Abteilung E-Learning
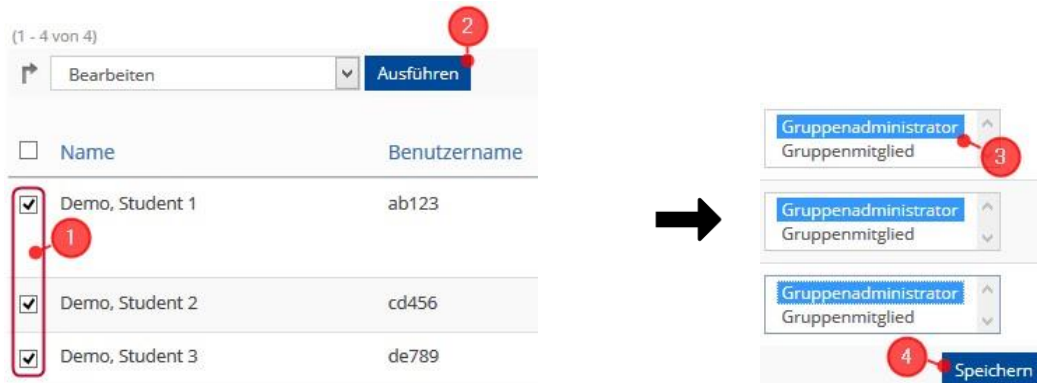**rz** Rechenzentrum
Universität Freiburg

1. Variant: in existing courses

To allow students to use BigBlueButton meeting rooms independently, your course must contain at least one group. There, students must be upgraded to **group administrators** so that they can create and start BigBlueButton rooms yourself.

Create a new group called "Student workspaces" (or similar).

- Students must join the group or be added by you.
- Then open the group and then the [Members] tab.
- Select the students and then click [Execute] (next to Edit). In the next step, select the role *Group administrator* in each case and confirm with [Save]:

Students can then independently start all existing and newly created BigBlueButton meeting rooms in the group with presentation rights. Via [Add new item] they can also add new meeting rooms to the group at any time.

Notes

- New groups can be created via the [Add new item] button. You can find more information about this and the different booking options in our Digital Teaching Toolbox.
- *The Group Administrator* role allows students to independently create new items in the group. Already existing items can be changed or deleted.
- For group work scenarios, several groups can be created, each with different assignments. The groups can thus work independently of each other and meet in meeting rooms that are independent of each other.
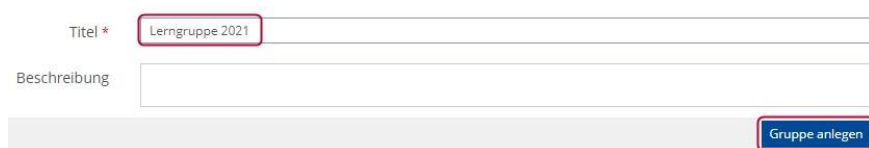
2. Variant: independent in self-managed learning groups

Students can independently create and manage learning groups and join existing learning groups after logging into ILIAS. All group administrators can independently create BigBlueButton meeting rooms in the learning group.
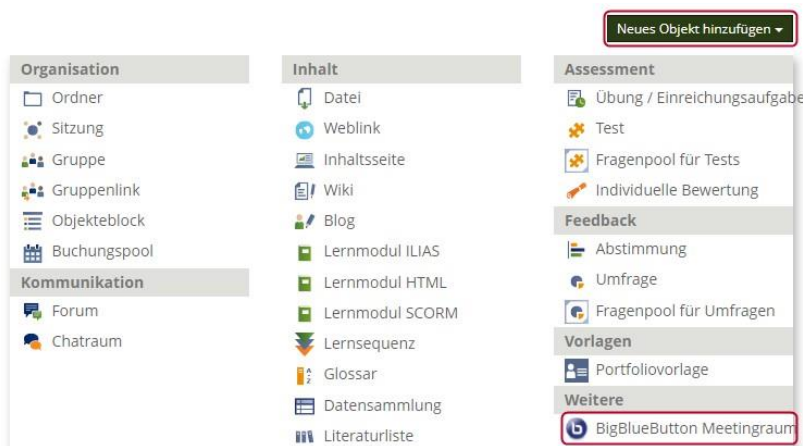
Creating a new learning group is done via the ILIAS menu of the same name > *Create new Learning Group:*

After entering a title and confirming with the [Create group] button, the learning group is created:

Group administrators - as a creator of a learning group you automatically obtain this role and the permissions attached to it - can create as many BigBlueButton meeting rooms (as well as other items) as they like via the button [Add new item].

For more information on study groups, please visit our student support area.

3. Support and contact

On ILIAS, you will find the "Support" section in the repository with detailed instructions and support materials and a forum for questions about ILIAS.

Please feel free to contact us: ilias@rz.uni-freiburg.de.

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Impressum: Universität Freiburg, Fahnenbergplatz, 79098 Freiburg