Using the Brightspace Virtual Classroom

Table of Contents

Brightspace, MCW's learning management system, has several features to enhance course functions. This tutorial focuses on a newer feature to our system, the Virtual Classroom. The Virtual Classroom is an integrated web conferencing tool that fosters real time video interaction to support instruction, assessment, and feedback. For assistance with Brightspace access and usage, please contact lmshelp@mcw.edu.

Please note:

The maximum number of participants in each Virtual Classroom session is 150.

This tool is not meant to replace other tools for large group lecture-style instruction. The Virtual Classroom is a powerful tool for facilitating group work and other such activities. Also, if you intend to facilitate a larger number of groups, you may want to consider staggering your schedule to help ensure you do not overload available bandwidth to support a successful session. *The maximum number of breakout groups you can schedule for a given session is six (6).*

Accessing Your Course in Brightspace

Brightspace is available to MCW faculty, staff, and students. To foster ease of access, Brightspace is accessible using your existing MCW credentials.

- Open your web browser to the MCW Infoscope home page.

📖 InfoScope

- Scroll across the icons at the top of the screen and click on the "Brightspace" icon.

- Enter your MCW Username.

- Enter your MCW Password

- Brightspace uses Duo Security. You will need to authenticate your account information using another device, such as your cell phone.
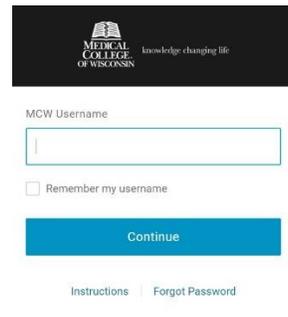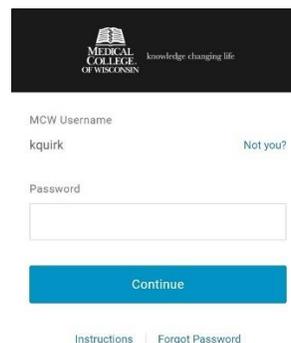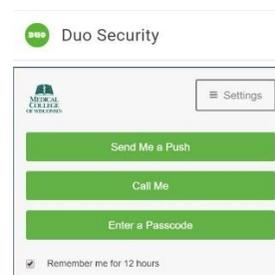
- You will automatically be directed to the Home page, which provides you with MCW news announcements and a Calendar of Events, amongst other features.
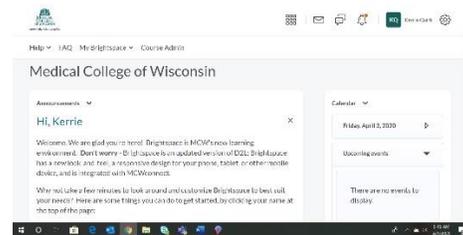
- To access a specific course, click on the Courses icon in the top right of the screen.

- Search for the course you want using the Search feature.

Setting Up A Virtual Classroom Meeting

Scheduling a Virtual Classroom session is available using your existing activities in the course.

- Click on the Content link on the navigation bar at the top of the screen.

- Under the Table of Contents on the left side, click on Add a module…
- Type in "Virtual Classroom" and hit Enter to create a Virtual Classroom module.

Table of Contents   5

⠿ Panopto   1

⠿ activity 1   3

⠿ Trauma Informed   1
   Approaches

⠿ Virtual Classroom

Add a module...

- Click on the Virtual Classroom module to enter that section of the course.

- Click on Existing Activities

Existing Activities ⌄

Existing Activities ⌄

Assignments

Chat

Checklist

Discussions

External Learning Tools

Google Drive

OneDrive

- Select External Learning Tools from the drop-down menu.

Add Activity

LTI Link ▲	LTI Advantage Deployment
Panopto Recordings	
Video Assignments QL launch	
Virtual Classroom launch	
Virtual Classroom QL launch	
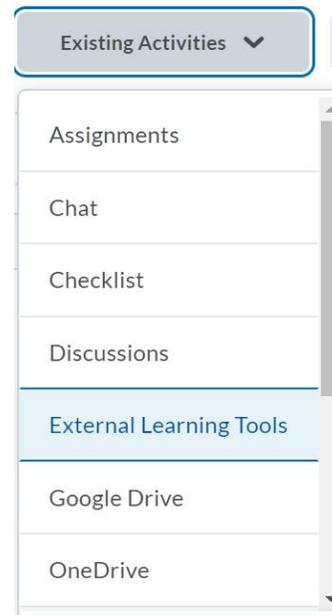
- Scroll down (if needed) and click on Virtual Classroom launch to add it to your module.

Virtual Classroom ⌄

Add dates and restrictions...

Add a description...

Upload / Create ⌄   **Existing Activities** ⌄   ✎ **Bulk Edit**

⠿ **Virtual Classroom launch** ⌄
　🔥 External Learning Tool

　Virtual Classroom launch

- You now have a link to the Virtual Classroom launch function in your module.
- Click on the blue Virtual Classroom launch link.

