



# Brightspace Virtual Classroom

# Step 1 – Log in to Brightspace

Brightspace is available on your computer, tablet and smartphone. You need a WUR account or Guest account (G number) to log in. Please send an email to [into@wur.nl](mailto:into@wur.nl) if you don't have either of these accounts.

Open your browser (Chrome or Firefox) and go to <https://brightspace.wur.nl>.

# Step 1 – Log in to Brightspace

- Enter your user name (WUR account or Guest account) and password and click on 'Sign in'. You are now logged in to Brightspace.



## **Login with your username or email address.**

A service has requested you to authenticate yourself.

Please enter your WUR username or email address and password below.

Announcements My Brightspace ▾ Discover Help ▾



My Courses

All In'to Languages Other Practice Courses Training



Social Dutch 1A January  
2020  
INTOSD1A\_2020\_0\_01



Social Dutch 1B January  
2020  
INTOSD1B\_2020\_0\_01



Presenting with Impact 1  
- March 2020  
INTOPWI01\_2020\_0\_03

**Step 2 –**

**Select your course  
or search via the  
'waffle' menu icon**



Course Home Content Communication Assessment Progress Grades Course Tools

Search Topics



 Overview

 Bookmarks

 Upcoming Events

Table of Contents

10

 Virtual Classroom

## Virtual Classroom

Add dates and restrictions...

Add a description...

Upload / Create

Existing Activities



Drag and drop files here to c

Add a sub-module...

**Step 3 –  
Access to  
Virtual  
Classroom: in  
the menu,  
click on  
Content and  
then on  
Virtual  
Classroom**

## Virtual Classroom ▾

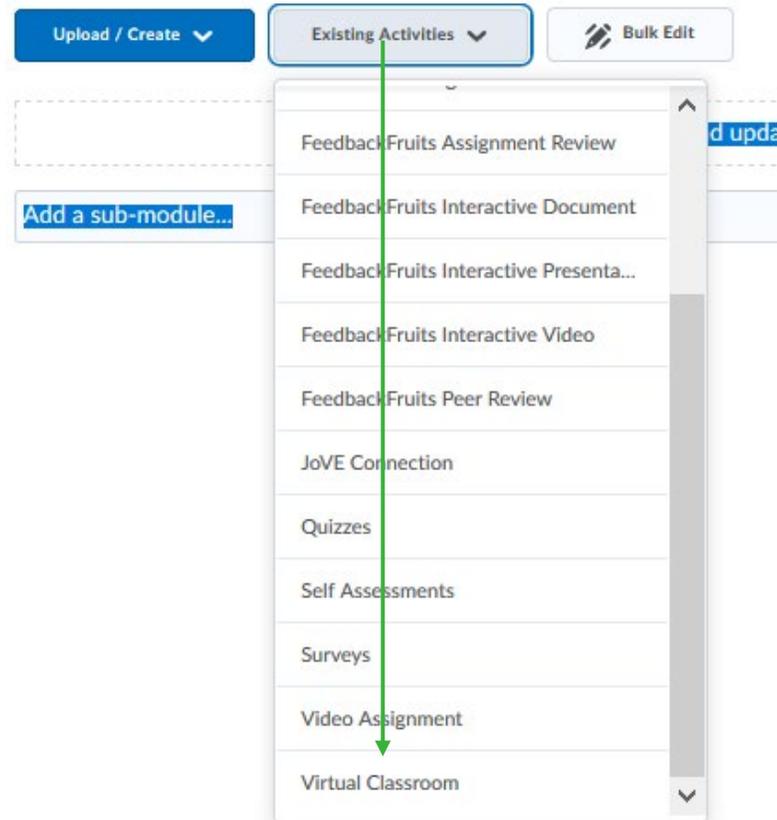
Add dates and restrictions...

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit

Add a sub-module...

