

# Guide: Accessing BigBlueButton web conferencing system: Live online lectures in Moodle //

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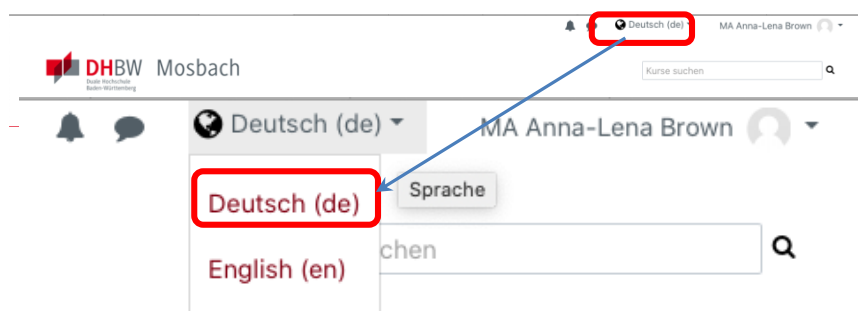
# 1 Accessing the system

BigBlueButton is integrated into the learning management system Moodle.

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

*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).

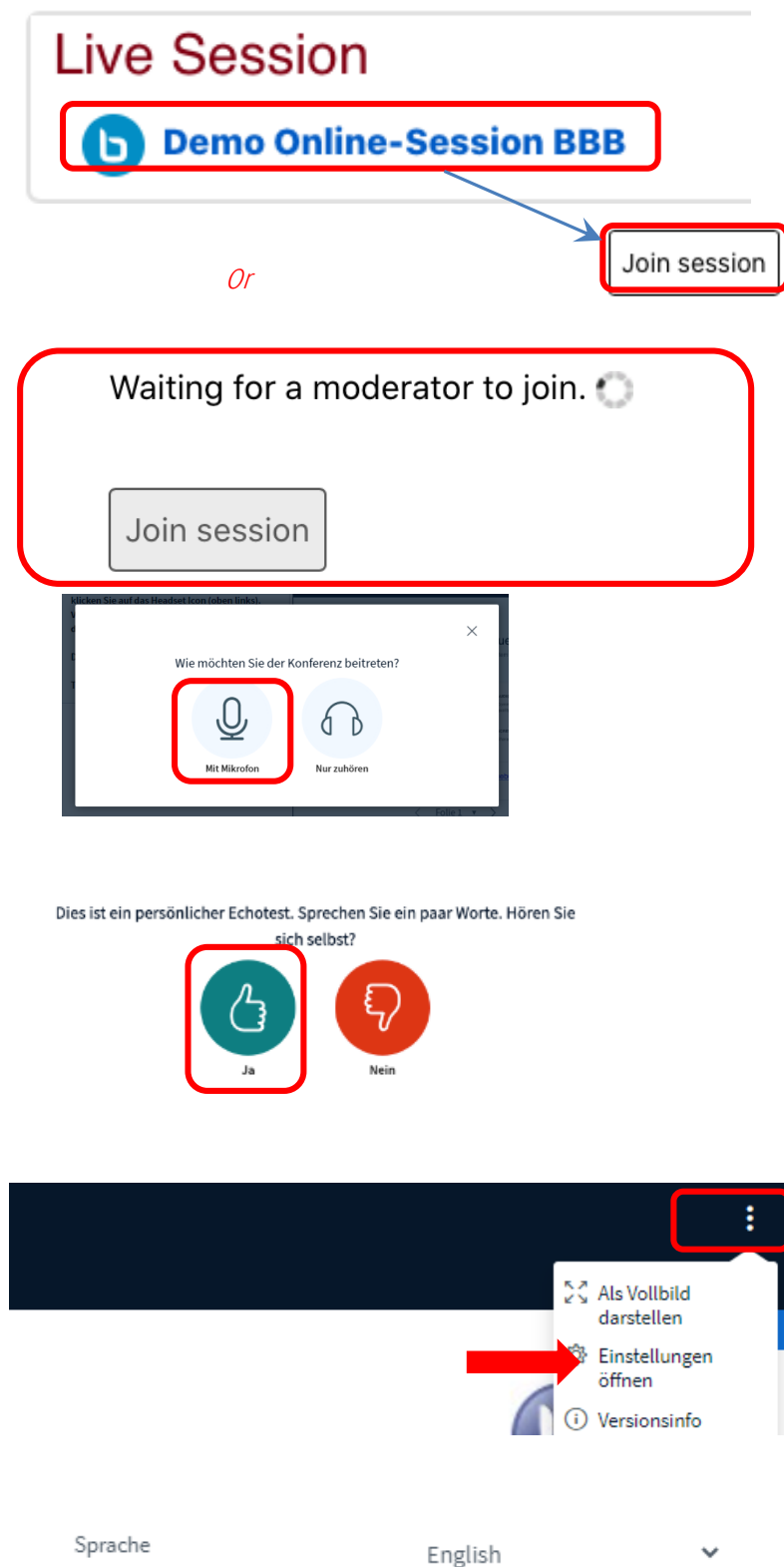
Click on the little downwards arrow to expand the dropdown menu. Select the desired language. The interface will immediately be presented in the selected language setting.

## 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 Entering a conference room



If you click on the created activity, you will get to the Participate button. If this is not possible, the moderator has not yet arrived. As soon as this is the case, you will be informed automatically.

When asked how you wish to participate in the conference, first click on *Mit Mikrofon* (means *with microphone*). In the meeting, activate your microphone to speak and then mute it again to avoid disturbing background noise.

