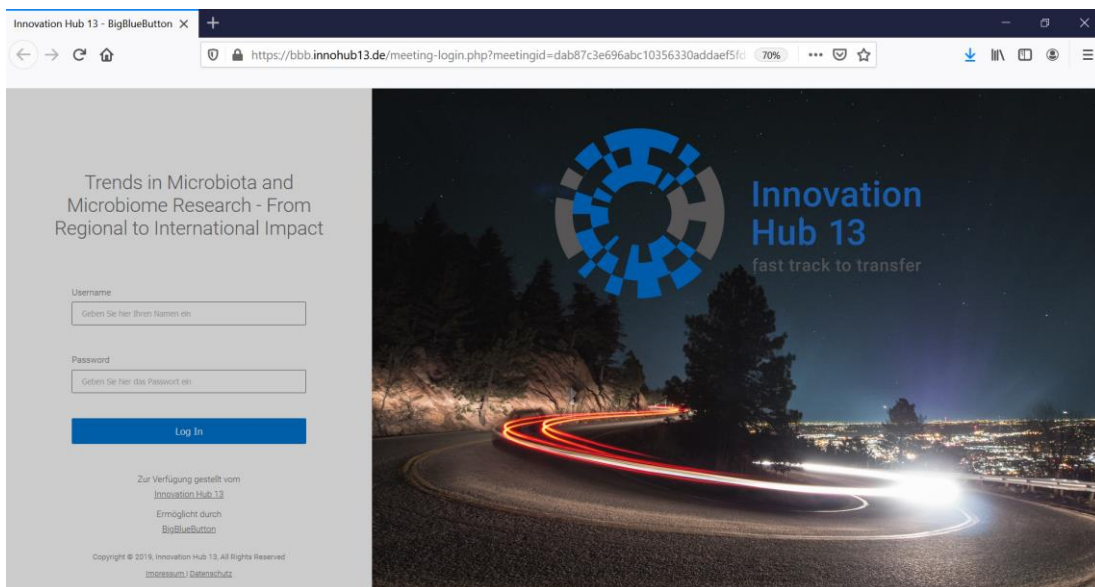


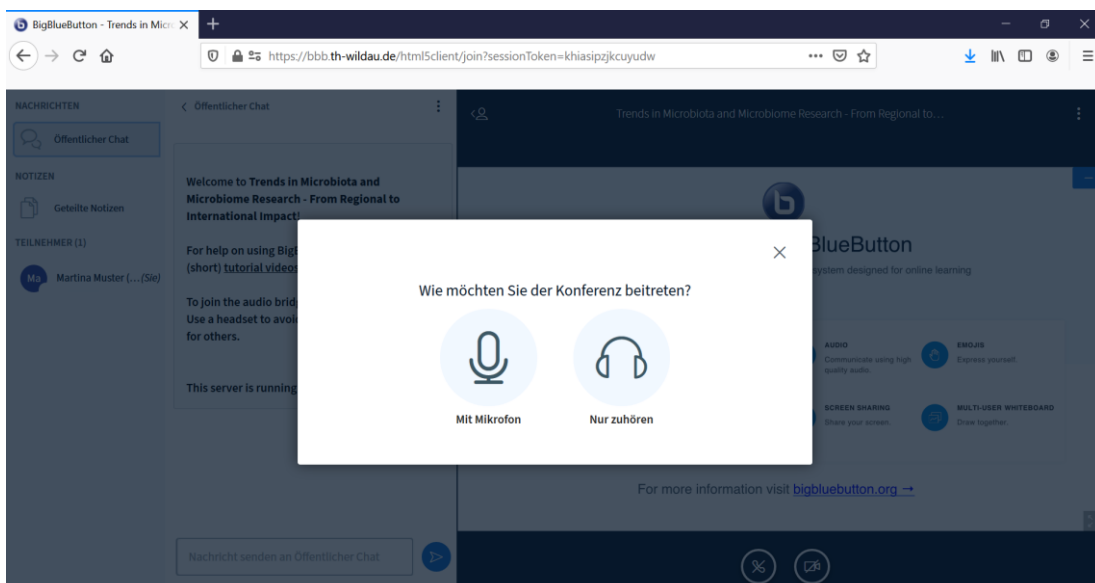
BigBlueButton (BBB)– our web conferencing system

1. BBB is a web-based conferencing system and you do not need to install any software. **Chrome** and **Firefox** have been tested as successful **browsers** for running BBB.

