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

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).

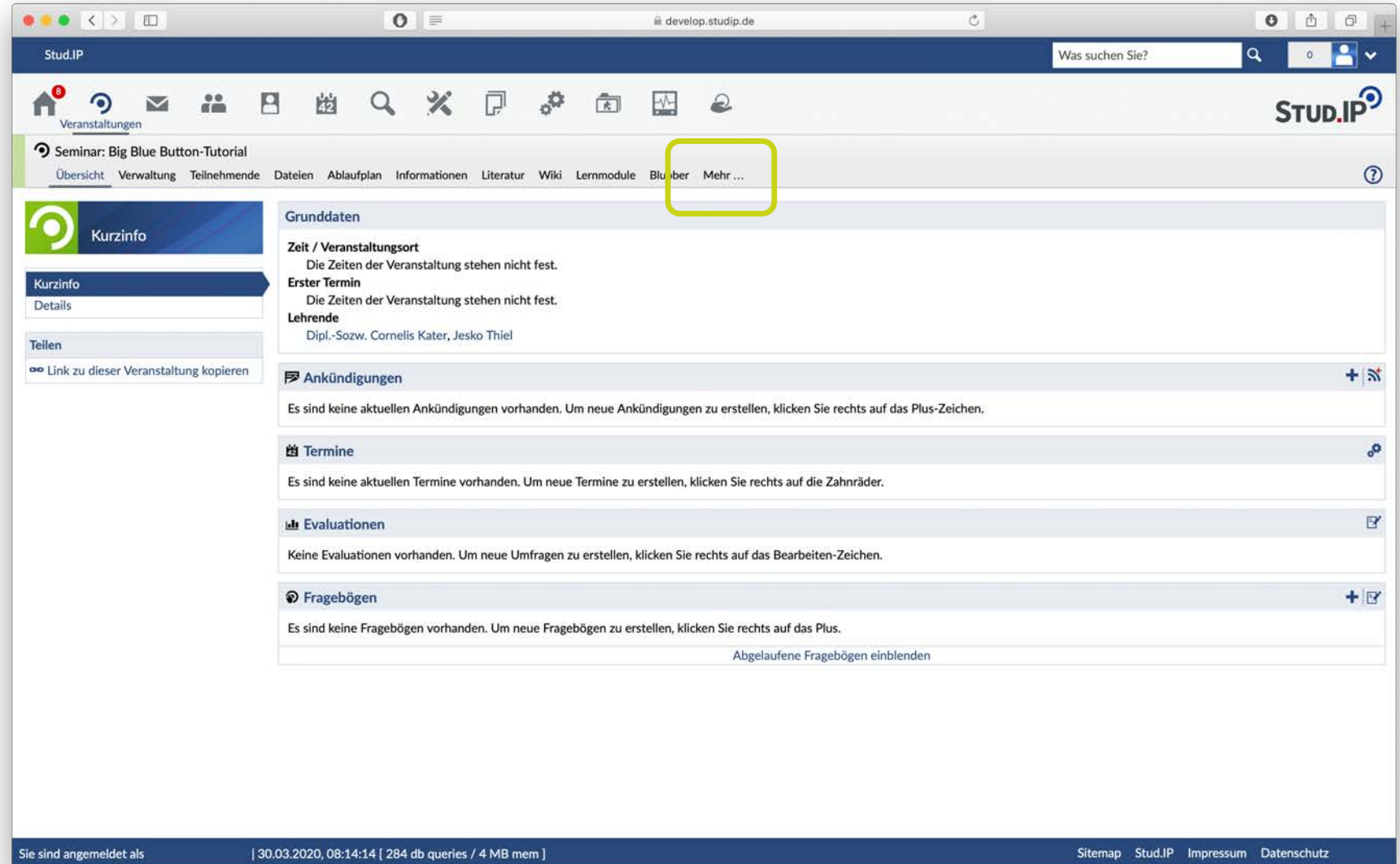*Microsoft Internet Explorer* is not supported.

Google Chrome (download)

#2 Activate plugin

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

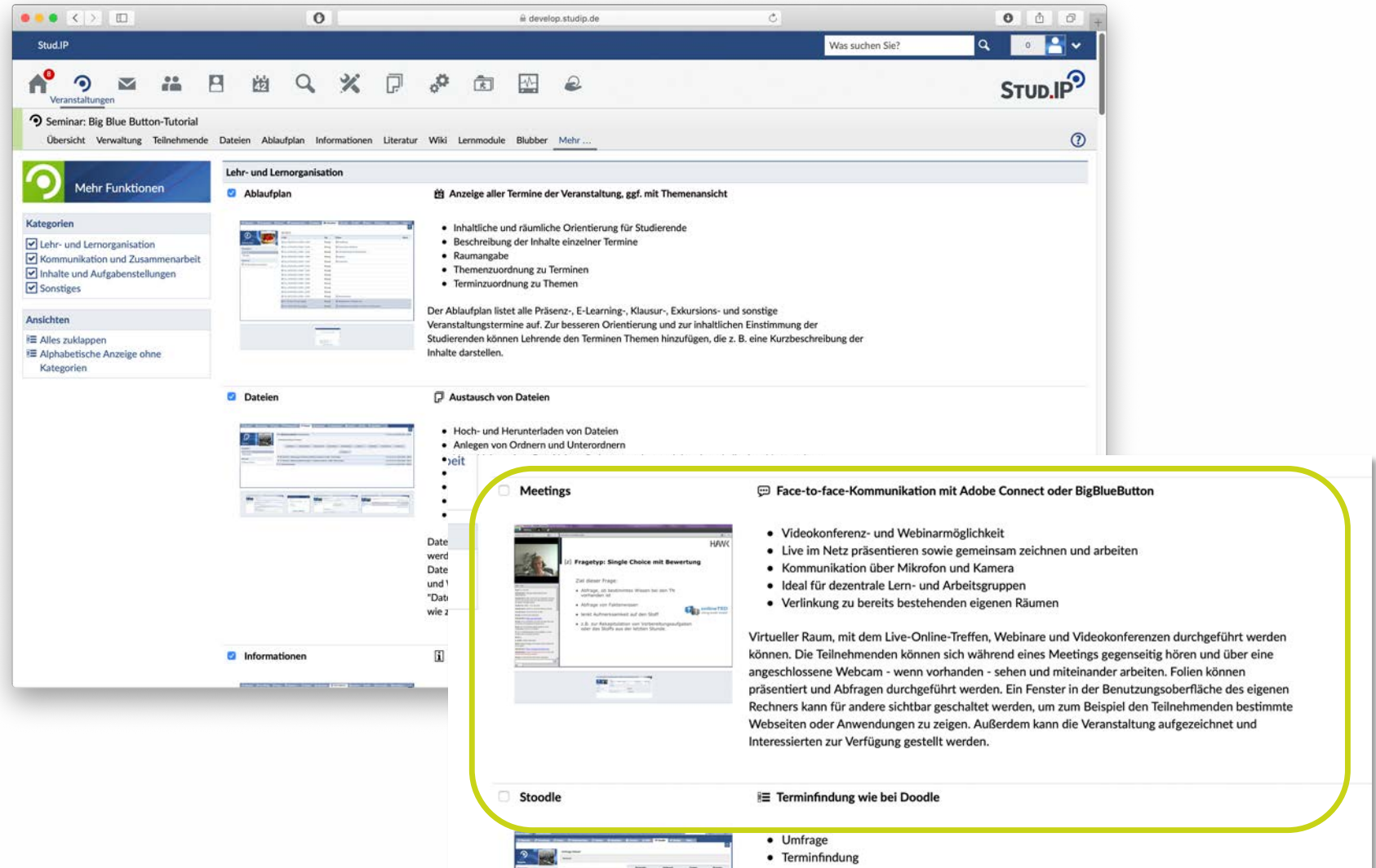Choose *"Mehr..." (more)* from the course menu below the topmost menu bar.

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.

