Bigblue Button User Guide

1. Introduction

BigBlueButton is a web conferencing system designed for online learning. A core feature is the possibility of simultaneous video and video streaming of several participants, as well as the expandability with presentations, private chats, desktop sharing and subordinate online conference rooms (so-called breakout rooms). BBB thus meets all the requirements of a modern learning platform. In addition, because all program code is published under GNU Lesser General Public License v3.0 (1), BBB can be hosted on university servers, unlike Zoom. This allows for verifiable compliance with data protection regulations. (2) In the following a practical explanation of the functions, roles and user interfaces should be given.
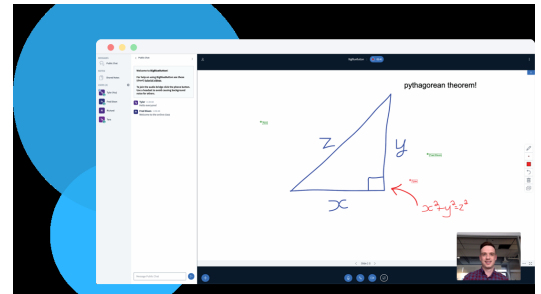
(1) https://github.com/bigbluebutton/bigbluebutton/blob/develop/LICENSE
(2) For general information about the organizational structure of BBB's developers see https://bigbluebutton.org/2010/07/12/bigbluebutton-foundation/

1.1 System requirements

Big Blue Button does not need to be installed on the user's computer like normal programs. It can be run on virtually all modern devices (1) that are connected to the Internet and does not require installation, as the user interface is provided by the browser. Nevertheless, there are a few points to consider to ensure successful participation in a meeting:

- use a current version of the browser Google Chrome (better yet Chromium) or Mozilla Firefox

- Ensure the best possible connection quality by avoiding other data-intensive connections during the meeting

- avoid unstable WIFI and if in doubt, connect your device to your router with an Ethernet cable

(1) The minimum requirements are as follows: For bandwidth, a minimum of 1 Mbits download and 0.5 Mbits upload speed is recommended. For the hardware a dual-core CPU with at least 2G memory / see https://docs.bigbluebutton.org/support/faq.html#what-are-the-minimum-requirements-for-the-bigbluebutton-client

1.2 Roles in BBB

Within a meeting, three roles can be taken by the users. This classification results in certain privileges and action possibilities for the users - the audience, the moderator and the presenter

As a viewer, you can join the conference, share your webcam, raise your hand and chat with others.
In the interface (1) the viewer is represented by a round symbol in the list of participants.
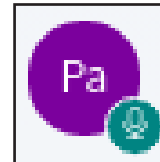
As moderator you can mute/unmute others, exclude all users from the session and make any user the current moderator. (2) The moderator can also turn viewers into presenters. In the interface the moderator can be recognized by an additional blue presentation icon in the upper left corner of the participant icon.

Presenters can upload slides and control the presentation. Only one user can present at a time. The role can be accepted by different people in the same meeting (one after the other).
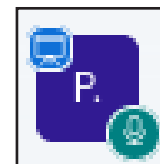
(1) see also 2.1 and the following pages for specific explanation of the interface elements and their use
(2) for detailed explanations of all functions available to the moderator see 3.1

2.1 Entering a room as a user

The following describes chronologically how to log into a room, configure input devices such as microphones and cameras, and what actions can be performed during the meeting.

Follow the link created for the meeting (see 3.2). The link has the following format:

http://bbb.medienhaus.udk-berlin.de/b/p-s-dfc-v2x

The start screen not only shows public recordings of the room, but also allows you to define your name in the room using the input field.

**1. name input field**

**2.entry button**

3rd archive

4. login (see 3.2)

After entering the name in the input field and clicking on the "Join Button" you can enter the corresponding room.

