



BigBlueButton

Conference solution with video, screen sharing, presentations, polls and embeds of presentations

State: 24.04.2020

Overview

Due to the complexity of the plugin and the possibilities you will first find an overview of the topics discussed.

In case you already have experience with BigBlueButton you may jump to the section that is most relevant to you.

- [1. Compatibility](#)
- [2. Activate plugin](#)
- [3. Set up a meeting](#)
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#1

Compatibility

Please *update* your browser before first using BigBlueButton.

We recommend using *Google Chrome* for using BigBlueButton.

Apple's *Safari* browser does not support the complete feature set (i.e. missing screen sharing).

Microsoft Internet Explorer is not supported.

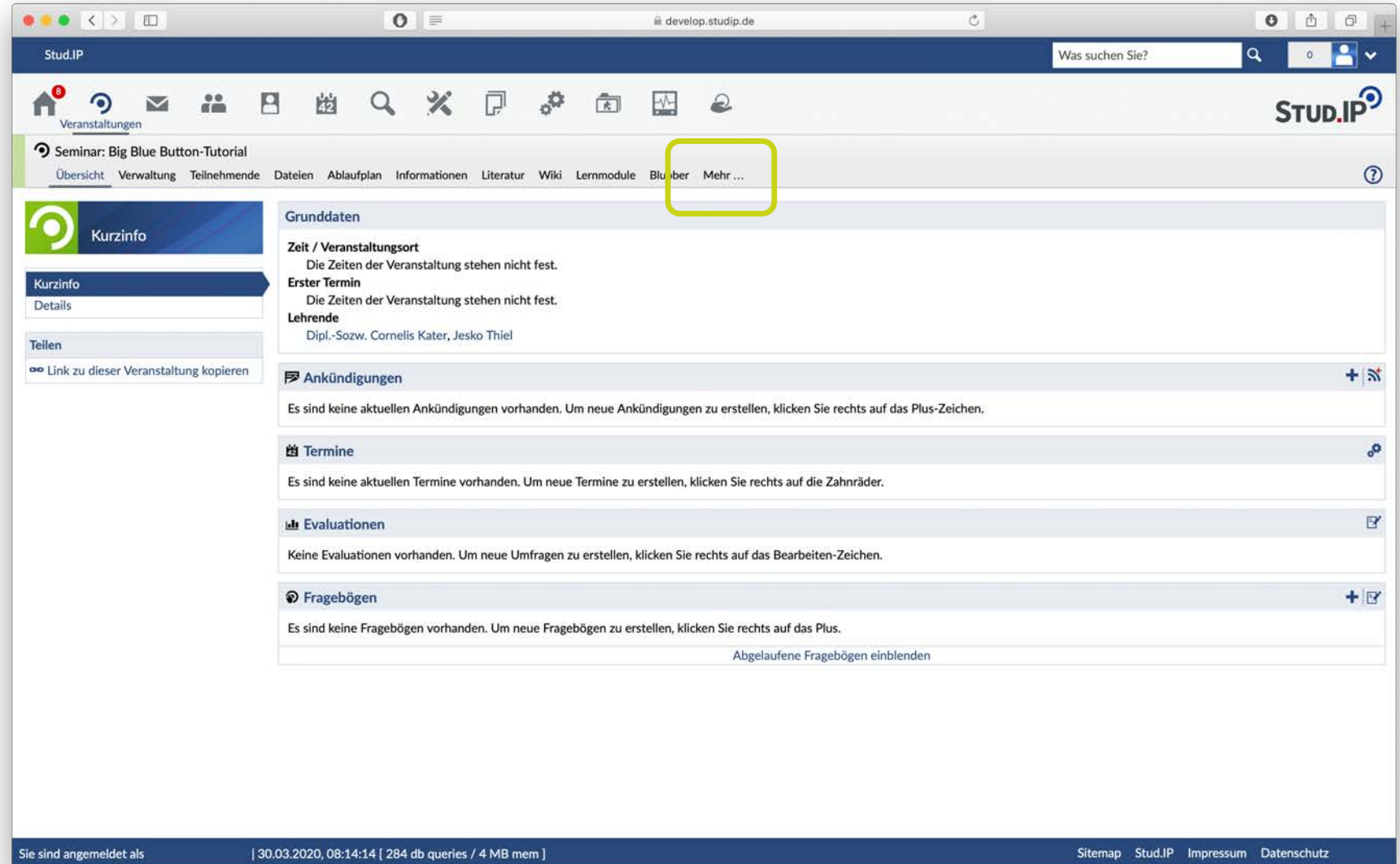


Google Chrome (download)

#2 Activate plugin

In order to use BigBlueButton you need to activate it first in your course on Stud.IP.

Choose "Mehr..." (more) from the course menu below the topmost menu bar.

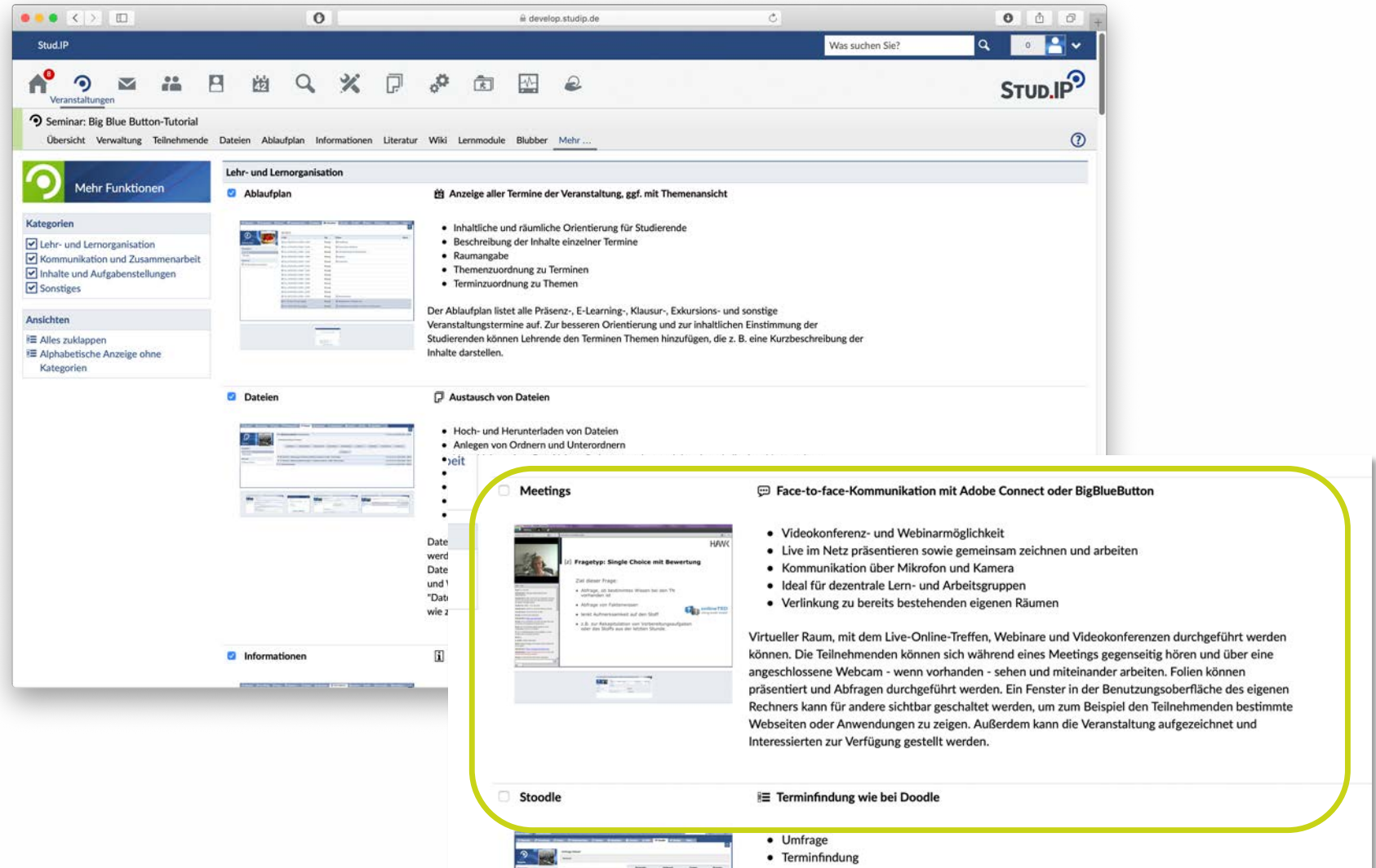


The screenshot shows the Stud.IP interface for a course titled "Seminar: Big Blue Button-Tutorial". The top navigation bar includes a search field and the Stud.IP logo. Below the navigation bar is a course menu with the following items: Übersicht, Verwaltung, Teilnehmende, Dateien, Ablaufplan, Informationen, Literatur, Wiki, Lernmodule, Blubber, and Mehr... The "Mehr..." item is highlighted with a yellow box. The main content area displays course details under "Grunddaten", including "Zeit / Veranstaltungsort", "Erster Termin", and "Lehrende". Below this are sections for "Ankündigungen", "Termine", "Evaluationen", and "Fragebögen". The footer shows the user is logged in as "Sie sind angemeldet als" and provides system information: "30.03.2020, 08:14:14 [284 db queries / 4 MB mem]".

Next you will see an overview of all available features for your courses.

Scroll further down until you spot the "Meetings" feature and check it.

The feature is now enabled for your course.



The screenshot shows the Stud.IP interface for a course titled "Seminar: Big Blue Button-Tutorial". The "Mehr Funktionen" (More Functions) section is expanded, showing various course management options. The "Meetings" feature is highlighted with a yellow box and is currently unchecked. The "Meetings" section includes the following text and features:

Meetings Face-to-face-Kommunikation mit Adobe Connect oder BigBlueButton

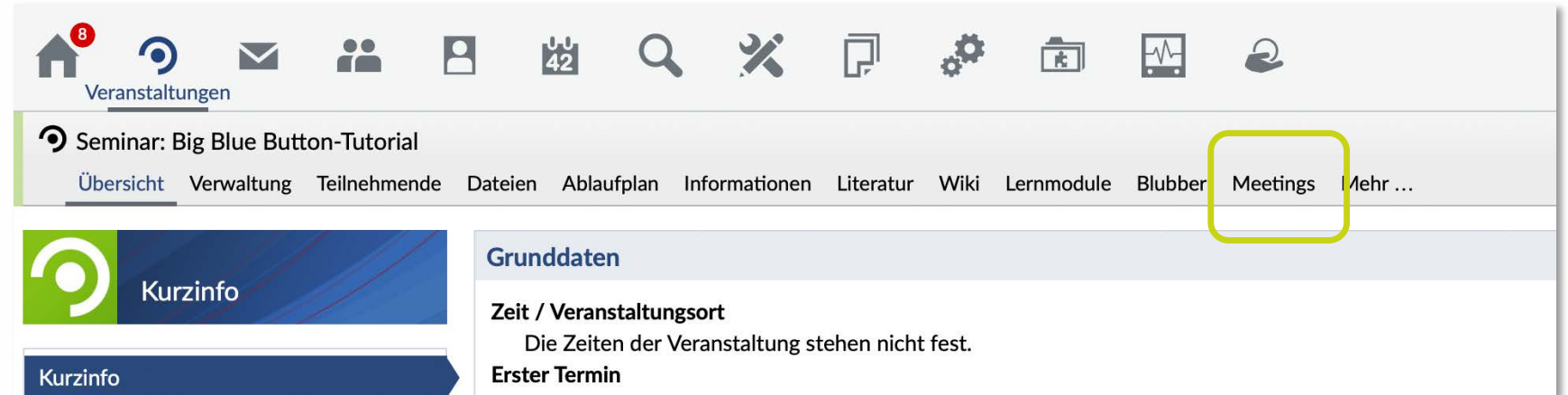
- Videokonferenz- und Webinarmöglichkeit
- Live im Netz präsentieren sowie gemeinsam zeichnen und arbeiten
- Kommunikation über Mikrofon und Kamera
- Ideal für dezentrale Lern- und Arbeitsgruppen
- Verlinkung zu bereits bestehenden eigenen Räumen

Virtueller Raum, mit dem Live-Online-Treffen, Webinare und Videokonferenzen durchgeführt werden können. Die Teilnehmenden können sich während eines Meetings gegenseitig hören und über eine angeschlossene Webcam - wenn vorhanden - sehen und miteinander arbeiten. Folien können präsentiert und Abfragen durchgeführt werden. Ein Fenster in der Benutzeroberfläche des eigenen Rechners kann für andere sichtbar geschaltet werden, um zum Beispiel den Teilnehmenden bestimmte Webseiten oder Anwendungen zu zeigen. Außerdem kann die Veranstaltung aufgezeichnet und Interessierten zur Verfügung gestellt werden.

