# Bongo Virtual Classroom Guide for Students at Northern Lakes College

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# Introduction

## What is Bongo?

Bongo Virtual Classroom is your virtual/online classroom! It is where you go to attend class in real time, with your instructor and classmates. You can talk to each other using your microphones and the text chat. Your instructor will cover material in class using PowerPoint slides, and might also share websites and videos.

## How do I Access Bongo?

You will access Bongo from Brightspace. If you want to log into Bongo for your Math 10 class, you will find your Math 10 class in Brightspace, and then find the Bongo week for that class. Bongo has a separate link for each class you have, so the link is never the same from one class to the next. **NOTE: Bongo Virtual Classroom works best in Google Chrome.**

1. Click on the link in Brightspace – look for the External Learning Tool



2. Check off the box to the left of "Do not ask me again for this application" and then press Continue. NOTE: You only need to do this the first time you join a Bongo session.
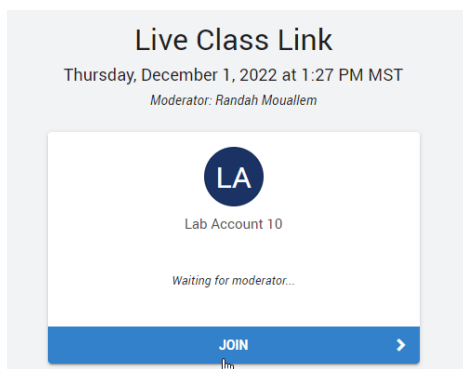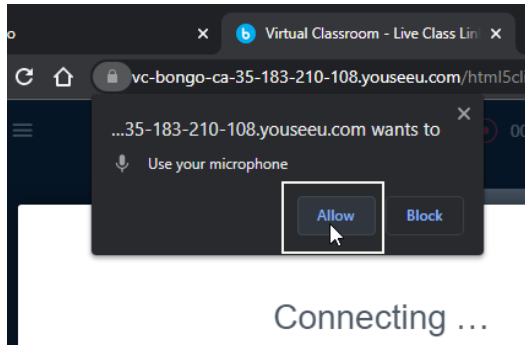


3. Click Join



4. Once you have clicked Join, you will be prompted to select how you would like to join audio for the meeting. Please select the share microphone option.
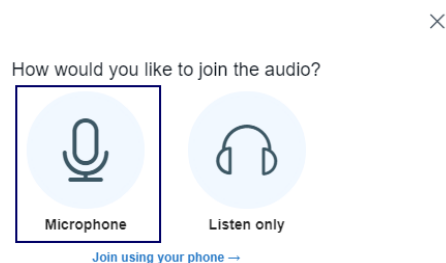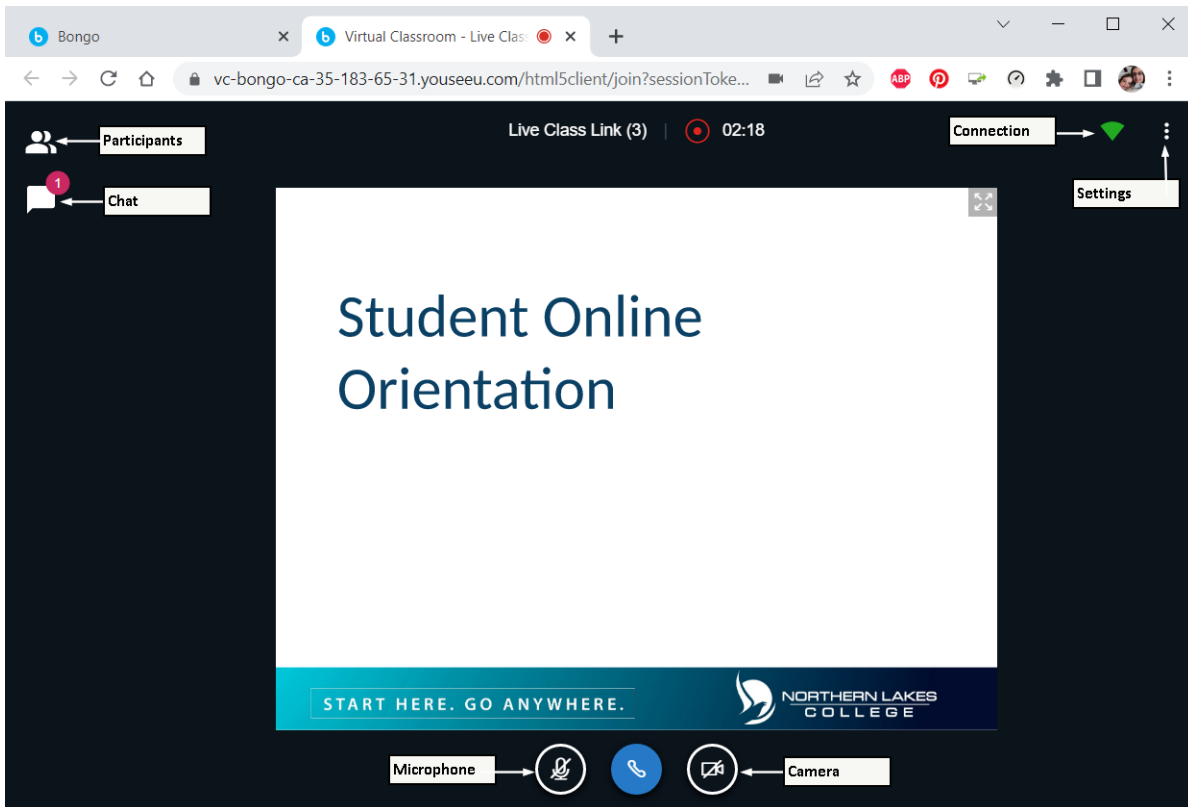
5. Click Allow in the top left-hand corner