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

#3 Set up a meeting

To create a meeting, enter a meeting name and click on *"Meeting erstellen" (create meeting).*
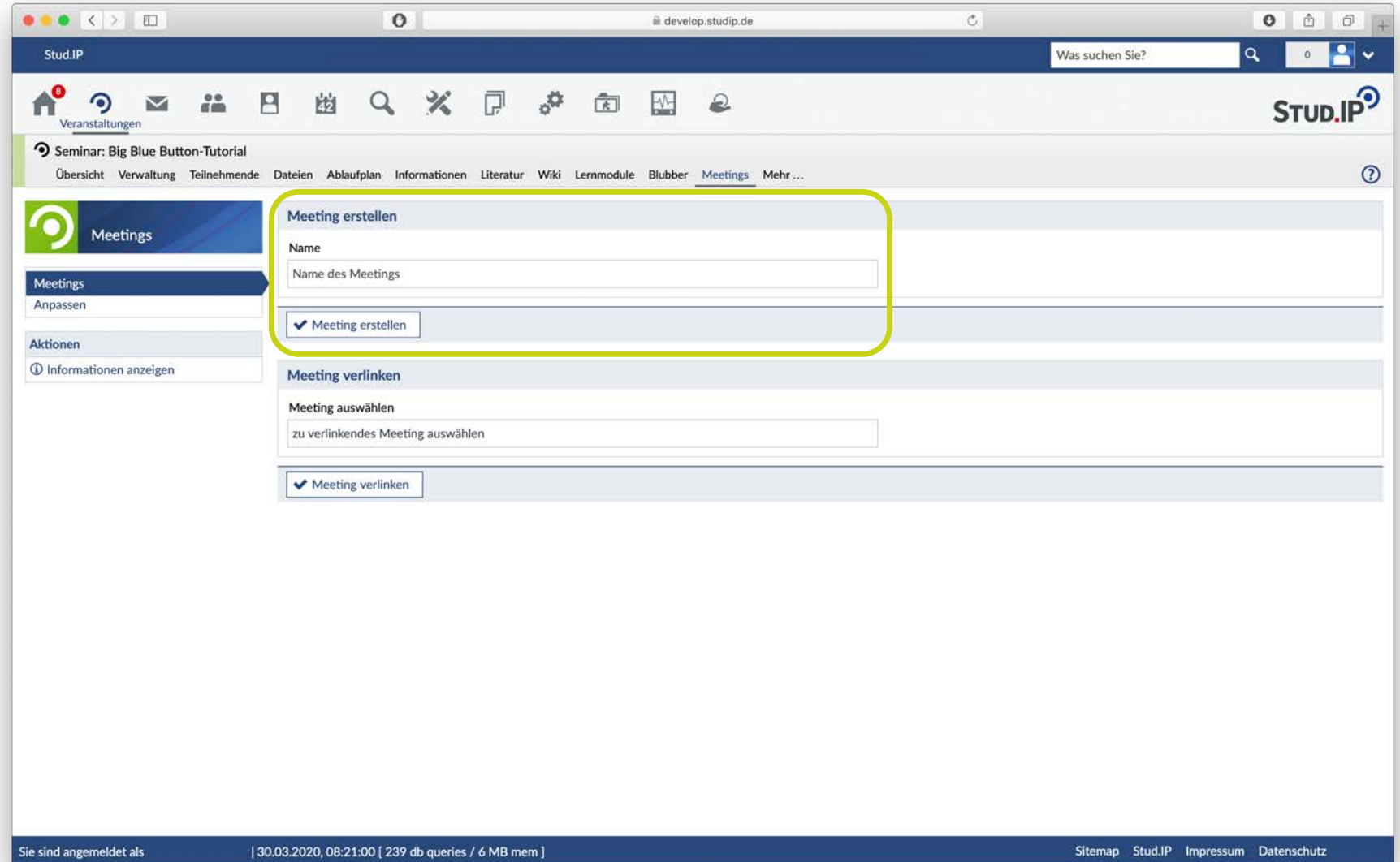
After creating a meeting, you can embed it in other courses.

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

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

#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	☑	ⓘ 📝 ⚙️✖️ 🗑️
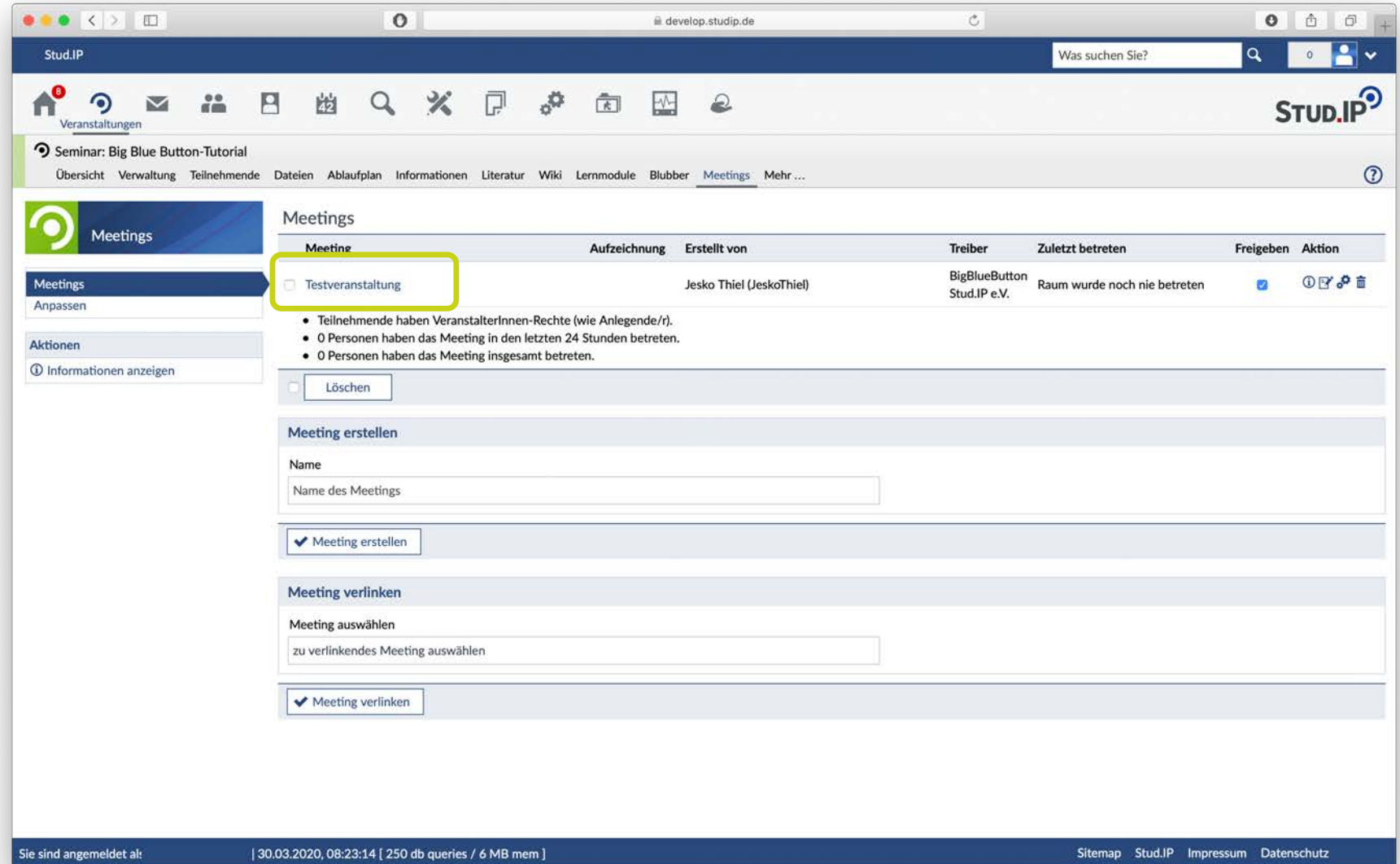
Teilnehmende haben eingeschränkte Rechte

Treiber	Zuletzt betreten	Freigeben	Aktion
BigBlueButton Stud.IP e.V.	30.03.2020 um 08:36 Uhr	☑	ⓘ 📝 ⚙️ 🗑️

