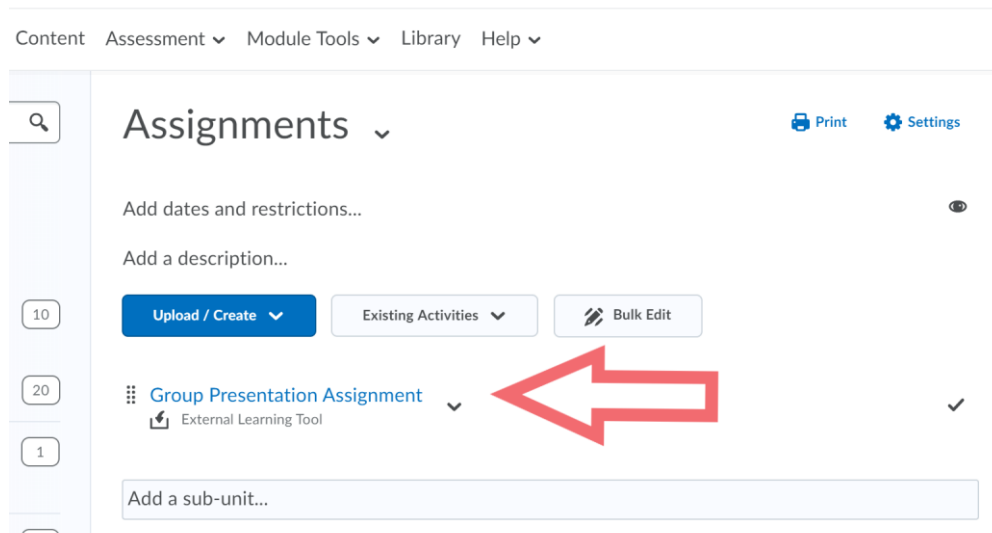


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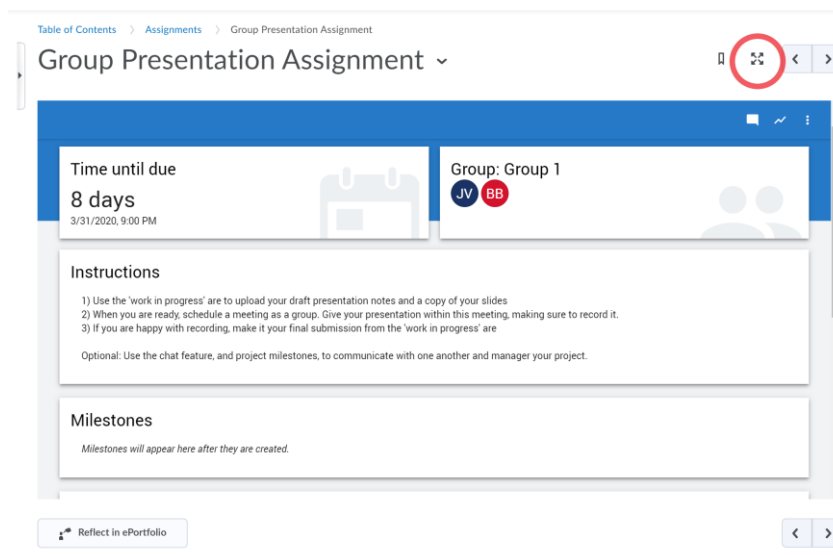
This guide will show you how to develop, schedule, and record a group presentation using Bongo group project tools in the brightspace virtual learning environment.

1. Accessing your Bongo group assignment for the first time

Your instructor/lecturer will provide a link to your bongo group project from within the content area in your module.



