

Course element BigBlueButton

T y p e o f s o f t w a r e	OpenSource GNU Lesser General Public License (LGPL), server hosting required
T y p e o f i n t e g r a t i o n	<p>BigBlueButton enables virtual classrooms with the following functionalities:</p> <ul style="list-style-type: none">• Webcam and audio support• Screen sharing• Multi-User Whiteboard• Survey functionality• Group rooms• Group chat, private chat and shared notes
S y s t e m r e q u i r e m e n t s	<p>BigBlueButton is a browser-based software solution and requires no additional plug-ins. For full functionality (for moderators and participants) Google Chrome or Mozilla Firefox is recommended. On Windows the new version of Edge with Chromium Engine can also be used. It is officially recommended to use Google Chrome for screen sharing or playback of recorded meetings.</p>
C o n f i g u r a t i o n i n t h e c o u r s e e d i t o r	<p>When integrating BigBlueButton into a course it can be decided whether a scheduled online meeting can be started by the moderator only or also by participants. If this option is activated participants will not be able to enter the meeting until the moderator has started it.</p> <p>Access authorisation <input checked="" type="checkbox"/> Only moderators are allowed to open this virtual classroom</p> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p>
	In the course, tutors can create new events in the BigBlueButton module in the event administration via "Add online event".

Online-meetings
Meeting management

▼ Add online-meeting
⚙️

There are no online-meetings available at this time.

The following variants for creating online-meeting are distinguished:

- Add single meeting
- Add permanent reservation
- Add daily recurring meeting
- Add weekly recurring meeting

The variants only differ in the creation of the dates. Separate online-meetings/reservations are created, which can then be edited separately. Dependir the configuration of the server, different options can be available here.

Add single meeting
✕

*** Name**

Creator

Description

Welcome message

↶ ↷ **B** *I* U ☰ ☰ ☰ ☰ A A ☰ ☰ 🔗 🌐 😊

Main presenter

*** Room-template** ▼

Max. number of participants: 30, only moderator webcam (20 rooms available)

Publish recording Automatisch Manual

[📅 Show room bookings](#)

*** Start date** :

Prep time (min.)

Prep time is only relevant for moderators.

*** End date** :

Follow-up (min.)

Cancel
Save

Configuration of an online-meeting

- **Name:** Name of the event
- **Creator:** The name of the creator is automatically displayed.
- **Description:** Description of the event
- **Welcome Message:** Displayed in the BigBlueButton room as a welcome message in the chat for all participants
- **Main presenter:** The name of one or more persons can be entered here.
- **Room-template:** Selection of the pre-configured room templates (determines number of participants and various default settings in the online meeting)
- **Publish recording:** Setting whether the recording should be published manually or automatically.
- **Show room bookings:** calendar view for checking occupied online-meetings
- **Start/End:** Start and end of the meeting - the maximum duration of a meeting depends on the selected room template
- **Prep time (min.):** 0 to 15 minutes configurable lead time in which the meeting can already be started by the course coach or owner (but not participants) e.g. for preparing a presentation.
- **Follow-up (min.):** 0 to 15 minutes configurable follow-up time. The meeting is automatically extended by the follow-up time for all persons reaching the end time, a display with the remaining conference time appears.

Only for recurring online-meetings

- **Start recurring date:** 1st online-meeting (with weekly repetition this corresponds to the weekday of the series)
- **End recurring date:** End of recurring online-meetings

For recurring online-meetings, the online-meetings can be edited/deleted or supplemented with free data in the second process step "Date" before creation.

BigBlueButton for guests (OpenOlat guest access):

In conventional courses BigBlueButton can also be activated for OpenOlat guests if the whole course is accessible for guests (see [guest access](#)). can enter a name of their choice during dial-in.

BigBlueButton for external participants:

Depending on the configuration of the BigBlueButton template, the conference room can be made accessible to non-registered persons without access to OpenOlat, i.e. external participants. In this case a link can be generated in the configuration under "Access external users", which can be passed to the external persons. The last part of the URL can be freely defined. However, no special characters may be used.

Aufzeichnung publizieren Automatisch
 Manuell

Zugang externe Benutzer
<https://testing.frentix.com/test8/bigbluebutton/medizin3>


[Raumbuchungen anzeigen](#)


The link will then also appear for course owners and coaches before entering the room. Participants will not see the link.

BigBlueButton

[← Zurück](#)

Meeting auch für externe

 12.09.2020, 13:33 - 12.09.2020, 14:00

 Hemsing, Sabline

Link für externe Benutzer

 <https://testing.frentix.com/test8/bigbluebutton/medizin3>

[Meeting beitreten](#)



Once a BigBlueButton meeting has been started, i.e. the online room has been opened, the settings on the meeting appointment can no longer be edited!

