BigBlueButton

How to use the WMDE Community instance

Table of contents

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Background

What is BigBlueButton?

An open source system for video conferencing. The shortcut BBB is used widely.

What is Greenlight?

Greenlight is the name of so-called *simple-to-use web application* for BigBlueButton. In simple terms, it offers you an easy-to-manage interface.

What is bbb.wikipedia.de?

bbb.wikipedia.de is an instance of BigBlueButton offered by Wikimedia Deutschland for the Wikimedia communities. Wikimedia Deutschland works together with the service provider phasedrei to offer the instance.
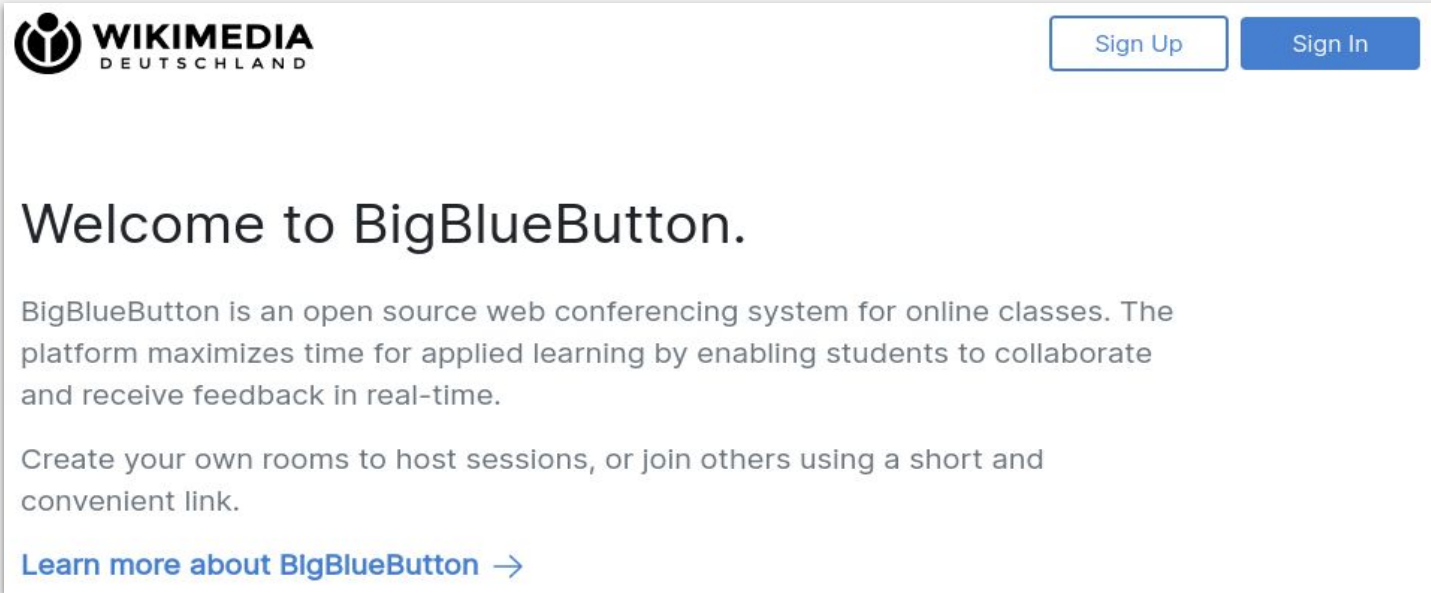
Rules and support

What are the rules for using the service?

This BigBlueButton instance is part of the WikiVideoCon volunteer support programme and is provided by Wikimedia Deutschland. The support guidelines of Wikimedia Deutschland and the WikiVideoCon policies apply for this product.

Who can I contact if I have questions and/or problems?

If you have any questions, difficulties or problems, please contact the Volunteer Support and Community Conferences team at community@wikimedia.de.

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BigBlueButton of WMDE: bbb.wikipedia.de

Registration I

Is a registration required?

If you are attending at video conferences as a visitor, you don't need to register for the service. If you attending as host of the video conference, you will need to create an account.

What data is required for the registration?

For the registration you have to choose a name (e.g. your real name or user name, which will be displayed as visitor or host in video conference events) and enter your email address (it is necessary to access to the email for account verification, no one can view your email address in public). In addition, you will need to choose a strong password. This has to include at least one capital letter, digit and special character.
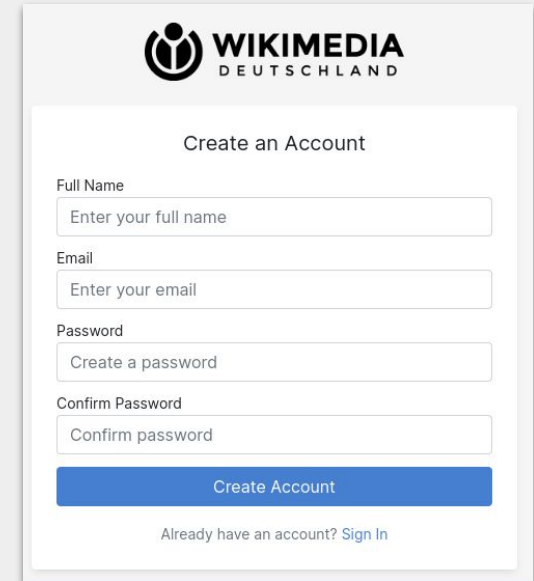

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Create an Account

Full Name
Enter your full name

Email
Enter your email

Password
Create a password

Confirm Password
Confirm password

Create Account

Already have an account? Sign In

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Registration II

Why it is not possible to register – like many other services – via OAuth?

OAuth ([background information](#)) is a procedure for accounts of Wikimedia projects to authenticate to software products.

Unfortunately, OAuth does not work together with BigBlueButton, since OAuth is a part of the MediaWiki environment and therefore technically limited. It is not reasonable to program and maintain a connection between those two services.

Account Activation I

What happens once i have registered?

You will receive an email at your designated email address which includes an activation link.

The email is sent by bbb-wmde@wikipedia.de. Please also check your spam folder. If you click on the link you will be redirected to bbb.wikipedia.de.

Account Activation II

I have clicked on the activation link, but still can't sign in to my account.

After successful email verification, the Communitys and Engagement of Wikimedia Deutschland will activate your account shortly. This usually is done within one working day. Until then it's not possible to access to the service (as seen in the screenshot).

Once activated, you can log in as usual.
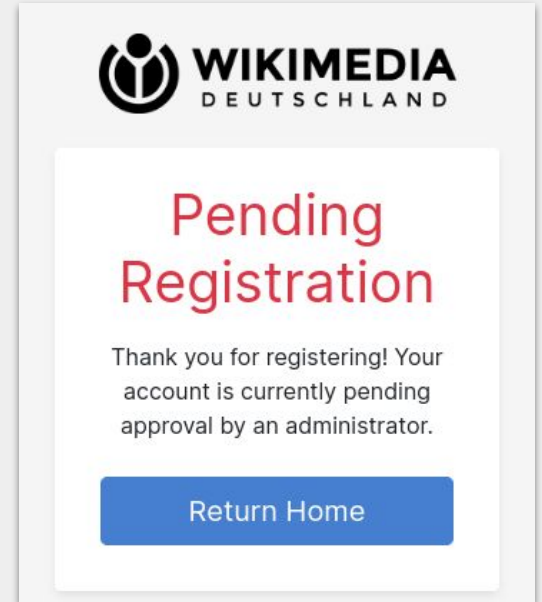
Registration form

My account has been activated, what's next?

