

# Using Virtual Classroom (Bongo) for Live, Synchronous Group Presentations

First read [Strategies for hosting live \(synchronous\) lectures](#).

## Before

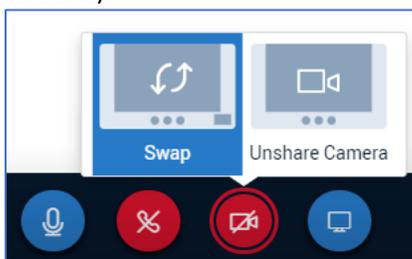
Watch: [Schedule your Virtual Classroom meeting](#)

Tell students how you want them to login and expectations for participation.

- **What kinds of tech will they need to participate?** Keeping in mind that students' internet is not consistently strong, nor do they have unlimited data plans, consider that only presenters need to have microphones and webcams while others can listen and engage through the text-based chat.

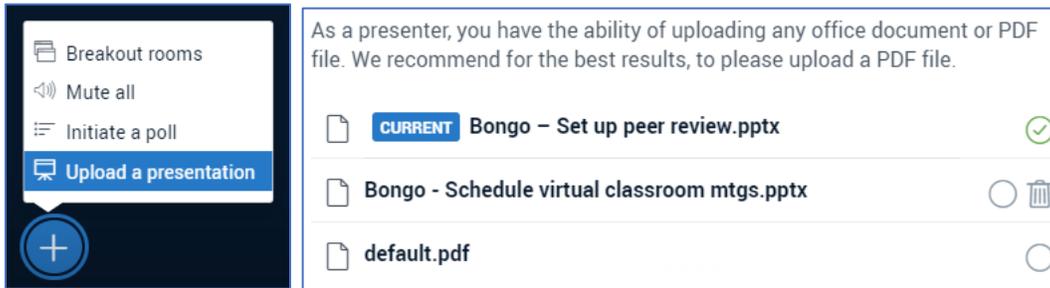
**Tip:** Tell students that if they enter the meeting and their sound, microphone, and/or webcam aren't working (and they think they should be), to leave and re-enter, being sure to "allow" any requests from their browser for access to these tools.

- **Ask that only presenters enter the meeting with their webcams on.** Virtual Classroom can handle 7 student webcams at a time, and those should be prioritized for presenters. From the center bottom of the interface, students can share and un-share their webcams, as well as "swap", which prioritizes the space on their screen for webcams or shared materials (slides and screens).



- **Tell students what materials they can and cannot share.** In meetings, PDFs uploaded directly into the interface work best. PowerPoints take more time to upload because they are converted. Students should save screen sharing for other materials, but *not* for audio or video played through their own computers. Presenters should share these artefacts ahead of time via email or LEARN; links can be shared via the chat.
- **Ask presenters to send you their PDFs ahead of time.** You can upload multiple PDF files to the meeting, so presenters will be able to focus on their presentation rather than figuring out how to upload their PDFs. Once they're made Presenters, they'll be able to access all the PDF files

you have uploaded and select their own.

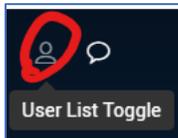


**Tip:** You can't upload PDFs before the meeting starts, so schedule it a few minutes early in order to get ready.

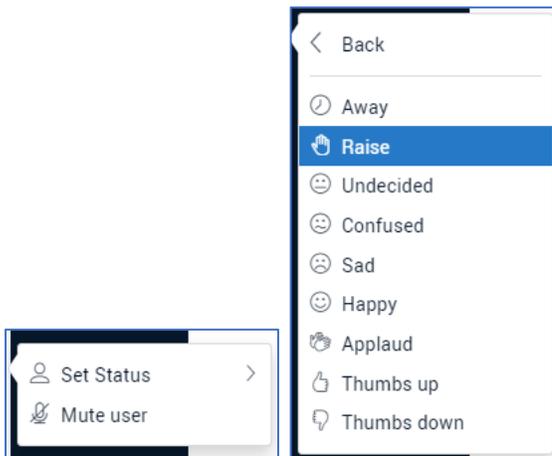
- **Encourage students, especially presenters, to tell their family members, roommates, etc. what they're doing** so that they (hopefully) don't walk in during the presentation. Otherwise, embarrassing incidents can happen.

