How to start a virtual classroom through d2l by bongo

1. Enter the desired course for the virtual classroom and press "more" on the navigation bar.
2. Then press "Virtual Classroom"
3. Press "Continue".
4. There will be a button at the bottom right hand corner that has a plus simple on it. Press the button.

5. A new window will pop up and prompt information for a specific session between the class.

6. Fill out the information to desired requirements and press save.
7. Under the active meeting's tab there will be a display of all the meetings that have been created. To the right of the title of the meeting there are 3 dots, if you click on them it will show actions allowed with the meeting.
8. To start the meeting press launch meeting.
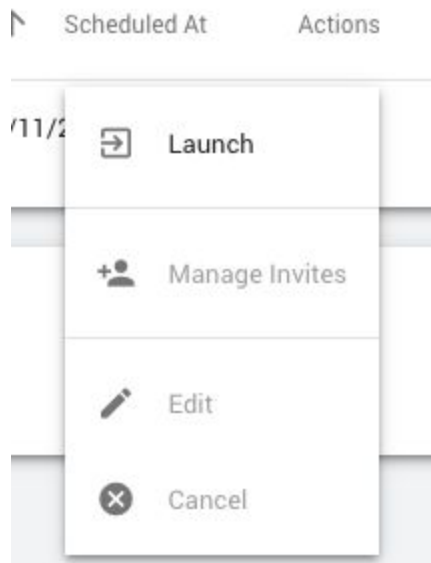
9. The meeting will now be in session until you end it.
10. To end the meeting in the top right hand corner there will be 3 dots again press it and select end meeting.
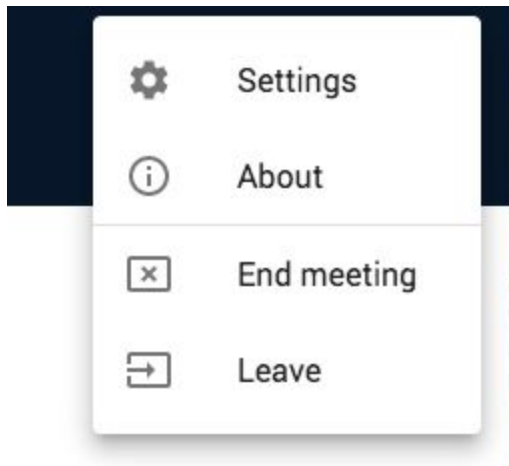
11. **Instructions for students. You might want to send these to your students first.**
    a. **On the course navbar or in Content, click Virtual Classroom**
    b. **D2L will open Bongo class meetings window**
    c. **Click on the scheduled meeting**
    d. **Follow the prompts for selecting and checking your audio devices**
    e. **Once the meeting has started you will see icons at the top for the screen for chat, attendees and exiting the meeting**
12. **Quick Tips**
    a. **We recommend using the latest version of Chrome, Firefox, or Edge (Chromium version). Safari for iOS devices**

b. **Use headphones instead of speakers to prevent voice echo.**
c. **Click the Enter Meeting Room button to enter the meeting, or click the Enter Meeting When Started button to be automatically entered into the me**