

# DIGITAL NETWORKING AND CAREER DAY

Trier University  
of Applied Sciences

H O C H  
S C H U L E  
T R I E R

## HOW-TO MANUAL FOR PARTICIPANTS ON HOW TO USE BIG BLUE BUTTON

How do I participate in the Digital Networking and Career Day at Trier University of Applied Sciences via BigBlueButton?

1. **For the group chats:** Go to our website <https://www.hochschule-trier.de/go/digitaler-networking-und-karrieretag> and choose the company you are interested in at the time that is indicated for this company. Then click on the respective link of this company.
2. **For the individual interviews:** If you have registered for an individual interview, you will receive the access link to the interview in the week before the event.
3. **Use the Google Chrome Browser, it works best with BigBlueButton**

## 1. Logging in

Sie wurden zur Teilnahme eingeladen

# Digitaler Networking- und Karrieretag

M Marie-Louise Brunner (Initiator)

Name bitte eingeben!

Teilnehmen

1.) Enter the **name** with which you would like to participate here. For the one-on-one interviews, you should enter your real name (first name and last name) so that the company representative will recognize and accept you into the room.

Wie möchten Sie der Konferenz beitreten?

Mit Mikrofon

Nur zuhören

2.) When entering the virtual room, you must select whether you want to "Participate with microphone" (Mit Mikrofon) or "Listen only" (Nur zuhören). If you participate with a microphone, you can also answer questions from the company via microphone. If you have selected "Listen only", your microphone is muted. You can use the chat in both cases.

Dies ist ein persönlicher Echotest. Sprechen Sie ein paar Worte. Hören Sie sich selbst?

Ja

Nein

3.) If you participate with a microphone, this dialog box appears. Just speak briefly and test if you hear yourself, if yes click on "Yes" (green thumbs up).

Audioeinstellungen ändern

Ein Dialogfenster wird sich in Ihrem Browser öffnen, in dem Sie der Freigabe Ihres Mikrofons zustimmen müssen.

Mikrofoneingang

Standard-einstellung - Microphone (Realtek H

Lautsprecher-Ausgang

Standard-einstellung - PL2475HD (Intel(R) Dis

Test your speaker volume

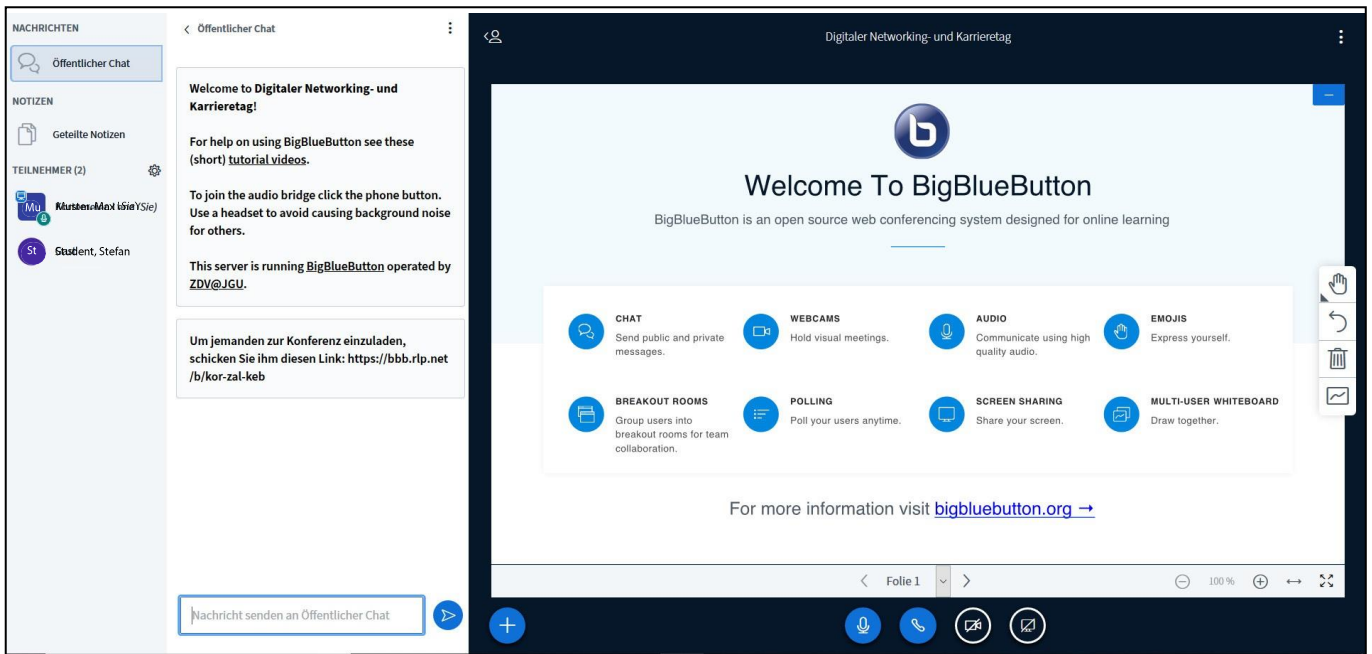
Testton abspielen

Zurück

Erneut versuchen

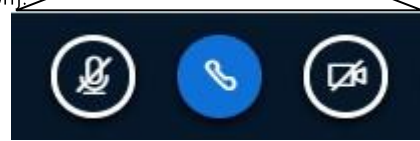
4.) If not, this box appears where you can test alternative microphone settings until it works ("Mikrofoneingang" = microphone entry; "Lautsprecher-Ausgang" = speaker output). Then click on "Erneut versuchen" (Try again).

