



Faculty Quick Guide

- 1. Login to Momentum**
 - a. Go to the course where the meeting will be held.
 - b. Click the “My Tools” dropdown.
 - c. Select “Bongo Virtual Classroom”. This will take you to the “Class Meetings” homepage.
- 2. Create new meeting.**
 - a. Select the plus button in the lower-right corner.
 - b. Create a meeting title.
 - c. Add the meeting date.
 - d. Add the meeting time or select the radio button to start meeting “now”.
 - e. Choose the max duration (15 – 240 minutes).
 - f. Select the following radio buttons (optional settings):
 - i. Start record automatically
 - ii. Automatic link to recording (This option changes the meeting link to the recording link within the content area.)
 - iii. Allow external participants
 - iv. Whole Class
 - g. Select “not recurring” or indicate the appropriate recurring meeting settings from the dropdown.
 - h. Select “save”.
- 3. Create a meeting link in content area.**
 - a. In the content area, create a module (or add to an existing module).
 - b. Click on the “Add Existing Activities” dropdown.
 - c. Select “Bongo Virtual Classroom” from the dropdown menu.
 - d. Select the meeting that you previously created.
- 4. Launch meeting.**
 - a. On the “Class Meetings” homepage, find the active meeting, and select the “Actions” ellipse dropdown.
 - b. Choose “Launch”.
- 5. Enter the meeting room.**
 - a. The meeting invite link will appear on the “Meeting Lobby Page”. If external participants will be attending, copy the meeting link provided on the “Meeting Lobby” page and send to participants.
 - b. Select “Enter Meeting Room”.
- 6. Connect your audio.**
 - a. A prompt will appear to join audio or listen only.
 - b. Select the “audio” button.
 - c. Watch for browser permissions that appear at the top of the page to allow the webcam and microphone to be used.
 - d. Select “Allow” in order for Bongo to use the microphone.

- e. Choose the microphone source and speaker source.
 - f. Click “Play sound” to test audio settings. A “ding” will sound if speakers/headset are setup correctly.
 - g. Select “Enter Session”
- 7. Expand the participant window, chat window, and webcams.**
- a. Click the three icons in the upper-left corner to expand the participant window, chat window, and webcam.
- 8. Share your webcam (located at the lower-center of the screen).**
- a. Watch for browser permissions that appear at the top of the page that allow for your webcam and microphone to be used.
- 9. Sharing desktop.**
- a. To enable screen sharing during the meeting, please install the proper add-on for Chrome/Firefox. Bongo will provide a prompt when logging in from a new device.
 - b. Click on “Share Desktop” at the lower portion of the screen.
 - c. When the dialogue box appears, choose “entire screen” or “the application window”. When using multiple monitors, please choose one.
 - d. To stop sharing, click on “Exit desktop”.
- 10. Load visuals (upload presentations).**
- a. When uploading a file, please be aware Bongo converts the file into a PDF and it may take a few minutes for the conversion process. It is recommended to save all documents as PDFs before uploading.
 - b. Upload a presentation by selecting the blue plus button in the lower-left corner.
 - c. Select “Upload a presentation”.
 - d. Choose “click here (or drop file) for uploading”.
 - e. If multiple files have been uploaded, choose “show” by the name of the one currently needed.
 - f. Close the dialogue box (lower-left corner) to return to web conference.
 - i. To change presentations or return to the default whiteboard, select the blue plus sign in the lower-left corner.
 - ii. Select “Upload a Presentation” to return to your uploaded files.
- 11. Record your session.**
- a. Choosing “start recording automatically” in the initial setup will prompt Bongo to start recording when the moderator enters the room.
 - b. To pause the recording until the actual meeting starts, select the “recording” button at the top-center of the screen.
 - c. To start recording again, click on the recording button.
 - d. Bongo will piece the recordings together when rendered.
 - i. Please allow 30-90 minutes for the recording to process/render.
- 12. Manage recording**
- a. Once recording has rendered, a link to the recording will appear in the content area, replacing the link to the meeting.
 - b. Click on dropdown arrow; choose “edit properties in place”.
 - c. It is recommended to check the “open as external resource” so students can see the full view.
 - d. If students are required to watch the recording, then check “Automatic”. This setting records in the “student progress indicator” as the learner completes this required course activity. If they are not required to watch the recording, then check “Not required”.