Once your account has been activated, you can log in to bbb.wikipedia.de as usual. You will be redirected to the main interface where you can create video conferences.

The main interface is shown in the screenshot. The other pages of this manual will give you an introduction to its use.

Sign Up | Sign In

Rooms   Recordings

Search   + New Room

Test room
No previous session created

Start

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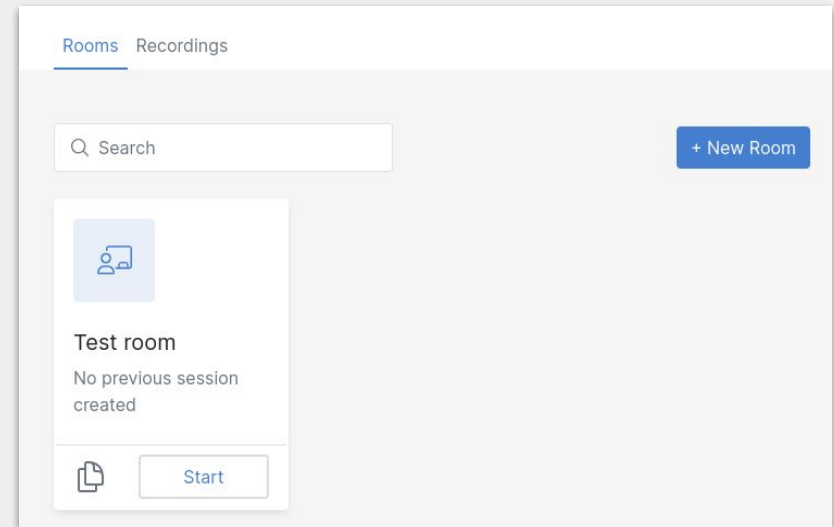
Terms related to the use of BBB I

What is a "room"?

A room is a virtual meeting room in BigBlueButton. You can create several different rooms in your account. A room always has the same URL, which enables the participants of an event to join the right digital venue.

How many "rooms" can I create?

There is a technical limit of 100 rooms per account. Please use the rooms set up sparingly (also to keep an overview yourself). One room is enough for a series of events, not every event in the series needs its own room. You can delete rooms that are no longer required.

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Terms related to the use of BBB II

What does "moderation" mean at BigBlueButton?

Moderation in the context of BigBlueButton refers to people with given permissions to share their screen in video conference events.

We recommend that you give the moderator permissions to a few trusted participants, but don't let the numbers of people with moderator permissions become too large. The exact number of people who should reasonably have moderation rights for an event also depends heavily on the (expected) number of participants and whether the link to the event has been shared publicly.

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D E U T S C H L A N D
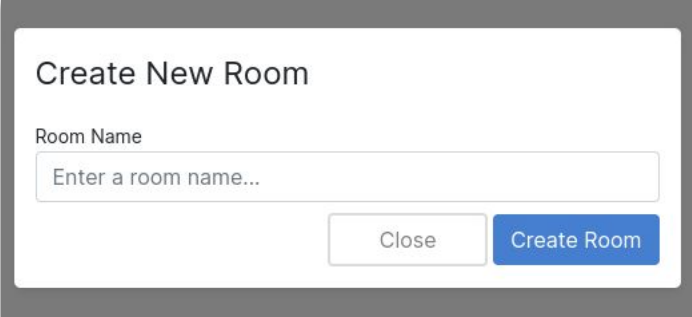
Create a room I

How do I create a room?

Click on the button "+ New Room" to open a new window. There you can choose your room name.

Note: Choose a name which makes it easy for you to find the room. The name of the room will be displayed to all participants of the meeting, so it should refer to the event itself or is self-explainable.
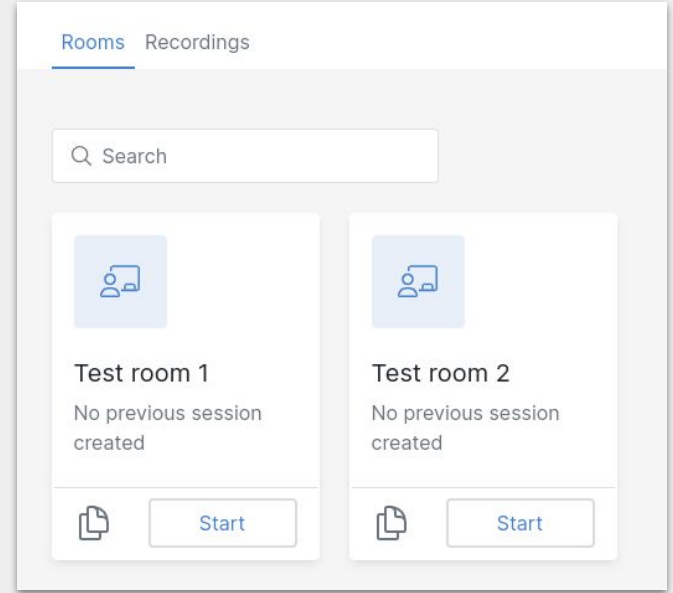
Create a room II

I have created the room, what's next?

You will find the room in your management overview. There is your first room once you have registered for the first time. Every new room is displayed here.

You can also find a created room via the small search field above the room listing by its name.
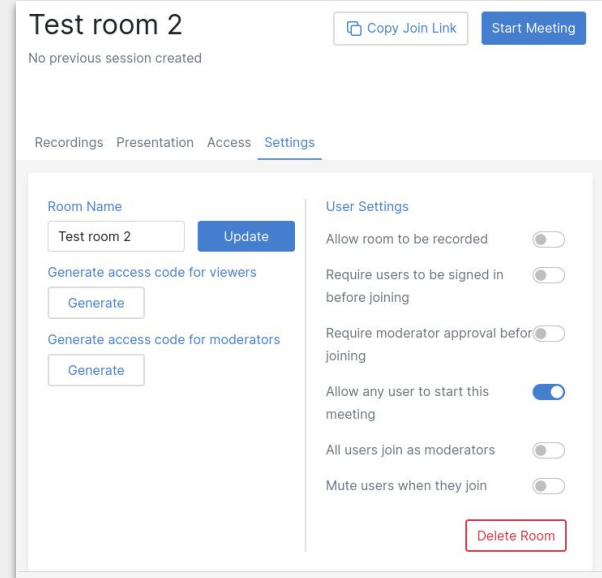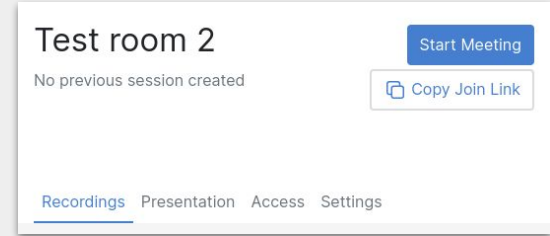
Create a room III

How do I change the room settings?