2.2 Configure camera and microphones

Immediately after entering, you will be asked whether you want to join with a microphone or as a listener (listen only). However, the choice can be changed during the meeting.
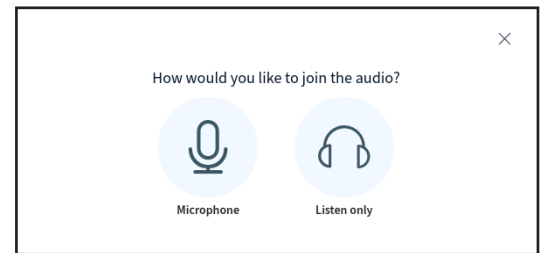
If you select "With Microphone" you will be asked for access authorization for microphone and camera from Big Blue Button. The interface is browser dependent, but is similar.
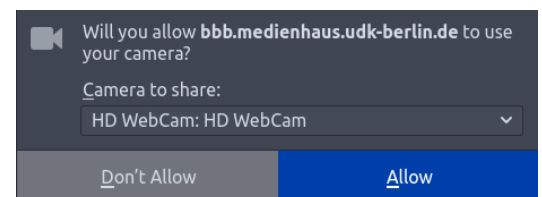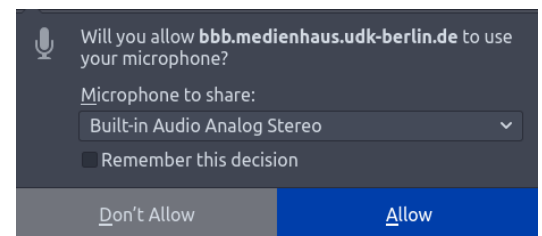
2.3 Interface
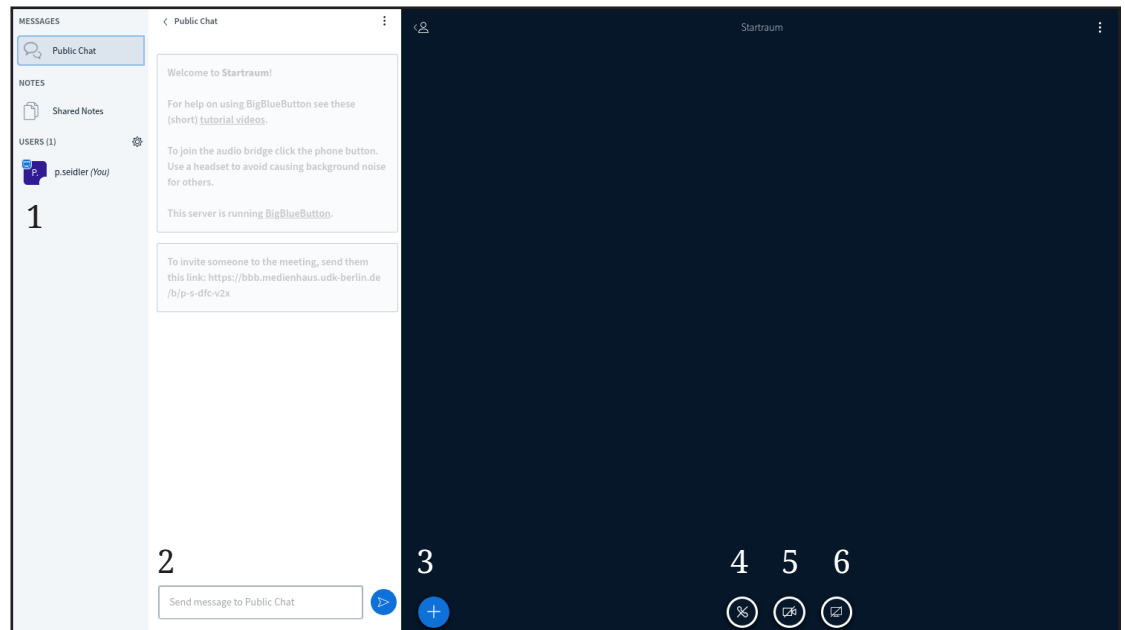
| **1. list of participants** | The list of participants of the meetings. Here you can set a status message, announce yourself or mute yourself. |
2. chat window	The public chat of the meeting. Using the lower input field you can send messages that are visible to all participants.
3rd action	Start a presentationm, upload presentations or external videos. Visible when you are a presenter
4. start/stop audio	Start or stop your audio transmission here and choose whether you want to participate in the meeting with a microphone or only as a listener.
5. start/stop camera	Start or end your video transmission
6. share screen	From here you start your screen sharing. Only visible for presenter

2.4 Present as user

In order to be able to present as user, you must be assigned the role of the presenter by the moderators. You will see the button marked as an action in 2.3. There are basically two ways to present: You can either upload your presentation to BBB or share your screen. Both ways are described below:

To upload a presentation click on the action button. In the menu select "Upload presentation".
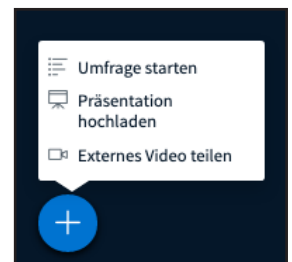

