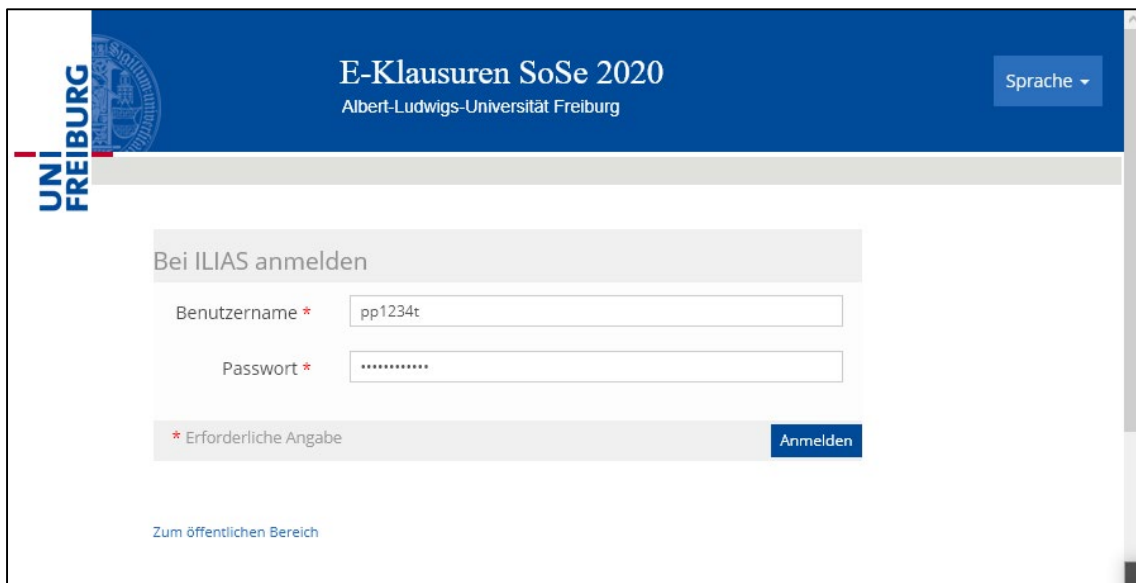


Instructions for Oral Examinations with BigBlueButton for Examination Candidates

A course room with access to a BigBlueButton examination room has been set up for you on the Examination ILIAS. You should have received the link to this classroom from your examiner.

1. Login

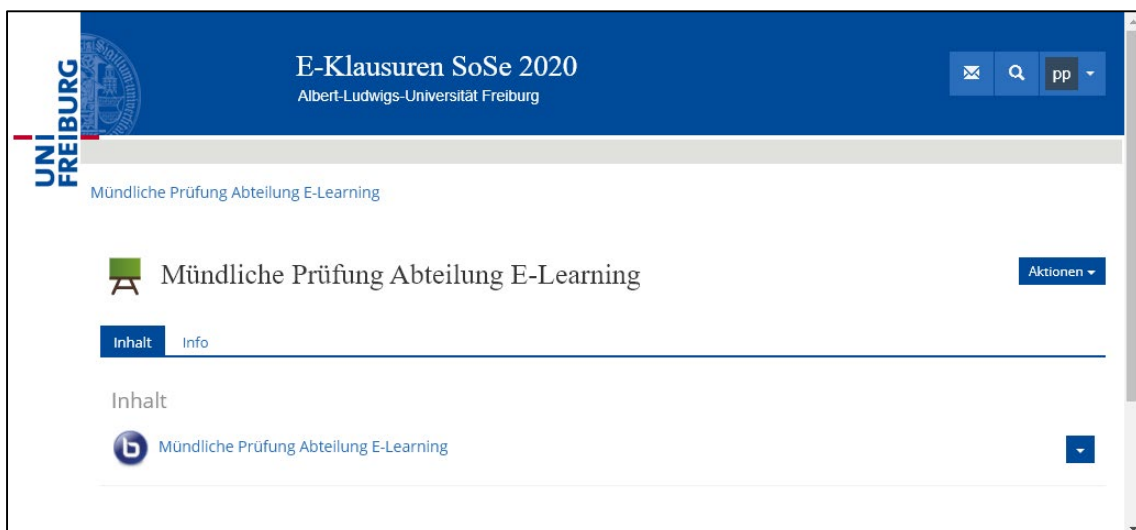
Click on the link to the course room and log in to the Examination ILIAS.



The screenshot shows the login interface for 'E-Klausuren SoSe 2020' at Albert-Ludwigs-Universität Freiburg. The header includes the university logo and a language dropdown menu set to 'Sprache'. The main content area is titled 'Bei ILIAS anmelden' and contains two input fields: 'Benutzername *' with the value 'pp1234t' and 'Passwort *' with masked characters. A red asterisk indicates that both fields are required. Below the fields is a blue 'Anmelden' button and a link 'Zum öffentlichen Bereich'.

