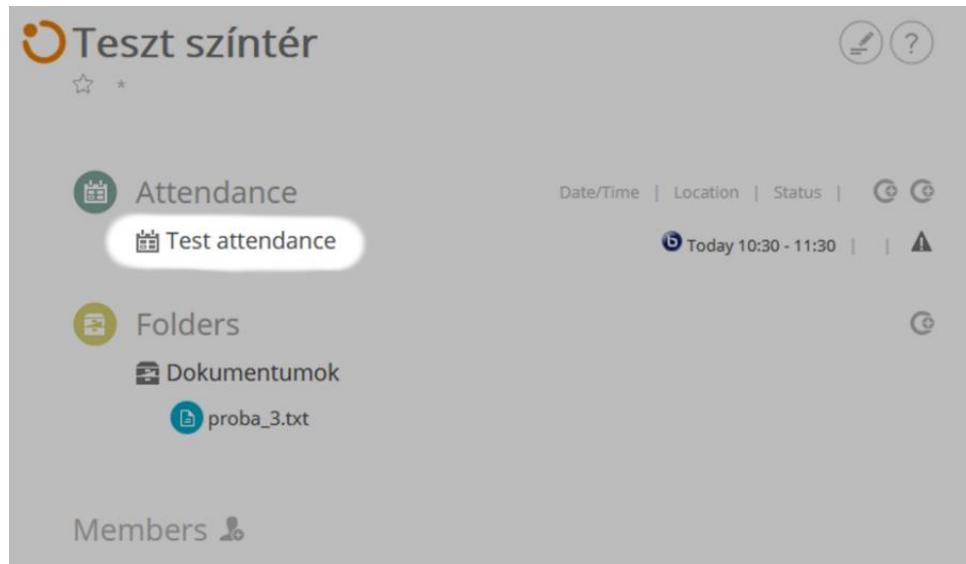


BigBlueButton User Guide

Use of BBB video conference

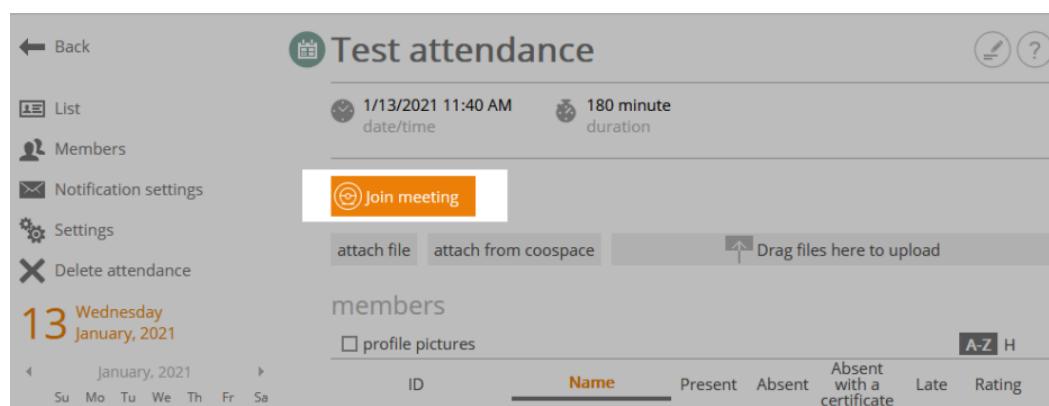
Joining ongoing conference

The BBB conference can be launched out of an Attendance in a given Coospace scene. There might be more than one attendance in different scenes or even in the same scene. BBB doesn't limit accessing scenes, so we must make sure that we choose the right attendance in the right scene.



