

# *BigBlueButton* for online meetings and teaching @ Institut für Geowissenschaften, JGU – a quick guide

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## Entering BigBlueButton

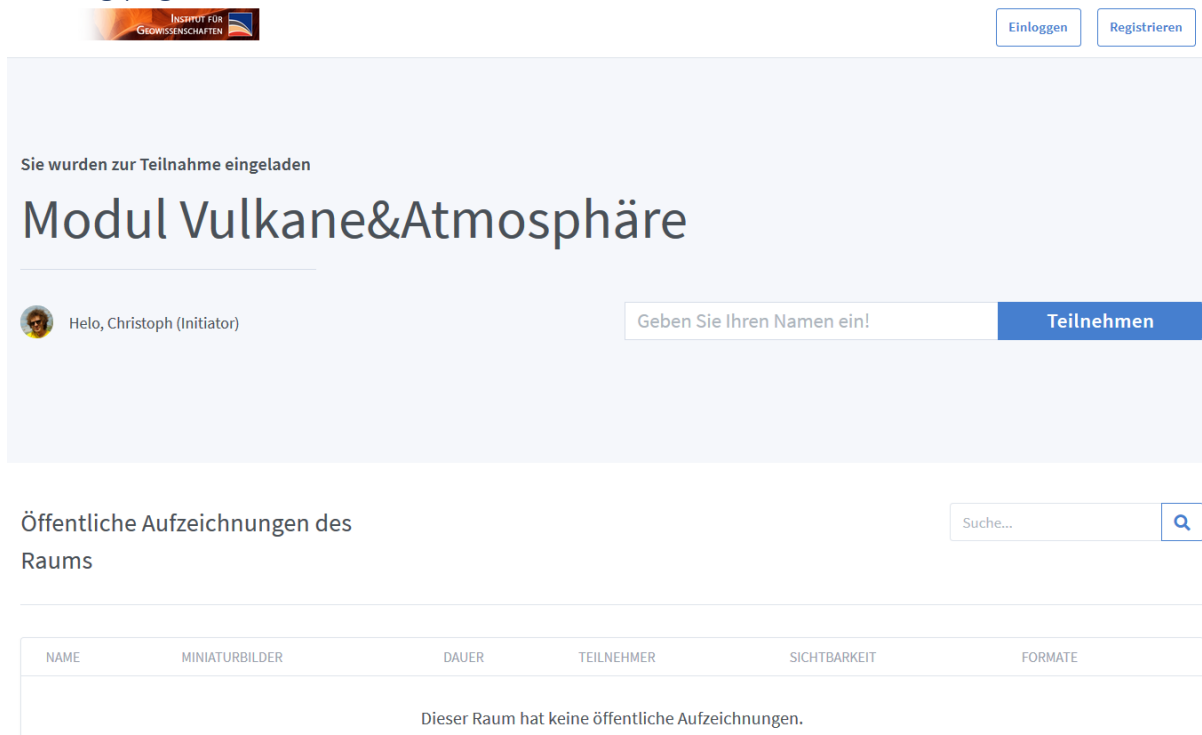
Online-lectures rooms at the Institut für Geowissenschaften are here XXXXXXXXXX.

Note, this server really is for teaching purposes only.

Any other video web-conference should use BBB on XXXXXXXXXX. This server can also be used by students.

## If you are following an invitation link

### Landing page



The screenshot shows the BigBlueButton landing page. At the top right, there are buttons for 'Einloggen' and 'Registrieren'. The main heading is 'Modul Vulkane&Atmosphäre'. Below it, a user 'Helo, Christoph (Initiator)' is listed. A text input field 'Geben Sie Ihren Namen ein!' is followed by a blue 'Teilnehmen' button. Below this, there is a section for 'Öffentliche Aufzeichnungen des Raums' with a search bar. At the bottom, a table with columns 'NAME', 'MINIATURBILDER', 'DAUER', 'TEILNEHMER', 'SICHTBARKEIT', and 'FORMATE' is shown, with a message 'Dieser Raum hat keine öffentliche Aufzeichnungen.'

