For teachers and course managers

Webinars/Online meetings with Big Blue Button

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With the Moodle activity "BigBlueButton" you can hold a webinar (online meeting) and also record it if required. Breakout rooms for group work are also available.

If you have any questions, please contact: online-lehre@europa-uni.de.

- For more tips on moderating online courses via video, please see this recorded webinar: https://www.goethe.de/de/spr/unt/for/kur/kos.html?wt_sc=fortbildung_webinare
- Video tutorial for Big Blue Button (English): https://www.youtube.com/watch?v=Q2tG2SS4gXA
FAQ (I)

Which server do I have to assign myself to?
Wiwi - Staff/Lecturers of the Faculty of Economic Sciences
Rewi - Staff/Lecturers of the Faculty of Law
Kuwi - Staff/Lecturers of the Faculty of Cultural Studies
SZ Employees/teachers of the language centre
Previously "IKMZ" - to be renamed "Others" - staff/teachers from central institutions

For which participant sizes is BBB suitable?
• With micro and webcam for participants: up to approx. 50 students (Attention: events with more than 50 participants using micro and webcam, please register in advance at: elearning-support@europa-uni.de)
• With microphone, but without webcam for the participants: up to approx. 100 students
• Without microphone and without webcam for the participants: up to about 200 students (with more participants it is better to make a video or record the BBB session without participants - the students will then watch the video with a time delay).

Which settings do I need for events with lecture character?
For events that have more a character of a lecture, the students' micro and webcam should be switched off in advance. It is also advisable to block students from seeing the names of other participants. (How this is implemented can be found on this page in the lower part under "All participants")
(Attention: Please read the question above on participant size)

Can I use my BBB repeatedly without starting a new meeting each time?
It is ok to use a BBB repeatedly, if the number of participants is less than 50 persons (with micro and webcam). Events with more than 50 people using micro and webcam, please register in advance at: elearning-support@europa-uni.de
FAQ(II)

How can students get in touch so that you know they want to say something?
Students can click on their name in the list of participants (left). A menu appears. Here students can select "Status" and then "Hand signals". Then their name will vibrate in the list of participants. However, this is not so easy to see (especially with many participants).
Recommendation: Students write in the chat that they have a question. Teachers must then keep this in mind during a discussion moderation.

How can I hide participant names
In BBB, click on the wheel symbol in the field on the left of the list of participants. A menu will open. There, click on "Restrict viewer rights".
Here you can now make various settings. If the "See other participants in the participants list" function has the status "Locked", the participants cannot see the names of the other participants (but the names of the lecturers appear). If the status is "released", students can see the other participants. The lecturer can see all participants at all times. Confirm your selection with the "Apply" selection field (bottom right).

How can I enable group work by students?
It is possible for students to meet alone at the BBB and work there autonomously without a teacher.
(More info here)
FAQ (III)

How can I invite a guest lecturer/expert to BBB, e.g. for interviews/conversations/colloquia?

Option 1: outside teaching, e.g. for committee work, conferences, meetings, team meetings, administrative activities

1. Log on to https://bbb01.europa-uni.de/. (Login with Viadrina user data top left). (Attention: Does not work together with an active VPN connection)
2. Go to "Create room" in the view and select your desired settings, e.g. select room access codes. Now click on "Create room". You will now return to an overview page. There you will see the new room you have just created. Click on it once briefly. In the top left corner in the field "Invite participants" there is a link to the BBB room.
3. Copy the link and send it to your participants.

2 Option: For teaching, please use Moodle: Allow guests to access your course. This works like this:
1. Go to the enrollment methods (Enable Edit, select "More" from the menu, then switch to "Users" in the tab and select "Enrollment Method").
2. Select "Guest Access" from the menu and click on the crossed-out eye (which means the method is deactivated) so that only the eye is visible (the method is now active). Click on the „wheel” next to the eye in the "Guest Access" row. You can now edit the settings: Please enter an access code! Confirm the selection.
3. Go back to the course from the enrollment method and copy the link in the browser (the link looks something like this: https://moodle.europa-uni.de/course/view.php?id=5988). You can now give the link to guests. Guests can enter the link in their browser and then login with their code by clicking the yellow button (Login as a guest). They can now use BBB.
Please create BBB at least 24 hours before use so that the IKMZ can allocate enough server capacity to the event.