2. Classroom

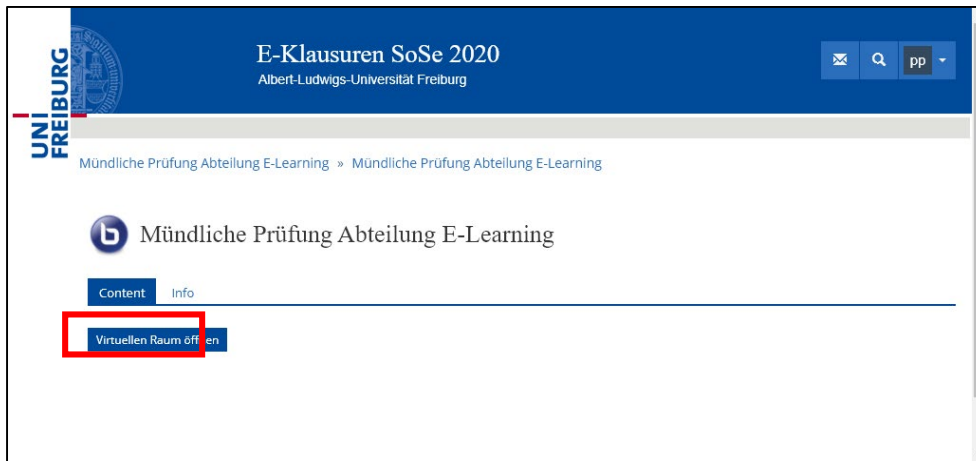
You are taken automatically to the course room, where you will also find the link to the BigBlueButton room.



The screenshot shows the course room page for 'Mündliche Prüfung Abteilung E-Learning'. The header includes the university logo, the course title, and navigation icons for mail, search, and a user profile 'pp'. The main content area features a green square icon with the letter 'A' next to the course title, followed by an 'Aktionen' dropdown menu. Below this is a tabbed interface with 'Inhalt' selected and 'Info' as an alternative. The 'Inhalt' section displays a blue square icon with the letter 'b' next to the course title and a dropdown arrow.

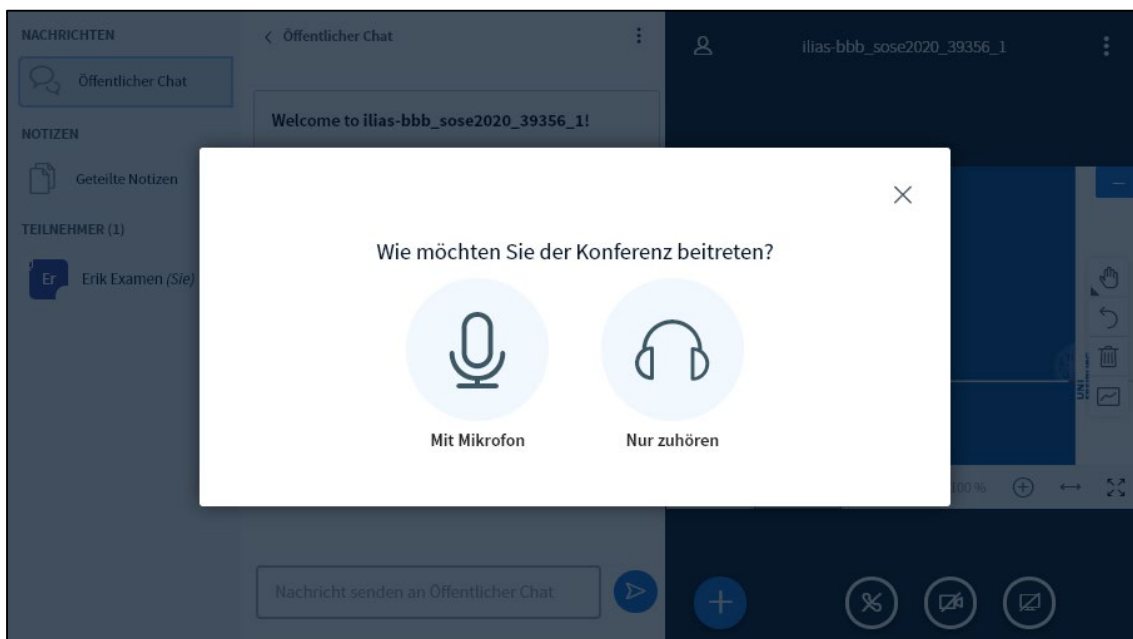
3. Launching the BigBlueButton room

To enter the BigBlueButton room, you must first click on the link. If your examiner has not yet launched the room, you receive the following message: "The room has not yet been launched. Please try again later." If the examiner is already in the room, you can enter it by clicking on the "Open virtual room" button.