Clicking on this link will take you to your group project area, which you can maximise at any time by clicking on this icon:

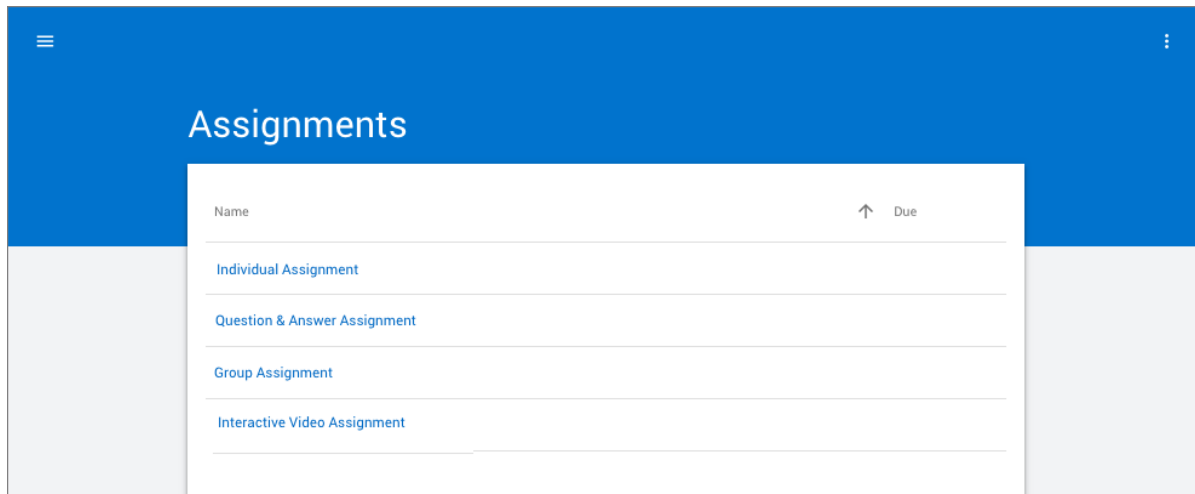


Quick tip: Once you have opened the link to your group project once, you can access it the bongo assignments page (navigate to assessment > video assignments). This is the recommended way to access your assignment.

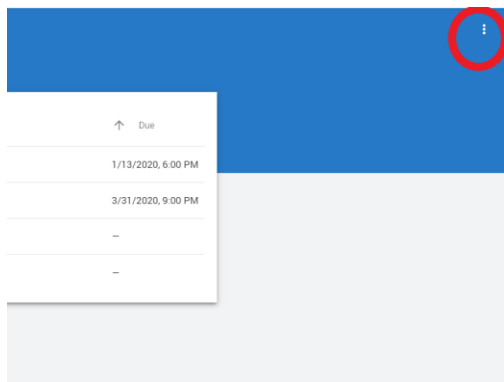
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The Assignments Page

After opening your group project for the first time (see step 1, above) it is recommended that you access it through the bongo 'assignments' page. You navigate to this by selecting 'assessments' and 'video assignments' within your module. You'll be greeted with a page that contains all the video assignments (individual or group) for this module. Click on the assignment to open it (its due date will be displayed to the right of the screen).



From the assignments page, clicking on the ellipsis menu (three dots) on the top-right of the screen will take you to the bongo knowledgebase, where you can find detailed instructional guides on bongo virtual classroom, group projects, and other video assignments.



See: Bongo Knowledge Base > Learners – Video Assignments

<https://bongolearn.zendesk.com/hc/en-us/categories/115000500494-Learners-Video-Assignments>

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2. The Group Project Interface

The screenshot shows the Bongo Group Project Interface. At the top, a blue header bar contains the assignment title 'Group Presentation Assignment' (1) and a group chat box (8). Below the header, a white box displays the 'Time until due' as '8 days' (2) with a calendar icon. To the right, the group name 'Group: Group 1' (3) is shown with member initials 'JV' and 'BB'. The 'Instructions' section (4) lists three steps: 1) Upload draft presentation notes and slides; 2) Schedule a meeting as a group; 3) Make the final submission. Below this is the 'Milestones' section (5) with a note that milestones will appear after creation. The 'Work In Progress' section (6) features a dashed box with an 'ADD...' button. The 'Submission' section (7) includes an information icon, a message stating 'You do not have any items included for submission yet', and a 'SUBMIT' button.

