

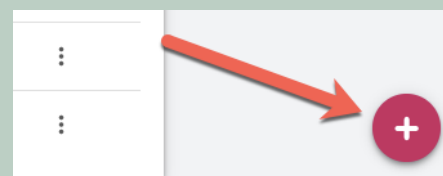
# Creating a Virtual Classroom Meeting in D2L

## Step 1



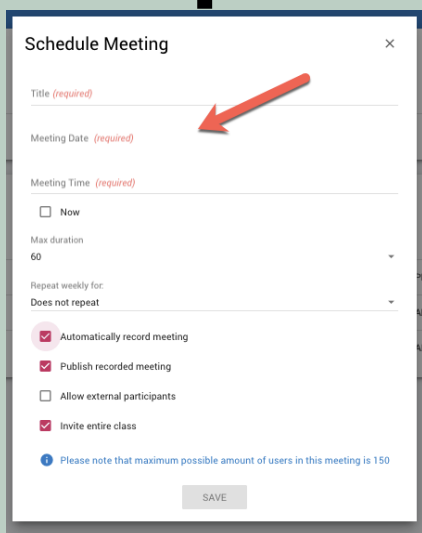
Click on "Virtual Classroom" in the gray bar within your D2L course shell.

## Step 2



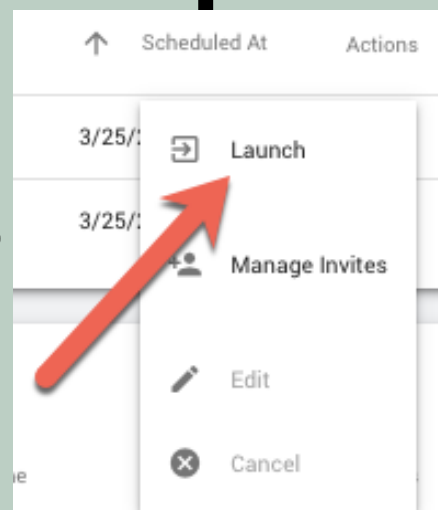
Choose the red circle in the bottom right of your dashboard.

## Step 3

A screenshot of the 'Schedule Meeting' form. The form has several fields: 'Title (required)', 'Meeting Date (required)', 'Meeting Time (required)', 'Max duration' (set to 60), and 'Repeat weekly for' (set to 'Does not repeat'). There are also several checkboxes: 'Automatically record meeting' (checked), 'Publish recorded meeting' (checked), 'Allow external participants' (unchecked), and 'Invite entire class' (checked). A 'SAVE' button is at the bottom. A red arrow points to the 'Meeting Date' field.

Fill in the required information and check the "Automatically record meeting" then save

## Step 4



When it is time for the meeting click "Launch" under "Actions"