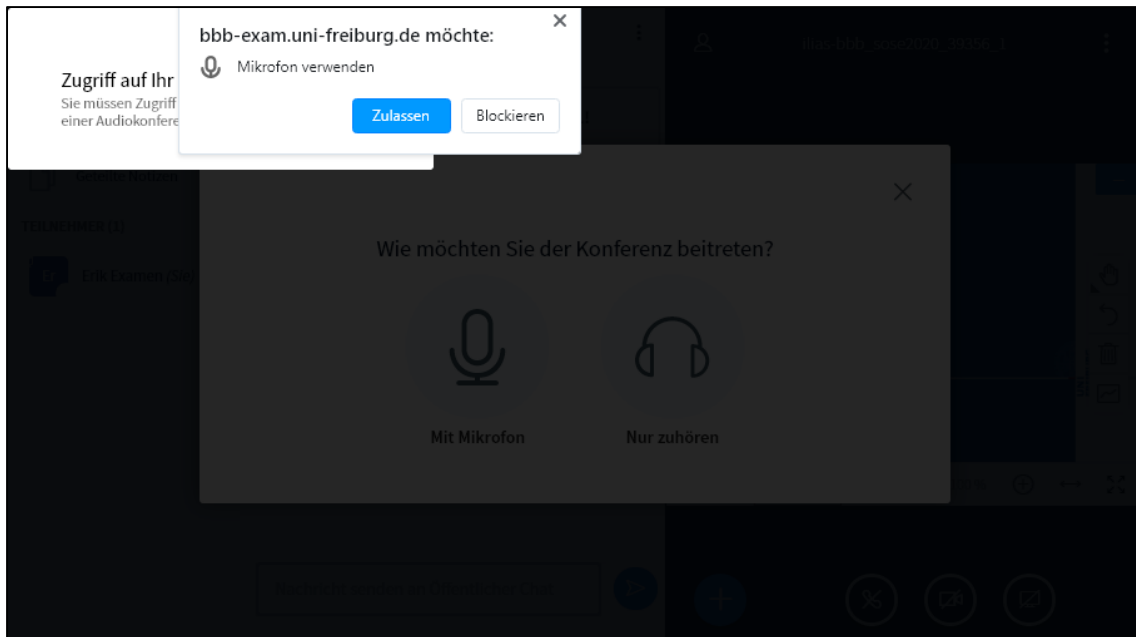


Please note! The BBB room may be blocked by settings on your browser. In this case, set your browser to allow pop-up windows from "eklausur.uni-freiburg.de."

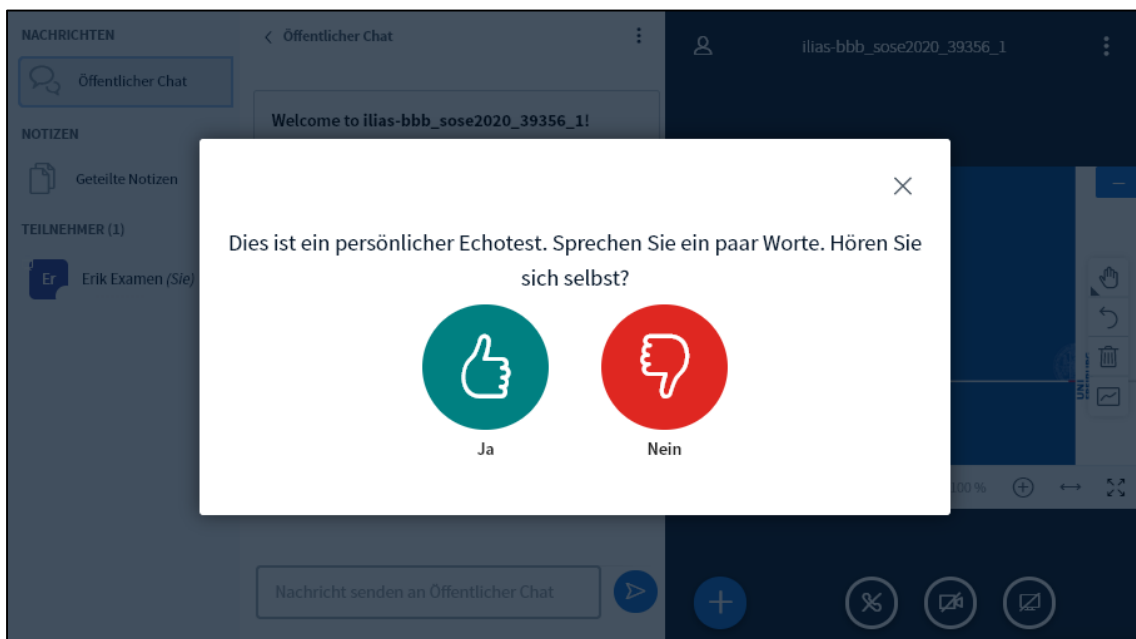
Your BBB is now opened, and you are asked to perform the audio settings for it.



Click on "With microphone."