To do this, click on the desired room in the overview, which will take you to the room administration. To adjust the settings, click on "Settings".

You will now see the settings menu. There you can also change the room name and delete it.

Create a room IV

Which settings are useful?

Basically, you can make this decision yourself, we can only provide some information about the settings here. You can see the standard settings opposite. These are recommendations from WMDE.

User Settings

Allow room to be recorded

Require users to be signed in before joining

Require moderator approval before joining

Allow any user to start this meeting

All users join as moderators

Mute users when they join

Delete Room

If you want only people who have a BBB account and are logged in to it to take part in the events, you can activate the setting "Users must be logged in before joining".

If you want to activate a waiting room for the events and add participants to the event individually, select "Moderation must agree to joining".

If you always want a person with moderation rights to enter the digital room before the event starts, deactivate "Anyone can start the conference".
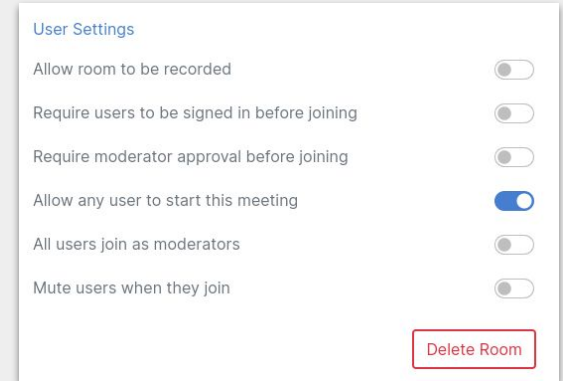
If you are only planning a small event, it may make sense for all participants to automatically have moderation rights, then activate "Everyone participates as moderator" - we do not recommend this for larger or public events.
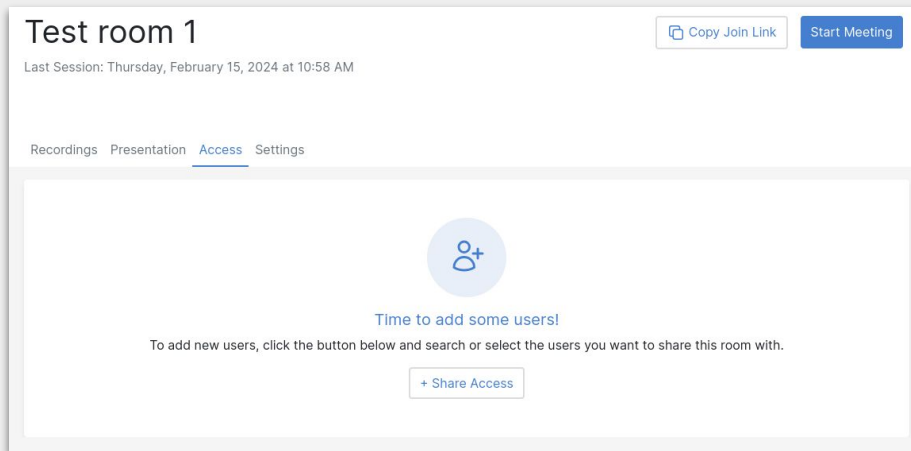
If participants are to activate their microphone independently after joining the event, activate the setting "Mute users initially".

→ Activated settings are shown in blue in the overview, deactivated settings are greyed out.

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Create a room V

I would like to share responsibility for room management, is that possible?

Yes, this is possible. To do this, click on "Access" in the room administration and then on the "+ Share access" field.

Create a room VI

How do I share room access?

Click on "+ Share access" to open a window. Enter the name of the person with whom you would like to share room access. You can then select the person by clicking in the box in front of the name and then on "Share".

Note: In order to share room access, the desired person must also have a BBB account on this instance! If necessary, ask the person to set up an account first.

Create a room VII

How does the person find out about shared room access?
The person who have shared a room will see in their interface that there is a room shared by you. The person can also edit the room settings and see which other people have access to the room. However, they cannot change or remove access rights to the room administration.

If you have any problems accessing the room, please contact the Communitys and Engagement team at community@wikimedia.de.

Testraum
shared by Testuser
Last Session: February 12, 2024 at 12:29 AM

Start
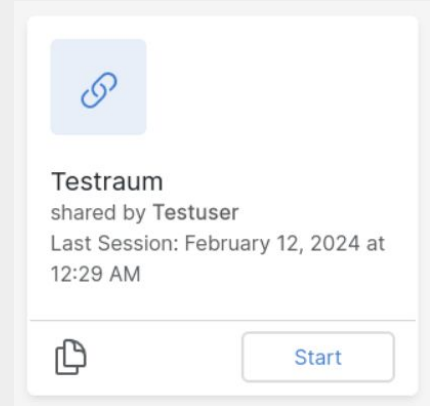
Create a room VIII
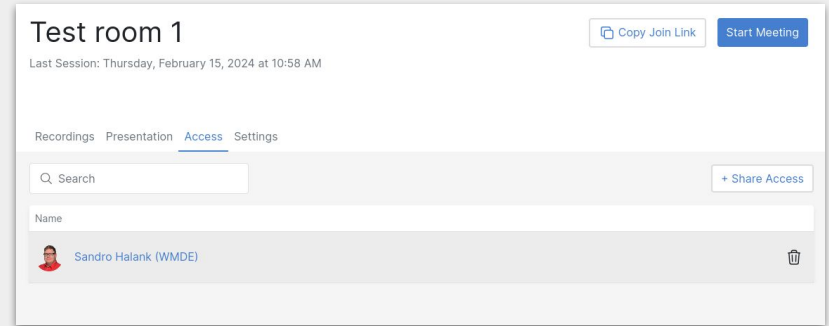
How do I manage room access?
You can see in the overview of each room
who has access to this room to this room.
As the person who created the room,
you can manage these accesses.

If you want to remove an access authorisation, simply click on the rubbish bin symbol next to their name. The person loses access to the room.
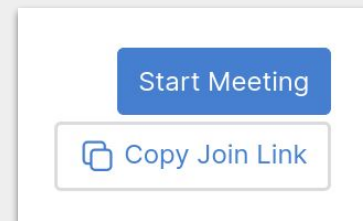

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Event organising I

How do I get the link for the event?

To do this, simply click on the "Copy invitation link" field in the room administration. The link to the room is now automatically copied to your clipboard and you can share it with other people.

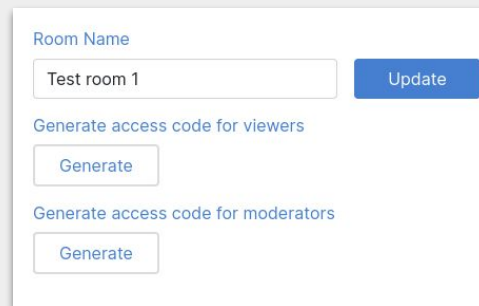You can also access the room directly by clicking on "Start conference".

Event organising II

I would like to share the moderation rights for the event, how does that work?
On the one hand, you can share room access with other people (see "Set up room VI" in this document), giving you access to the management of the entire room.