Choosing attendance

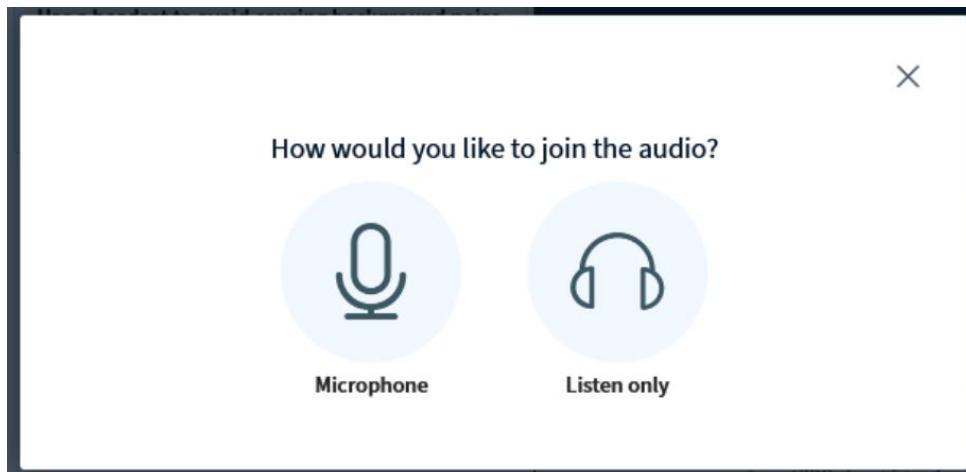
After opening the attendance, the parameters of the meeting become visible. We can join the online conference by clicking on Join.



Joining the conference

Basic settings

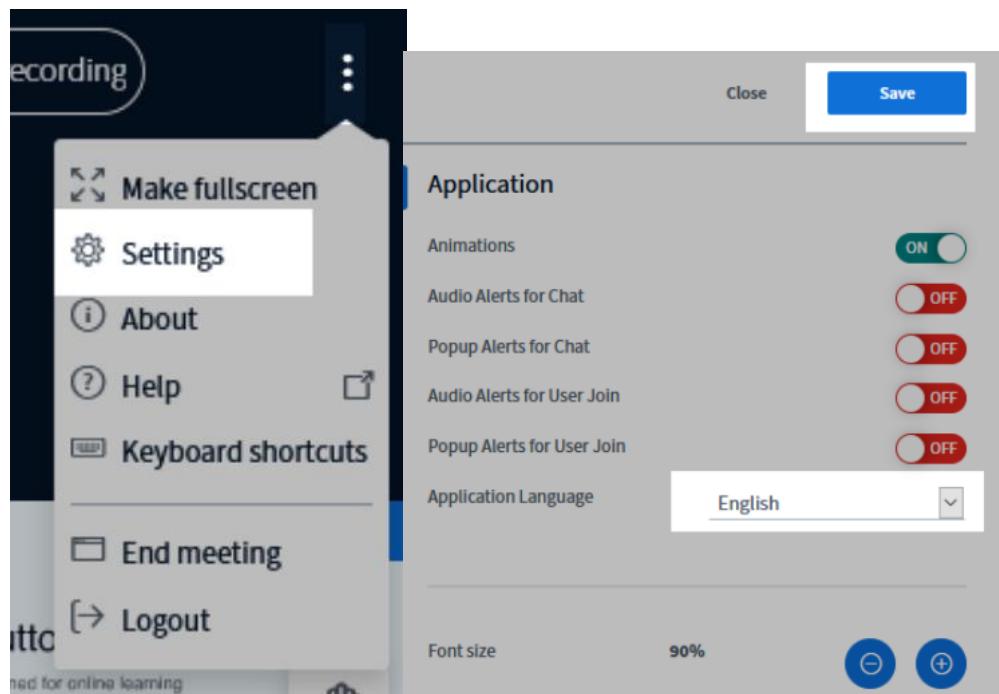
After joining the conference, BBB opens in a new window. A prompt to choose auditory mode will show up in a pop-up window. It is possible to join in speaker mode or listener mode. Of course, it is possible to switch auditory mode during the conference.