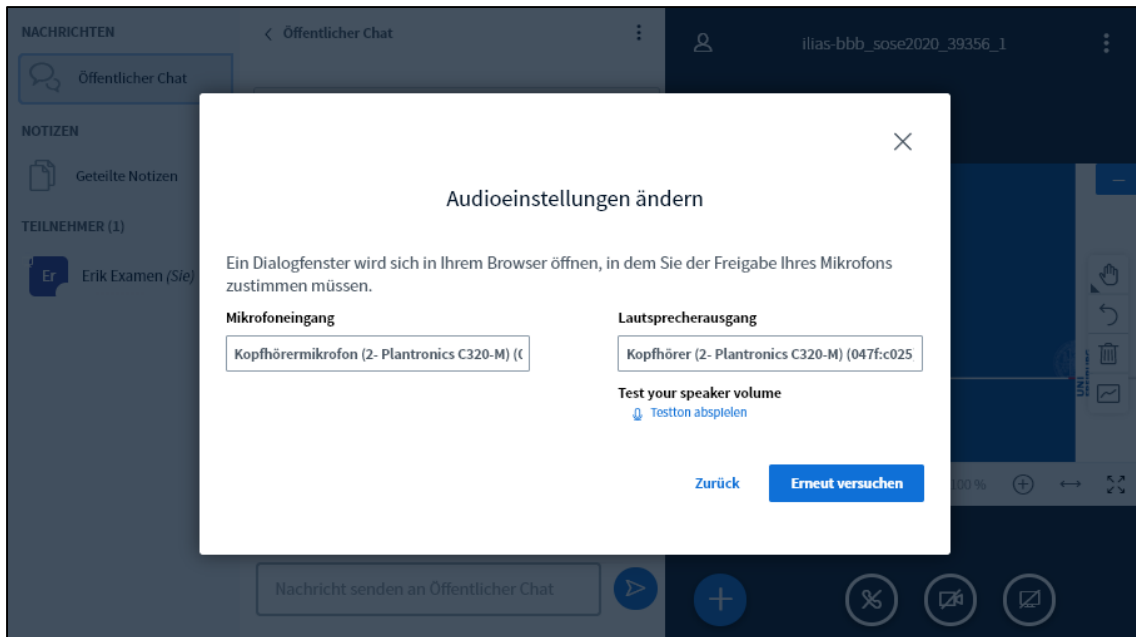


Then, confirm that you wish to allow your browser to access the microphone. Now you are asked to perform the "Echo test."



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.



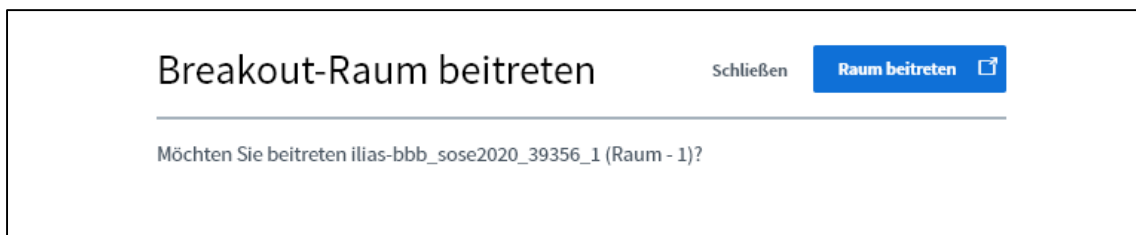
In the audio settings, select the microphone and the speaker you are using. Then click on “Try again.”

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

4. Breakout room

You are now located in the BBB examination room. This room is also the “waiting room” for you and any other examination candidates.

When your examination is to begin, you will be invited into a “breakout room” by your examiner.



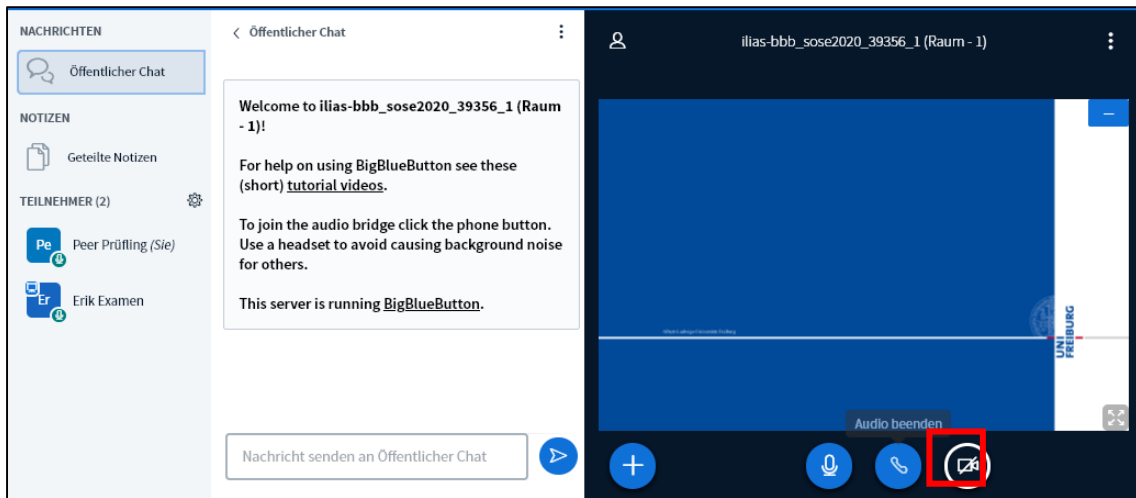
Click on “Enter room.” The breakout room opens **in a new tab!** Make sure to leave the tab of the main room open.