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.
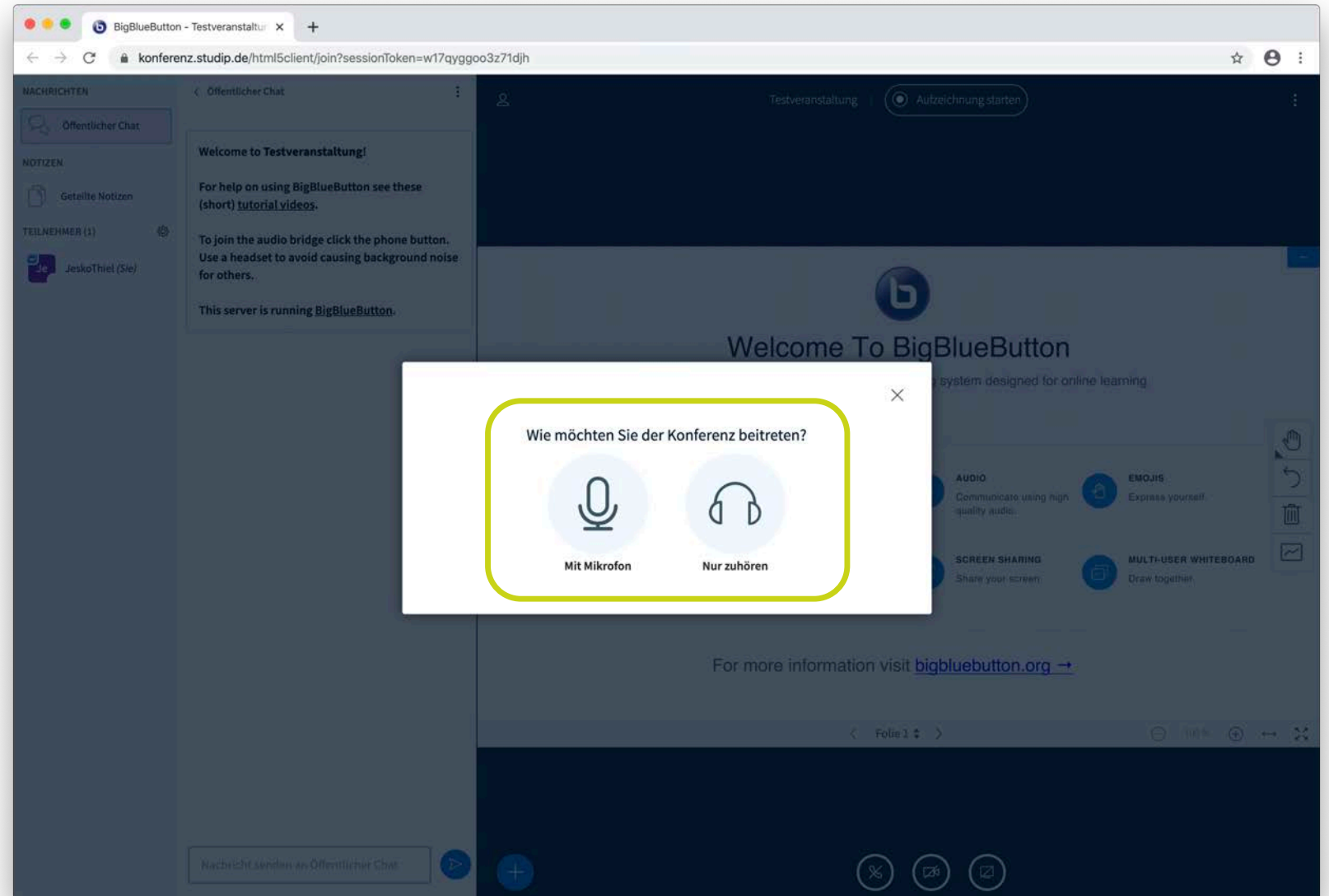
You will be asked how you want to participate in the meeting.
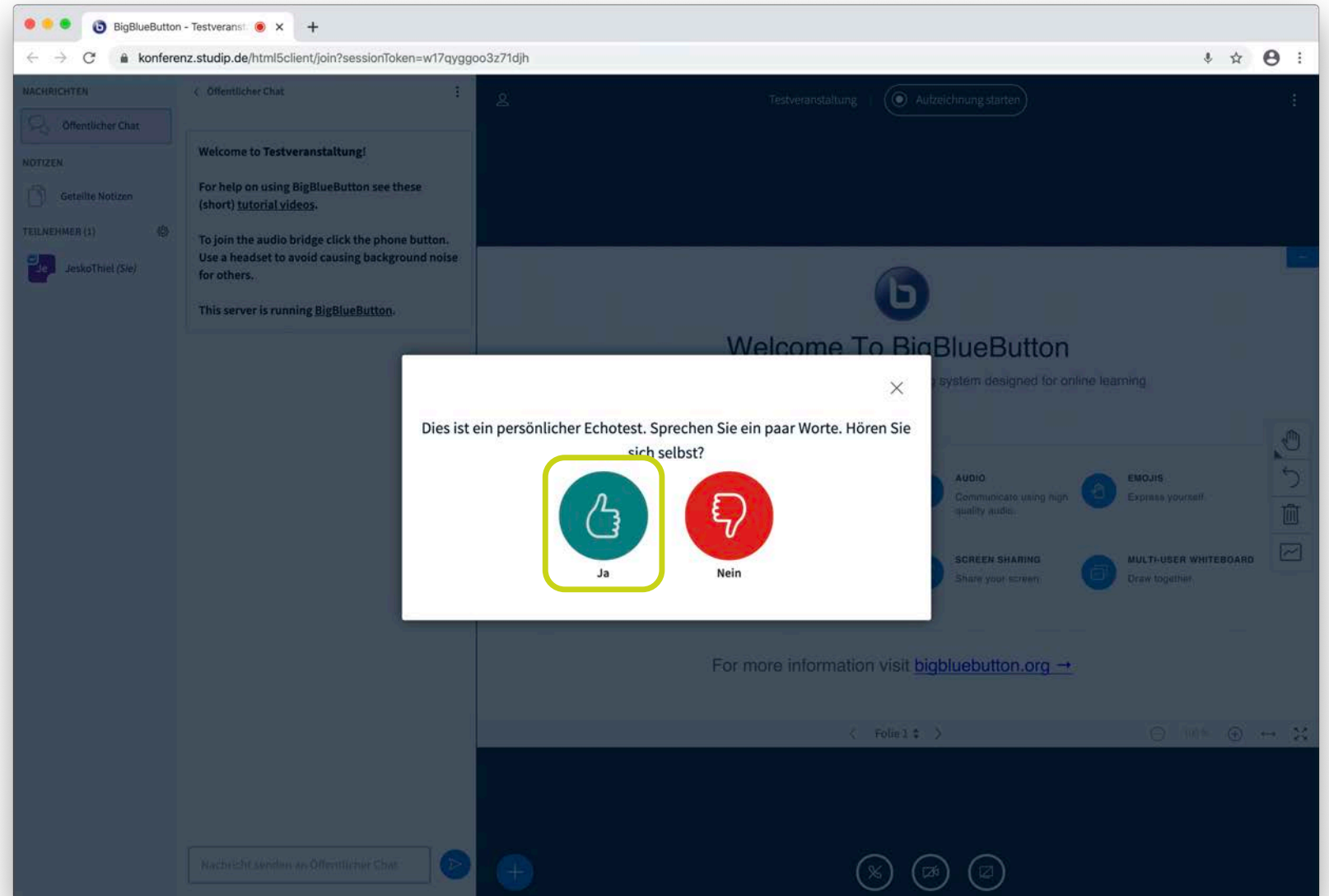
Click on your preferred option.

A personal echo test will follow.

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

#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*, *(public chat)*, *Geteilte Notizen (shared notes)* as well as Alle *Teilnehmenden (all participants)*.
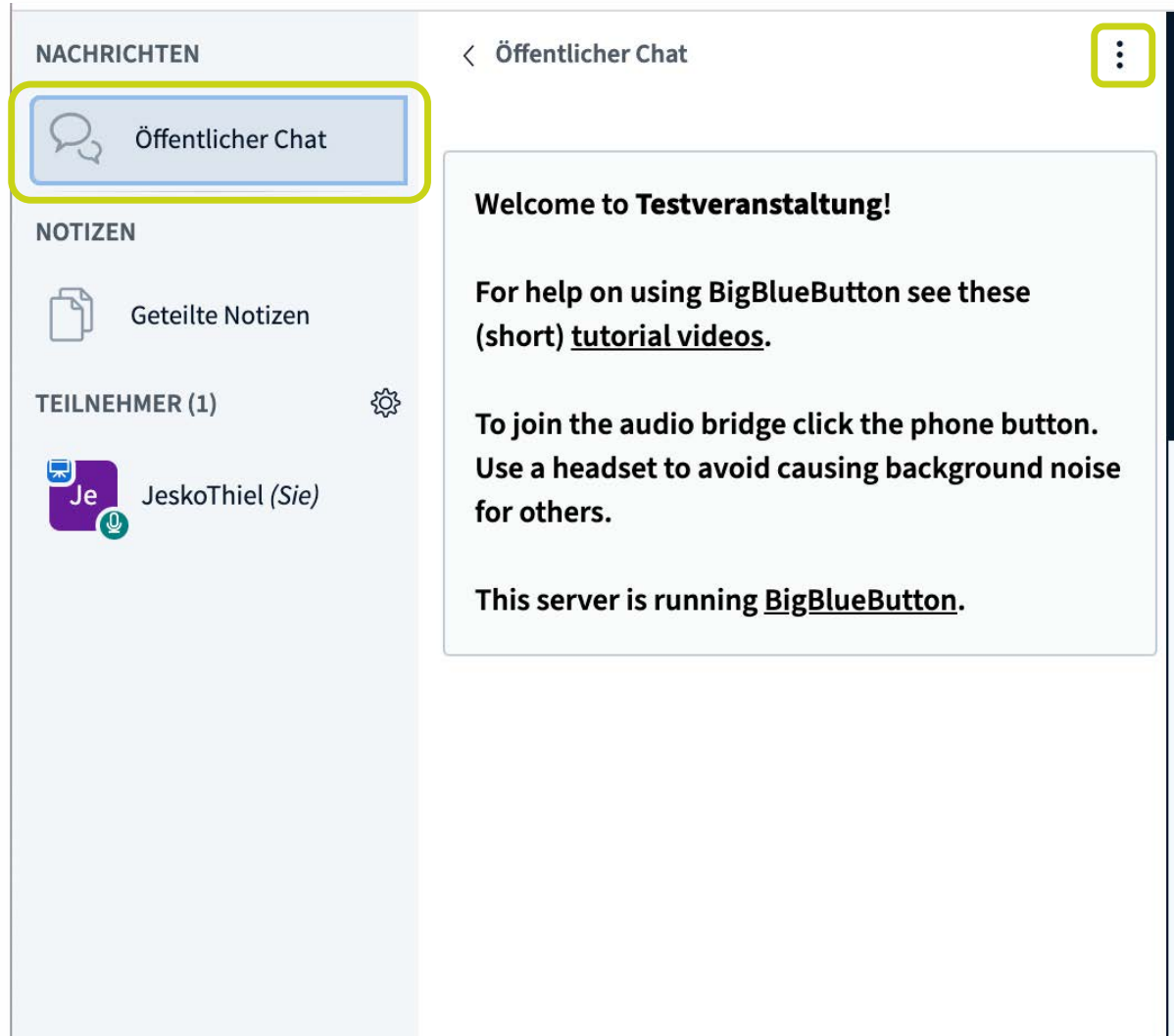
You can find the various sharing options in the lower area.
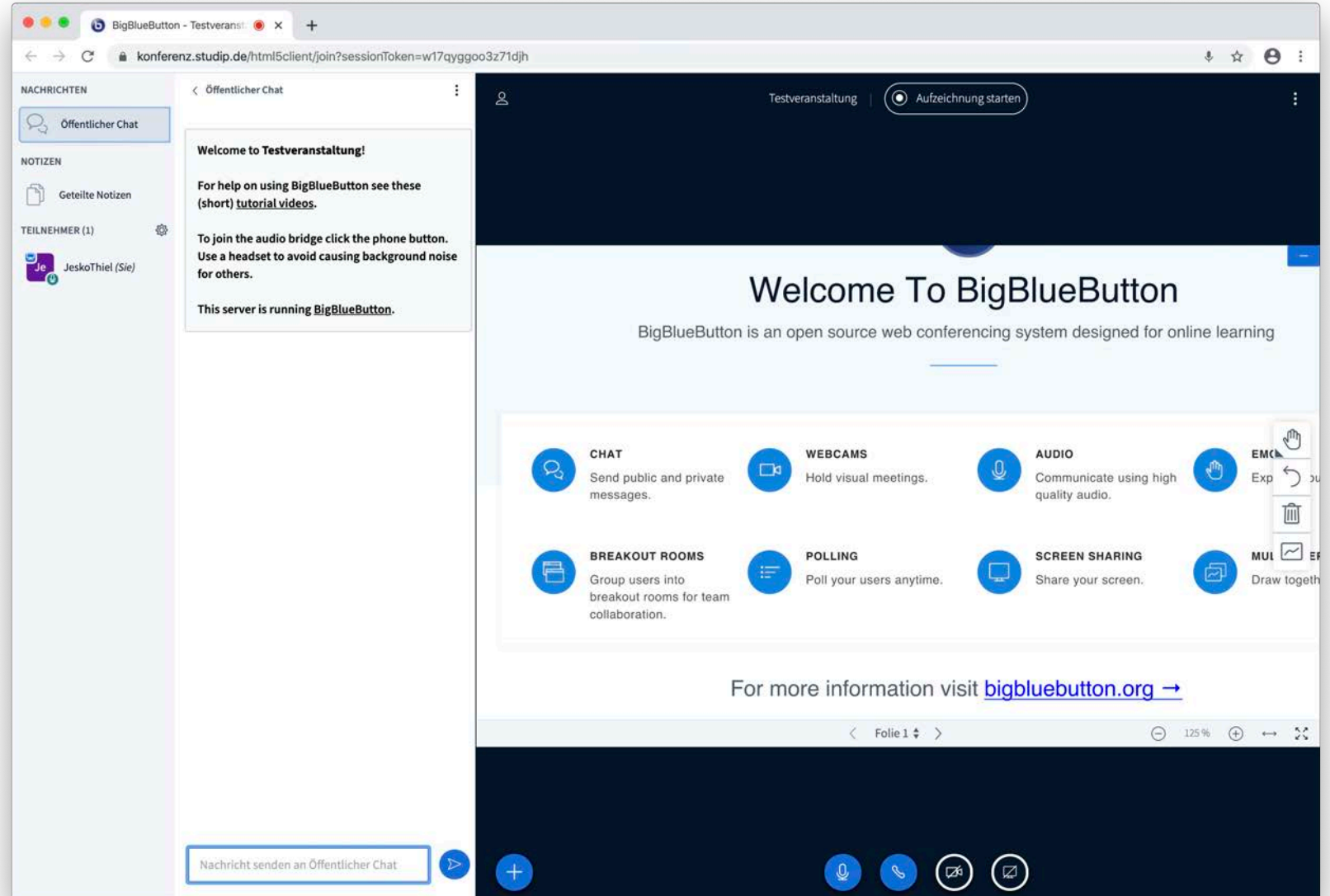
Under *"Nachrichten" (messages)* you will find the *"Öffentlicher Chat" (public chat)*.

