



Meetings with Bongo

Use this guide to learn how to participate in a Bongo meeting. Bongo meetings use the **Virtual Classroom** user interface. Your instructor may also schedule meetings with the Virtual Classroom tool.

If you need troubleshooting assistance, check out Bongo's [Troubleshooting Within Virtual Classroom](#) guide.

Note: Remember to use the **Chrome** or **Firefox** web browser on a PC or laptop for the best user experience. Mobile devices may not support all meeting features at this time. iOS devices do **not** currently work with Virtual Classroom, unless you are running the very newest OS. If you are using **Chrome**, you will need to add the [Bongo Screenshare Extension](#). This provides additional screensharing features.

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Participate in a meeting

Roles

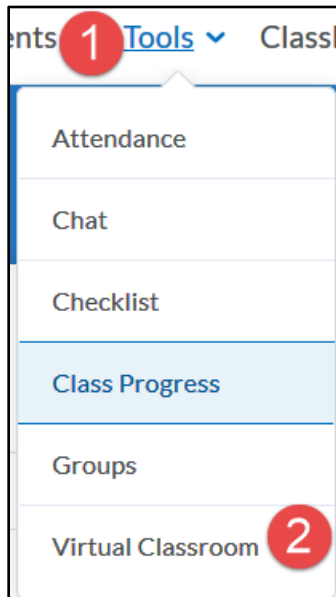
There are 3 possible roles:

- **Moderator:** Your instructor who scheduled the meeting is the moderator. This person has presentation and participant control features. This person may give another participant a presenter or moderator role during the meeting.
- **Presenter:** This person has presentation features. A participant may be given the presenter role by the moderator during the meeting.
- **Viewer:** Everyone except the moderator enters the meeting as a participant by default.

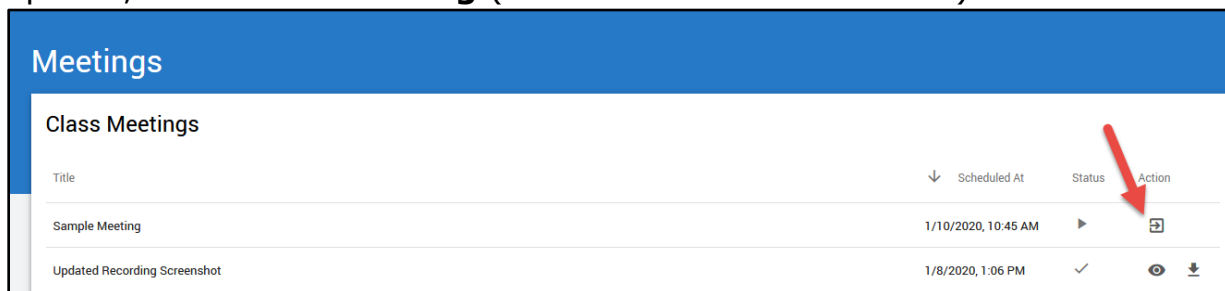
Join a meeting

1. Go to your course in D2L.

2. Go to **Tools** and select the **Virtual Classroom** option from the dropdown menu.



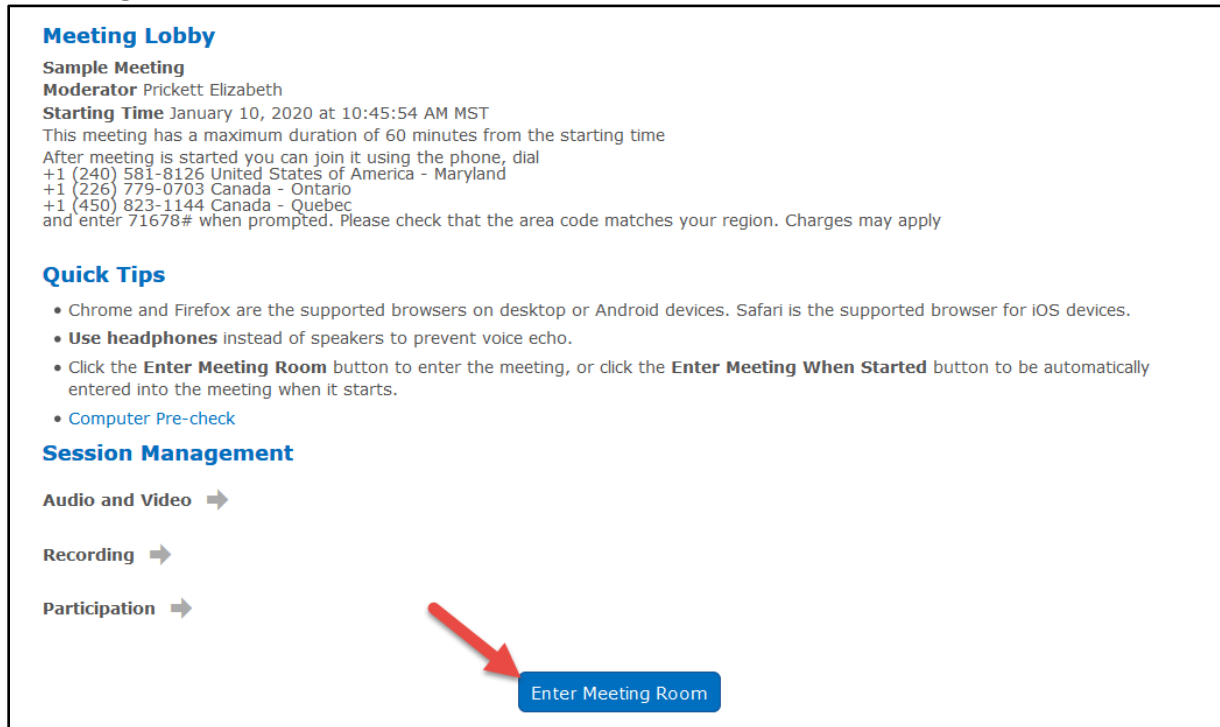
3. In **Meetings > Class Meetings**, find the applicable meeting, in the **Action** options, click **Enter Meeting** (box with forward arrow icon).