NAME	MINIATURBILDER	DAUER	TEILNEHMER	SICHTBARKEIT	FORMATE
Dieser Raum hat keine öffentliche Aufzeichnungen.					

### To join a meeting

Type your name and click “**Start**” (“**Teilnehmen**”). You **DO NOT** need to register or log on in any other way then simply following the invitation link given to you!

If you already have some meeting rooms or want to create a new room  
(you need to register first)

Landing page

If you have not created your own room yet, only the *Home Room* will be displayed.

09.065.140 Tektonik 1

1 Sessions | 0 Room Recordings

Invite Participants

<http://latro.geo.uni-mainz.de/b/vir-cgr-twa> [Copy](#) [Start](#)

Home Room  
Last session on April 17, 2020

Institut für Geowissenschaften outreach  
Last session on April 16, 2020

09.065.140 Tektonik 1  
Last session on April 14, 2020

M.09.065.505 Dynamics of the Lithosphere  
This room has no sessions, yet!

[Create a Room](#)

Room Recordings

To join a meeting

Click on the meeting name, then 'Start'

To invite others to join a meeting

Click on the meeting name, then copy the link in the 'Invite Participants' window and email it to the people you want to join

Creating a new room

- You can adjust how participants enter the meeting
- You can optionally generate an access code that is then necessary along with the invitation link to enter the meeting

### Raumeinstellungen

Modul Vulkane & Atmosphäre

Generieren eines optionalen Raumzugangscode [Löschen](#)

Teilnehmer beim Betreten stummschalten ☒

Freigabe durch Moderator bevor der Raum betreten werden kann ☐

Jeder Teilnehmer kann das Meeting starten ☐

Alle Nutzer nehmen als Moderator teil ☐

[Raum aktualisieren](#)

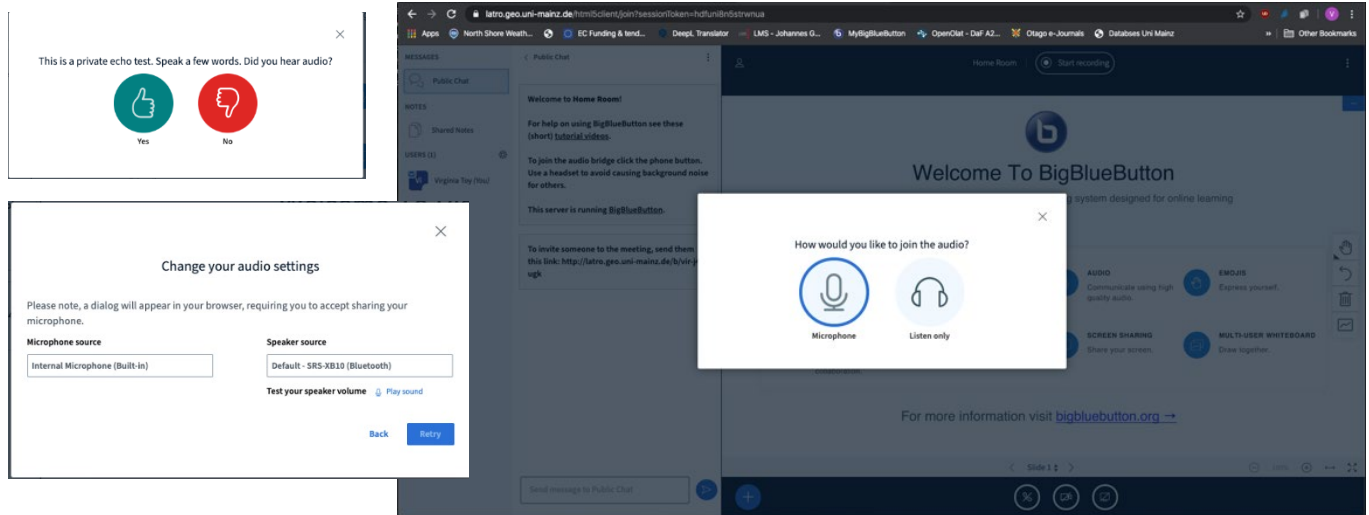
Anpassungen des Raums können jederzeit vorgenommen werden.

