

- This document outlines what is covered in the workshop: Brightspace 3 - 'Using Bongo to host live virtual classroom sessions'
- It lists the syllabus, together with linked resources related to each particular topic / task
- Its purpose is to act as a refresher for staff who attend the Brightspace 3 workshop.
- It also operates as an alternative to the workshop for those staff who cannot attend

Brightspace 3: Using Bongo to host virtual classroom sessions

Aim of this resource

This resource shows you how to set up your very first virtual classroom (webinar) session in Bongo, the virtual classroom tool integrated into the Brightspace VLE at TU Dublin, City Campus. After working through this resource you will be able to run a virtual classroom session with registered students, and also with participants external to TU Dublin who do not have a Brightspace login. You will also know how to record your session and add a link to that recording to your Brightspace module. Bongo can also be used to pre-record lectures, without an audience, for later asynchronous delivery to students.

Prerequisites for this resource:

- Strictly speaking you need very basic Brightspace knowledge in order to use this resource - absolute pre-requisites include: how to log into Brightspace and how to locate the virtual classroom tool. However, if you wish to use Bongo in conjunction with Brightspace it is recommended that before working through this resource, you become familiar with Brightspace and have already worked through, or attended the workshops for, Brightspace 1 and 2.

Update August 2020: Significant enhancements were made to Bongo in August 2020 and the guide below has yet to be updated to reflect those changes - the guide below is still operative but you may notice some visual differences between the guide and Bongo as it currently works. For details on the changes see [Bongo Virtual Classroom - Updates August 2020](#)

Update August 2021: Audio sharing has been added to bongo in version 21.8, available from August 26th, 2021. See [this note](#) for more information.

Syllabus	Online Resource
What is a webinar/the virtual classroom?	<p>Bongo is the virtual classroom tool integrated in the Brightspace VLE at TU Dublin, city campus. It can be used for hosting synchronous or 'live' classroom sessions and online seminars ('webinars') both with learners and external users. The platform can also be used for pre-recording your lectures.</p> <p>For a full, up-to-date, video guide on Bongo Virtual Classroom please see our video 'Bitesized Brightspace Videos No. 8: Bongo Virtual Classroom'</p> <p>You may also wish to consult this short knowledgebase article - from the developers of bongo – titled 'How Can I Use Virtual Classroom'.</p>
How to share computer audio in bongo	Computer/desktop audio can now be shared in bongo virtual classroom. For a short guide on this process please see this document or this section of our full Bongo video guide.
How to schedule a webinar/virtual	See our printable guide on scheduling a bongo virtual classroom session - and

classroom & make the link available to students and/external participants	sharing an external link - within your Brightspace module. These processes are also demonstrated in our video guide to bongo virtual classroom (@ 00:14)
How to use the Brightspace webinar tool - Bongo - to run a live class	For practical instructions on using the bongo virtual classroom tool, see our video guide . For more general guidelines, see a tutorial on ‘conducting an effective webinar’ (log in with your TU Dublin credentials to view the full video). You can incorporate these slides into your presentation to provide a quick tour of the virtual classroom interface to participants. A recorded LTTC webinar on bongo virtual classroom can be found here . You may also wish to consult the knowledgebase article ‘How can I Use Virtual Classroom’ ** For a more up to date video guide to bongo - encompassing changes rolled out in August 2020 - see our latest webinar recording **
How to screenshare from within Bongo (to e.g. demonstrate software live; navigate a website etc.)	Please see the bongo knowledgebase article on sharing your desktop . This process is also demonstrated in our video guide to bongo (@ 16:21)
Bongo - technical requirements, troubleshooting, and audio & video basics	For a guide on audio and video basics in bongo virtual classroom please see here . Bongo also provides guides on general troubleshooting solutions and troubleshooting within the virtual classroom . The bongo user interface is also explained in our video guide (@ 8:26). We have collated a set of links to Bongo troubleshooting and advanced feature guides here .
How to use the Brightspace webinar tool - Bongo - to pre-record your lecture	Bongo virtual classroom can be used to pre-record presentations that can be included in your module as instructional videos. For instructions on this process, please see our printable guide and this bongo knowledgebase article . The processes for creating and sharing bongo video recordings are also covered in our video guide (@ 19:42).
Adding a link to the webinar/virtual classroom recordings to your module	Please see this guide for instructions on linking to scheduled virtual classroom meetings and recordings from within your Brightspace module. You can also learn about these processes in our video guide @3:23 (sharing meeting links) and @ 20:51 (linking to your recordings) .
Downloading your virtual classroom recordings	Please see this knowledgebase article for a guide on downloading your recordings. Please also see this section of our video guide for an outline of how Bongo recordings work. Please note: your recording will download as a zip archive containing a number of media elements and a html file used to ‘play’ it in a browser. If you are sharing recordings, it is recommended to use the public url (see above).
Controlling participants' mics and cameras	For information on controlling participants’ microphones, webcams, and other permissions - and muting/removing users within your webinars - see our short guide on bongo moderation . See also the section of our video guide entitled ‘The participants list, moderating meetings and restricting permissions, promoting users to presenter or moderator, troubleshooting other users’ audio’ .
How to use the Bongo video assignments tool	An addition to the virtual classroom, the bongo platform features tools for facilitating innovative individual and group based ‘video assignments. For more information on video assignments, see ‘Brightspace 4’ .
How to access Brightspace Helpdesk	The company who supply Brightspace, D2L, also provide 24/7 chat and email support. This support can help with “how to” questions about any of the tools in Brightspace. Access it via the Help tab after you log into Brightspace

Recommended additional resources

- See our guide on bongo video assignments: [Brightspace 4: Using the Bongo video assignments tool](#)
- We have also created [a checklist for preparing for and facilitating your webinars](#)
- Detailed guides on all things Bongo can be found at the [Bongo knowledgebase for instructors](#)

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