Notes:

- **Scheduled At:** This is the scheduled **date** and **time** of the meeting.
- **Status:** If the meeting has started, the Status will show a **forward arrow** icon. If the meeting has already ended, the Status will show a **checkmark** icon.
- **Action:** If a **recorded** meeting has already ended, you have the option to **Preview** (eye icon) or **Download** (down arrow icon) the meeting recording. These options are available for **up to 14 days** after the meeting ends. Downloaded meetings are in a .zip file format.

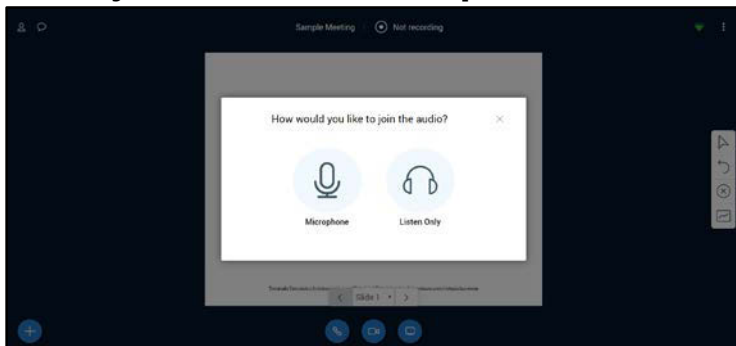
4. In the **Meeting Lobby**, you can review **Quick Tips**. If this is the first time you've used this tool, click on the **Computer Pre-check** link for additional tips.
5. Click on the **Enter Meeting Room** button when you are ready to enter the meeting.



Note: If your instructor has not yet started the meeting, you may click on the **Enter Meeting When Started** button.

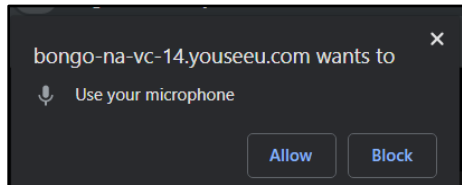
Audio-visual settings

1. Once you're in the meeting room, you will be prompted to choose how you would like to join the audio: **Microphone** or **Listen Only**.

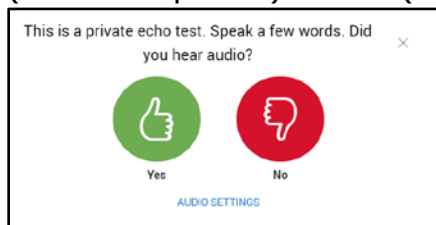


Note: Participants who choose the **Microphone** option will have a green mic icon beside their names. Participants who choose the **Listen Only** option will have a green headphones icon beside their names. (The presenter/moderator will also have a blue presenter icon beside their name.)