- Feedback Fruits Assignment Review
- Feedback Fruits Interactive Document
- Feedback Fruits Interactive Presenta...
- Feedback Fruits Interactive Video
- Feedback Fruits Peer Review
- JoVE Connection
- Quizzes
- Self Assessments
- Surveys
- Video Assignment
- Virtual Classroom

A screenshot of a software interface showing a dropdown menu for 'Existing Activities'. The menu is open, displaying a list of activity types. A green arrow points from the 'Existing Activities' button to the 'Virtual Classroom' option at the bottom of the list. Other options include 'Feedback Fruits Assignment Review', 'Feedback Fruits Interactive Document', 'Feedback Fruits Interactive Presenta...', 'Feedback Fruits Interactive Video', 'Feedback Fruits Peer Review', 'JoVE Connection', 'Quizzes', 'Self Assessments', 'Surveys', and 'Video Assignment'. The interface also shows buttons for 'Upload / Create', 'Bulk Edit', and 'Add a sub-module...'.

**Step 3 – Create a video class:**

**Click on ‘Existing Activities’, scroll down and click on ‘Virtual Classroom’**

## Add Activity



### Class Meetings

No sync meetings

Schedule meeting

**Step 3 –  
Create a  
video class:  
Click on  
'Schedule  
meeting'**

**Add Activity** [X]

← ▾

Max duration  
90 ▾

Start recording automatically

Publish recorded meeting

Allow external participants

Invite entire class

Select participants by clicking the invite link from the meeting table after saving this meeting

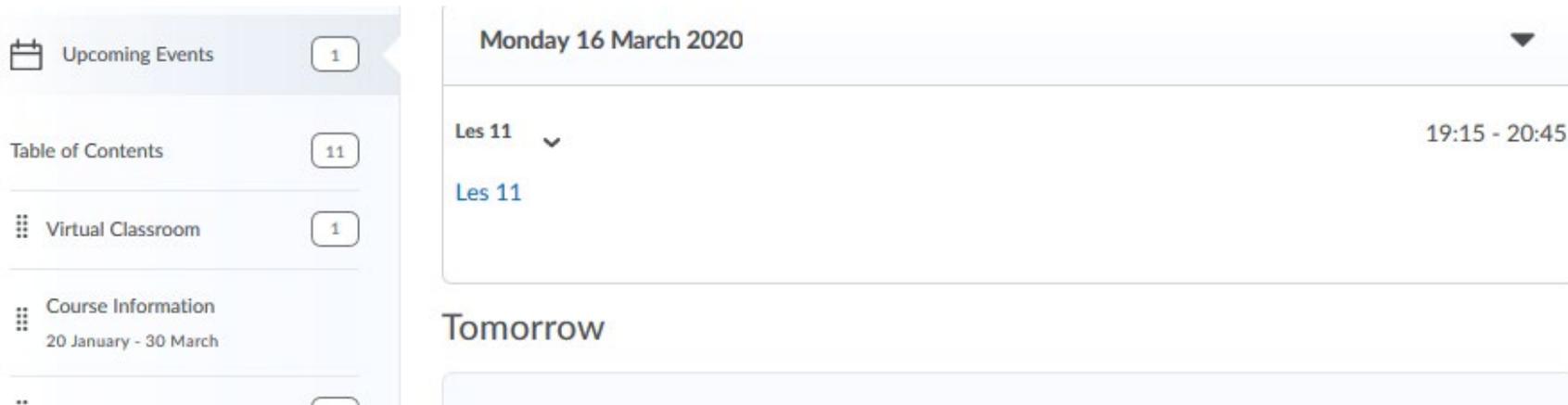
Repeat weekly for  
Does not repeat ▾

Cancel Save

POWERED BY  
**bongo**

**Step 3 – Create a video class: Enter the date, starting time and duration of the class. Uncheck all other boxes. Click on ‘Save’**

# Step 3 – Create a video class: The scheduled class can now be found under ‘Virtual Classroom’ and ‘Upcoming Events’



The screenshot displays a course management interface. On the left is a sidebar with the following items: 'Upcoming Events' (1), 'Table of Contents' (11), 'Virtual Classroom' (1), and 'Course Information' (20 January - 30 March). The main content area shows the date 'Monday 16 March 2020' with a dropdown arrow. Below this, there is a section for 'Les 11' with a dropdown arrow and a time slot of '19:15 - 20:45'. A link for 'Les 11' is also visible. At the bottom of the main content area, the word 'Tomorrow' is displayed above a light blue bar.

