur mit der schriftlichen Erlaubnis des Initiators der jeweiligen Videokonferenz zulässig.

Um sich per Telefon in diese Konferenz einzuhören, rufen sie 05323-72-8871 an und geben dann 33313 ein.

By selecting a participant from the user list, you can send a direct message which is only visible to the selected participant.

By clicking on shared notes, you can jointly write texts with other participants. These can be saved in standard format:

The screenshot shows the 'Shared Notes' section of the interface. It has a toolbar with bold, italic, underline, and other rich-text tools. The main area contains text: 'Here, you can create notes with other participants of the conference. The notes can be exported to various file formats using the button on the far right.' A context menu is open over the text, with the option 'Export to different file formats' highlighted.

MESSAGES

NOTES

USERS (1)

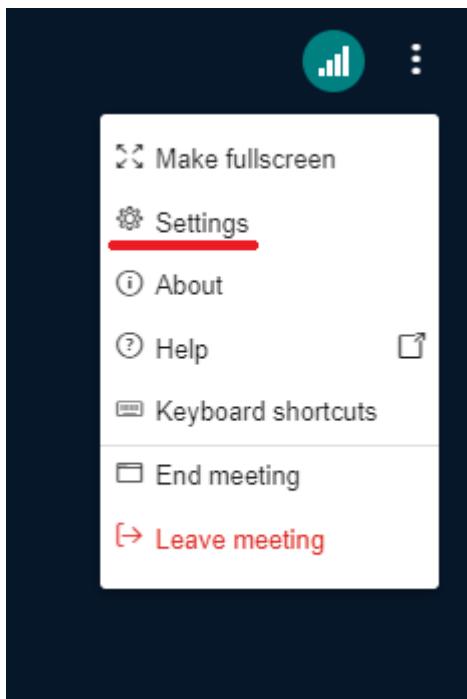
Shared Notes

Here, you can create notes with other participants of the conference. The notes can be exported to various file formats using the button on the far right.

Export to different file formats

Configuring settings

In the top right corner, you will find two buttons. The button on the left shows your connection status. The button on the right, which displays three dots, opens the main menu. You can access the settings menu via the main menu by selecting "Settings".



When selecting „Application“, you can switch off „Audio filters for microphone“. Note that this should only be done when using a conference system which supports echo cancellation.

You can use the drop-down menu next to “Layout type” to change the arrangement of webcams and presentation slides during the conference.

Settings

Close

Save

Application

Application

 Notifications	Animations	ON <input checked="" type="checkbox"/>
 Data savings	Audio Filters for Microphone	ON <input checked="" type="checkbox"/>
	Video pagination	ON <input checked="" type="checkbox"/>
	Application Language	English 

Font size

90%



Layout type

Smart layout

Custom

Smart layout

Focus on presentation

Focus on video

Custom (push layout to all)

Smart layout (push layout to all)

Focus on presentation (push layout to all)

Focus on video (push layout to all)

By selecting "Notifications", you have the option to turn specific audio or visual notifications in a meeting on or off.

Settings

Close

Save

Application

Notifications

Define how and what you will be notified.

Notifications

Notifications

	Audio Alerts	Popup Alerts
 Data savings	ON <input checked="" type="checkbox"/>	OFF <input type="checkbox"/>
Chat Message	ON <input checked="" type="checkbox"/>	OFF <input type="checkbox"/>
User Join	OFF <input type="checkbox"/>	OFF <input type="checkbox"/>
User Leave	OFF <input type="checkbox"/>	OFF <input type="checkbox"/>
Guest Waiting Approval	ON <input checked="" type="checkbox"/>	ON <input checked="" type="checkbox"/>
Raise hand	ON <input checked="" type="checkbox"/>	ON <input checked="" type="checkbox"/>

In the event you experience a weak network connection or other stability issues, you can save bandwidth by disabling webcams and/or screen sharing via “Data savings”.

The screenshot shows a 'Settings' interface with a 'Data savings' tab selected. The 'Data savings' section contains two toggle switches: 'Enable other participants webcams' and 'Enable desktop sharing', both set to 'ON'. A descriptive text above the toggles reads: 'To save your bandwidth adjust what's currently being displayed.'

Connection status



The left button in the top right corner displays your connection status. You can click the button for more information. For a stable connection, the button should be green. A frequent change to purple or red means your internet connection is likely weak or disrupted. By reducing the quality of your webcam or disabling webcams and/or screen sharing altogether, you may be able to temporarily improve your connection.

Improving picture and sound quality

To improve picture and sound quality, you can

- Switch off (mute) your microphone using the microphone button when not speaking.
- Avoid sources of interference and background noise, for example, by muting the telephone, closing windows and doors, etc.
- Use a headset. Headsets offer a significantly better speech intelligibility than built-in microphones which often pick up ambient and background noise.
- Ensure that your workplace is adequately lit. Avoid backlighting from windows or an illuminated white background.
- Position the camera either above or just to the side of the screen. This maintains line of sight and avoids perspectives which are distracting.
- Use a wired LAN connection, if possible. If only WLAN is available, ensure that you have a good signal strength and that there is little internet traffic and other data transmissions.

- Ensure your connection has enough bandwidth when joining from home. You can test the speed of your network connection at <https://speedtest.rz.tu-clausthal.de/>.
- Change the video quality from high (default) to medium, if necessary.

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:participation_in_a_web_conference

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