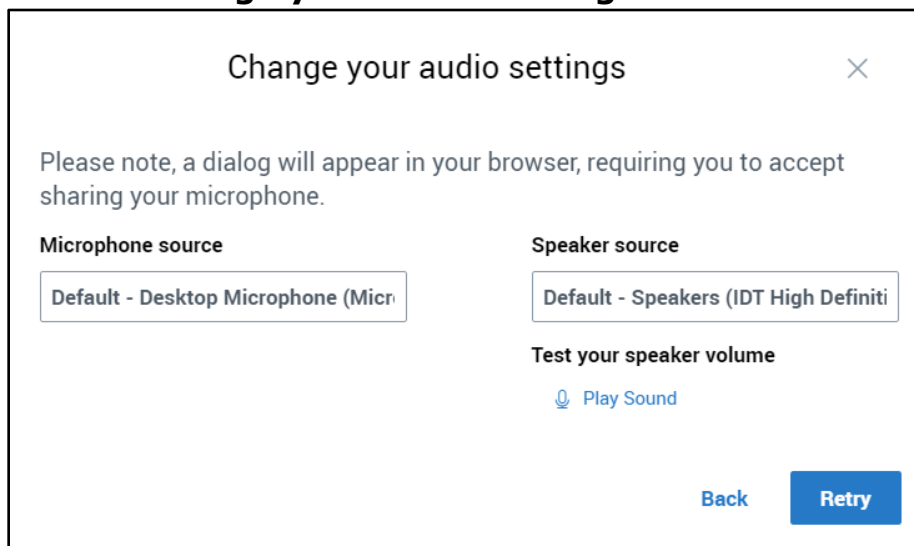
2. You may be prompted to allow Bongo to use your microphone. Click the **Allow** button.



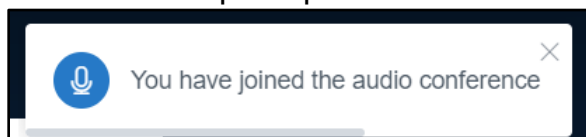
3. Joining via the **Microphone** option will prompt a **private echo test** to determine if you hear audio after speaking a few words. You have the option to respond **Yes** (thumbs up icon) or **No** (thumbs down icon).



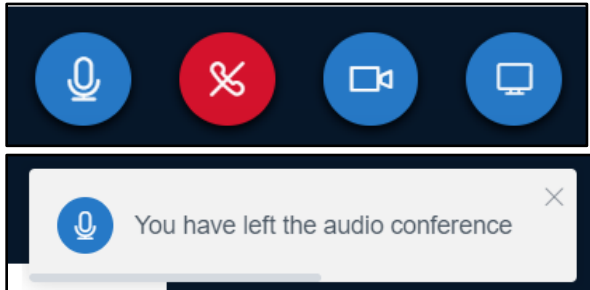
4. You can **Change your audio settings** as needed.



5. Once you've successfully joined the audio conference, you will receive a confirmation prompt.



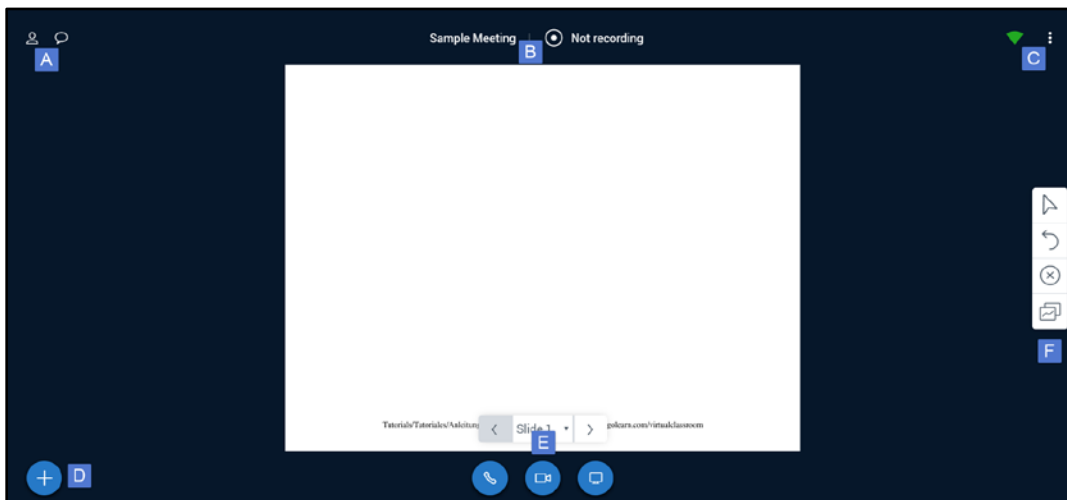
6. If you click on the **Leave Audio** button (red telephone icon), you will leave the audio conference.



7. Your icons at the bottom of the screen offer you audio-visual options, including:
- Microphone** icon: Mute or unmute your mic.
 - Phone** icon: Join or leave audio conference.
 - Webcam** icon: Share or unshare webcam.
 - PC** icon: Share or unshare your screen.

Other settings and options

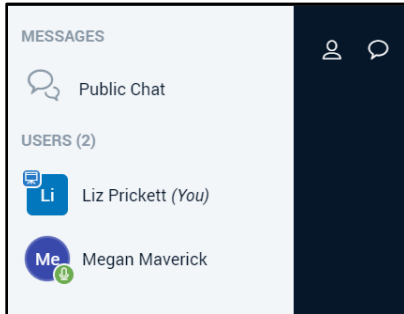
Once you join, your screen may be blank, but your user interface offers many options. Your role during the meeting will determine how many options you have.



