Using GoToTraining Virtual Classroom in Blackboard

Purpose & Outcomes:
This document is intended to assist faculty, staff, and students in the utilization of GoToTraining Virtual Classroom within Blackboard.

About:
GoToTraining Virtual Classroom in Blackboard is used for collaborating within a classroom environment via live online class sessions. Available tools include two-way audio, multi-point video, screen sharing, drawing tools, chat, polls and tests. When a session is created, all students in the Blackboard course site are automatically enrolled as attendees.

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Adding a Tool Link for GoToTraining Virtual Classroom in your Blackboard Site

1. Login to your Blackboard course.
2. Hover over the add menu item button.
3. Select **Tool Link** from the dropdown menu.

![Tool Link dropdown menu](image)

4. Enter the information into the **Add Tool Link** fields.
   - Provide a name: GoToTraining Virtual Classroom
   - Select **GoToTraining Virtual Classroom** from the **Type** dropdown menu
   - Place a checkmark next to **Available to Users**
   - Click **Submit**

![Add Tool Link](image)
Accessing GoToTraining Virtual Classroom from Within your Blackboard Site

1. Select the **GoToTraining Virtual Classroom** link from the course menu. If you have not yet created it, see *Adding a Tool Link for GoToTraining Virtual Classroom in your Blackboard Site* above.

2. The first time you select GoToTraining Virtual Classroom from the course menu, you will need to enter your GoToMeeting AND GoToTraining credentials.

   **NOTE:** You will only need to enter this information the first time you select GoToTraining Virtual Classroom in Blackboard.

   - Username: Your Duquesne email address
   - Password: The password you created for GoToMeeting and GoToTraining
     - Select the Set account button for each account

3. After accounts have been verified, select **Back to Calendar**.
Scheduling a GoToTraining Virtual Classroom Session

1. Choose your time zone. You will only have to perform this step the first time you schedule a session.

2. Click the Schedule more events button.

3. Enter the information into the Schedule more events fields.

4. Under the Account area, select GoToTraining from the drop down menu.

5. Click the Schedule button.

Starting (hosting) a GoToTraining Virtual Classroom Session

1. Find your session and select the yellow Host button.

2. To launch the session select, Open GoTo Opener.

3. You will still see the purple login screen, you do not need to re-login.

- The session is open at this point, you will see the GoToTraining Virtual Classroom Control Panel on the right.
GoToTraining Virtual Classroom Control Panel (PC version)

Select the + sign to expand each area
Conducting the GoToTraining Virtual Classroom Session

Showing and Hiding the Control Panel

1. When entering your GoToTraining Virtual Classroom session, the Control Panel will be showing. If your Control Panel is hidden, click on **Show Control Panel** button.

2. To collapse the Control Panel click on the **Hide Control Panel** button.

Audio

1. Be aware that the instructor and students’ audio is automatically on when you enter the session, this is indicated by the green microphone on the left of the control panel.

2. Instructors and students can mute or unmute themselves by clicking on the green microphone button.

3. Instructors can mute all students by clicking the **Mute All** button located beneath the Attendees panel.

   • Note: If you do not see this button, you may need to expand the Attendees panel by clicking on the + sign.

4. Instructors can unmute all students by selecting the **Unmute All** button.
Setting up Microphones and Speakers

1. To make sure that audio is working correctly:
   a. Under the Audio area of the control panel, select the Sound Check link.
   b. This will allow you to verify that your microphone and speakers are working correctly.

Sharing Your Screen

1. Close all programs that you will not be using during your session.
2. Open the website or program (i.e. Word document, etc.) that you want to share with your students.
3. Select the Screen Share button from the control panel.

   • **Note**: You can also right click on the screenshare button to choose a specific screen to share if you have multiple monitors or to share a clean screen, which hides your desktop icons, background, and taskbar.
   • When sharing your screen, the ON AIR Showing screen message pictured below will be displayed beneath Screen Sharing area. Students can now view your screen.

Stop Sharing Your Screen

1. Select the Screen Share button pictured button below.
Sharing Your Webcam

1. Select the **Share Webcam** button pictured below to share your webcam.

Stop Sharing Your Webcam

1. Select the green button pictured below to stop sharing your webcam.

Recording your Session

1. Select the **Start Recording** button located under the Screen Sharing panel.

2. To stop your recording, click the **Stop Recording** button.
Ending the Session

1. From the control pane, click **File**.
2. Select **Exit - End Training**.

3. You will get a message asking you if you “want to end the training for everyone” – click **Yes**.
   - This will end the session for everyone.

Converting the GoToTraining Virtual Classroom Recording

1. If you have recorded the session, the Recording Manager display box will appear after you have ended the session.
2. Click to select the recording that you want to convert.
3. Under **Choose a file format**
   - **PC users**: Select **WMV** from the drop down menu.
   - **Mac users**: Select **MOV** from the drop down menu.
4. Click the **Convert Recording**. The recording will begin to convert.
5. Once the recording has converted, select the **Open Recordings Folder** link to view the recording file in the folder to which it was saved on your computer.
   - You can optionally move the recording to another folder.

**IMPORTANT NOTE**: Recordings will not be saved in GoToTraining Virtual Classroom
Returning to your Blackboard Site

1. Select the Home icon within your browser’s Blackboard window to return to your Blackboard course.

Adding the GoToTraining Virtual Classroom Recording to your Blackboard Site

1. It is recommended that you upload your recording using the MyMediasite tool
   - This will provide you with a link that you can then post to Blackboard as a Web Link.
   - NOTE: For information on requesting a MyMediasite account, please email edtech@duq.edu.
2. After uploading your video to MyMediasite, go to the Content area of your Blackboard course site in which you want to post the recording.
   - From the Build Content drop down button, select Web Link.
3. Within the Create Web Link area
   - Enter a Name.
   - Paste the URL of the recording.
   - Click Submit.
4. The recording will now appear in the Blackboard content area.