If you only want to share moderation rights for the events, generate an access code for moderation in the settings in the room administration. To do this, click on the "Generate" field in the "Generate access code for moderation" section. The code is generated automatically.
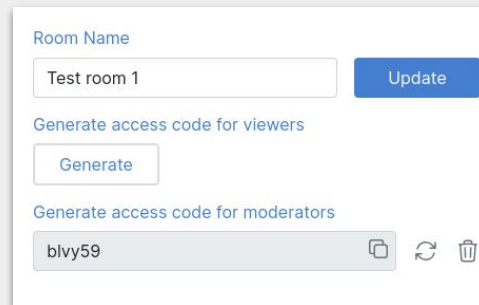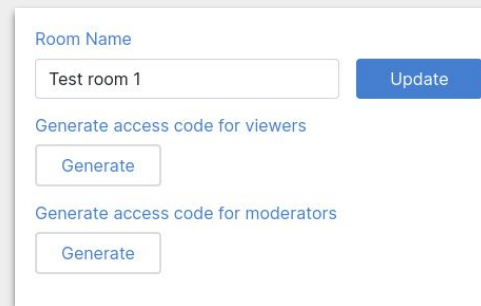
Event organising III

I would like to protect my event from "[Zoom-bombing](#)". How do I do that?

If you want to protect your event, there are various options. Make sure that several moderators are present who can remove disruptive people from the event.

Do not share the link to the event publicly (if possible), activate the waiting room or create an access code for participants. This can be done by clicking on "Generate" in the section "Generate access code for listeners". → Forward this code to the participants!
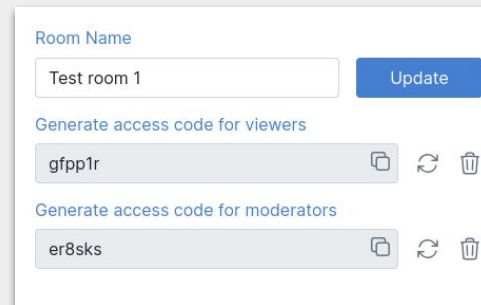
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Recording

How can I make a recording of an event?

For data protection reasons, this function is deactivated by default in our BBB instance and cannot be activated by individual users.
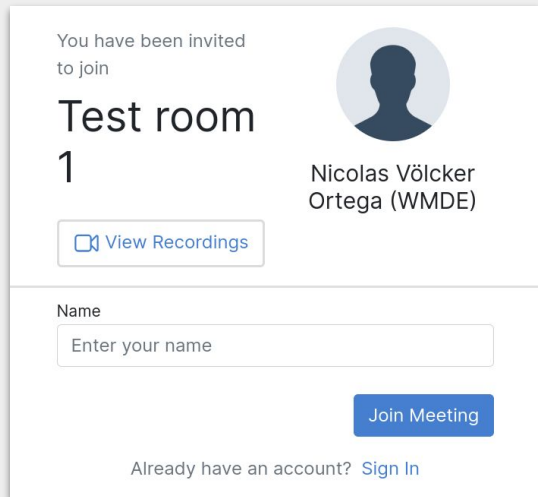
If you would like a recording, please contact the Communities and Engagement team at community@wikimedia.de in good time before the event (at least 14 days in advance). The team will then clarify the legal framework and possibilities for a recording with you.

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Participation I

I have the link to an event, how do I take part?

Open the link in a browser of your choice. You will then see the name of the room and the person who created the room. Enter your name (freely selectable – e.g. clear or user name) in the field and then click on "Join conference". Once you have entered your name, you can no longer change it for this event.

→ BigBlueButton can generally be used with all current browsers. There may be individual restrictions under Firefox and Safari. We therefore recommend using a Chromium-based browser (e.g. Google Chrome / Chromium, Vivaldi, Opera or Microsoft Edge from version 79).
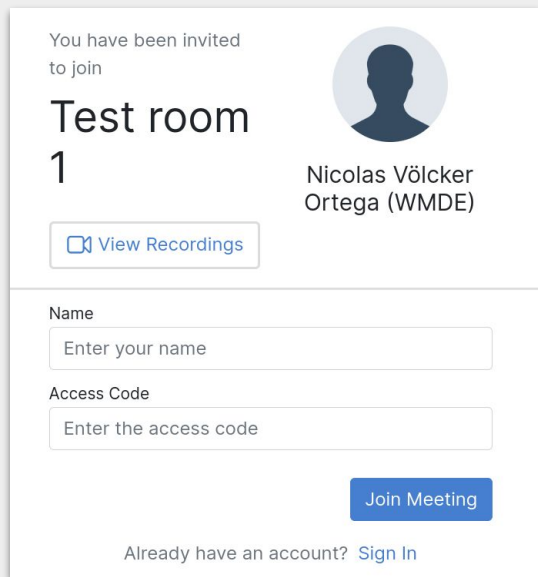

You have been invited to join

Test room 1

Nicolas Völcker Ortega (WMDE)

▢◀ View Recordings

Name

Enter your name

Join Meeting

Already have an account? Sign In

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Participation II

I have received an access code for the event, what do I do with it?

If the organisers have created access codes for participants or moderators, the view will look slightly different after opening the link in your browser: There is another field "Access code", enter your code there and click on "Join Meeting".

If only an access code for moderation has been generated, then the entry is only necessary for persons who are to have these rights. All others can participate as "normal" participants without entering a code. If an access code has also been generated for participants, then all participants must enter a code to participate. See "Organising II" and "Organising III" in these instructions on how to generate a code.
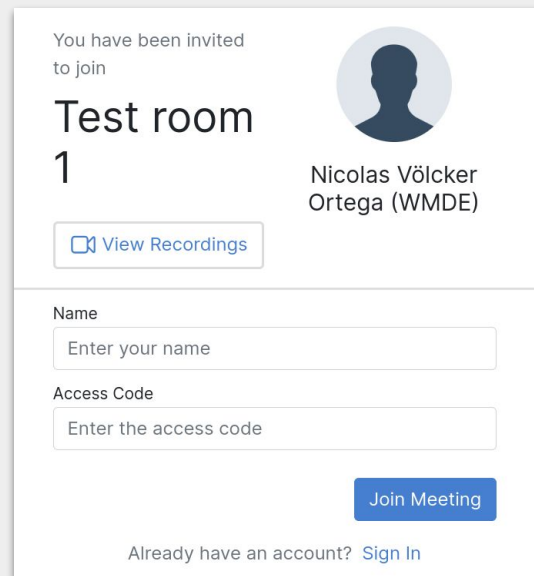
You have been invited to join

Test room 1

Nicolas Völcker Ortega (WMDE)

📹 View Recordings

Name

Enter your name

Access Code

Enter the access code

Join Meeting

Already have an account? Sign In

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Participation III

I have clicked "Join conference", what happens now?

If the organisers have created access codes for participants or moderators, the view will look slightly different after opening the link in your browser: There is an "Access code" field where you enter your code.

If only an access code for moderation has been generated (see "Organising II" in this document), then the entry is only necessary for persons who are to have these rights. All others can participate as "normal" participants without entering an access code. If an access code has also been generated for participants (see "Organising III" in this document), it is only possible to join the conference with this access code.

You have been invited to join

Test room 1

Nicolas Völcker Ortega (WMDE)

📹 View Recordings

Name

Enter your name

Access Code

Enter the access code

Join Meeting

Already have an account? Sign In

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Participation IV

I have joined the conference, what now?
You will be automatically redirected to the digital event room.