Opening your group project will take you to this landing page, where you will see:

1. The name of your assignment
2. Your assignment due date and time
3. The name of your group and its members
4. Assignment instructions provided by your instructor/lecturer (this may also include video-based instructions)
5. Milestones created by your group (optional) to set deadline and develop your project (such as an agreed date to submit notes or other materials)
6. The 'Work in Progress' area: your group can use this space to share notes, files, links, and other materials. Any video you record will display in the work in progress area until you are ready to formally submit it. Meetings and milestones are also created here.
7. When you are satisfied with your recording and accompanying materials (such as your presentation slides) you can move them from the 'work in progress' area to the 'submission' area. Clicking 'submit' here will finalise your submission.
8. On the top right of the page you have access to a group chat box, an activity log, and a settings menu (you can edit your group name from settings).



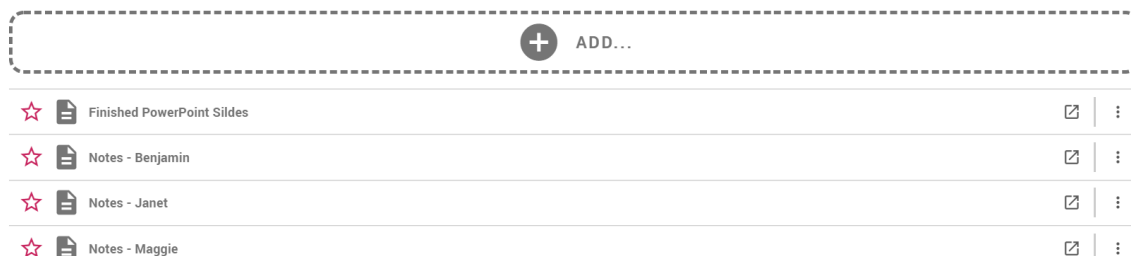
Note: When you schedule a group meeting from the work in progress area, it will show in a 'scheduled meetings' tab below the milestones area (see below).

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Using the Work in Progress Area

Any meeting recordings that you create will appear in the work in progress area. You can also use it to upload files such as your notes and presentation slides. These files will be viewable to each member of your group. To upload a file, click on the 'ADD' button

Work In Progress



From the resulting 'add' menu, select 'file' (you may also add links and video recordings from your webcam here, set a project milestone, and schedule a meeting).



Communicating with your Team

There are two key ways to communicate with your team during the course of your group project:

- A. You can communicate by typing into the **group chat**. This is 'asynchronous' (i.e. not occurring at the same time) which means that you can leave messages here for your group to read when they log in. To access chat, click on chat icon on the top right of the page:



- B. If your team want to meet up in real time, you can **schedule a meeting** using **bongo virtual classroom**. Here, you will be able to communicate using text, video (your webcam), and audio (your microphone). You can also use the virtual classroom to share files, and to upload and practice your presentation. Meetings are scheduled from the 'add' menu in the work in progress area:



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Scheduling your presentation

When your team is ready to record their group presentation, you will nominate a group member ('the moderator') to schedule a meeting from within the work in progress area.

To do this, click on the 'add' button in the work in progress area:



From the 'add' menu, click on 'meeting'.



The 'create meeting' pop-up menu will appear. You will need to give your meeting a title, date, and time. Click 'submit' to finalise.

Create Meeting

Title *



Meeting Date

Meeting Time

CANCEL SUBMIT

The meetings your team have created will be displayed in the 'scheduled meetings' tab, next to which you will see the date and time of each meeting and its 'owner' (the moderator/user who created it). Click on the ellipses menu (circled) to launch a meeting (at its scheduled time) edit it (e.g. change its title, date, time etc.), or get a shareable external link (for a guest speaker, your lecturer, or other user to join your meeting).

Scheduled Meetings

Title	Date	Owner
Group Presentation	3/30/2020, 1:00 PM	BB 
Meeting to discuss group work	3/25/2020, 4:00 PM	BB 



Tip: As you will be recording your presentation within a scheduled meeting, we would recommend that your group run a practice session to familiarise themselves with the virtual classroom platform and its tools. You can also do this individually.

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4. Getting ready and uploading your slides

Before your scheduled meeting, make sure that your team have all had a chance to contribute to and agree on your finished presentation slides. It is recommended that these are uploaded first, to the work in progress area, as a Microsoft PowerPoint or PDF file (your lecturer may also ask you to include a copy of these slides in your submission).

