

think modular – digital solutions GmbH

Introduction to BigBlueButton 2021



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General introduction

Features for viewers



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3 roles

▶ Viewer – circular icon – there can be several



▶ Presenter – screen icon – only one person at a time

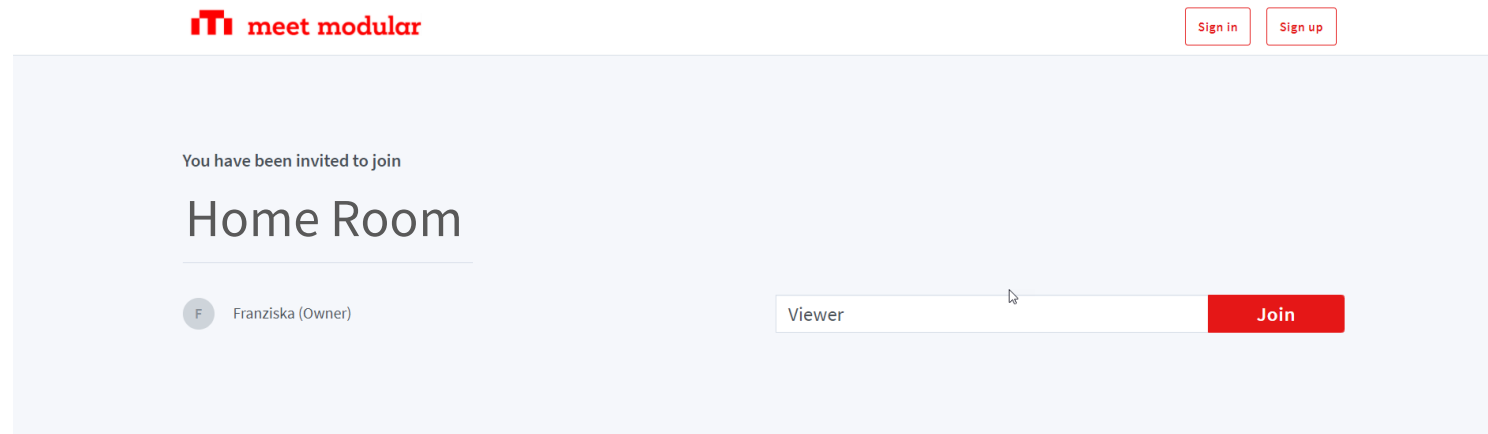


▶ Moderator – square icon – there can be several



How to join a conference in BigBlueButton

- ▶ Click on the link in your invitation
- ▶ Enter your name.
- ▶ Join the conference.



How to test your microphone

- ▶ Join the audio with microphone, if you want to speak.
- ▶ Test your microphone in the echo test.
Are your microphone and speakers are working correctly?
Click the thumbs up button, if you can hear yourself.
- ▶ Now you have entered the conference.

How would you like to join the audio?



Microphone



Listen only

This is a private echo test. Speak a few words. Did you hear audio?



Yes



No

How to avoid an echo

- ▶ An echo can develop, if someone is speaking, AND another person is unmuted, and doesn't use a headset.
- ▶ Solution A: Please, use a headset!
- ▶ Solution B: Only unmute yourself, if you are speaking.

Layout of BigBlueButton

User list and other options
(public chat and shared notes)

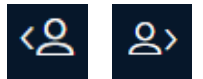
Public Chat

Presentation panel

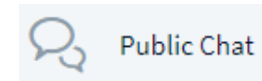
The screenshot displays the BigBlueButton interface layout. On the left, a sidebar contains sections for 'MESSAGES' (Public Chat), 'NOTES' (Shared Notes), and 'USERS (2)' (Viewer (You) and Franziska). The central 'Public Chat' window shows a welcome message: 'Willkommen zur Videokonferenz Starraum! Sie befinden sich im videokonferenz System meet modular.' Below the chat is a text input field and a send button. The main 'Presentation panel' on the right features a dark header with 'Starraum' and a refresh icon. The main content area displays the 'meet modular' logo and a red banner with the word 'welcome'. At the bottom, the 'think modular' logo and 'Digital Solutions GmbH' are shown, along with the email address 'info@think-modular.com' and a footer with navigation icons for chat, call, and share.

How to hide / display panels

- ▶ Click on the icon on the top left of the presentation panel to hide / display the user list.



- ▶ Click on the icon on the top of the public chat to hide it. Click on the icon „Public Chat“ to display it again.