## Starting and ending a meeting

### Starting

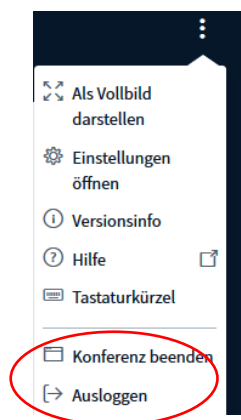
You enter the meeting room after granting your browser access to your microphone and webcam (remember to use *low quality* to save bandwidth).

Select *microphone* option and *allow access to microphone*



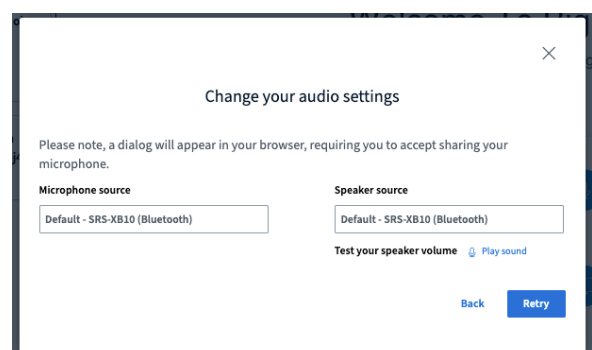
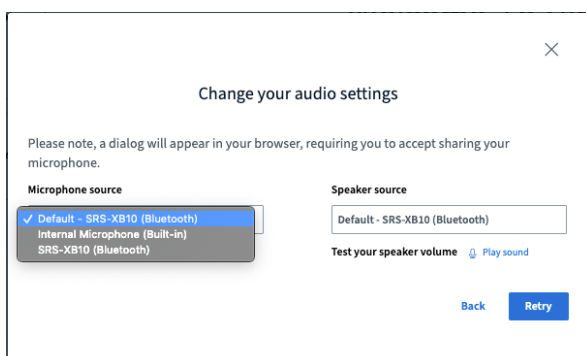
### Ending

Ending a meeting is via the three dots at top right of the screen (I can never find this). Either choose *end meeting* or *logout*. In the latter case you can login to the same session. This is important if you are recording your session. You will end up with a single recording. *End meeting* will finally terminate the recording.