The person who your group nominated to schedule their meeting is its 'moderator', this means that they:

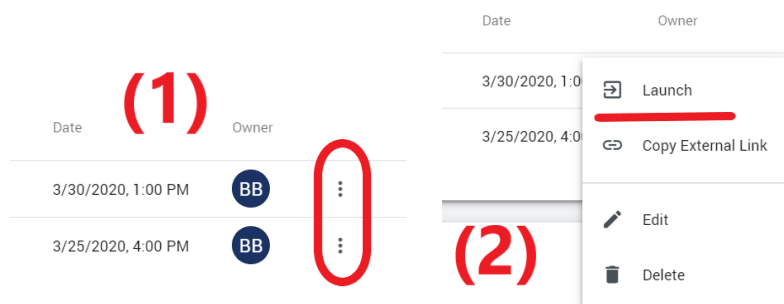
- Must initiate the meeting from within bongo
- Is – by default – the meeting's 'presenter', meaning that they can upload and navigate through your presentation slides
- Can toggle recording on and off
- Can promote other users to the 'presenter' role, giving them permission to upload and control slides
- Can promote others to 'moderator', giving them the permissions detailed above

The user list within your meeting will contain 'avatar' icons to indicate who has moderator and presenter status.

Moderator avatar	
Non-moderator avatar	
Presenter	

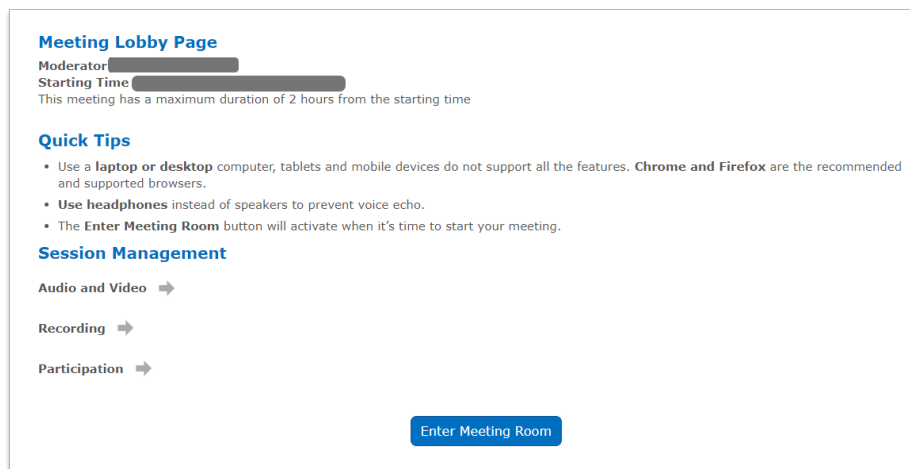
Accessing your scheduled meeting

All group members can access your scheduled meetings from the group project page. To do so, click on the ellipsis menu next to the meeting (1) and select 'launch' (2).



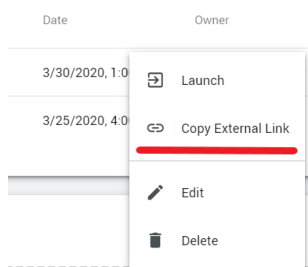
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When you launch a meeting, you will be taken to its 'lobby' page. From here, click 'enter meeting room' to proceed.



If any of your group members, for any reason, are having difficulties accessing brightspace, you can also invite them to a meeting using a shareable link (as an 'external user').

To do so, select 'copy external link' from the same menu that you launch meetings from, and pasting the link from your clipboard.



Setting up your audio and microphone

In order to participate in a bongo virtual classroom meeting, the application will require access to your speakers, microphone - and if you intend to use video – your webcam. When you first enter a meeting session, you will be presented with the following pop-up menu. Please click on the microphone icon to join as a speaker.

