

# Instructions for Oral Examinations with BigBlueButton for Teachers

A course room with access to a BigBlueButton examination room has been set up for you on the Examination ILIAS. You have access to this course room one hour before the examination for which you have registered is set to start.

You receive the link to the course room beforehand and can also send it to the second examiner and the participants.

## 1. Login

Click on the link to the course room and log in to the Examination ILIAS.



The screenshot shows the ILIAS login interface. At the top left is the UNI FREIBURG logo. The header area is blue and contains the text "E-Klausuren SoSe 2020" and "Albert-Ludwigs-Universität Freiburg". A "Sprache" dropdown menu is visible in the top right. The main content area is titled "Bei ILIAS anmelden" and contains two input fields: "Benutzername \*" with the value "ee1234t" and "Passwort \*" with masked characters. A red asterisk indicates required fields. A blue "Anmelden" button is located at the bottom right of the form.

## 2. Classroom

You are taken automatically to the course room, where you will also find the link to the BigBlueButton room.



UNI FREIBURG

E-Klausuren SoSe 2020  
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Click on the link and then on "Launch virtual room."

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Content Info Eigenschaften

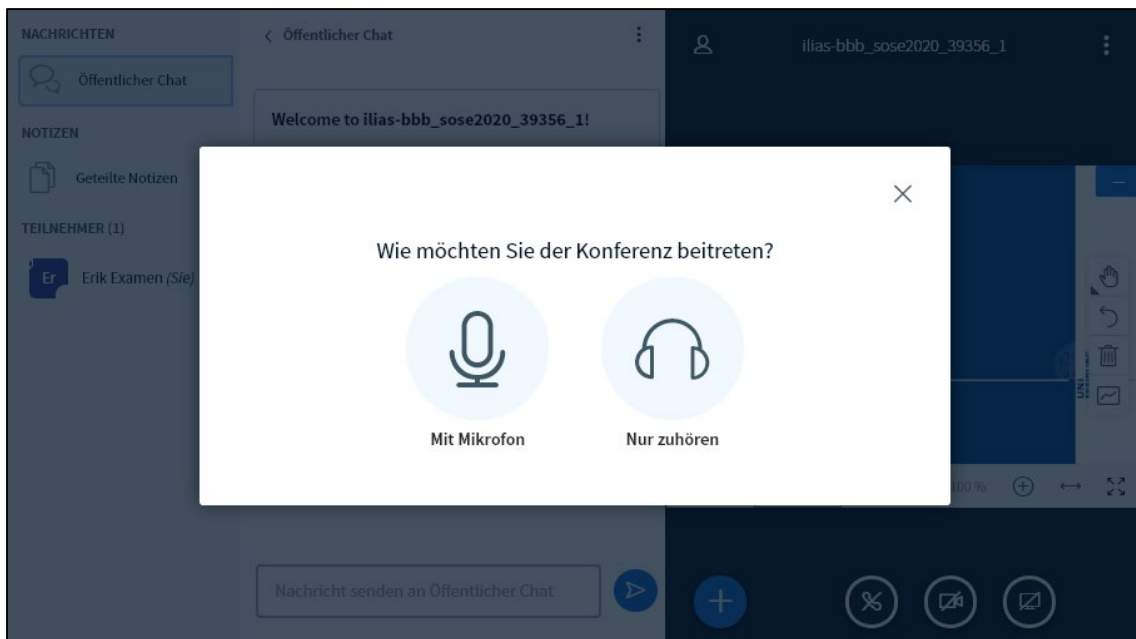
Ihr virtueller Raum wurde noch nicht aktiviert. Damit andere Teilnehmer\*innen den Raum betreten können, müssen Sie ihn zunächst starten.

Virtuellen Raum starten

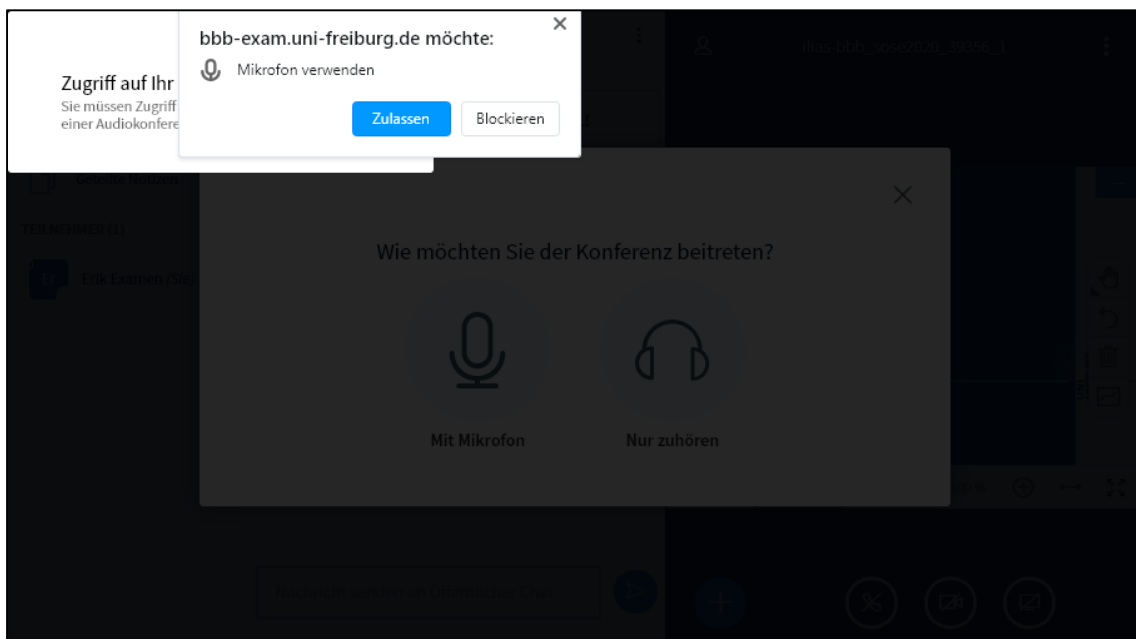
The examination candidates cannot access the virtual room until you have launched it.