Drag and drop your presentation into the field provided. After the upload is complete, you will see your presentation in the main window
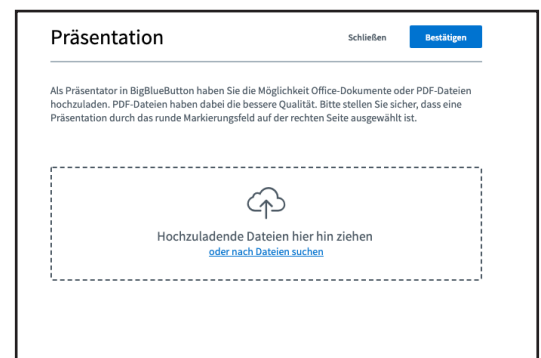
Another way to present is to share the screen. (screen sharing). Click on the Screen-sharing icon (see 6 in 2.3)

Select either the entire screen, a specific application window or a tab of your browser. After confirmation, share the selected window.
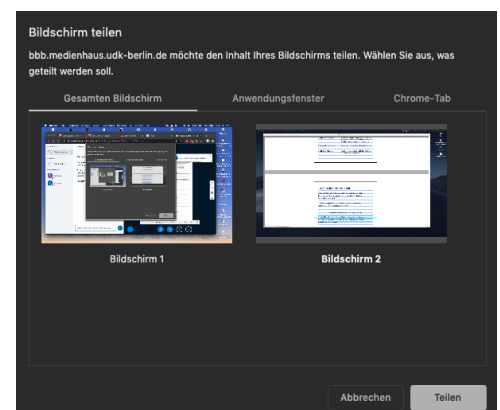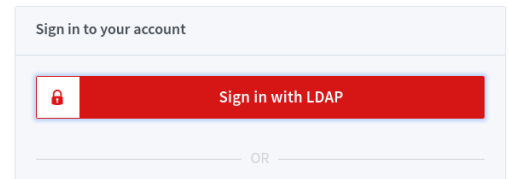
3.1 Open a session

As userin you can open your own session. To do so you have to authenticate yourself on the start page of your BBB instance. The authentication is done with LDAP (the university internal authentication system), which is integrated in BBB.

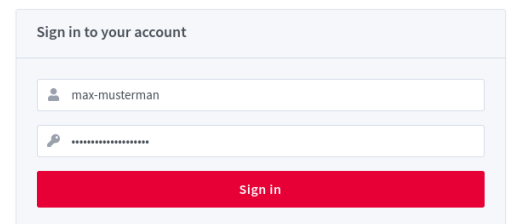Select the "Sign in with LDAO" function at login
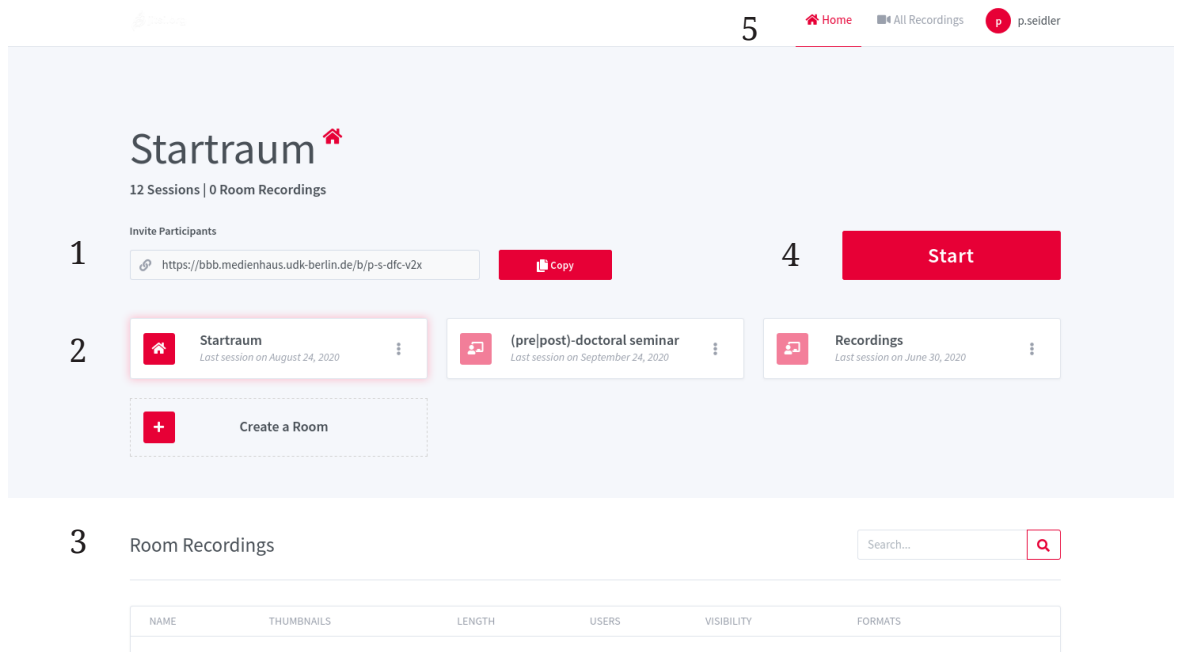
Sign in to your account