Full screen presentation

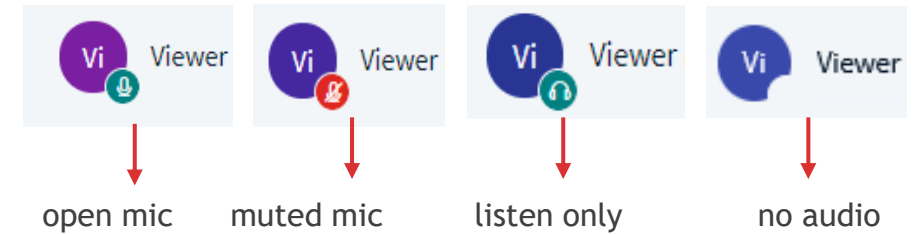
- ▶ If you wish to view the presentation window full screen, click on the make presentation full screen icon at the bottom of the window.



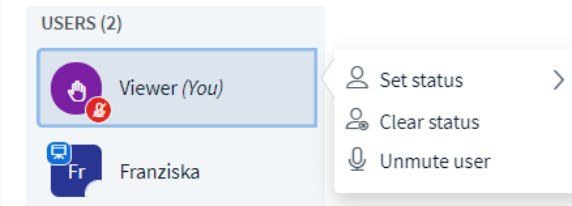
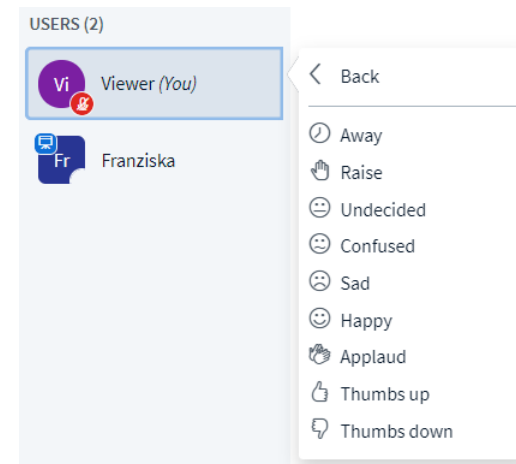
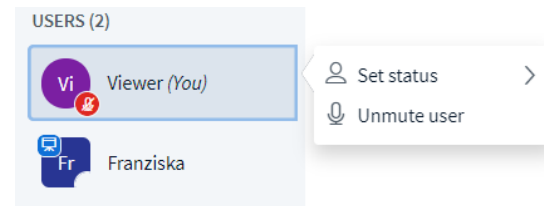
If you wish to exit, you can either click the escape button or once again the icon on the bottom right of the window.

How to un-/mute | How to set your status

- ▶ Your icon pulsates, when you are speaking.
- ▶ To mute yourself click the button beneath the presentation panel.
Click this button again to unmute yourself.

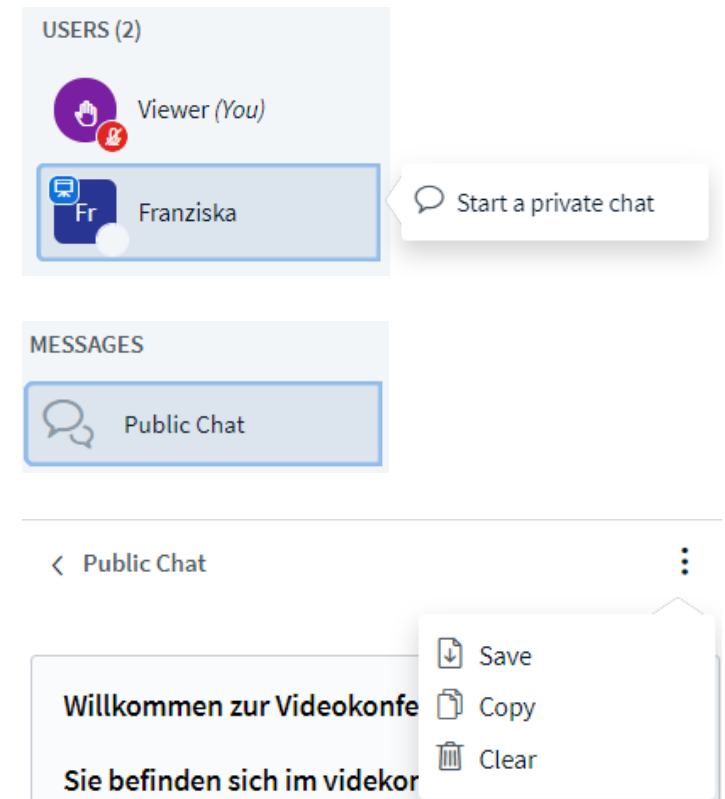


- ▶ Click on your name to set your status.
To clear your status, click on your name again, and select „clear status“.



