



Guide: Webconferencing with BigBlueButton – live online teaching in Moodle

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1. Accessing the system

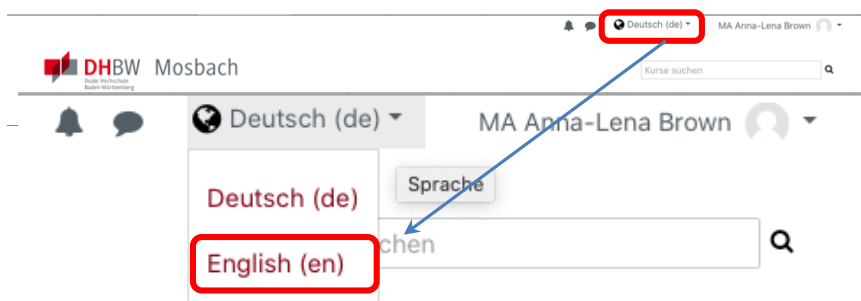
BigBlueButton is integrated into the learning management system Moodle.

Users (whether moderators or viewers) do not need an additional account or license.

If you are a trainer within a Moodle course room, you can create a BigBlueButton meeting.

Please note: Unlike other web conferencing solutions, no link or similar is sent. Only people who are enrolled in the corresponding course room can participate in the online meeting!

Changing language settings in Moodle



On the top right corner of the Moodle interface, next to your profile information, you can find the language settings option (globe icon).

Click on the little downwards arrow to expand the dropdown menu. Select the desired language. The interface will immediately be presented in the selected language setting.



2. Technical conditions

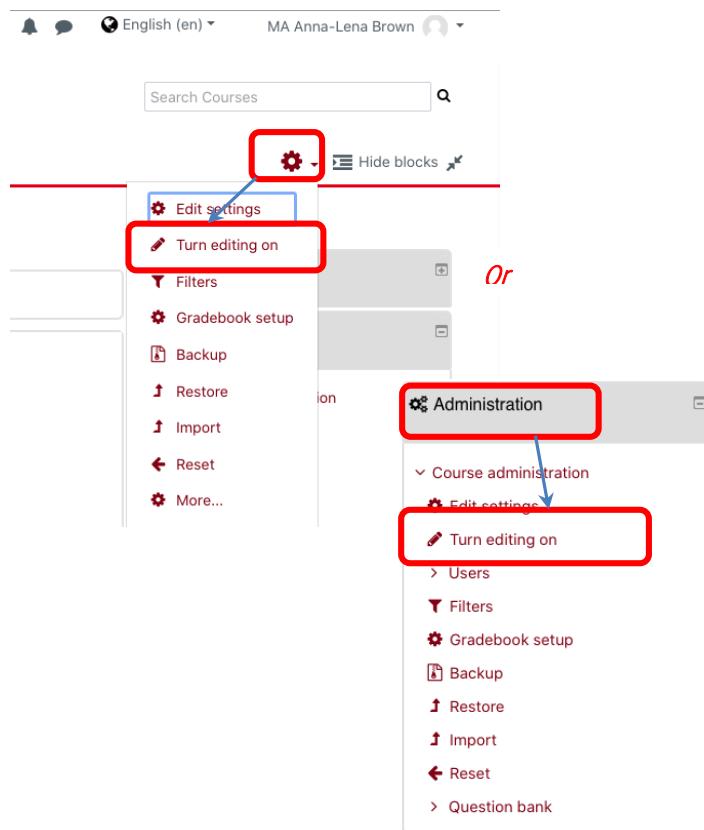
Please observe the technical conditions for the best possible use of the system.

- For optimal use we recommend the following web browsers: Mozilla Firefox or Google Chrome in a version as up-to-date as possible
- Headset and webcam (if audio or video participation is provided)
- A sufficiently fast Internet connection with at least 1 MBit/s download and 0.5 MBit/s upload, but ideally 5 MBit/s download and 1 MBit/s upload.
- A [speed test](#) is available to check these values.
- For all web conferences we recommend that you always connect your computer directly to the router (LAN) via cable if possible.