Connecting …

# How do I use Bongo?

## The Interface



In the top left hand corner, you will see the participants and chat buttons. Clicking on either one of these, will open up that panel. To view the Public Chat and the Participants list at the same time, first open the Participants list, then click the "Public Chat" button.

Across the top middle, you see the name of the class and how far into the recording we are.

To the right, you can see your connection stats and class settings.

Across the bottom middle, you can access your microphone and camera.

# How to Talk

If you joined audio with the microphone, you will be able to turn your mic on and off throughout class.
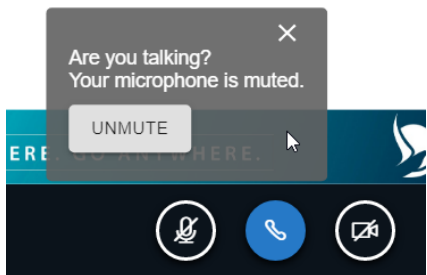
- Turn your mic on

- Turn your mic off

- Reminder – if you forget to turn your mic on before you speak, you'll see the message below

# Participants

The participants area allows you to see who is in class with you. This is also where you can see who is talking, the feedback that is given throughout the class, and if someone has stepped away.

Participants and Presenter (Instructor) Names
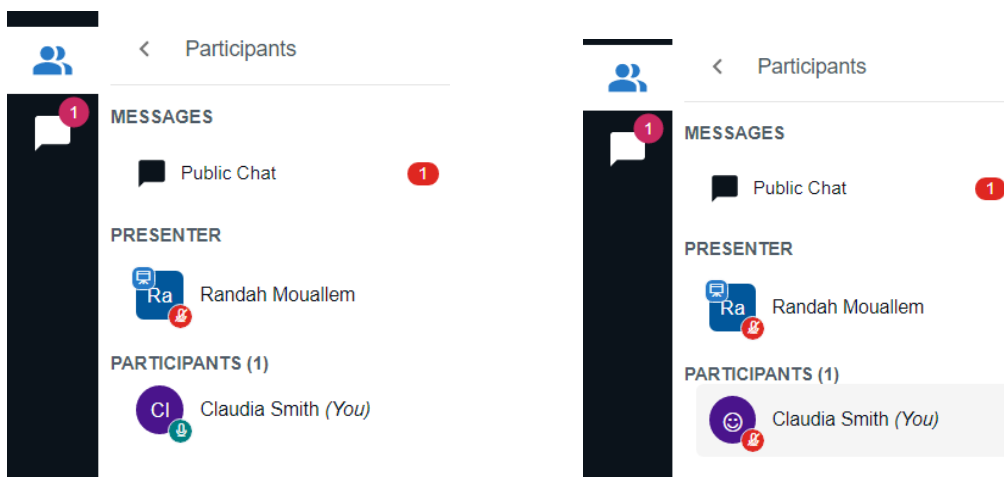
You can see from the picture, that Randah is the teacher/presenter and Claudia Smith is a student. Claudia has her mic on and Randah has her mic off. You can also see that there is a new chat in the Public Chat. If you have any private chat conversations started, you will see those here as well.
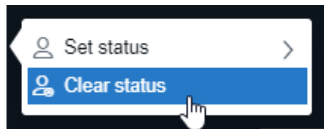
In the second picture, no mics are on and Claudia is smiling.