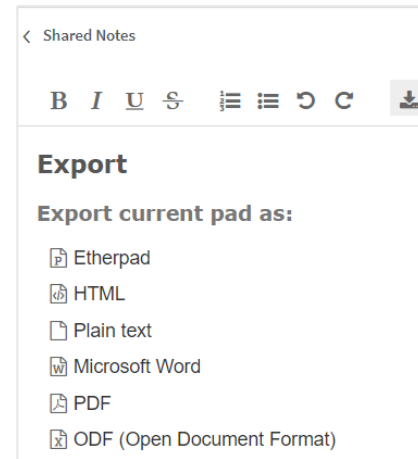
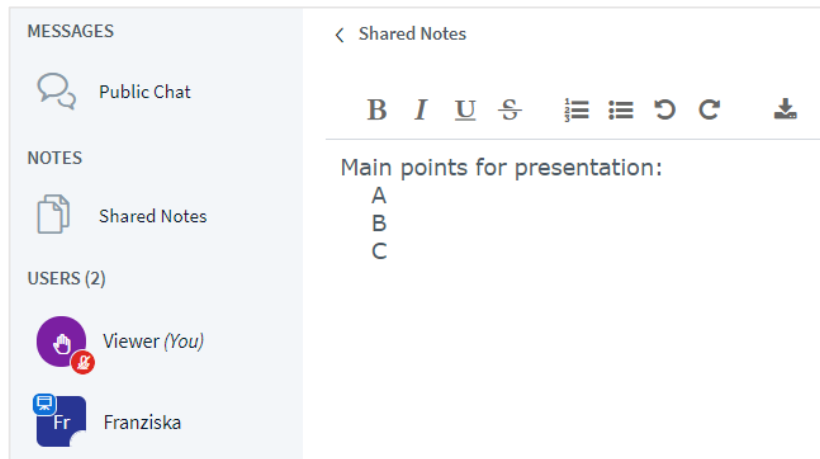
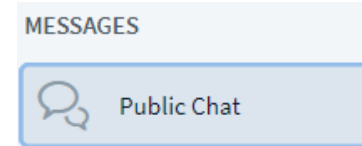
Public chat

- ▶ You will automatically be part of the public chat. Here you can send posts, that will be visible for everybody in the session, and everybody can reply.
- ▶ If you wish to start a private chat with someone, click on their name and start a private chat. Here you can send messages to that user individually, and it will only be visible to you and that peer.
- ▶ To return to the public chat, click on that button.
- ▶ Save the public chat during the session. Once the session has ended, the chat will be gone.



Shared notes

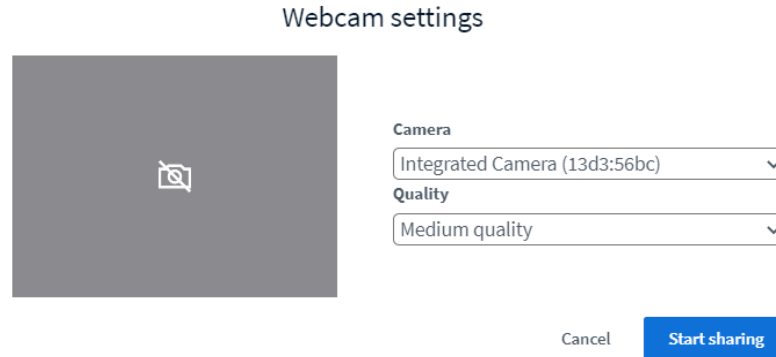
- ▶ This is a collaborative space, where notes can be shared by all the viewers.
- ▶ To return to the public chat, click on that button.
- ▶ Save the shared notes during the session.
Once the session has ended, the notes will be gone.



The shared notes offer an opportunity to brain storm together or to write a protocol. The notes are anonymus, therefore you can also use them for honest feedback.

Webcam

- ▶ Click on the webcam icon on the bottom of the presentation to (not) share your webcam.
- ▶ It will bring up a dialog box to check the quality of your webcam, and if everything is ok, click start sharing.



- ▶ Once your webcam is connected, it will display at the top of the presentation panel. If any other users choose to display their webcam, this will also be displayed at the top.



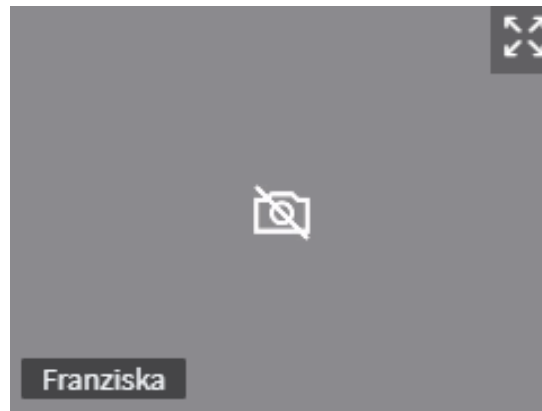
Full screen webcam

- ▶ If you wish to view the webcams fullscreen you can click on the minimize icon at the top right of the presentation window.
To view the presentation window, click on restore presentation on the bottom right hand of the presentation panel.