Other visible features include:

- Ablaufplan** (Schedule): Anzeige aller Termine der Veranstaltung, ggf. mit Themenansicht. Includes a list of dates and times.
- Dateien** (Files): Austausch von Dateien. Includes Hoch- und Herunterladen von Dateien and Anlegen von Ordnern und Unterordnern.
- Informationen** (Information): Includes a section for "Datei" and "Datei wird und 1" "Datei wie 2".
- Stoodle** (Stoodle): Terminfindung wie bei Doodle. Includes Umfrage and Terminfindung.

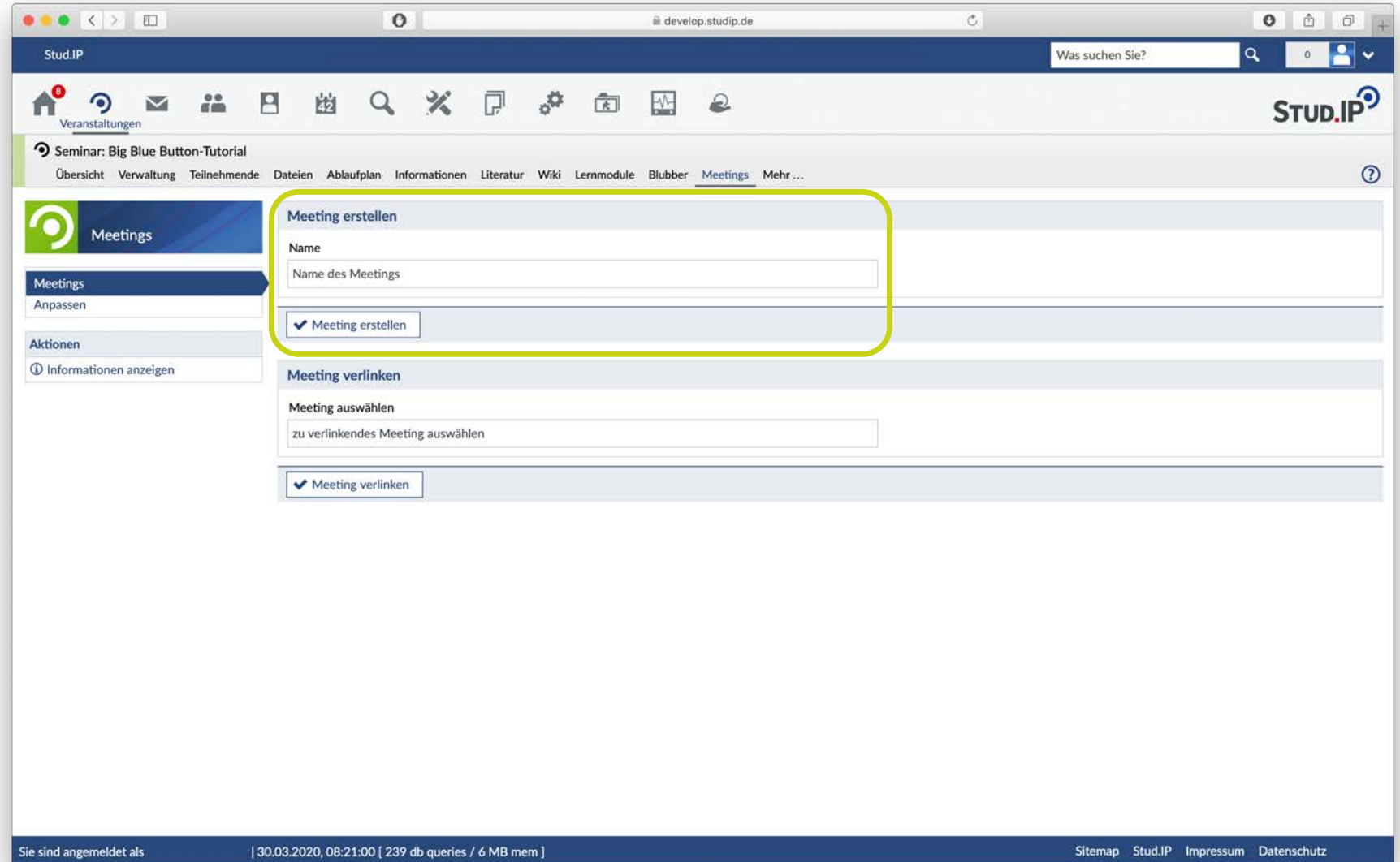
Once you activated the feature you will find BigBlueButton under the "Meetings" tab.



The screenshot displays the BigBlueButton interface for a seminar titled "Seminar: Big Blue Button-Tutorial". The top navigation bar includes icons for home, events, mail, users, profile, calendar, search, tools, documents, settings, and a help icon. Below the navigation bar, the seminar title is followed by a horizontal menu with tabs: "Übersicht", "Verwaltung", "Teilnehmende", "Dateien", "Ablaufplan", "Informationen", "Literatur", "Wiki", "Lernmodule", "Blubber", "Meetings", and "Mehr ...". The "Meetings" tab is highlighted with a yellow rectangular box. On the left side, there is a "Kurzinfo" section with a green circular icon. The main content area is titled "Grunddaten" and contains the following text: "Zeit / Veranstaltungsort" followed by "Die Zeiten der Veranstaltung stehen nicht fest." and "Erster Termin".

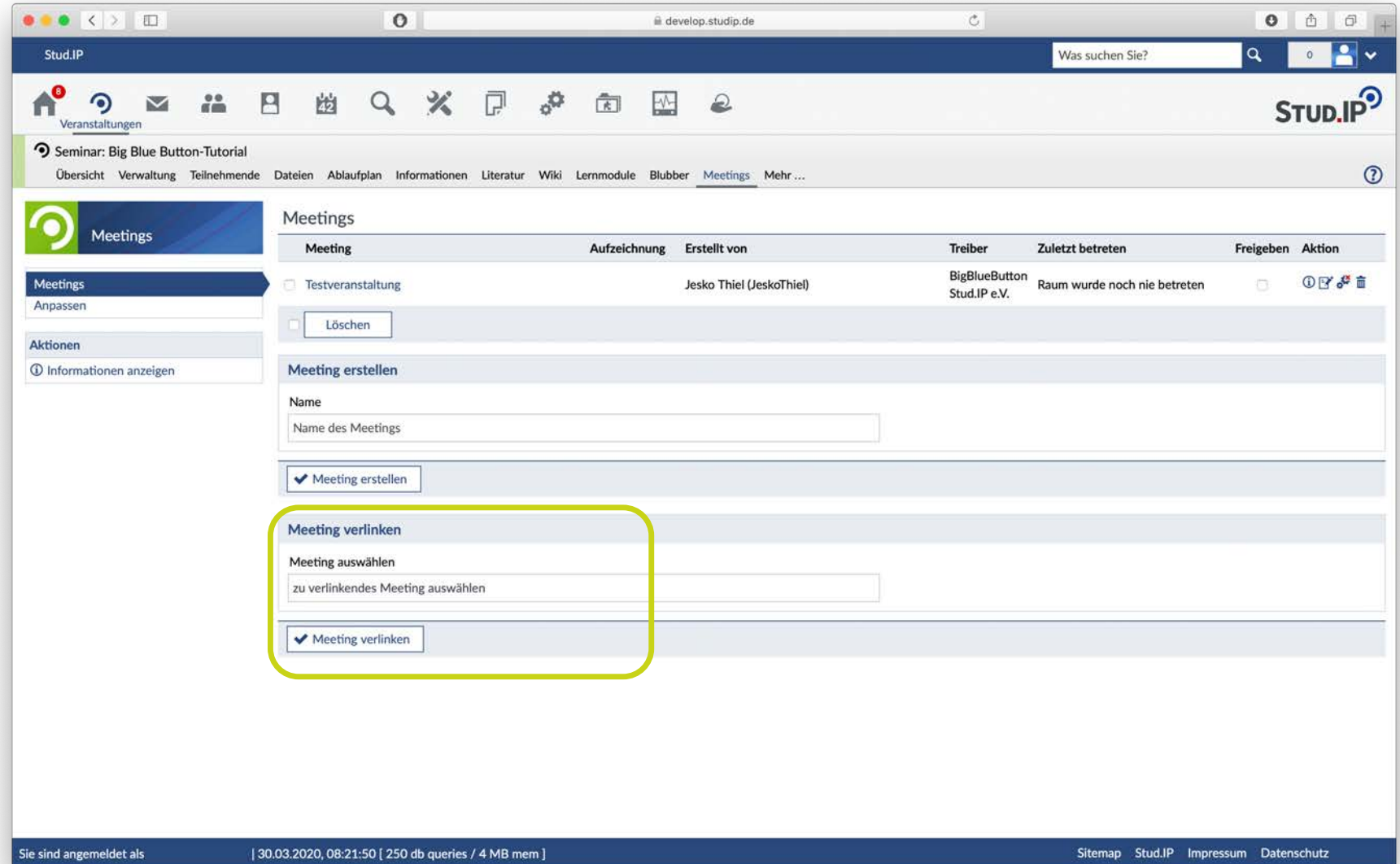
#3 Set up a meeting

To create a meeting, enter a meeting name and click on "Meeting erstellen" (create meeting).



After creating a meeting, you can embed it in other courses.

Pick another course (after you activated *meetings* for it) and click on “*Meeting verlinken*” (*link meeting*) and choose your previously created meeting.



The screenshot shows the Stud.IP interface for a course titled "Seminar: Big Blue Button-Tutorial". The "Meetings" section is active, displaying a table of existing meetings and options to create or link new ones.

Meeting	Aufzeichnung	Erstellt von	Treiber	Zuletzt betreten	Freigeben	Aktion
<input type="checkbox"/> Testveranstaltung		Jesko Thiel (JeskoThiel)	BigBlueButton Stud.IP e.V.	Raum wurde noch nie betreten	<input type="checkbox"/>	
<input type="checkbox"/> Löschen						

Below the table, there are two sections:

- Meeting erstellen**: A form with a "Name" field (containing "Name des Meetings") and a "Meeting erstellen" button.
- Meeting verlinken**: A form with a "Meeting auswählen" field (containing "zu verlinkendes Meeting auswählen") and a "Meeting verlinken" button. This section is highlighted with a yellow box.

At the bottom of the page, there is a footer with the text: "Sie sind angemeldet als | 30.03.2020, 08:21:50 [250 db queries / 4 MB mem] Sitemap Stud.IP Impressum Datenschutz".

In order for all participants of a course to take part, check "Freigeben" (share).

Meetings

Meeting	Aufzeichnung	Erstellt von	Treiber	Zuletzt betreten	Freigeben	Aktion
<input type="checkbox"/> Testveranstaltung		Jesko Thiel (JeskoThiel)	BigBlueButton Stud.IP e.V.	30.03.2020 um 09:27 Uhr	<input checked="" type="checkbox"/>	ⓘ 📄 ⚙️ 🗑️
<input type="checkbox"/> Löschen						

Meeting erstellen

Name

#4 Rights management

You may restrict rights of participants or give them the same rights a course administrator has.

You can set these preferences prior to the start of a meeting.

Treiber	Zuletzt betreten	Freigeben	Aktion
BigBlueButton Stud.IP e.V.	30.03.2020 um 08:36 Uhr	<input checked="" type="checkbox"/>	   