2. Please use the provided link (see email or event homepage) to enter the **BBB login homepage**. Enter your name and if applicable your institution (**Username**). Then, enter the provided password (**Password**). Click the “Log In” button.

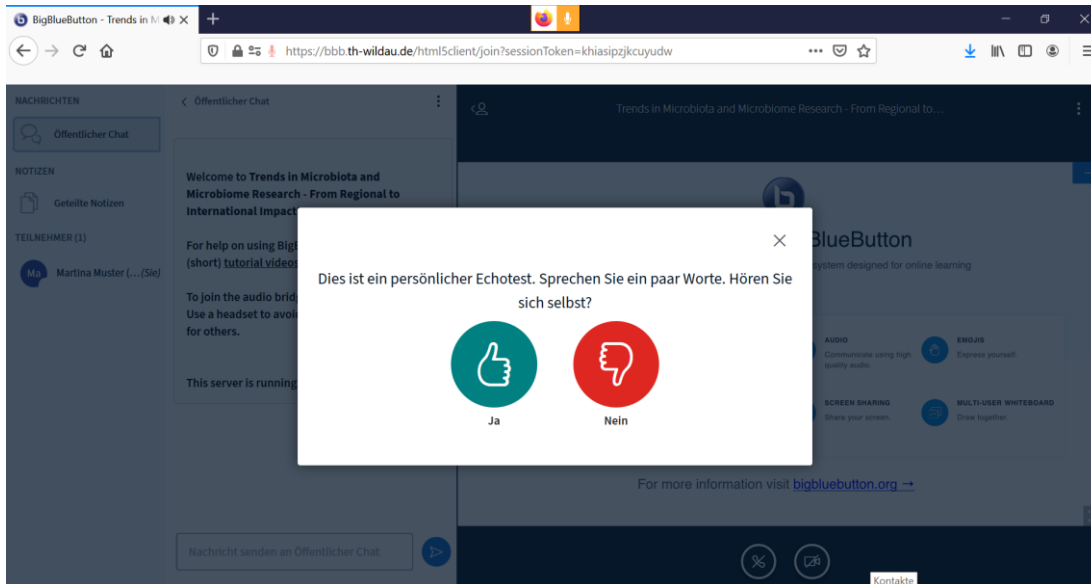


3. Next, you will be asked how you would like to join the conference. Here you choose whether you want to speak actively or just want to listen to the session by clicking one of the two icons:

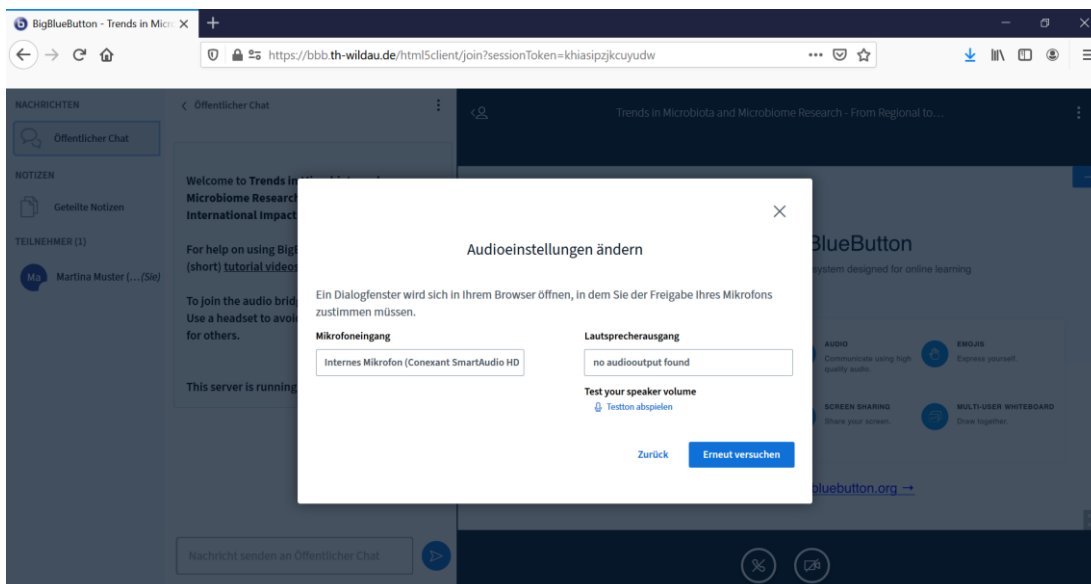


4. Click the left “**With microphone**” button, in order to start a short **echo test**. A new window opens: “This is a personal echo test. Say a few words. Can you hear yourself?” If your computer then asks you to permissions for audio and video sharing, you should agree. The echo test may take a few moments, don’t worry.

If the microphone/headset is connected right, you should hear yourself.



5. If this is not the case, click the “No” button. A new window opens, in which you can **change the audio settings**. You can choose another microphone and/or speaker. Your computer will then ask you to permissions for the new audio sharing and you should agree.



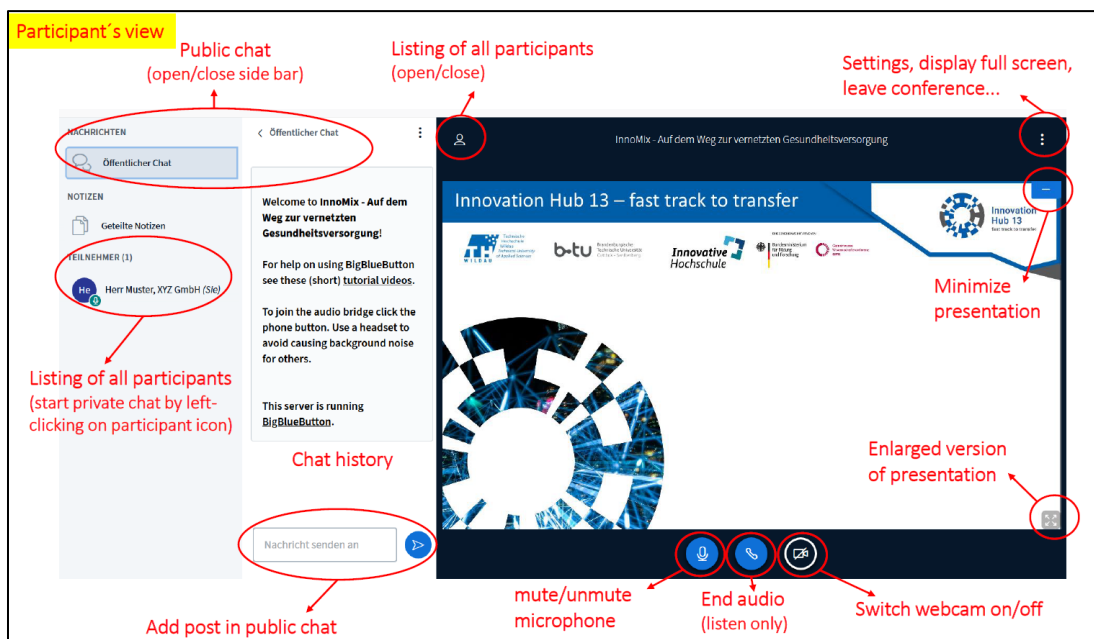
6. After successful echo test you will enter the **main room of the virtual BBB session**.

You can switch your microphone and webcam on and off via the toolbar at the bottom of the screen. When the symbol is highlighted in blue, the technique is enabled. If it has a black background and is crossed out, it is deactivated.



(From left to right: microphone, audio, webcam, screen sharing *[only in presenter/moderator mode]*)

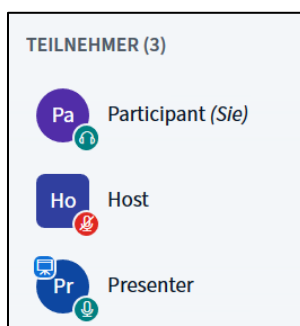
7. The **main functions** of the main room are indicated here:



8. The **roles of the participants** are symbolised by different icons in the participant list. A rectangular icon indicates the host/chair. Circular icons indicate the participants.