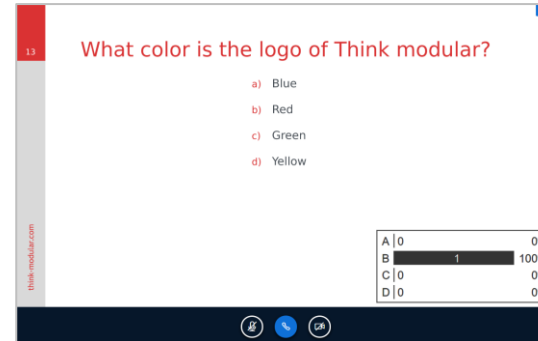
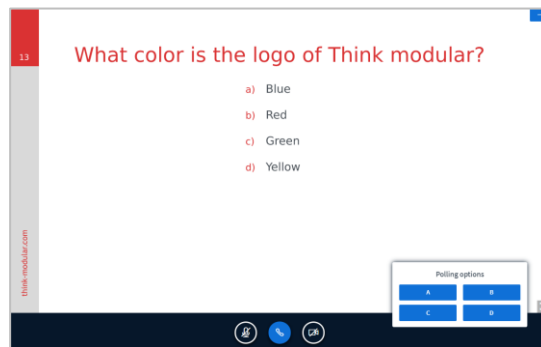
- ▶ If you wish to maximize the webcam of the moderator manually, click on the icon „Make moderator full screen“ on the top right of their webcam display.

If you wish to exit the full screen mode, you can either click the escape button or once again the icon on the top right of the webcam display.



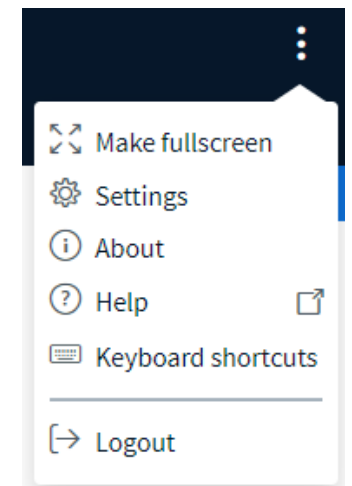
How to participate in a poll

- ▶ The moderator can start a poll. They will offer you some options to answer their question. Click on your preferred option. The moderator can publish the results of the poll.



How to leave

- ▶ If you would like to leave the session:
 - ▷ close the BigBlueButton tab to leave a session, OR
 - ▷ click on the three dots at the top right of the presentation panel, and click log out.
- ▶ Once you have logged out, you will be returned to the home room.



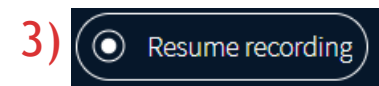
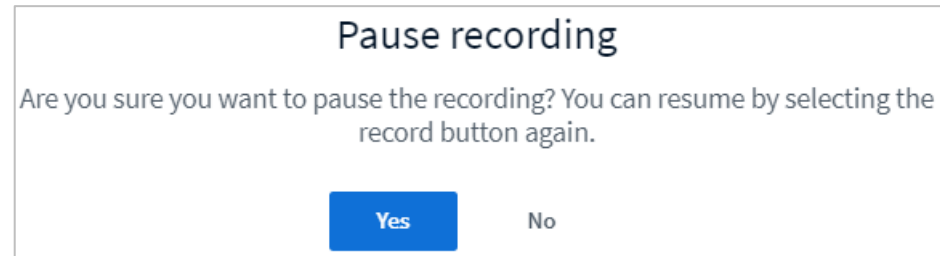
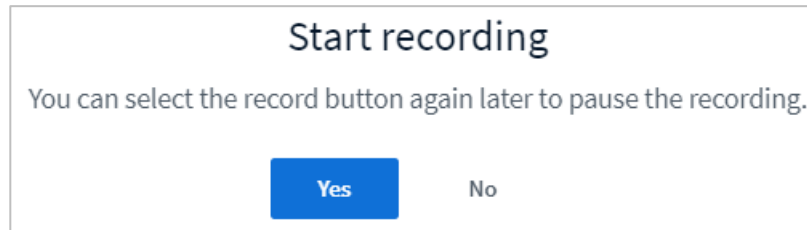
Moderator rights