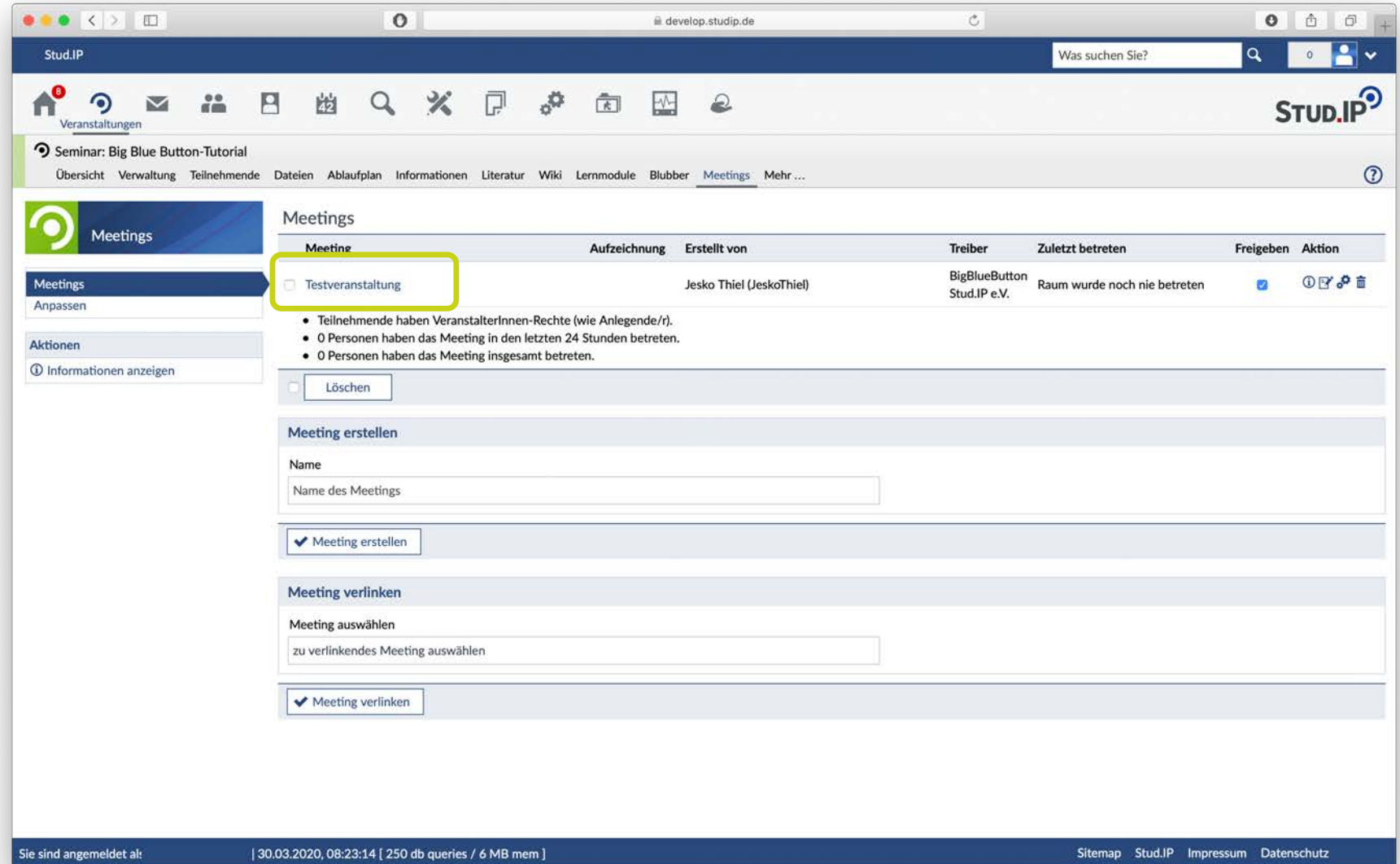
Teilnehmende haben eingeschränkte Rechte

Treiber	Zuletzt betreten	Freigeben	Aktion
BigBlueButton Stud.IP e.V.	30.03.2020 um 08:36 Uhr	<input checked="" type="checkbox"/>	   

Teilnehmende haben VeranstalterInnen-Rechte

#5 Start a meeting

A new browser tab with BigBlueButton will open with a click on the title of the meeting.



The screenshot shows the Stud.IP interface for a seminar titled "Seminar: Big Blue Button-Tutorial". The "Meetings" section is active, displaying a table of meetings. The first meeting, "Testveranstaltung", is highlighted with a yellow box. Below the table, there are sections for "Meeting erstellen" (Create Meeting) and "Meeting verlinken" (Link Meeting).

Meeting	Aufzeichnung	Erstellt von	Treiber	Zuletzt betreten	Freigeben	Aktion
<input type="checkbox"/> Testveranstaltung		Jesko Thiel (JeskoThiel)	BigBlueButton Stud.IP e.V.	Raum wurde noch nie betreten	<input checked="" type="checkbox"/>	Info Edit Delete

Meeting erstellen

Name

Meeting erstellen

Meeting verlinken

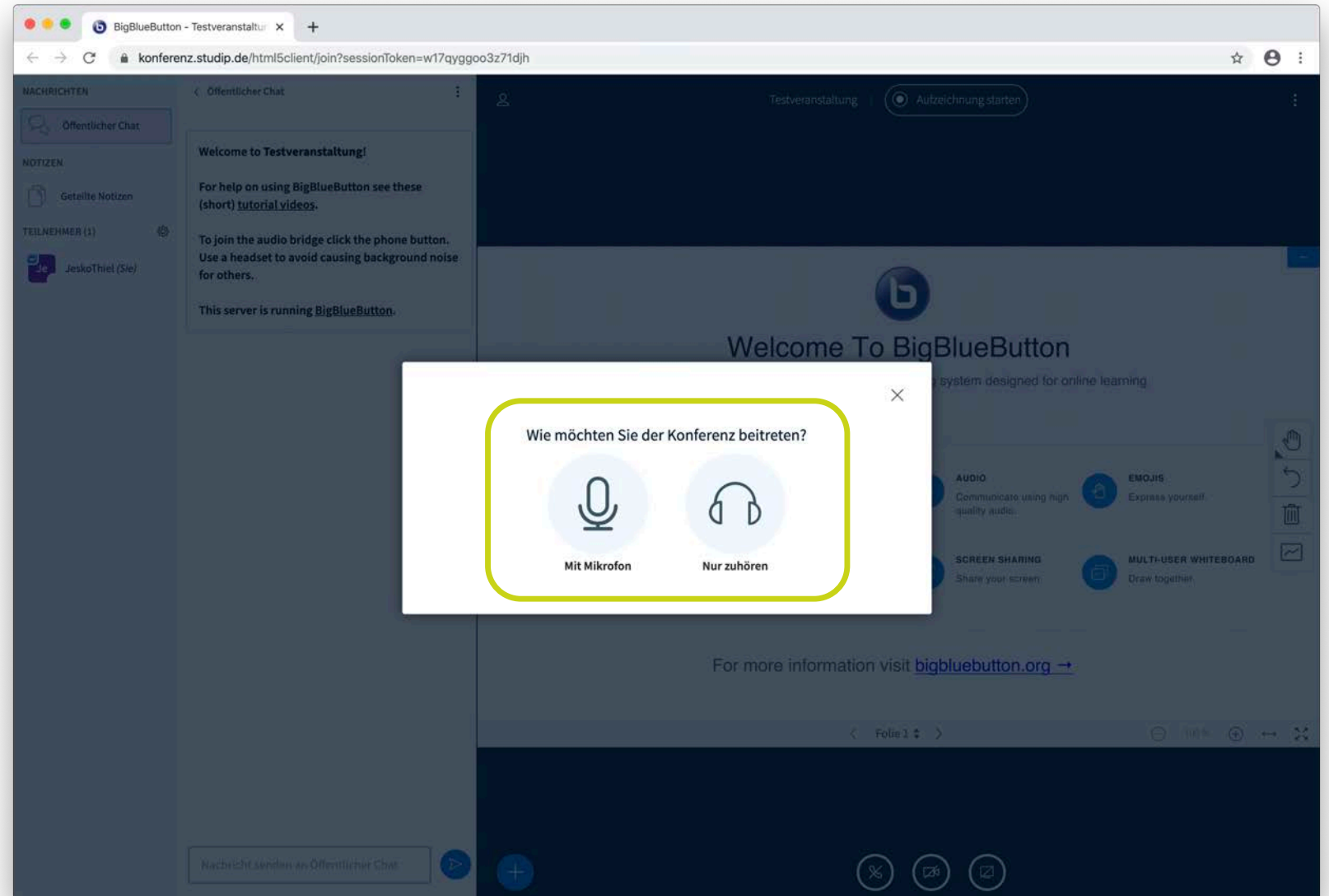
Meeting auswählen

Meeting verlinken

Sie sind angemeldet als | 30.03.2020, 08:23:14 [250 db queries / 6 MB mem] [Sitemap](#) [Stud.IP](#) [Impressum](#) [Datenschutz](#)

You will be asked how you want to participate in the meeting.

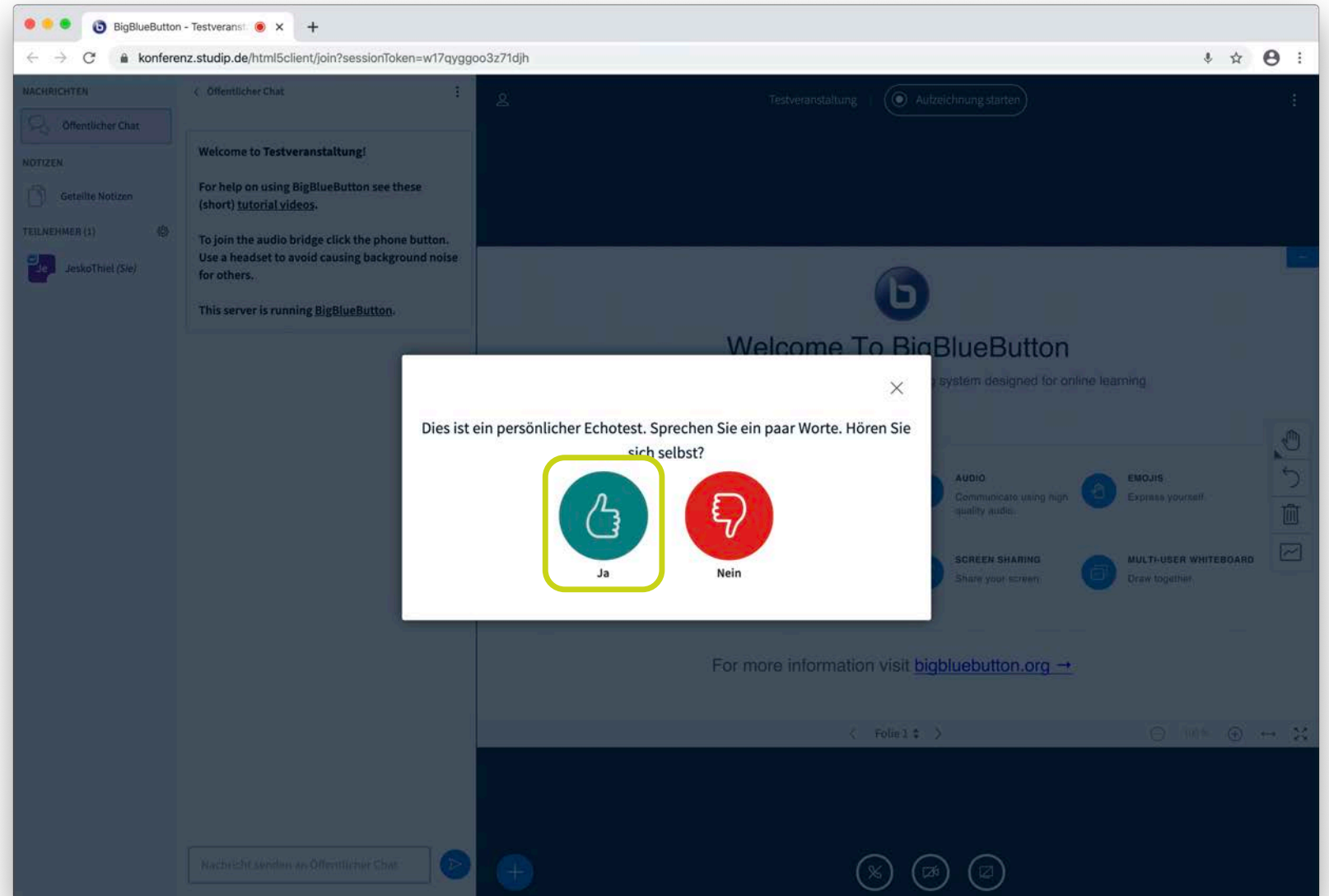
Click on your preferred option.



The screenshot shows a web browser window displaying a BigBlueButton meeting interface. The browser address bar shows the URL: `konferenz.studip.de/html5client/join?sessionToken=w17qyggoo3z71djh`. The interface includes a sidebar with sections for 'NACHRICHTEN' (Messages), 'NOTIZEN' (Notices), and 'TEILNEHMER (1)' (Participants). The main content area displays a 'Welcome to Testveranstaltung!' message and instructions for joining the audio bridge. A modal dialog box is overlaid on the screen, asking 'Wie möchten Sie der Konferenz beitreten?' (How do you want to join the conference?). The dialog offers two options: 'Mit Mikrofon' (With microphone) and 'Nur zuhören' (Listen only). The 'Mit Mikrofon' option is highlighted with a yellow border. The background interface also shows a 'Welcome To BigBlueButton' banner and various meeting controls like 'AUDIO', 'EMOJIS', 'SCREEN SHARING', and 'MULTI-USER WHITEBOARD'.

A personal echo test will follow.

Click on the *green thumb* when you are able to hear yourself.



The screenshot shows a web browser window displaying a BigBlueButton conference interface. The browser address bar shows the URL: `konferenz.studip.de/html5client/join?sessionToken=w17qyggoo3z71djh`. The interface includes a sidebar with sections for 'NACHRICHTEN', 'NOTIZEN', and 'TEILNEHMER (1)'. The main content area displays a 'Welcome to Testveranstaltung!' message and instructions for using BigBlueButton. A modal dialog box is overlaid on the screen, containing the text: 'Dies ist ein persönlicher Echotest. Sprechen Sie ein paar Worte. Hören Sie sich selbst?'. Below the text are two buttons: a green thumbs-up icon labeled 'Ja' and a red thumbs-down icon labeled 'Nein'. The 'Ja' button is highlighted with a yellow border. The background interface also shows a 'Welcome To BigBlueButton' banner and various control buttons like 'AUDIO', 'EMOJIS', 'SCREEN SHARING', and 'MULTI-USER WHITEBOARD'.