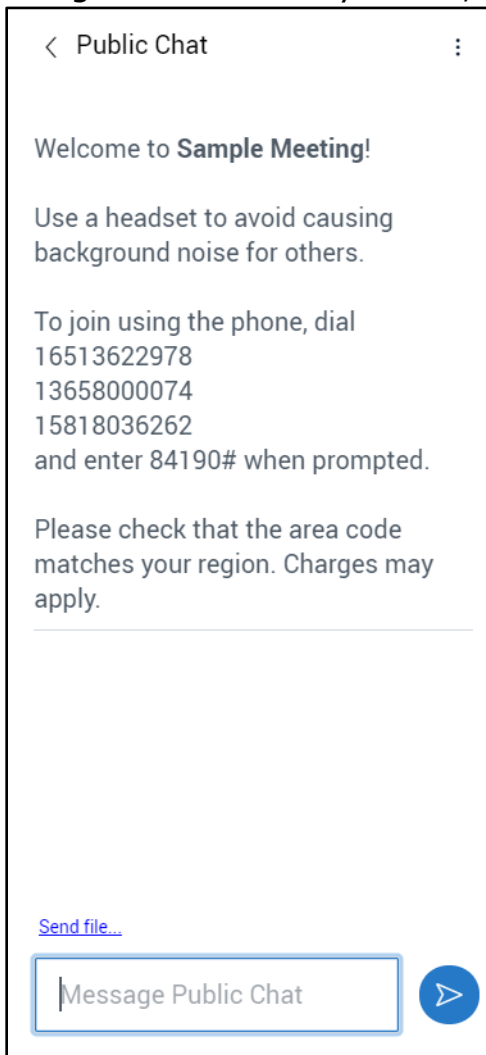
- User and message** options
- Recording** options (only available to the Moderator – your instructor)
- Connection and settings**
- Action** (presentation) options, which will appear on the whiteboard in the middle of the screen (Moderator/Presenter only)
- Audio-visual** settings (Only the Moderator/Presenter has the Screenshare option)
- Annotation** tools (Moderator/Presenter only, unless Multi-User Mode has been turned on by the Moderator/Presenter)

User and message options

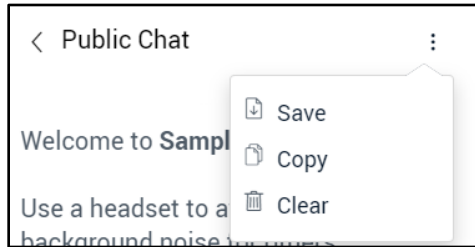
1. Use the **User List Toggle** (person icon) to view the users/participants, as well as **Messages**.



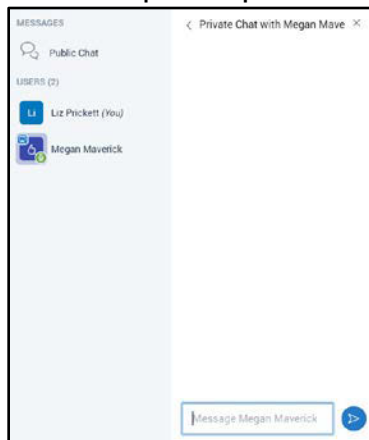
2. Use the **Public Chat** (callout icon) to access chats with all participants. (Note: You may type in the Message Public Chat box or **Send file**. Send a file allows you to navigate to a file on your PC, which you may send to the participants.)



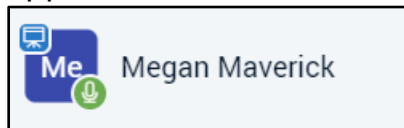
3. Use the **3 dot** icon in Public Chat to **Save, Copy** or **Clear** the chat.



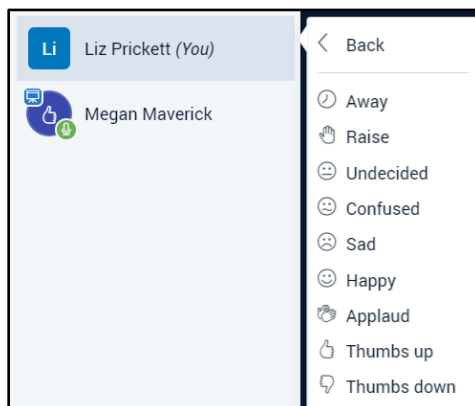
4. If you use the **Chat** option from the menu, you may have a private chat with another participant.



5. If your instructor makes a participant the presenter, the blue presenter icon appears beside their name.



6. Each participant also has the option to click on their own name to **Set Status**. Options include: **Away, Raise, Undecided, Confused, Sad, Happy, Applaud, Thumbs up,** and **Thumbs down**. The status icons will appear beside the participant's name and give a quick cue to other participants about their opinion or attitude.