Selecting user mode after joining the conference

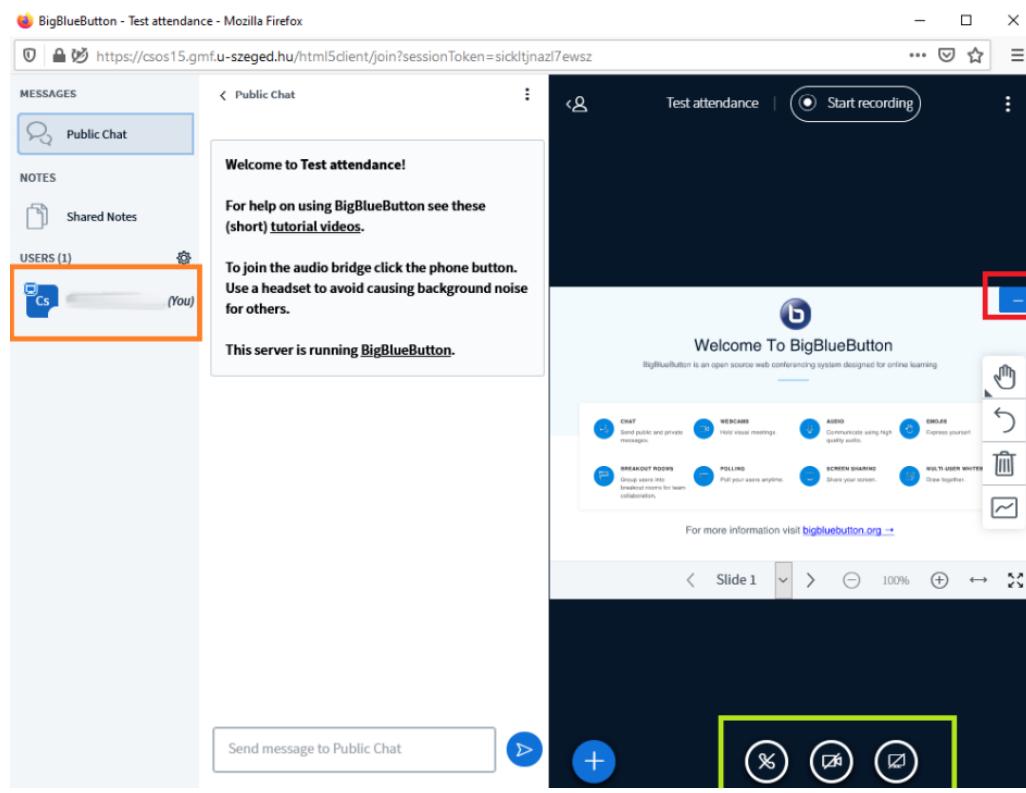
Language settings

To adjust user language, click on “Settings” within the settings menu and choose the preferred language within “Application language”.



User interface

After basic settings, we will see the following:



User interface

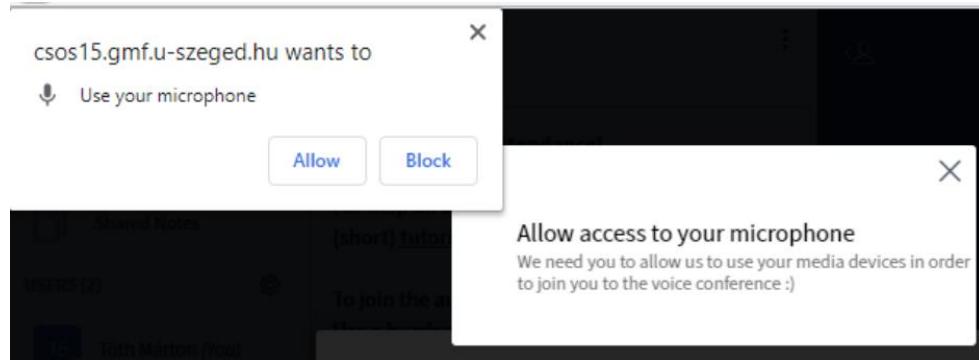
We can use the buttons at the bottom to set our mode of participation (green frame).

If the first button is a crossed out phone pictogram, it means that we are not present neither as a speaker, nor as a listener. We can however see each other's camera feed as well as the presentation, and we can comment on the public conversation in writing.

If the first button is a blue headphone pictogram, we are present as a listener. If it shows a microphone, we are there in speaker mode. We can change auditory more by clicking on the button.