You are again asked to perform audio settings, which you must go through as previously.

Then you are in the breakout room with the examiners, and the examination can begin. The breakout room looks no different from the main room.

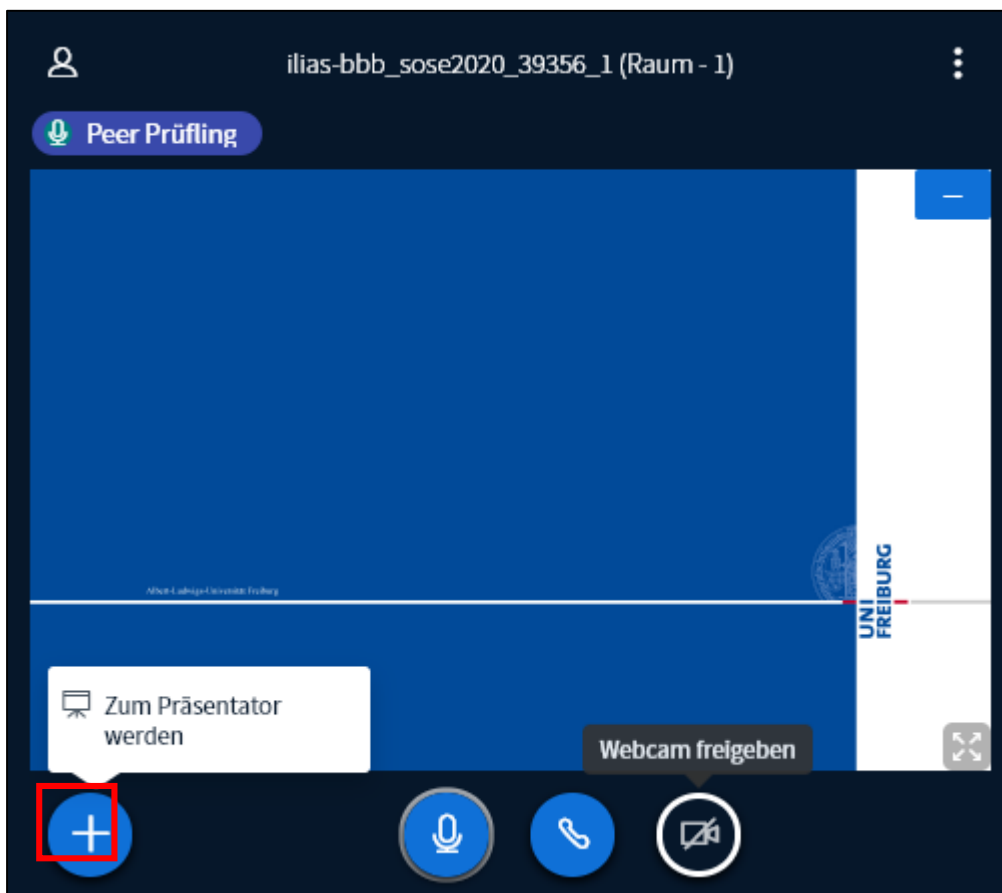
4.1. Starting your webcam

Start your camera by clicking on "Share webcam."