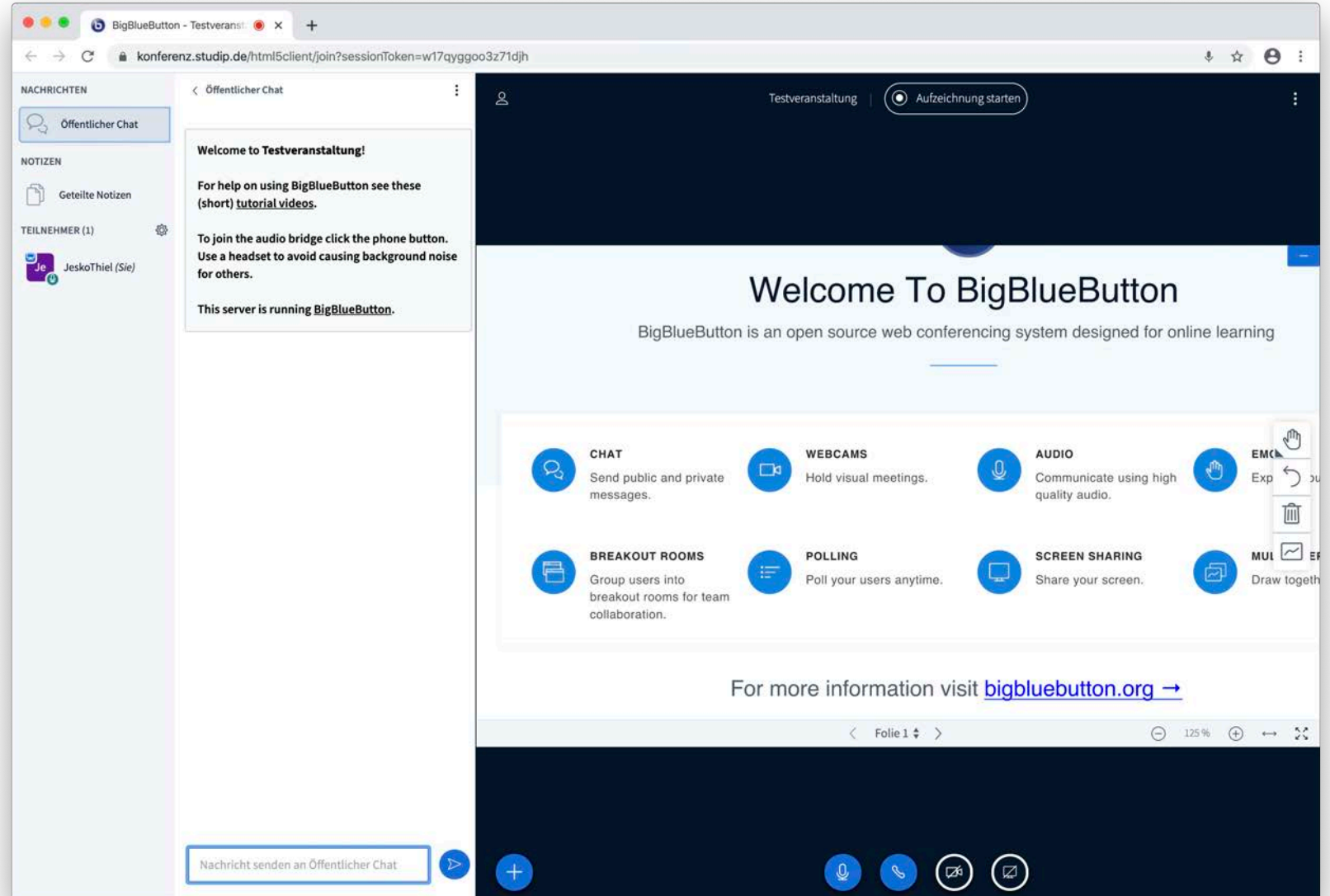
#6 BigBlueButton

You are now on BigBlueButton's overview.

You will find the current presentation in the middle.

To your left is a bar with the options *Öffentlicher Chat*, *Geteilte Notizen* (shared notes) as well as *Alle Teilnehmenden* (all participants).

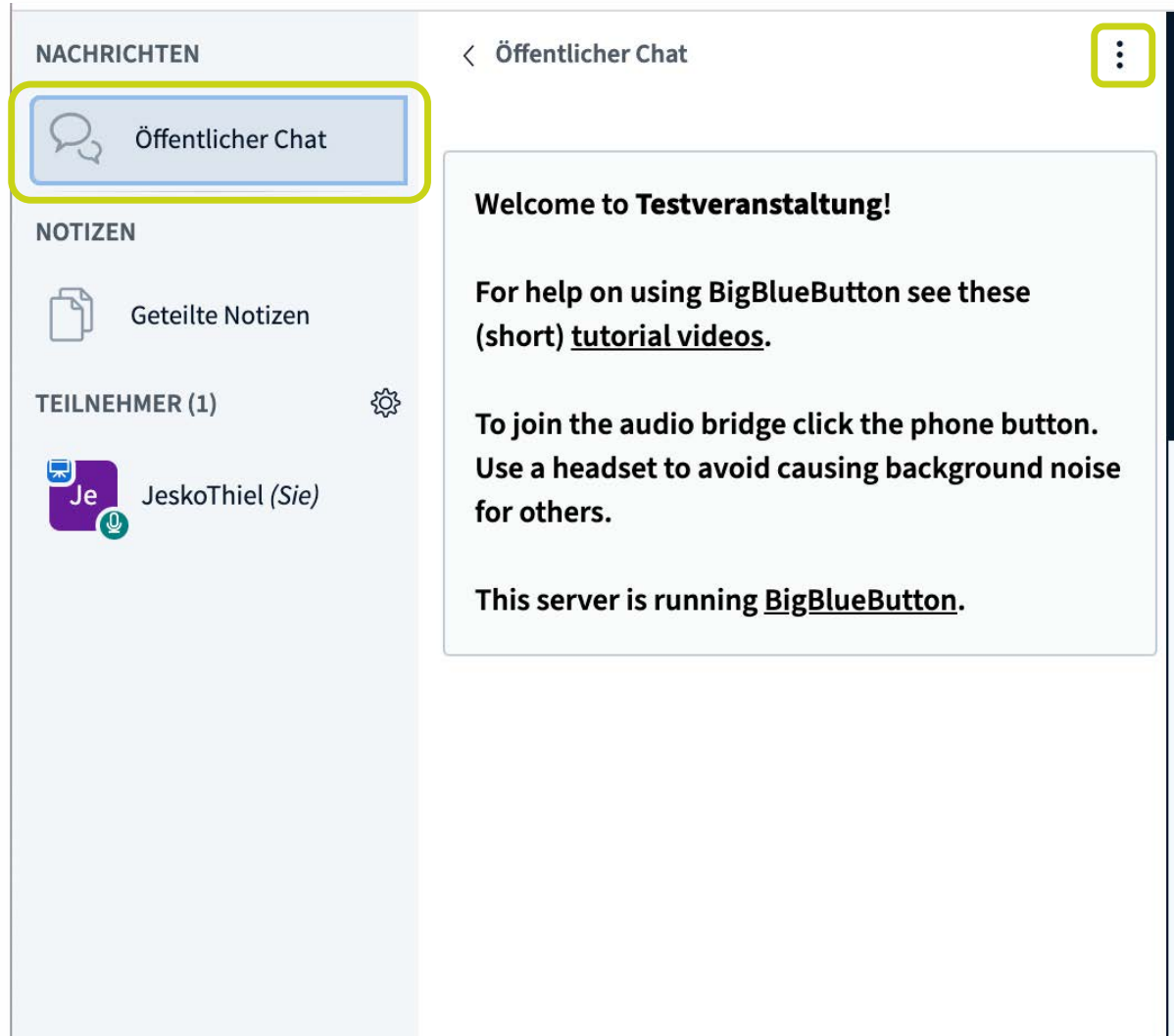
You can find the various sharing options in the lower area.



Under “*Nachrichten*” (messages) you will find the “*Öffentlicher Chat*” (public chat).

Every participant may message one another directly with this feature.

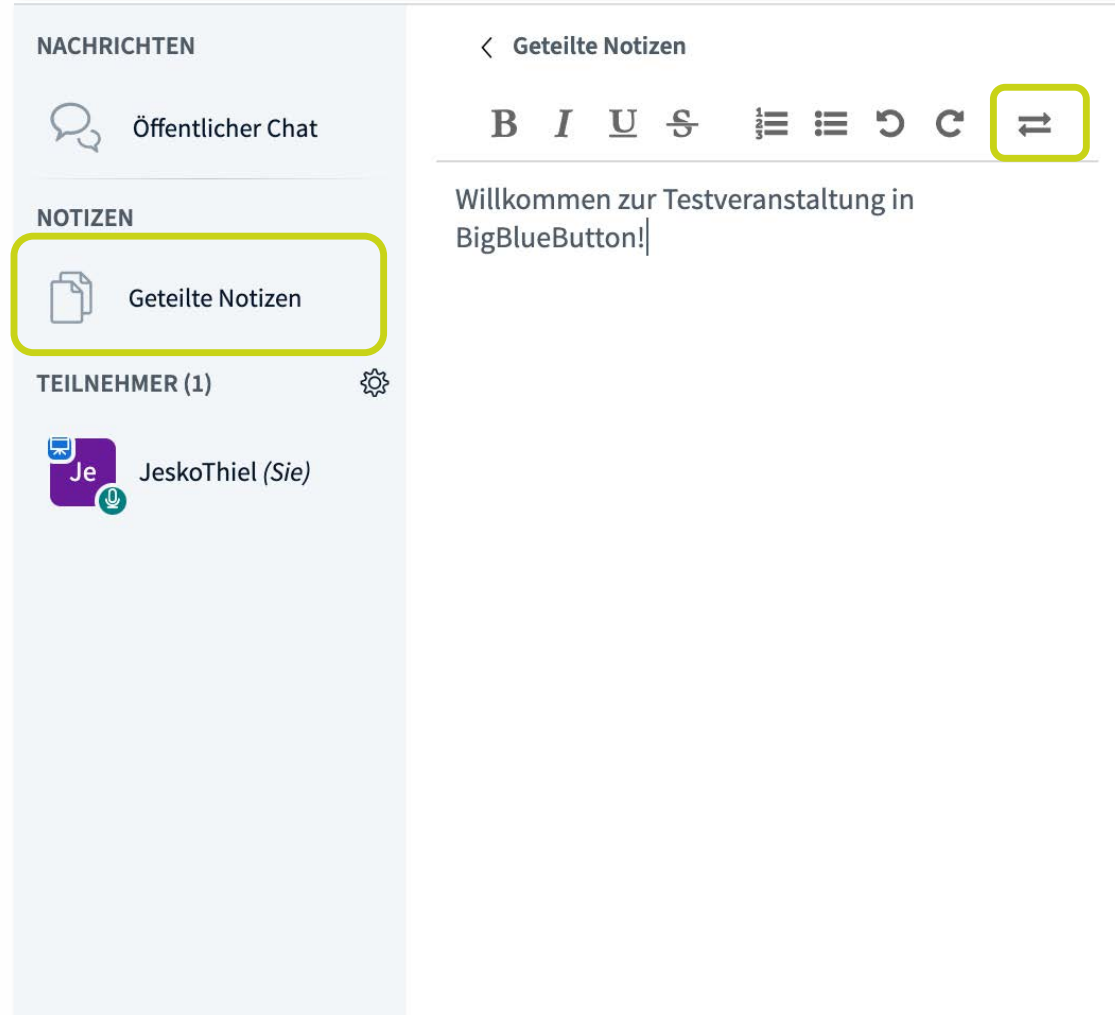
Click on the tree points in the upper right corner to export the chat as .html or .txt.



The screenshot shows the BigBlueButton interface. On the left, a sidebar titled "NACHRICHTEN" (Messages) contains three sections: "Öffentlicher Chat" (Public Chat), "NOTIZEN" (Notices), and "TEILNEHMER (1)" (Participants). The "Öffentlicher Chat" item is highlighted with a yellow box. Below it, "Geteilte Notizen" (Shared Notices) is shown with a document icon. The "TEILNEHMER (1)" section shows one participant, "JeskoThiel (Sie)", with a gear icon for settings. On the right, the main chat area is titled "Öffentlicher Chat" and contains a welcome message: "Welcome to Testveranstaltung!". Below this, there are instructions: "For help on using BigBlueButton see these (short) [tutorial videos](#)." and "To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others." At the bottom, it states "This server is running [BigBlueButton](#)". A yellow box highlights the three-dot menu icon in the top right corner of the chat area.

Under “Geteilte Notizen” (shared notes) you may share notes with participants.