Virtual Classroom launch ⌄

Meetings

Active Meetings

Title	Scheduled At	Actions
testing 1	12/5/2019, 9:00 AM	⋮
testing 1	12/5/2019, 9:00 AM	⋮
testing 1	4/7/2020, 8:00 AM	⋮
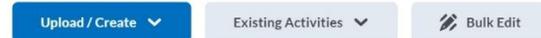
- All Active and Recorded Meetings are listed in the launch area.
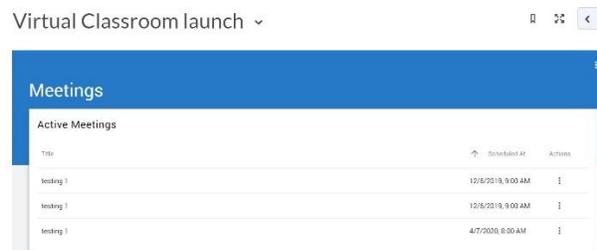
- Click on the red Schedule Meeting icon at the bottom right of the screen.

Schedule Meeting ×

Title *(required)*

Meeting Date *(required)*

Meeting Time *(required)*

☐ Now

Max duration
60

Repeat weekly for:
Does not repeat

☐ Automatically record meeting

☑ Publish recorded meeting
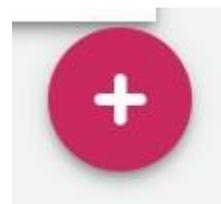
SAVE

- Enter the title of your session

2020
Mon, Apr 06

‹ April 2020 ›

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

CANCEL   OK

- Select the date of your session from the calendar and click on OK

1:00
AM
PM

55 0 5
50   10
45   15
40   20
35 30 25

CANCEL   OK

- Use the Clock feature to choose the start time for your session and click OK.
- The clock automatically uses Wisconsin's time zone (CST).

15

30

60

75

90

- Choose the duration of your session in minutes from the menu.

- Scroll down to select whether the meeting should repeat.
- Select whether to automatically record and publish the recorded meeting.
- Select whether you want to invite external participants. Choosing this option provides you with a URL you can e-mail to external invitees.
- Select whether you need to invite the entire class. If you intend to select a subgroup from the roster, uncheck this box. You will be able to invite specific participants later.

Schedule Meeting   ✕

Meeting Time *(required)*
1:00 PM

☐ Now

Max duration
60

Repeat weekly for:
Does not repeat

☐ Automatically record meeting
☑ Publish recorded meeting
☑ Allow external participants
☑ Invite entire class

ℹ Please note that maximum possible amount of users in this meeting is 150
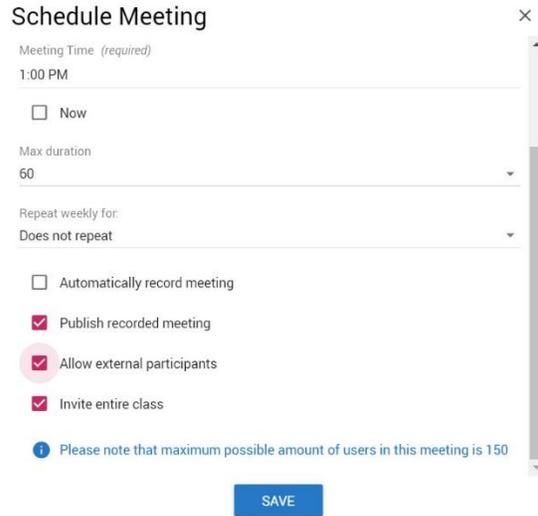
SAVE

- Once all details have been entered and checked for accuracy, click on Save.

SAVE

Inviting Participants

If you do not invite the entire class to the session, or if you need to invite external participants, this section will teach you how to add participants to a Virtual Classroom session.

- Within the Table of Contents, click on the Virtual Classroom module.
- Click on the blue Virtual Classroom launch link.

Virtual Classroom ⌄

Add dates and restrictions...
Add a description...

Upload / Create ⌄   Existing Activities ⌄   ✐ Bulk Edit

⠿ Virtual Classroom launch ⌄
⌕ External Learning Tool
Virtual Classroom launch

- Identify the class meeting you wish to launch from the Active Meetings list

Virtual Classroom launch ⌄   ⤢ ⟨

Meetings

Active Meetings

Title   ↑ Scheduled At   Actions

Brightspace Virtual Classroom Tutorial   4/3/2023, 1:00 PM   ⋮

- The Actions menu is located at the right side of the screen, Click on the three dots

4/3/2020, 1:00 PM   ⋮

→ Launch
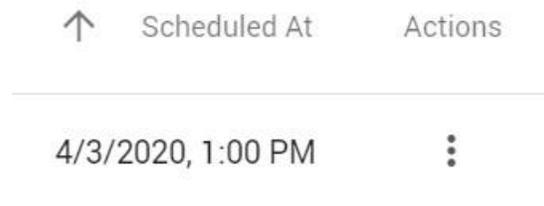
+👤 Manage Invites

- To invite internal users, click on Manage Invites.

✏ Edit

⊗ Cancel
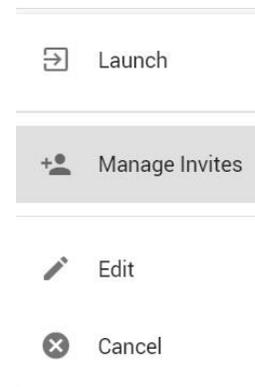
- If this is your first time rostering an event, you will need click on Sync Roster.

SYNC ROSTER

- Once your roster is synced, you will see course members listed in the Available column on the left.

Manage Meeting Invites   ×

Available   Invited

All   All

LL Lynn Lew

SYNC ROSTER   SAVE

- Click on the names of the participants you want to invite to the session. Their names will move to the Invited column.
- Click on Save after all participants are selected.