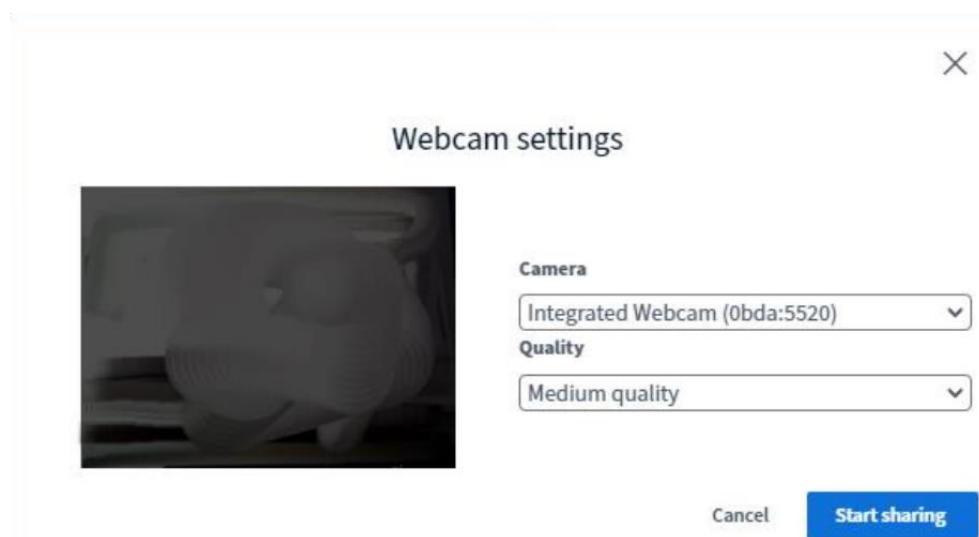
The second button is a camera. It is crossed out if our camera feed is not visible for the other viewers and it changes to blue when we switch the camera on.

When switching on the camera, we must permit BBB to use the camera (usually, only once). Permission settings change from browser to browser. Usually, a warning will pop up near the address bar. For Google Chrome, it shows up in the upper left corner:



Permitting use of camera

After the permission is given, we need to select the device and set image quality.



Camera settings

The third button at the bottom – screen sharing – is only visible for the presenter.

We can switch between the camera feed of the viewers and the presentation by clicking on the switch button in the corner (red frame).

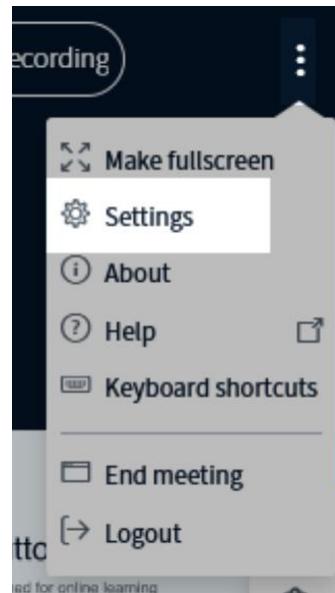
On the left side of the screen are the viewers (yellow frame).

Minimum system requirements

To use BBB, the recommended uploading and downloading speed is at least 1Mbit/s. With mobile data, 4G connection is recommended, though it will not guarantee impeccable operation.

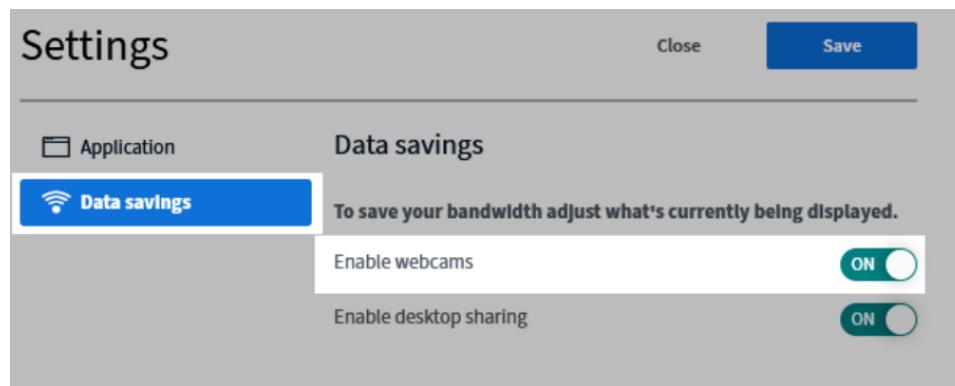
If suitable internet connection is not available, the situation may be improved by hiding the camera feed of the viewers.

To do this, open “Settings” [Beállítások], found in the menu in the upper right corner.



