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.

Before you get started, check out the Basic System Requirements for Bongo guide. If you need troubleshooting assistance, check out Bongo’s Troubleshooting Within Virtual Classroom guide.

Notes:

- Remember to use the Chrome, Firefox, or the new version of Edge (Chromium) 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.
- Desktop share within Virtual Classroom meetings is only fully supported within Chrome or Edge (Chromium) on a desktop computer or laptop. In Firefox, you can share a single application window.
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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.

For more details and options available for each role, check out Bongo’s Virtual Classroom roles guide.
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.

![Meeting Lobby and Computer Pre-checks](image)

**Meeting Lobby**
- Polling
- Moderator: Prickett Elizabeth
- Starting Time: Monday, October 26, 2020, 9:20 AM MDT
- This meeting has a maximum duration of 60 minutes from the starting time

**Computer Pre-checks**
- Please click here to ensure your computer is ready for your meeting.

**Quick Tips**
- We recommend using the latest version of Chrome, Firefox, or Edge (Chromium version). Safari for iOS devices
- Use headphones instead of speakers to prevent voice echo.
- Click the **Enter Meeting Room** button to enter the meeting, or click the **Enter Meeting When Started** button to be automatically entered into the meeting when it starts.

**Session Management**
- Audio and Video
- Recording
- Participation

![Enter Meeting Room button](image)

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

6. Note: If you enter the meeting too close to the end of the timeframe it was scheduled, you will receive a **Too late to access the meeting** message.

![Virtual Classroom](image)

**Virtual Classroom**
- Too late to access the meeting
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. If you wish to share your webcam, click the Share webcam button (webcam icon).

8. You may be prompted to allow Bongo to use your webcam/camera. Click the **Allow** button
9. Select your camera from the dropdown menu (if you have more than one camera attached to your device) and click Start Sharing.

10. You’ll see your webcam at the top of your screen.
11. Your icons at the bottom of the screen offer you audio-visual options, including:

   a. **Microphone** icon: Mute or unmute your mic.
   b. **Phone** icon: Join or leave audio conference.
   c. **Webcam** icon: Share or unshare webcam. (You may be prompted to allow Bongo to use your webcam. Click the **Allow** button.)
   d. **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.

A. **Participants** options (Moderator has extended options)
B. **Public Chat**
C. **Polling** (Moderator/Presenter only)
D. **Closed Captioning** (Moderator only)
E. **Recording** options (only available to the Moderator)
F. **Connection**
G. **Settings** (Moderator has extended settings)
H. **Presentation** options, which will appear on the whiteboard in the middle of the screen (Moderator/Presenter only)
I. **Select Slide**
J. **Sizing** options
K. **Annotation** tools (Moderator/Presenter only, unless Multi-User Mode has been turned on by the Moderator/Presenter)
L. **Audio-visual** settings (Only the Moderator/Presenter has the Screenshare option)
Participant and chat options

1. Use the **Participants List Toggle** (person icon) to view the participants.

![Participants List Toggle](image)

2. Use the **Public Chat** (callout icon) to access chats with all participants. You may type in the **Send message to Public Chat** box.

![Public Chat](image)

3. Use the **3-dot** icon in Public Chat to **Save** the chat.

![Save Chat](image)
4. Click on a participant from the Participants menu to **Start 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 person 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.

**Polling**

Your instructor may include instant polls (Yes/No, True/False, multiple choice) during your meeting.
Closed captioning

Live captioning is not automatically available for Virtual Classroom meetings. If you need live captioning or captioning of recorded meetings as an accommodation, please contact EAS. If live captioning is enabled during the meeting, you have the opportunity to view and customize the closed captions.

Once closed captions have been enabled for the meeting, individuals may click on the CC button at the bottom of the screen.

Use the Closed Captions dialog to select your preferences to personalize your experience.

- **Text** and **background color** options include black, gray, red, yellow, green, white, light blue, dark blue, purple, and pink.

