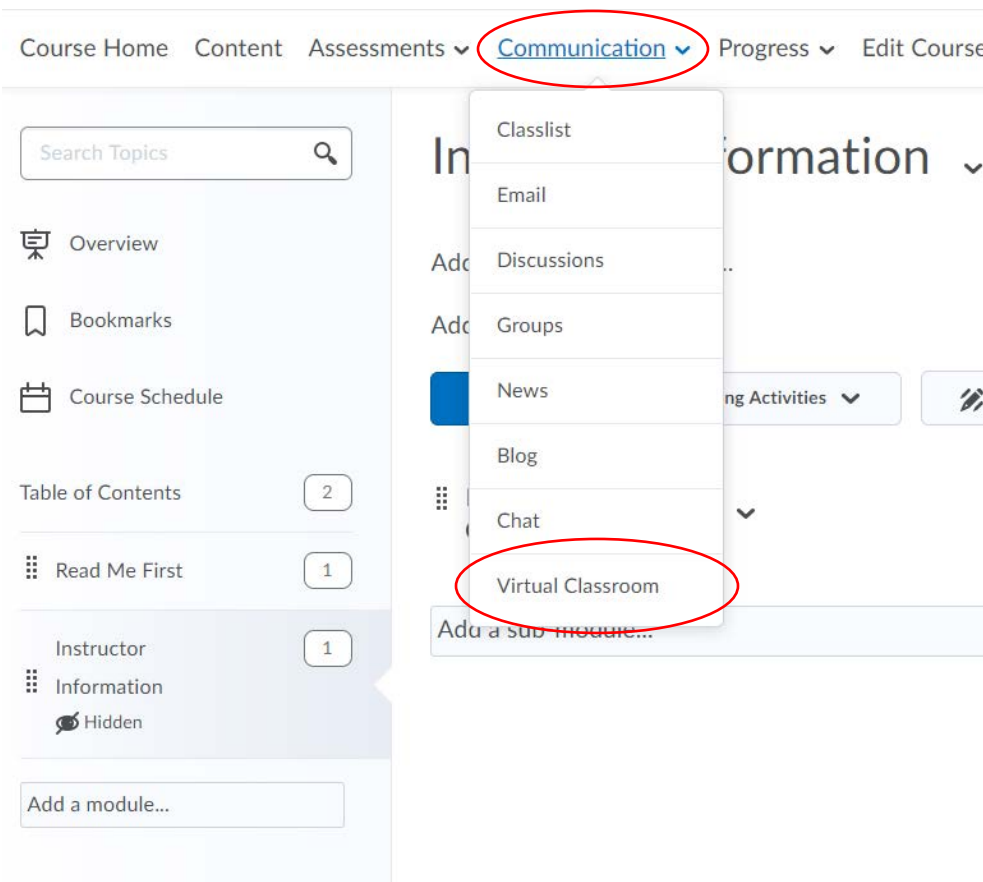




## How To:

1. In the Nav Bar of your course, there will be a link that says **Communication**, with a down arrow. Click on the down arrow, this will populate the **context menu**. Click on **“Virtual Classroom.”**



Create a Video  
Lecture using  
Virtual Classroom

Record Lecture in  
D2L

Add to a News  
Item

Easy for Learners  
to locate

DISTANCE EDUCATION  
Contact for Assistance

James.morris@msutexas.edu

Danielle.mcafee@msutexas.edu

Pamela.morgan@msutexas.edu



2. You will be taken to the “Virtual Classroom.” You will need to click “Schedule Meeting.”

Course Home Content Assessments Communication Progress Edit Course More

## Meetings

Active Meetings  
No active meetings yet

Recorded Meetings  
No recorded meetings yet

POWERED BY  
**bongo**

Schedule meeting +

3. Give it a specific title, example: “Lecture covering Chapter 1.” In this case, you are recording a lecture to post – not conducting a live session, this will be the setup you need:

### Schedule Meeting

Title (required)  
Class Lecture 1

Meeting Date

Meeting Time

Now

Max duration  
30

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

**Note:**

1. You can adjust time needed for your lecture.
2. You are NOT inviting your class, because this is not live. It will publish after you are done.

4. When you have finished recording your lecture, close the session. It can take some time for the playback to populate, depending on the length. Once it populates, you will be able to see it in the Virtual Classroom:

### Meetings

Active Meetings

No active meetings yet

### Recorded Meetings

| Title           | Actual Start Time   | End Time            | Status | Actions |
|-----------------|---------------------|---------------------|--------|---------|
| Class Lecture 1 | 3/13/2020, 11:17 AM | 3/13/2020, 11:18 AM | ✓      |         |

5. There are two ways you can provide the lecture to your students.
- Direct them to click on Communication, then Virtual Classroom from the Nav Bar:

Course Home Content Assessments **Communication** Progress

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**Virtual Classroom**

Add a sub-module...

- Copy the Public URL from the Virtual Classroom and paste wherever you see fit – for example: a News Item or in your Course Content.

Course Home Content Assessments Communication Progress Edit Course More

## Meetings

**Active Meetings**  
No active meetings yet

**Recorded Meetings**

| Title           | Actual Start Time   | End Time            | Status | Actions   |
|-----------------|---------------------|---------------------|--------|---|
| Class Lecture 1 | 3/13/2020, 11:17 AM | 3/13/2020, 11:18 AM |        | <ul style="list-style-type: none"><li>Preview</li><li><b>Copy Public Url</b></li><li>Download</li><li>Attendance</li><li>Delete</li></ul> |