Every participant may message one another directly with this feature.
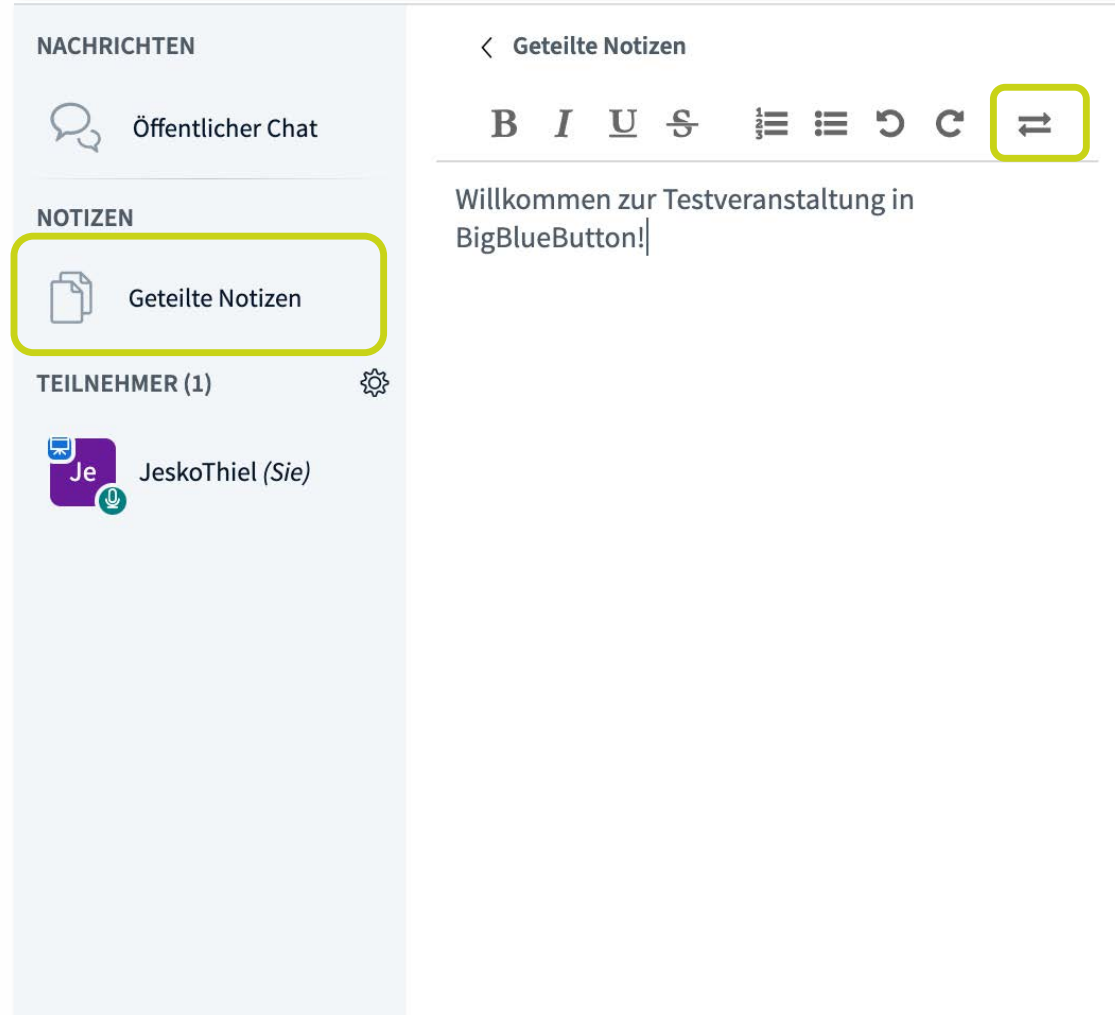
Click on the tree points in the upper right corner to export the chat as .html or .txt.

NACHRICHTEN

Öffentlicher Chat

< Öffentlicher Chat

NOTIZEN

Geteilte Notizen

Welcome to **Testveranstaltung**!

For help on using BigBlueButton see these (short) <u>tutorial videos</u>.

TEILNEHMER (1)

To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others.

Je JeskoThiel *(Sie)*

This server is running <u>BigBlueButton</u>.

©BigBlueButton

Under *"Geteilte Notizen"* *(shared notes)* you may share notes with participants.
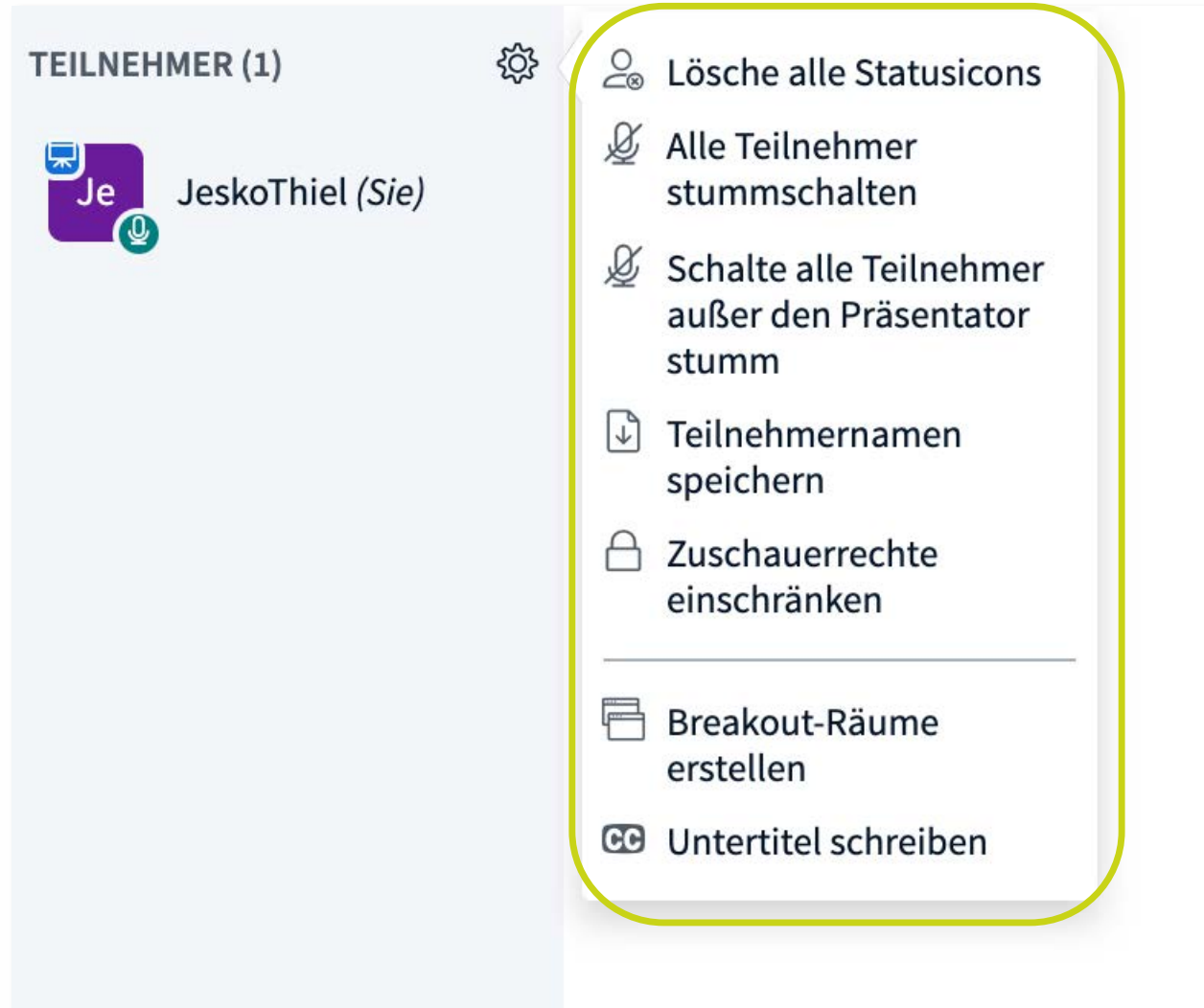
Besides different formatting options you max export and save your notes after the meeting by clicking on the *"Import-Export"* button in the upper right corner.