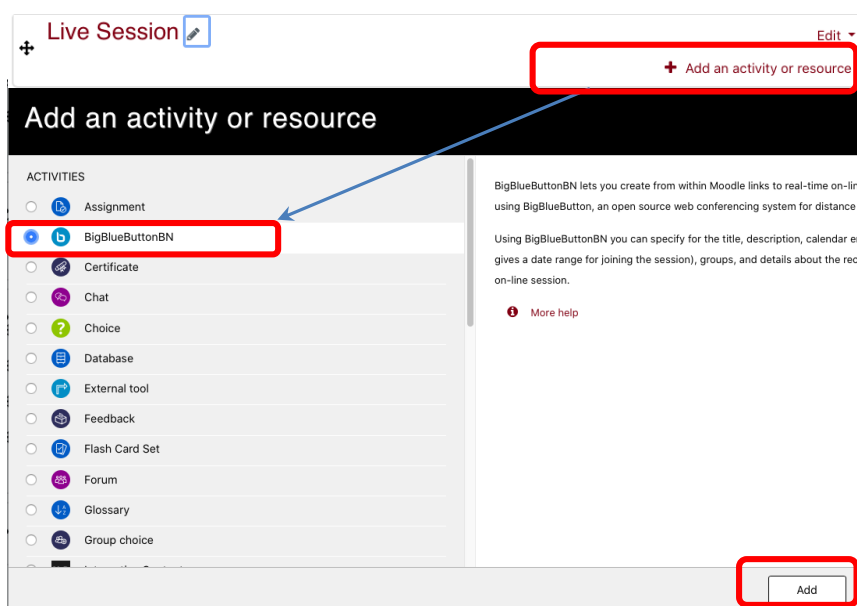
3. Creating a conference room

3.1. Prerequisite: Editing is on



To add the activity „BigBlueButton“ to your course, switch to editing mode. This can be done either via the drop-down menu of the gear wheel or in the "Settings" block.

3.2. Select activity *BigBlueButton*



Click *Add Material* or *Add Activity* in the section to which you want to add the activity.

A new window opens.

Select the activity BigBlueButton and click *Add*.



3.3. Define basic settings for the web conference

Adding a new BigBlueButtonBN to Live Session

Instance type Room/Activity only

▼ General settings

Virtual classroom name Mathematics 2

Description

Path: p

☐ Display description on course page

Files

You can drag and drop files here to add them.

▼ Participants

Add participant

All users enrolled Add

Participant list

All users enrolled		as Viewer	
Role:	Trainer/in (DOZ)	as Moderator	
Role:	Trainer/in (MA)	as Moderator	

Under Instance type, select

"Rooms/activities only" (the option to record is deactivated) Give the meeting room a name (e.g. that of your lecture or "to online lecture").

By default, the Wait for moderator setting is active: Participants will only enter the meeting room if there is already a moderator there.

You can directly upload a presentation that you want to show in the BBB-Meeting. If you want to use the meeting more than once, do not upload anything here. You can add the appropriate presentation yourself later in the meeting (see section "Use of the room").

By default, instructors are assigned the role of "moderator", all others enter the room as "viewers". You can change this later in the meeting room if necessary.



▼ Schedule for session

Join open: 16 November 2020 10:34 ☐ Enable

Join closed: 16 November 2020 10:34 ☐ Enable

▼ Common module settings

Availability: Show on course page

ID number:

Group mode: No groups

Grouping: None

Add group/grouping access restriction

You can also control access via the schedule.

If you work with several groups in the classroom, you can also make the meeting room accessible to the different groups in the group mode "separate groups" as an additional setting. As with other Moodle activities, you can set different prerequisites.

Save if settings are as desired.

4. Entering a conference room

Live Session

Demo Online-Session BBB

Join session

Wie möchten Sie der Konferenz beitreten?

Mit Mikrofon Nur zuhören

Dies ist ein persönliches Echotest. Sprechen Sie ein paar Worte. Hören Sie sich selbst?

Ja Nein

By clicking on the created activity, you will get to the Participate button. (If this is not possible, the moderator has not yet arrived).

Now you will be asked via a popup how you wish to participate in the conference. Teachers always click on the Microphone.

Confirm the following dialogs until you reach the echo test. Here you can check your sound source.

Save if the settings are as desired.

