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Quick Start Objectives

If you are a new presenter using Wimba Classroom, you will need to gain knowledge on several commonly used key features in order to effectively conduct your online synchronous session.

- Review and/or update your computer requirements and update to the recommended Java versions (http://unex.uci.edu/services/events/wimba.asp). Java is required. If you present in a corporate setting, you may need to check with your network administrator to see if required ports and firewall settings will allow you to access your Wimba Classroom
- Run the Wimba Setup Wizard (http://67.202.209.99/launcher.cgi?room=_uci_19711844590157) to ensure that you can hear and talk to your participants. Check settings for the following tests:
  - Popups
  - Java
  - Text Chat applet
  - Audio Playback
  - Microphone
- Review the Wimba Manual’s Table of Content and identify key features you will be using
  - Learn how to effectively use these features
- Create a Wimba virtual classroom Activity in Moodle (http://learn.uci.edu)
  - Before creating a Wimba Classroom, review the Wimba Classroom Required Naming Conventions (page 4)
  - Become familiar with the Wimba Classroom Manager for Room Settings preferences
  - Become familiar with the communication tools within the Presenter’s interface
    - Media Bar
    - Talk Button
    - Volume Controls
    - Camera Button
    - Telephone Button
    - Options Menu
    - Chat Area
    - Participant Area
    - Content Frame
    - Presenter’s Console
- Preload your content (PPTs), polls, surveys, and related files to ensure a smooth presentation
- Run a trial test
Overview
Wimba is a suite of online communications tools that provides teaching and learning across and beyond the boundaries of the physical classroom. Wimba connects Instructors and Students with “anytime, anywhere” ability. It is a virtual learning environment that includes audio, video, application sharing and content play.

This manual will provide training for the following Wimba Classroom Setup Processes:

- Creating a Wimba Activity/Wimba Room
- Creating an External Reference to a Room
- Setting the /Wimba Classroom features
- Uploading Content and other Wimba Classroom features (e.g. application sharing, accessing websites, default content, brand frames, etc.).
- Accessing Archives

Wimba Features

Wimba Classroom: A live virtual classroom supporting multi-way audio, video, application sharing, polling, and content display. These live online classes can be archived and viewed at a later time.

Voice Tools – Allows you to embed your voice in your course pages, have conversations with Students online, and send voice e-mail.

- Voice Authoring: Allows the Instructor to record a message for their students. Files can be saved as .spx, .wav, or .mp2 files.
- Voice E-Mail: Allows the Instructor to send e-mail from the course including text and embedded audio.
- Voice Board: Provides a threaded message board with audio capabilities. Students can click on a message to hear the Instructor’s voice, and reply with their own voice messages. Multiple voice boards can be created for different purposes or for specific users.
- Voice Pronto: Allows for Instant Text Messaging and Instant Audio Calls (Voice over IP) directly from your desktop computer.

Information for Students: Students can use the Wimba tools to communicate with their instructors and classmates via voice. The tools provide complete two-way audio, text chat, polling and more.
Getting Started

Introduction

Wimba Classroom tools are integrated within Moodle and enable Instructors to easily enhance their Moodle courses with synchronous (live) online class sessions where Students can all participate real-time, see and hear the instructor and other students, speak to the Instructor and students, watch video, use the Whiteboard, and share application content. Students will participate in online polls, quizzes, and surveys. Recorded live sessions can also be downloaded via MP3 and MP4.

Creating a Wimba Classroom

This guide will provide step-by-step instructions on how to setup Wimba Classrooms in Moodle and how to use the features within the Wimba Classroom. Setting up Moodle courses are not the focus of this guide. Please contact the UCI Extension Distance Learning Center if you need Moodle instructions.

You will need to go to the Distance Learning Center to access your on-line course at http://learn.uci.edu and login and select the course you want to edit.

What To Do

1. Click the Turn editing on button
   You will see various editing icons.

I:\DATA\IS\Training\Sandi’s Documentation\Wimba\WimbaFinal with naming convention changes with serial ids.docx
What To Do

2. Select a Week or a Topic to add a Wimba Classroom
3. Click the Add Activity drop down menu
4. Enter a title text in the Activity Name field for the room link that your Students will see
5. Click the Associated Room drop-down menu to create your New Room
6. Enter the Name of the new room

Comments/Prompts

The Moodle course will be setup by Weeks or Topics.
Select the Wimba Classroom Activity in the dialog box. The Adding a new Wimba Classroom screen will display.
This is the name of the Activity or Topic that Students will see in Moodle.
Select New Room.