# Step 4 – Follow a video class: Click on the scheduled class in the Virtual Classroom

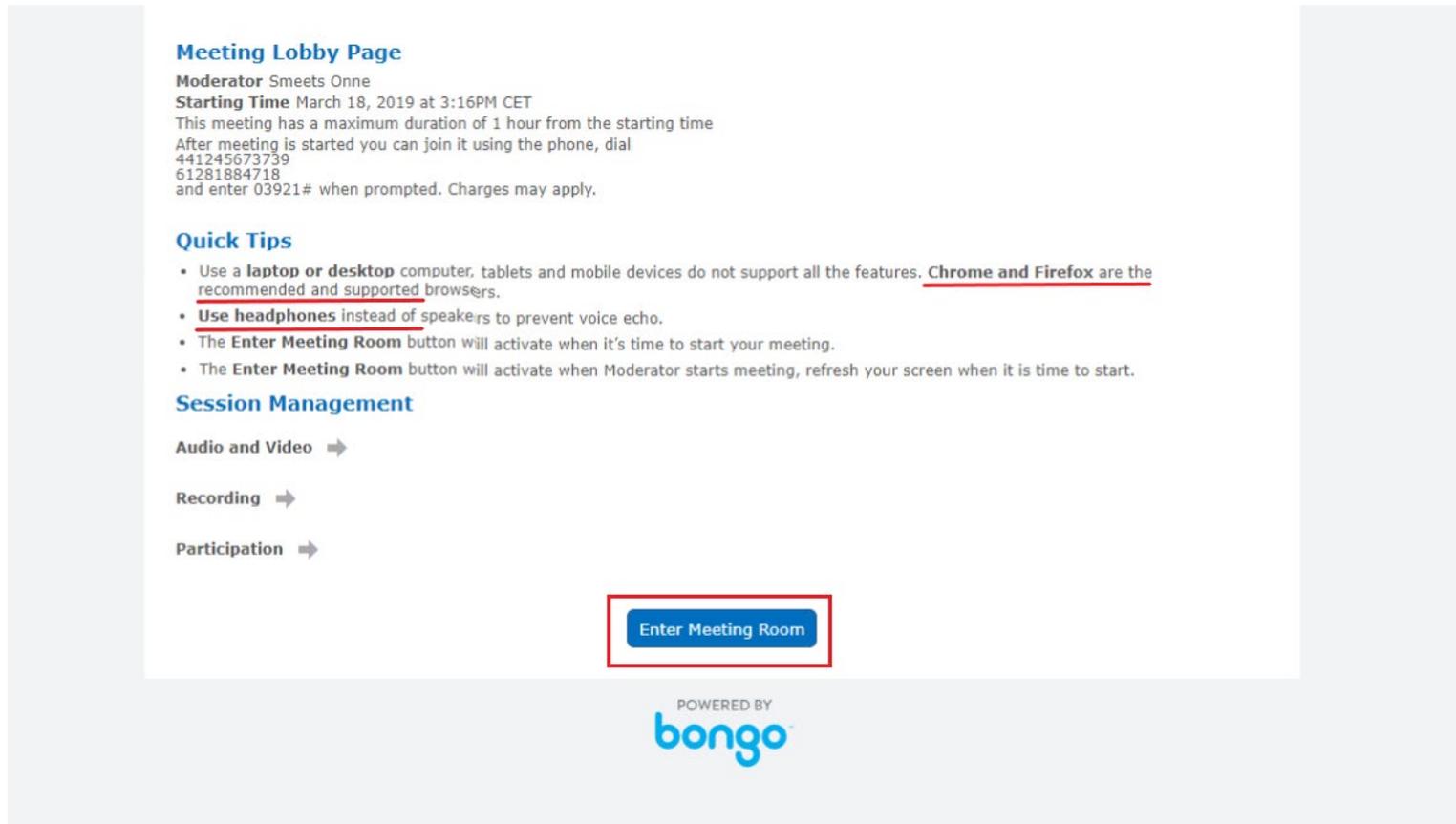
 Upcoming Events	1
Table of Contents	11
 Virtual Classroom	1