**Please note! The BBB room may be blocked by settings on your browser. In this case, set your browser to allow pop-up windows from "eklausur.uni-freiburg.de."**

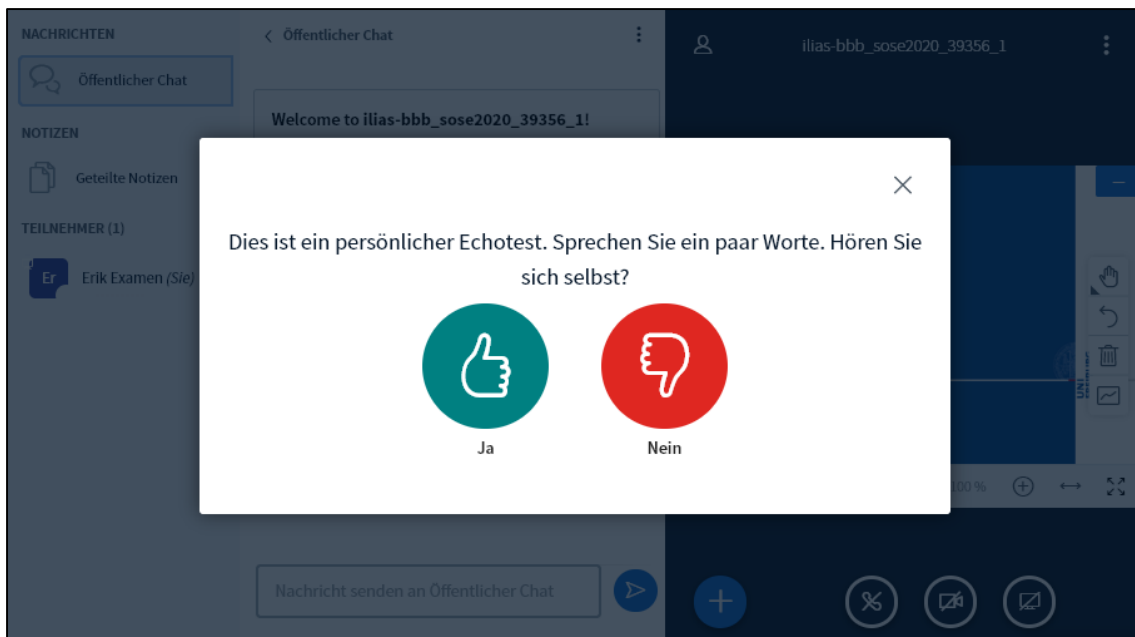
Your BBB room is now opened, and you are asked to perform the audio settings for it.



Click on "With microphone."

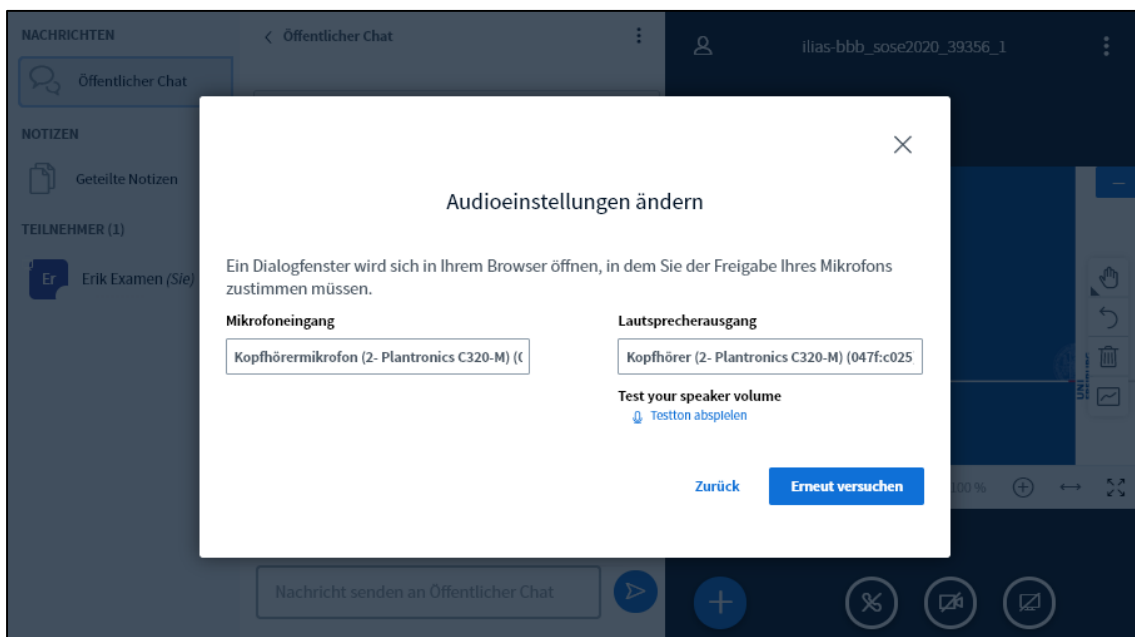


Then, confirm that you wish to allow your browser to access the microphone. Now you are asked to perform the "Echo test."