How would you like to join the audio? ×



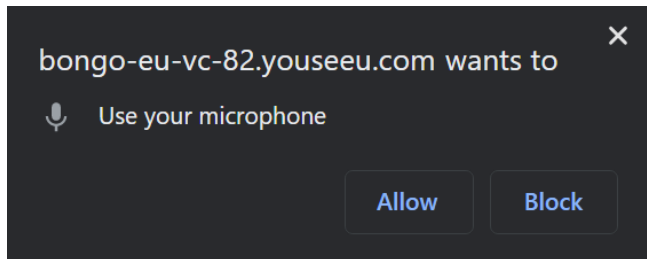
Microphone



Listen Only

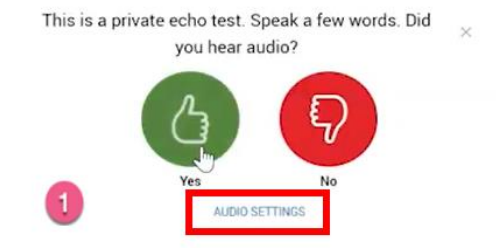
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You will have to grant permission for your web browser to have access to your microphone. Make sure to click 'allow'.

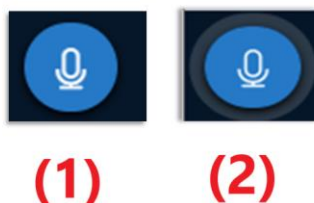


Note on browser compatibility: It is recommended that you use the Google Chrome, or Mozilla Firefox desktop browser to access Bongo as a speaker/presenter. If you are using a newer version of Mac OS, you may need to grant permission for your browser to access your microphone in system preferences/security & privacy.

When you access your meeting, you will be prompted to perform a quick echo test. If you cannot hear yourself, try clicking on 'audio settings' and confirming that the right microphone and speaker devices are selected.



When you access the meeting, check that you can see the blue microphone icon on the bottom of the page (1). An animation will make this icon pulsate when it detects audio on your mic (2). You can also mute and unmute yourself, such as when somebody else is presenting, by clicking on the microphone button.

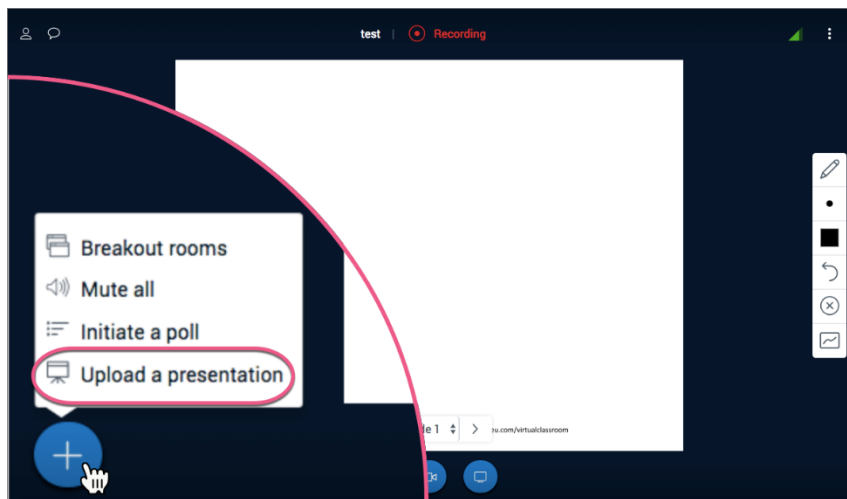


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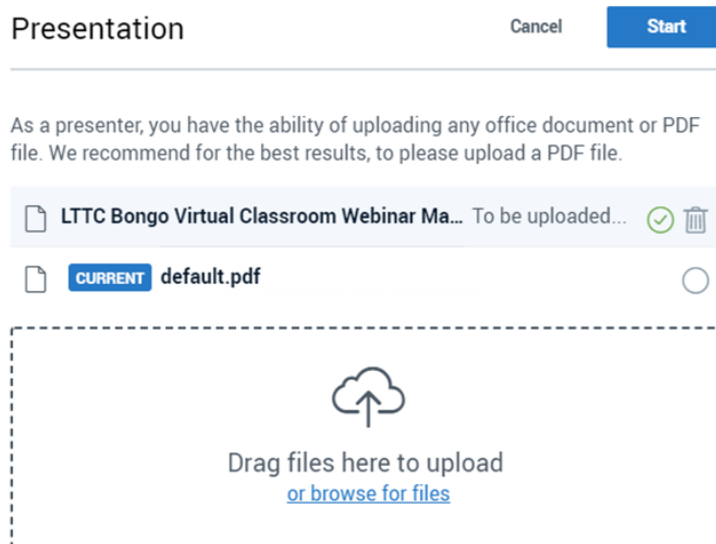
Uploading your slides

You will need to nominate one person (the 'moderator' who scheduled the meeting) to upload your slides to Bongo. This must be done during the meeting; they cannot be uploaded in advance.

