

Using Virtual Classroom in Brightspace

1. From the Course NavBar select **Virtual Classroom**. (Please note, your campus may have configured the NavBar differently. Virtual classroom may be under “More Tools”. Alternatively, Virtual Classroom can be found on the Course Admin Panel

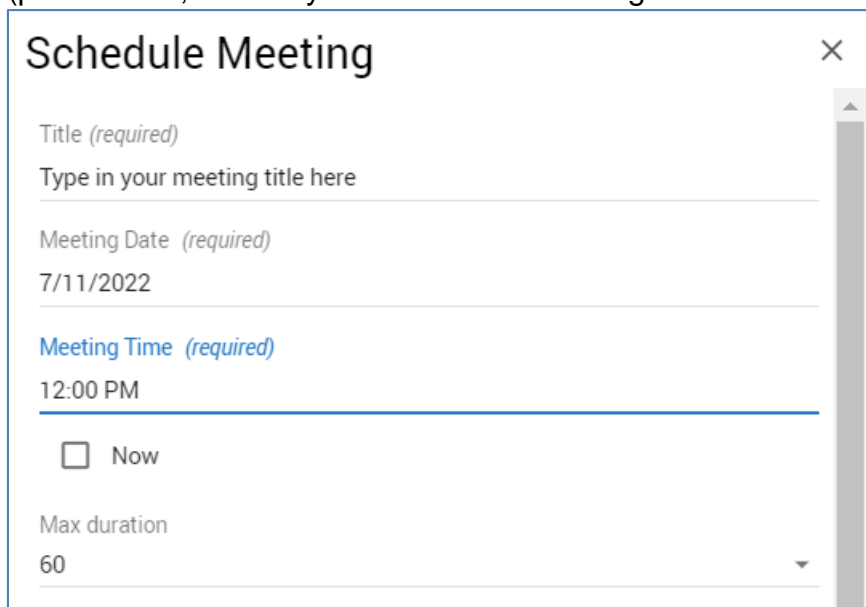


Virtual Classroom

2. On the Virtual Classroom page you will see a list of any **Active Meetings** or **Recorded Meetings** you have already created
3. To create a new Virtual Classroom, click the **Plus Button** in the bottom left hand corner



4. **Type** your **Title, Date, and Time** (or select “Now”). **Set meeting duration** (please note, currently the maximum meeting duration is set to 60 minutes).



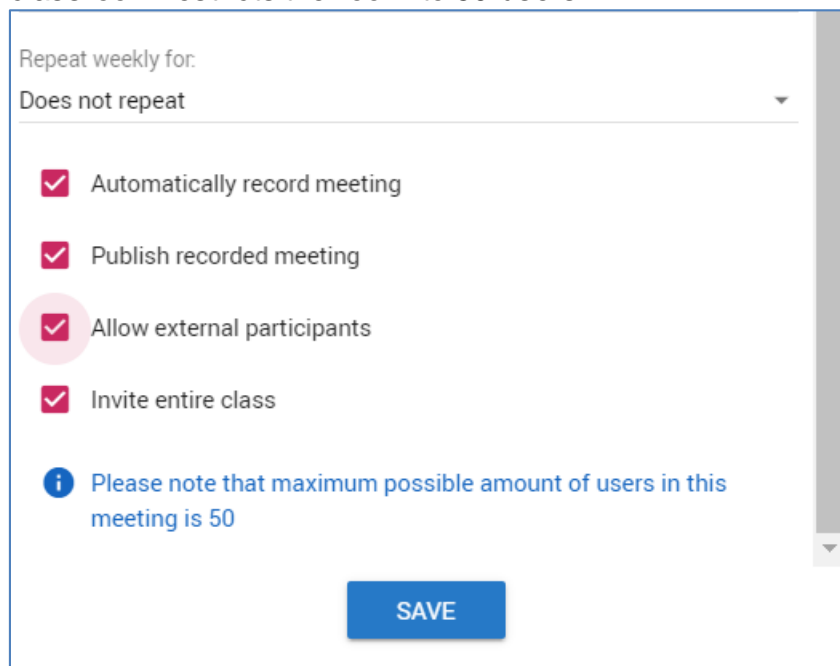
The screenshot shows a 'Schedule Meeting' dialog box with the following fields and options:

- Title (required)**: Type in your meeting title here
- Meeting Date (required)**: 7/11/2022
- Meeting Time (required)**: 12:00 PM
- Now
- Max duration**: 60

5. **Set the remaining parameters** for your meeting and click **Save**
 - a. **Set meeting to repeat weekly**, if necessary

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- b. **Automatically record meeting** – you can record automatically by selecting this setting, or click record within the meeting itself
- c. **Publish recorded meeting** – making this selection will provide you with a recording URL to share in your course
- d. **Allow external participants** – this will allow you to invite participants who are not on your course roster, e.g., a guest lecturer.
- e. **Invite Entire Class** – you can invite your entire class or you can invite select individuals. Please note that the current license for virtual classroom restricts the room to 50 users



Repeat weekly for:
Does not repeat

- Automatically record meeting
- Publish recorded meeting
- Allow external participants
- Invite entire class

i Please note that maximum possible amount of users in this meeting is 50

SAVE

- 6. Once created, the Virtual Classroom link will be visible on your **Active Meeting** list. It will also be visible on the Brightspace Calendar for students to click on
- 7. To begin an active meeting, click the “**Kabob**” (three vertical dots) icon next to the appropriate meeting and select **Launch**. You can also copy the external link to provide to individuals who are not on your roster.

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Faculty Resource Guide Example 7/11/2022, 1:20 PM


- Launch
- Copy External Link
- Manage Invites
- Edit
- Cancel

8. Click **Join** to start the meeting

Faculty Resource Guide Example

Monday, July 11, 2022 at 1:20 PM EDT

Moderator: Jamie Heron

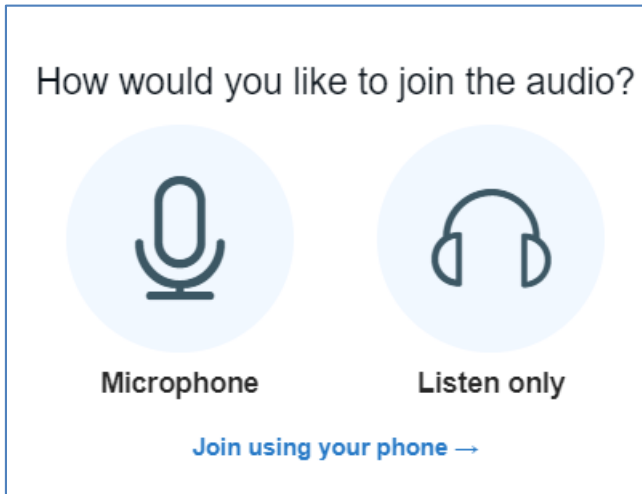


Jamie Heron

This session is ready to be started

JOIN >

9. Join Audio/Video

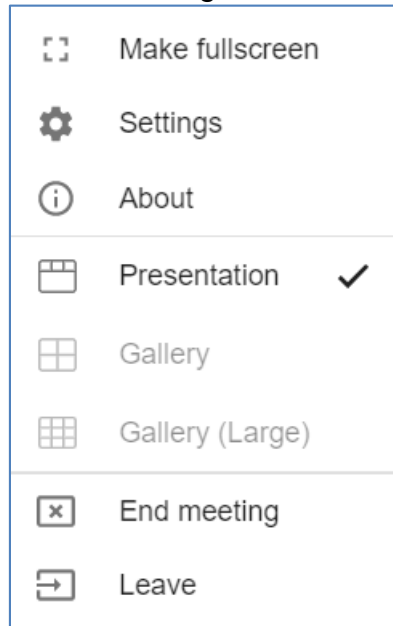


10. The title of the meeting will display at the top and you can pause or begin recording

Faculty Resource Guide Example |  Resume recording

11. Click the **Kabob** icon in the top right hand corner for the meeting menu
- Make fullscreen
 - Settings – adjust microphone, video, etc
 - Switch views – presentation, gallery, gallery (large). Please note, gallery views are only available if at least one person is sharing their video
 - End meeting