Manage Meeting Invites   ×

Available   Invited

All   All

LL Lynn Lew

SYNC ROSTER   SAVE
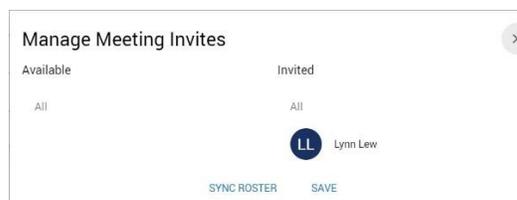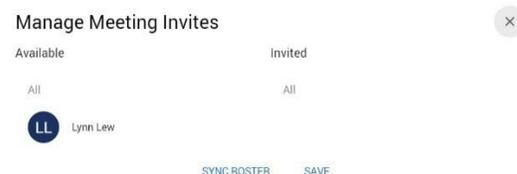
- To invite external participants, return to the Action menu as above.

Scheduled At   Actions

4/3/2020, 1:00 PM   ⋮

Launch

Copy External Link

Manage Invites

Edit

Cancel
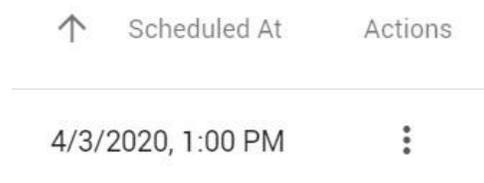
- Select Copy external Link
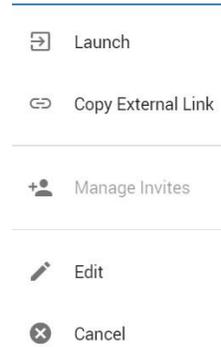
- Enter your Outlook e-mail account and start a new message.
- Paste this link into an email to invite external participants to the session.

From ⌄ kquirk@mcw.edu

To Lewandowski, Lynn;

Cc

Subject Brightspace Virtual Classroom Tutorial

https://bongo-na.youseeu.com/sync-activity/invite/588779/de1c53f4e20c9304f0df9edae15691b2?lti-scope=d2l-resource-syncmeeting-list

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kquirk@mcw.edu | 414.955.8387
Pronouns: She, Her, Hers

Follow the Office of Educational Improvement:

Starting the Virtual Classroom Session

- Within the Virtual Classroom module, select Virtual Classroom Launch.

Virtual Classroom ⌄

Add dates and restrictions...

Add a description...

| Upload / Create ⌄ | Existing Activities ⌄ | Bulk Edit |

Virtual Classroom launch ⌄
External Learning Tool

Virtual Classroom launch

- Identify the class meeting you wish to launch from the Active Meetings list

Virtual Classroom launch ⌄

Meetings

Active Meetings

Title | Scheduled At | Actions

Brightspace Virtual Classroom Tutorial | 4/3/2020, 1:00 PM | ⋮
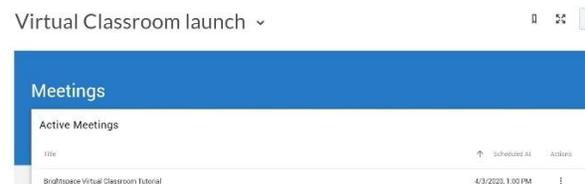
- The Actions menu is located at the right side of the screen, Click on the three dots
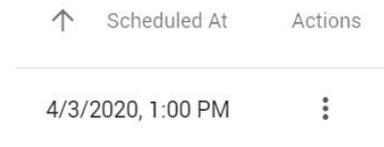
- Select Launch
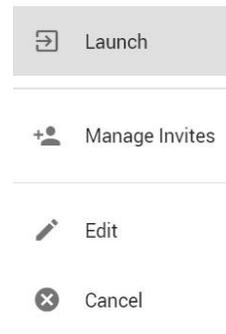
- Click Enter meeting room
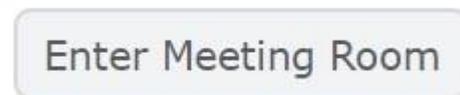
- Click Microphone

- If prompted Allow access to your laptop microphone
- Speak to test microphone and listen for echo. If you hear echo select Yes.
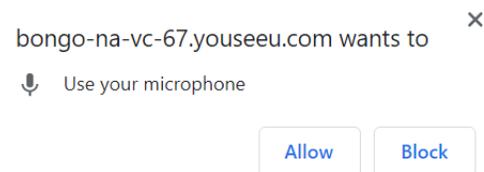
- On bottom menu select camera icon

- Click Share Camera
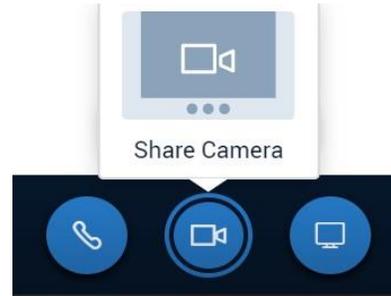
- If prompted Allow access to laptop camera
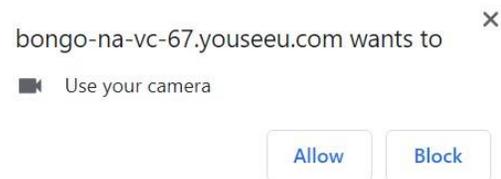
Loading Slide Content

Uploading a PowerPoint presentation in this manner will not support advanced features such as animation and may alter details such as font, font size, etc. To ensure full functionality of your presentation, we recommend using the Desktop Sharing Feature described in the next section of this guide.