1. Go to the desired Moodle course and enable editing. To do this, click on the wheel symbol in the top right corner and select „Turn editing on“ from the menu.

2. In the course room you now see the option "Create activity or resource". Please click on it. Select the activity "Big Blue Button" from the menu and confirm your selection by clicking on "Add".
3. A window opens in which you can make various settings:

Server: Select a server depending on the unit to which you belong.

Names: Please enter a name for your virtual classroom. The name must not contain any umlauts!!! e.g. seminar name_date_time (introductionXY_19.04.2020_11.00-12.30h)

Activate recording: Do you want to record the virtual event? If so, please click on "Show more" under the virtual classroom name and check the box "The meeting can be recorded".

Please communicate the meeting in advance by forum message or e-mail. Here you will find text modules for invitations to the students.
In the "Participants" section you can choose whether all participants of the Moodle course or only certain people are allowed to attend the BBB meeting. You can specify the rights of the participants in the field below. You can choose between "viewer" and "moderator" rights.

Attention: Enable autonomous student group work!
With this function you can enable group work without a teacher. You open a BBB activity for a working group and title it accordingly. You only add the participants of the working group as participants and give all participants moderator rights so that they can act in BBB.
Invitation & tips for your students

Dear students,

the course ____________________will take place on _________________ at _____________ o'clock in a virtual room. To enter the virtual room, please do the following:

- Log in to Moodle: https://moodle.europa-uni.de/ (you need the access data that you use for your Viadrina mail account)
- Then open the Moodle course for our event (you will find it under )___________________.
- In the course you will see the activity Big Blue Button (blue circle with a white b and behind it the name of our virtual room: ____________________).
  Click on the name. You will now be asked to join the meeting with or without a microphone. Please select (___________________ "Join with microphone" or "Join without microphone"). For the meeting you need____________________ (no) webcam.

This virtual meeting should_______________ (not) be recorded.

Please help to make our virtual meeting a success:

Before the start of the event
- Find out briefly about this video, what to expect at a virtual meeting: https://www.youtube.com/watch?v=uYYnryIM0Uw
- Please use a laptop/computer for the virtual meeting if possible. Make sure that no updates need to be done during the meeting and that you have a stable internet connection (LAN cable rather than W-LAN).
- If possible, use a (good) headset for the event (internal microphones pick up the clatter of the keyboard more easily) or at least a pair of headphones (if you only work with speakers, echoes or feedback can occur). If you work with an internal microphone, try to avoid background noise (close windows in case of street noise, turn the phone off, turn off the PC's notification sounds).
- If you have data protection concerns about a planned recording, please express them promptly. In this way compromises and alternatives can be found before the event.
- Come into the virtual room about ten minutes before the start of the event to test your microphone and set up your webcam. Is the right microphone selected?

During the event
- Recording the event - even for private purposes - is strictly prohibited! Only the teacher may arrange for a recording and must inform all participants in advance.
- If you want to share your screen during the virtual meeting, consider hiding or deleting any personal information such as icons on the desktop, browsing history during searches or bookmark menu bars beforehand.
- Here you will find a few rules for online communication (under "Notes on how to design your digital studies": https://www.europa-uni.de/de/struktur/zsf/institutionen/elearning/Angebote/Hinweise-digitales-Studium/index.html )
Start online meeting

1. In the Moodle course you can now open the virtual room for the webinar/online meeting by clicking on the virtual room name in the course room and then selecting "Join".

2. You will now be asked if you want to participate "with microphone". Please select "Participate with microphone" here. You can change this selection later.

Now your browser will ask you if you allow microphone access. Please confirm this!!!