You will be asked whether you want to participate "With microphone" or in "Listen only" mode. If you are participating with a microphone, your browser will ask you for authorisation to access your microphone and you can then change your audio settings.

Afterwards, participation works like any regular BigBlueButton event.
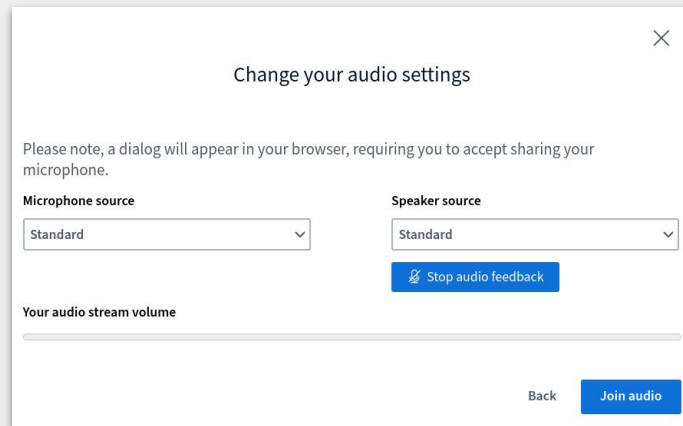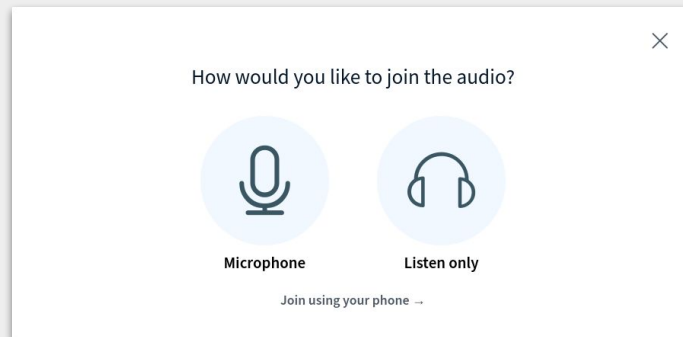
Participation V

I would like to take part by telephone, is that possible?

There is a fixed telephone number for each room, which can be used to participate via telephone. To find out the telephone number and PIN for the room, click on the field "Join by phone →" when joining the conference via browser, a small window will open with the necessary information. Like the link to the event, this information can be shared.

The conference PIN is usually a five-digit numerical code that must be entered via the telephone keypad when prompted.

For participation via telephone, muting or activation is carried out via the "0" button on the telephone keypad.
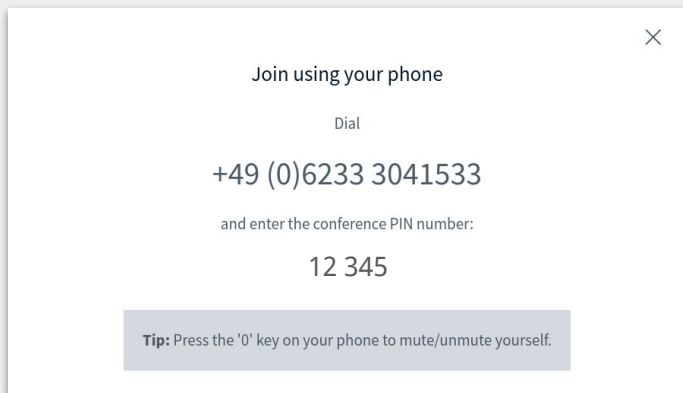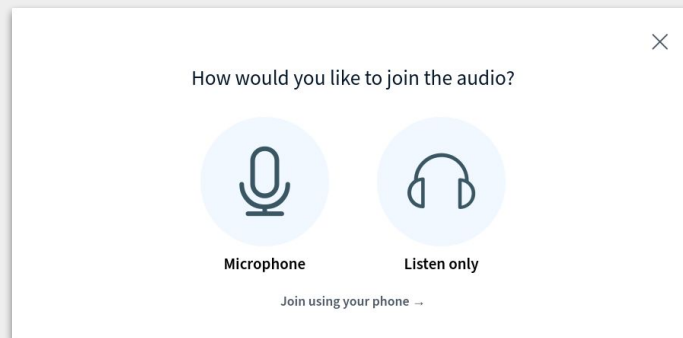
Participation VI

Where can I find an introduction to participating in BigBlueButton?

There are numerous tutorials online about BigBlueButton that explain how to use it very well. This YouTube Tutorial explains the main functions in a very clear way.

The following slides should also provide a rough overview of the main functions for using BigBlueButton.

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Participation VII

The screenshot shows the view when entering the room. On the far left is a bar with options and overviews, to the right is the column with the chat. The large window with a dark background is the actual actual window of the video conference. This is where the possibly shared presentation and the tiles with the images of the other other participants are visible.

The "Public chat" options for messages to all participants can be found in the left-hand columns. "Shared notes" provides a text editor (Etherpad) in which, for example, minutes can be written together. When you click on the "Shared notes" option, these appear instead of the chat window in the column to the right.

![WIKIMEDIA DEUTSCHLAND]
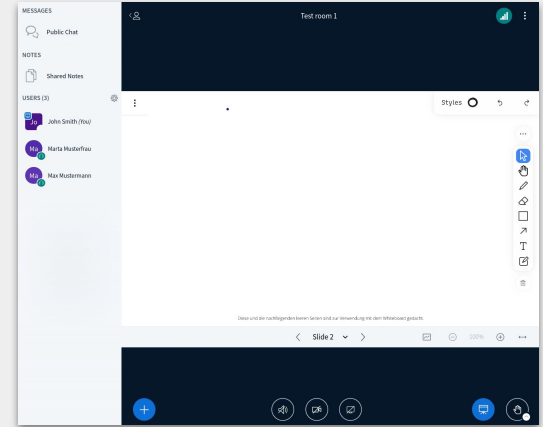
Participation VIII

The left-hand columns also show all participants who are currently who are currently in this room.

People who have moderation rights can also see the participants who may be in the waiting room.
You can manage access to this room.

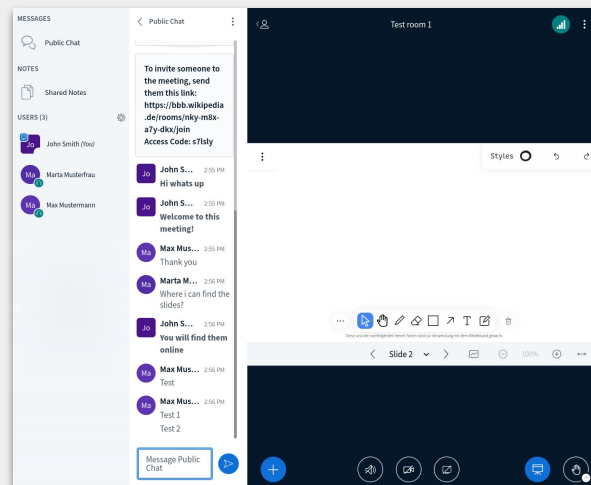There is a small icon next to the person:

Person shares their screen (blue icon, bottom left)
Person has activated the microphone (microphone icon green, bottom right)

Person has just deactivated the microphone (microphone icon red, bottom right)

Person has activated "Listen only" mode and therefore cannot speak (headphone icon, bottom right)

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Participation IX

You will also appear in the list of participants.
Your name will always be at the top. You can
click on your name to open a menu.
You can cancel or activate a mute function there.
activate it.