Familiarize yourself with these important features before your first live group presentations.

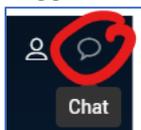
- **Toggle the user list**—at the left side of the interface.



The user list displays who is in the room currently (it **does not** display your entire class list). Users are displayed in alphabetical order; your own user icon is always at the top. There are many actions you can take from the user list by clicking on your name or students' names:



- **Toggle the chat**—at the left side of the interface.



Students will communicate through the chat when they have technical difficulties or are unable to connect their microphones.

**Tip:** If it's difficult for you to watch your presenters and monitor the chat at the same time,

assign this task to a TA or trusted/tech-savvy student. But remember to **record your session**, so that you'll be able to mark your presenters afterward if necessary.

## During

Know the difference between the roles in Virtual Classroom and how to give and revoke permissions.

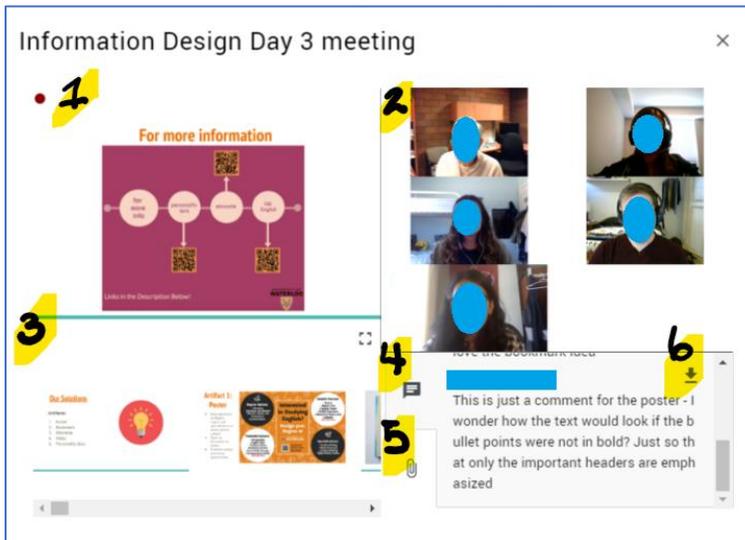
- **You, as the instructor, are always a moderator.** When the session begins, you will be a moderator and a Presenter, and students will be users. As moderator, you can give/revoke moderator and Presenter privileges to/from students.
- **There can be multiple moderators, but *only one* Presenter.** When you make a student a moderator, they can give and revoke moderator and presenter privileges as well—except they cannot revoke your moderator privilege, so you are like an uber-moderator.  
**Tip 1:** The Presenter controls the slide deck. This is the main difference between the Presenter and all other privileges.  
**Tip 2:** This can be used to great effect for the purposes of live group presentations. By making presenters moderators, they can pass the Presenter privilege between each other, including take it from each other, to enhance the flow of their presentation.
- **Changing privileges is done through the user list.** Click your name or a student's name to change their privileges. Students do the same. As moderator, when you take back the Presenter privileges, you click on your own icon and make yourself a Presenter, as opposed to clicking on the student and taking it from them.

## After

Viewing and downloading the meeting recording:

- **Viewing:** Within LEARN, go to **Connect > Virtual Classroom**. Once the meeting has ended and processed (which can take a long time depending on the length), it will appear under "Recorded Meetings". Click the **vertical ellipsis** in the "Actions" column at the far right, and then click **Preview**. You'll see the following; note that only 1. and 2. can be enlarged to full screen.
  1. Shared screen or uploaded presentation
  2. Web cams
  3. All presentation slides
  4. Chat
  5. Attachments shared via chat

6. Download the chat transcript as a text (.txt) file



- **Downloading:** Within LEARN, go to **Connect > Virtual Classroom**. Click the **vertical ellipsis** in the “Actions” column at the far right of the recorded meeting, and then click **Download**. The download is a .zip file that contains a variety of components. Within the .zip file, the playrecording.html file will open within your browser and play there. ***There is no complete .mp4 file for download.***