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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Activating your GoToTraining Account
If you have not activated your account, view these instructions before proceeding.

Adding a GoToTraining Virtual Classroom Tool Link to your Course Menu
1. Login to your Blackboard course.

2. Hover over the add menu item button.

3. Select Tool Link from the dropdown menu.

4. Enter the information into the Add Tool Link fields.
   a. Enter a name.
   b. Select GoToTraining Virtual Classroom from the Type dropdown menu
   c. Place a checkmark next to Available to Users
   d. Click Submit
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 GoToTraining Virtual Classroom Tool Link to your Course Menu above.

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

3. Enter the following information into the appropriate fields:
   - Username: Your Duquesne email address
   - Password: The password you created when activating your account.

4. Select the Set account button for each account.

5. After your accounts have been verified, click 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 Schedule more events.

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. When prompted, launch/open, GoTo Opener.
3. You will still see a login screen, you do not need to re-login.

Once the session finishes launching, you will see the GoToTraining Virtual Classroom Control Panel on the right.
Conducting a GoToTraining Session
You will use the GoToTraining control panel to conduct your session. Using the control panel, you can speak to and hear from your students, see and share webcams, share your screen, conduct activities and polls, chat, record your session and more.

Learn more about using the GoToTraining Control Panel here.

Ending a GoToTraining Session
1. From the control panel, click File.
2. Select Exit - End Training.
3. When asked 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 be 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

After your session, select the Home icon within your browser’s Blackboard window to return to your Blackboard course.

Sharing your GoToTraining Recording

It is recommended that you upload your GoToTraining recording to MyMediasite in order to share it.

Learn more about uploading your recording to MyMediasite here.