Calendar integration

If the course calendar is activated, the recorded online dates are also available as appointments and can be subscribed to by participants in their personal calendar.

The tab "Online Meetings" gives you access to a specific appointment or room.

**C
a
l
e
n
d
a
r
v
i
e
w**

When configuring a room, an overview of all booked BigBlueButton rooms in the instance can be viewed both during creation and later when editing using the "Show room bookings" link. This makes it easier to identify time bottlenecks or a high system load early on and to choose a different date if necessary.

In addition, the online appointments created in BigBlueButton are automatically entered into the course-specific calendar. From here, all course members can quickly reach the correspondingly linked BigBlueButton room.

Raumbuchungen anzeigen

Navigation: < > Heute **6 – 12 Apr. 2020** Monat **Woche** Tag Jahr

W15	Mo 6.4.	Di 7.4.	Mi 8.4.	Do 9.4.	Fr 10.4.	Sa 11.4.	So 12.4.
Ganztags							
7.00							
8.00							
9.00							
10.00							
11.00							
12.00							
13.00							
14.00		13.29 - 14.11 Meetings					

**R
e
c
o
r
d
i
n
g
s**

The recordings of a meeting can be found in the tab "Online Meetings" "Finished Online Meetings". Select the appropriate meeting here. Automatically published recordings are directly selectable here. If the deployment is done manually, owners and coaches can now define for which target group the recording should be deployed.

Recordings

Recordings can only be viewed with Google Chrome or Firefox.

Name	Type	Start	End	Open	Publish	Delete
Meeting	Presentation	7/18/2020, 2:52 PM	7/18/2020, 2:56 PM		Publish	Delete

publish to:

- Owners and coaches
- Course / group participants
- All meeting's attendees (without guests)
- Guests

[Publish](#)

When a course participant calls up a BigBlueButton course element, he/she will see an overview of the current, expired and permanent rooms, if available. Click on "Select" will take you to the login area of the respective room.

Aktuelle und zukünftige Online-Termine

1 Eintrag



Name	Beginn	Ende	Auswählen
Meeting	18.07.2020 14:47	18.07.2020 16:47	Auswählen

Abgelaufene Online-Termine

2 Einträge



Name	Beginn	Ende	Auswählen
Termin 1	10.04.2020 18:44	10.04.2020 19:44	Auswählen
Gastraum	17.07.2020 19:37	17.07.2020 20:37	Auswählen

Current sessions can be started by "Join meeting" and the specific BigBlueButton room can be accessed.

[← Zurück](#)

Meeting

📅 18.07.2020 14:47 - 18.07.2020 16:47

mit Aufzeichnung

Meeting beitreten

Aufzeichnungen

🔒 Aufzeichnungen können nur mit Google Chrome und Firefox gesehen werden.

Name	Typ	Beginn	Ende	Öffnen
Meeting	📄 Präsentation	18.07.2020 14:52	18.07.2020 14:56	Öffnen

Once a meeting is over, the rooms can no longer be entered, but you can access any recordings of the meeting. Coaches and course owners can also access recordings here.

The screenshot shows the BigBlueButton meeting interface with several red annotations pointing to specific features:

- Webcam Bereich**: Points to the top right corner of the meeting area.
- Start der Aufzeichnung**: Points to the 'Aufzeichnung starten' button at the top.
- Allgemeine Einstellungen**: Points to the settings icon in the top right.
- Präsentationsbereich für Folien u.ä.**: Points to the main content area.
- Whiteboard Tools**: Points to the whiteboard icon in the bottom right toolbar.
- Personenliste**: Points to the participant list on the left sidebar.
- Chat-Bereich**: Points to the chat window on the left sidebar.
- u.ä. Breakout-Räume + Teilnehmerrechte**: Points to the 'Geteilte Notizen' and 'Teilnehmer' sections on the left sidebar.
- Audio konfigurieren**: Points to the 'AUDIO' button in the central control panel.
- Audio stumm schalten**: Points to the microphone icon in the bottom toolbar.
- Webcam aktivieren**: Points to the video camera icon in the bottom toolbar.
- Screensharing aktivieren**: Points to the screen sharing icon in the bottom toolbar.
- Links, Upload + Video teilen**: Points to the bottom toolbar area.
- Texteingabe**: Points to the text input field in the bottom left toolbar.

Link
to
further
information

BigBlueButton supplier website: <https://bigbluebutton.org/>