Make sure your microphone and your speaker are on. If you hear your own echo, click on “Yes.”

If you do not hear yourself, click on “No.” You will be taken to the audio settings.



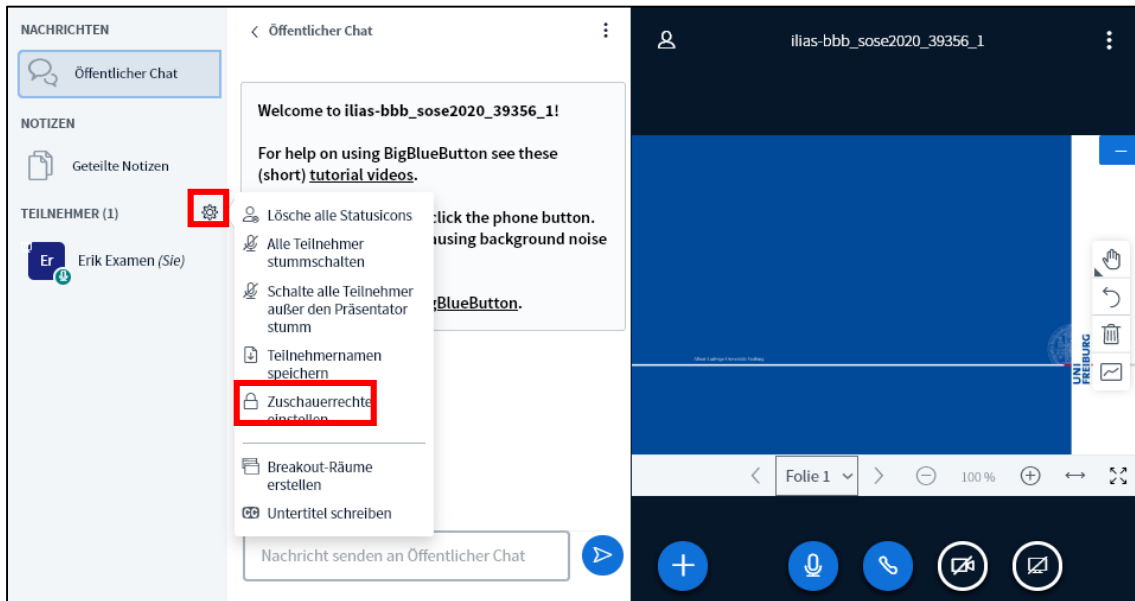
In the audio settings, select the microphone and the speaker you are using. Then click on “Try again.”

You are sent back to the echo test, and you will now hopefully be able to answer “Yes.”

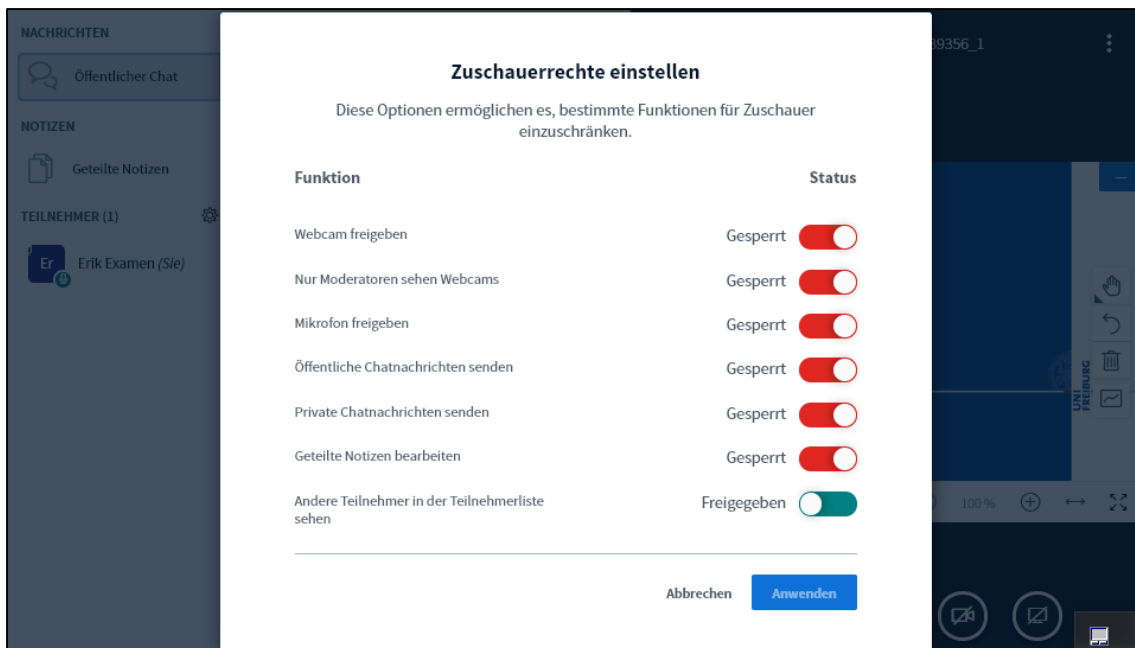
#### 4. Settings in the BBB room

You are now located in the BBB examination room. This room will serve as the “waiting room.”

Now perform a few more settings. To do so, click on the “Manage participants” button to the right of “Participants.”