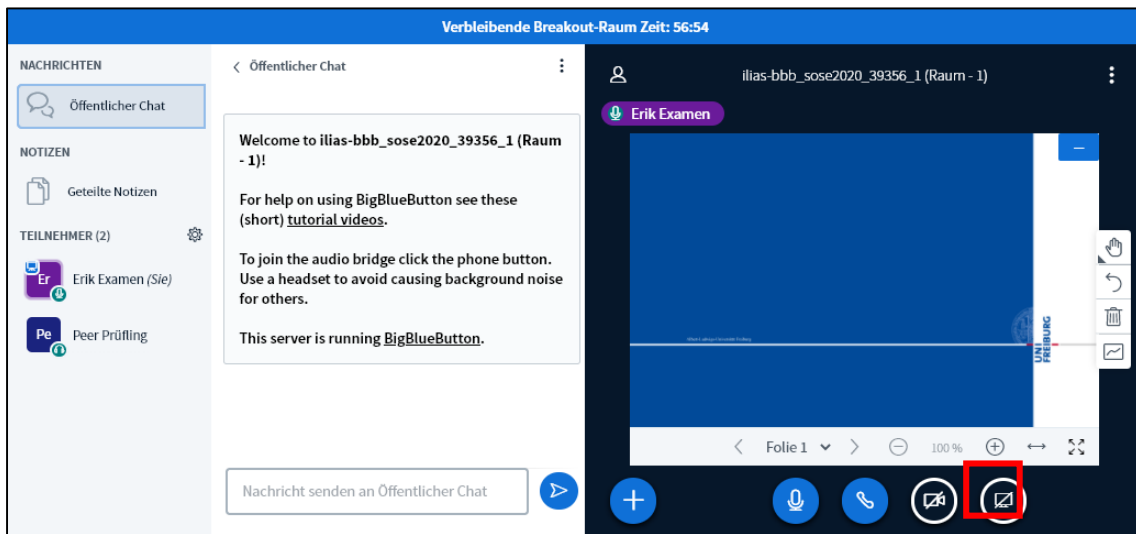


4.2. Sharing your screen

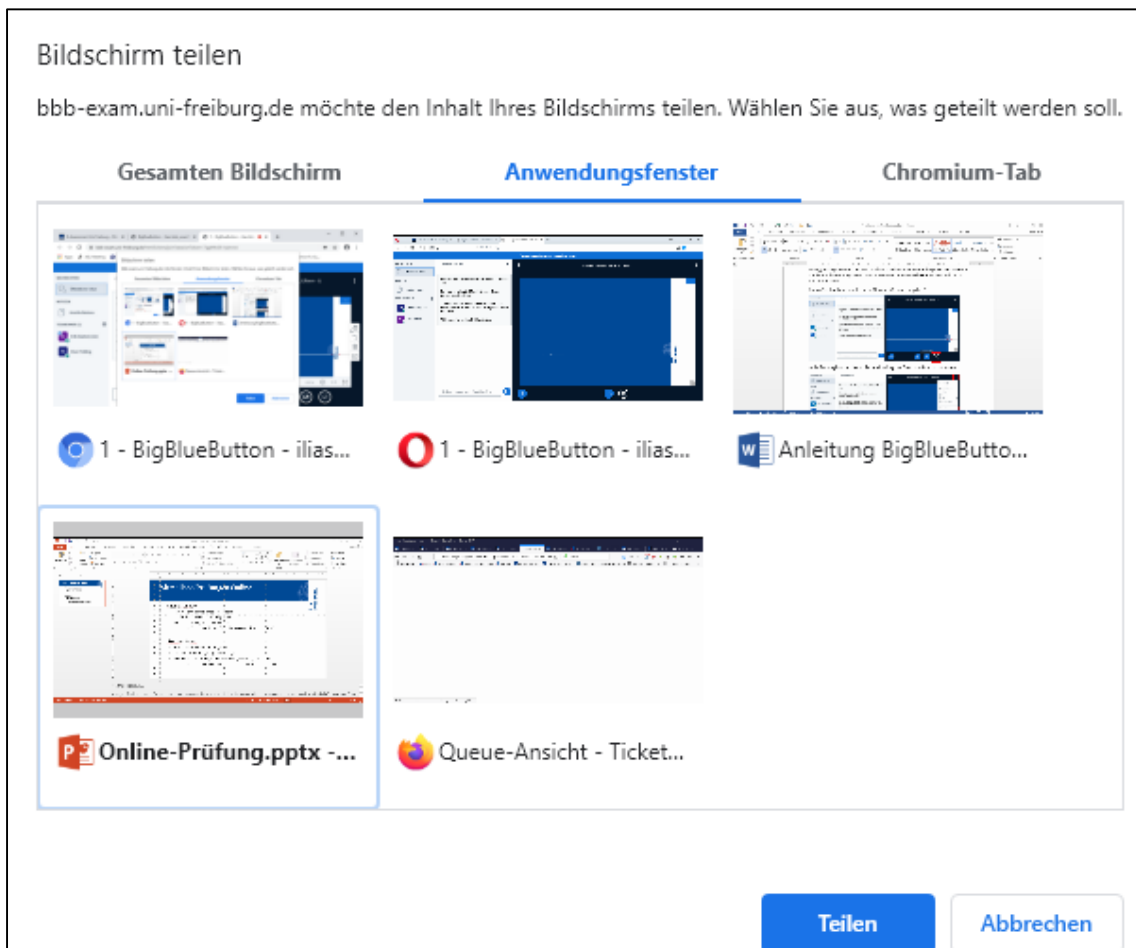
If you wish to share a presentation or an application with the examiners during the examination, you first need to make yourself into a presenter. To do so, click on the "Actions" button and then on "Become a presenter."



Then 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.

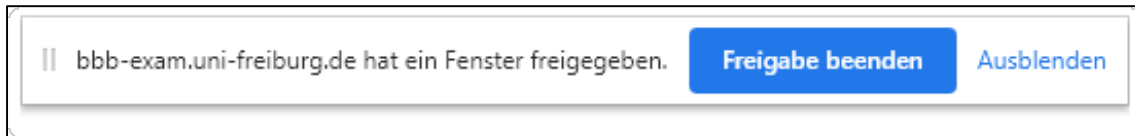


Select the application window you wish to share and then click on "Share."

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.

