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

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:

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