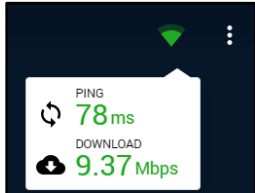


Recording options

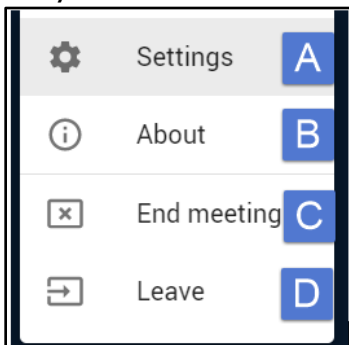
Only your **instructor** has the ability to record the meeting. If your instructor records the meeting, you will have access to the recording for **up to 14 days**.

Connection and settings options

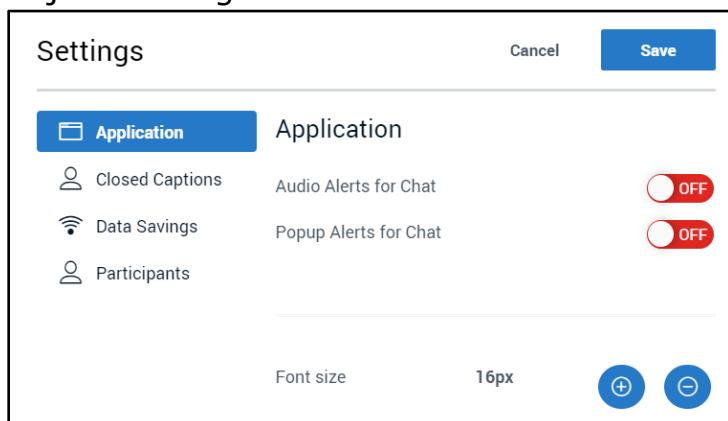
1. Clicking on the **green** icon provides information about your internet connection and download speed.



2. The **3 dot** menu provides additional options, including:
 - A. **Settings:** This allows you to adjust settings for the application, closed captions, and data savings.
 - B. **About:** This is just the version of Bongo.
 - C. **End meeting:** This option ends the meeting for all participants (Only the moderator, your instructor, has this option).
 - D. **Leave:** This allows the participant to exit the meeting room. The participant may return if the meeting is still in progress.



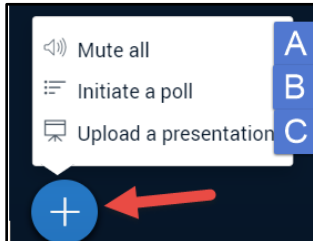
3. Adjust Settings as needed.



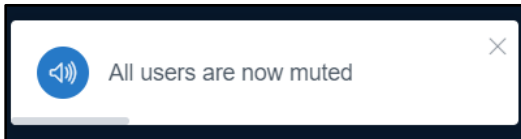
Action/Presentation options

If your instructor has given you the **or presenter** role, you have several options.

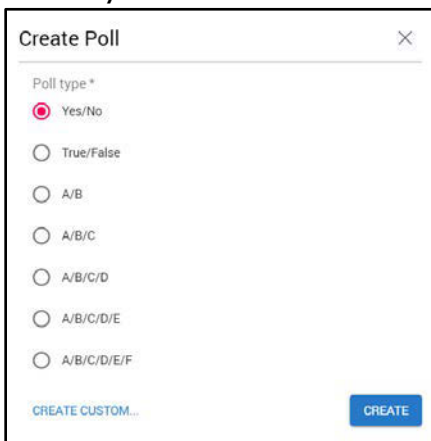
1. Click on the **Action** (+ icon) button to access:



- A. **Mute all**: Click Mute all if you wish to mute all participants.

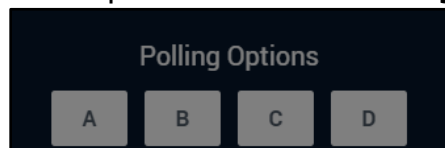


- B. **Initiate a poll**: Click Initiate a poll if you wish to pose a question. The **Create Poll** dialog allows you to select Yes/No, True/False, a variety of multiple choice options, or a custom poll. Click the **Create** button after you make your selection.

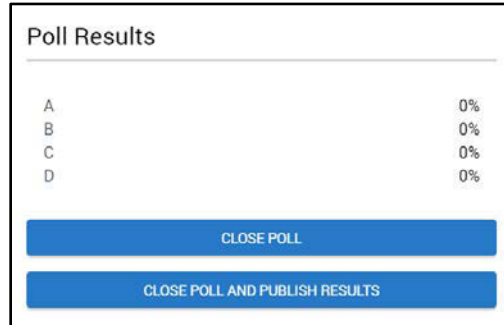


Note: Remember to write and/or speak the prompt and options as you are not able to build them in the poll.

- i. Participants will see **Polling Options**.