# Set Status

In Bongo, you can step away, raise your hand, and give your instructor other forms of virtual feedback.



Be sure to follow steps 1 and 2 to go back and Clear your status



# Text Chat

Bongo allows you to send chat messages to everyone in the room, as well as private chats to individuals.

To send a message:

1. Click on the Chat button

2. . You can send two types of messages, public and private.

    a) **Public:** Type your message where it says "Send message to Public Chat" then press Enter on your keyboard
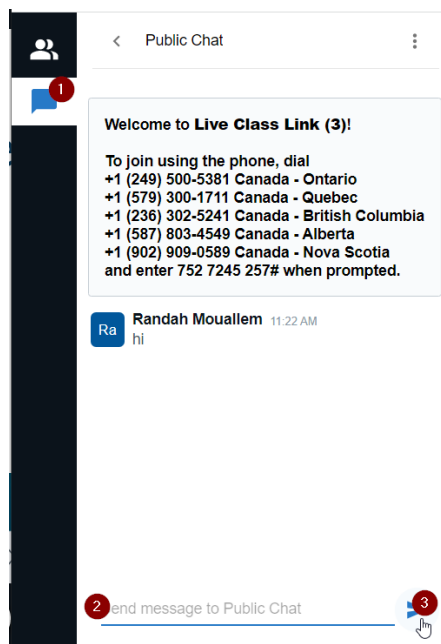
b) **Private:** Click on the Participants button, locate the person you want to private chat and click on their name, and finally click on Start a private chat.
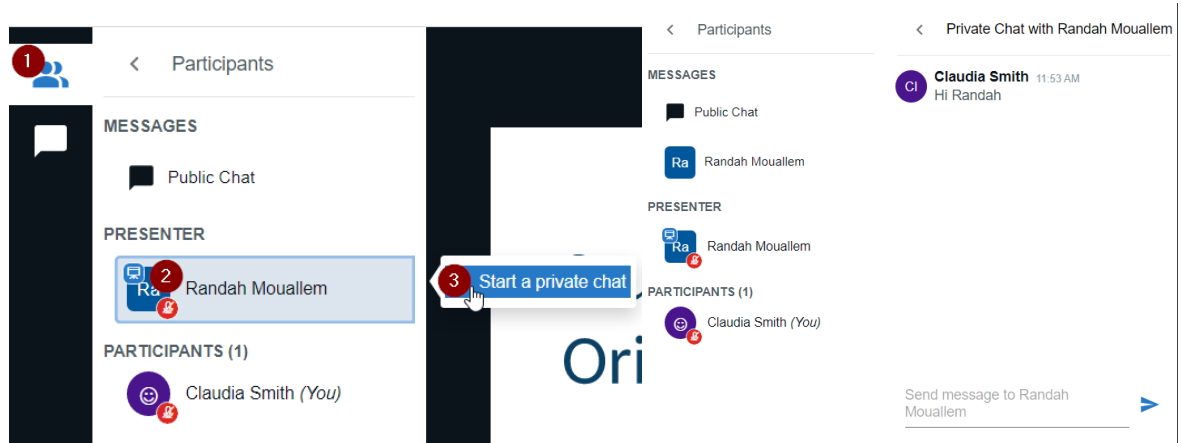


You can also add an emoji to your chat message if you are on a windows device. Right click in the "Send message to Public Chat" area and then click on Emoji. From there, select the emoji you wish to add.
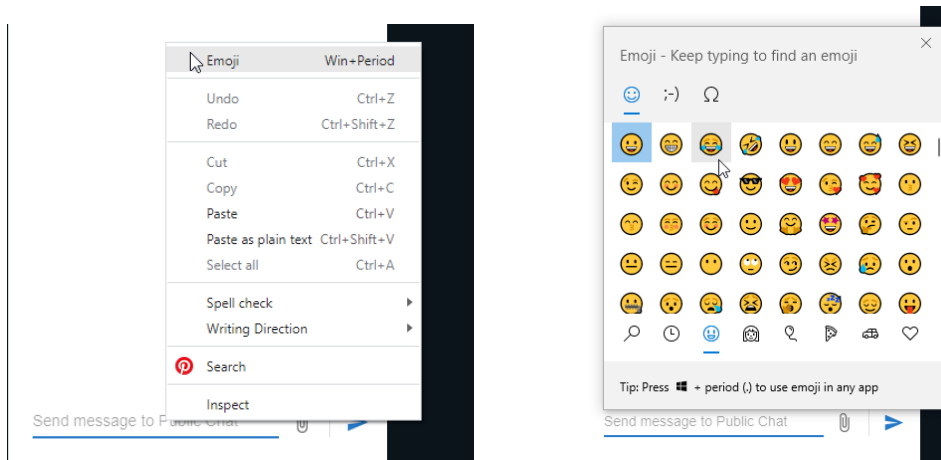