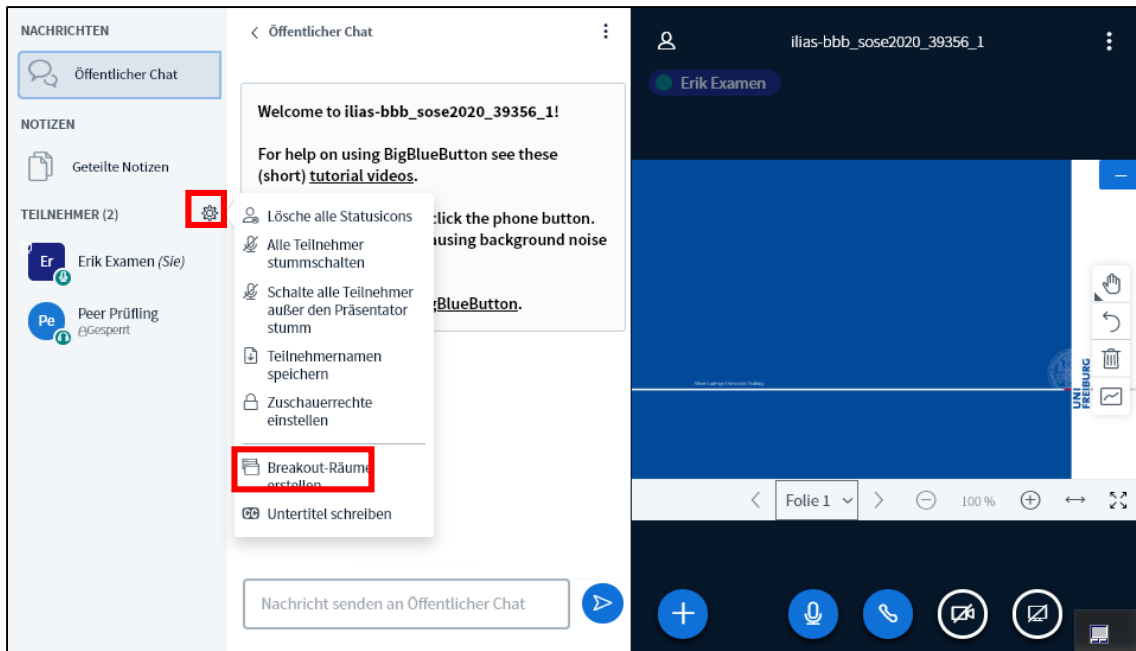
First, select “Set viewer privileges” to limit the features available in the waiting room.



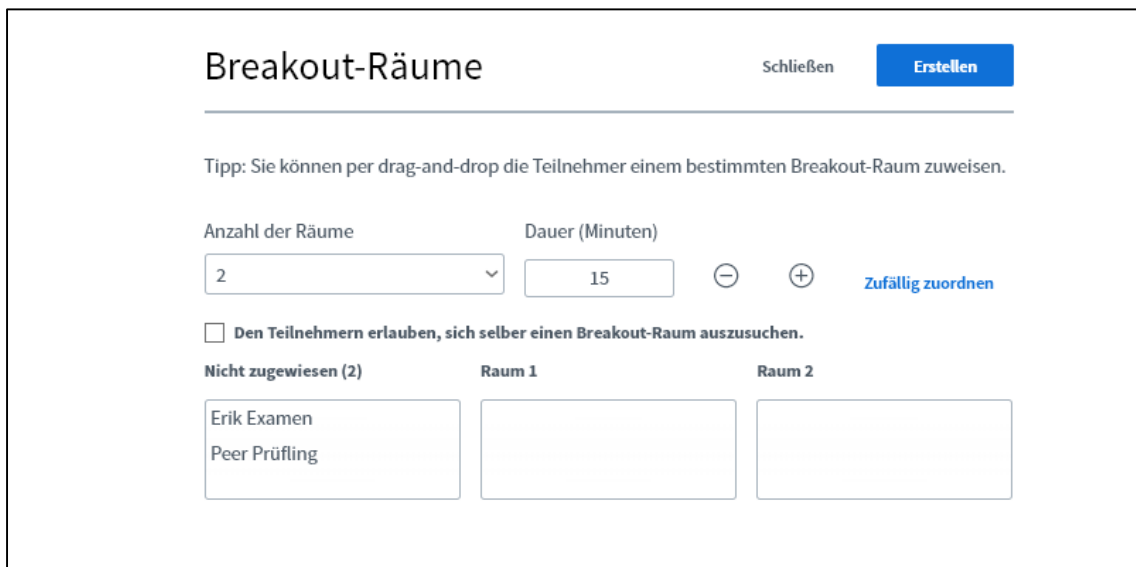
Lock everything except the list of participants if you wish to save bandwidth. If you would like to allow the participants to chat with each other while waiting, you can also unlock the microphone and the public chat feature.

## 5. Creating breakout rooms

When the examination candidate has entered the room, you can create the breakout room and start the examination.



To do so, click again on the “Manage participants” button and then select “Create breakout rooms.”



Two breakout rooms are always created automatically, even if you only need one.

## Breakout-Räume

Schließen Erstellen

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Tipp: Sie können per drag-and-drop die Teilnehmer einem bestimmten Breakout-Raum zuweisen.

Anzahl der Räume Dauer (Minuten)

2

60

-

+

Zufällig zuordnen

Den Teilnehmern erlauben, sich selber einen Breakout-Raum auszusuchen.

