

How to use Bongo the virtual classroom

Bongo is a solution that is integrated with Brightspace and provides TU Dublin staff and students with a virtual classroom as well as a video assessment tool. This short guide explains to you how to access and use the virtual classroom tool if you lecturers have invited you to a live webinar.

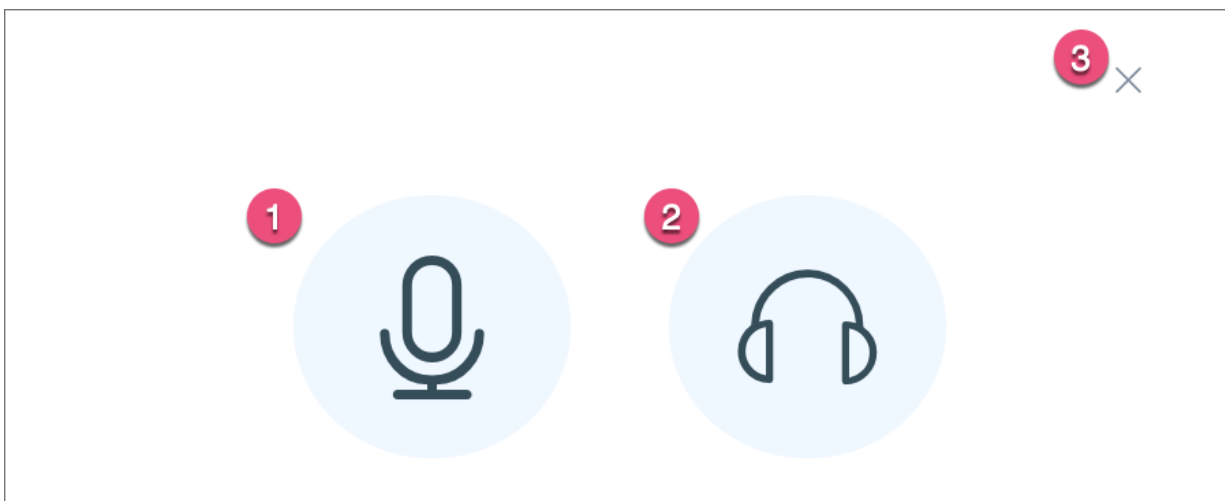
Accessing Bongo

There are a number of ways in which your lecturer could invite you to a live classroom session, often referred to as a webinar.

- 1) **They might email you a link.** When you click on this link you will be asked to input your name and then enter the live classroom. Bongo will work in a variety of browsers such as Chrome and Firefox on the PC. MAC users may have to try a few browsers to see which one works best for them - Firefox, Chrome and Safari are all options. Different ones seem to work better on different MACs.
- 2) **They might place a link to the live session from within the content of your Brightspace module.** Look out for a 'tile' on the module landing page called 'Webinars' or 'Live Lectures'. Clicking on the link provided will bring you straight into the live session. If your lecturer has provided a link like this, they will most likely tell you where it is in the module.
- 3) **You can also access any scheduled live classroom session by clicking on 'Module Tools' on the main menu bar in the module in question, and then choosing 'Virtual Classroom' from the dropdown menu.** In the list of active meetings you will see the name of the session along with the date and time it has been scheduled for. Once a session is running, you'll be able to access it by clicking on what is known as the 'hamburger-menu' (the 3 vertical dots) to the right of your screen, and choosing 'launch' from the options that appear.

Checking your mic and audio settings

Each time you log into a live session you will be asked to check your mic and audio settings.



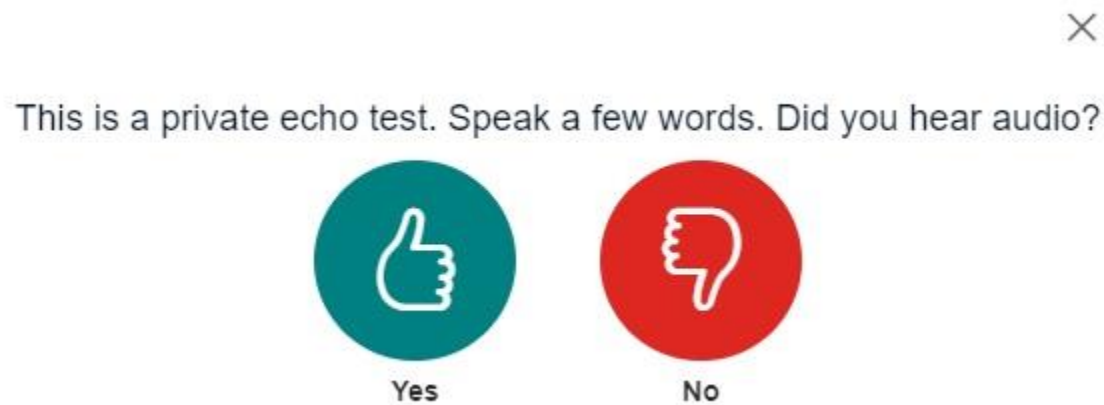
(1) To speak/present during the webinar you need to join the room by clicking on the mic icon. This is the best option to choose. You can keep the mic turned off during the session but if you need to ask a question or your lecturer calls on you to respond, click the mic option to turn it on. Once finished speaking, turn it off again to minimise background noise for everyone.

