

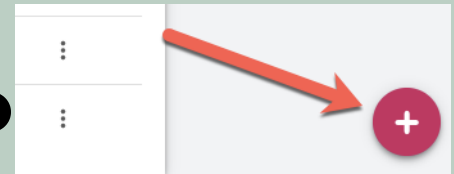
# Creating a Virtual Classroom Meeting in D2L with 1 Person

## Step 1



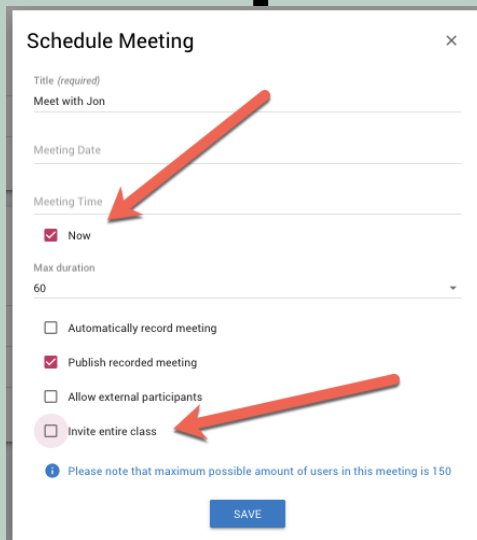
Click on "Virtual Classroom" in the gray bar within your D2L course shell.

## Step 2



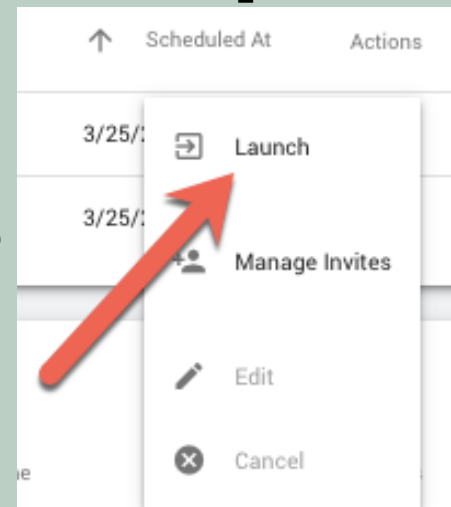
Choose the red circle in the bottom right of your dashboard.

## Step 3

A screenshot of the 'Schedule Meeting' form. The form has the following fields and options: 'Title (required)' with the value 'Meet with Jon'; 'Meeting Date'; 'Meeting Time' with a red arrow pointing to the 'Now' radio button; 'Max duration' set to 60; 'Automatically record meeting' (unchecked); 'Publish recorded meeting' (checked); 'Allow external participants' (unchecked); 'Invite entire class' (unchecked) with a red arrow pointing to it; and a 'SAVE' button at the bottom.

If this is an immediate session, choose "Now." Un-choose "Invite entire class," then save.

## Step 4



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