# Whiteboard Tools

The whiteboard is where the content lives. If your instructor uploaded a PowerPoint presentation, the slides will show up here. If the instructor is on a PowerPoint slide or a blank whiteboard page, and enables multi user whiteboard, you can use the whiteboard tools to mark it up.
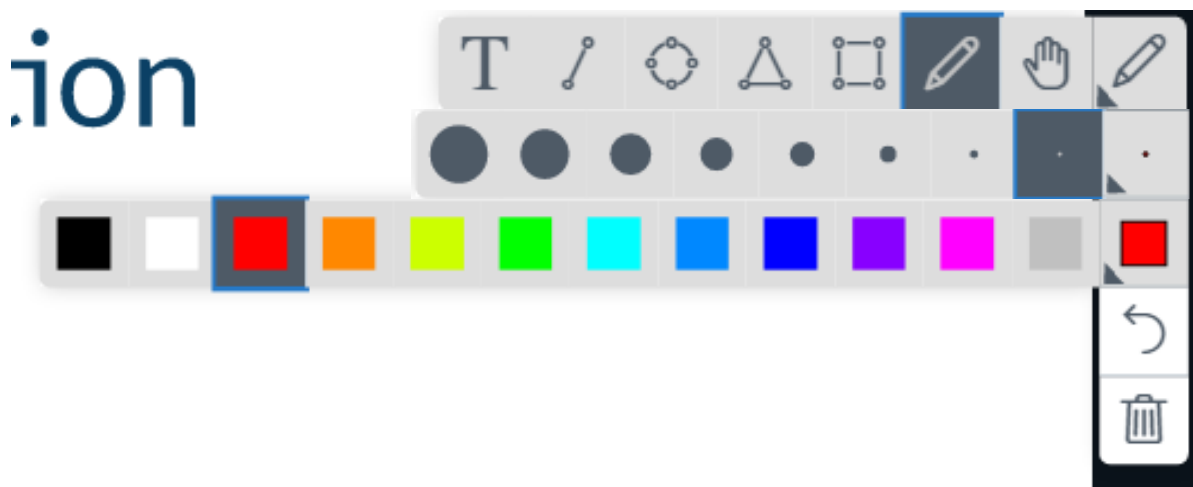
# Polling

Your instructor might set up a poll for you to participate in. If they do, it'll show up in the bottom right hand corner of the screen. Simply click on the option that best suits you.
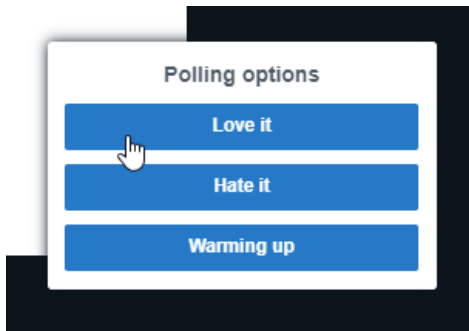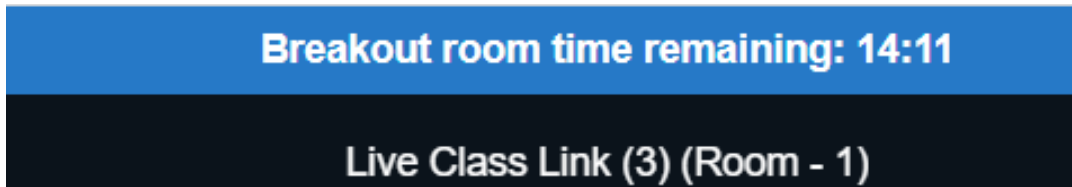


# Breakout Rooms

Your instructor may move you into smaller groups, called Breakout Rooms. If they do, you will need to follow the steps below:

1. Click the Join Room button



2. Join Audio once again, remember to be sure to join with your microphone

3. Keep an eye on the amount of time remaining in the breakout room by looking at the top of the screen



4. You will be notified once the breakout rooms have ended and you will return to the main room. Once again, join audio and select that you want to join with your microphone.