- On lower left corner click on Blue + icon
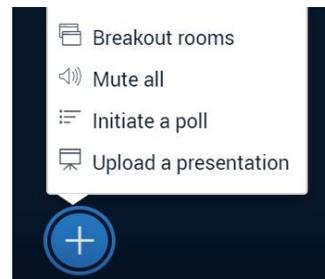
- Select Upload Presentation
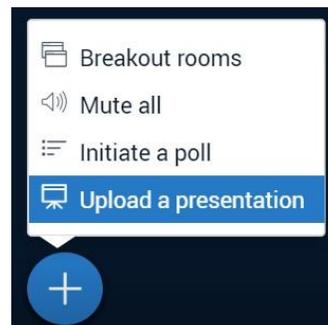
- Select Browse for files
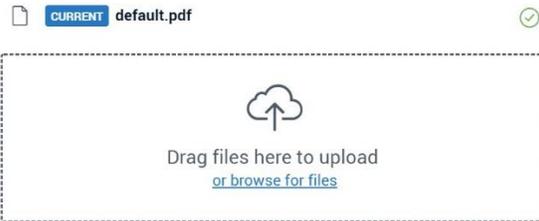
- Choose the appropriate file for your presentation. Click on Open to upload the file.
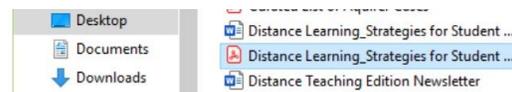
- Your file will appear once uploaded.
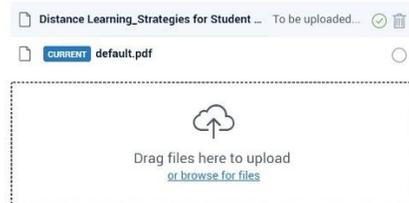
- Click Start.
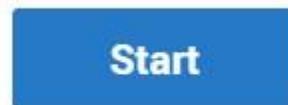
- Your presentation will load in the meeting automatically.

- Navigate slides with buttons at bottom of slide presentation

Using the Desktop Sharing Feature

Sharing your desktop is recommended when your presentation has advanced features, such as PowerPoint animations, that need to maintain functionality.

- To share your desktop, go to the navigation icons at the bottom of your screen.

- Click on the screen icon to Share your screen.
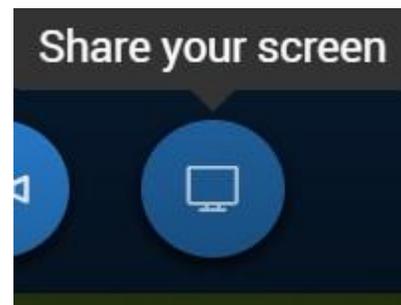
- Choose which aspect of your screen you wish to share with participants: Your Entire Screen, Application Windows, or Internet Tabs.

- Once you have selected what to share, the Share icon will turn blue.
- Click on Share to start sharing your screen.
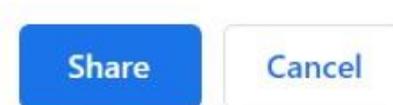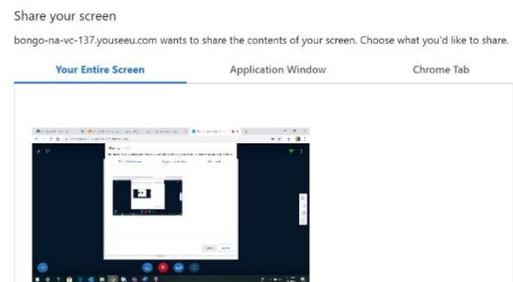
- A menu bar will appear at the bottom of the screen you are sharing.
- Select Stop sharing when you are done sharing your screen with participants.
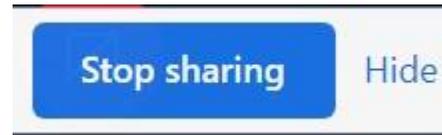

Annotating Slides

- When in the meeting, the annotation menu is on the right side of the screen.

- Click on open arrow icon
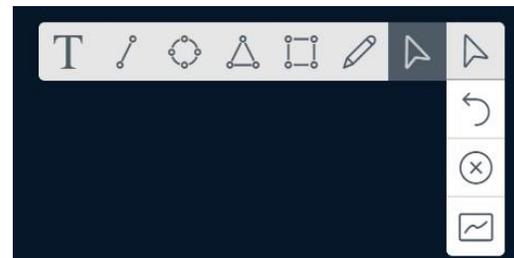
- Select line color and thickness
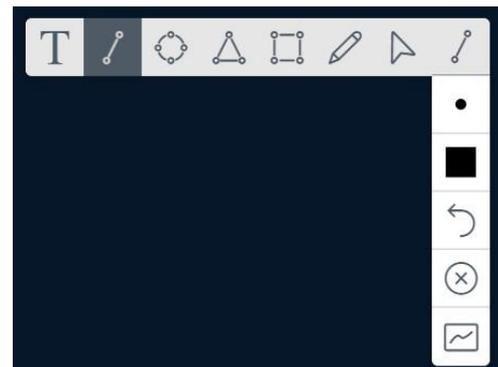
- Lower buttons allow erase on current slide and multiple users to point to slide image


