Welcome to VirBELA!

Getting Started

VirBELA is a virtual campus platform and is where we will be celebrating our Faculty of Science Graduates on June 17. We are excited to host this event, but we know that this is a new software and will take some getting used to. That's why we've developed this instruction guide to help you get set up! Let's get started.
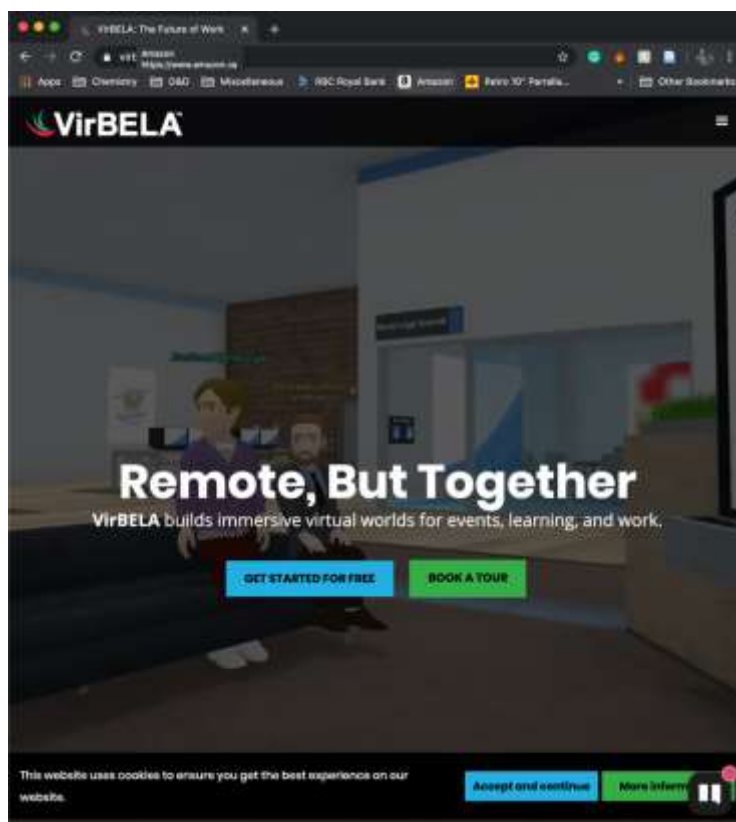
Step 1

First thing you'll need to do is find VirBELA. Click this link to be taken there, or type vibela.com into your address bar in your preferred browser (Google Chrome, Firefox, Safari, etc.)

You'll be taken to this website, and you can click the blue button that says, "GET STARTED FOR FREE." This software is free for everyone, but there are pricing options for companies who want to use VirBELA long-term. Don't worry if you see anything about payment, you won't have to pay to celebrate the graduates!

Once you click the blue button, you'll be taken to the download page. Download the software for Mac if you are on an Apple computer and download the software for PC if you're running Windows. There are instructions on

the website just underneath the blue and green buttons for downloading, but we've included them here as well.

Instructions

Mac

1. Double click on the downloaded file, Virbela.dmg.
2. Drag the VirBELA icon into the Applications folder.
3. Double click it to open VirBELA.
5. Explore!

PC

1. Double click on the downloaded file, VirbelaSetup.exe
2. If Microsoft Defender tells you it is an unrecognized app, click the "More Info" button
3. Go through the installer and click launch on the final step.
4. Explore!

System Recommendations

- PC or Mac, Windows 7 SP1+ or newerMac OS X 10.11 or newer
- Headphones and a microphone
- Power cord plugged in for extended use

As well, click this link to watch a video on how to navigate VirBELA. We will go over what you need to do in order to participate in the ceremony on the 17th, but the video gives a great overview of the system and how to control your avatar.

Once the program has finished downloading, you can open the program. It may take some time to open the first time as it may have to update or finish installing. Once everything is ready, you will see this screen:

From here, click on Register to make your account. You will be brought to the page pictured below, where you can type in your email address and name and set a password for your account. Make sure to write it down somewhere safe so you remember it! For organization you can write "Thompson Rivers University," under What brought you to VirBELA you can select "I'm here for an event," and for organization size you can select "251-1k" as that should be a good estimate for our group size on the 17th.

Once your account is made, you can log in and it will take you to the screen where you can customize your avatar! The blue column on the left of the screen shows 14 categories for customizing your avatar, starting with Body at the top and shoes at the bottom. When you click on a category, you can cycle through the options for that category by clicking on the "previous," and "next," buttons. Underneath that is the colour selector. For example, if you select the hairstyles option, you could give your avatar a short hairstyle and then select the brown option if that fit the look you are aiming for.

When you are finished making your changes, click the green button at the bottom right and get ready to enter VirBELA!

Navigating the Campus

When you enter the campus, this is what your screen should look like. The first thing to check is that the microphone icon in the bottom left corner is turned off. If it is green, make sure to click on it once to turn it off at some point before any presentations begin. If you forget, that's okay! The speaker will have the option to mute the audience. At the beach party later in the evening and around the campus before things get started, however, feel free to keep your microphone on and chat with whoever you'd like to catch up with!