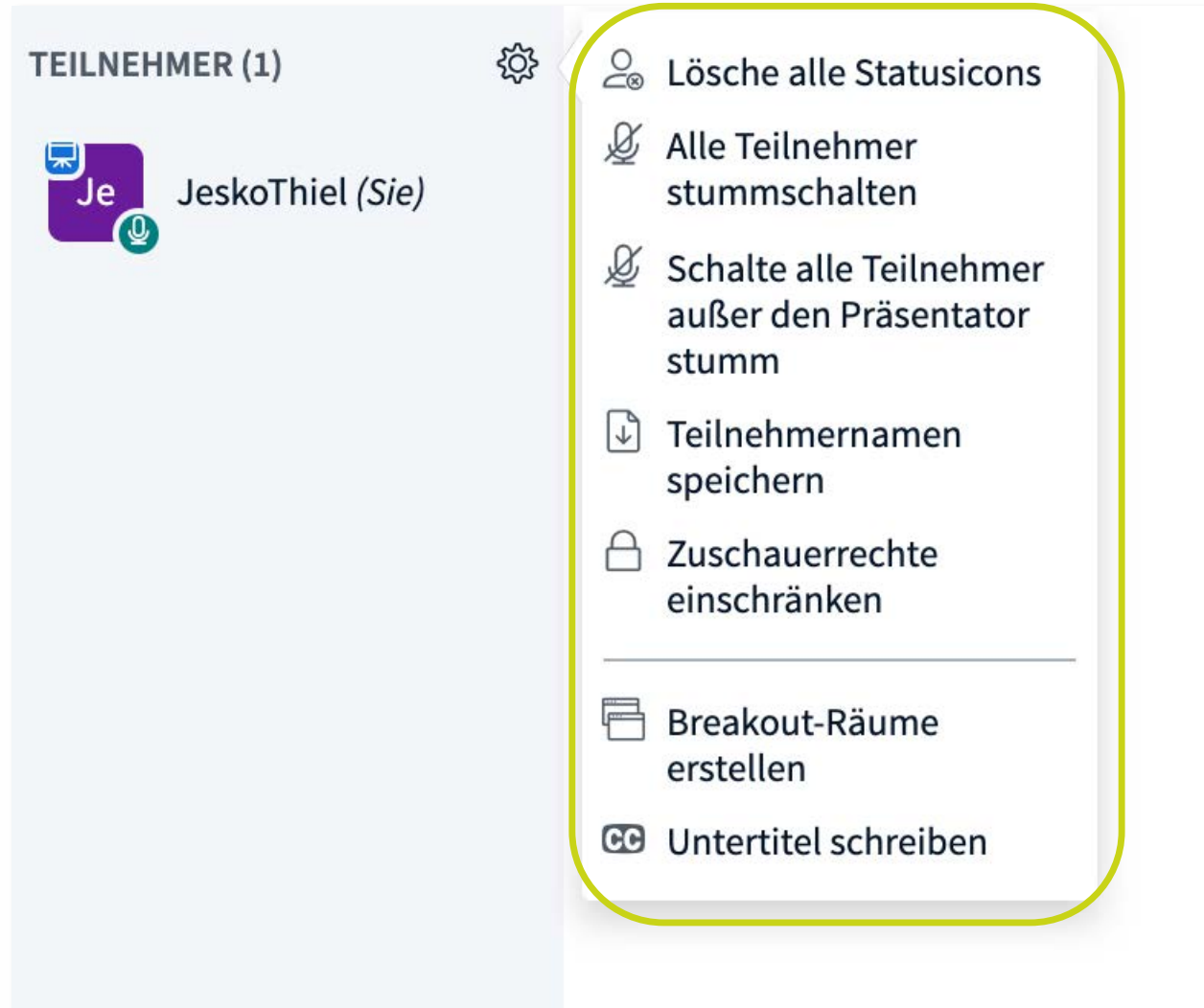
Besides different formatting options you may export and save your notes after the meeting by clicking on the “Import-Export” button in the upper right corner.



The screenshot displays the BigBlueButton interface. On the left sidebar, under the 'NOTIZEN' (Notes) section, the 'Geteilte Notizen' (Shared Notes) button is highlighted with a yellow box. The main content area shows the text 'Willkommen zur Testveranstaltung in BigBlueButton!' with a yellow box around the 'Import-Export' button (two arrows) in the top right corner of the text area.

When clicking on the *gear icon* next to "Teilnehmer" (*participants*) a sub menu will open with preferences that apply to all participants.

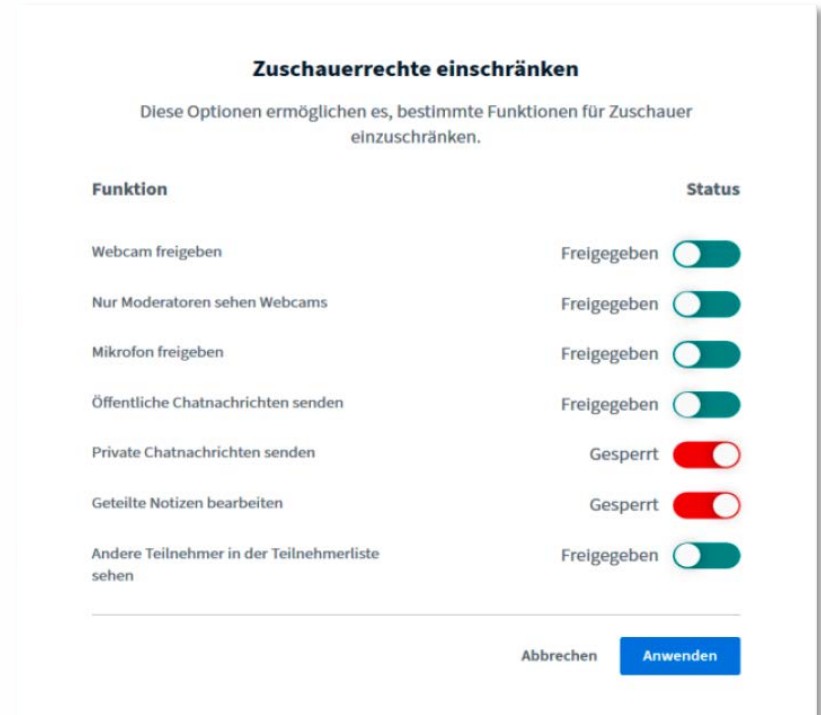
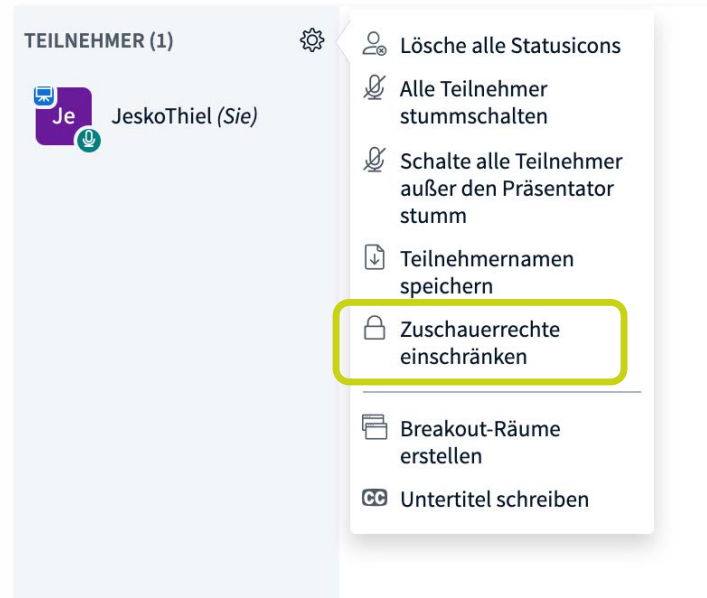
You may set all participants to "mute" or create *Breakout rooms*.



The screenshot shows a meeting interface with a list of participants and a settings menu. The participant list is titled "TEILNEHMER (1)" and contains one entry: "JeskoThiel (Sie)" with a profile icon. A gear icon is visible next to the title. The settings menu is open, showing the following options:

- Lösche alle Statusicons
- Alle Teilnehmer stummschalten
- Schalte alle Teilnehmer außer den Präsentator stumm
- Teilnehmernamen speichern
- Zuschauerrechte einschränken
- Breakout-Räume erstellen
- Untertitel schreiben

Under the item
“Zuschauerrechte einschränken”
(restrict user rights) you can
 pinpoint what exactly you want
 to allow and what not. You
 may restrict messaging or
 private messaging or stop
 editing on shared notes.

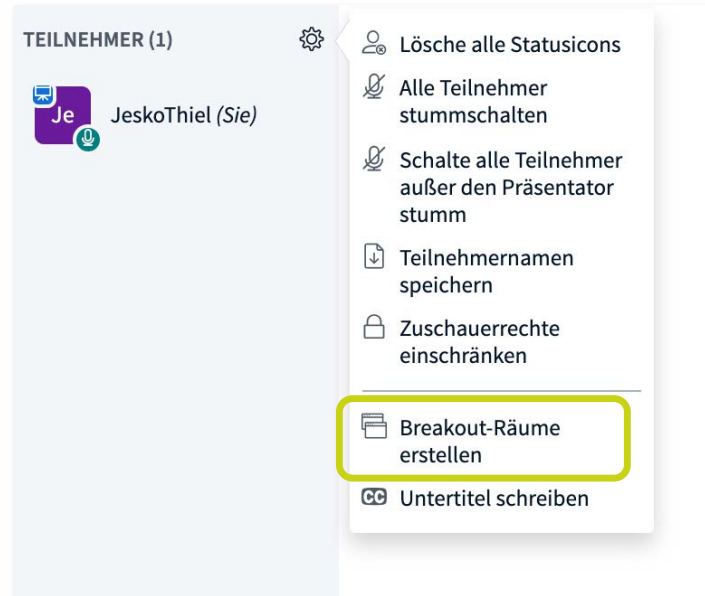


With the item *“Breakout-Räume erstellen”* (create Breakout rooms) you can create group work rooms.

With a click on *“Breakout-Räume erstellen”* a window will open in which you can administer the rooms.

You can create multiple rooms and add participants via drag&drop, allocate participants randomly or allow participants to pick a room for themselves.

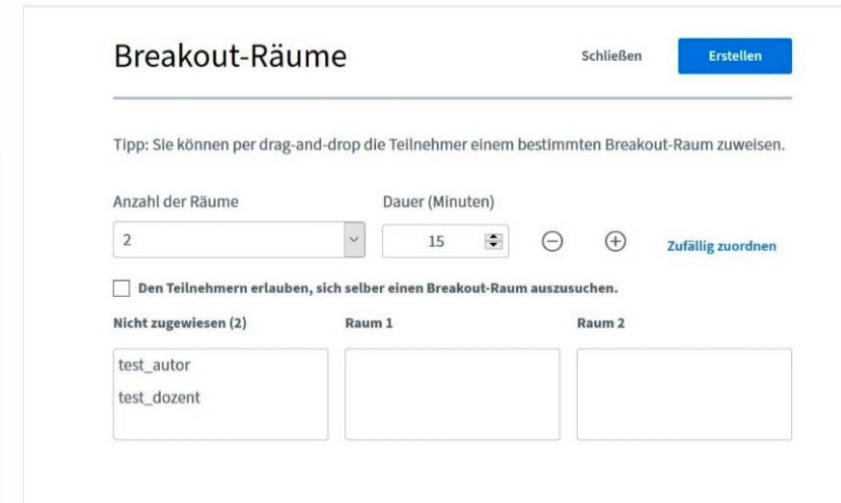
You can also set a *time limit* for the group work phase.



TEILNEHMER (1)

JeskoThiel (Sie)

- Lösche alle Statusicons
- Alle Teilnehmer stummschalten
- Schalte alle Teilnehmer außer den Präsentator stumm
- Teilnehmernamen speichern
- Zuschauerrechte einschränken
- Breakout-Räume erstellen**
- Untertitel schreiben



Breakout-Räume

Schließen Erstellen

Tipp: Sie können per drag-and-drop die Teilnehmer einem bestimmten Breakout-Raum zuweisen.

Anzahl der Räume: 2 Dauer (Minuten): 15

Den Teilnehmern erlauben, sich selber einen Breakout-Raum auszusuchen.