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.*

TEILNEHMER (1) ⚙

Je JeskoThiel *(Sie)*

👤⊗ Lösche alle Statusicons

🎙 Alle Teilnehmer stummschalten

🎙 Schalte alle Teilnehmer außer den Präsentator stumm

⬇ Teilnehmernamen speichern

🔒 Zuschauerrechte einschränken

🗔 Breakout-Räume erstellen

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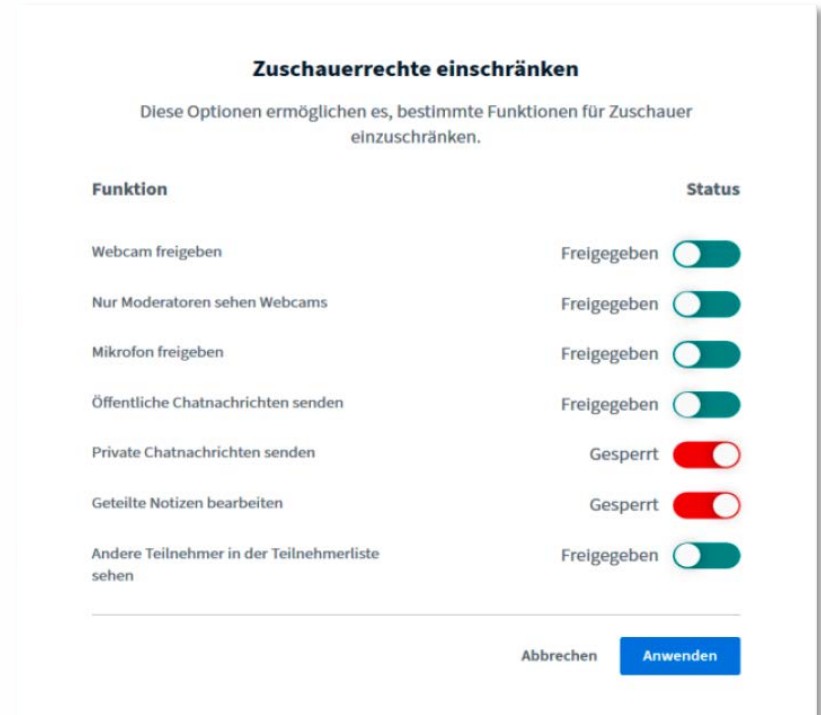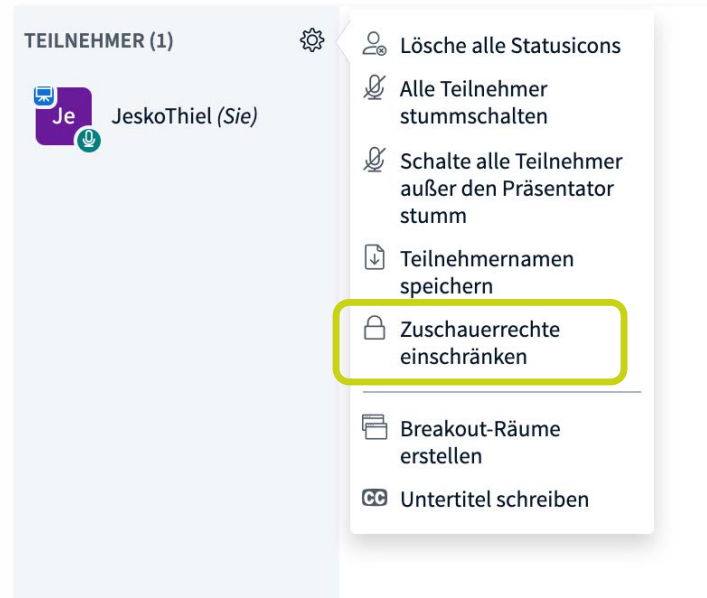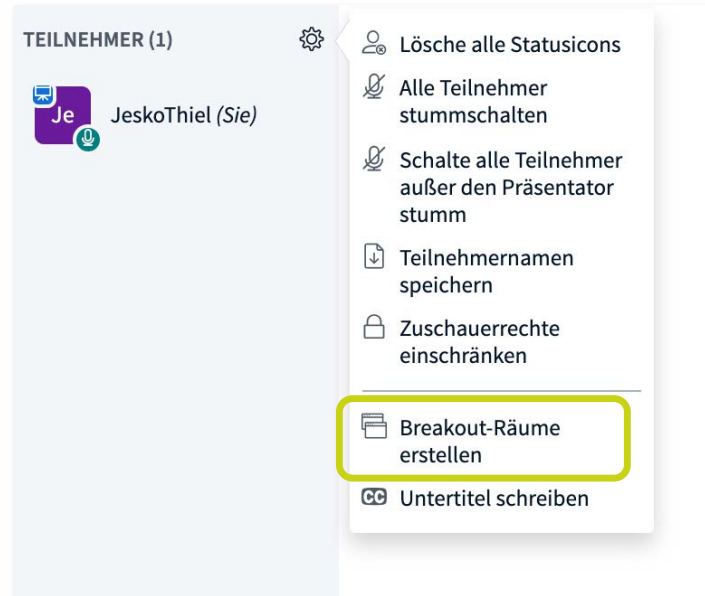
With the item *"Breakout-Räume erstellen" (create Breakout rooms)* you can create group work rooms.

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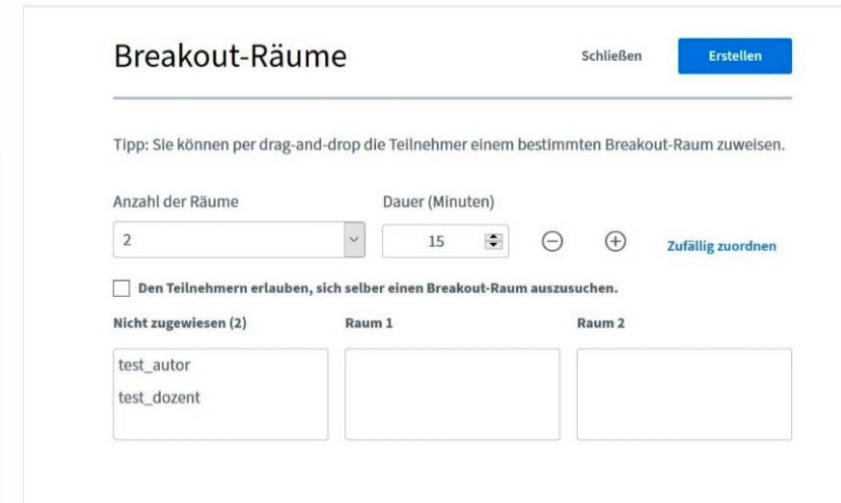
You can also set a *time limit* for the group work phase.

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.

TEILNEHMER (1)

Je JeskoThiel *(Sie)*

Status setzen
Teilnehmer stummschalten

TEILNEHMER (1)

Je JeskoThiel *(Sie)*

< Zurück

Abwesend
Hand heben
Unentschlossen
Verwirrt
Traurig
Glücklich
Applaus
Daumen hoch
Daumen runter