**Note: Once you have created a Wimba Classroom, you can reuse the room and update the Content if needed.**
The Creation of a new room dialog box will display.
**Please be sure to use the naming conventions in the Tip below.**

**Tip:** Wimba only allows 1-50 alphanumeric or space characters or -/, ;,?,!,(,) to be used in the Title for the New Room

In addition, Wimba software does not allow you to use quotes (“or’) or periods (.) when creating the Title for the New Room. To avoid confusion, please use the naming convention below:

LASTNAME_REGNUMBER_TERM(FIRST 2)YEAR(LAST 2)_SECTION(OPTIONAL)_SPECIAL

Examples:
HEALD_00123_WI10_1
HEALD_00123_SP10_1_DISC
HEALD_00123_SU10_2_OFCHRS

To locate your REGNUMBER (SERIAL ID) please refer to either your Instructor Contract or your course title in Moodle:

MGMT_X407.5/LEC/1, Proposal Preparation, Acquisition and Negotiation (SPRING 2010, UNEX, 00114)

7. Click Ok
**What To Do**

8. Select Hide or Show for Visible to students

9. If you want the event to show on the Moodle Calendar check the box

10. Click Create and Return to Course

**Comments/Prompts**

To set room availability.

Checking this box will link this room to your course calendar. Enter the relevant date, time and duration.

This will create a permanent link to launch you into your Wimba Classroom in Moodle.
Note: An instructor may teach one or more sections of the same class. One section could be online and one could be for a corporation.

Note: If you Select the Create and Display button, Wimba will automatically take you to the classroom.

Note: If you decide to delete the Wimba Classroom, you can delete it by

1. Clicking on the Wimba Classroom link under the Activities block
2. Select the room name
3. Click the Delete button.

You can also contact the Instructional Technology department at 824-4800 to help you complete this task.

Note: If the Calendar block is not showing, you will need to add it.
Managing the Wimba Classroom

Once you have created the Wimba Classroom inside your Moodle course, you are ready to begin adding and managing content. This is accomplished from Wimba Classroom Manager.

To access the Wimba Classroom Manager in Wimba do the following:

What To Do

1. Click the Wimba Classroom link under the Activities Block

Comments/Prompts

Located under the Activities Block on the left hand side of your screen. The Wimba Classroom Manager will display.
What To Do

2. Select your Wimba Classroom by clicking on the name to highlight it.

Comments/Prompts
The Wimba Classroom Manager icons will be available to let you choose your settings.

Icon Functions
The Wimba Classroom Manager will enable you to do the following:

<table>
<thead>
<tr>
<th>Icons</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch</td>
<td>Access the Wimba Classroom as a Presenter</td>
</tr>
<tr>
<td>Add an Activity</td>
<td>Link to any room from a Topic/Week</td>
</tr>
<tr>
<td>New</td>
<td>Build a new Wimba Classroom</td>
</tr>
<tr>
<td>Content</td>
<td>◦ Upload files</td>
</tr>
<tr>
<td></td>
<td>◦ Create links to web pages</td>
</tr>
<tr>
<td></td>
<td>◦ Specify the target area for files and web pages</td>
</tr>
<tr>
<td></td>
<td>◦ Create advanced polls</td>
</tr>
<tr>
<td></td>
<td>◦ Reorder, rename, and delete Content</td>
</tr>
<tr>
<td>Reports</td>
<td>◦ Review polling result</td>
</tr>
<tr>
<td></td>
<td>◦ View tracking data</td>
</tr>
<tr>
<td>Settings</td>
<td>◦ Adjust media settings</td>
</tr>
<tr>
<td></td>
<td>◦ Specify room settings</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete a selected room/archive permanently</td>
</tr>
<tr>
<td>Search Box</td>
<td>Search for a specific room/archive by its title</td>
</tr>
<tr>
<td>Room Details</td>
<td>Display the room dial in information</td>
</tr>
</tbody>
</table>

Note: Rooms that display with the plus icon are rooms that have recorded and are Archive sessions.
How To Add Content

**What To Do**

1. Select the Wimba Room you would like to add the content to.

2. Click the Content button.

**Comments/Prompts**

3. Create a New Folder

We suggest you create a New Folder and use the Default folder *only* for images to set in your Branding Frame and your Welcome Slide.

To create a New Folder, select the **New Folder** button.
What To Do

4. Enter the Name of your New Folder
5. Click the Create button each time you want to create an additional Folder

Comments/Prompts

For example, Week 1, Week 2, Week 3, etc.
The folders created should display below the Snapshots folder.
What To Do

6. Select the folder that you would like to upload Content to by double clicking it

   Comments/Prompts

   For example, choose Week 1, Week 2 or Week 3
   The Modify Folder dialog box will display

What To Do

7. Click the Browse button

   Comments/Prompts

   Search for your PowerPoint presentation file you would like to upload to this folder
What To Do | Comments/prompts
---|---
8. Select your file | Step 8
9. Click Open | Step 9
What To Do

10. Click Add

Comments/Prompts

The Modify folder screen will display and you can edit your slides by renaming the slide title and/or change the slide target. **Note: If you uncheck the box for Display this content in the eBoard, your content will automatically display in the Content Frame and eBoard will not be available.**

- **Rename a slide title** – Type a new name under the Title column for the slide
- **Change a slide target** – Select the destination for your slide from the Target drop-down menu. Available side destinations depend on the type of slide you are adding. For example, if you have added an image or PowerPoint, you can choose Content Frame, eBoard, Branding Frame, New Window A or New Window B. However, if you are adding a poll, only the Content Frame will be available on the list.
What To Do

11. Make your slide readable by a screen reader if applicable

Click the Show Content Description button. Then write a textual description of each slide that you would like to read by screen reader.