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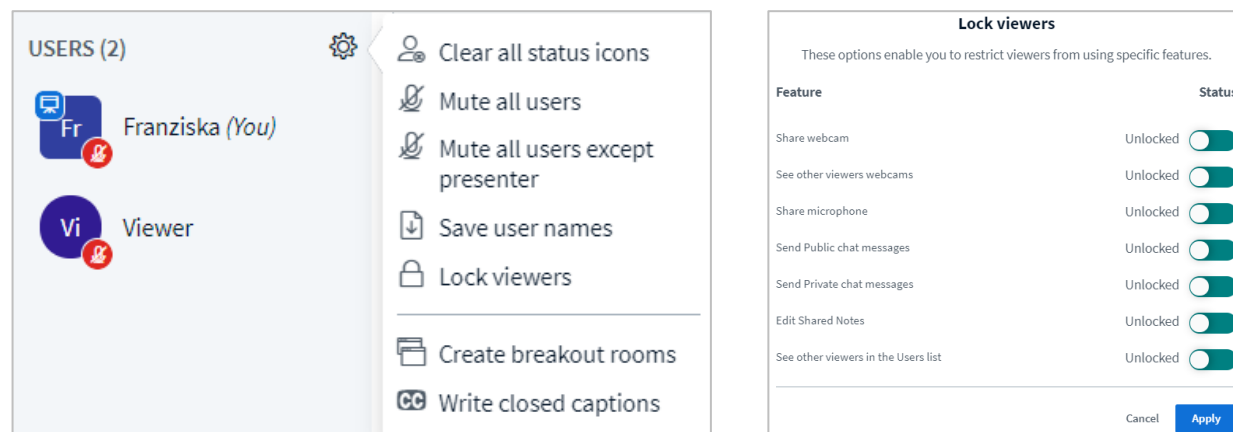
How to record a session

- ▶ Moderators can start, pause and continue the recording of the session. Once the main room is closed, the recording will stop automatically.



How to manage all user rights

- ▶ Click on the wheel icon to manage the user settings. Select the option „Lock viewers“ to manage their rights. Choose the preferred restrictions and apply them.



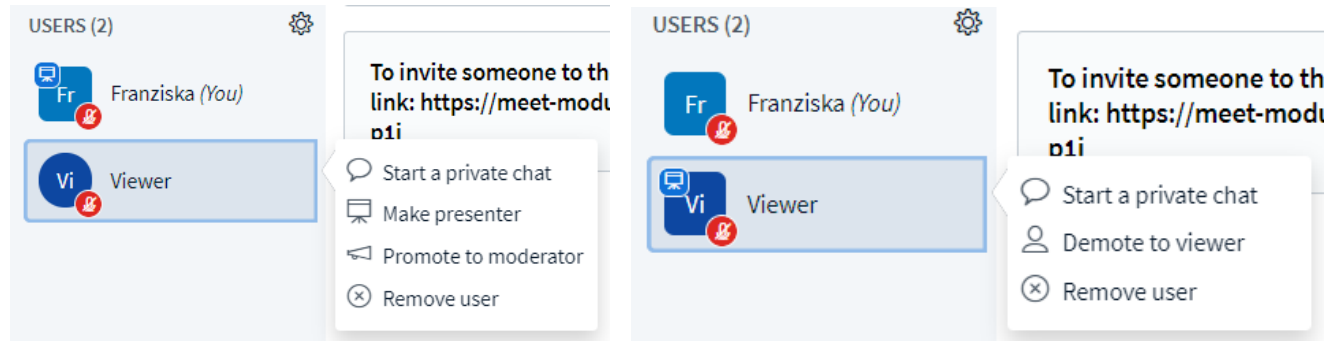
- ▶ Restricted viewers will be marked as locked.



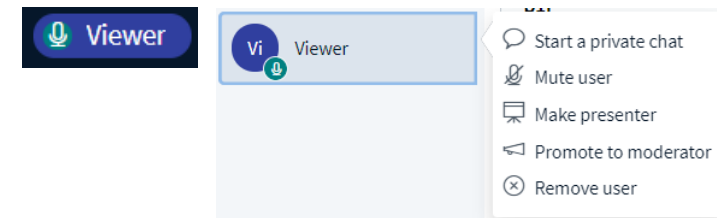
- ▶ Click on the user settings, select lock users, and reverse your restrictions.

How to manage user rights individually

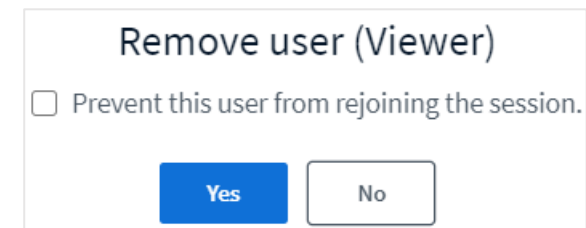
- ▶ Click on their name and promote them to moderator or make them presenter.
- ▶ Click on their name again and demote them to viewer.



- ▶ Moderators can mute speaking users by clicking on their name, either at the top left of the presentation panel or in the user list.



- ▶ You can exclude strange users by removing them from the session. Additionally, you can prevent them from rejoining the session.