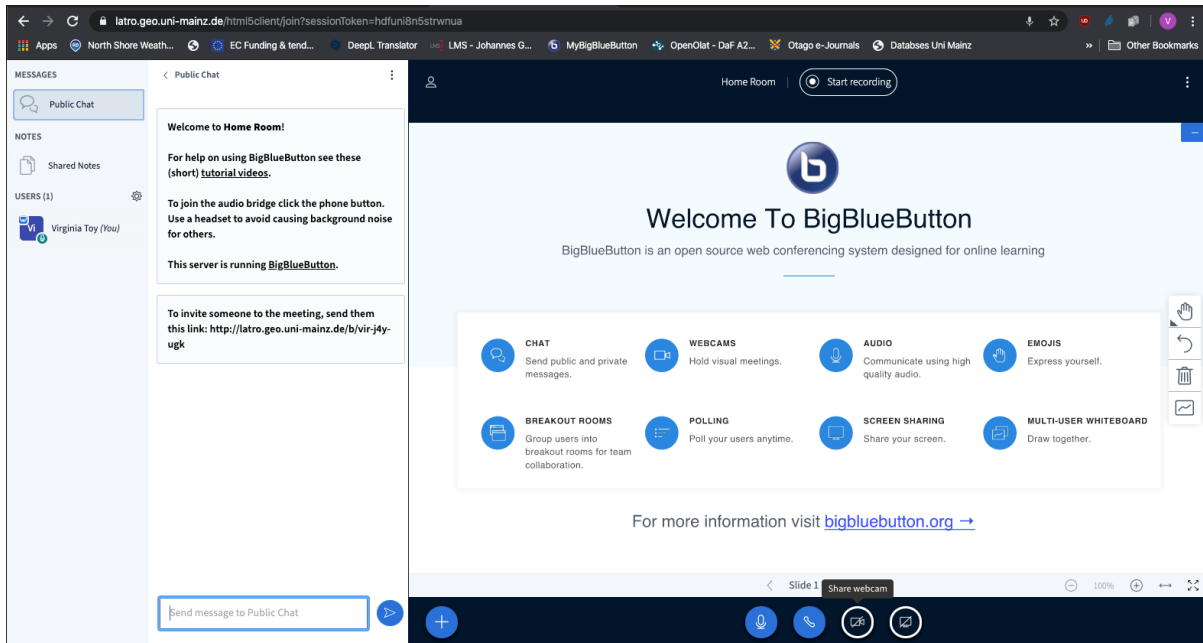
## Managing audio settings

Speak. You should hear an echo of yourself. If you do not, click *no*, and change the input and output devices. I always have to do this, and select my *internal microphone*, then click *retry* and go through the same echo test procedure again. Then, when I click *yes*, the meeting initiates.



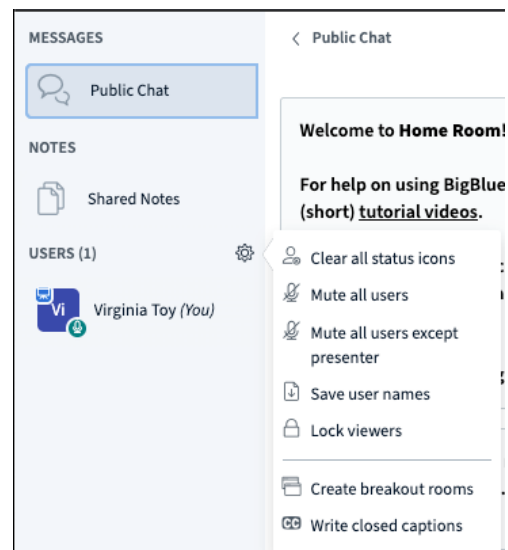
## Meeting options

Once meeting starts, I first *share microphone* via the button centre bottom of screen. You can also *hide or show presentation* at its top right.



Sidebar has options to *manage participants*. Note option to **Create breakout rooms** is here.

Clicking *Public chat* opens the public chat if not displayed.




the

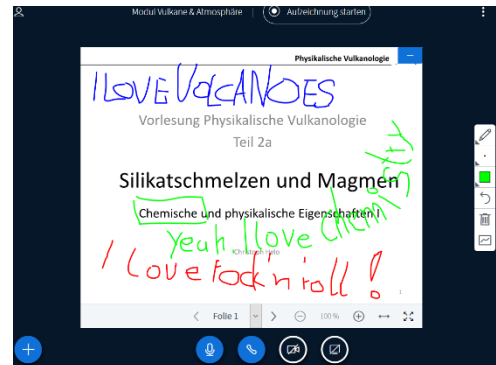
## Sharing content

### General remarks on sharing content

- You need presenter privileges to share content.
- There are essential two ways to do this: *share a screen or window*, or *directly upload* your document.
- Presenting PowerPoint documents by sharing screen/window allows you to use the **full functionality of PowerPoint files including animations and embedded multimedia content**.

Note, your shared screen window in BBB will occupy the same space as the whiteboard window does. To use the whiteboard, you need to quit the *share screen* mode and return to it once you are done with the whiteboard. Alternatively, truly sharing a screen rather than a window, you can pop up a blank page from any software that allows you to draw.