Nicht zugewiesen (0)	Raum 1	Raum 2
	Erik Examen Peer Prüfling	

Set the duration of the examination and drag and drop yourself, the second examiner, and the examination candidates into the room. Do NOT check the box next to “Allow users...”

Click on “Create” to launch the breakout room.

## Breakout-Raum beitreten

Schließen Raum beitreten

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Möchten Sie beitreten ilias-bbb\_sose2020\_39356\_1 (Raum - 1)?

You are now asked to enter the room.

The breakout room opens **in a new tab!** Make sure to leave the tab of the main room open.

You are again asked to perform audio settings, which you must go through as previously. Then you are in the breakout room with the examination candidate and can start the examination. The breakout room looks no different from the main room.

### 5.1 Starting your webcam

Start your camera by clicking on “Share webcam.”

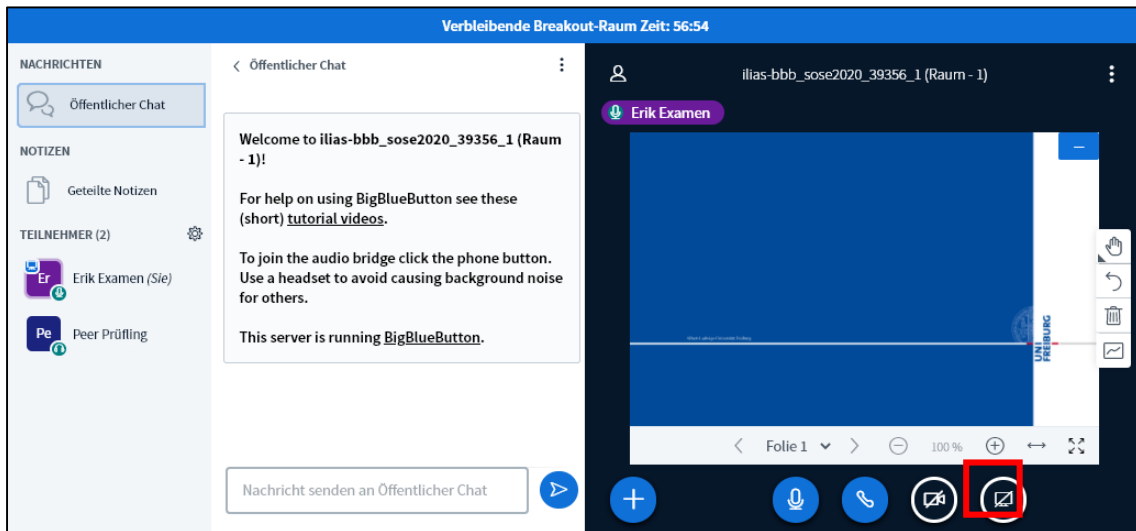


The image shows a screenshot of a BigBlueButton (BBB) meeting interface. The interface is divided into three main sections:

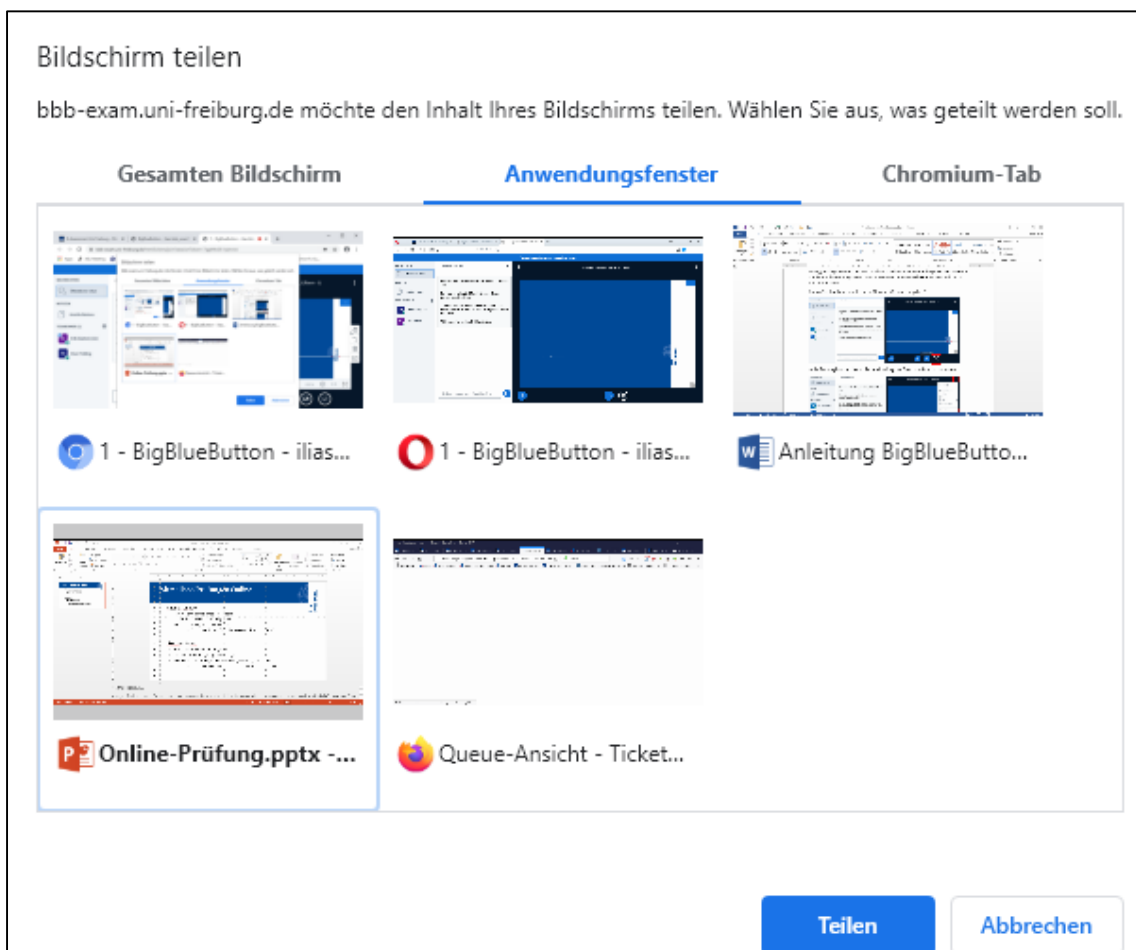
- Left Panel (NACHRICHTEN):** Contains a list of messages and participants. Under "NOTIZEN", there is a "Geteilte Notizen" section. Under "TEILNEHMER (2)", there are two participants: "Peer Prüfling (Sie)" and "Erik Examen".
- Center Panel (Öffentlicher Chat):** Displays a welcome message: "Welcome to ilias-bbb\_bose2020\_39356\_1 (Raum - 1)!" followed by instructions: "For help on using BigBlueButton see these (short) [tutorial videos](#)." and "To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others." Below this, it states "This server is running [BigBlueButton](#)." At the bottom of this panel is a text input field "Nachricht senden an Öffentlicher Chat" and a send button.
- Right Panel (Video Player):** Shows a video player with a blue background. The title bar reads "ilias-bbb\_bose2020\_39356\_1 (Raum - 1)". The video content is mostly obscured by a blue overlay. At the bottom of the video player, there is a "Audio beenden" button. Below the video player is a control bar with several icons: a plus sign (+), a microphone icon, a phone icon, and a video camera icon with a slash through it, which is highlighted with a red square.