How to create breakout rooms

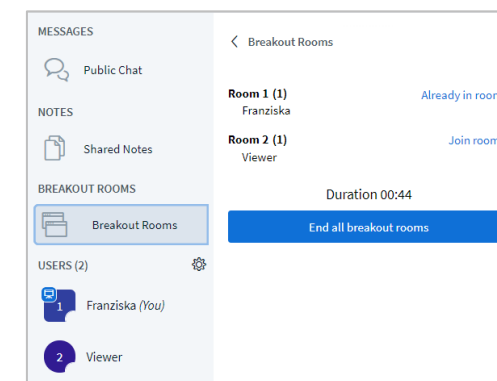
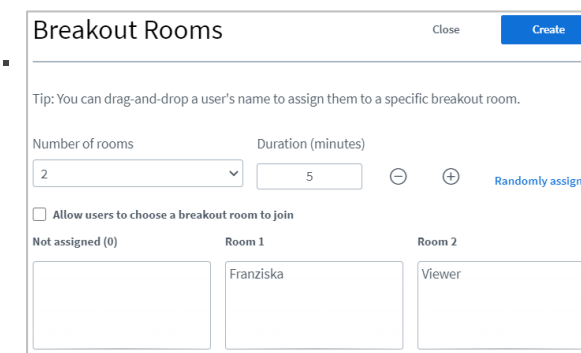
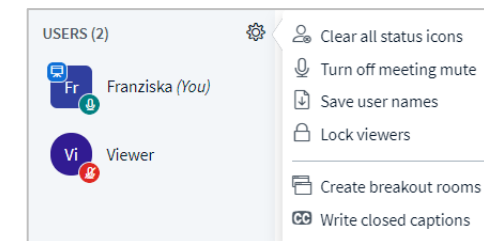
- ▶ Click on the user settings and select „Create breakout rooms“.
- ▶ Choose the number of breakout rooms and the duration of the sessions. You can allow the users to choose, which room they would like to join. You can also assign them to a specific breakout room, or randomly assign them.

The users have to join the breakout rooms themselves.

Join breakout room
Close
Join room

Do you want to join Startraum (Room - 1)?

- ▶ The users will be transferred back to the main room, when time is up. If necessary, you can end all breakout rooms earlier.

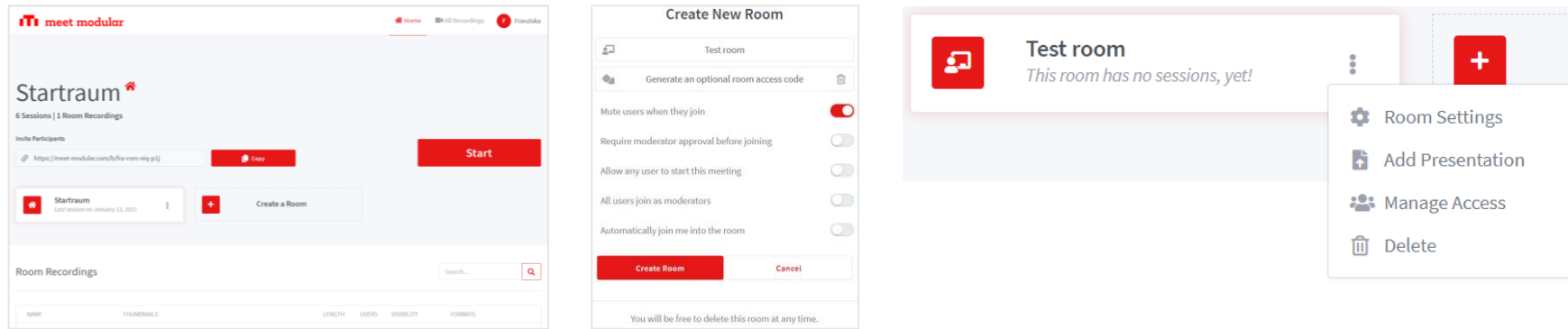


How to manage breakout rooms

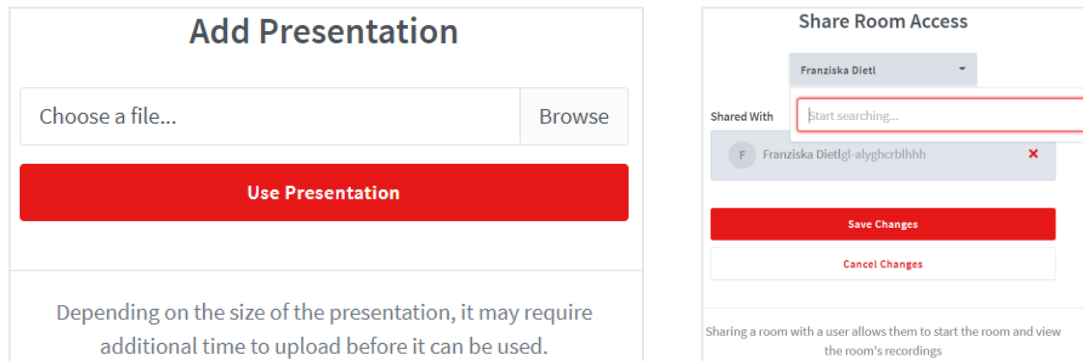
- ▶ If you join a breakout room, your browser will open a new tab. Moderators can switch between the breakout rooms by clicking on their preferred tab.
- ▶ Close the tab to leave the breakout session.