After choosing *Mit Mikrofon* you will be asked for an echo test. In the echo test, check your sound source.

You will be asked to say some words. If you can hear yourself while speaking click on *Ja*

Now click on on th upper right sight. Choose *Einstellungen öffnen* (means settings)

Setting open. Choose *English* in drop down menu *Sprache* (means Language)

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 audience 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.

Moderators can click on individual participants to mute them, to promote them to moderators or to grant presentation rights.

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

Upload your **files** here.

**Enable audio**

**Enable camera**  
Let participants know in advance how this is handled

**Screen sharing**

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

**Tools for editing the document:**  
among others  
- text, shapes, freehand, move  
  
**Multi-user mode:**  
several people can edit the document at the same time

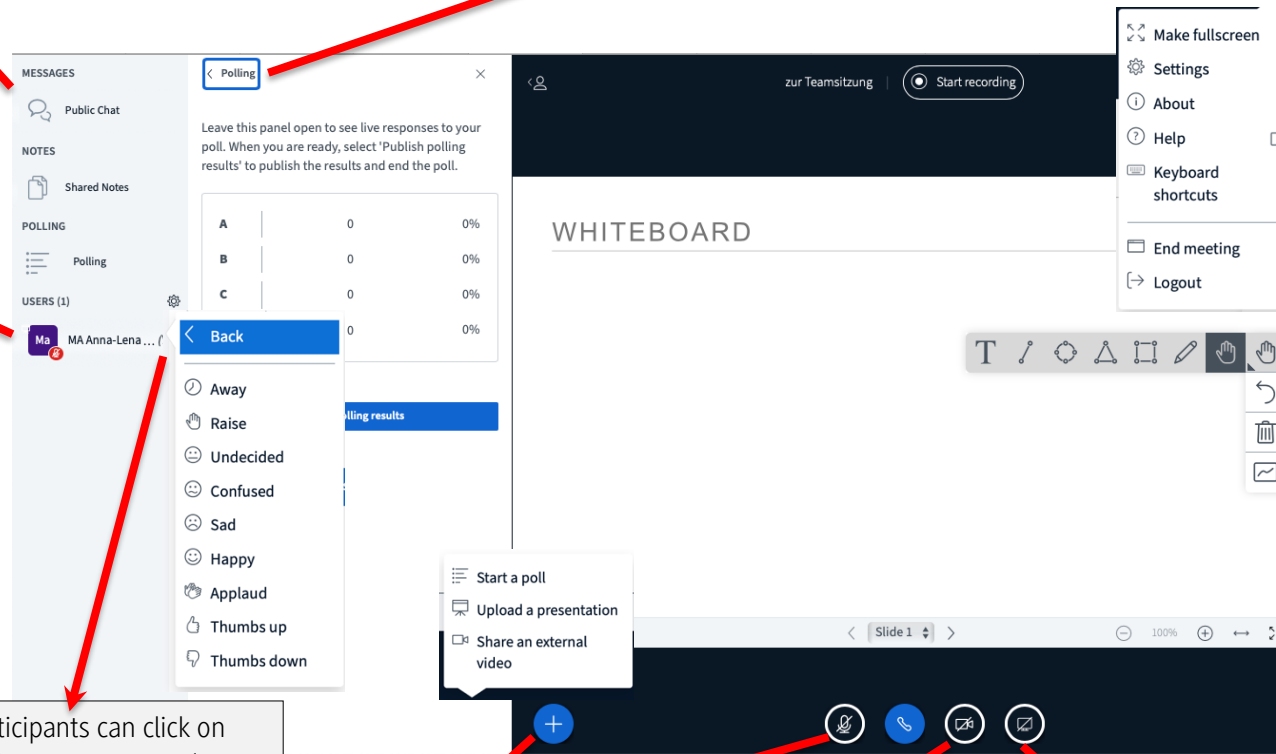
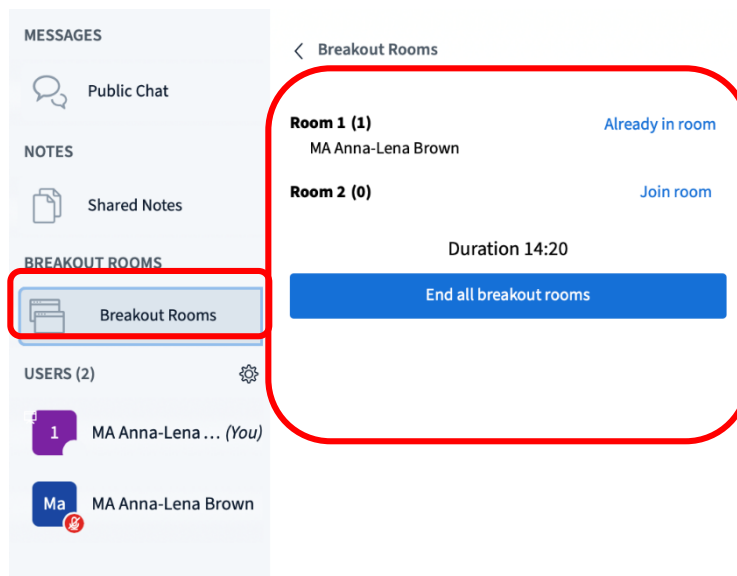


Illustration: Functional overview BBB conference room

## 4 Using “Breakout Rooms” for group work



Teachers have the possibility to use so-called breakout rooms for group work, for example. You are either assigned to these rooms or you can choose to do so yourself.

To join the (breakout) room a separate window opens. The remaining time in the breakout room is displayed continuously.