You can also set a "status". This can be a reaction, but it can
also be an indication of a (short-term) absence or a message
for the list of speakers ("raise hand") – this is seen by the
moderation. seen by the moderator.

People with moderation rights have a rectangular icon, normal participants
have a round icon.
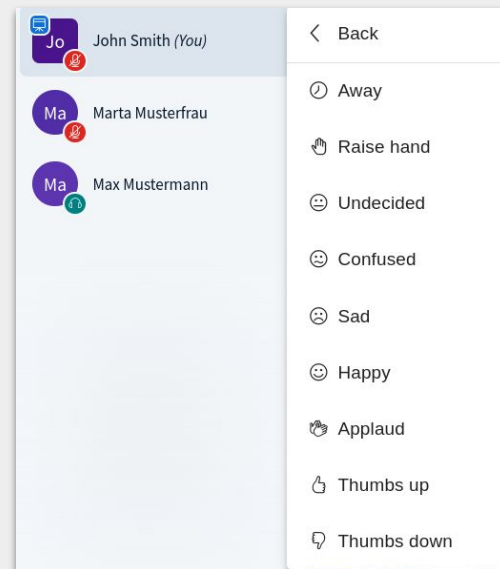
Participation X

If you click on the name of another person in the list of list of participants, you can start a private chat chat with this person. This will be displayed to you and the other person in the left-hand column.
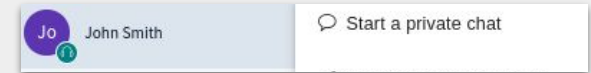
There is a menu (three dots) in the top right-hand corner. This will take you to settings ("Open settings", see "Participate X" in this document) and you can leave the room via "Leave conference". You will also find help in the form of instructions.

There is an icon next to the menu (three dots), which gives you feedback on the quality of your connection.
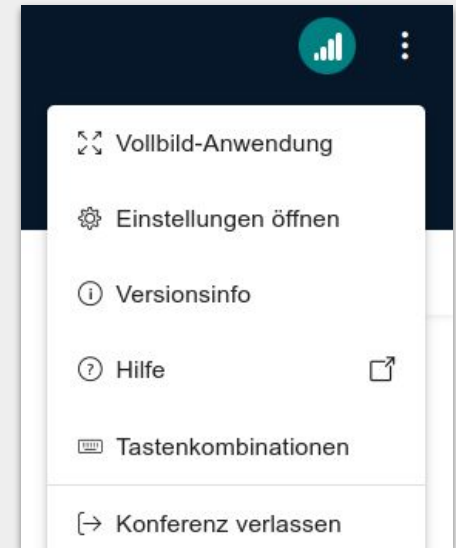
Participation XI

Once you have clicked on "Open settings", a window will open in which you can make various settings that can improve your BigBlueButton user experience.

Feel free to try out the settings at your own.
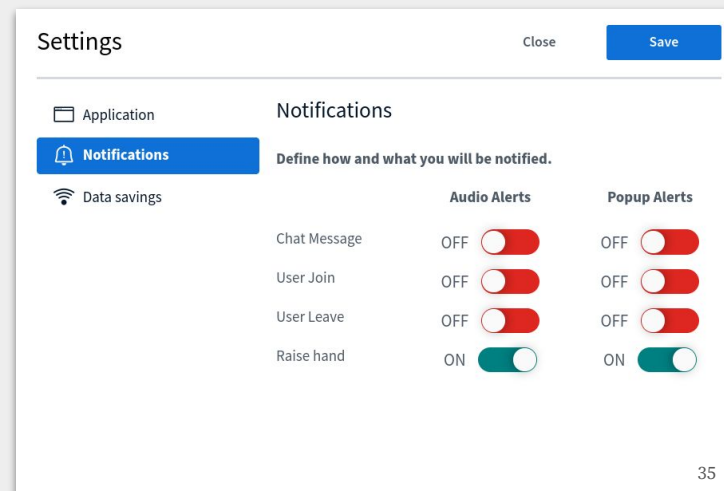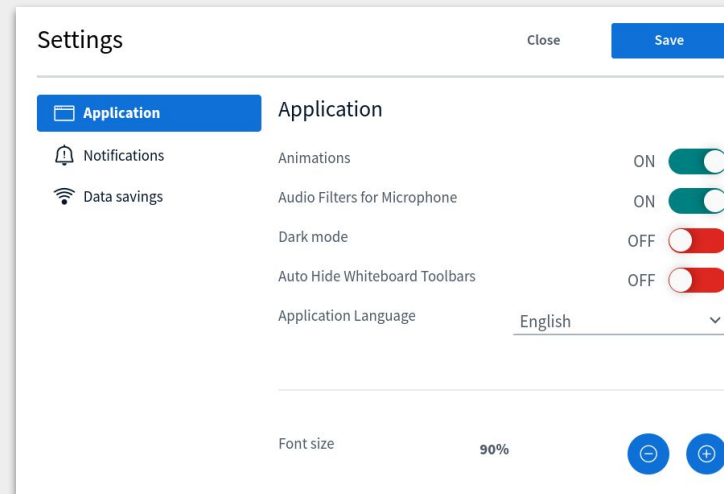
The data saving mode allows you to participate more smoothly if you have a weak internet connection.

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Settings   Close   **Save**

🖳 **Application**   Application

🔔 Notifications   Animations   ON ⬤

📶 Data savings   Audio Filters for Microphone   ON ⬤

                          Dark mode   OFF ⬤

                          Auto Hide Whiteboard Toolbars   OFF ⬤

                          Application Language   English ˅

                          Font size   90%   ⊖   ⊕

Settings   Close   **Save**

🖳 Application   Notifications

🔔 **Notifications**   Define how and what you will be notified.

📶 Data savings   **Audio Alerts   Popup Alerts**

                          Chat Message   OFF ⬤   OFF ⬤

                          User Join   OFF ⬤   OFF ⬤

                          User Leave   OFF ⬤   OFF ⬤

                          Raise hand   ON ⬤   ON ⬤

Participation XII

There are various buttons at the bottom of the video conference window. If you have joined with a microphone, you will see a microphone symbol. This is crossed out if your microphone is deactivated. If it is activated, the button lights up blue and is not crossed out. The same applies to the camera icon directly to the right if your webcam is activated or deactivated. You can activate or deactivate it by clicking on the respective button.

When activating the webcam for the first time, you may be asked to authorise your browser.

If you have only entered the room as a listener, you will see a headset icon instead of the microphone icon. Click on it to stop the audio playback and you can now return to the audio settings by clicking on the crossed-out speaker (see "Participation IV" in this document).

![WIKIMEDIA DEUTSCHLAND logo]

Participation XIII

You will find two icons on the right-hand side. You can use the left-hand icon (presentation) to set whether you see the presentation or not. By default, the icon is highlighted in blue, i.e. you can see the presentation. If the icon is crossed out, the presentation is hidden for you and you can show it again by clicking on the icon.