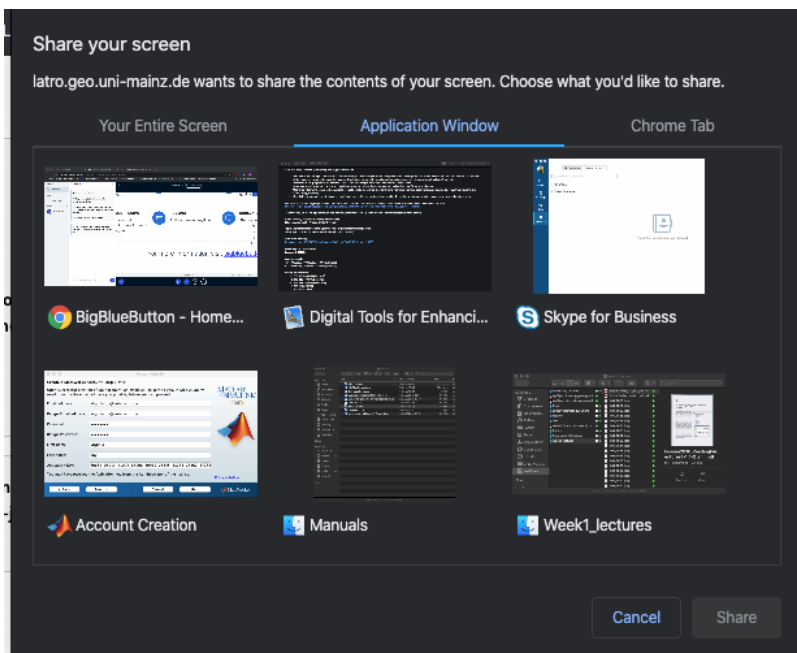
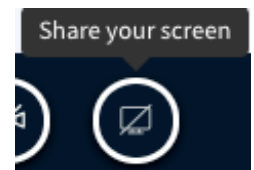
- If you upload your presentation, you can **present it directly within the BBB-window**. This allows you to **edit it** (draw, type) **using the whiteboard tools**. If you record the session, BBB generates a thumbnail preview from the slides, which allow the viewer to select a particular part of the recording by its slide. As a disadvantage, you **lose any animation** or embedded **multimedia content** (if you had any) from your original ppt-file, as it will be converted to pdf (see above).
- If you should experience a short internet break down, BBB will apparently reconnect you with the room automatically. However, even with your microphone turned on, you may not be audible to other participants. Check for the icon  **Helo, Christoph** at the left top, otherwise you may be holding a muted monologue.



## Share Screen

Via the *share screen button* centre bottom of main window.

Option is only available to the person with *presenter* privileges. If you cannot see it, click on your name at left and *take presenter*. To allow another user to share their screen, click on their name at left and *assign presenter*.

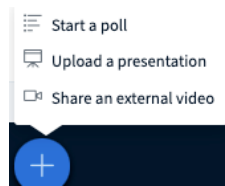


Note you can select to share entire screen, or just an application window.

Also note, that sharing a screen is **not a good option for sharing videos** from another application as the sound will not be transmitted. Instead, use the *share an external link* option (see below) to share videos.

## Sharing content such as presentations and videos

Via the *actions* button at lower left









“*Upload a presentation*” allows you to upload documents of various formats that will then be converted into pdf-format. You’ll always go best by directly uploading a pdf of you ppt-file.