🔒 **Sign in with LDAP**

OR

After you have entered the login data of your O.A.S.E. account, click on Sign In

Sign in to your account

👤 max-musterman

🔑 •••••••••••••••••

Sign in

3.2 Interface

Startraum 🏠

12 Sessions | 0 Room Recordings

Invite Participants

1   https://bbb.medienhaus.udk-berlin.de/b/p-s-dfc-v2x   📋 Copy

4   **Start**

2   🏠 **Startraum**
     Last session on August 24, 2020

     ↩ **(pre|post)-doctoral seminar**
     Last session on September 24, 2020

     ↩ **Recordings**
     Last session on June 30, 2020

     ➕ Create a Room

3   Room Recordings   Search...   🔍

NAME   THUMBNAILS   LENGTH   USERS   VISIBILITY   FORMATS

1. address of the current room

Here you find the divisible address of your current room

2. room selection

Here you will find the rooms you have created before and the option to create a room yourself.

3. room recording

Here you will find recordings of past meetings. Due to data protection reasons this function is deactivated on all UDK BBB instances.

4. start

Start a conference in the current room where you are the moderator.

3.3 Assign roles as moderator

As already described in 1.2, users in BBB can have different roles, which decide on the kind of possible interactions. The moderators have the highest authority. If a user initiates a new meeting and starts it, he/she is automatically the moderator.

To understand the role of other participants click on the symbol in the list of participants (see 1 in 2.3) - now select the desired role. The presenter can perform all actions you can perform (mute participants, name other presenters, etc), presenters can upload their presentation or share their screens. (recommended)
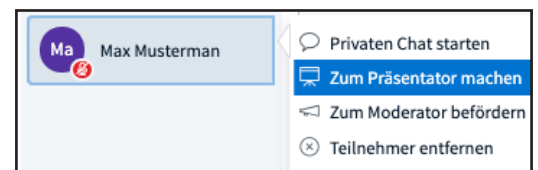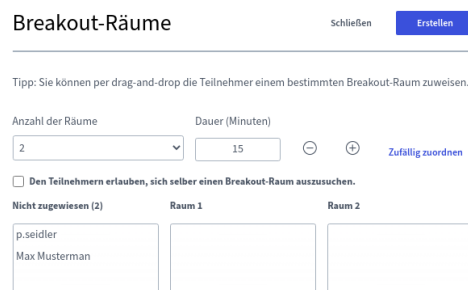
3.3 Breakout Rooms

Breakout rooms allow moderators to create different temporary separate rooms in which they can place the participants present. The participants are then redirected to a newly created room where they can discuss and work in groups. The moderators determine the time period.

You can create breakout rooms by clicking on the "Settings" icon at the right corner of the participants* inside list. Select "Create breakout rooms" from the menu.
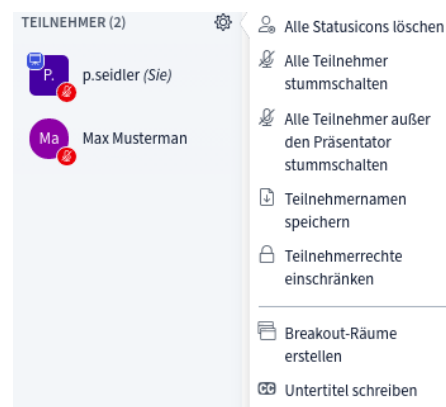
In the next window you can choose the number of rooms and the duration of the session.
You can also assign participants to specific rooms.

Once the breakout rooms have been created by you, the room will open as a tab in the browser for all participants. An overview appears in your interface that allows you to visit individual rooms.