




## Using Bongo to create a pre-recorded lecture

*Bongo* is a solution that is integrated with Brightspace and provides TU Dublin City Campus staff and students with a virtual classroom as well as a video assessment tool but it can also be used to create a pre-recorded lecture that you can then make available to your students to watch in their own time.

### Scheduling a Bongo Session

1. When you are ready to start recording your lecture, you will have to first schedule a Bongo session to start immediately. So, from within your module, click on 'Module Tools > Virtual Classroom'.
2. To schedule the session click the pink + icon  on the bottom right of the screen.
3. Decide the session title; choose 'now' as the session time; choose the possible duration of the session; then choose the option 'Publish Recorded Meeting'.

**Remember:** Make sure the session is given a meaningful title so that you will be able to distinguish the recording of that session from other recordings in time, and so that when you make the recording available later to your students that the title will make sense to them too.

4. To launch the session so that you can start recording your lecture, click the 3 dots to the right of the session name and choose 'Launch'.



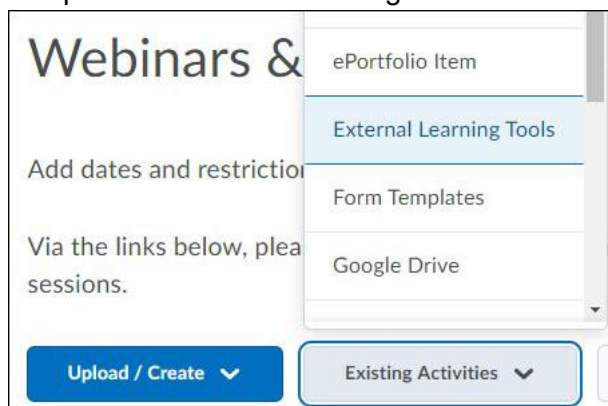
5. Once you are in the session you've just created you need to upload your slides. Click 'Presentations'.



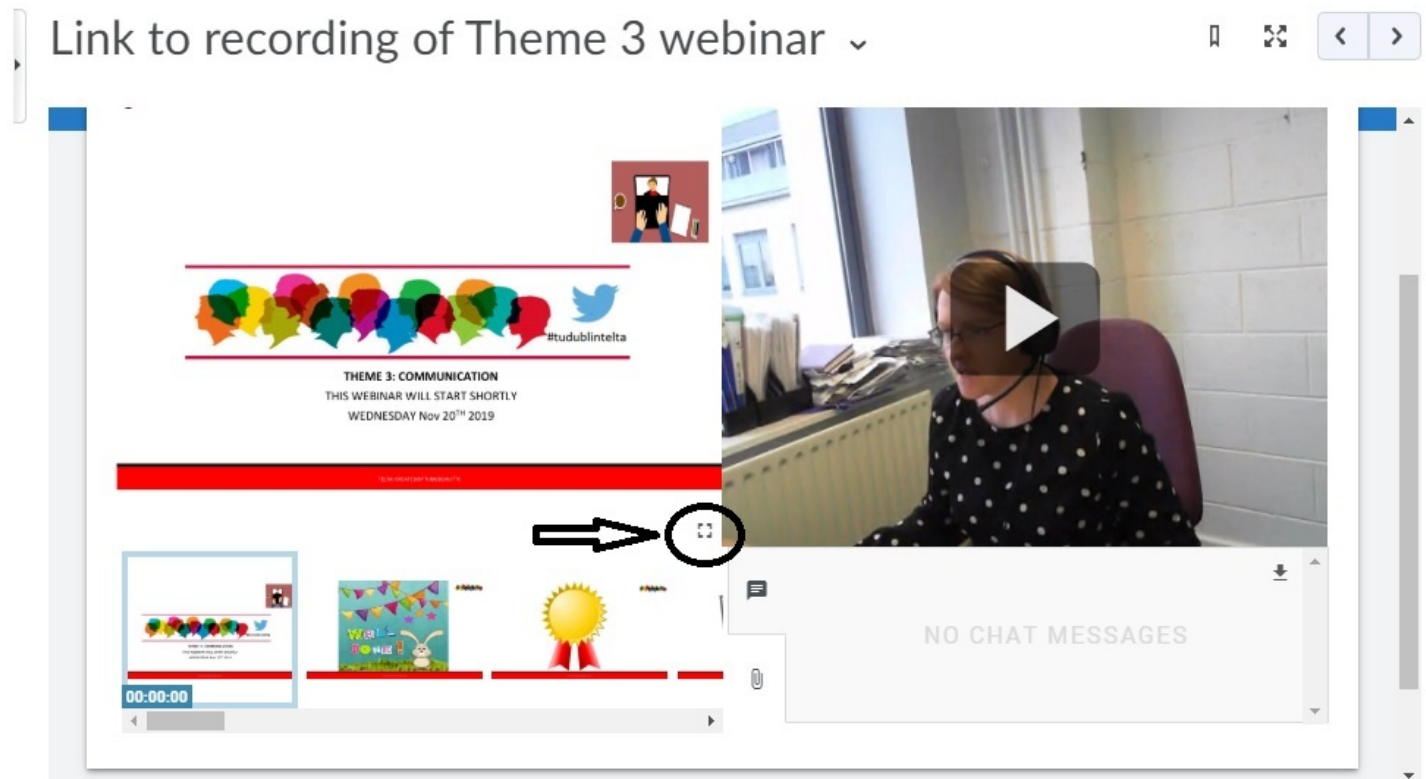
6. When you are ready to start recording, make sure your mic is turned on, as well as the webcam (at least for a few minutes at the beginning to say hello if you can); and then click the 'Not recording' image at the top of the screen. This will then change to red and will say 'Recording'. Once you are finished recording the lecture click it again and end the session by clicking on the 3 dots on the top right of your screen and choosing 'End meeting'. As you are recording, you can toggle off and on the recording function if you need to stop to think about what you want to say next.



7. The final recording itself will take a while (possibly up to 30 mins or longer) to appear in the recordings list. You can access your recordings from the same screen, beneath the list of active meetings.
8. Once you have access to the recording, you can provide students with a direct link to it from anywhere within the module content of your Brightspace module. From within a content area (unit), choose the button 'existing activities' and choose 'External Learning Tools' from the dropdown menu. From the options presented, click on the recording you wish your students to watch. Or, choose upload/create and choose 'create a link' and copy in the public url for the recording.



9. This is what the final recording will look like to your students when you make it available to them to watch



If you have not used your video, then they will see a black square on that section of the screen instead. In that case, they could expand the slides section of the screen, as indicated in the above screenshot.

## Using Bongo

Here is a link: "[Bongo Help Center](#)"

Where you can find the following:

- Get started & set up
- Join & Participate
- Present & Communicate
- Settings & Troubleshooting