You can raise your hand (i.e. sign up for the list of speakers) using the symbol to the right. The moderator can see this.

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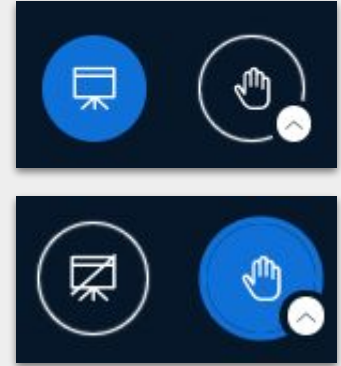
Participation XIV

There is a + on the left-hand side of the chat window. You can use this to change the layout. After clicking on "Layout settings", a window will open in which you can select different layouts. Feel free to try out the layout that you like best.

Moderators can define a layout for all participants.
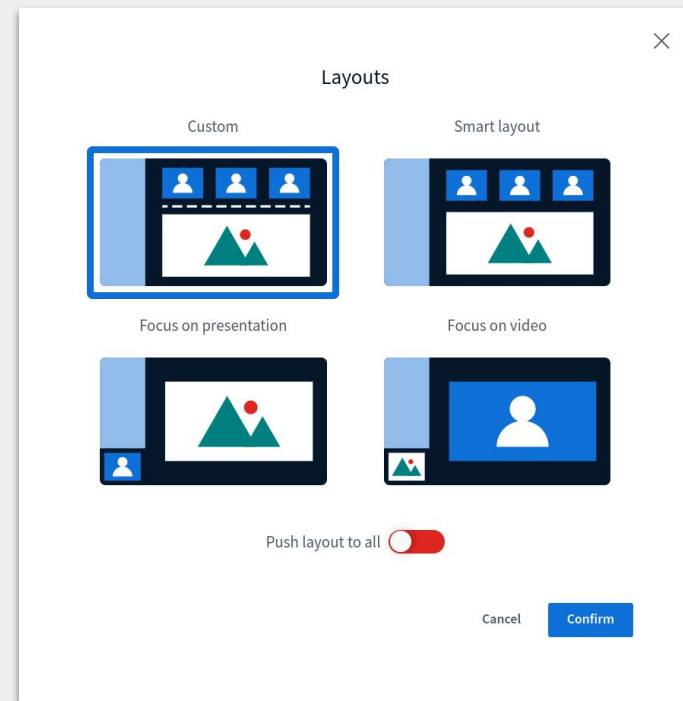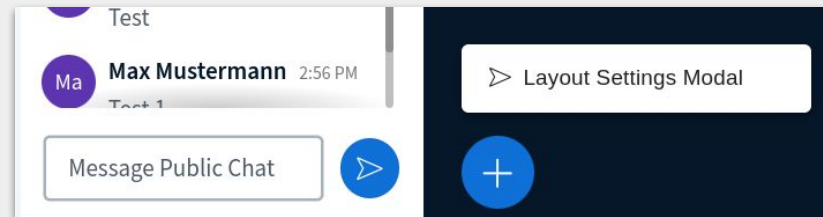
Management I

Moderators can make settings for all participants using the wheel symbol in the left-hand column. For example, all participants or all participants with the exception of the presenter can be muted. The rights of participants can also be changed, the rules for accessing the event can be adjusted and status icons can be removed.

Breakout rooms can also be created (see "Management II" in this document).
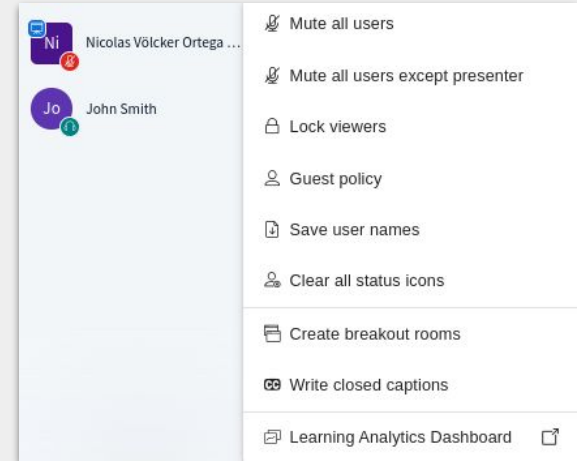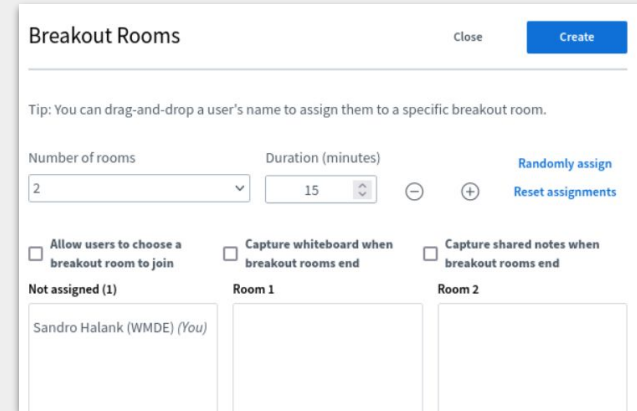
Management II

Small group work is possible via the "Breakout rooms" setting. After clicking on this option, a window opens where the number of rooms, the duration and the allocation of participants can be set.
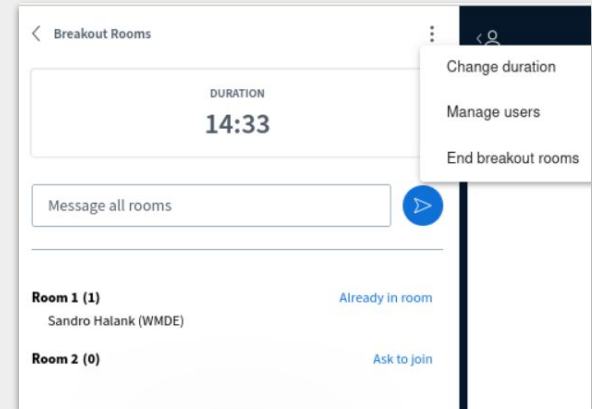
You can also set whether the whiteboard and notes should be retained after the end of the small group work.

Participants can always see the remaining time for small group work and moderators can enter any room or end all breakout rooms. They can also send a message to all rooms.

The corresponding configuration menu is hidden behind the "Group rooms" option in the left-hand column of the main conference room.
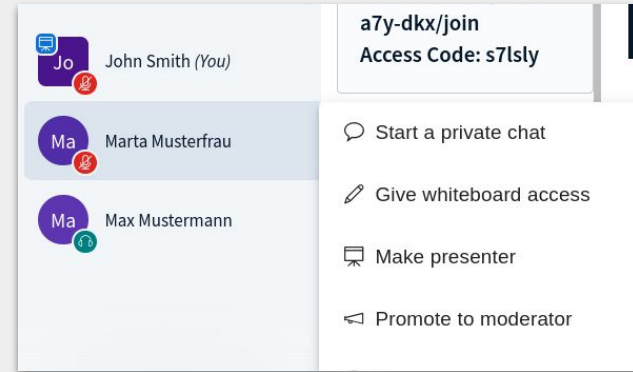
Management III

As a moderator, you can manage the rights of participants. To do this, click on the person's name.

