

DISTRIBUTED
LEARNING
| **2020**



USING BRIGHTSPACE TOOLS
Virtual Classroom

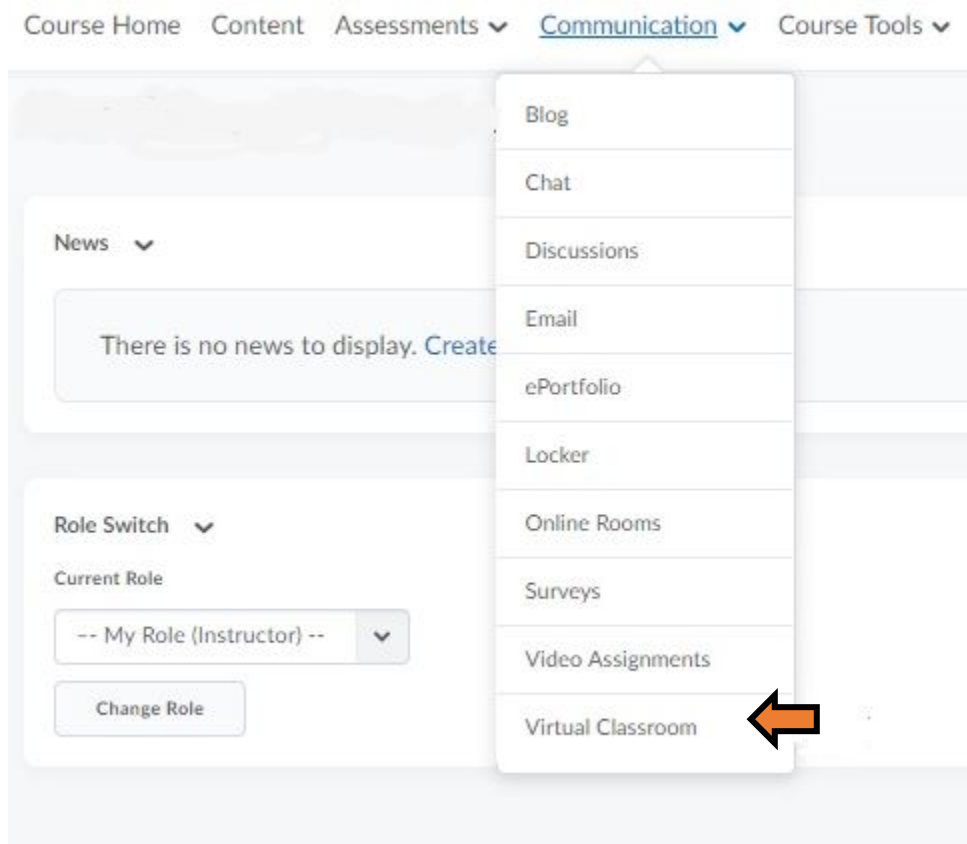
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Virtual Classroom

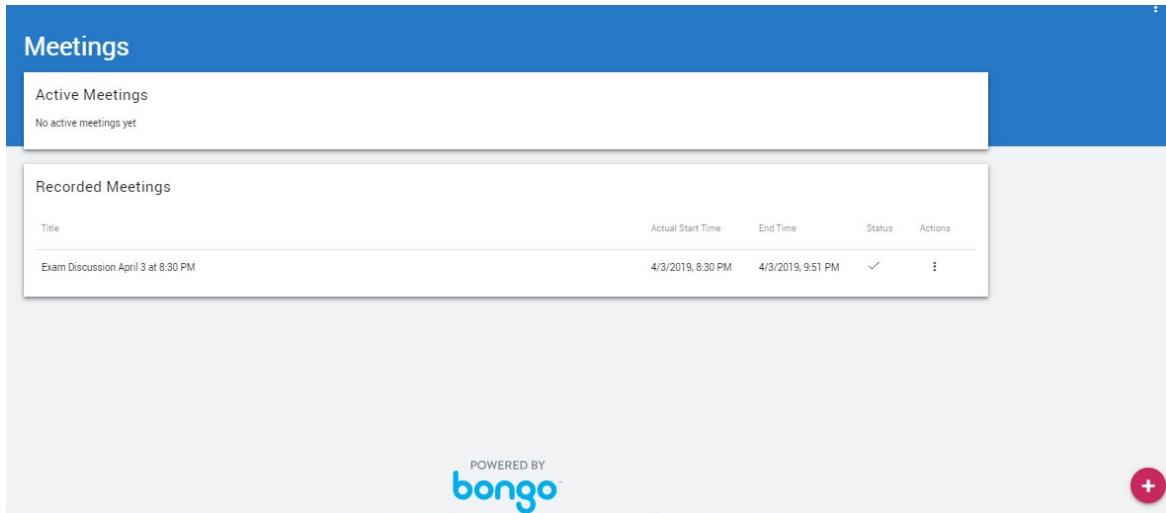
You can schedule a Virtual Classroom meeting with your entire class, an individual learner, or multiple learners in your course - with up to 7 simultaneous webcams. This is great for conducting office hours, training sessions or live lectures. Please use only Chrome or Firefox browsers when scheduling meetings.

HOW TO SCHEDULE A VIRTUAL CLASSROOM

Click on Communication on the navbar, then Virtual Classroom.



This will open up the Meetings page which has Active and Recorded meetings listed. Click on the pink circle with the plus symbol in the bottom right corner to create a new meeting.



Name the meeting, then enter the date and time. If you would like the meeting to start immediately, select **Now**. Moderators can also enter meetings 10 minutes early to get started before others arrive. You can also share up to 7 simultaneous webcams.

Schedule Meeting

Please note that maximum possible amount of users in this meeting is 150

Title

Meeting Date

Meeting Time

Now

Max duration
60

Automatically record meeting

Publish recorded meeting

Allow external participants

Invite entire class

Repeat weekly for:
Does not repeat

[CANCEL](#) [SAVE](#)

Additional Meeting Options:

Start record automatically: Select this option if you want the meeting to begin recording as soon as the meeting moderator enters the meeting room.

Publish recorded meeting: Select this option if you want the attendees to be able to review the recording after the meeting has ended.

Allow external participants: Select this option if you want to invite outside participants (such as a guest speaker or an interviewee) to the meeting.

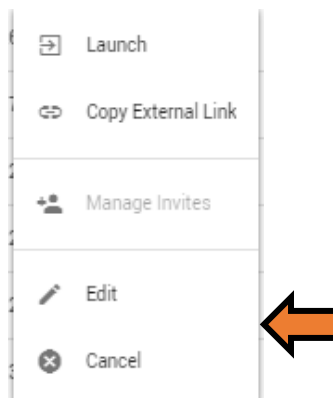
Invite entire class: This option allows a meeting to be scheduled for the entire class without having to invite all users in the course and having to go back and invite more users who join the class later.

Repeat weekly for: To schedule your meeting for the same time for consecutive weeks, select between 2-15 weeks. This will create 1 meeting per week, including the current meeting.

When you are ready, click **Save**. Once the meeting is scheduled, you can invite others - as well as edit or cancel the meeting. When the meeting time arrives, you will launch the Virtual Classroom meeting.

Edit or Cancel

To **Edit** the date/time or **Cancel**, click on the vertical ellipsis on the right-side of the meeting name to bring up the needed menu:



For more information on how to navigate within the Virtual Classroom please visit <https://bongolearn.zendesk.com/hc/en-us/articles/360001183374-Virtual-Classroom-Overview>