The system now carries out a short echo test with you. If you hear yourself, the correct microphone has been selected. If you do not hear yourself, please click on "No" and then select another microphone in the "Audio settings" menu. You can start the test again.
Virtual space

Public chat can be used well for feedback or for sound problems.

Start recording - this is then available in the Moodle course.

Open menu - e.g. to end the conference.

Drawing in the foil

Participant management: Click on the wheel symbol.
Options etc.:
- Creating a breakout room
- Mute participants
- Restrict viewer rights

Change foil

Upload PDF or PPT

(de)activate webcam

Split screen
Admission restrictions
(Micro & Webcam)

Attention: The students' webcam and microphone are generally activated.

Single participant In order to deny a participant the opportunity to speak, please click on the name of the person to be unlocked in the field on the left side of the participant list. A menu will open. Please select „Teilnehmer stummschalten (Mute participant)“. You can undo this by selecting „Stummschaltung aufheben (Unmute)“ in the same menu.

All participants:
Click on the symbol of the wheel in the field on the left with the list of participants. A menu opens. Click on „Zuschauerrechte einschränken (Restrict viewer rights)“. Here you can now make various settings. If the status „Gesperrt (Locked)“ appears in the „Mikrofon freigen (Release microphones)“ function, the participants cannot activate their microphone. If the status is „Freigegeben (released)“, the students can activate their microphones. Confirm your selection with the „Anwenden (Apply)“ selection field (bottom right).

Tip: For events with many participants, which have more of a lecture character, please set „Webcam freigeben (Release webcam)“, „Mikrofon freigeben (Release microphone)“ and „Andere Teilnehmer in der Teilnehmerliste sehen (See other participants in the participant list)" to „Gesperrt (blocked)“.
Microphone / Sound

You do not hear a student?

Look for the students in the participation list on the far left. Which symbol is located behind that name?

A green microphone indicates that the microphone is active and you should hear the person when that says something.

The crossed-out red microphone indicates that the microphone is off.

If you only see green headphones, this means that no microphone has been activated and that this should still be done. You can allow a student to activate the microphone. How to do this, you see here.

Your own microphone (also for students) is located below the field of presentation (right).

There is a microphone with a black background. This symbol indicates that the microphone is switched off. Click on it and allow access to the microphone.

There is a microphone with a blue background. This symbol indicates that the microphone is on. You should be heard when you say something. Click it to mute it.

Attention: It is often overlooked that the browser asks for a release for the microphone or camera!
Presentation

Before the webinar/online meeting begins:
• Please open the public chat. You can see the feedback of your students here.
• Upload your presentation or documents needed for the webinar/online meeting. In BigBlueButton you can upload: PDF, PPT or PPTX. We recommend that you use the PDF format.

 ✓ Click on the "plus sign" at the bottom right to upload your presentation.
 ✓ Then select "Upload a presentation" and enter where the file is stored. Then click on "Upload".
 ✓ Once the presentation is uploaded, your students can see the presentation immediately.

Tips for presentation
1. Leave blank slides in your presentations for writing and drawing. Use the Menu to the right of the presentation. Click on the hand.
2. During the presentation the students see your virtual pointer. Use it to show what you are currently talking about (move the mouse over the desired area of the presentation).
Recording (I)

Data protection for records
The execution of these online meetings and other digital formats with BBB is in conformity with data protection laws, as they are carried out via servers in Germany and the operator has made all necessary declarations.
If you plan to record your online meeting, however, the data protection consent of all participants is required before recording begins. You can organise this as follows:

1. **Information:** After all participants have entered the online meeting room, any sound or image problems are first clarified. Then the teacher explains that this event should be recorded. As far as the didactic layout of the course allows, it should be suggested that the students' own cameras and microphones are switched off so that they cannot be seen or heard on the recording; however, in the case of chat questions, they remain visible by name.

2. **Consent:** All those who do not agree will leave the online meeting room; if only those who agree with the recording are left, the recording will be started and the teacher will repeat on the video at the beginning what has just been agreed upon with everyone (this is how the agreement of everyone is recorded).