### Präsentation

[Schließen](#)[Bestätigen](#)

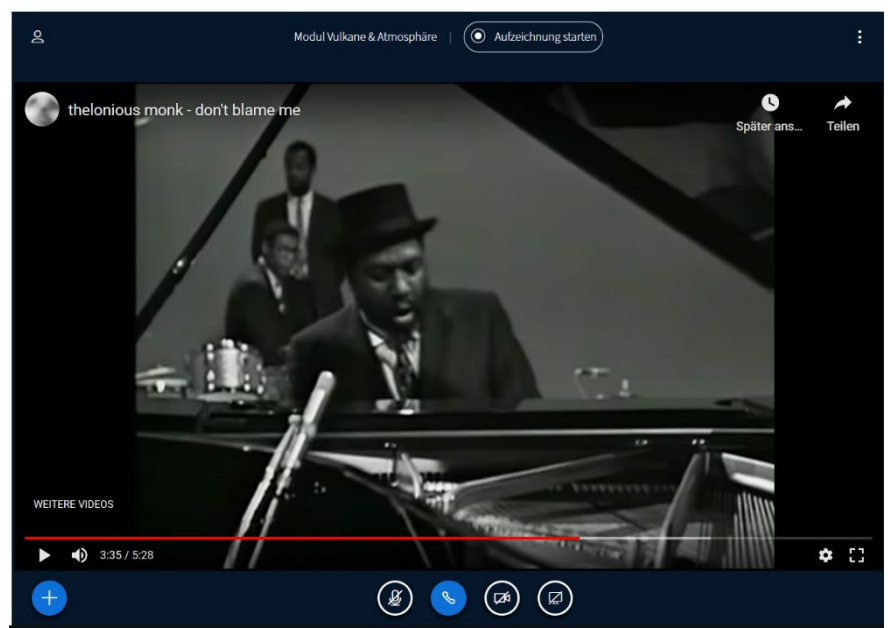
Als Präsentator in BigBlueButton haben Sie die Möglichkeit Office-Dokumente oder PDF-Dateien hochzuladen. PDF-Dateien haben dabei die bessere Qualität. Bitte stellen Sie sicher, dass eine Präsentation durch das runde Markierungsfeld auf der rechten Seite ausgewählt ist.

 default.pdf	 
 PV20_00_Whiteboard.pdf	 
 <b>AKTUELL</b> PV20_02a_EigenschaftenSilikatschmelzen I.pdf	 



Hochzuladende Dateien hier hin ziehen  
[oder nach Dateien suchen](#)

Use *share an external video* to **directly stream a video** directly via *YouTube, Vimeo, Instructure Media, Twitch and Daily Motion* in the presentation window.





## Starting a poll

Via the *action* button you can also *start a poll*. This opens a side bar to choose the type of poll. You need to have the questions ready, e.g., in your presentation or a whiteboard slide. The results can be displayed on the whiteboard or your uploaded presentation. They cannot be displayed in the *shared screen* mode.

Wählen Sie eine der unten stehenden Optionen, um die Umfrage zu starten.

Um selbst erstellte Umfrage zu erstellen, klicken Sie die untenstehende Schaltfläche und geben Sie Ihre Optionen ein

Benutzerdefinierte Umfrage...

Lassen Sie dieses Fenster offen, um auf die Antworten der Teilnehmer zu warten. Sobald Sie auf "Umfrageergebnisse veröffentlichen" klicken, werden die Ergebnisse angezeigt und die Umfrage beendet.

Option	Stimmen	Prozent
A	0	0%
B	0	0%
C	0	0%
D	0	0%

Fertig

Umfrageergebnisse veröffentlichen

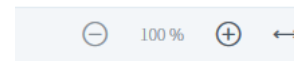
Teilnehmer Antwort

A. Olivin  
B. Plagioklas  
C. Olivin und Plagioklas, aber der Effekt auf Plagioklas ist stärker  
D. Olivin und Plagioklas, aber der Effekt auf Olivin ist stärker

Option	Stimmen	Prozent
A	0	0%
B	0	0%
C	0	0%
D	0	0%

## Using the whiteboard/presentation area

As default a pdf containing the initial "Big Blue Button" page (slide 1) together with 5 additional blank slides to be used as *whiteboard* are loaded into BBB. If you need **more blank pages** as whiteboard, simply **upload a pdf containing the required number of blank pages**. You can zoom in and out in your presentation area using the mouse wheel or the ⊕ and ⊖ buttons at the lower left.



