# Linking to scheduled bongo webinars and recordings within your Brightspace module.

Bongo is a virtual classroom solution that is integrated with the Brightspace VLE for staff at TU Dublin city campus. This short guide will show you how to:

1) Provide a link to a scheduled bongo classroom meeting (or 'webinar') within your Brightspace module's content area
2) Add a link to a recorded bongo webinar to your module (i.e. to facilitate later access and revision for learners)

1. Linking to a scheduled bongo webinar

Students enrolled in your module classlist can always access scheduled bongo webinars by navigating to 'module tools' and 'virtual classroom' on the module 'navbar'. This will take them to bongo's 'meeting page' where they will see a list of all scheduled webinars with dates and times.
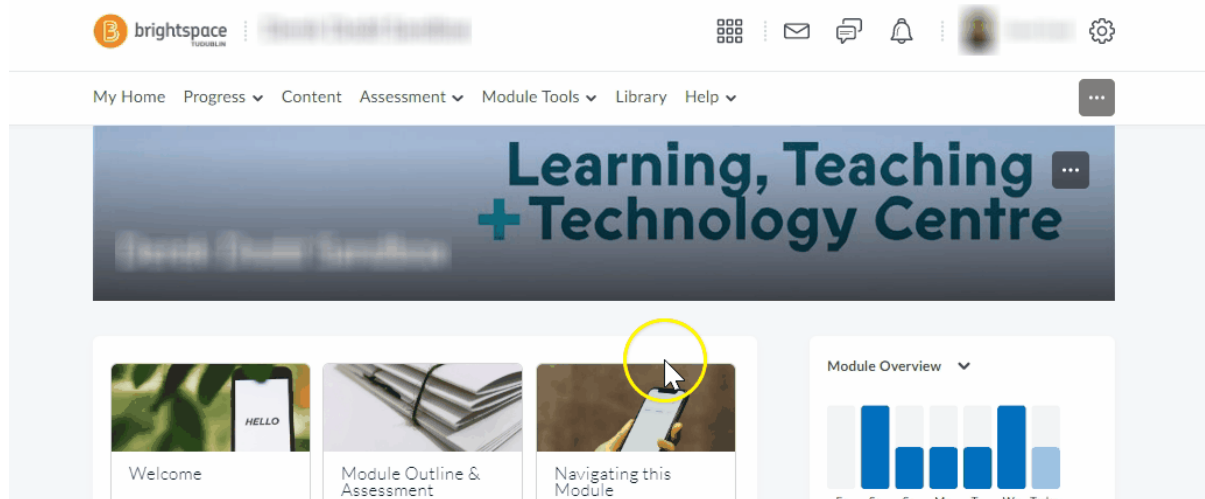
However, it is helpful to provide students with a content unit in your module which includes links to all scheduled webinars (this unit could also feature links to guides on using bongo and to recordings). Students will then be able to access this unit from a tile on the module homepage.

To create a new content unit, click 'content' on the navbar and type the name of your unit into the 'add unit' field within your table of contents. In this example, we will name this unit 'virtual classroom'.
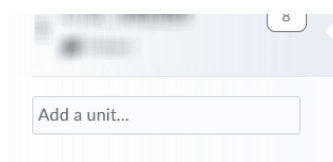
To add a scheduled webinar link to a content unit, click on the 'existing activities' button and select 'virtual classroom' from the dropdown menu. You will be provided with a list of all scheduled webinars, click on one and a link will be created (you can also set up new webinars here by clicking on the 'schedule meeting' button).

In the example above, we've also included an introduction - with links to a recordings unit and virtual classroom guide - in the unit's description box. By inserting a photograph into the description we have also been able to override the tile banner image for this unit on the module homepage. This is what it will look like:

2. Linking to a recorded webinar

If you have recorded a virtual classroom session, you will find details of it in the meetings page for your module. To access this, navigate to 'module tools' and 'virtual classroom' (in the 'recorded meetings' panel).

To share a link to this recording with your learners, click on the ellipses (three dot) menu next to a recording and select 'Copy Public Url' (this will copy a link to your clipboard).

To add this link to a content unit within your module, click the 'upload/create' button and select 'Create a Link' from the resulting drop-down. Give your link a name and paste the url into the URL field and click 'create'.

Please note: This option opens the link in a new window and gives students a public url of the recording by default which can then be shared with anyone.

A better option, which is recommended, would be to provide a link to a scheduled or recorded session from within the content area(unit) of your module.
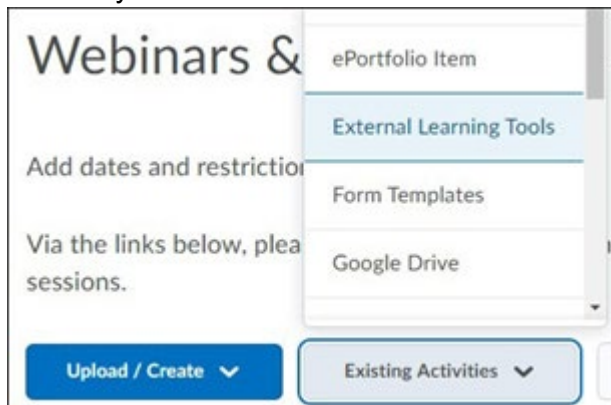
Adding a link to a scheduled session
From within a content area(unit), choose Existing Activities>Virtual Classroom and select the session you wish to link to.
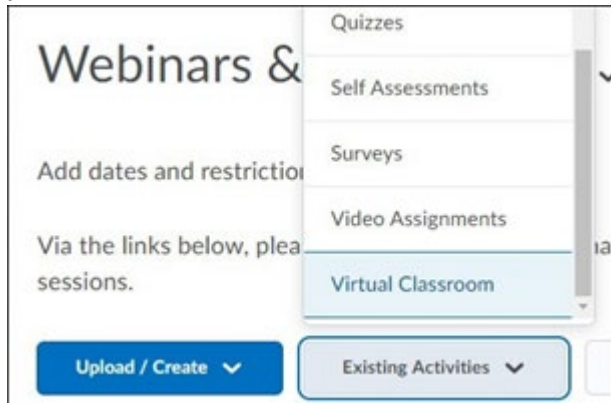
Adding a link to a recorded session
From within a content area(unit), choose Existing Activities>External Learning Tools and select the session you wish to link to.

For more information about recording your bongo webinars - and what a recording includes - see this knowledgebase article.