

1. General Information

To be able to participate fully, you will need a webcam, a microphone, a stable internet connection and an up-to-date browser. We strongly recommend that you install the latest versions of either Mozilla Firefox or Google Chrome. There are known issues when using Safari or legacy browsers like Internet Explorer.

2. Steps to use BigBlueButton (BBB)

- 1- When you first start BBB you will be given an option to join the audio bridge; there are two options: 'microphone' and 'listen only'. To be able to speak, choose 'microphone'.
- 2- Test the microphone and click 'yes'
- 3- Now you can see your name you logged in with.
- 4- You share your webcam by clicking on the webcam icon at the bottom of the screen of the platform
- 5- The moderator will make you a presenter to be able to share your screen (of you would like to show slides during your presentation).

For an introduction on how to use BigBlueButton you may check <https://bigbluebutton.org/teachers/tutorials/>; please check the tutorial titled "Student Overview".

3. Audience Etiquette

You will enter panel presentations muted. Please keep your microphone muted while presentations are ongoing. During the discussion after the panel, please post a C or a Q to public chat for a question or a comment. Unmute your microphone when the chair calls on you. If your connection is unstable, you may opt to type out your question instead; the chair will then read it out.

4. Information for Presenters

We would like to ask presenters to enter the BBB room ten minutes before their panels start. Please use this timeslot to enter the BigBlueButton room where your panel takes place, test your audio and video works, and to make the necessary preparations for sharing your slides (if you want to show slides). A student assistant will be present to help with any technical issues.

There are two ways to share presentations. You can either share your screen and switch to PowerPoint or a similar program. Alternatively, you can convert your presentation into a pdf-file and upload it to BigBlueButton before the presentation starts. Your presentation will then be displayed within the BigBlueButton surface, so you can see the other participants and receive chat messages while presenting. The latter method is also highly advisable if you are unsure about the stability of your connection. Unfortunately, this method does not allow you to use animations embedded in the slides.

5. FAQ - Web Conference with BigBlueButton

- 1- How can I use a virtual background?

When activating the webcam, you can set one of three virtual background images or alternatively a blurred background. Notes: Custom background images are currently not supported, furthermore the virtual backgrounds do not work under iOS/iPadOS as well as with Safari.

- 2- Can I mirror my webcam?

Initially, webcams are not mirrored (this is how webcams can be used as document cameras, for example). However, the view can be switched to "mirrored": click on the name in the lower left corner of the webcam image and select "Mirror".

3- Can I use screen sharing to show a video or play an audio file?

The screen share function is technically not suitable for presenting videos. Please use the "Share external video" function (currently possible for: Youtube, Vimeo etc., planned also for videos from Uni-Marburg's video streaming system Opencast). Audio can be shared when using Chrome or Chromium as browser. (Also usable for playing local audio files when opened with the browser).