Settings menu

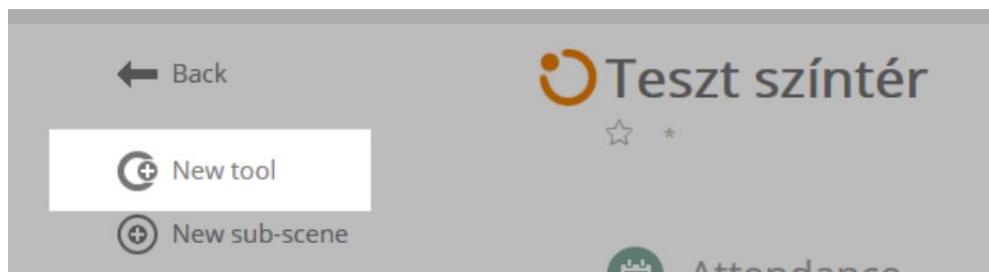
By turning off “Enable Webcam” under “Data savings”, we can hide the camera feeds of the other viewers. We can finalize the setting by clicking on “Save.” The setting will only influence our own experience, not the camera use of other viewers.



képaláírás: Disabling camera

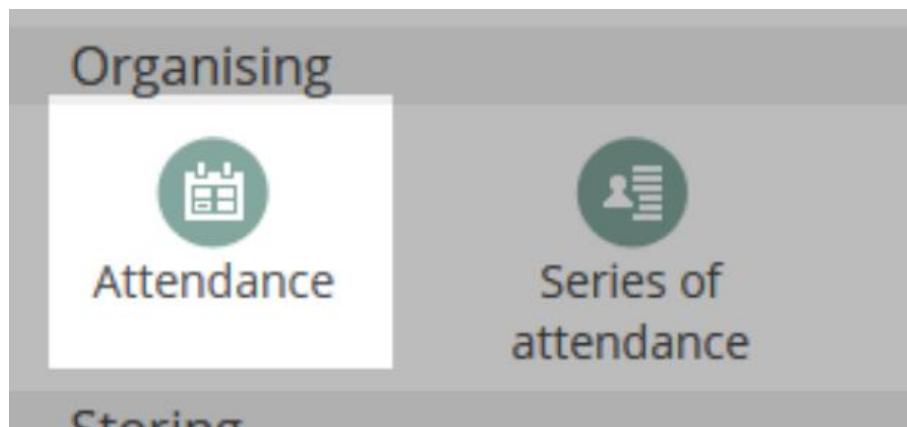
Creating BBB conference

Within the appropriate role (project manager, moderator, instructor, admin) we can add a new tool to the scene by clicking on “New Tool” on the left.



New tool menu

We can add a new attendance by selecting “Attendance” under “Organization” in the tool list.



Selecting “Attendance”

Setting the parameters of the attendance happens mostly the usual way. However, to be able to use BBB, we need to check the “Online” box among of the parameters on the right side.

The screenshot shows the 'CREATE ATTENDANCE' form. It has two tabs: '1 Basic data' (selected) and '2 Description'. The 'Basic data' tab contains fields for Title of attendance, Category, Date/Time, Duration (minutes), and Location. The 'Description' tab contains fields for Organizers, Participants, and a 'Custom settings' section. The 'Custom settings' section includes checkboxes for 'Mandatory', 'Participant catalogue', and 'Record meeting'. It also has a 'Type' section with radio buttons for 'BigBlueButton' (selected), 'Offline', and 'Record meeting'.

Parameter settings

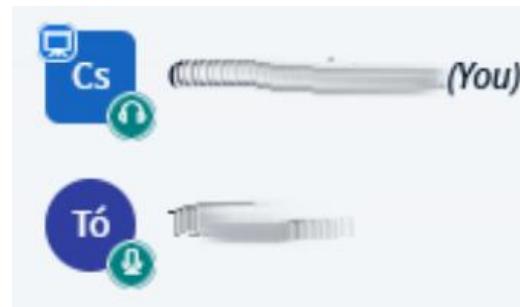
We need to pay careful attention to setting the organizers and the viewers, since this will define who will be the operators and the viewers during the conference. We can give members credentials by using the scroll-down menu. By using “Individual settings,” we can give credentials to each member individually.

To create a conference, we can use the usual “Next” and “Done” buttons.

Conference roles

Moderator-viewer

BBB users can participate in the conference as moderators or viewers. In the user list, the moderator’s status icon is a square, while the viewer’s is a circle. After entering the conference, the organizers set in the attendance become moderators.



Moderator and viewer

As moderators, we can manage the users by clicking on the gear icon next to the caption “Users.”