Nicht zugewiesen (2) Raum 1 Raum 2

test_autor test_dozent



NACHRICHTEN

Öffentlicher Chat

NOTIZEN

Geteilte Notizen

BREAKOUT-RÄUME

Breakout-Räume

TEILNEHMER (2)

Breakout-Räume

Raum 1 (0) Raum beitreten | Audio starten

Raum 2 (0) Raum beitreten | Audio starten

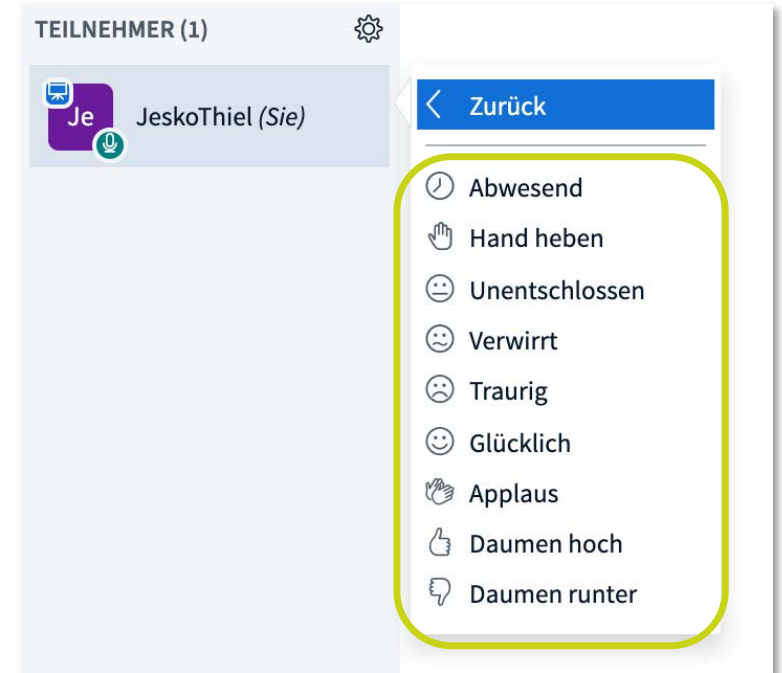
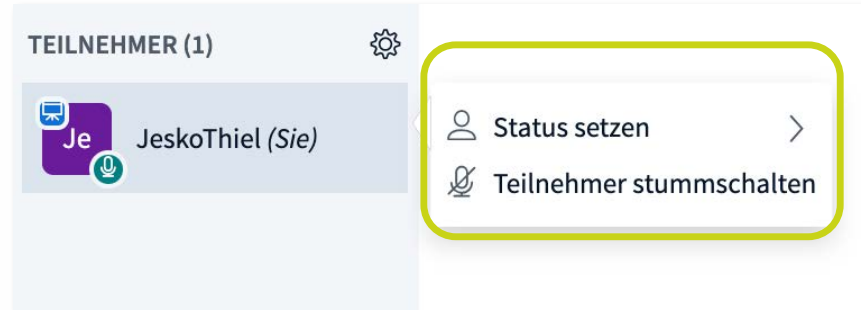
Dauer 14:48

Alle Breakout-Räume beenden

Under „Teilnehmer“ (participants) you can mute individual participants or give them the status of presenter.

This is useful when participants attend a course as a tutor or when participants have prepared an impromptu presentation.

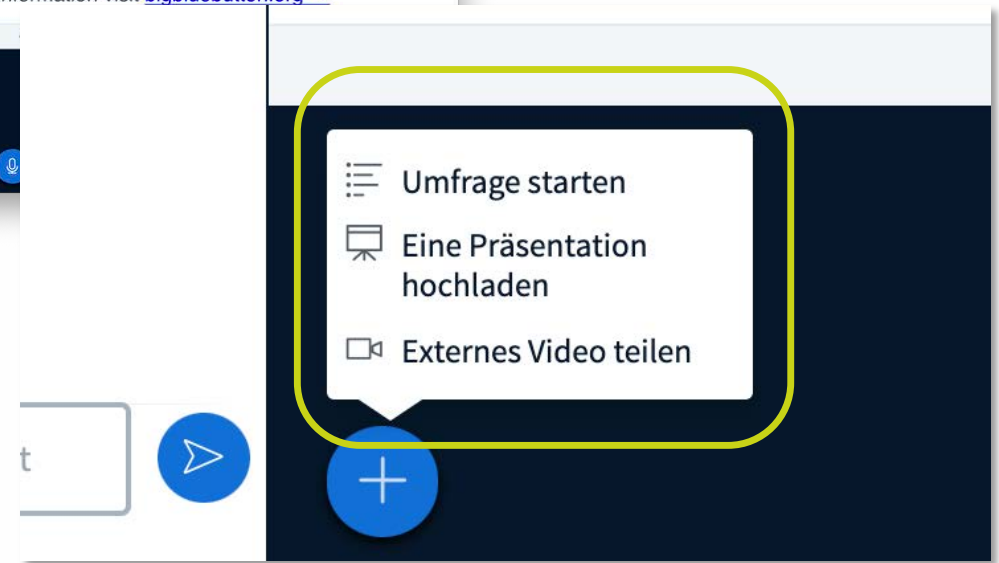
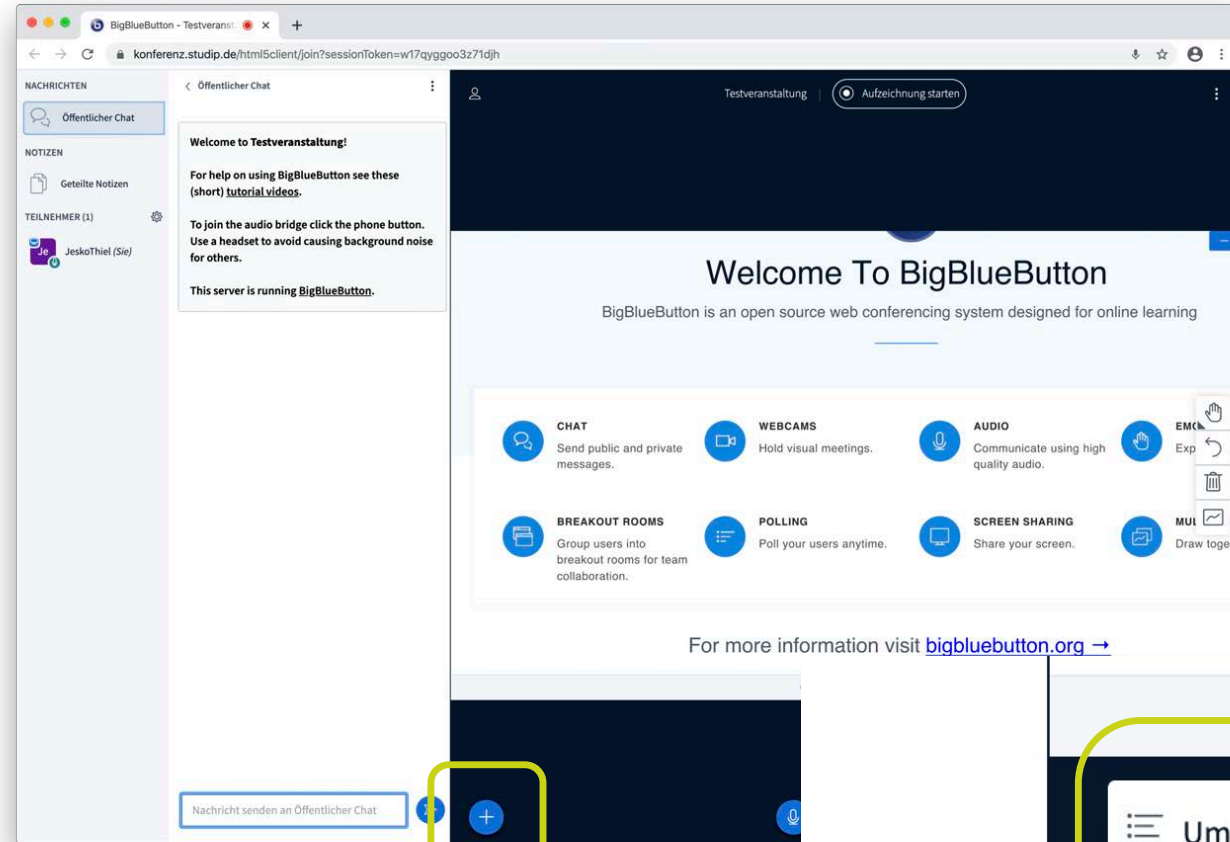
When clicking on your own name, you may set a personal status. This enables other participants and yourself to communicate indirectly, i.e. to keep an overview in a discussion.



#6.1 Actions

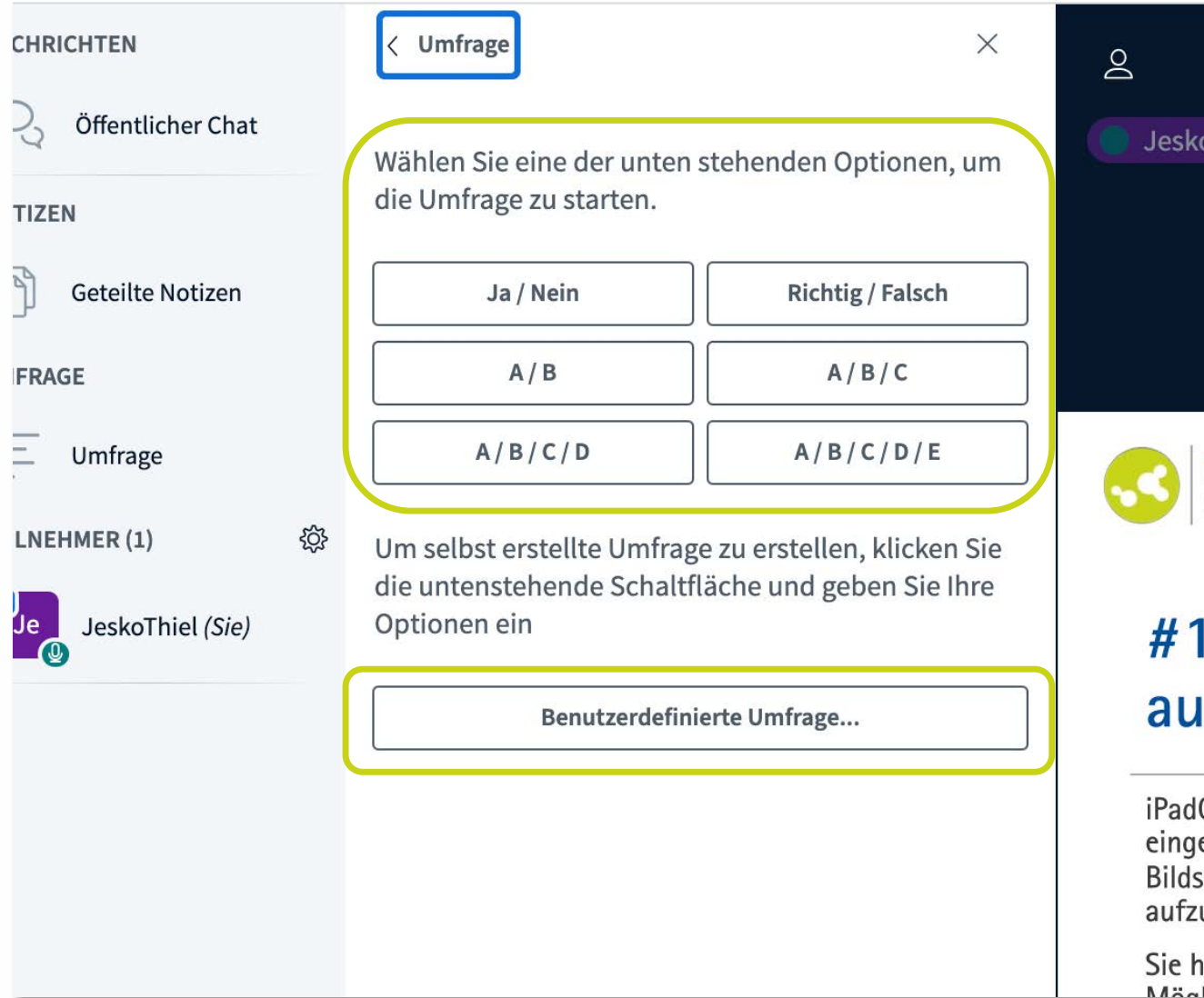
With a click on the “blue plus” icon in the bottom left corner you may:

- *Start a poll*
- *Upload a presentation*
- *Share an external video*



#6.1.1 Poll

You can choose from a variety of pre-existing questionnaire options or create your own below "Benutzerdefinierte Umfrage" (user- created poll).



The screenshot shows a mobile application interface for creating a poll. The left sidebar contains navigation options: 'Öffentlicher Chat', 'Geteilte Notizen', 'Umfrage', and 'Benutzerdefinierte Umfrage...'. The main content area is titled 'Umfrage' and contains the following text and options:

Wählen Sie eine der unten stehenden Optionen, um die Umfrage zu starten.