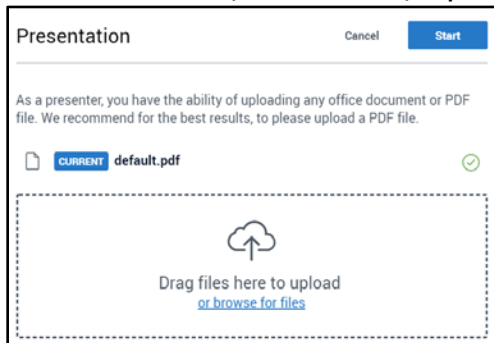
- ii. The **moderator** will see **Poll Results**, along with buttons to **Close Poll** or **Close Poll and Publish Results**.



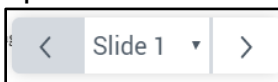
- iii. If poll results are published, they will appear at the bottom of the presentation screen.



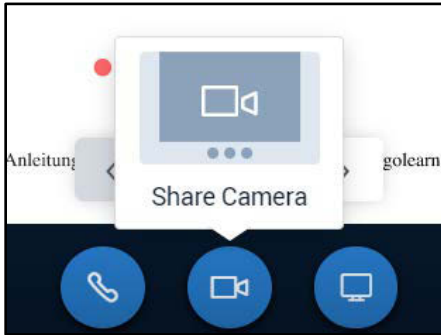
- C. **Upload a presentation:** As a moderator/presenter, you have the option of uploading an office document or PDF file. Bongo will convert the document to PDF format; therefore, uploading a PDF is recommended by Bongo.



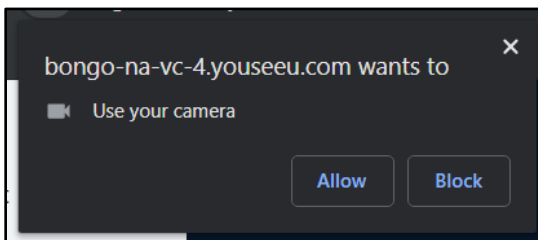
Note: The presentation file will appear in the previously blank whiteboard area in the middle of the screen. If it is more than one page, you will use the **Next slide** and **Previous slide** buttons to navigate. You will have the option to annotate the file in the meeting by using the Annotation tools.



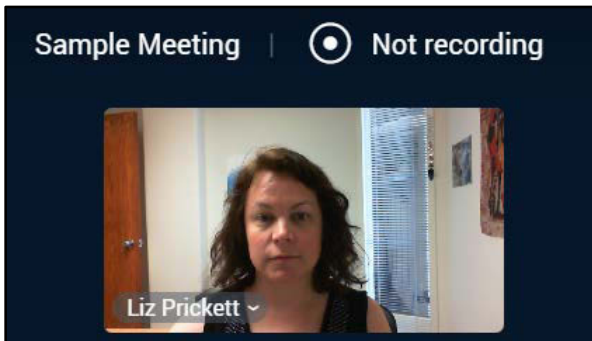
2. Use the audio-visual buttons at the bottom of the screen share your webcam or your screen.
- A. Clicking on the **Share Camera** (webcam icon) button allows you to share your camera.



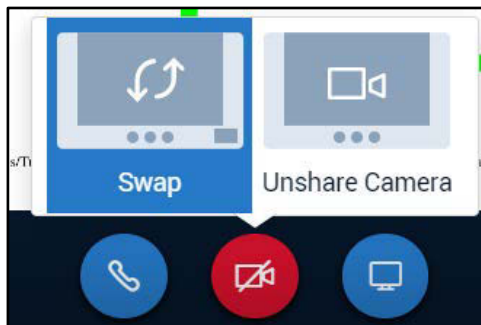
Note: You may be prompted to allow Bongo to Use your camera. Click the **Allow** button.



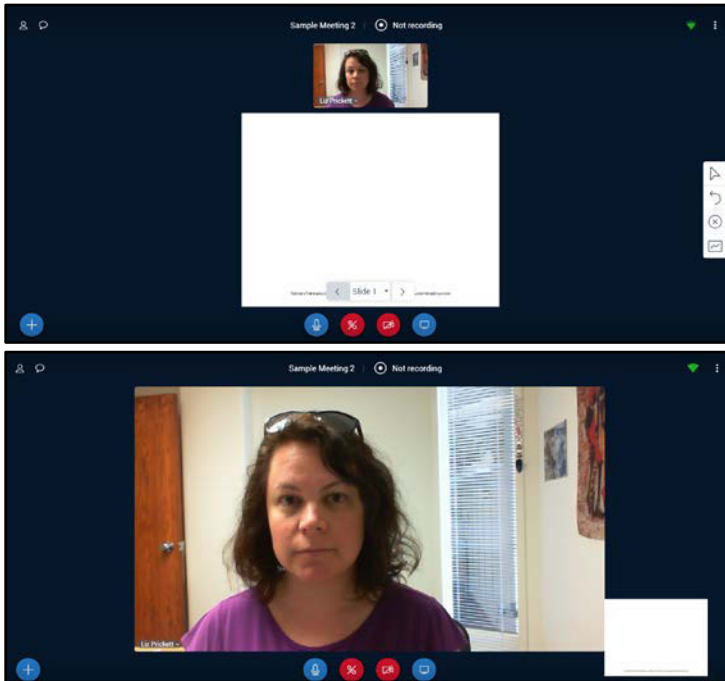
- B. Your video stream will start momentarily.



