How To Schedule A Virtual Classroom Meeting

1. If the “Virtual Classroom” link/button is not on your Navbar, please contact d2l@unb.ca to have it enabled for your course.

2. Select the "Virtual Classroom" link from your Navbar.
3. Select the “Schedule Meeting” button.

4. When the “Schedule Session” window opens, you’ll need to:
   A) Assign a “Name” for your session.
   B) Assign a “Date” and “Time” for your session
   C) Assign the “Max Duration” (length) of your session.
   D) Optional : If you want your session recorded, check off the “Record” box. (recorded sessions are kept for 4 months before being removed from server).
   E) Optional : If you want a link automatically created for your recording after the session has completed and the recording is processed, select the “Automatic Link to Recording” box.
   F) Optional : If you want non-UNB participants (such as guest lecturers) to participate in your session, select the “Allow External Participants” box.
   G) Optional : If you want everyone in the class to attend the session, select the “Whole Class” box. (Note : If you don’t select the “Whole Class” box, you’ll need to select participants by clicking the invite link from the meeting table after saving the meeting)
5. **Optional:** A) If you didn’t select the “Whole Class” box in the Schedule Session window, you’ll need to select the “Manage Participants” icon as seen in the image below. If you did select “Whole Class” in your session setup, proceed to step 6.

   ![Schedule Meeting Image]

   B) Then when the “Manage Participants” window appears, select the students you want to attend the session by selecting their names. Then press the “Save” button. Then press the “Close” button.

6. Your students will be able to access the “Virtual Classroom” session by clicking on a link within the calendar widget on your course homepage OR by clicking on the “Resources” button, then selecting the “Calendar” option within the course Navbar.

   ![Virtual Classroom Access Image]
7. **Optional:** If you selected “Whole Class” in your session setup you can provide the students with an additional link to the session within the “Content” area of your course by following these steps:

A) Click on the “Content” button
B) Under the “Table of Contents” select a module that you want the link to be present in, or, use the “Add a module…” option to create a new module.
C) Select the “Add Existing Activities” button, then select the last item, titled “Virtual Classroom”.

D) Then press the “select” button next to the session name.