The best way to navigate the campus is to explore, so if you have some free time, feel free to walk around and check out the area! Remember, use either your arrow

keys or the W, A, S, and D keys to move around. Not sure what I mean? Remember to watch the video linked above: <u>here it is again in case you missed it</u>!

If you don't have time to explore for a while, that's completely okay! The next bit of instructions will show you how to teleport to the auditorium, take your seat, and get ready to watch the presentations. In the top left corner, you should see a blue window that has the words "GO TO" on it. Click the "GO TO" button to see this window:

You can click on any of these places to be taken there instantly. For the presentations, we will be at the Auditorium and for the party we will be at the Beach!

The Auditorium

When you arrive in the auditorium, you can have your avatar take a seat. If you are a family member, friend, or other supporter of a graduate, please seat your avatar somewhere other than the floor level seating. This will ensure that the graduates and faculty can seat their avatars near the front and the presentations can go smoothly and at a reasonable pace. You may take a seat by clicking on a seat of your choosing, and your screen should look like this:

At the top of the screen, you will see the tab that says, "Screen Zoom." If you hover your cursor over the tab, you will see five icons appear that each correspond to zooming in on a certain part of the stage. From left to right, the icons will zoom in on the left-most screen, the middle screen, the right screen, the main stage as a whole, and a close up on the podium. If you select "Main Webscreen," your screen should look like this:

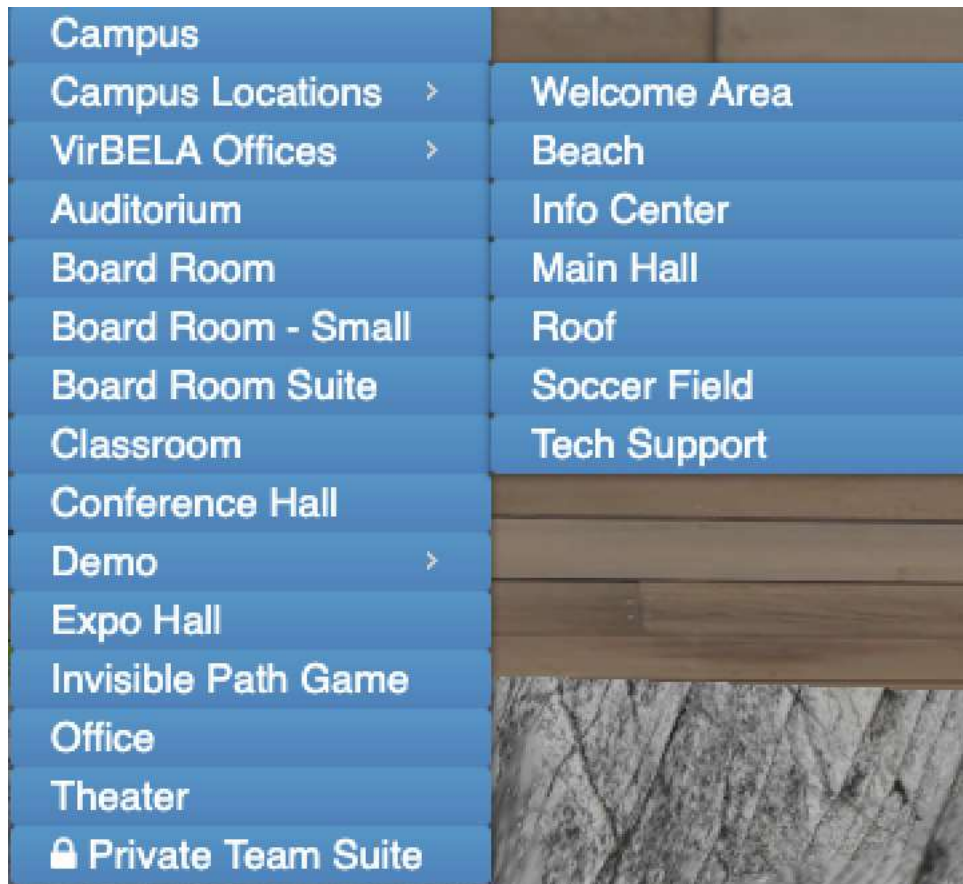Now you are ready to listen in and support the graduates!

But wait… What if you want to clap and cheer them on from the crowd? Good news; you can have your avatar do it for you! In the top left-hand corner, if you click on your name, you will see the following menu and you can use it to clap, wave, cheer, or even dance to show your support! When you get to the beach, you can also unmute your microphone and congratulate them over voice.

Profile	
Change Avatar	👕
Set Away	
View Avatar	
Raise Hand	
Cheer	(F2)
Clap	(F4)
Confused	(F6)
Shake Hands	(F3)
Dance	(F7)
Impatient	(F8)
Thinking	(F5)
Wave	(F1)
Talk Data	
Sticky Note	

The Beach

It's time to party! Click the "GO TO" button again and click "Campus." Once you are outside, click "GO TO" again and this time click "Campus Locations" and then "Beach."

Now that you are at the beach, it's time to mingle! Soon there will be fireworks but there can be celebration the whole time! You can find the graduate or graduates you'd like to congratulate and unmute your microphone to talk to them.

We hope this document has helped; see you on the 17th in VirBELA!

– Thompson Rivers University Faculty of Science