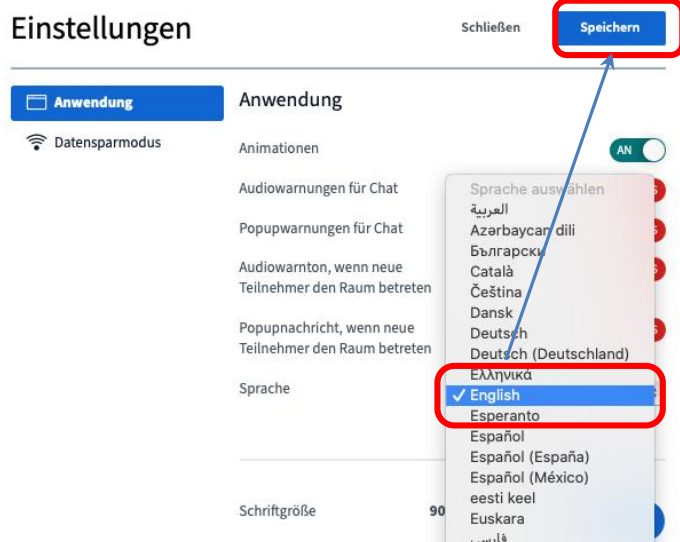
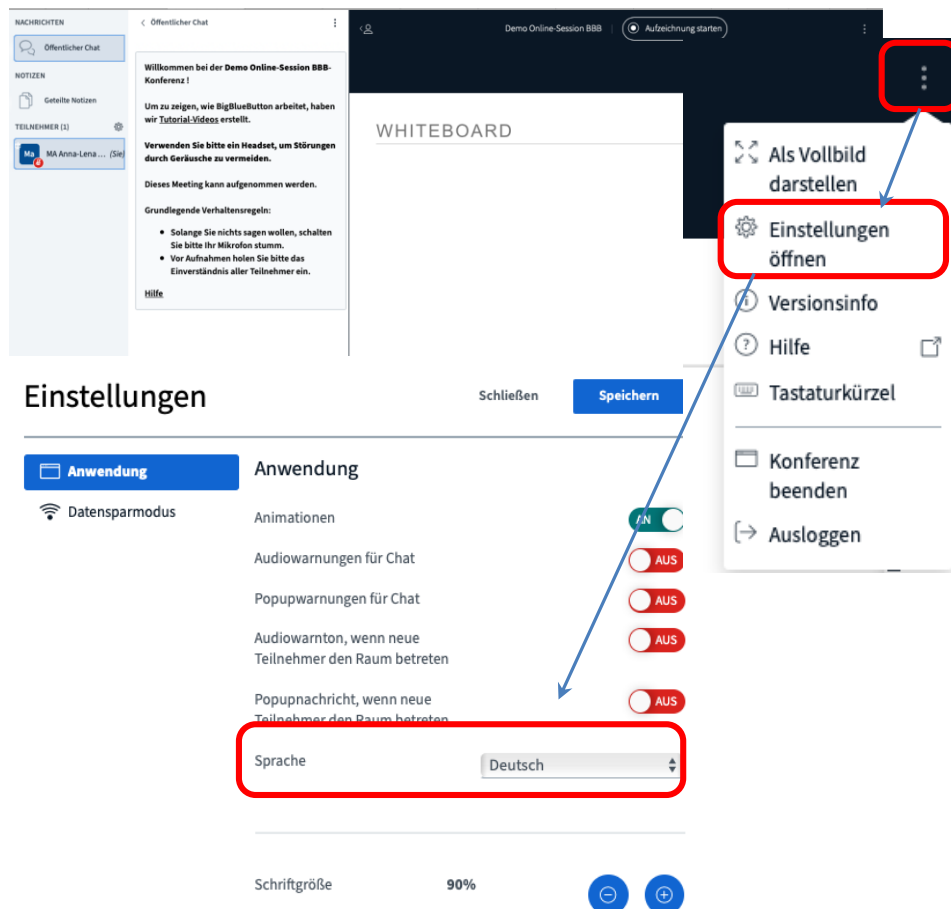


4.1. Changing Language settings in BBB

By default, BigBlueButton is set to German language. However, you can change the language via the settings.

To do this, locate the three dots symbolizing the options tab. Click on them to expand the dropdown menu. By clicking on the option „Einstellungen öffnen“ („Open settings“) you open the settings page.

Find the setting „Sprache“ („Language“) and expand the menu by clicking on the arrows.



Select the desired language and press „Speichern“ („Save“).

Attention: You will have to repeat the Echo-test afterwards to be able to hear the audio.



Questions can be asked in the **public chat**. This is, in contrast to the **private chat** (click on the corresponding name), visible for everyone.