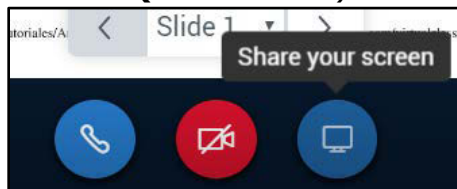
- C. Click on the **Unshare** (red webcam icon) button to **Swap** or **Unshare Camera**.



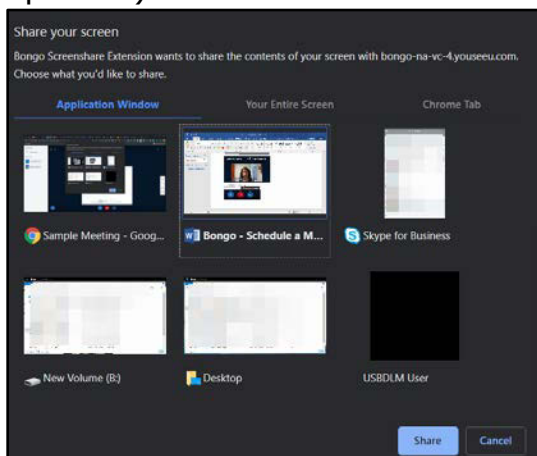
D. **Swap** toggles your webcam the smaller or larger screen.



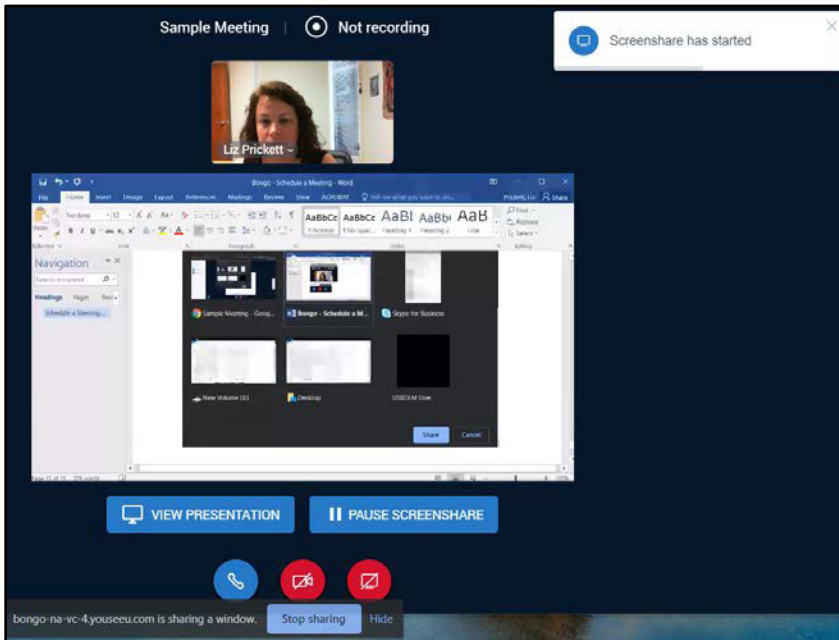
3. If you are a **presenter**, you may share your screen. Click on the **Share your screen** (screen icon) button if you wish to share your screen.



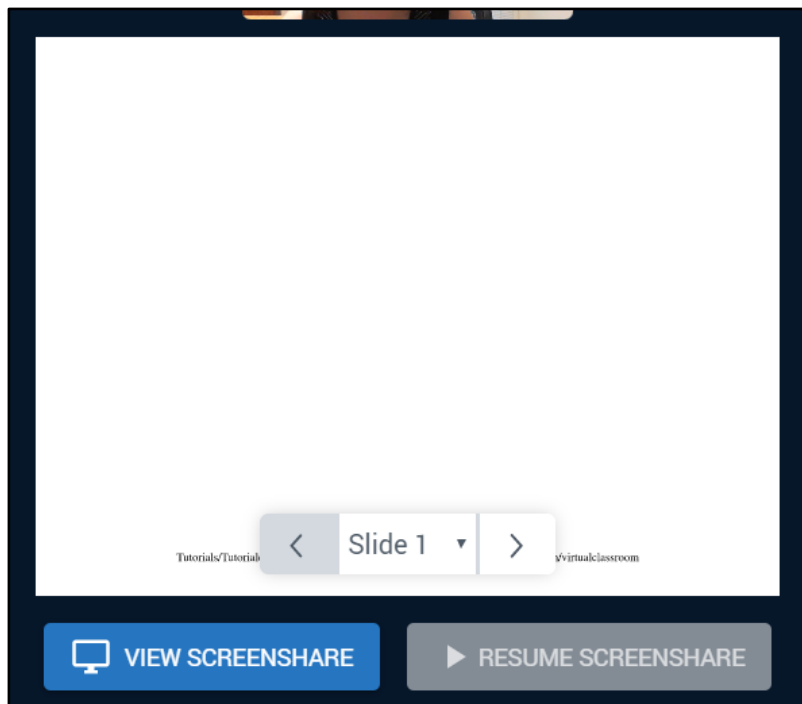
A. You can then decide which part of your screen(s) to share: **Application Window**, **Your Entire Screen**, or **Chrome Tab**. (**Note:** Use the [Bongo Screenshare Extension](#) in order to share your screen in Chrome. If you are using **Firefox** instead of Chrome, you will only have application window options.)