Alternatives in the absence of agreement:
Those who do not attend the online meeting can watch the recording afterwards. Please also note that those who do not attend the meeting for privacy reasons may use other means of communication.
Depending on the format of the course, you can limit the recording to your lecture and only do without recording the discussion with the students (for example, this could be summarized in writing by one student instead and made available to all).
Click on "Start recording". You will be asked again if you really want to start recording. Confirm with "Yes". Then you will see the number of minutes already recorded at the top of the screen where "Start recording" was previously displayed. By clicking on this number of minutes you can pause the recording and continue it later if necessary.

Remember: You must allow the recording function in the settings when creating the activity!
The recording will be automatically saved in your Moodle course after the virtual meeting has ended, depending on the length of the recording, the use of microphone and webcam, and the number of recordings made at the same time in the vicinity (after twelve hours at the latest). Students simply click on the name of the virtual room and see the recording.

Can I set how long the students watch the recording?
You can make the activity invisible in Moodle if you do not want students to have access to it. If you delete the activity, the recording is also deleted.

Is it possible to avoid that the recording of the meeting is downloaded or recorded by the students?
A download is not possible, but it cannot be prevented that the students film the video or make a screen recording.

Can I download the recording as a teacher?
A download is not possible.
conduct a survey

1. write your question on the whiteboard or insert a slide with your question in your presentation. Formulate your questions so that students could answer them in one of the ways below:
   - Yes / No
   - Right / Wrong
   - A / B
   - A / B / C
   - A / B / C / D
   - A / B / C / D / E

2. click on the plus with the blue background and select „Umfrage starten (Create survey)“. The window on the right opens. Now choose which answer schemes should be offered to the students for your question. The survey starts immediately.

3. you as a teacher see the results and the option "Umfraegergebnisse veröffentlichen (publish survey results)". If you click here, the results will appear immediately in the presentation field.

Example: Question on the slide: Can you all hear me?
A: Yes, I hear you.                   B: I can't hear you

Start survey, select answer option A/B, the survey starts immediately, students can choose A or B decide.
Split screen

Tip:
- Please turn off your webcam while splitting the screen.
- Do not split the whole screen, but only one application window (e.g. Excel, Powerpoint etc.).

1. To start screen sharing, click on the icon with the screen.

2. A window will now appear in which you can select more precisely what you want to share. (The application must already be open). Click here on the menu and confirm your selection by clicking "Allow".

3. Click on "Stop sharing" to end the screen sharing process. You will find this in the same place as before "Screen sharing". The symbol is now highlighted with a blue circle.
Breakout rooms for Group work (I)

In the field on the far left you will find messages, notes and participants. Behind „Teilnehmer (Participants)“ you will find a wheel symbol. Click on it. A menu opens. Select „Breakout-Rooms ersellen (Create breakout rooms)“ there. The "Breakout Rooms" window below opens:

Select the number of rooms required and the respective length for the working time there. Then choose how the participants are distributed to the rooms (students choose themselves, they are distributed randomly, or the teacher assigns the participants to the desired room using "drag and drop"). Then click on "Create". The participants are now assigned. On the upper screen you can see the remaining working time. When the working time has expired, everyone is automatically back in the main room.

You can switch to the breakout rooms during working hours. Click on the desired rooms, which can be found in the left field above the participant name.
Breakout rooms for Group work (II)

Tip:
In the breakout rooms, students cannot work on PPPs together.

However, you can record the group discussion or work notes via the "Shared notes" field (left). You can "copy" these notes and later on "paste" them back into "shared notes" in the main room to discuss them there.
Your team from
Competence Center Learning & Teaching Digital
www.europa-uni.de/kl2d

The guide was created by the Competence Center Learning and Teaching Digital in cooperation with the European University Viadrina with the help of the guide of the TH Wildau to Big Blue Button. Thank you for the kind permission of the TH Wildau to use their manual as a basis!