©BigBlueButton
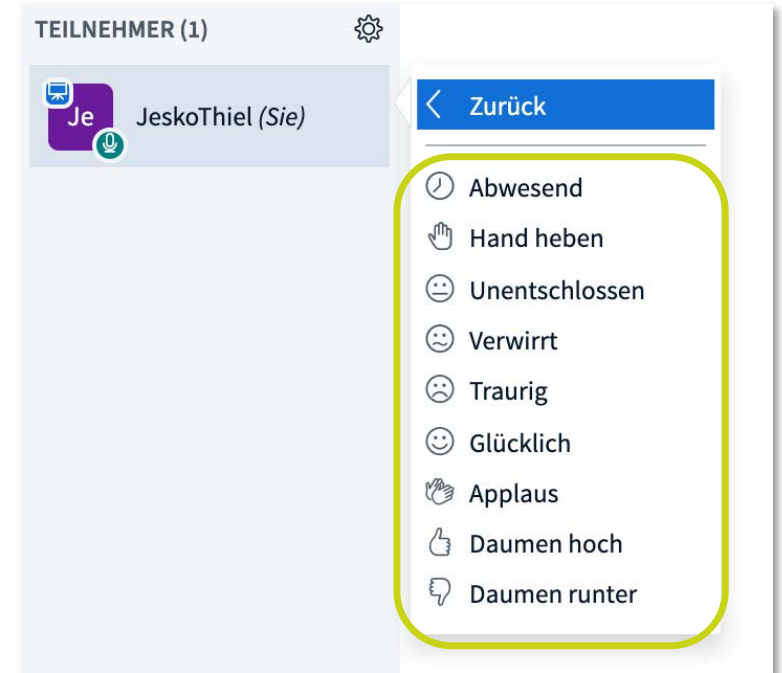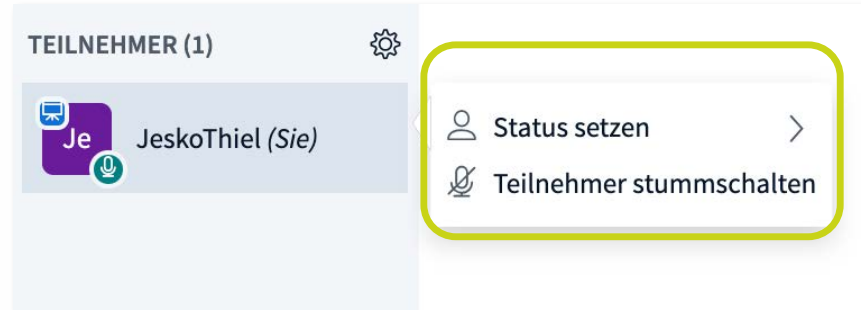
#6.1
Actions
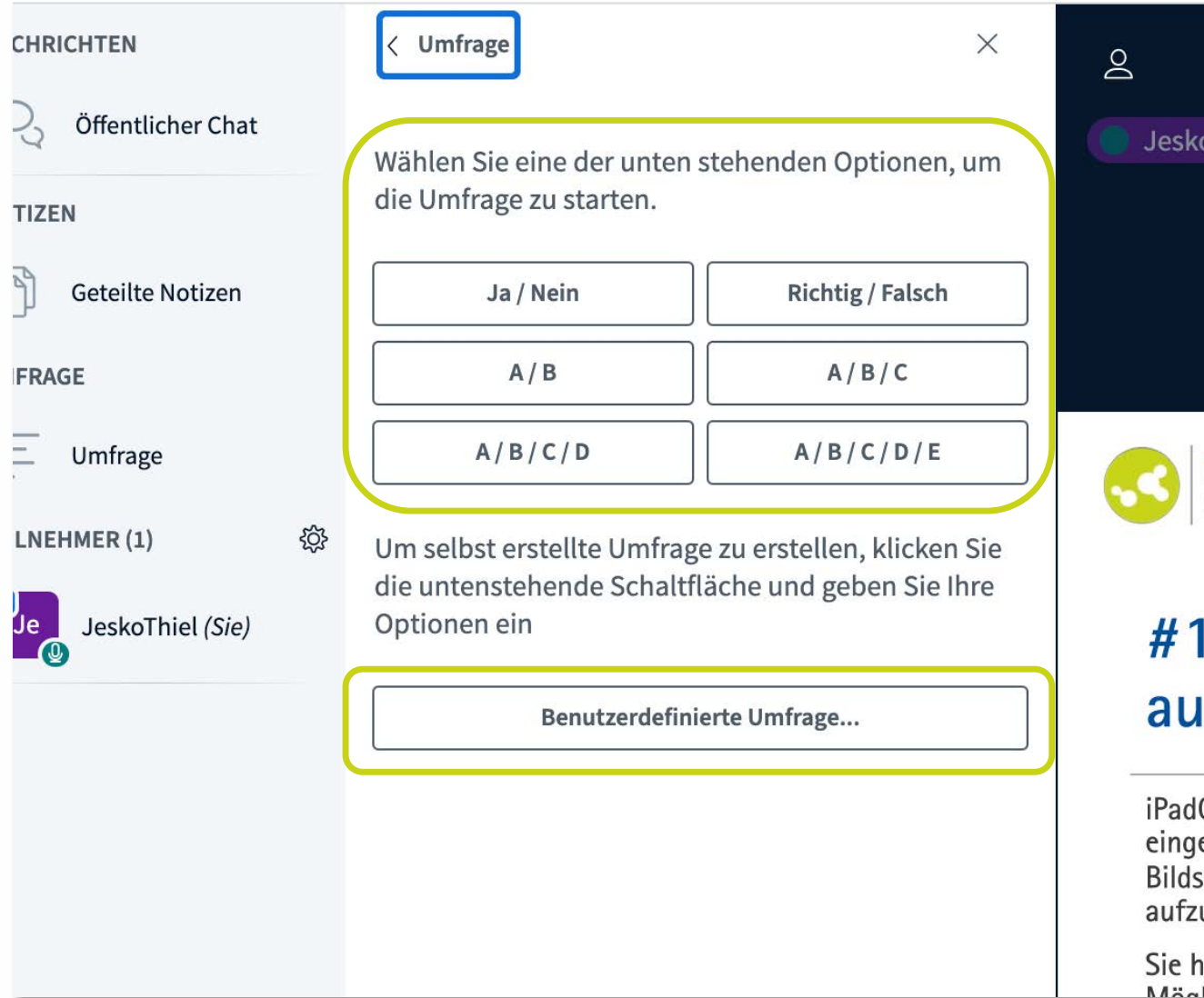
With a click on the *"blue plus"* icon in the bottom left corner you may:

- *Start a poll*

- *Upload a presentation*

- *Share an external video*
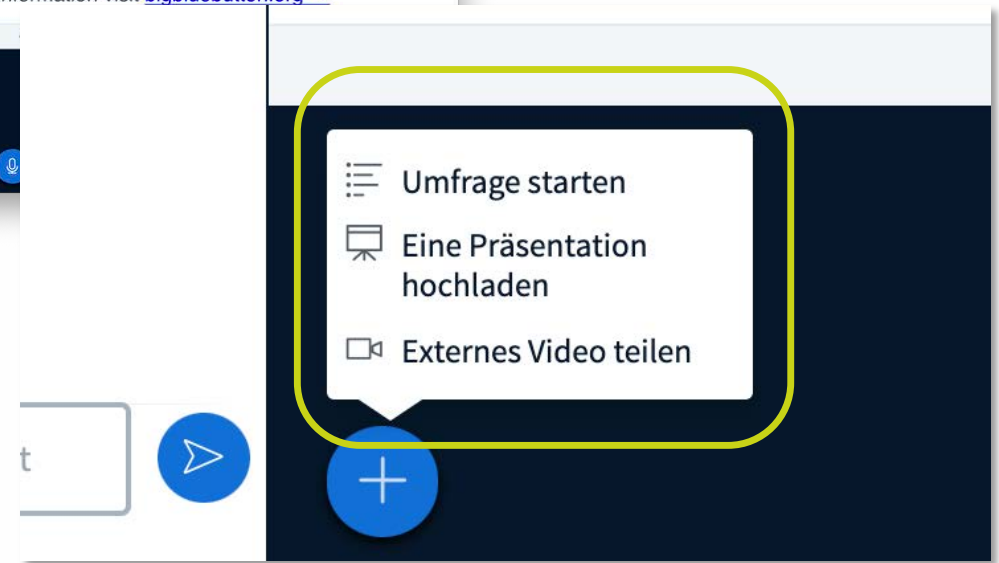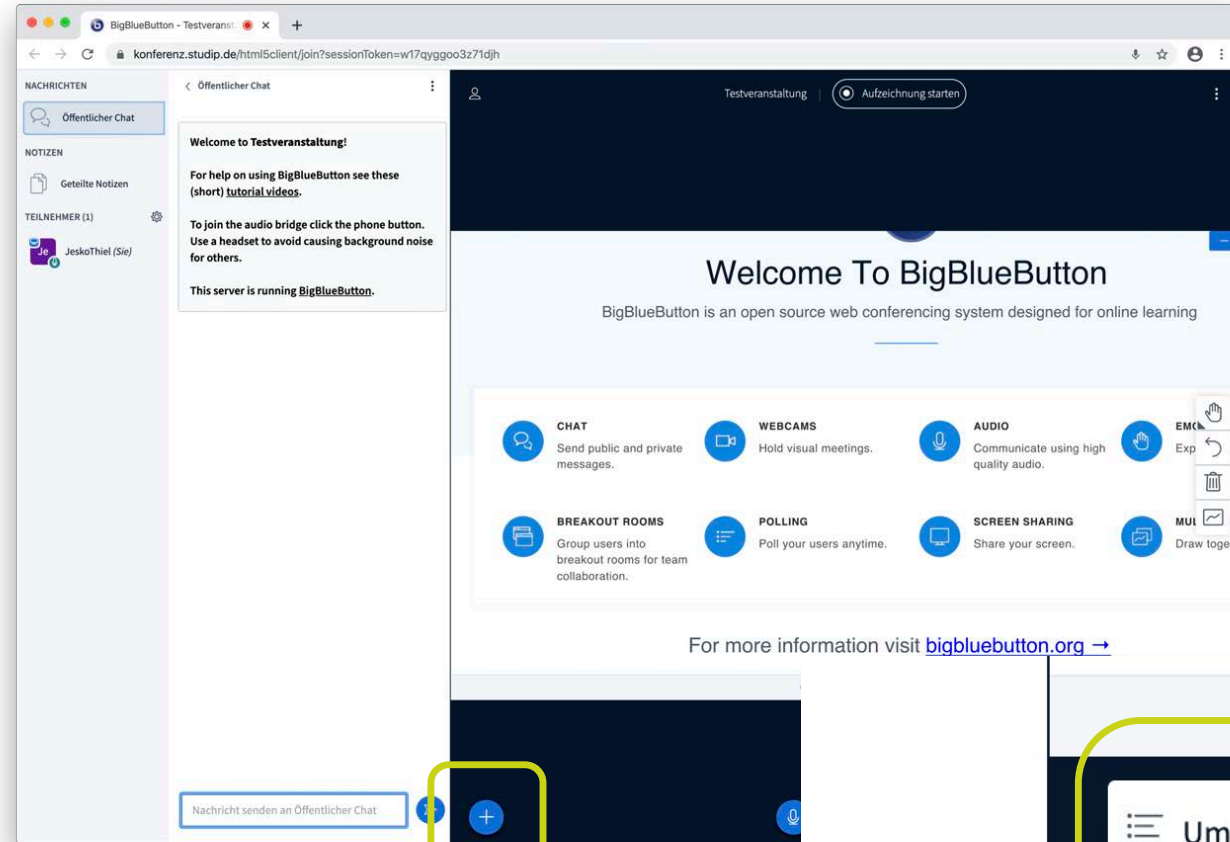
#6.1.1
Poll

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

#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).*

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 to big use tools such as Adobe Acrobat to reduce file size.