Ja / Nein	Richtig / Falsch
A / B	A / B / C
A / B / C / D	A / B / C / D / E

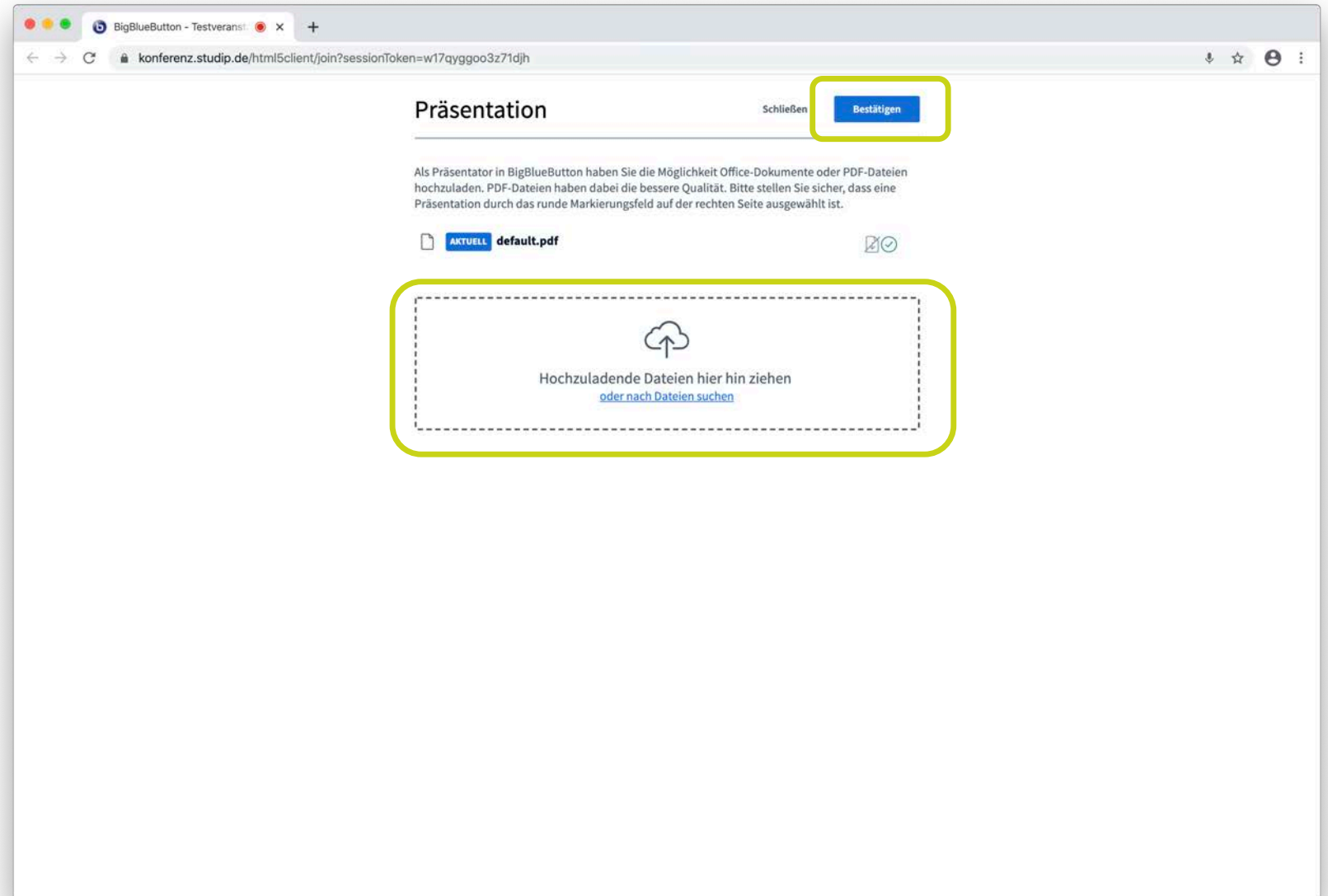
Um selbst erstellte Umfrage zu erstellen, klicken Sie die untenstehende Schaltfläche und geben Sie Ihre Optionen ein

Benutzerdefinierte Umfrage...

#6.1.2 Presentation

You can upload your own presentations to share or view them with other participants. You may also edit presentations.

Choose the desired presentation on your computer or drag it directly into the area marked in green. Click on "Bestätigen" (confirm).



BigBlueButton - Testveranst...

konferenz.studip.de/html5client/join?sessionToken=w17qyggoo3z71djh

Präsentation

Schließen Bestätigen

Als Präsentator in BigBlueButton haben Sie die Möglichkeit Office-Dokumente oder PDF-Dateien hochzuladen. PDF-Dateien haben dabei die bessere Qualität. Bitte stellen Sie sicher, dass eine Präsentation durch das runde Markierungsfeld auf der rechten Seite ausgewählt ist.

AKTUELL default.pdf

Hochzuladende Dateien hier hin ziehen
oder nach Dateien suchen

Switching between different presentations is possible by clicking on the small circle on the right next to the presentations title and click „Bestätigen“ after.

Upload your presentations as PDF instead of PowerPoint-presentations as those are converted and may differ in formatting.

Uploadlimit of BigBlueButton is 30MB. If your PDF is too big use tools such as Adobe Acrobat to reduce file size.

You may also split your presentation in several parts and switch between them in your meeting.

Präsentation

Schließen

Bestätigen

Als Präsentator in BigBlueButton haben Sie die Möglichkeit Office-Dokumente oder PDF-Dateien hochzuladen. PDF-Dateien haben dabei die bessere Qualität. Bitte stellen Sie sicher, dass eine Präsentation durch das runde Markierungsfeld auf der rechten Seite ausgewählt ist.



default.pdf



AKTUELL BigBlueButton_DE.pdf



Hochzuladende Dateien hier hin ziehen
[oder nach Dateien suchen](#)

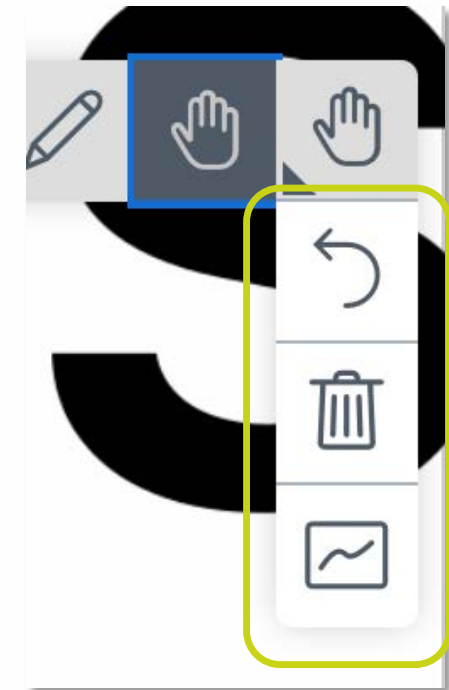
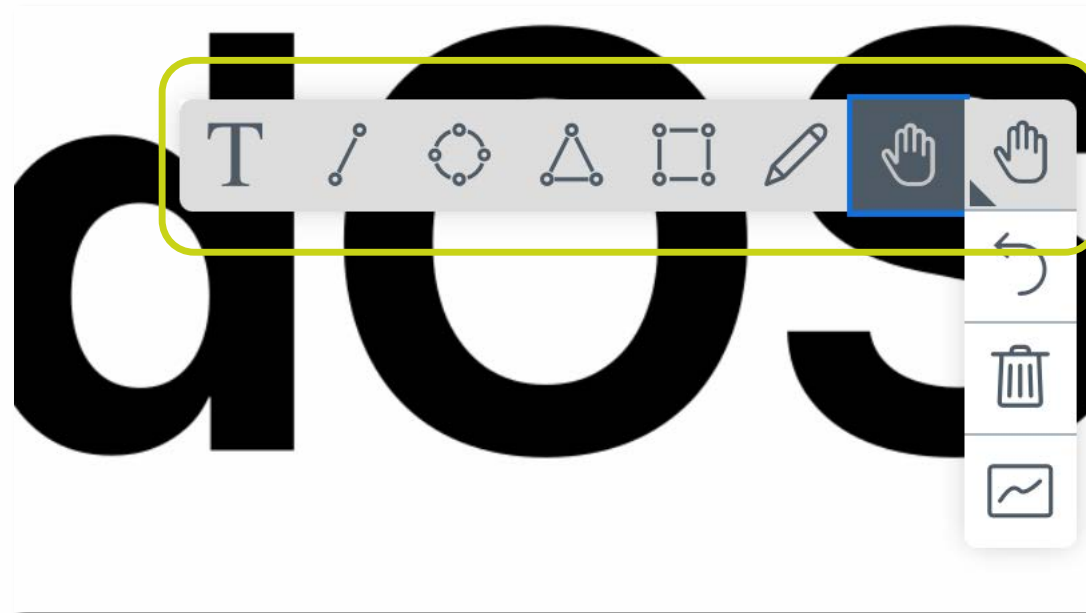
#6.1.3 Whiteboard

As presenter you can annotate your presentation. Use the "hand icon" at the right of the window.

A click on the "arrow" icon will undo the last action.

A click on the "trash" icon will delete all mark-ups.

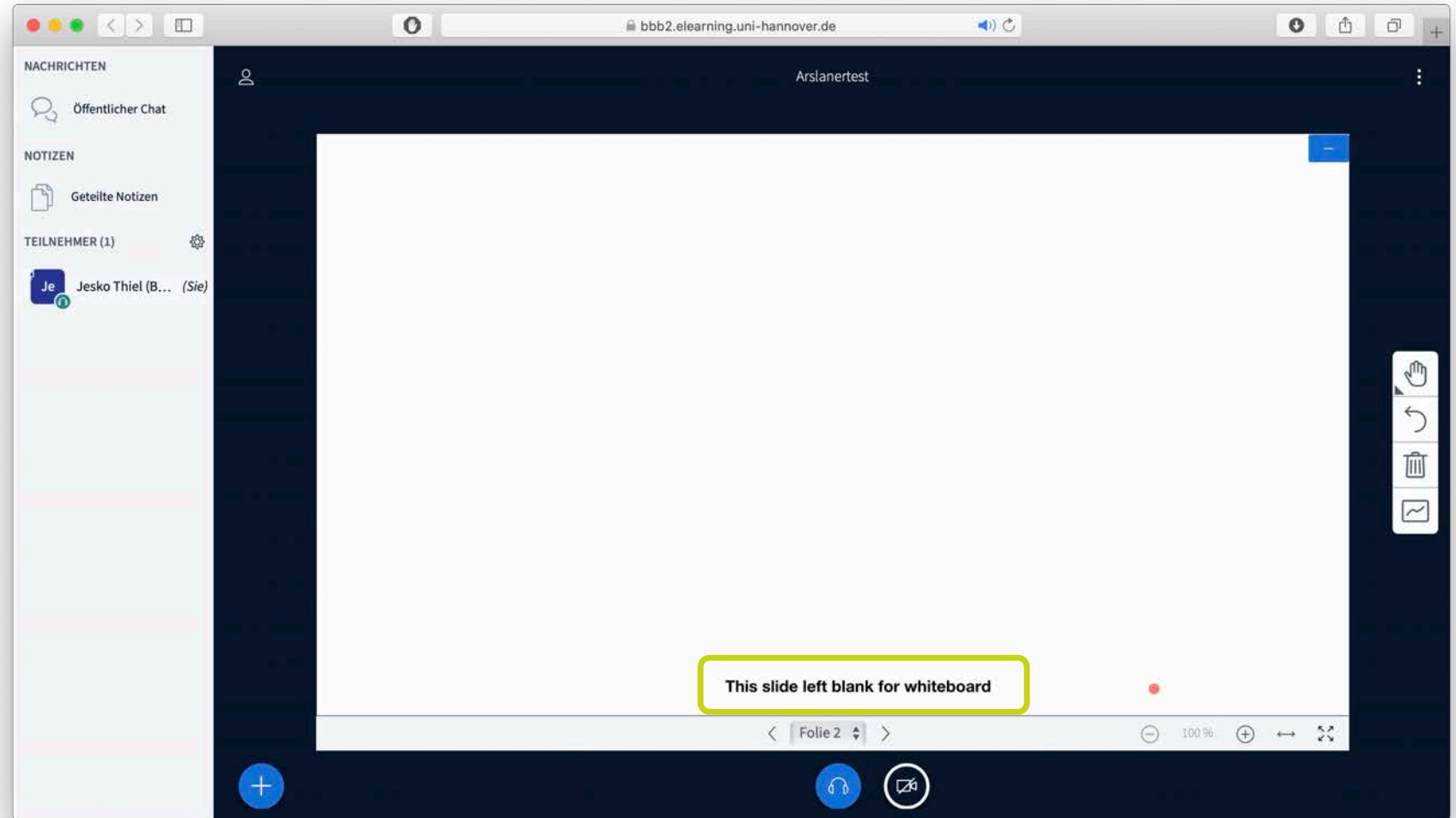
The bottommost icon will launch the "Mehrbenutzermodus" (multi-user mode). Using that, all participants may comment on the presentation.



Whiteboards in the default.pdf-presentation are white/empty pages. The annotation-tool works as an overlay and enables you to annotate any page of your presentation.

You can insert Whiteboards in your own presentation by inserting white or empty pages where you need them.

