



## Using Bongo Virtual Classroom

*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. This short guide explains how to use the virtual classroom tool for running webinars etc. from within your Brightspace modules.


### Why would I use a virtual classroom?

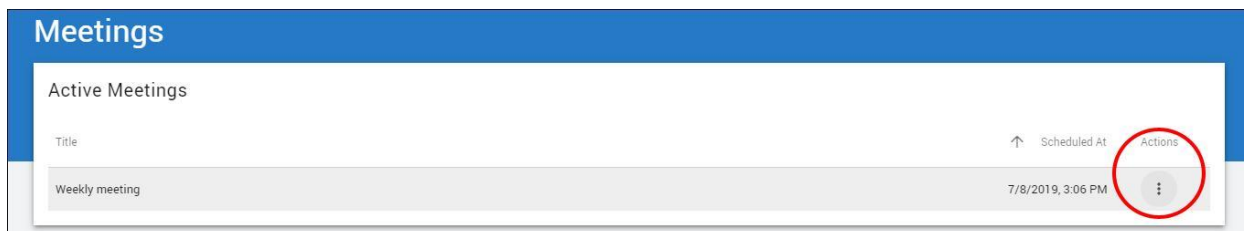
Virtual classrooms like Bongo are great for running live face-to-face lectures or training sessions, or other such activities, in real time when your students or audience are at a distance. The live chat and polling tools embedded in the virtual classroom means these spaces can be just as interactive and engaging as the traditional classroom. The breakout rooms means group work can be facilitated easily too making discussing and collaborating at a distance easy. And, being able to record these activities means great experiences are not lost forever but can be reviewed in their entirety later.



You can also set up a Bongo session, do not invite the entire class, and log in on your own, start recording and present your slides. You can then make this recording available afterwards for your students to watch.

### Scheduling a Bongo Virtual Classroom Session

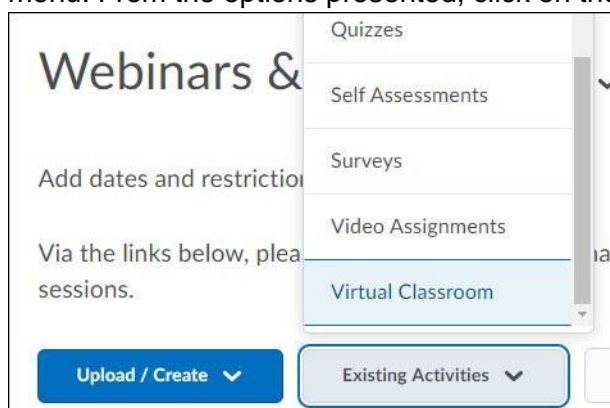
1. From within your module, click on 'Module Tools > Virtual Classroom'.
2. To schedule a webinar or meeting click the pink + icon  on the bottom right of the screen.
3. Decide the session title, dates and duration as well as how the session will record and who will have access, before clicking 'save'.  
**Remember:** You must schedule a new meeting for every session you want to run. It is not possible to create one 'open' virtual classroom that anyone can join at any time of the day or week. Each session can last for up to 4 hours and can hold up to 200 participants.  
**Also:** 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 finally:** if you need to make your meeting/webinar accessible to people outside of TU Dublin and the Brightspace VLE, then you must tick the 'Allow external participants' option.
4. To launch the session when the time comes to run your meeting/webinar, click the 3 dots to the right of the session name and choose 'Launch'. If you need people from outside of TU Dublin and the Brightspace VLE to access the meeting/webinar, then you will need to send them a link. To get that link for external participants, click the 3 dots to the right of the session name and choose 'copy external link' and email it to them.



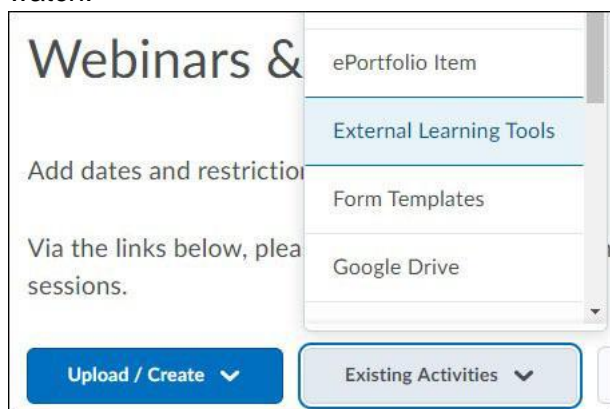
5. You can access your recordings from the same screen, beneath the list of active meetings.
6. Students can access active meetings and recordings in the same way - 'Module Tools > Virtual Classroom'. However, it is best to provide students with a direct link to the virtual classroom, and to the recordings, from within the module content. The recordings will display better this way for your students.

Consider creating a unit/content area for you students called 'Webinars and Recordings' from which you can link to the live sessions and the subsequent recordings.

- a. ***Provide a direct link in your module to a scheduled session:*** From within the content area (unit), choose the button 'existing activities' and choose 'Virtual Classroom' from the dropdown menu. From the options presented, click on the virtual classroom session you wish to link to.



- b. ***Provide a direct link in your module to a recorded session:*** From within the 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.



## Using Bongo

[Click here](#) if you would like to watch a short video created at TU Dublin showing how to use Bongo. This video covers the following:

- Accessing Bongo and setting up your webinar
- The virtual classroom interface
- Uploading and working with your presentation
- Initiating a poll
- Using 'breakout rooms'
- Ending your webinar, recordings and attendance logs

The logo for 'bite-sized brightspace' is located in the top right corner. It features the text 'bite-sized' on the first line and 'brightspace' on the second line, both in a dark blue, sans-serif font. The text is enclosed in a thin orange L-shaped border that starts from the top right and goes down and then left.

[Click here for additional quick guides](#) from Bongo support on how to share your desktop, use the annotation tools during a live session, change presenters, initiate breakout rooms, run polls, live chat, share files and more.