## 5.2 Sharing your screen

If you wish to share a presentation or an application with the examination candidates during the examination, click on the “Share screen” button.



This opens a window in which you can decide whether to share your entire screen or only an individual application window.

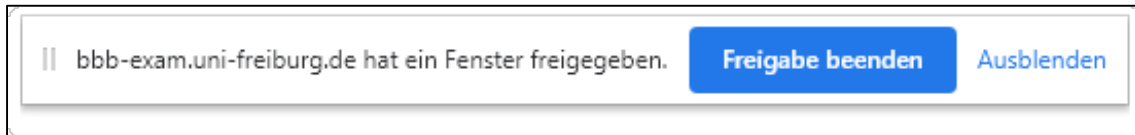


Select the application window you wish to share and then click on “Share.”

We recommend this procedure for PowerPoint presentations, because it retains transitions and animations.

Please note that you are not able to see the BigBlueButton room while you are sharing your screen. This means that you cannot see what has been written in the chat.

While you are sharing your screen or an application window, you will see a bar at the lower edge of the window, which you can use to end screen sharing.

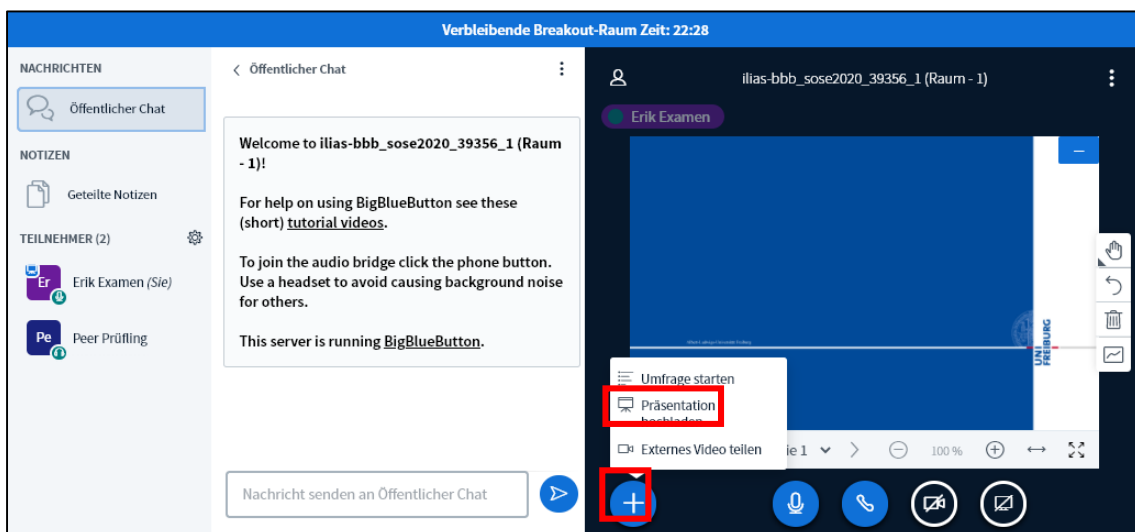


### 5.3 Uploading a presentation

You also have the possibility to upload an Office presentation (PowerPoint, LibreOffice, etc.) directly to the BigBlueButton room.

Please note that the presentation will be converted to PDF format, causing all transitions and animations to be lost.

