

Features

Greenlight is a feature rich application that aims to address all your BigBlueButton users needs. We are constantly expanding Greenlight, and if you have any suggestions, you can open one on the official Greenlight repo (<https://github.com/bigbluebutton/Greenlight>).

As BigBlueButton and Greenlight are open-source projects, we encourage other developers to contribute. If you want to implement a new feature and submit a pull request, you are more than welcome to do so! For information on contributing to BigBlueButton projects, see [Contributing to BigBlueButton](http://docs.bigbluebutton.org/support/faq.html#contributing-to-bigbluebutton) (<http://docs.bigbluebutton.org/support/faq.html#contributing-to-bigbluebutton>).

Accounts and Profile Sign up / Login

Greenlight has full support for managing user accounts. It currently supports four types of user authentication: In-application (Greenlight) - Google OAuth2 - Office365 OAuth2 - LDAP

All of these authentication providers are configurable and can be turned on/off individually. Turning off In-application authentication will disable user sign up. This allows you to preconfigure accounts for specific users who you want to have access to your server. Once you are logged in, you'll see your account appear in the top right corner of the screen. Clicking on the navigation items along side it allows you to traverse Greenlight.

Greenlight also allows users to update their account information at any time, including changing their password, profile image, and language for Greenlight.

Rooms

Greenlight is built around the concept of rooms. A room, to the user, is a BigBlueButton session that they “own”. A user can add custom room settings, start/stop their room, invite others to their room using a short easily communicable URL, track sessions, and more.

To invite someone to join your room, all you have to do is give them the invite URL on the room page. Once they follow the URL, they’ll be presented with an invitation to join your room. If the user doesn’t have a Greenlight account, they’ll be prompted to enter a name to join the room. Otherwise, Greenlight will use their account name.

If the room is running, they’ll be instantly join in. However, if the room is not running they’ll be added to the wait list. Once the room starts, they’ll be automatically joined into the room with the owner. A user can leave the wait list simply by leaving the page.

Creating New Rooms

When you sign up for Greenlight, the application creates your home room which is named “Home Room”. You are free to create as many new rooms as you would like for different purposes. To create a new room, you simply click the “Create a Room” block from your list of rooms. You can configure room specific settings to customize each room. To see what each setting does, see Room Settings

Your new room will then show under your current room, and you can click to switch between them. Your home room is the one with the home icon. You can delete a room using the room drop-down.

Room Settings

Note: Room setting changes will not apply to currently running/active meetings

1. Generate an optional room access code

Generates an access code that users must enter before they are allowed to join the room. An access code can be randomly generated by clicking the dice icon the left, and can be removed by clicking the garbage icon on the right.

2. Mute users when they join

Automatically mutes the user when they join the BigBlueButton meeting

3. Require moderator approval before joining

Prompts the moderator of the BigBlueButton meeting when a user tries to join. If the user is approved, they will be able to join the meeting.

4. Allow any user to start this meeting

Allows any user to start the meeting. By default, only the Room Owner will join as a moderator.

5. All users join as moderators

Gives all users moderator privileges in BigBlueButton when they join the meeting.

6. Automatically join me into the room

Automatically joins the user into the room after the room gets created successfully.

Renaming Rooms Using the header

If you hover over the room name, you should see an edit icon

You can either click the **edit** icon or double click the header to enable **editing mode**:

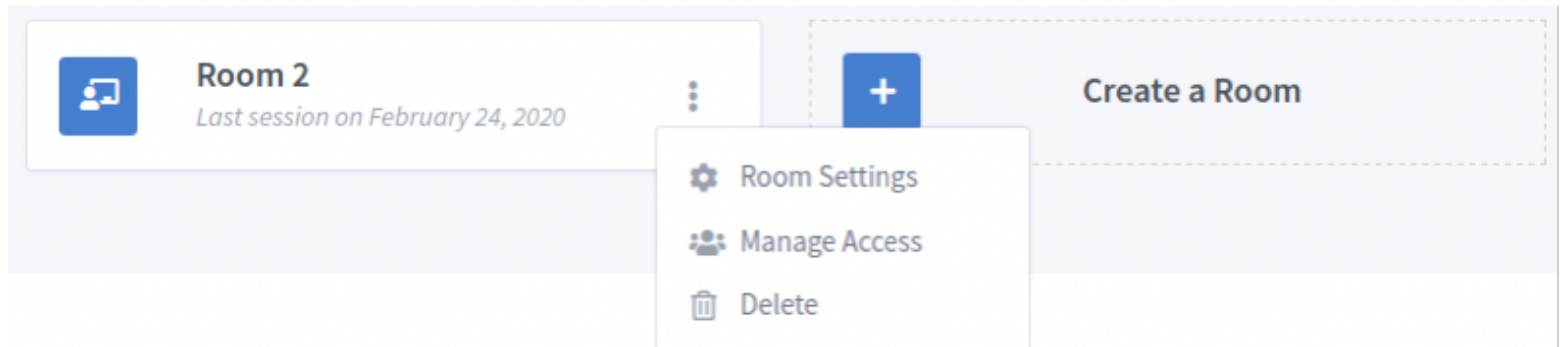
Afterwards, you can change the name by clicking anywhere or pressing the enter key.

Using the Room block

If you look at a Room block, you will see 3 ellipsis which you can click to view the options for this room. You can click **Room Settings** to display a modal that will allow you to edit any of the Room's features. Afterwards, clicking **Update Room** will save the changes.

Manage Access

In the Room actions dropdown, there is a setting that allows users to share rooms.



To share a room with another user, click on the dropdown and search for the user using either their **email** or their **uid**.

Share Room Access

Select User



Shared With

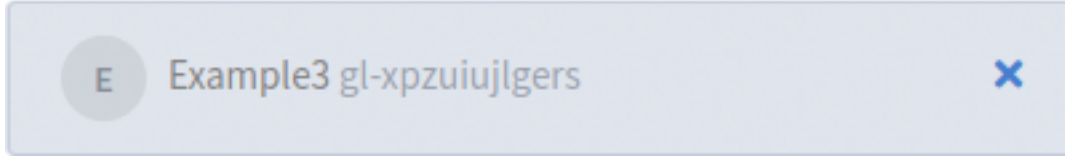
Save Changes

Cancel Changes

Sharing a room with a user allows them to start the room and view the room's recordings

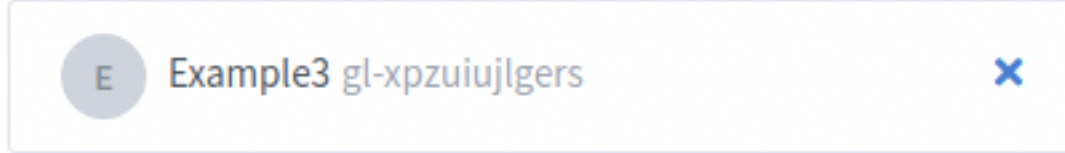
Once you click on a user to add, they will be added to the Shared With area in a pending state. No changes will be made unless the **Save Changes** button is clicked.

Shared With



Users that the room has been shared with will appear in the following state:

Shared With



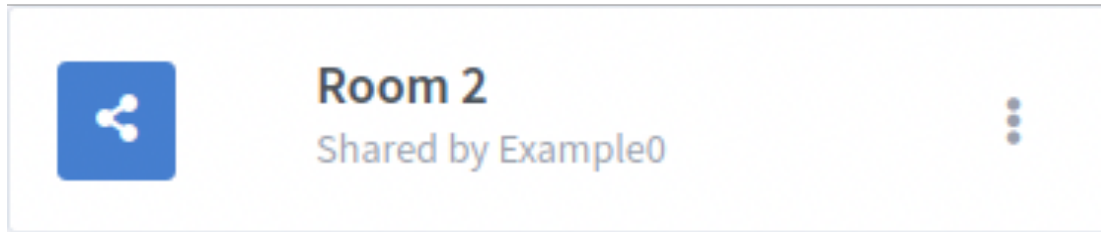
You can unshare a room with a user by clicking the x icon. Again, no changes will be saved until the **Save Changes** button is clicked.