Undo Annotation

Silencing Microphones

- Click the Blue + icon
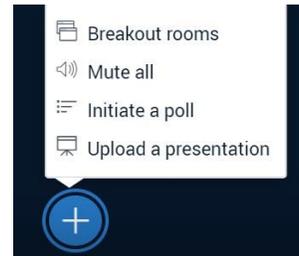
- Select Mute All
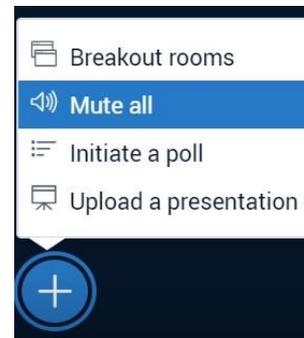
- Students will be able to reactivate microphones themselves when needed
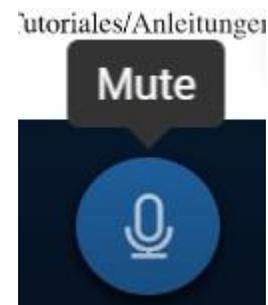
Monitoring Participants and Chat

- In the upper left corner, there is a participants icon. Clicking on this will allow you to view all participants in the session.
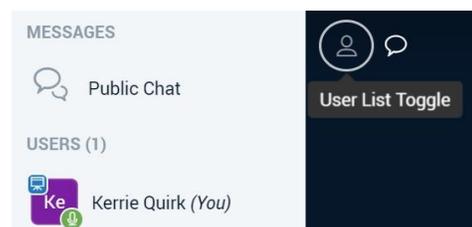
- Participants mic status is indicated next to each name.
- The presenter can mute individual participants by clicking on their name and selecting Mute user.

- Public chat opens the chat window.
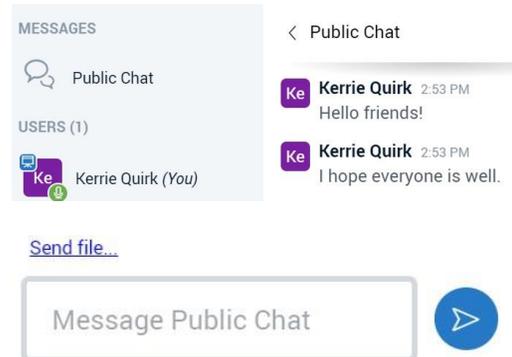
- Enter your text into the Message Public Chat box at the bottom of the chat screen.
- Participants can share files in Public Chat by clicking on Send file.

- In the upper right corner of your screen, the three dots icon opens Settings.

- Click on Application.
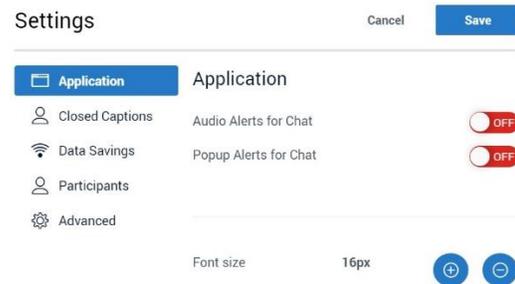
- Select Audio and/or Popup alerts for chat messages if desired.

- You can save the chat in two ways. This allows you to review the chat for questions to answer along with giving credit for participation as needed.
- Click on the vertical dots icon next to Public Chat and select Save to save the chat as a text file.
- Select Copy to copy and paste the chat into a Word document.
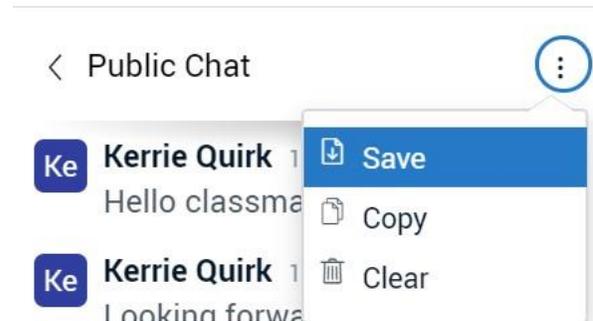
Switching Presenters

- Go to the Participants screen

- Click on Participant

- Click on Make Presenter to give them presenter rights.
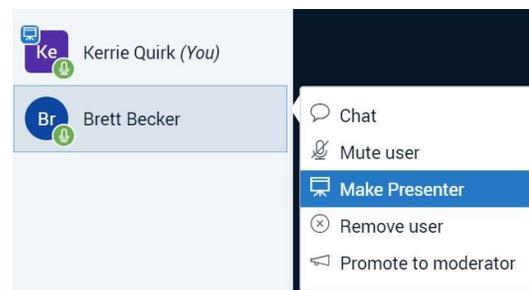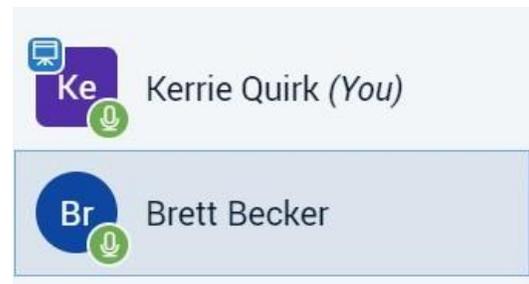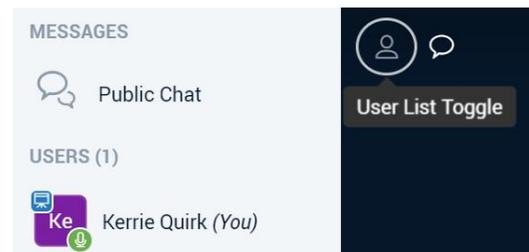
Promoting A Participant to Moderator

There may be times when you need to promote a participant in a session to the role of Moderator. For example, if the originator of the session is the Course Coordinator and they need to give moderator capabilities to the faculty instructor for the session. Making a participant a moderator is a separate activity from having them serve as a presenter. For a comparison of participant roles, see this article.