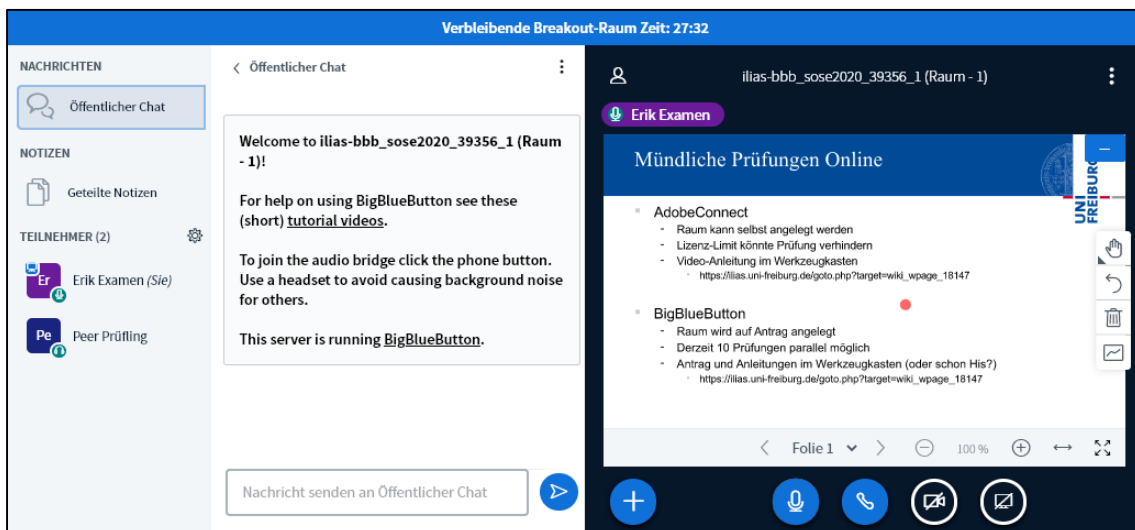
To upload a presentation, click on the "Actions" button and then on "Upload a presentation."



You can then select the file you wish to upload.

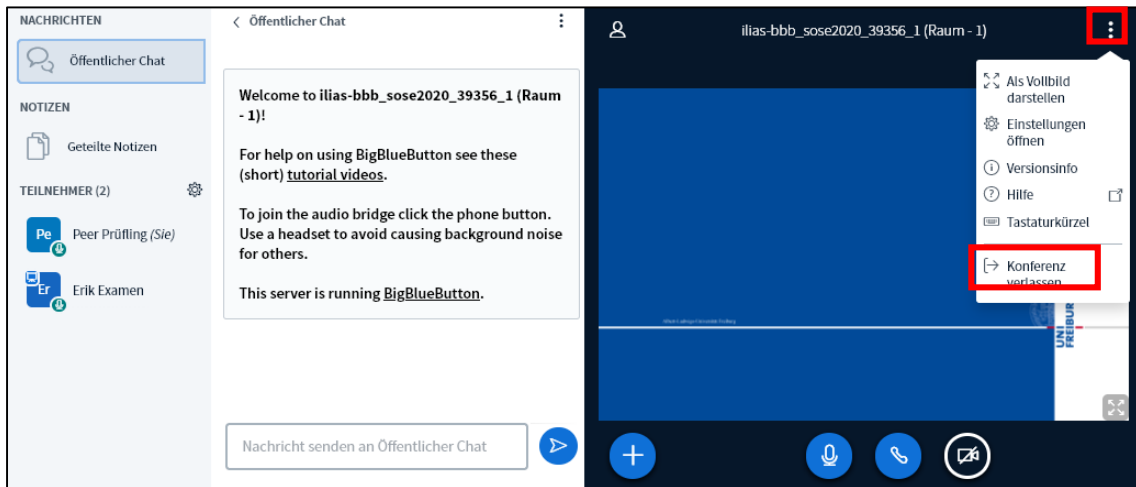


To do so, drag and drop the file into the field bordered by a dotted line or click on the field to search for the file on your computer. Then click on "Upload" to upload the file to the room. The file is converted to PDF format and is then available in the room.



## 6. Ending the examination

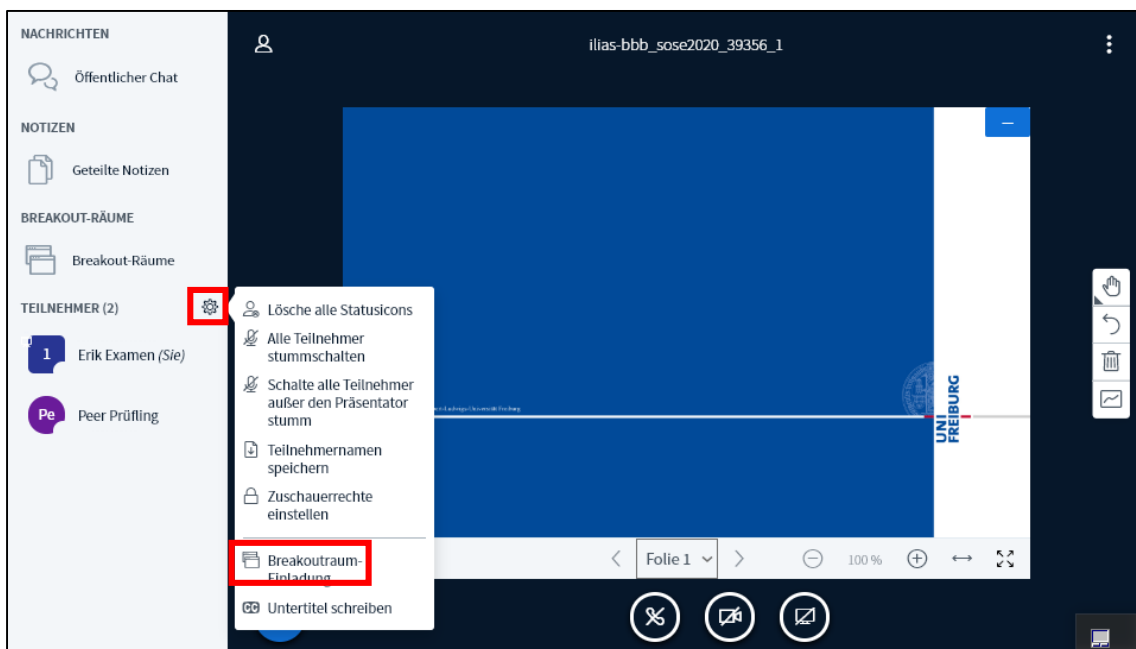
When the examination is finished, ask the examination candidate to leave the breakout room.