Shared With

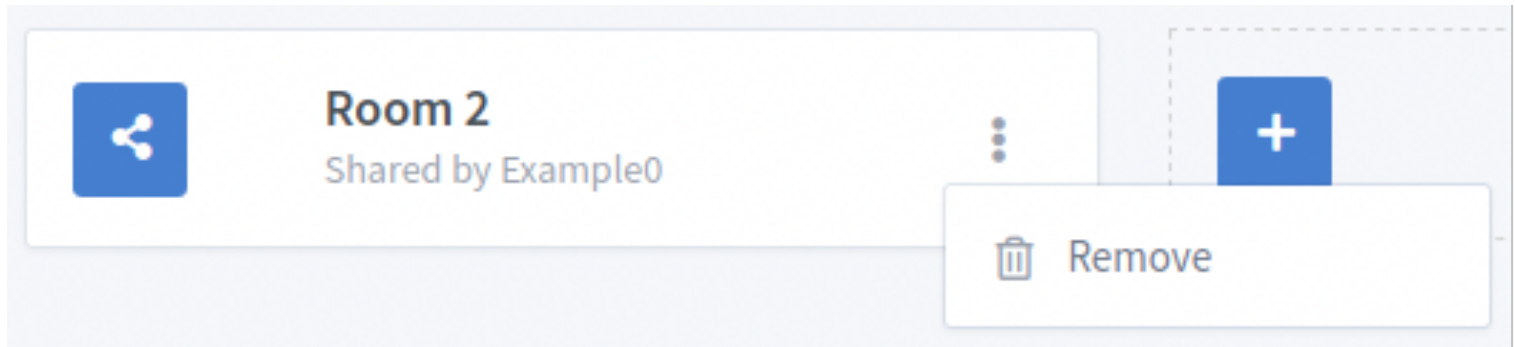


Once a room is shared, the users that it is shared with will have access to that room in their Room List. They will be able to view/start the meeting and view the recordings. Note that only the room owner can edit/delete the room and the recordings.

For the User that has the room shared with them, the room will now appear in their room list with a share icon and the name of the user that shared the room with them.



The User also has the option to remove an unwanted shared room from their room list.



Breakout Rooms

12:13 PM Mon May 17

bbb.allwestbc.com

MESSAGES

Public Chat

USERS (2)

Duane (You) Mobile

Administr...

Allwest Virtual Conference Room

Start recording

10:45 AM Mon May 10

bbb.schoollibraries.net

Roles

Admin

User

Create a new role

Role Name

User

Role Colour

Set the colour that will be associated with the role

Regular

Can create rooms

Allow users with this role to manage users

Allow users with this role to manage server rooms and recordings

Allow users with this role to edit site settings

Allow users with this role to edit other roles

Include users with this role in the dropdown for sharing rooms

Send an email to users when they are assigned this role

Send an email to users when they are removed from this role

Update

Clear all status icons

Mute all users

Mute all users except presenter

Save user names

Lock viewers

Guest policy

Create breakout rooms

Write closed captions

Slide 14

+

🎧

🗨️

👤

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration (minutes)