Note: Promoting a participant to the role of Moderator does not cede the original moderator's rights and functionality. The original moderator will still be able to function in that role along with the participant they promoted.

- Click on the User List icon in the upper left corner of the classroom.
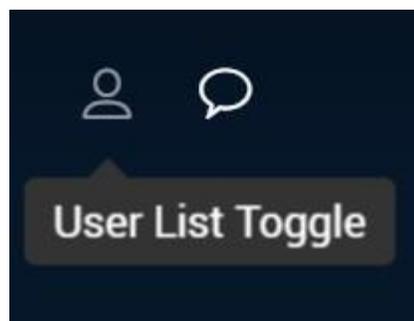
- In the participant list, moderators will be noted with a square (not round) icon.

- Click on the name of the participant you wish to promote.
- Select Promote to moderator from the menu.
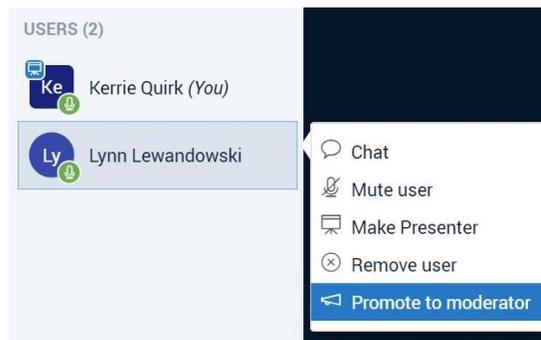
- To revoke moderator rights, click on the participant's name from the user list and select Demote to viewer.
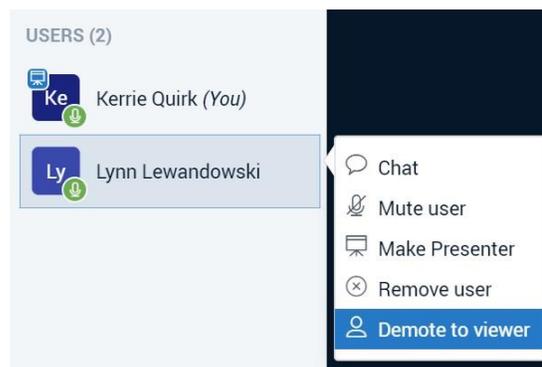
Recording a Session

- An icon at the top of the screen will always indicate your recording status.

- Click on the icon to change your recording status.

- To end a recording, click on the recording icon and confirm that you wish to Stop Recording.
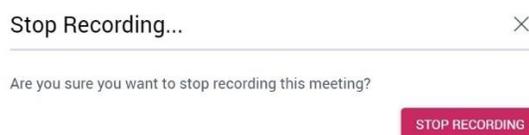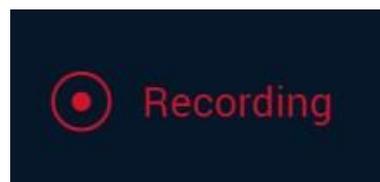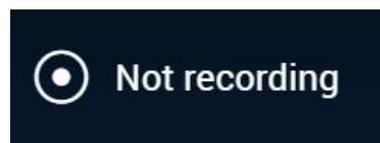
Setting Up Breakout Rooms for Small Group Interaction

- On the bottom left of the screen, click on the Blue + icon.
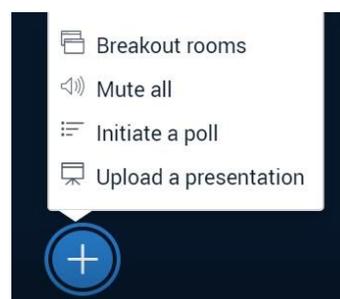
- Select Breakout rooms from the menu.
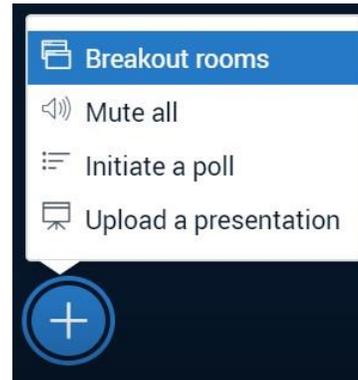
- In the Breakout rooms creation area, you will customize your rooms for the session.

- Select the number of breakout rooms, or groups, you want to create from the drop-down menu.
- Enter the number of minutes you want the breakout groups to have to complete their work.

- Your course roster will be listed in the Not assigned room. Click on each name to drag the participant to their assigned room.
- Room assignment must be done manually, there is not a way to automatically randomly assign rooms.

- Double check to ensure your participants are in the correct rooms and everyone is assigned to a group.

- Once all the details are entered, click on Create to start the breakout session.

- As the moderator, you will see all the rooms listed as a drop-down menu at the top center of the screen.
- To view a specific breakout room, select it from the menu.

- Click on Join to access that room and interact with its participants.