To do so, click on the 'action button' on the bottom left of the screen and select 'upload presentation'.

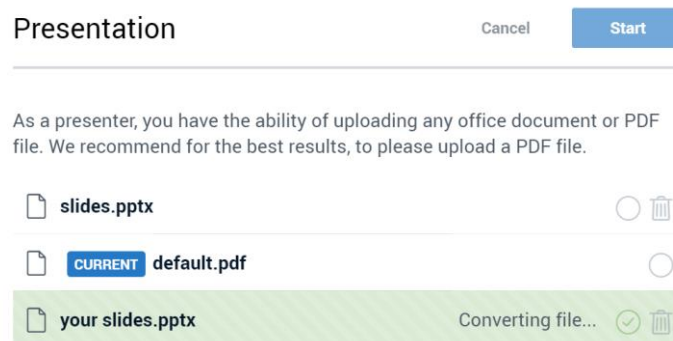


On the next page, you can drag your presentation file directly into the box surround by a broken line or click on the link that says 'browse for files'. When you are ready, click 'start'.

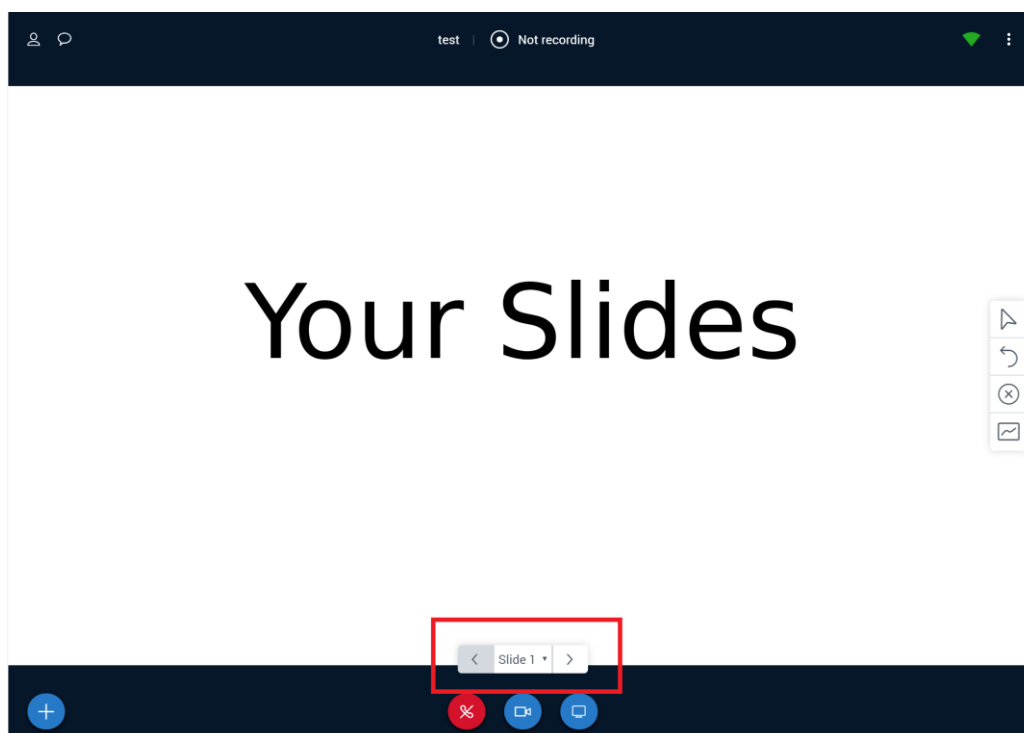


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Your file will be converted – shown here on the green progress bar - when it is ready select 'start' to return to your meeting.