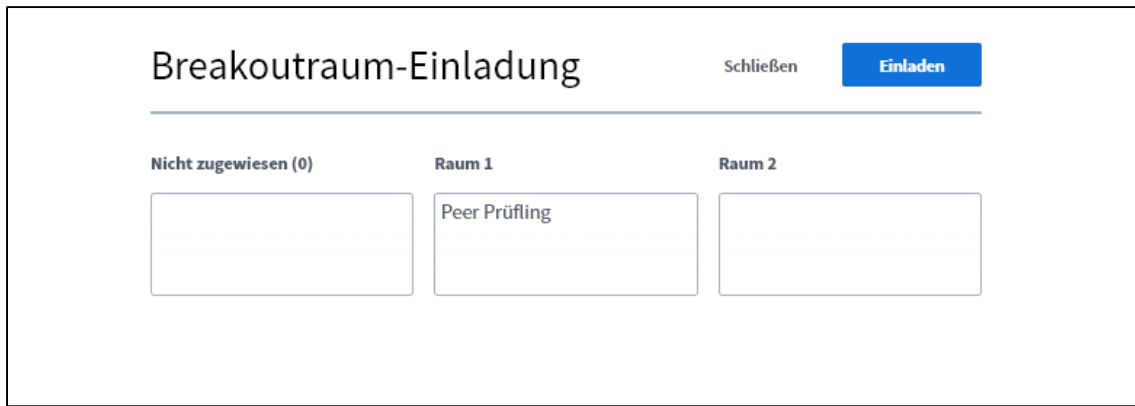
The examination candidate leaves the room by clicking on "Options" -> "Leave conference." The candidate is now again in the main or waiting room.

After you have conferred with your second examiner, you can invite the examination candidate to reenter the breakout room.

To do so, go to the tab of the main room. From there, click on "Manage participants" -> "Breakout room invitation."

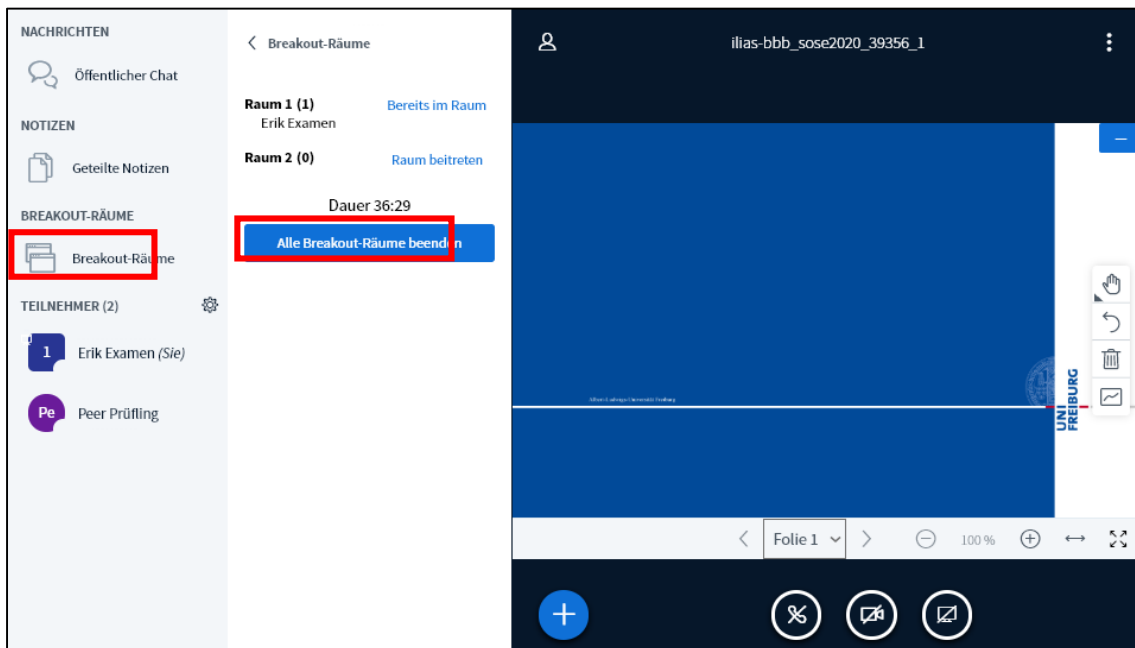


Then you can again invite the examination candidate back into the breakout room with drag and drop and a click on "Invite."



## 7. Ending the breakout room

As soon as you have discussed the grade with the examination candidate and the examination is thus officially finished, you can close the breakout room. You can do so in the main room under "Breakout rooms" -> "End all breakout rooms."



Then you can prepare the breakout room for the next examination candidate or close the room if you will not be holding any further examinations.