Monday 16 March 2020

Les 11 ▾

[Les 11](#)

# Step 5 – Check your browser



**Meeting Lobby Page**

**Moderator** Smeets Onne  
**Starting Time** March 18, 2019 at 3:16PM CET  
This meeting has a maximum duration of 1 hour from the starting time  
After meeting is started you can join it using the phone, dial  
441245673739  
61281884718  
and enter 03921# when prompted. Charges may apply.

**Quick Tips**

- Use a **laptop or desktop** computer, tablets and mobile devices do not support all the features. Chrome and Firefox are the recommended and supported browsers.
- Use headphones instead of speakers to prevent voice echo.
- The **Enter Meeting Room** button will activate when it's time to start your meeting.
- The **Enter Meeting Room** button will activate when Moderator starts meeting, refresh your screen when it is time to start.

**Session Management**

**Audio and Video** →

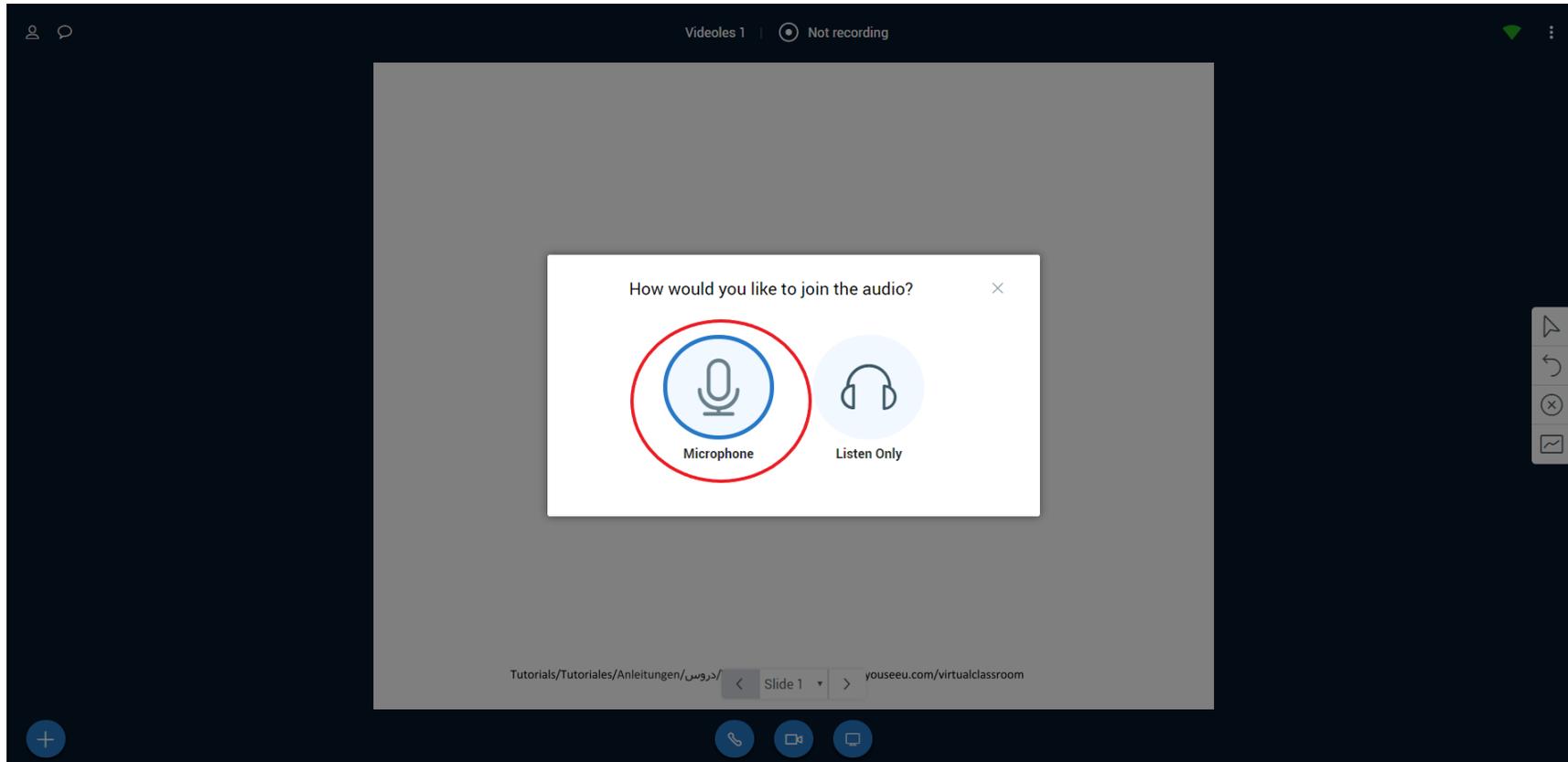
**Recording** →

**Participation** →

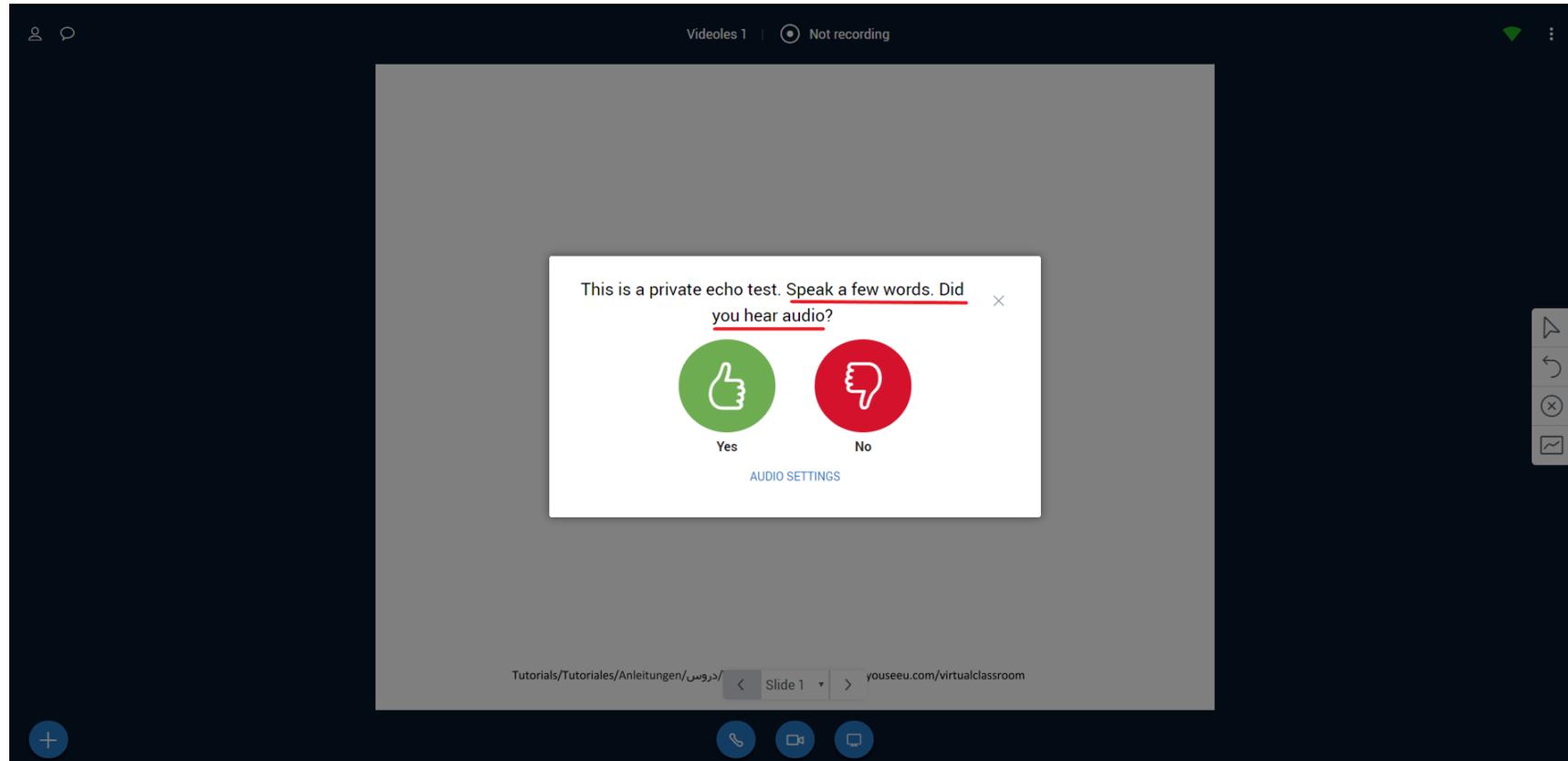
**Enter Meeting Room**

POWERED BY  
**bongo**

# Step 6 – Test the microphone

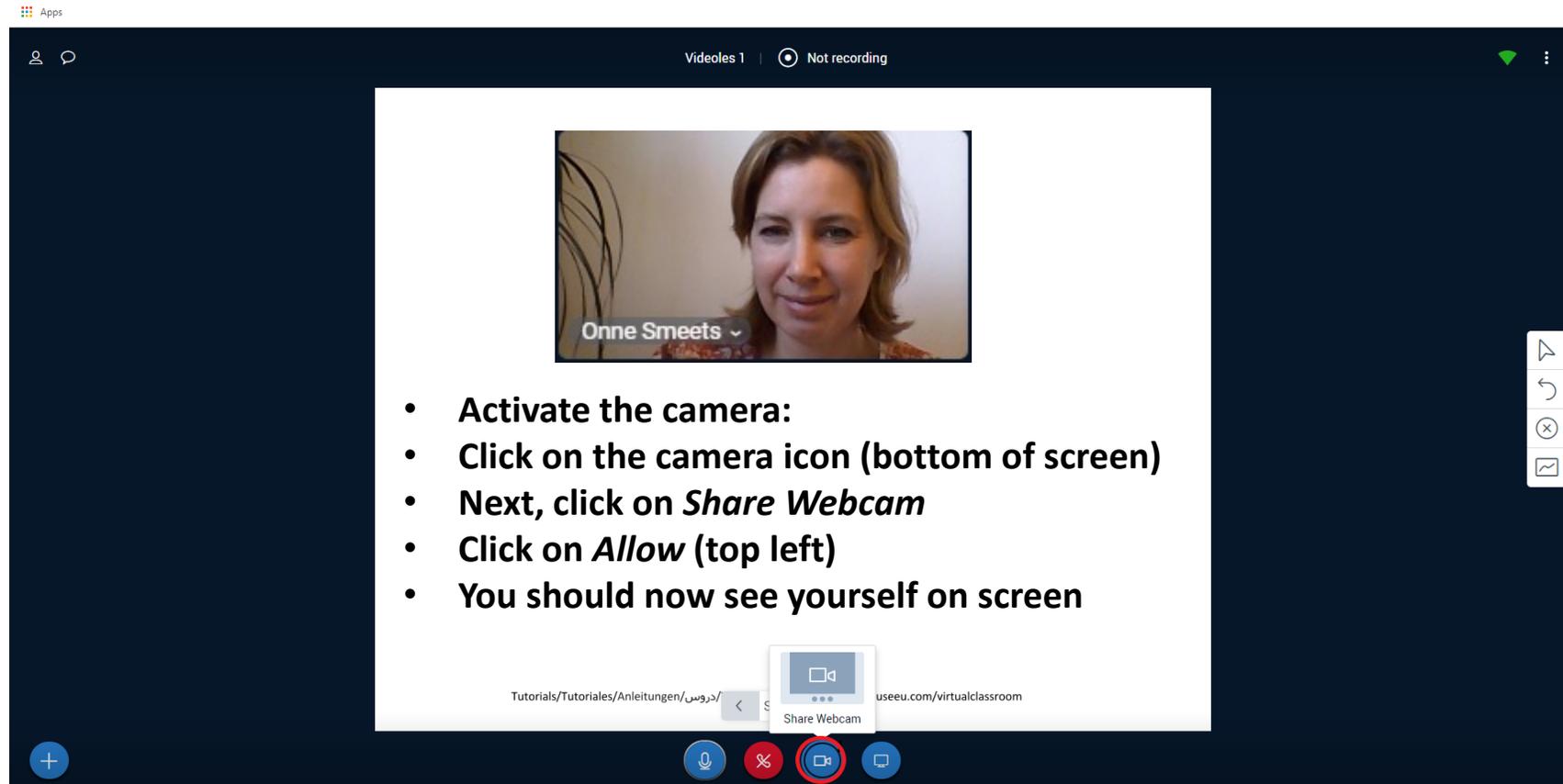


# Step 7 – Test the sound



The screenshot shows a Zoom meeting interface. At the top, it says "Videoles 1" and "Not recording". A central dialog box asks: "This is a private echo test. Speak a few words. Did you hear audio?" with a close button (X). Below the text are two circular buttons: a green one with a thumbs-up icon labeled "Yes" and a red one with a thumbs-down icon labeled "No". Below these buttons is a link for "AUDIO SETTINGS". The background is a grey slide with a navigation bar at the bottom showing "Tutorials/Tutoriales/Anleitungen/ادروس" and "youseeu.com/virtualclassroom". The