You navigate between your slides by clicking on the page forward and backwards buttons.

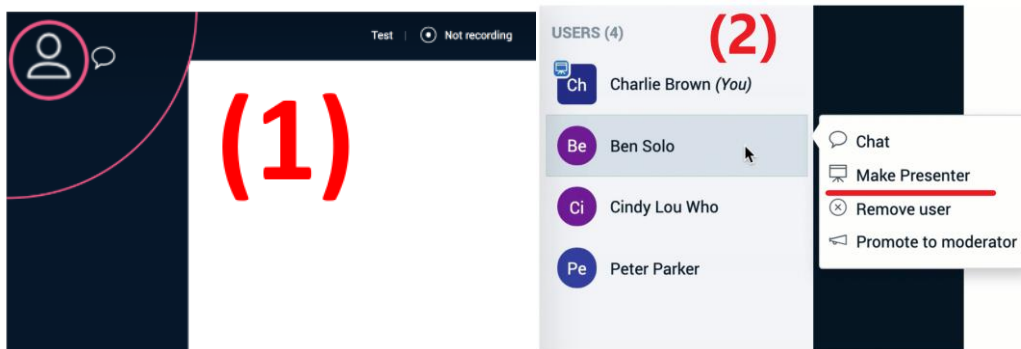


Note: Any user can speak - if their microphone is enabled – but only one person can upload presentation slides and control them. This person is called the 'presenter'. You can promote and demote other users to presenter status at different points in your meeting (see below).

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Swapping Presenter Status with Other Members

By default, the moderator – the person who created the meeting – is its presenter. However, they can promote other members of the group to the presenter role at any time. To do so, expand the user list on the left-hand side of the screen (1), click on a user's name, and select 'make presenter'.



This person now has access to all presentation features, and can control slides, or upload a new set of slides. At any point, you can tell who has presenter status by looking for the following icons in your user list:

Moderator avatar	
Non-moderator avatar	
Presenter	



Tip: Only the moderator can assign or remove presenter status. However, the moderator can promote other users to moderator (optional). We would recommend that you run a test meeting to learn about how these processes work before you conduct recorded meeting.

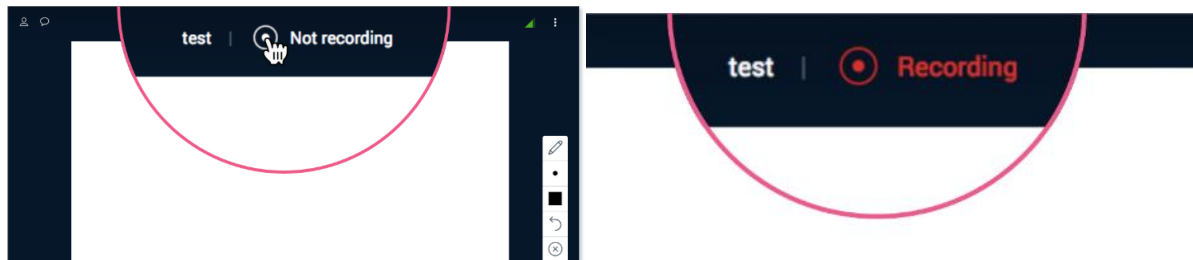
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5. Recording your Presentation

Recording is **not enabled by default**. Instead, you must turn it on during your meeting. To do so, click on the recording button at any time. This will record your audio, presentation slides, public chat, and any webcam or screen that you share (optional).

Only a moderator can enable and disable recording within your meeting.

If you make a mistake, or need to stop, you can toggle recording on and off at any time during your meeting.



Note: If you do not enable recording, there will be no record of your group presentation for the lecturer/instructor to view and grade.

Do you want to use video? (optional)

If you would like to use video, in addition to recording your voice, up to seven members of your group can share their webcam. To do so, simply click on the video menu on the bottom of your screen (1) and select 'share camera' (2). Your browser will ask for permission to access your webcam (3).