- **Font** options include Calibri (default), Arial, Times New Roman, and Sans-serif.
- **Font size** options include 24px (default), 12px, 14px, 18px, 32px, and 42px.

If you wish to stop viewing the closed captions, click on the CC button again.
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**.

Recorded meetings
After the meeting is ended, you may access your recordings in Tools > Virtual Classroom > Recorded Meetings.

<table>
<thead>
<tr>
<th>Title</th>
<th>Scheduled At</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bongo updates 2</td>
<td>10/23/2020, 2:45 PM</td>
<td>✓</td>
<td>A</td>
</tr>
<tr>
<td>Bongo updates</td>
<td>10/22/2020, 1:52 PM</td>
<td>✓</td>
<td>B</td>
</tr>
</tbody>
</table>

A. **Recorded meeting** – Actions: preview (eye icon) or download  
B. **No recording** – no actions available

Once the meeting has ended, the entire class will have access to the recording (including any video, presentation, chat) once it has finished processing. Even if a student did not participate (enter the meeting room) in the meeting, they will still have access afterwards for **up to 14 days**.

A. Shared desktop video  
B. Webcam video  
C. Files uploaded as a presentation  
D. Chat log (chat icon)  
E. Uploaded files within the chat box (paperclip icon below chat)

If there was no recording of the meeting, there will just be a session date and timing posted in D2L after the meeting has ended.
Connection and settings options

1. Clicking on the **green** (or yellow/orange/red, indicating varying degrees of poor connection) icon provides information about your internet connection and download speed. You will need to click on the **Test Download** button to check your download speed.

2. The **3-dot** menu provides additional options, including:
   A. **Make fullscreen**
   B. **Settings**: This allows you to adjust settings for the application, data savings, and advanced.
   C. **About**: This is just the version of Bongo.
   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.
   a. **Application**: **Animations** is toggled ON by default. **Audio** and **Popup Alerts for Chat** and **Join** are all toggled OFF by default. You may adjust your **Font size** (up to 125%) by clicking on the minus and plus buttons.

![Settings](image1)

b. **Data savings**: **Enable webcams** and **Enable desktop sharing** are toggled ON by default.

![Settings](image2)

c. **Advanced**: Route traffic through TURN server for Screenshare and Camera are toggled OFF by default.

![Settings](image3)

4. Remember to click **Save** once you’ve made your adjustments.
Presentation options
If you your instructor has given you the **presenter** role, you have several options, including uploading a presentation, sharing your screen, and initiating an instant poll.

Upload a presentation
You have the option of uploading an office document (such as a PPT) or PDF file. Bongo will convert the document to PDF format; therefore, **uploading a PDF is recommended by Bongo.**

Once you’ve selected your file, click **Confirm**.

**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.

Screenshare
If you are a **presenter**, you may share your screen.

1. Click on the **Share your screen** (screen icon) button if you wish to share your screen.
2. You can then decide which part of your screen(s) to share: **Your Entire Screen, Application Window, or Chrome/Microsoft Edge Tab.** *(If you are using Firefox instead of Chrome or Edge, you will only have application window options.)* Make your selection and click **Share.**

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

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

5. If you wish to stop sharing your screen, click the **Stop sharing your screen** (screen icon) button.
Initiate a poll
Use the Polling (list icon) option to access polls. You may create a variety of instant polls, including: Yes/No, True/False, and multiple-choice with up to 5 (A/B/C/D/E) options. You may also create a multiple-choice Custom Poll with up to 5 input options.

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

Check out Bongo’s Create a Poll guide.

Annotation tools
You may use the annotation tools on your whiteboard or uploaded presentation if you have the presenter role or if your instructor has turned on the multi-user mode.

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**

   ![Text symbol image]

   B. **Line**

   C. **Ellipse**

   D. **Triangle**

   E. **Rectangle**

   F. **Pencil**

   G. **Pointer**

   Each allows you to select **Colors**:

   ![Color palette image]

   ![Color palette image]

   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.