Annotation tools are always available at the RHS of the main window of the presenter, *unless* you are in the *share screen* mode. They work well. All users (e.g. your students as well) can use these on the same presentation as long as you *turn multiuser whiteboard on*.

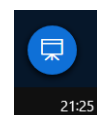


multiuser whiteboard is **on**



multiuser whiteboard is **off**

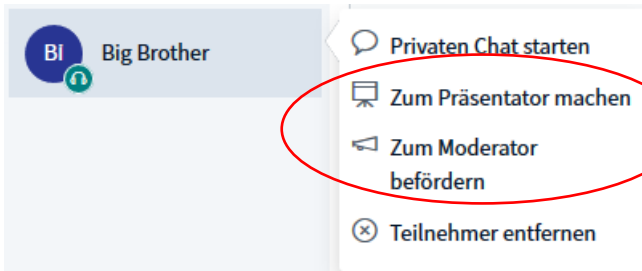
If you have **minimized** your presentation area you can **retrieve it** by clicking the button at the lower right corner.





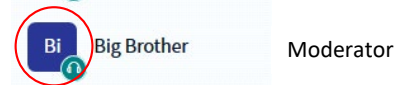
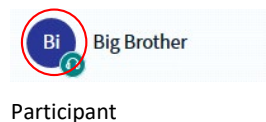
## Promoting participants to moderators or make presenters

Click on the participants name and “promote to moderator”, or “make presenter”



### A moderator can:

- start recording
- change the role of participants
- make her/himself presenter



## Breakout-rooms

Click *manage participants* and *create breakout room*. Choose number of breakout rooms and duration. You can assign students to rooms or have them decide. Anyone in a breakout room has moderator privileges.

You can end the breakout rooms any time.

### Breakout-Räume

Schließen

Erstellen

Tipp: Sie können per drag-and-drop die Teilnehmer einem bestimmten Breakout-Raum zuweisen.

Anzahl der Räume:  Dauer (Minuten):

☐ Den Teilnehmern erlauben, sich selber einen Breakout-Raum auszusuchen

Nicht zugewiesen (1)	Raum 1
Helo, Christoph	

NACHRICHTEN

Öffentlicher Chat

NOTIZEN

Geteilte Notizen

**BREAKOUT-RÄUME**

Breakout-Räume

TEILNEHMER (1)

< Breakout-Räume

**Raum 1 (1)** Bereits im Raum  
Helo, Christoph

**Raum 2 (0)** Raum beitreten

Dauer 14:34

**Alle Breakout-Räume beenden**

## Recording

- BBB records video, audio, presentation and chat.
- If you have used a presentation you previously uploaded, BBB generates a thumbnail preview from the slides, which allow the viewer to select a particular part of the recording by it slide.
- Remember: if you quit the meeting by *logging out* you can **continue** the same recording once you log in again, if you *end the meeting* the recording is **finally terminated**.
- Converting and processing the recorded data takes a long time! Once it is done (this may take a few hours – it is not a simple uploading process), you'll find the record on the startpage of your meeting room.
- To make videos visible to participants that have access to you room via the invitation link, change the visibility setting from “*Nicht gelistet*” (default) to “*Öffentliche*”.

### Aufzeichnungen des Raums

NAME	MINIATURBILDER	DAUER	TEILNEHMER	SICHTBARKEIT	FORMATE
Video PV2020 Teil 04 Aufgezeichnet am April 29, 2020		1 h 30 min	24	<div>  Öffentliche         </div>	<div>Präsentation</div>
Video PV2020 Teil 02b + Teil 03 Aufgezeichnet am April 28, 2020		3 h 57 min	27	<div>  Öffentliche         </div> <div>  Nicht gelistet         </div>	<div>Präsentation</div> <div>1 Nächste</div>

## Settings

Important features you may wish to change in the *setting options* are the **type of notification** (sound, pop-up window) for **chat messages** and **new participants entering** the room.

Note, these are global settings that **affect all your rooms**.