How to create a new room

- ▶ Go to your home room, and click the plus icon to create a new room.



- ▶ Enter a room name and choose the settings.
- ▶ Click on the three dots to edit your room. You can add a presentation or share your room.



If you share your room with someone, who is registered on the platform, they will join the session as moderators. Therefore they can substitute you, if you can't attend the session yourself.

How to send invitations

- ▶ Copy the link of your room, and share the link via email.

Test room

0 Sessions | 0 Room Recordings

Invite Participants



<https://meet-modular.com/b/fra-rxf-k5c-s8o>

 Copy

Presenter rights





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Where are your feet touching the ground?



How to use the whiteboard

- ▶ You can write and draw on top of your slides with the tools on the right of the presentation window.
- ▶ Turn the multi user whiteboard on to create slides with all the participants. Click on the whiteboard icon to de-/ activate the multi user mode.  



How to upload a presentation

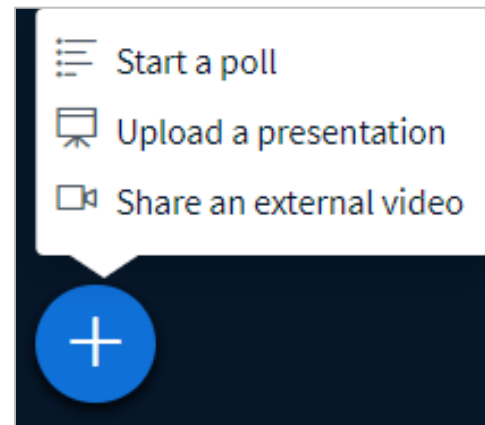
- ▶ Click on the plus icon and select „Upload a presentation“.
- ▶ Browse for your files or drag your files to upload them. Click on the upload button.
- ▶ Click on the plus icon again to switch between the presentations. Tick the box to select your preferred presentation and confirm your choice.



→ Presentation download is allowed



→ Presentation download is not allowed



Presentation

Close

Confirm

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

default.pdf



CURRENT CC_checkin (1).pdf



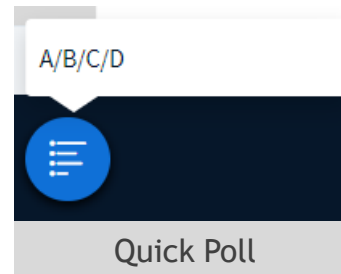
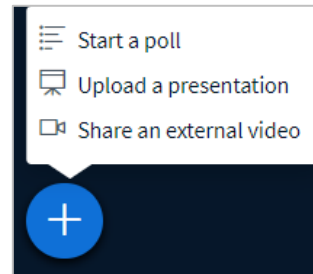
Drag files here to upload
[or browse for files](#)

What color is the logo of Think modular?

- a) Blue
- b) Red
- c) Green
- d) Yellow

How to start a poll

- ▶ Your prepared presentation should contain a question and optional answers.
- ▶ Start a quick poll by clicking on the icon next to the plus icon.
- ▶ OR: Start a custom poll by clicking on the plus icon, and start a poll.



How to publish the poll results

- ▶ Select the answer options and start the poll.
- ▶ Only the presenter can see, who answered the poll question.
- ▶ Once the poll is done, you can publish the poll results.

The first screenshot shows the 'Polling' panel with options: Yes/No, True/False, A/B, A/B/C, A/B/C/D, and A/B/C/D/E. A 'Custom poll' section allows adding multiple options. A 'Start custom poll' button is at the bottom.

The second screenshot shows the 'Polling' panel with a live response table:

Option	Count	Percentage
A	0	0%
B	1	100%
C	0	0%
D	0	0%

A 'Publish polling results' button is visible at the bottom.

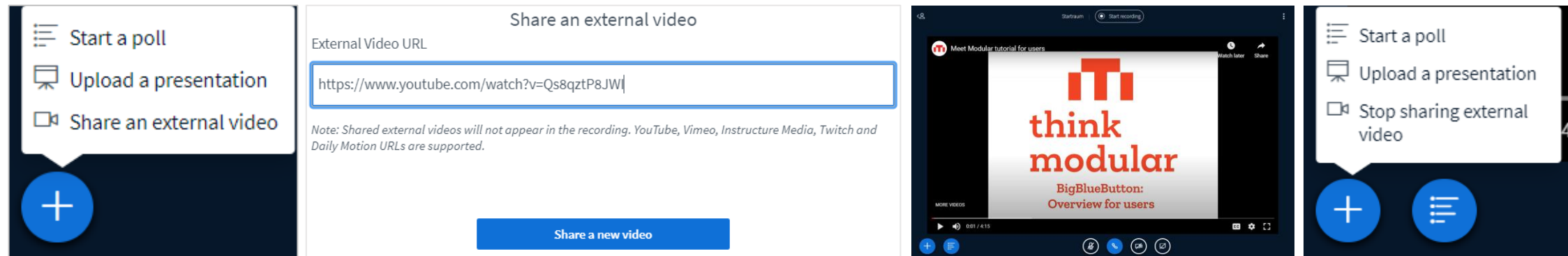
The third screenshot shows a presentation slide with the question: 'What color is the logo of Think modular?' and four options: a) Blue, b) Red, c) Green, d) Yellow. A small table in the bottom right corner shows the results:

Option	Count	Percentage
A	0	0%
B	1	100%
C	0	0%
D	0	0%

- ▶ Close the poll panel with the X, and clear all annotations from the presentation window. 🗑️

How to share an external video

- ▶ Click on the plus icon and share an external video.
- ▶ Copy and paste your preferred video link, and share the video.
- ▶ The video will play in the presentation window.

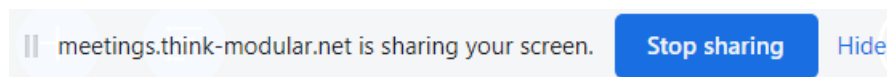
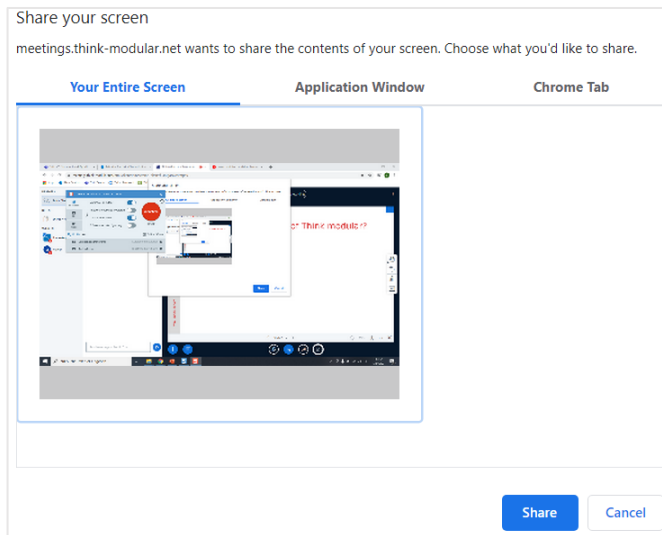


- ▶ Click on the plus icon again to stop sharing the external video.

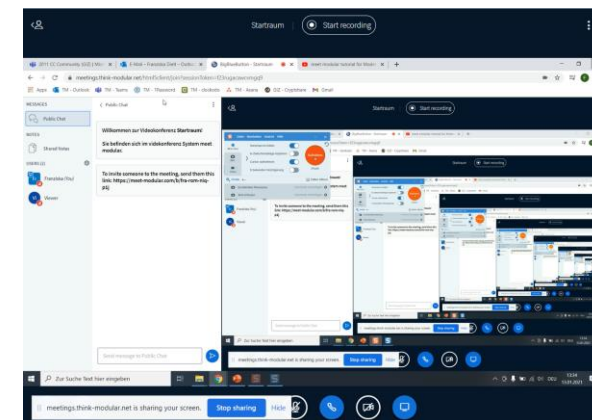
Each user can manage the volume of the video individually. Sharing an external video can be utilized to play some ambiante music before the start of the session.

How to share your screen

- ▶ Click on the screen icon below the presentation window, and select your preferred screen.
- ▶ Click on „Stop sharing“ to end the screen sharing.



- ▶ Avoid the infinite screen effect, and don't share your BigBlueButton tab.



How to leave a session

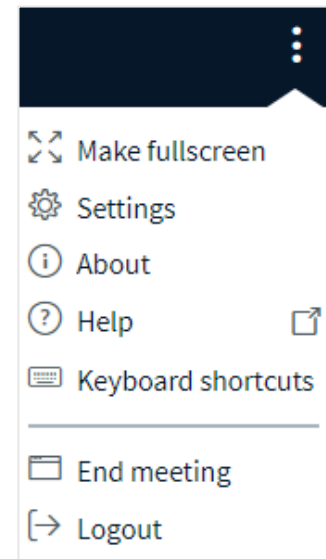
for everyone

- ▶ Close the BigBlueButton tab to leave a session. The session will continue without you.

How to end a session

for moderators

- ▶ Click on the three dots at the top right of the presentation panel, and end the session. The session will end immediately, the participants will be transferred back to the home room.
- ▶ The session will end also, if all participants leave the room.



Video tutorials

▶ For viewers

- ▷ <https://www.youtube.com/watch?v=G1nDwk2wF4E>
- ▷ <https://www.youtube.com/watch?v=wnDTg0rIMpU>
- ▷ <https://www.youtube.com/watch?v=Qs8qztP8JWI>

▶ For moderators

- ▷ https://www.youtube.com/watch?v=rpW5Xp_ihAc
- ▷ <https://www.youtube.com/watch?v=QS7mG8dv42I>