B. While you are sharing your screen, you have the option to **View Presentation** or **Pause Screenshare**.



C. If you click the **View Presentation** button, you may return to the screenshare by clicking the **View Screenshare** or **Resume Screenshare** button.



Annotation tools

You may use the annotation tools on your whiteboard or uploaded presentation.

1. You have 4 options in your annotation tools:



A. Tools

B. Undo Annotation

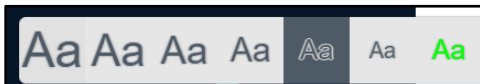
C. Clear All Annotations

D. Turn multi-user mode on

2. In **Tools**, you have several options for writing and drawing:



A. Text



B. Line

C. Ellipse

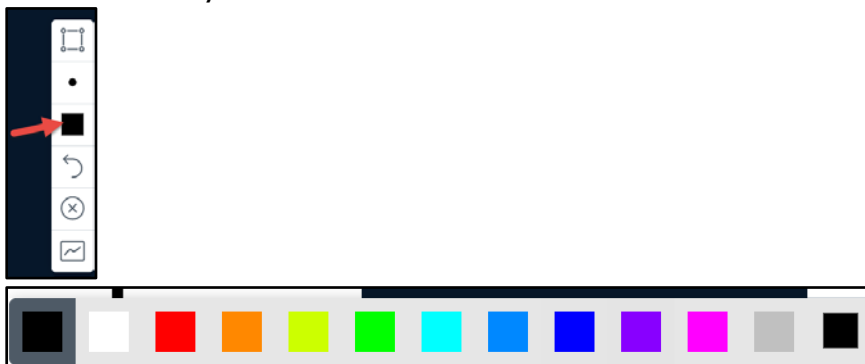
D. Triangle

E. Rectangle

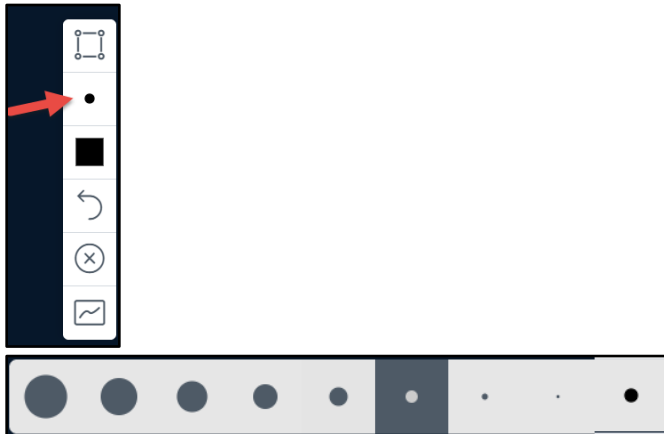
F. Pencil

G. Pointer

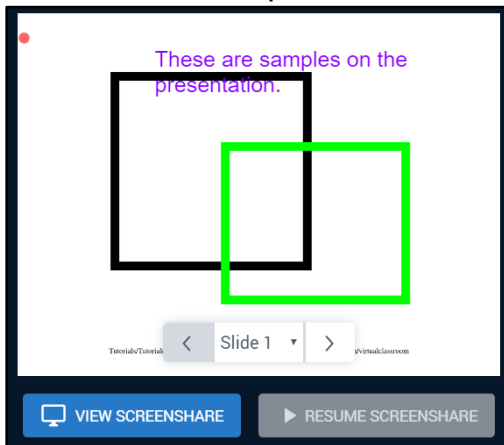
Each allows you to select **Colors**:



All but Text also allow you to select **Drawing Thickness**.



Here is an example of whiteboard annotations:



Note: Only the **moderator/presenter** has access to the **Annotation** tools. This person can turn on the **Multi-User** mode to enable the other participants to annotate. When this occurs, you will observe the participant's name hovering with their pointer or other tool.