The current presenter is highlighted with a blue screen symbol in the top left of the icon (the host/chair can switch the presenter role to another participant).

In addition, at the bottom right you can see whether the participant is switched on speaking (microphone icon; muted = red, unmuted = green) or listening (headphones).

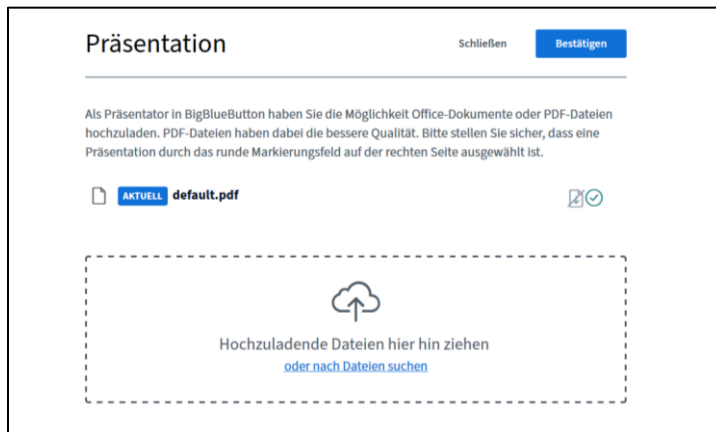


9. If you have **presenter rights**, you can present an uploaded file for all participants. For this, an additional icon (**plus symbol**) appears in the toolbar at the bottom of the screen, where you can select: **upload a presentation, launch a survey or share an external video**.

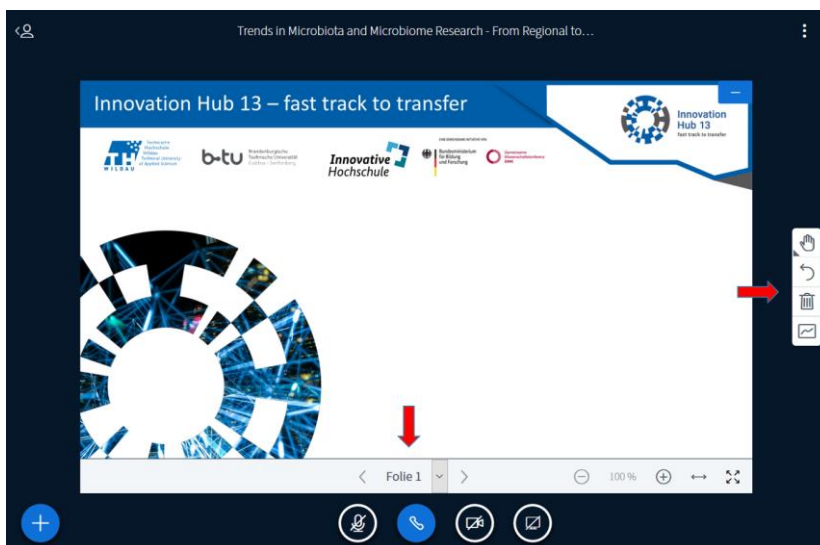


By choosing “upload a presentation”, you can now select a file from your computer to upload (select file upload or drag & drop). Finally, you have to confirm the selected file for presentation (blue upload button on top).

Note: You can upload MS Office documents or pdf files. However, all uploaded files will be converted to a pdf file before presenting! Thus, if you want to present animations, videos etc. you should use the “screen sharing” option.