Managing users

It is possible to mute each user, or we can give voice to the presenter only. We can save the list of users, which may be used as a basis for the attendance sheet. With the option „Lock viewers”, we can set what the viewers are and are not allowed to do. With „Create breakout rooms” the viewers can be divided into groups. The viewers in each group will only hear and see the other members of the group.

By clicking on the name or the icon of the viewer, the moderator will access individualized options:

- „Promote to moderator”: the viewer will become moderator. The promoted moderator will have all the capabilities of a regular moderator.
- „Demote to viewer”: A moderator can be demoted to viewer.

- „Remove user”: the user – whether they are a moderator or viewer – will be removed from the conference.
- „Make presenter”: the user will become a presenter

It is important to note that the BBB conference will not affect the attendance in Coospace, meaning a moderator or demoted viewer whose status was changed during the conference will be able to rejoin the conference with the original capabilities.

Lock viewers

With the option „Lock viewers” certain functions can be made unavailable for the viewers. Unlocking (re-permitting) the functions can be done individually. The locking option does not affect moderators.

Lock viewers

These options enable you to restrict viewers from using specific features.

Feature	Status
Share webcam	Unlocked <input checked="" type="checkbox"/>
See other viewers webcams	Unlocked <input checked="" type="checkbox"/>
Share microphone	Unlocked <input checked="" type="checkbox"/>
Send Public chat messages	Unlocked <input checked="" type="checkbox"/>
Send Private chat messages	Unlocked <input checked="" type="checkbox"/>
Edit Shared Notes	Unlocked <input checked="" type="checkbox"/>
See other viewers in the Users list	Unlocked <input checked="" type="checkbox"/>

Cancel **Apply**

Locking viewers

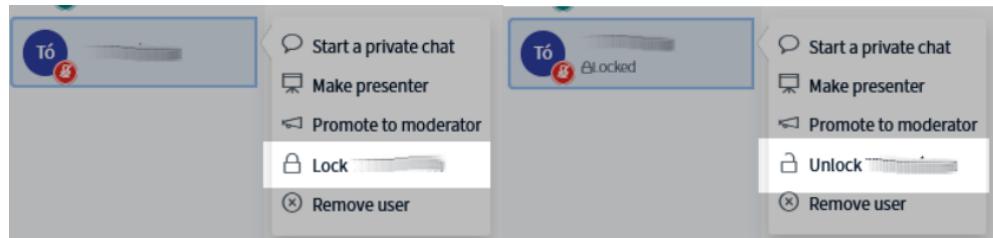
- Sharing webcam: by locking the option, the viewers will not be able to share their own webcam

If a function is locked for a user, the word „Locked” and the image of a padlock will be visible under their name.



Locked user

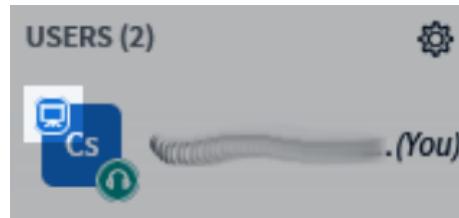
We can unlock or re-lock the user by clicking on their name and then on the Unlock XY or Lock XY option.



Unlocking or locking user

Presenter

There can be only one presenter in a conference. This is indicated in the upper left corner of the status icon next to their name.



Indicating presenter

The first operator to enter the conference will automatically become the presenter. The operators and the presenter can pass the presenter status on by choosing the option „Make presenter” after clicking on a user.

By clicking on the button in the heading, we can record the conference. The recording will contain the presentation, the camera images of the users and the public messages/captions.



Recording

The recording may be stopped or re-started any time during the conference. At the end of the conference (after all the participants have left the conference) Coospace converts the recorded material and uploads it to the Attendance. The conversion may take longer for a longer recording, but it also depends on the server's capacity and use at the time.

The presenter can upload PPT or PDF presentations or outside videos by clicking on the blue plus button in the bottom panel.



Presentation control panel

It is possible to add captions to the conference by clicking on the CC button. The captions will immediately become visible for the viewers and they will show up on the recording, too.

By clicking on “Share screen”, a pop-up window will show up and the presenter will be able to set whether to share the entire screen or only a single window. In case of the latter, only the given window will be visible for the viewers, even if the presenter places more windows on top of it.