2

15



Randomly assign



Allow users to choose a breakout room to join

Next

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Breakout Rooms 1

+ Add participant

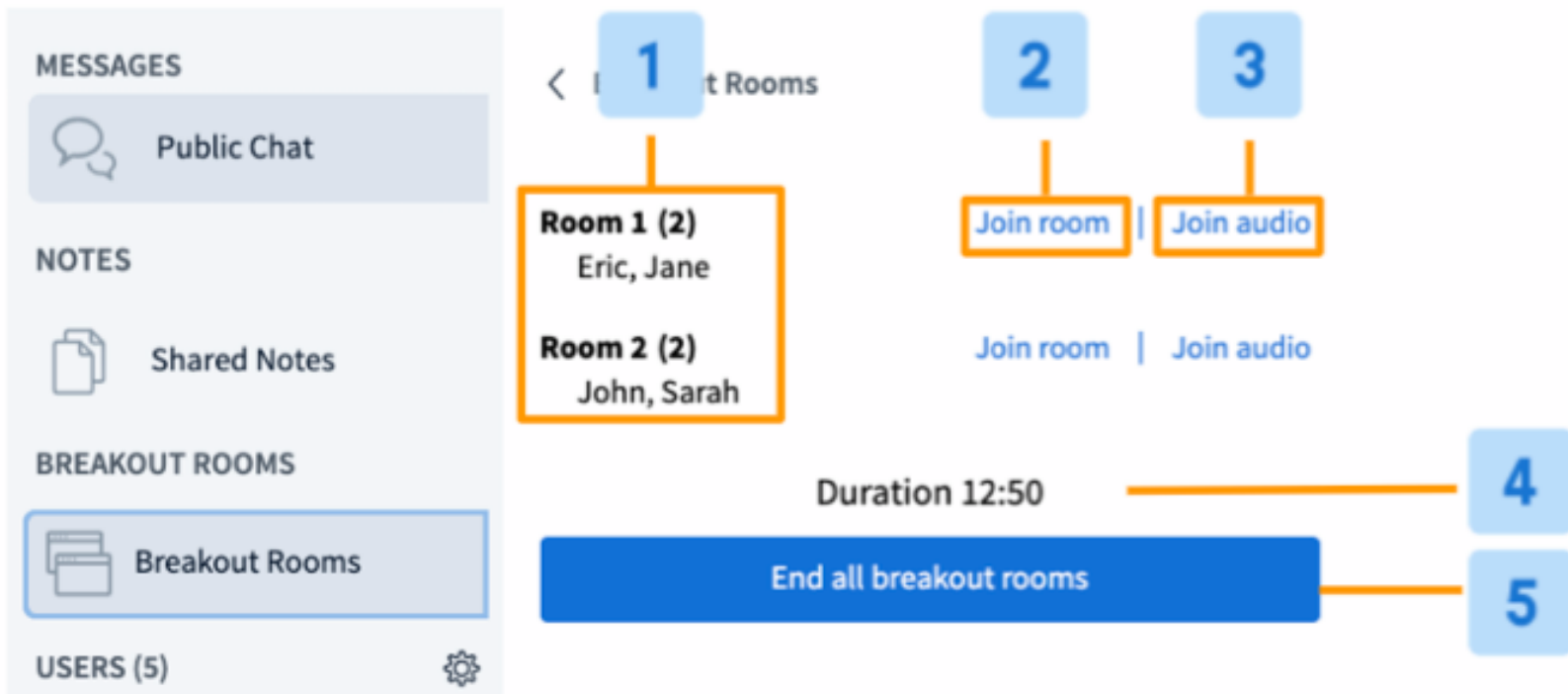
Breakout Rooms 2

+ Add participant

Back

The moderator's Breakout Room Control panel will appear under messages above the users list to the left of the BigBlueButton interface. Select to expand and view.

The breakout room control panel will list all active breakout rooms, Number and Names of Attendees in Each Room [1], as well as additional settings and moderator capabilities: As the moderator you can open as many of the breakout rooms as you like via the join function. All additional breakout rooms tabs will appear at the top of the browser window.



All viewers enter the breakout rooms with moderator status; the first individual to connect is assigned the presenter role.




Recordings Viewing Recordings

On your room page, all recordings for that room will be listed at the bottom under the recordings subtitle. This table contains information about the recording, as well as its recorded formats. You can click on any of these formats and you'll open the recording in a new tab.

Each recording has a visibility associated with it, which can be changed by clicking on it in the recordings table. By default, it is set to unlisted.

Public: everyone can view it if they have the room link. **Unlisted:** only users who have the recording link can view it.

Recordings

NAME	THUMBNAILS	LENGTH	USERS	VISIBILITY	FORMATS
Fred's Room Recorded on June 22nd, 2018.		LENGTH 2 min	USERS 2	 Unlisted ▾	Presentation Screenshare Podcast 

Managing Recordings

Using the drop-down in the recordings table, you have the ability to delete a recording or mail a recording to a friend. Keep in mind, emailing an unlisted recording **will** allow the friend access, so if you want a recording to be completely private, don't share the recording link.

Deleted recordings are **not** recoverable, so be sure when deleting a recording.

Modifying Recordings

Renaming Recordings directly using the Recording Title

To edit the recording name directly using the title, you can hover over the title to see an edit icon.

You can save the name change by clicking anywhere or pressing the enter key.

Sorting and Searching Recordings

It is possible to **sort** recordings by metrics such as **Name**, **User Number**, and **Length of Recording**. This can be done by clicking on the headers of the table (cycles through **ascending**, **descending**, and no particular order):

There is also a **live search** that may return any part of the recording name:

Searching and sorting can be used in conjunction:

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