Activate your students with a **survey**. You can choose answer options to the oral question or use *Publish Survey Results* as a customized template to add **survey options** in writing.

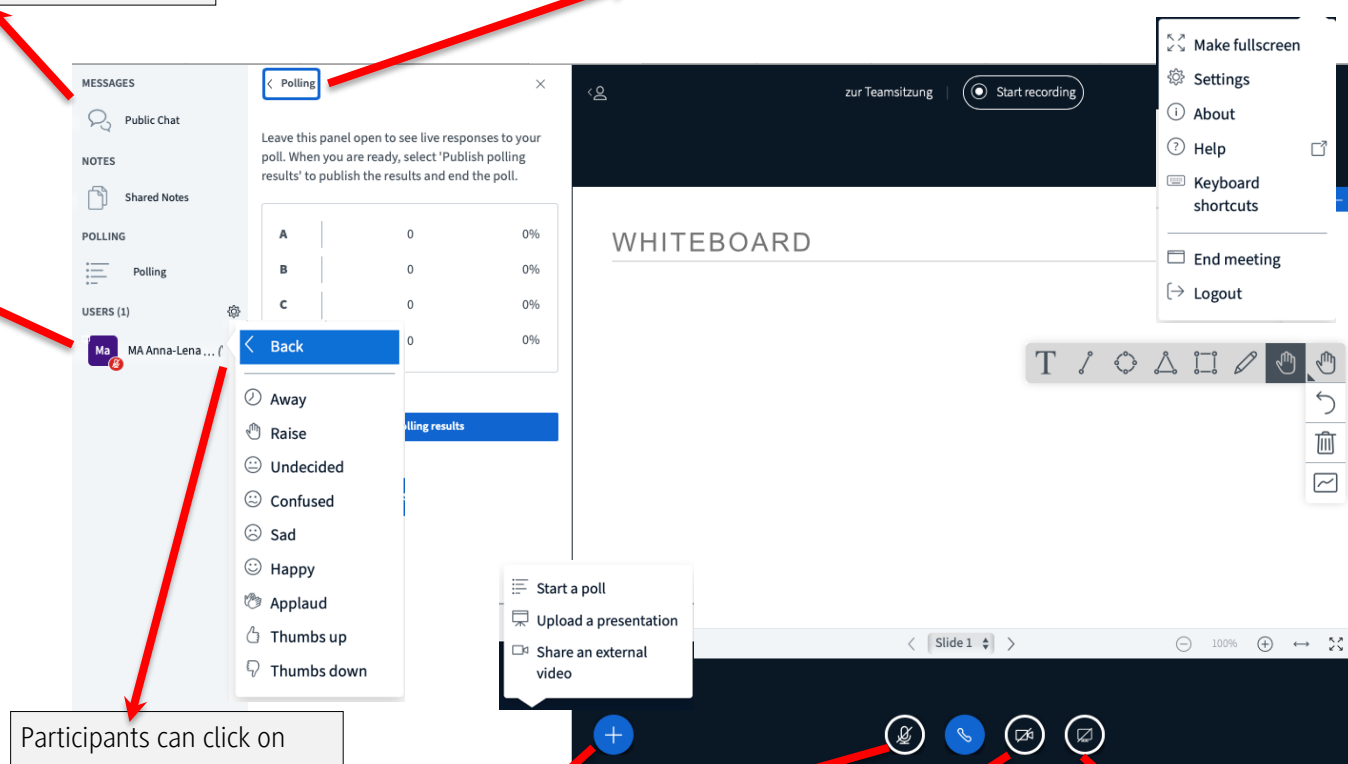
Leave conference:
Logout (Participants)
End conference (Moderator)

Moderators can be identified by their angular shape, **viewers** by a circle.

Presentation rights can be identified by the small blue screen symbol in the upper left corner.

The microphone status is located in the lower right corner.

You can click on individual participants to mute them (e.g. if the microphone disturbs), to promote them to moderation or to grant presentation rights.



Tools for editing the document: among others
- text, shapes, freehand, move

Multi-user mode:
several people can edit the document at the same time

Participants can click on their name to set and remove a **status**.

Upload your **files** here.

