

## Quick Guide: BigBlueButton in Stud.IP

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### I. Requirements and functional overview

BigBlueButton is an application for conducting video conferences. It is integrated with Stud.IP and can be used for video conferencing, webinars, and digital lectures.

Prerequisite for the use of BigBlueButton is a headset or a hands-free device on the computer, a webcam as well as a browser such as Google Chrome, Edge in the latest version, Firefox, and with restrictions also Safari. Not supported is the use with Internet Explorer and older Edge versions. No additional software needs to be installed. On tablets and smartphones, BigBlueButton works with new versions of IOS and Android (with restrictions).

In cooperation with the University of Marburg, Justus Liebig University (JLU) offers BigBlueButton with the following features:

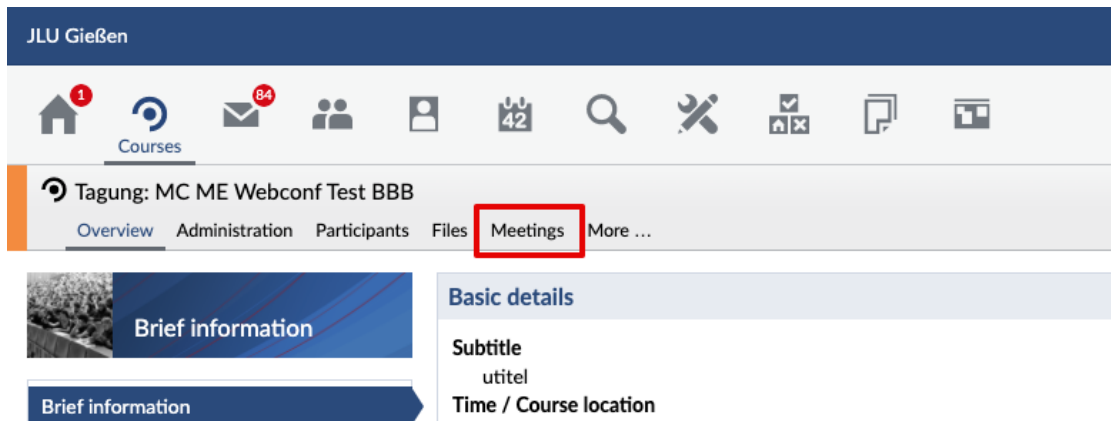
- audio and video conferencing
- screen sharing
- whiteboard, optional multi-user mode
- smaller rooms for teamwork (so-called breakout rooms)
- chat
- polls

## II. Quick Guide

### A Setup of a room/meeting

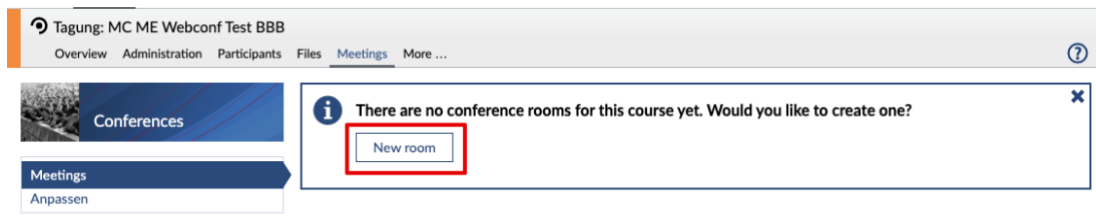
BigBlueButton is integrated as a tool in Stud.IP courses.

You can activate the "Meetings" plugin from within your course via the "More" tab by placing a check mark there. It then appears to the left of "More" as a new tab.



Click on "Meetings" and you will see an administration interface. There you have the possibility to create a new room in BigBlueButton with the function "Add room".

To create a new video room (hereafter also called "Meeting") in BigBlueButton, then click on the "New Room" button.



In the room configuration, you first enter a freely selectable name for the room. Then select the connected conference system, in this case BigBlueButton. These two entries are mandatory (red asterisk).

The screenshot shows the 'Room configuration' dialog box. It has a title bar with a close button (X). The dialog is divided into two sections: 'Room setting' and 'Conference system setting'. In the 'Room setting' section, there is a text input field for 'Room name\*' and a checkbox for 'Mark as default room' with an information icon. In the 'Conference system setting' section, there is a dropdown menu for 'Conference system\*' with 'BigBlueButton (BigBlueButton)' selected. The dropdown menu is highlighted with a red dashed border.

In the room configuration you can make further settings for the number of participants, data protection settings, etc. You can change all these alternatives at any time. For each selection option there is an info ⓘ, which you can see by moving the mouse pointer over the info icon.

After you have created the room via "Create room", a confirmation appears. Via the cogwheel, settings made at the beginning can be modified later.

You can make the meeting visible 👁 or invisible 👁 for participants via the eye symbol. This gives you the option of creating different rooms/meetings before the event and making them visible shortly beforehand or hiding them afterwards.