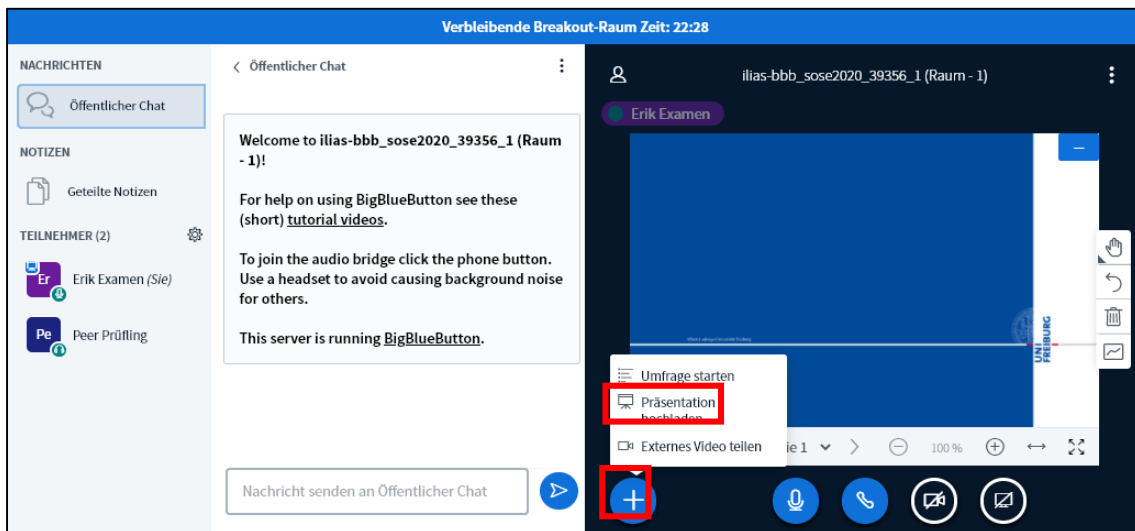


4.3 Uploading a presentation

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.

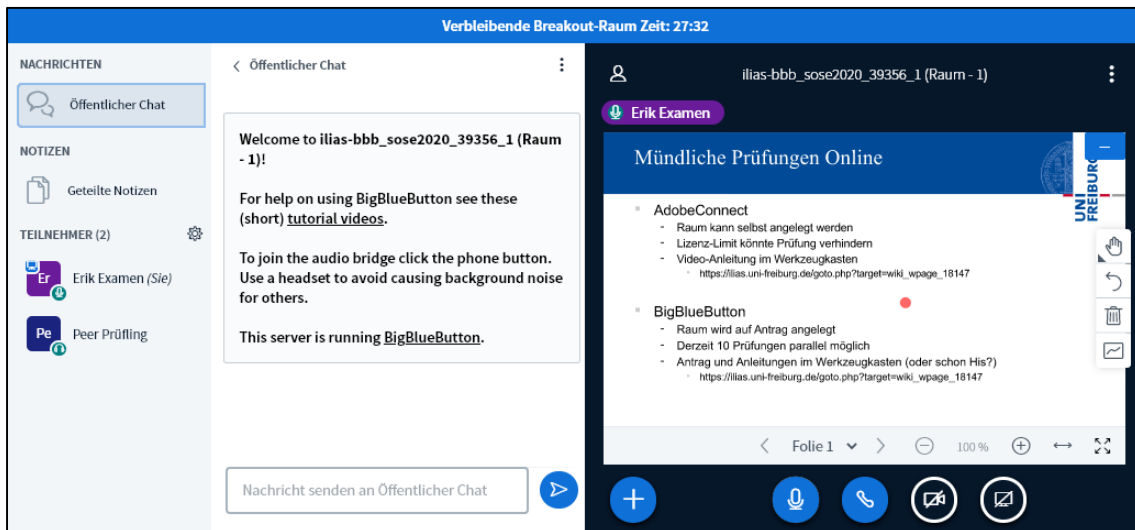
To upload a presentation, first make yourself into a presenter (see the “Sharing your screen” section) and then click again on the “Actions” button and then on “Upload a presentation.”



You can then select the file you wish to upload.