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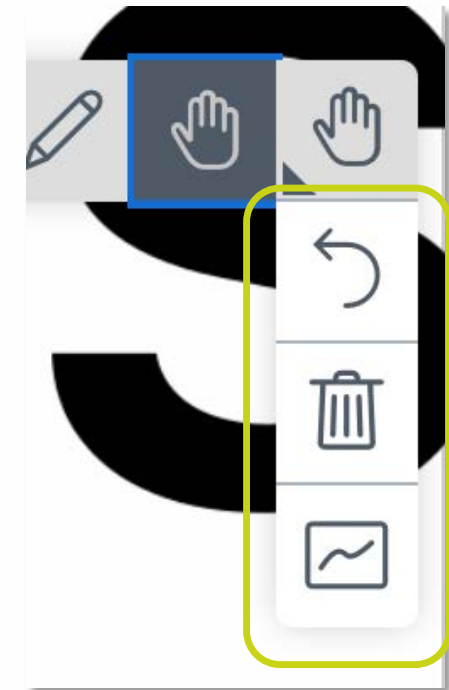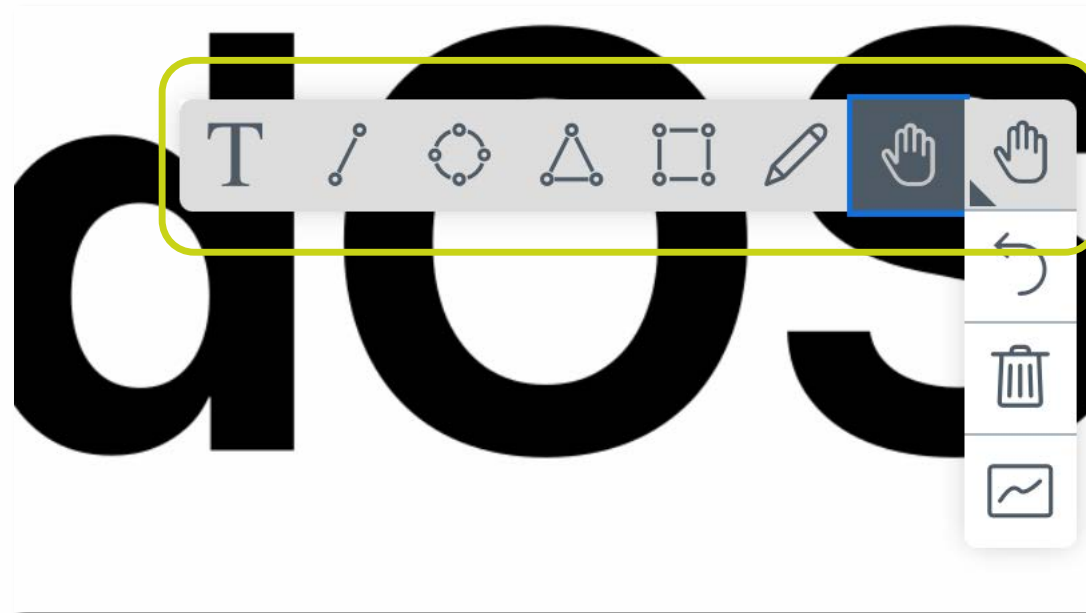
Whiteboards in the default.pdf-presentation are white/empty pages. The annotation-tool works as an overlay and enables you to annotate any page of your presentation.

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 safe or share the outcome make screenshots of those pages.
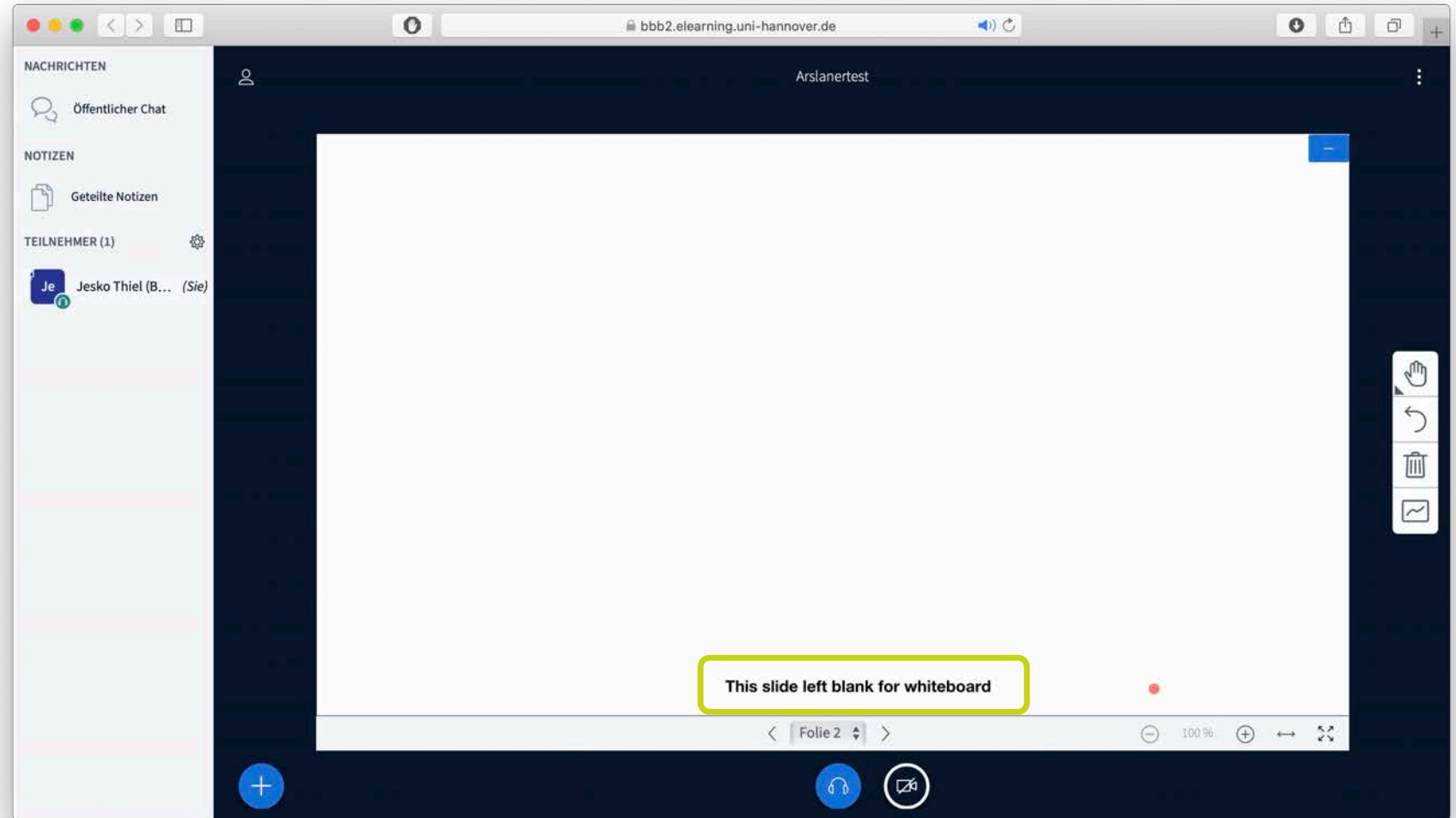
#6.1.3
External videos

You may share external videos with your participants.