## 2. The BigBlueButton interface



At the bottom of the screen, you can switch on your microphone and your video (webcam) (if the symbols are blue, the functions are switched on). During the individual interviews, it is important to switch ON both the microphone and the video (webcam), so that the company representative can also get to know you personally.

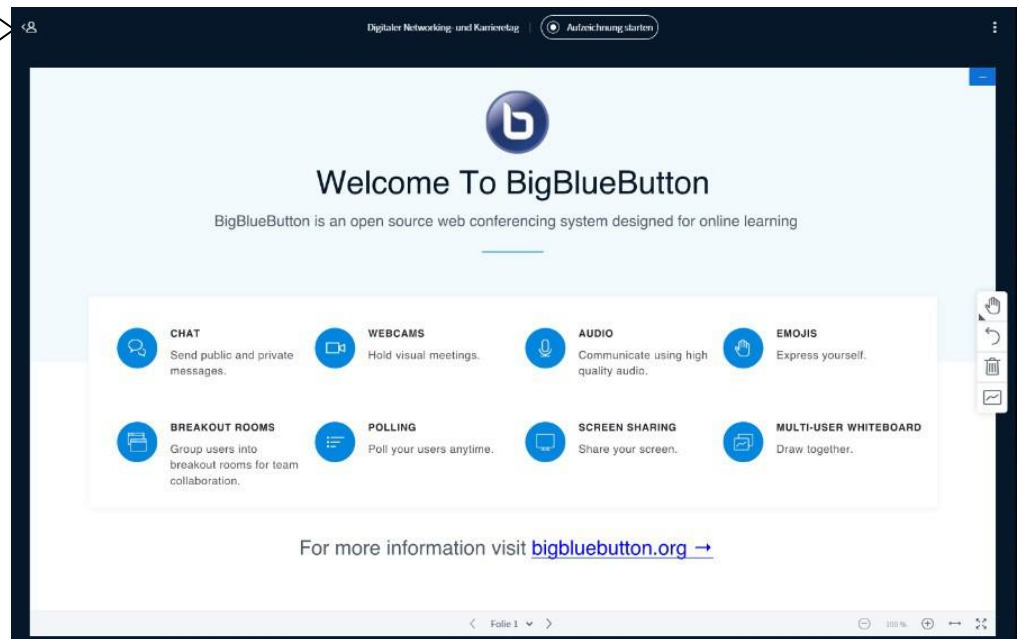
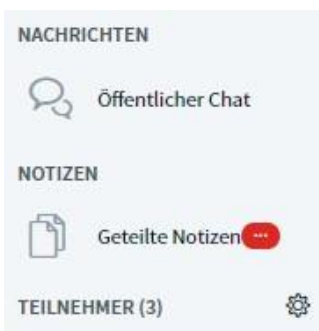
The middle button (audio) should be switched on even if you do not want to say anything or share your video because it allows you to hear what the company representative is saying.



Microphone | Audio | Video (Webcam)



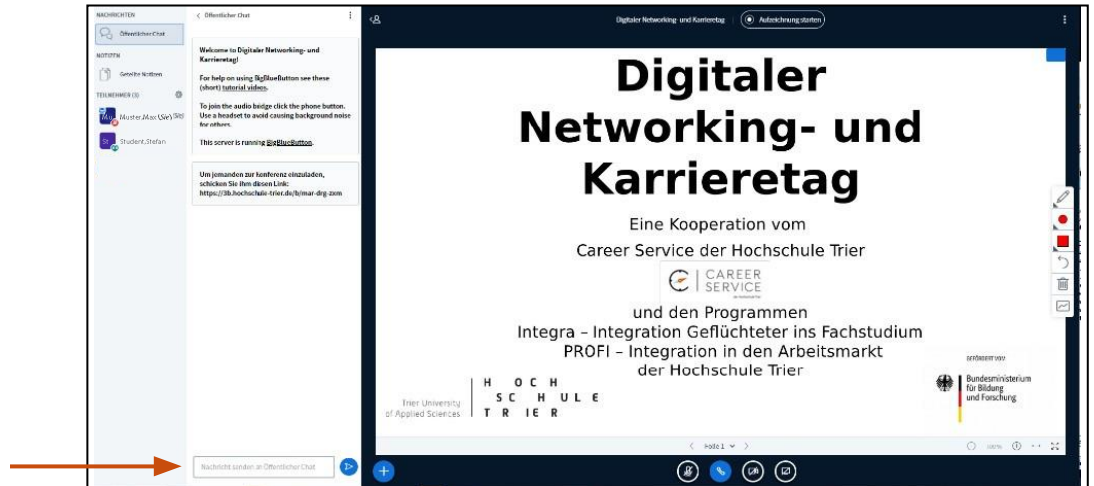
Clicking on the person icon in the upper left corner opens and hides the public chat and shared notes for the group chats.



Here you can choose between "Öffentlicher Chat" (public chat), "Geteilte Notizen" (shared notes) and the participant list under "Teilnehmer" (participants) where you can send private messages to the company representative.

### 3. In the live group chat

In the **public chat**, you can ask a question and send it by clicking on the blue arrow. You can also see what other participants have already asked.



In addition to the public chat, you can also use the **private chat** for personal questions. In the participant list ("Teilnehmer"), you can see who is currently present. Click on the company representative to start a private chat ("**Privaten Chat starten**"). There will also be other people in the chat listed, so make sure you choose the correct name.