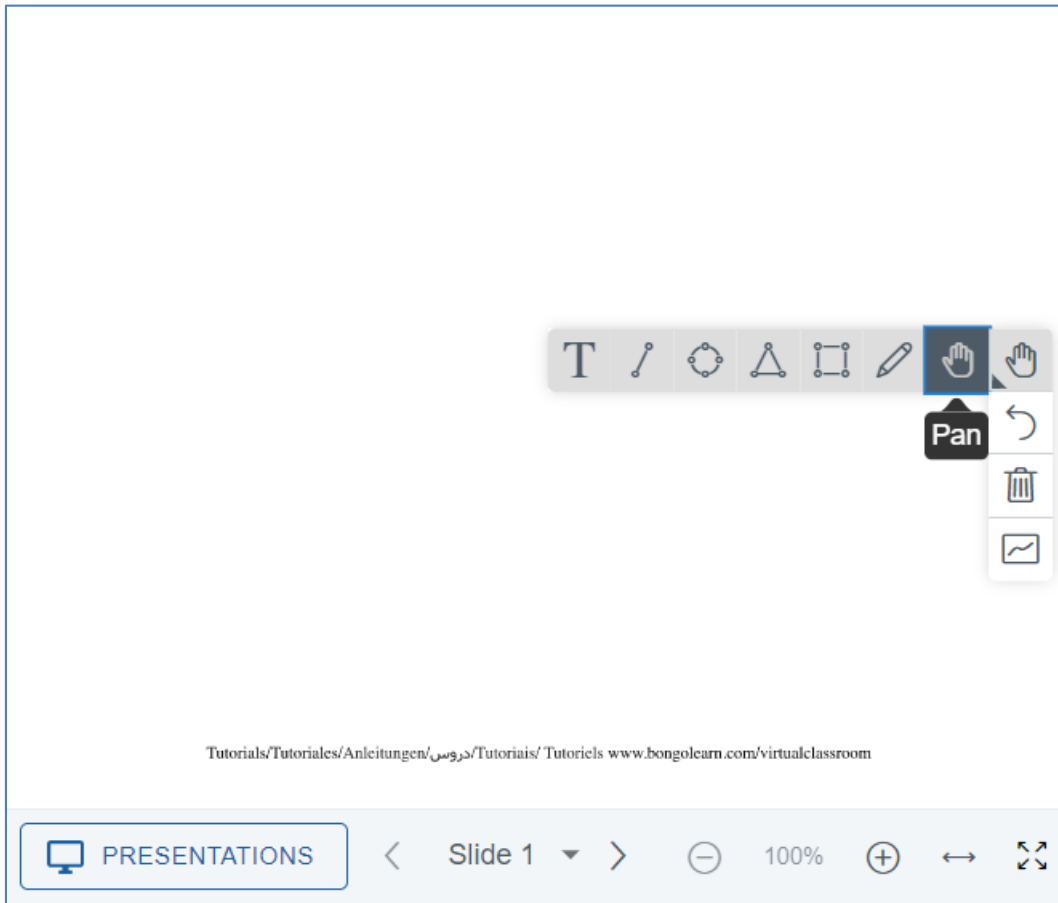
e. Leave meeting



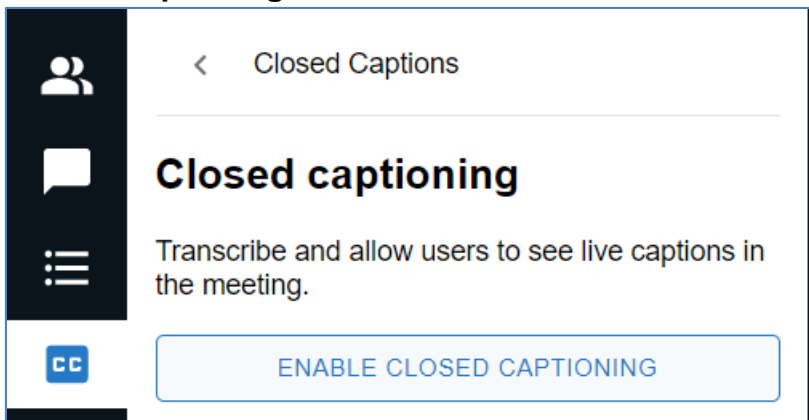
12. Virtual classroom has a **whiteboard** automatically visible. You can upload presentations and annotate them or you can draw directly on the whiteboard.