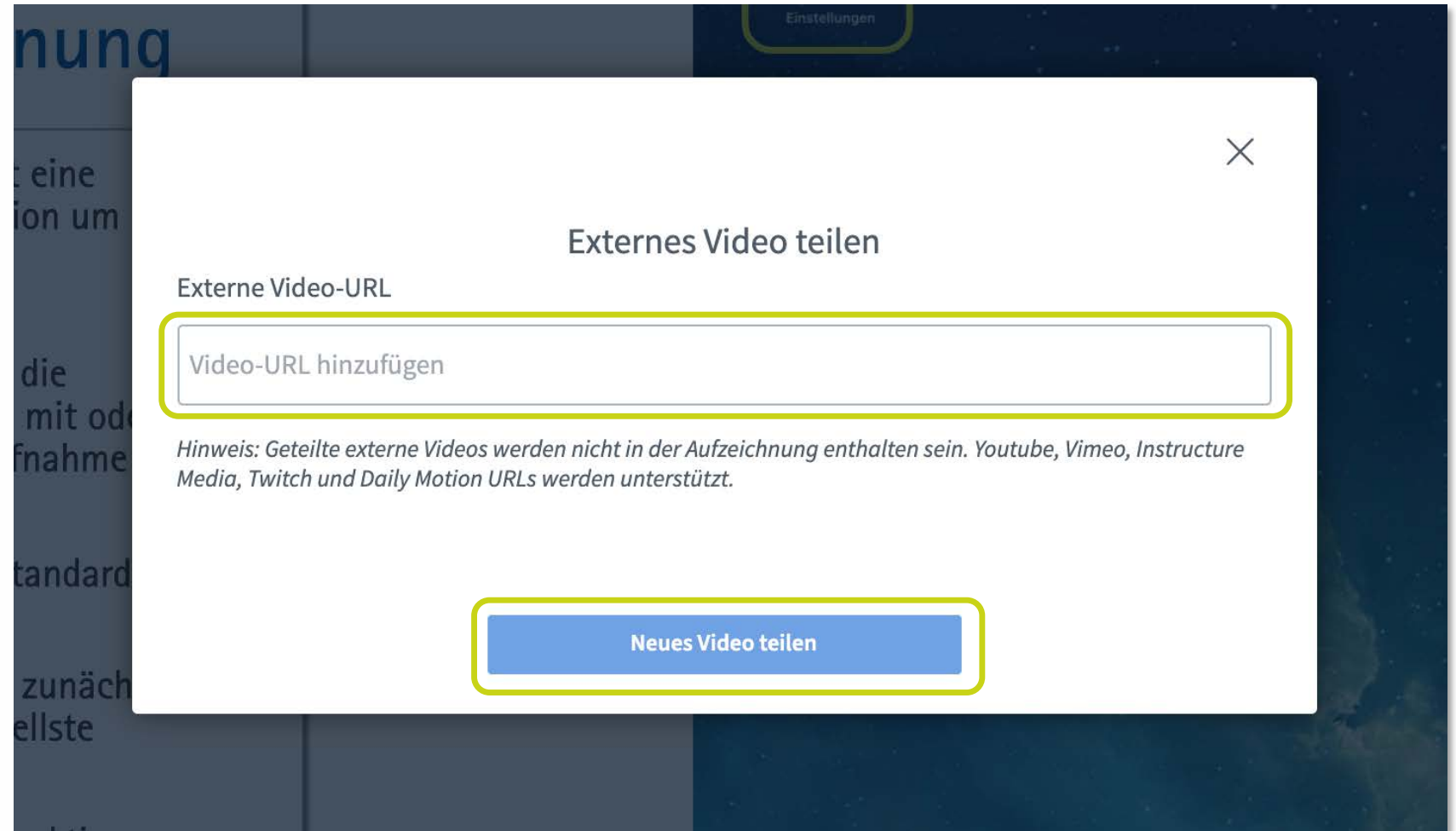
Annotations are deleted by exiting your meeting. If you want to save or share the outcome make screenshots of those pages.



#6.1.3 External videos

You may share external videos with your participants.

Insert the relevant URL containing the video and click on "Neues Video teilen" (share new video).

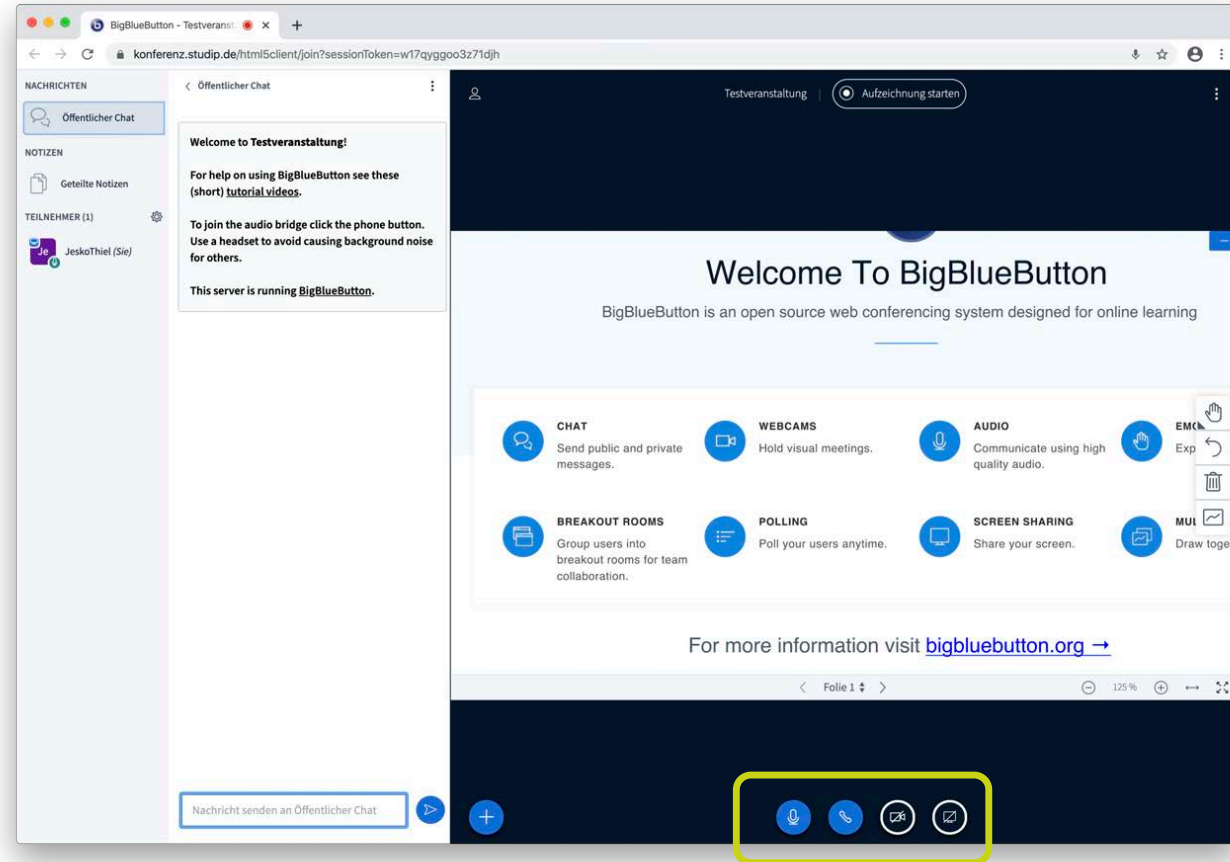


#6.2 Sharing options

The bottom area contains different audio and video settings.

You may toggle the following options:

- Your microphone
- Your audio output
- Your camera
- Screen sharing

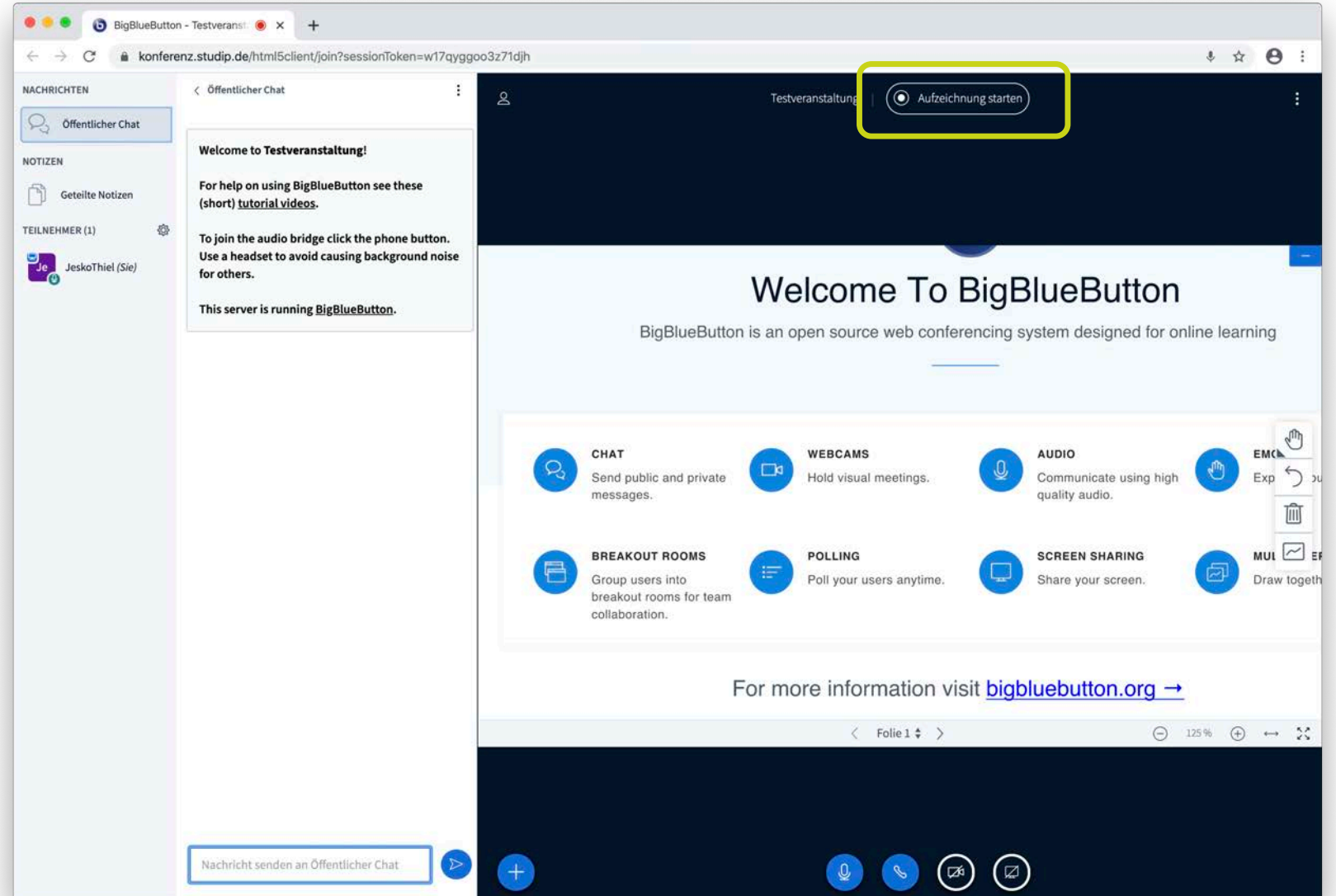


#7 Scenarios

You may use BigBlueButton for several different scenarios.

We will give technical recommendations for 4 different scenarios. All advice is centered around system performance.

- 2.1 Lecture
- 2.2 Seminar up to 10 participants
- 2.3 Seminar with more than 10 participants
- 2.4 Video conferencing



#7.1 Lecture

*An instructor holds a lecture,
participants listen.*

- No one except the presenter uses a video camera
 - Muting of all participants (except presenter) in the participants administration
 - Upload of a presentation (PDF) and playback directly in BigBlueButton
-
- *Option: Record lecture beforehand (asynchronous teaching)*
 - *Option: Participants use chat functionality to give feedback*
 - *Option: Create polls (not recommended live because of server load)*

#7.2 Seminar/Webinar (up to 10 participants)

A person starts with an introduction, afterwards a discussion ensues.

- Ask participants who are currently not talking to mute their microphones
- Upload of a presentation for playback directly in BigBlueButton

- *Option: Record and share introduction before the seminar (asynchronous teaching)*
- *Sharing of the presenter's screen possible but not recommended because of server load*

#7.3 Seminar/Webinar (more than 10 participants)

A person starts with an introduction, afterwards a discussion ensues.

- No one is using a video camera
- Ask participants who are currently not talking to mute their microphones

- *Show desire to speak via chat icon "Raise Hand"*
- *Option: Record and share introduction before the seminar (asynchronous teaching)*

#7.4 Video conferencing

*A small workgroup or committee
holds a conference*

- Every participant is granted the same rights (adjustable on Stud.IP page)
 - Every participant is using a video camera and microphone
 - Microphones are muted when not speaking
-
- *Show desire to speak via chat icon "Raise Hand"*
 - *Upload presentations beforehand and actively switch*

E-Learning Support

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