Please note: you will need to allow permission for your browser to access your mic.

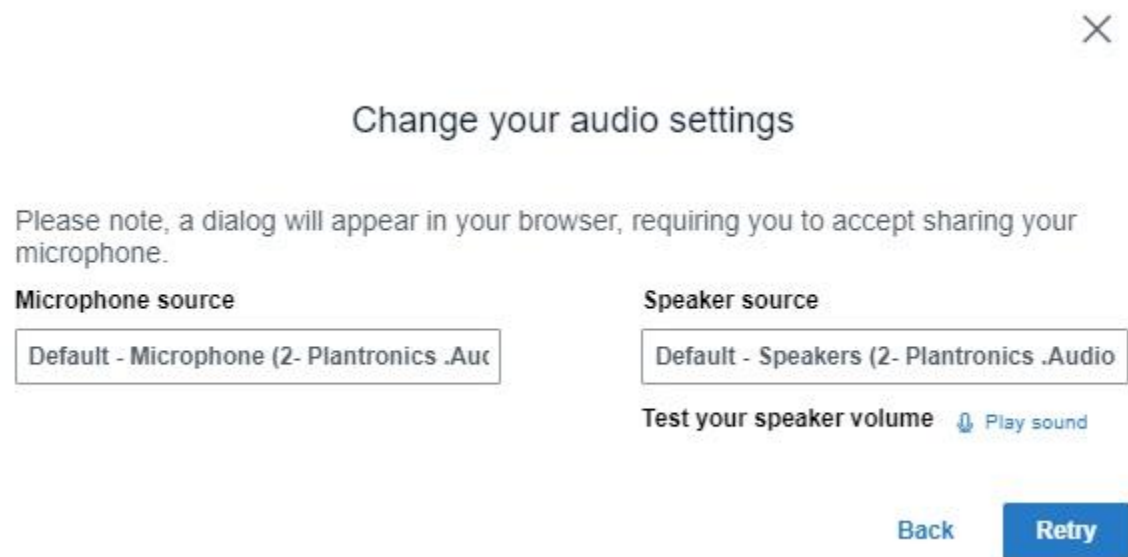
(2) To listen only, enter the room by clicking on the headphone icon.

(3) If you clicked on the X, you will be unable to speak or listen during the webinar. You will need to log out and log back in again to resolve this.

If you chose the mic, then take the echo test.



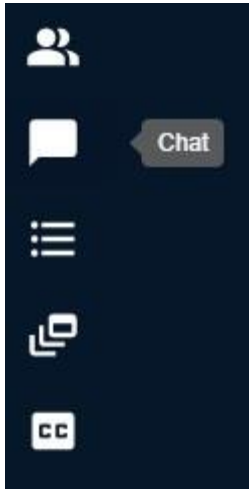
If you choose 'no', then you'll be presented with the chance to change your audio settings.



Still can't hear anything?

Use this website to check if your microphone is set up properly: <https://www.onlinemictest.com/>
Then please log back into the webinar and run through the echo test and audio settings again

Using the chat box during the session to communicate with your lecturer



Everyone can use the chat tool to communicate during a live session. The chat can be opened by clicking on the chat bubble on the top left hand menu.

Keep your messages related to the theme of the webinar. Your lecturer will review the chat periodically and respond to questions and comments posted there.

Watching a recording of a lecture

Many lecturers will record the live session and make the recording available for everyone to watch later. Some will link to the recording from within the content area of their modules and they will let you know how to find it. If not, please contact your lecturer.

The recording will look similar to this sample below. If your lecturer did not turn on their webcam, then you will see a black square on that section of the screen instead. Once you have clicked the 'play' icon to start playing the recording, you can expand the slides section of the screen, as indicated by the black arrow in the screenshot below.