Enable audio

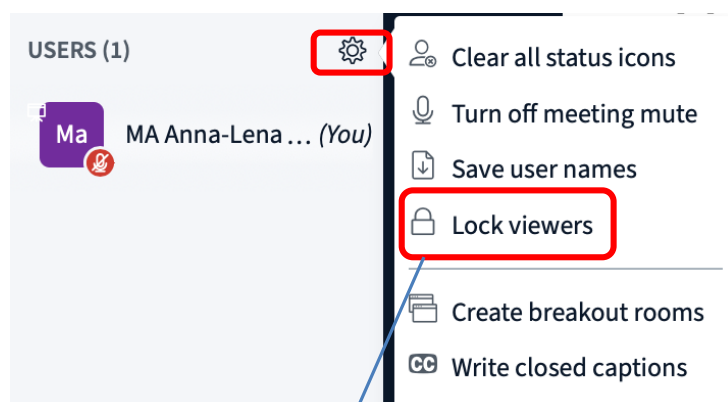
Enable camera
Let viewers know in advance how this is handled

Screen sharing
Share your screen for e.g. websites or certain applications.

Illustration: Functional overview BBB conference room



5. Viewer rights



In addition to the other settings shown, you can also define the viewer rights of your meeting room.

Depending on the number of participants and the scenario, different settings can be useful.

To ensure greater stability during the meeting, you can prevent the webcams from being released in advance. In exam situations, for example, private chat can be prevented, and for anonymity in recordings the participants can be hidden from each other.

Save these settings by clicking Apply.

Lock viewers

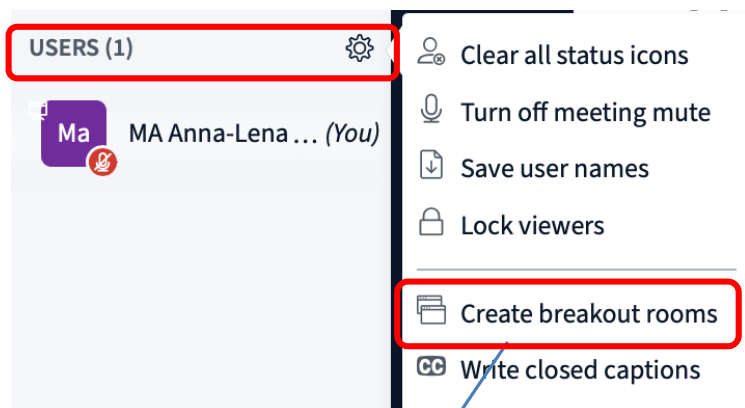
These options enable you to restrict viewers from using specific features.

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

Cancel Apply



6. Using “Breakout Rooms” for group work



Click on the gear next to "Users" and select *Create Breakout Rooms*.

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

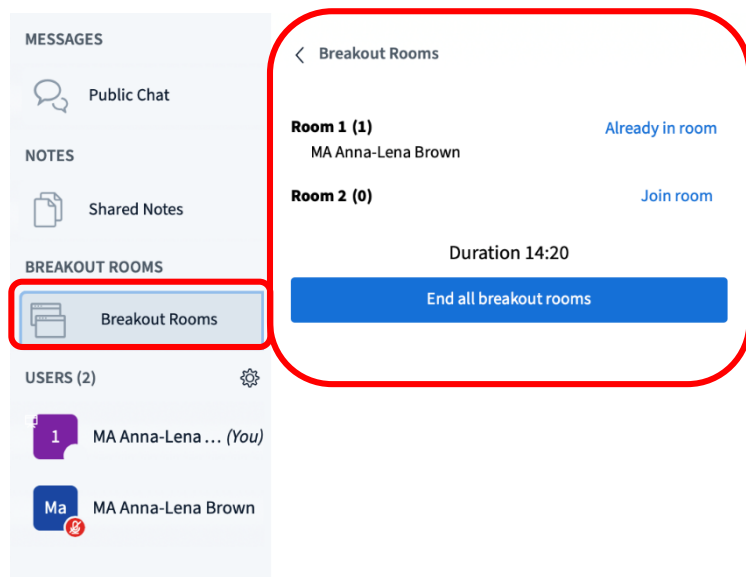
Number of rooms: Duration (minutes): [Randomly assign](#)

☐ Allow users to choose a breakout room to join

Not assigned (1)	Room 1	Room 2
MA Anna-Lena Brown		

You can define the number of rooms and the duration of the breakout, as well as the type of assignment (random, selection).

Save by clicking *Create*.



A separate window opens to join the room. The remaining time in the breakout room is displayed continuously. As a moderator you have an overview of who is in which room and you can also enter or leave the room at any time.