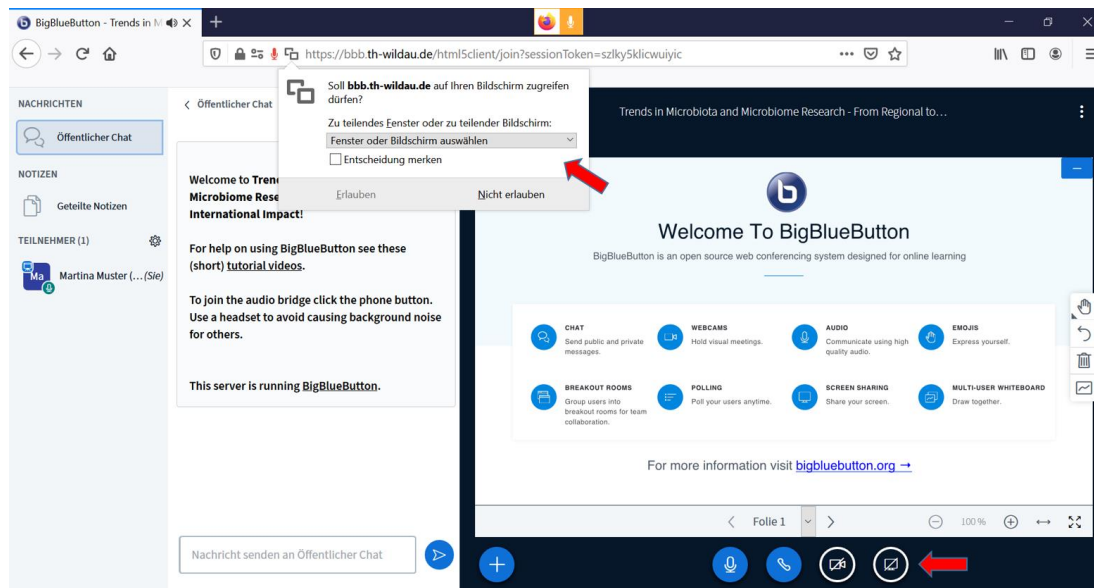
When you present your uploaded file, a navigation bar appears at the bottom to **switch between the slides**. You will also find further presentation tools on the right hand side.



10. You can **share your screen**, if you have the presenter rights. The “screen sharing” icon is then visible in the toolbar at the bottom of the screen as the fourth icon.

By clicking on the button, you can then decide in the browser what exactly you want to share. Here you can choose, whether you want to share the entire screen, a program or a specific file. It is important that what is to be shown is also opened on your own desktop.

After selection, the view automatically switches to the selected programme or document and this is now displayed to all participants in the presentation area.



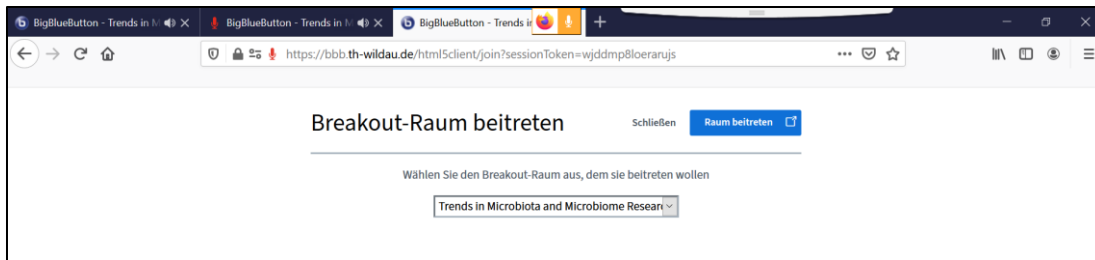
Note: If you share a website, an "inception effect" (screen image within screen image) may occur. To avoid this, open a second browser window first and call up the website to be displayed there.

To end screen sharing, click again on the fourth button in the toolbar at the bottom of the screen.

11. Breakout rooms are sub-rooms that can be opened within a main conference room. This makes it possible to divide all participants into smaller groups and to have them meet in separate rooms for a defined time.

When the host opens the breakout rooms, a window opens in which you can select a breakout room. You can join it or return to the main room by "closing" it. The remaining time in the breakout room is shown in a blue bar at the top.

Note: By choosing a breakout room, a new browser window opens and you have to perform an **echo test again**. When closing the browser window, you will enter the main conference room. Again, you have to perform an echo test using the “Handset” button in the toolbar at the bottom of the screen.



12. Possible **solutions for problems** connecting to a BBB meeting:

1. Try a different browser. However, Chrome and Firefox have been tested successfully.
2. Temporarily deactivate your firewall and check, if it is causing the problems.
3. Deactivate your VPN.
4. Create a Wifi hotspot with your smartphone and use this hotspot to connect to the internet with your PC/notebook.
5. Use the LTE connection of your smartphone to connect to the meeting.

Information as of 07 October 2020