"Allow access to whiteboard" enables shared work on the whiteboard function. You can also revoke these rights again.

If you would like to give a participant the right to present, click on "Make presenter". You can also revoke these rights again.

You can assign moderation rights by clicking on "Make moderator". You can also revoke these rights again.

If you would like to remove a participant, click on "Remove participant".

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Management IV

As a moderator, you can also "End meeting" via the settings menu in the top right-hand corner. If you click on this red area, the event will be ended for all participants.

If you only want to leave the event yourself, but would like to enable the other participants to continue their exchange, please click on "Leave meeting".
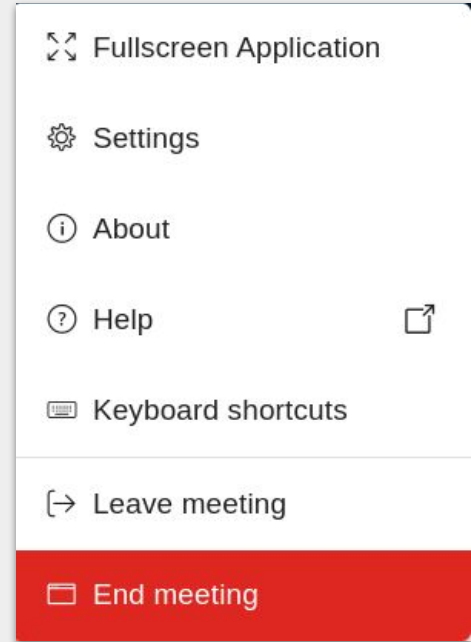
Management V

If participants have raised their hands for the list of speakers, you will see this as a notification in the top right-hand corner via a pop-up window. You can also use "Lower hands" to automatically lower all hands again.

You can also see which people have registered in the list of participants in the left-hand column by a small hand symbol.
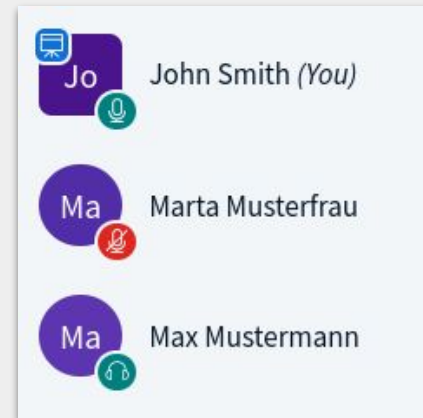
Management VI

Unlike normal participants, as the person presenting you will find a third icon with a screen in the centre at the bottom of the screen. You can use this to share your screen. You can choose between a browser tab, an application window or the entire screen. You can do this by opening a small window.

If you would like to share audio as well as the image, please use tab sharing and make sure that "Share tab audio" is activated.


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Management VII

There is a + on the left-hand side of the chat window. You can use this to make layout settings or use various options for the event.

If you want to share an uploaded presentation instead of the screen, select "Upload/manage presentations".

You can start a survey by clicking on "Start survey" (see also "Manage VIII" in this document).

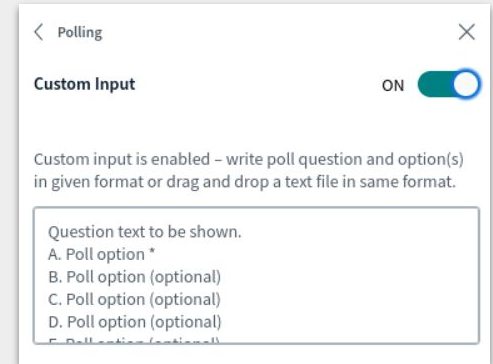For "Share external video", see "Manage IX" in this document.

If you want to select a person from the circle of participants (e.g. to select a person to speak first), click on "Select random participant" and start the random mechanism.

⌃ Upload/Manage presentations

☰ Start a poll

▦ Share an external video

👤 Select random user

▷ Propagate layout

▷ Layout Settings Modal

+
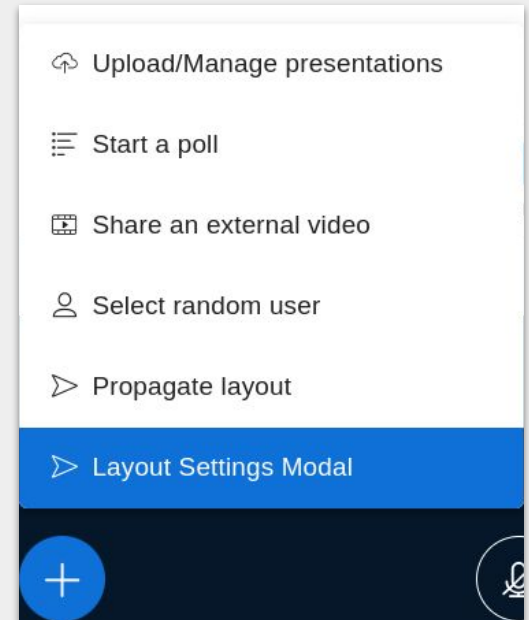
Management VIII

BigBlueButton allows polls during an event. If you already have a prepared text file in the desired format, you can enter the text as a "user-defined input" and quickly start a survey.

Even without "user-defined input", the creation is quite simple. Enter the question text and select the answer type. You can then decide whether multiple answers per respondent should be possible and whether the survey should be anonymous or non-anonymous.
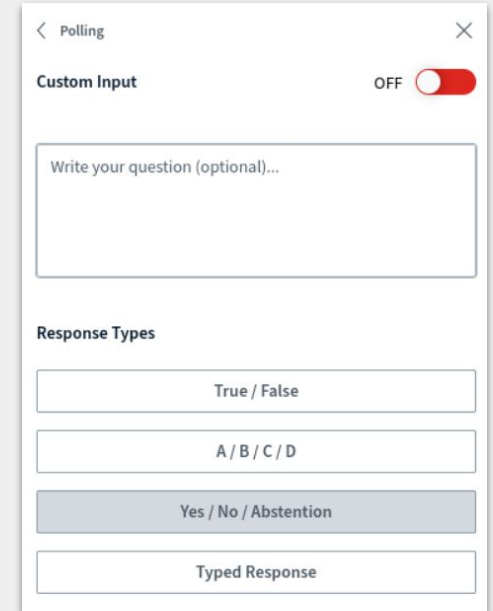
Management IX

If you want to share an external video in the presentation, you can do this using "Share external video". To do this, enter the video URL. It is important that the link is freely available.

Please note that shared external videos cannot be seen in any recordings (see also "Recordings" in this document).

Share an external video

External Video URL

Add Video URL

Note: Shared external videos will not appear in the recording. YouTube, Vimeo, Instructure Media, Twitch, Dailymotion and media file URLs (e.g. https://example.com/xy.mp4) are supported.

Share a new video

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Management X

The video conference window contains a whiteboard that can be used for collaborative work or documentation. Any number of slides can be used. Simply click on > if you want to go to the next page. Page 1 is always the instructions.

You can decide whether only one person should be able to document or whether everyone should be able to work together ("multi-user mode") - this mode can be activated or deactivated using the graph icon ( ) at the bottom.

You will find various options for working on the whiteboard via the toolbar on the right-hand side. Feel free to try it out.

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