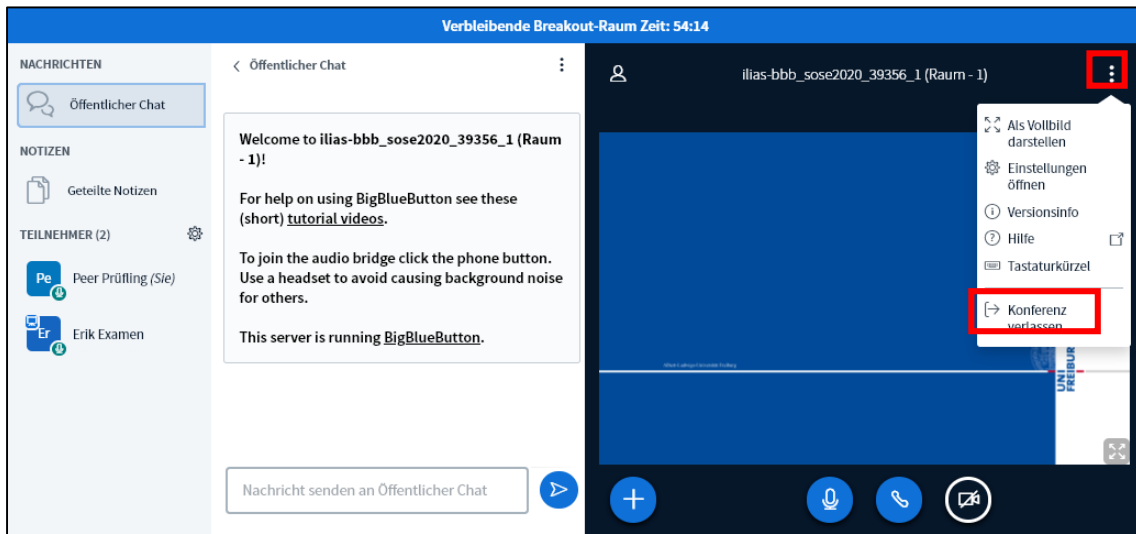


To do so, drag and drop the file into the field bordered by a dotted line or click on the field to search for the file on your computer. Then click on "Upload" to upload the file to the room. The file is converted to PDF format and is then available in the room.



5. Ending the examination

When the examination is finished and the examiners wish to confer with each other, please leave the breakout room.

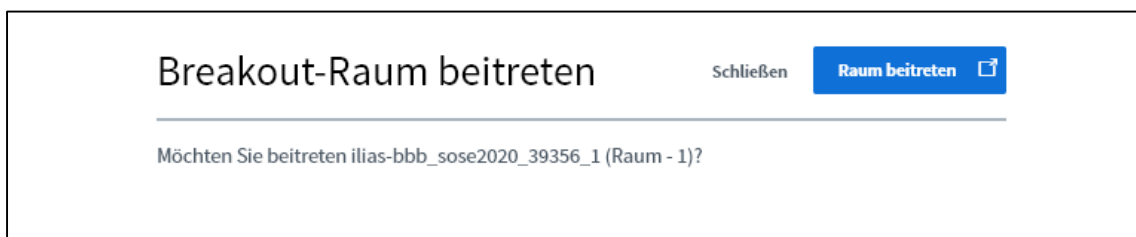


Do so by pressing "Options" -> "Leave conference." Don't be startled when the following image appears on the tab of the breakout room:



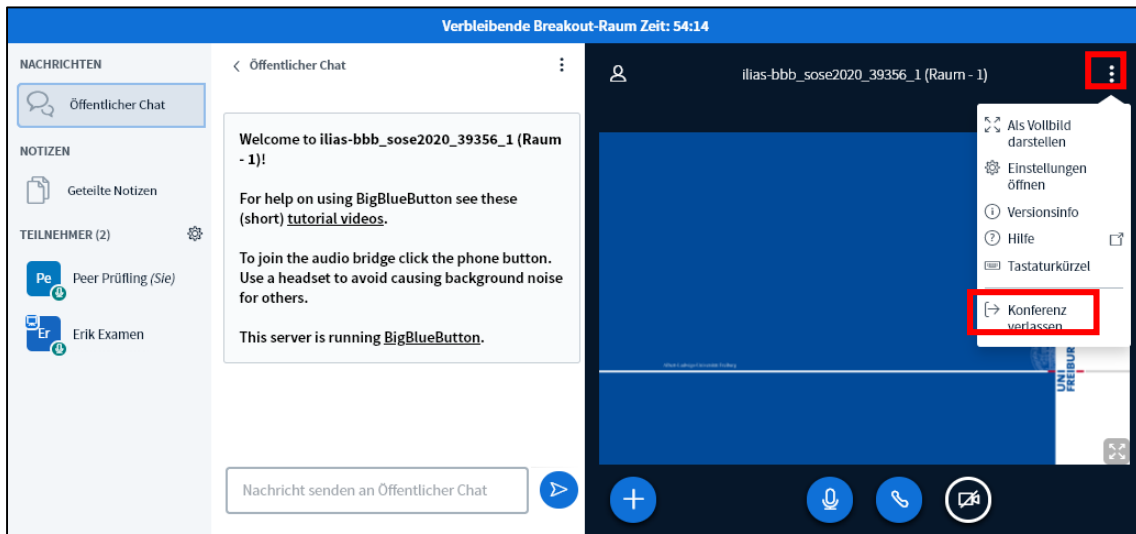
You can now switch to the tab of the main room and again have access to it.

When the examiners have finished conferring with each other, you will be invited back into the breakout room.



6. Closing the virtual room

As soon as you have received your grade, you can leave the breakout room yourself by clicking on “Leave conference,” or the room will be ended by the examiner.



Then you can leave the main room as well by clicking on “Leave conference.”