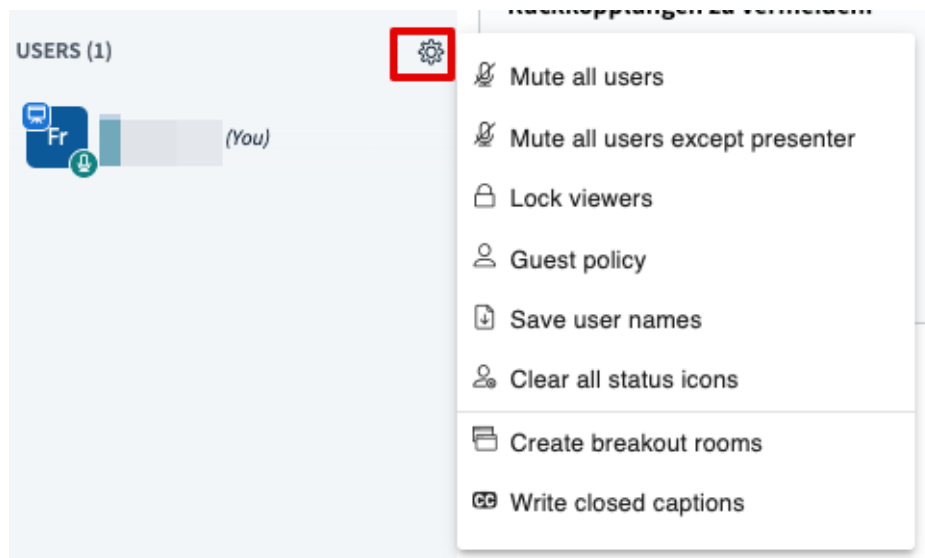
**Attention:** If you do not switch the room visible for participants, only you and registered tutors within your Stud.IP course can see the room.

**Note:** Participants are not automatically notified about the creation of a meeting room in a course they are enrolled in. As the instructor, please write a circular email from the course informing the participants.

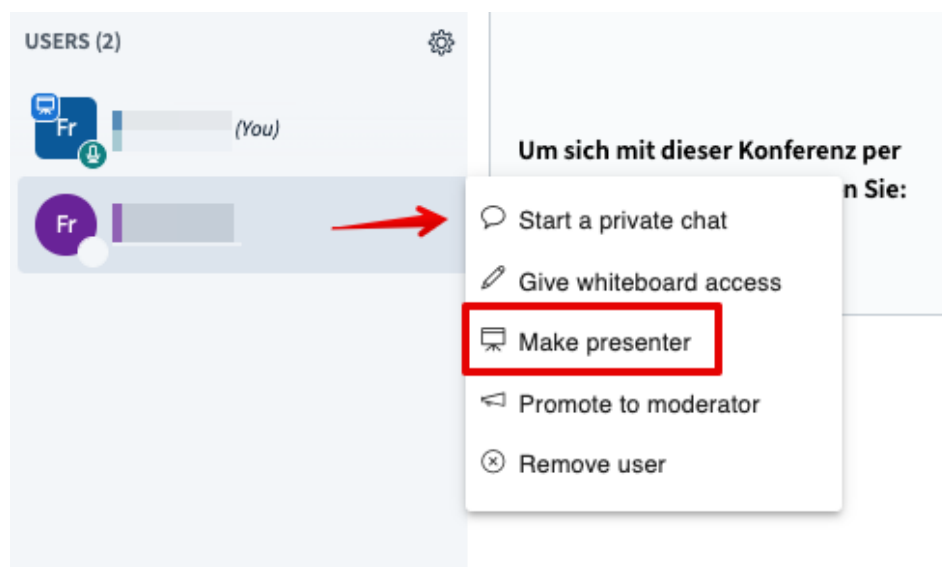
## B Launching a room

Clicking on the name of the room will open BigBlueButton in a new browser tab. Follow the instructions in the BigBlueButton meeting. By default your video camera is off, you can turn it on at the bottom of the screen (camera icon). There you will also find the presentation icon (next to the hand icon). With this you can minimize the default slide of the University of Marburg, which is displayed at the beginning of each meeting, with one click. Depending on the usage scenario, you can further apply the different settings in BigBlueButton, e.g.:

- Mute and further assignment of rights for all or individual participants



- Change presenter (click on person's name)



- Screen sharing at the bottom of the screen



**Note:** Files used during presentations are not saved in BigBlueButton. Use the file area in your Stud.IP course to provide slides.

### III. Contact and support

If you have any questions, please contact [bbb@hrz.uni-giessen.de](mailto:bbb@hrz.uni-giessen.de) or see the contact details of the University Computer Center (HRZ) of Justus Liebig University Giessen given on the following page: <https://www.uni-giessen.de/bbb>.

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