Zoom control bar at the bottom includes a plus sign, a microphone icon, a video camera icon, and a screen share icon.

# Step 8 – Activate the camera



Apps

Videos 1 | Not recording

Onne Smeets

- **Activate the camera:**
- **Click on the camera icon (bottom of screen)**
- **Next, click on *Share Webcam***
- **Click on *Allow* (top left)**
- **You should now see yourself on screen**

Tutorials/Tutoriales/Anleitungen/دروس/ < s useeu.com/virtualclassroom

Share Webcam

+

Microphone, Mute, Camera, Screen Share

# Step 9 – Chat

The screenshot shows a Zoom meeting interface. On the left, a chat window is open for a 'Public Chat'. It contains a welcome message for 'Videoles 1!' and a message from 'Onne Smeets' at 3:37 PM that says 'Beste cursist, dit is de chat'. A red box highlights this message. At the top left of the chat window, a red circle with a speech bubble icon and a red arrow points to it. The main meeting area shows a presentation slide titled 'Videoles 1' with the text 'Not recording'. The slide content includes a bulleted list: '• The *Chat* button is at the top left of the screen', '• Click on this button to see messages sent by the lecturers and your fellow students', and '• You can also post your own messages'. At the bottom of the slide, there is a navigation bar with 'Slide 1' and a URL 'youseeu.com/virtualclassroom'. The Zoom control bar at the bottom shows icons for microphone, video, and chat.

Public Chat

Welcome to **Videoles 1!**

Use a headset to avoid causing background noise for others.

To join using the phone, dial  
441245673739  
61281884718  
and enter 03921# when prompted.

**On** Onne Smeets 3:37 PM  
Beste cursist, dit is de chat

Send file...