- The breakout room has the same functionality as the main room with various features and recording available.
- The first participant to join a breakout room automatically assumes the role of Moderator.
- A blue timer bar is at the top of the screen to let all participants know how much time remains for group work.
- When the time expires, all room participants will be automatically navigated back to the main presentation room.
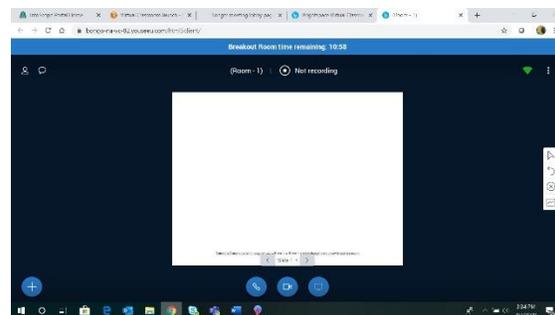
Ending a Session

- Click on the Setting icon in the upper right corner. It looks like three vertical dots.

- Click on End meeting from the menu. Ending the meeting will disconnect all users.
- If you choose to Leave the meeting, you will exit but the meeting will continue as scheduled. You will need to relaunch the meeting and end it later.
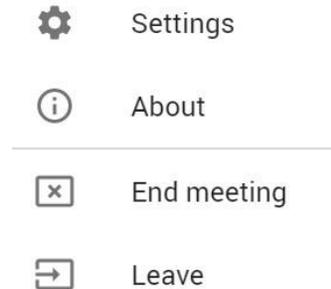
Accessing a Session Recording

If you record a session, the video will begin processing as soon as the session ends. You can access all session recordings for a course in the Virtual Classroom Launch area.

- In the Virtual Classroom launch area, scroll down to see your list of Recorded Meetings.
- If you chose not to Publish your recording when scheduling the session, the recording may take a while to process and appear here.
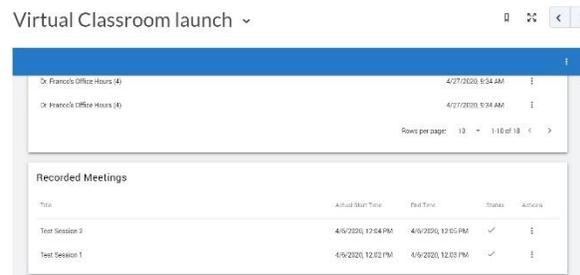
- Find the session whose recording you wish to see and click on the Actions icon on the right side of the screen.
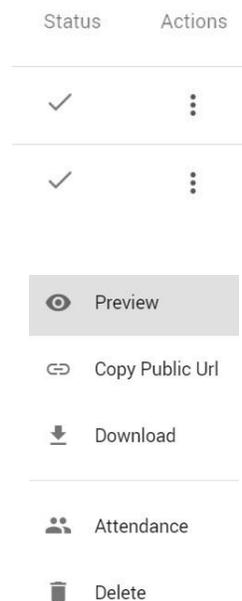
- Select Preview to view a small recording of the session.

Test Session 1   ✕

▶

NO CHAT
MESSAGES

00:00:00

- The Preview feature allows you to see the presentation screen along with the associated classroom chat.

👁 Preview

🔗 Copy Public Url

⬇ Download

👥 Attendance

🗑 Delete
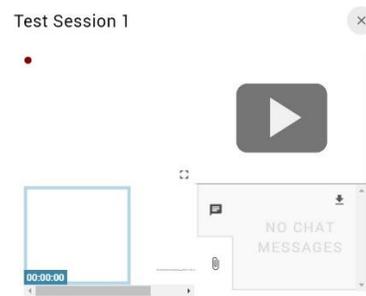
- Select Copy Public URL to share the URL to the video.
- You can then email or otherwise share the session video as you deem appropriate.

👁 Preview

🔗 Copy Public Url

⬇ Download

👥 Attendance

🗑 Delete
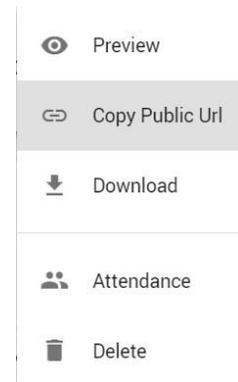
- Select Download to save a copy of the recording to your computer.

👁 Preview

🔗 Copy Public Url

⬇ Download

👥 Attendance

🗑 Delete
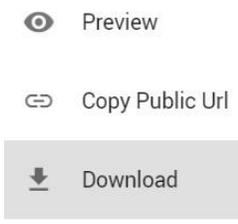
- Select Attendance to check the attendance for the session.

Attendance for meeting: Test Session 2

Name	Role	Minutes Attended	Chat Count
Kerrie Quirk	Educator	1	0

CLOSE
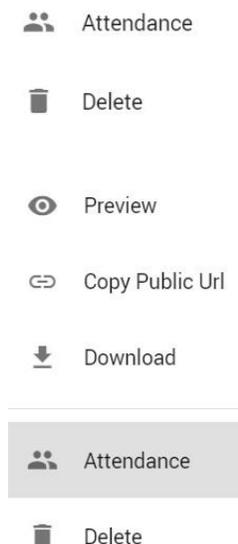
- The Attendance feature allows you to search for participants.
- You can see the number of Minutes Attended and Chat Count for each participant in the session.