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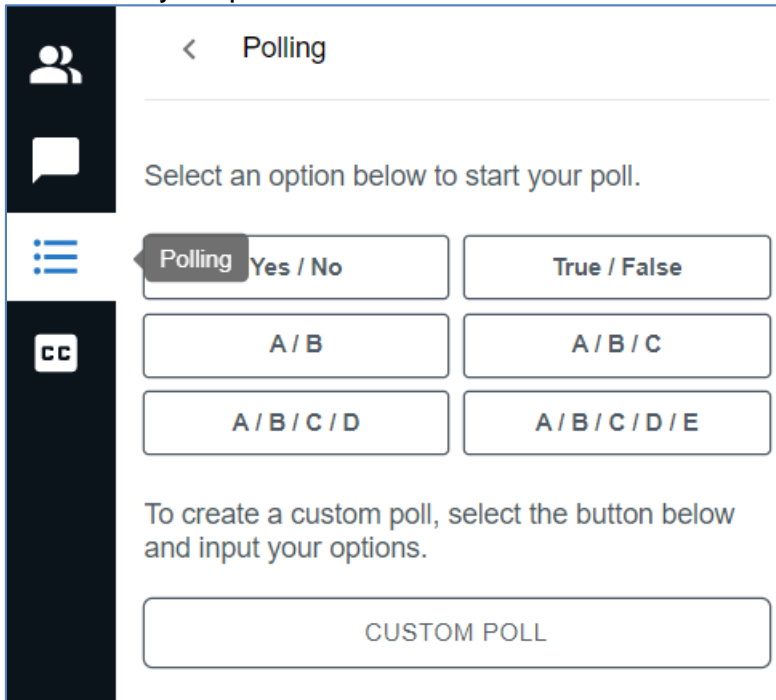
Use the **Whiteboard** menu to use the different whiteboard features



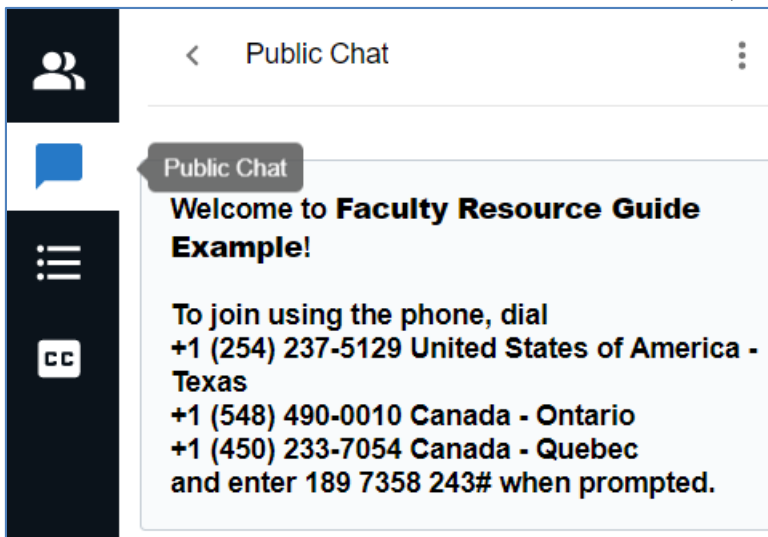
13. **Closed Captioning** is available. Click on the **CC** button and click **Enable Closed Captioning**



14. **Polling** is available. Click on the **Polling icon** and select polling options or customize your poll



15. **Public Chat** is available. You can add attachments, **Save Chat** or **Clear Chat**



16. **Manage Participants.** You can upgrade attendees to co-host