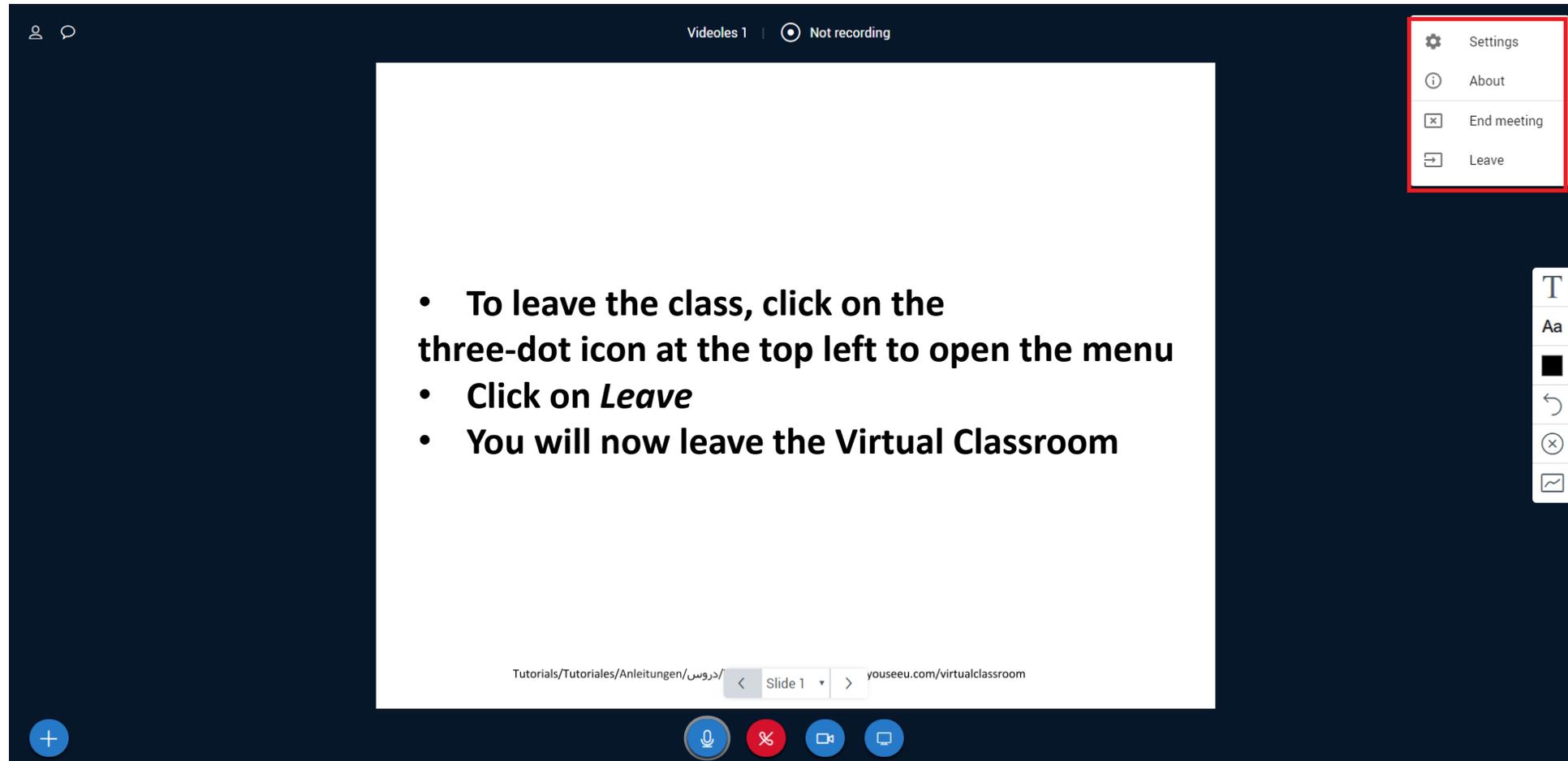
Message Public Chat

Videoles 1 | Not recording

- The *Chat* button is at the top left of the screen
- Click on this button to see messages sent by the lecturers and your fellow students
- You can also post your own messages

Tutorials/Tutoriales/Anleitungen/دروس/ < Slide 1 > youseeu.com/virtualclassroom

# Step 10 – Leave the video class



The screenshot shows a virtual classroom interface. At the top, it says "Videoles 1" and "Not recording". A menu is open on the right side, with options: Settings, About, End meeting, and Leave. The "Leave" option is highlighted with a red box. In the center, there is a white box with a list of instructions:

- To leave the class, click on the three-dot icon at the top left to open the menu
- Click on *Leave*
- You will now leave the Virtual Classroom

At the bottom, there is a navigation bar with a plus sign, a microphone icon, a red 'X' icon, a camera icon, and a screen share icon. The footer of the slide shows "Tutorials/Tutoriales/Anleitungen/ادروس/ < Slide 1 > youseeu.com/virtualclassroom".