Insert the relevant URL containing the video and click on *"Neues Video teilen" (share new video).*
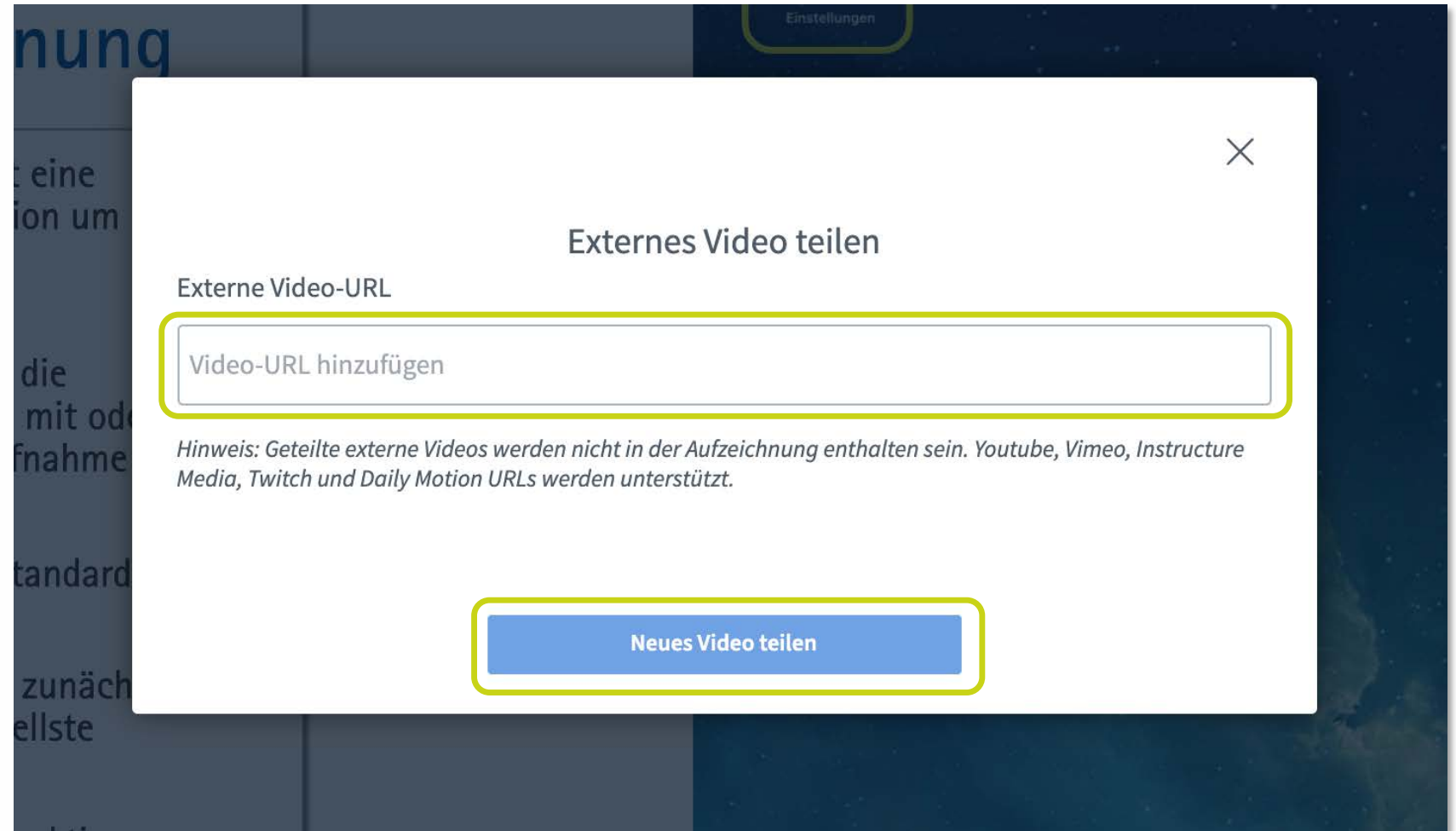
#6.2 Sharing options

The bottom area contains different audio and video settings.

You may toggle the following options:

- Your microphone

- Your audio output

- Your camera

- Screen sharing
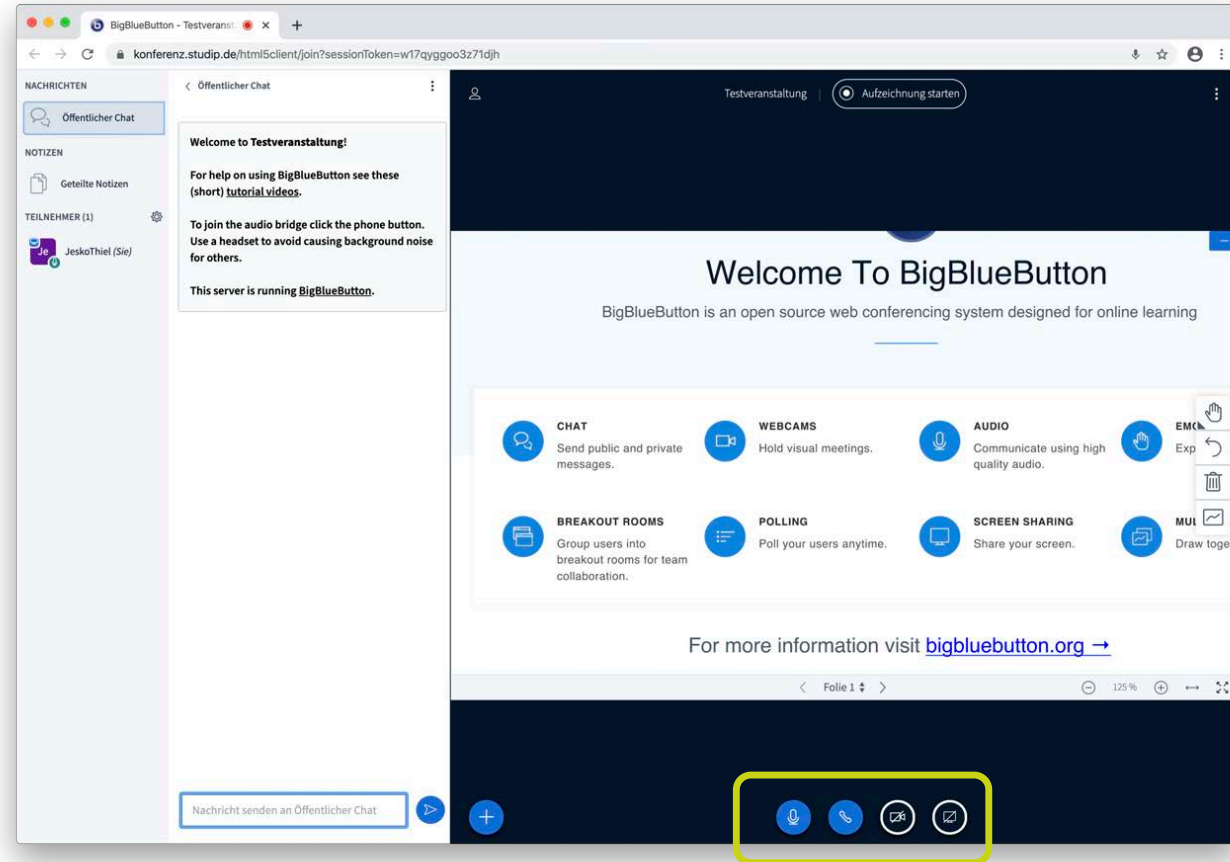
#7
Scenarios

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*
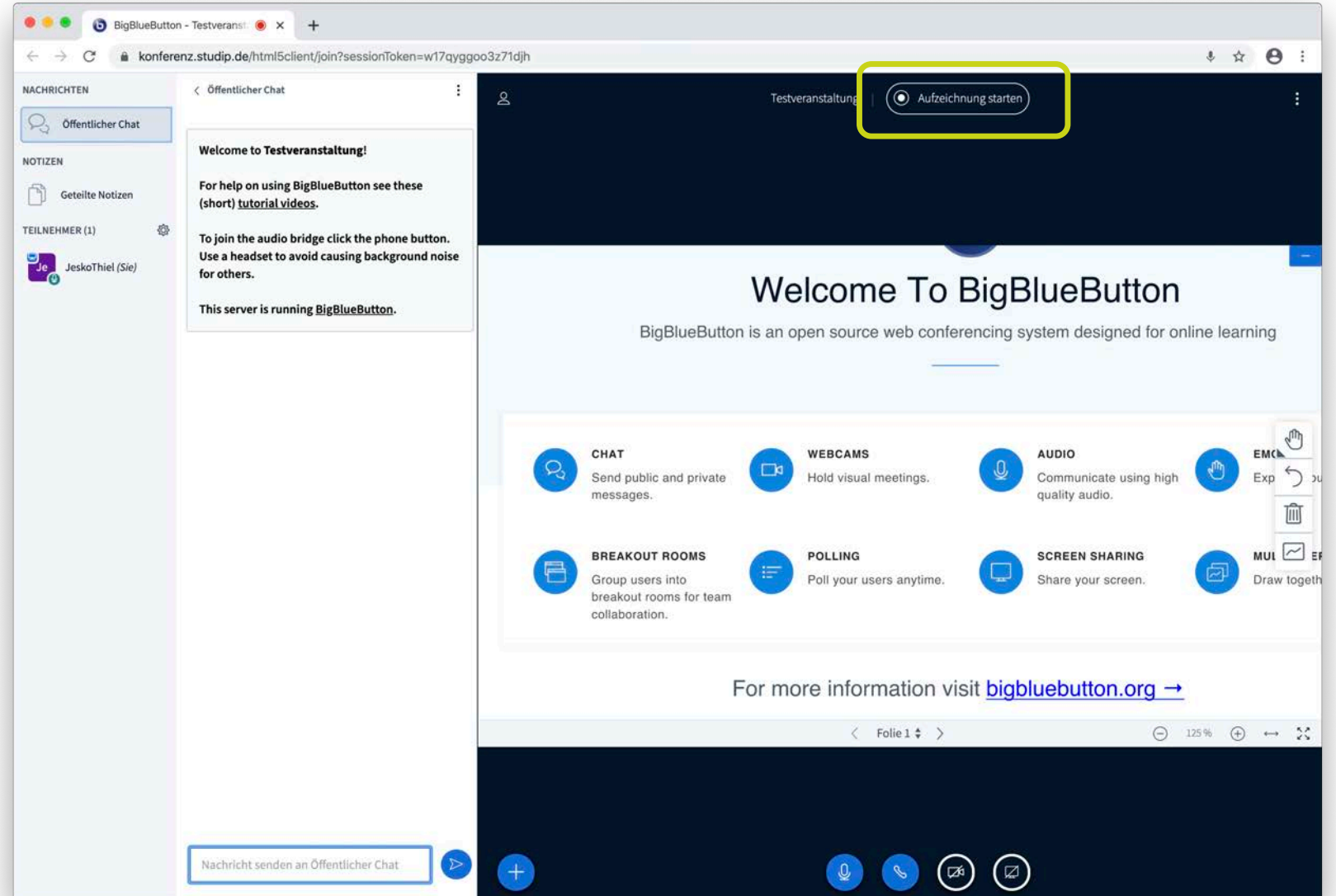
#7.1
Lecture

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)*

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 than10
participcants)**

*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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