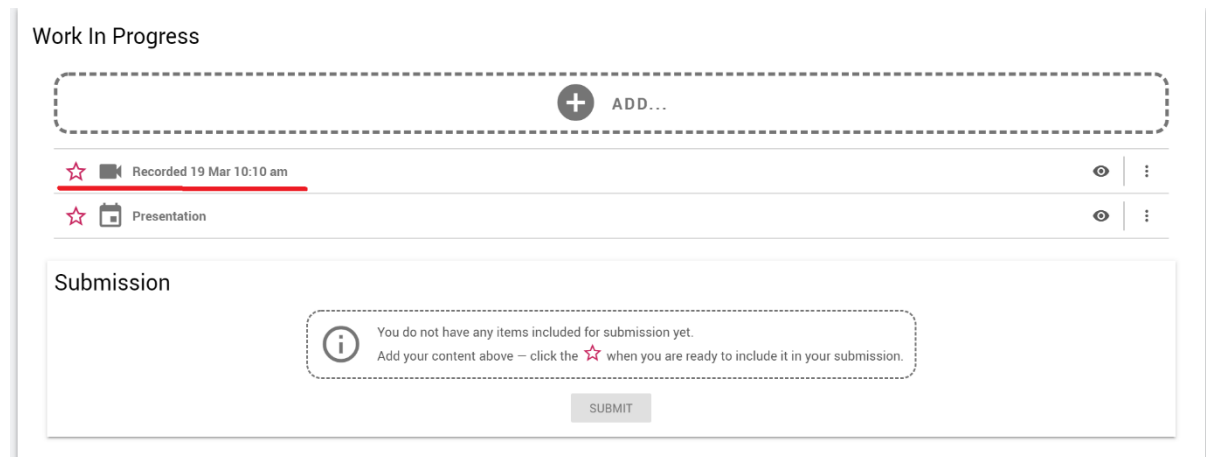


To **end your meeting**, the moderator can click on the ellipsis (three dot) menu on the top right of the screen and select 'end meeting'. All other users can follow the same process and choose 'leave meeting' when they are ready to (or close the browser tab).

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6. Submitting your recording to your lecturer/instructor

After your meeting has ended, your recording will be processed and then appear within your group project 'work in progress' area. This will typically take between a few minutes and half an hour depending on the length of your recording.

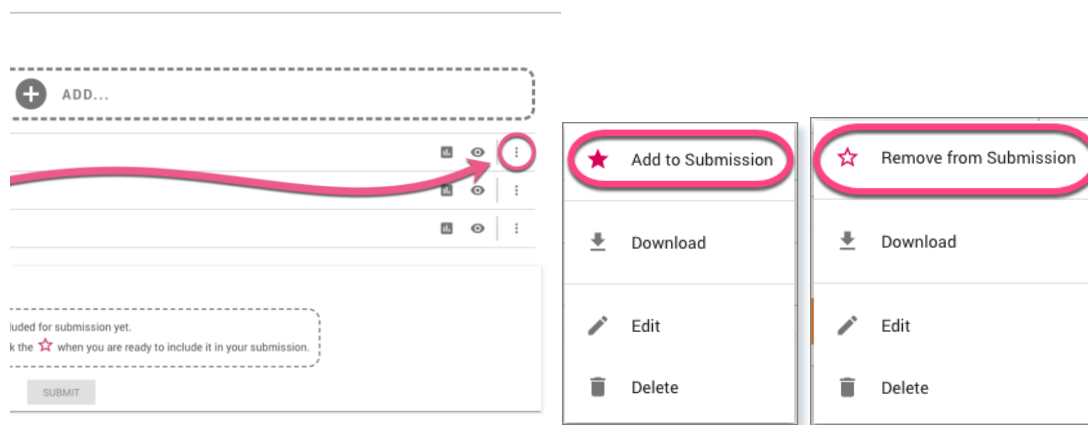


If you click on the ellipses (three dot) menu to the right of your recording, you can select 'preview' to watch your recorded video and confirm that it is ready for submission.

To complete your submission, click on the star to the left of your recording. The file will now be added to the 'submission' area.



You can also use the ellipsis menu next to each item to add it to or remove it from your submission.



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Clicking on the 'submit' button will finalise your submission (if you submit the wrong file, contact the lecturer to reverse this).