Hosting Virtual Office Hours

Brightspace's Virtual Classroom offers the opportunity for faculty to offer Virtual Office Hours. Virtual hours allow you to interact with students, ask and answer questions, and offer guidance to students in support of their success. *Please note: Attendance at a Virtual Office Hours session is also limited to 150 participants. As such, conducting large group meetings may not be appropriate for this tool.*

Existing Activities ⌄

Self Assessments

Surveys

Video Assignments

Virtual Classroom

- Scheduling office hours follows the same procedures as scheduling classroom sessions.
- Begin by entering the appropriate content folder and clicking on Existing Activities.
- Select Virtual Classroom from the drop-down menu.

Add Activity ✕

Schedule meeting

Please note that maximum possible amount of users in this meeting is 150

Title

Dr. Franco's Office Hours

Date

04/06/2020   9am ▾ : 30 ▾ ☐ Now

(min: 4/06/2020, 9:28 am - max: 12/31/2199, 5:00 pm)

Max duration

60 ▾
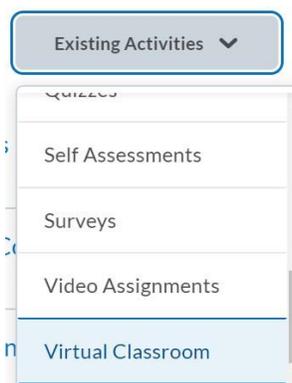
- Enter the name you want to give your office hours, the first date, the start time, and the max duration.

Invite entire class

☐ Select participants by clicking the invite link from the meeting table after saving this meeting

Repeat weekly for

8 weeks ▾

Cancel   Save

- Scroll down the page and check the box to Invite entire class.
- Select how many weeks you wish to repeat the weekly meeting.
- Once all your information is correct, click on Save to set the schedule.

Class Meetings

Dr. Franco's Office Hours (8)
Scheduled Start Time: 5/25/2020, 9:34 am

Dr. Franco's Office Hours (8)
Scheduled Start Time: 5/25/2020, 9:34 am

Dr. Franco's Office Hours (7)
Scheduled Start Time: 5/18/2020, 9:34 am

Dr. Franco's Office Hours (7)
Scheduled Start Time: 5/18/2020, 9:34 am

Dr. Franco's Office Hours (6)
Scheduled Start Time: 5/11/2020, 9:34 am

Dr. Franco's Office Hours (6)
Scheduled Start Time: 5/11/2020, 9:34 am

Dr. Franco's Office Hours (5)
Scheduled Start Time: 5/04/2020, 9:34 am

Dr. Franco's Office Hours (5)
Scheduled Start Time: 5/04/2020, 9:34 am

Dr. Franco's Office Hours (4)
Scheduled Start Time: 4/27/2020, 9:34 am

Dr. Franco's Office Hours (4)

- A screen will appear with all your meetings listed. Double check to ensure they are accurate.

⠿ Virtual Classroom launch ⌄
  External Learning Tool

Virtual Classroom launch

- When your office hours are set to begin, select Virtual Classroom launch from the content menu.

Meetings

Active Meetings

Title		Scheduled At	Actions
Brightspace Virtual Classroom Tutorial		4/3/2020, 1:00 PM	⋮
Brightspace Virtual Classroom Tutorial		4/3/2020, 1:00 PM	⋮
Brightspace Virtual Classroom Tutorial		4/3/2020, 3:00 PM	⋮
Dr. Franco's Office Hours (1)		4/6/2020, 9:34 AM	⋮

- Locate the meeting you wish to begin from the Meetings list.
- Click on the three vertical dots at the right of the meeting to pull up the launch menu.

⤵ Launch

+👤 Manage Invites

✏ Edit

✖ Cancel

- Click on Launch from the drop-down menu.

- Click to Enter Meeting Room

Enter Meeting Room

Video menu

- Meeting etiquette recommends that you share your video during office hours so students can see and interact with you better.
- At the bottom of the screen, click on the camera icon to pull up the Video menu.
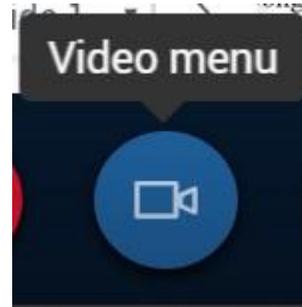
Share Camera

- Click on Share Camera to begin sharing your video feed.

Swap   Unshare Camera
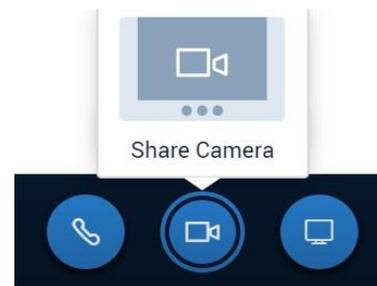
- If you need to stop sharing your video feed at any time, click on the Camera icon again.
- Select Unshare Camera to stop sharing your video feed.
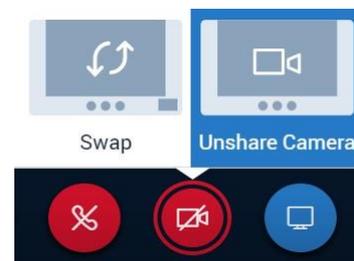
- Use various classroom features, such as Chat and Presentation, to facilitate your office hours.

- To end your office hours session, click on the vertical dots icon at the top right of your screen.

Settings

About

End meeting

Leave

- Click on End meeting to end the session.