BigBlueButton User management

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Schlüsselwörter

BigBlueButton Status

Lösung (öffentlich)

Actions for yourself

You can click on your name in the user list to

- Set status or Clear status
- Mute user or Unmute user
- Take presenter, if you own the moderator role

own actions
Set status

To provide feedback for example you can choose from a number of preset options for your own status. The raise hand function is recommended for reporting word contributions. You can quickly raise and lower your hand using the button with hand icon at the bottom right of the main area.

Hand raise inactive and active

After setting a status, you will receive a notification for confirmation.

own notifications

Moderators are informed by notification of the raising of hands of users. In the notification, they also have the option to lower all hands.

Hand raise notification for moderators

In the menu you will find more status.

Status selection

After selecting a suitable option, your initials in your icon will be replaced by the corresponding icon of the selected action for everyone present in the room. For others, you will now be displayed at the top of the list.

Viewer with status

To reset your status, click on your own name and use the "Set status" action again. If you want to remove the status, use "Clear status".

Clear status
Become presenter

As moderator you can also get presentation rights by clicking the plus button at the bottom left of the main area.

Actions for individual users

Moderators can click on the name of another user in the first column to manage their roles and rights:

- Start a private chat
 Starts a private [1]chat.
- Clear status
 Removes the status icon of the user and shows the user again sorted in the list and no longer at the beginning.
- Mute user
 You can mute users with this action. Users can activate their microphone again independently at any time. If you want to prevent users from activating their microphone, you can do so by locking viewers. (see access rights)

 You can also mute viewers by their names in the main area.
- Make presenter
 You can assign the presenter role so that the user can determine what is displayed in the room. For example, the presenter can show a [2]presentation or your own screen, work with the [3]whiteboard, create a [4]poll, or share a [5]video.
- Promote to a moderator / Demote to viewer
- Unlock Viewer
 If viewers are locked, you can re-enable individual users to access the webcam, microphone, and chat, as well as allow them to view the list of other users.
- Remove user
 You can remove users from the room, specifying whether re-entry should remain possible or not.

Actions for all users

Via the gear icon next to the user list of participants you can make changes for all users at the same time:

- Clear all status icons
 This actions clears the status icons of all users in the rooms.
- Mute all users
 All users in the conference and new joiners are muted, but can reactivate their own microphone at any time. To deactivate, call up the settings menu again and select "Turn off meeting mute".
 If you want to prevent users from activating their microphone, you can do so by locking viewers. (see access rights)
- Mute all users except presenter
 All users in the conference and new joiners except the presenter are muted, but they can reactivate their own microphone at any time. To deactivate, call up the settings menu again and select "Turn off meeting mute".
 If you want to prevent users from activating their microphone, you can do so by locking viewers. (see access rights)
- Save user names
 This action downloads a text file containing a list of all users sorted by first and last name.
- Lock viewers
 Calls a menu for restricting the rights of viewers. For more information, see the "Set access rights" section.
- Guest policy
 You can use this setting to control access to the conference. You can find information about this [6]here in the waiting room section.
- Create breakout rooms
 You can create [7]breakout rooms for different workgroups, for example.
- Write closed captions

Turn off meeting mute

Set access rightsOpen menu "Lock viewers"

Moderators have the possibility to restrict the rights of the viewers, i.e. the access to the media broadcast and other features of BigBlueButton. By default, all features are enabled. Access is provided by the "Manage users" gear icon at the top right of the user list and the menu item "Lock Viewers".

Restricted viewers are marked in the user list with the hint "locked".

Hint of blocked access rights

For example, you can prevent viewers from activating their camera and microphone. If they want to make a speech contribution, you can unlock them (see below). In this case, note that it takes a moment before the viewer can dial into the audio conference afterwards.

Lock viewers

- Share webcam
 After activating this lock, viewers are no longer able to activate their camera. The webcam button of the viewers is now represented dimmed and inactive and shows "Webcam sharing locked".
- See other viewers webcams
 After activating this lock, viewers only see the cameras of the moderators and their own. Moderators continue to see the cameras of all viewers. The lock reduces the bandwidth for viewers.
- Share microphone
 After activating this lock, viewers are no longer able to activate their microphone. Users previously connected with microphone are automatically muted. From now on, the microphone button disappears for them and the audio button is displayed with a headphone icon for newly connected users, as only listening is allowed.
- Send Public chat messages
 After activating this lock, viewers are no longer able to write messages in the public chat: The input field and the button for sending a message are inactive. A red hint "Chat is locked, messages can't be sent" appears below the input field. The public chat remains visible with all messages in it.
- Send Private chat messages
 After activating this lock, viewers are no longer able to write private chat messages to other viewers. Moderators can still be contacted or get in touch with viewers themselves.
- Edit Shared Notes
 After activating this lock, viewers are no longer able to edit the shared notes, but can still view them. The menu item is marked with the note "Locked by (Moderator)".
- See other viewers in the Users list
 After activating this lock, viewers can only see themselves and moderators in the user list. Also, the number of people now visible adjusts.

Unlock viewersLock and unlock viewers

You can remove some of the restrictions for individual viewers. To do this, click on the of the viewer in the user list and select "Unlock <name>" in the context menu. The following features are then available again for the user:

- Share webcam
- Activate microphone
 After unlocking, the button for activating the microphone appears again for those affected. If difficulties arise here with activating the microphone, the audio button (telephone or headphone icon) to the right of it should be used to exit and rejoin the audio conference.
- Send Public chat messages
- Send Private chat messages
 Generell sind Teilnehmende wieder in der Lage, private Chatnachrichten an alle Anwesenden zu schicken. Hier sollte beachtet werden, dass zwar andere gesperrte Personen angeschrieben werden, aber nicht selbst antworten können.
 In general, viewers are again able to send private chat messages to everyone. Here it should be noted that other locked viewers can read the message from the unlocked viewer, but cannot reply.
- See other viewers in the user list

If unlocking is to be temporary, you can also lock the person again via their
context menu.

[1] https://faq.tickets.tu-dresden.de/otrs/public.pl?Action=PublicFAQZoom;ItemID=445
[2] https://faq.tickets.tu-dresden.de/otrs/public.pl?Action=PublicFAQZoom;ItemID=407
[3] https://faq.tickets.tu-dresden.de/otrs/public.pl?Action=PublicFAQZoom;ItemID=439
[4] https://faq.tickets.tu-dresden.de/otrs/public.pl?Action=PublicFAQZoom;ItemID=413
[5] https://faq.tickets.tu-dresden.de/otrs/public.pl?Action=PublicFAQZoom;ItemID=371
[6] https://faq.tickets.tu-dresden.de/otrs/public.pl?Action=PublicFAQZoom;ItemID=384
[7] https://faq.tickets.tu-dresden.de/otrs/public.pl?Action=PublicFAQZoom;ItemID=486