12. Save Changes

Note: The Snapshot Folder is not for adding Content; it will contain published poll data and any annotated eBoard Content that is saved during the presentations.

Note: You can add a variety of content types:

- Adobe Portable Document Format: .pdf
- Shockwave Flash: .swf
- Windows Media File: .wmv
- Joint Photo Graphic Experts Group: .jpg
- Graphics Interchange Format: .gif
- Portable Network Graphics: .png

Note: With the exception of polls, any edits for slides that you have added to Wimba Classroom must be made to the original files. You would then need to delete the original slides and upload the Content that has been changed.
**Note:** Content files cannot be moved from one file folder to another. You will need to delete the Content files from the incorrect folder and then upload them to the correct folder.

**Tip:** You can click the Folder List button to bring you back to the modification screen.

**Tip:** Once you upload your PowerPoint to Wimba, the content is converted to images. If any of your slides contain links, they will not work. For example, if you have links in a graph, the link will be broken.

**Tip:** If you have animations in your PowerPoint they will be flattened. Not animations will be displayed in the eBoard. (if animations are essential you use the Application Share feature to display an actual PowerPoint).
How To Create Polls and Questionnaires

During a presentation, you can help keep participants engaged by asking them interactive polling questions. You may also use polling to test people’s knowledge and obtain valuable feedback.

Polls are created within the Administration Tools and are presented as slides in a live presentation.

**Multiple Choice Questions:**

Participants (and presenters) may respond by selecting one or more responses and clicking the Submit button. Users receive a confirmation message after submitting their responses. The default confirmation message is *Thank you. Your response has been submitted.*

Multiple choice questions can be restricted to allow only one response choice per user, or set to allow multiple responses per user. When set to allow multiple responses, the radio buttons next to the response choices, are replaced by check boxes.

When a multiple choice question is presented, the left edge of the Content Frame displays the polling controls to presenters which contain two important components.

- Responses – this upper area provides the number responses that have been submitted and the portion of the group (as a percentage) that has responded. The Responses display automatically updates as new responses are submitted.
- Results – This lower area provides tools for you to work with the polls responses.

**Open Ended Polls**

Participants (and presenters) may respond by typing in the response field and clicking the Submit button. There is not character limit for open-ended responses. Users receive a confirmation message after submitting their responses. The default confirmation message is *Thank you. Your response has been submitted.*

When a multiple choice question is presented, the left edge of the Content Frame displays the polling controls to presenters which contain two important components.

- Responses – this upper area provides the number responses that have been submitted and the portion of the group (as a percentage) that has responded. The Responses display automatically updates as new responses are submitted.
- Results – This lower area provides tools for you to work with the polls responses.

**Questionnaires**

Questionnaire polls are collections of multiple-choice and open-ended questions that are presented on a single slide. Questionnaires are generally used for surveys, quizzes, or evaluations.
Questionnaire responses are not available for immediate previewing and publishing, but response data may be retrieved using the Poll Results reporting function in the Administration Tools.

What To Do

1. Click the New Content button

Comments/Prompts

The Modify Room dialog box will display.
What To Do
2. Click the name of the folder you would like to add the poll to

Comments/Prompts
The Modify Folder content list will display

What To Do
3. Click the New Content button

Comments/Prompts
What To Do

4. Select the Poll Type

- **Multiple Choice Poll**: Responses can be displayed on-the-fly, using the polling controls that Presenters see to the left of the slide. Ask a single question and have participants select one or more responses.

- **Open Ended Poll**: Responses can be displayed on-the-fly using the polling controls that presenters see to the left of the slide. Ask a single question and have participants type their answer in text.

- **Questionnaire** – Responses cannot be displayed on-the-fly. They must be entered after the presentation. Present several multiple choice and open-ended questions on one form.

5. Click the Create button

Comments/Prompts
More about Polling Types:

Multiple Choices: Results can be instantly published during a session.

- Title: Visible to Presenter Only
- Question: Visible to Participants
- Responsible Choices: Options for the Participants to select. There is no way to select the correct answer
- Messages: Customize the direction and submission messages
- Preferences: Allow Participants to make multiple responses or select the option to view Participant’s name when the results are published
- Color: Customize the color of the poll. Use high-contrasting colors

Open Ended: Results can be instantly published during a session.

- Title: Visible to Presenter Only
- Question: Visible to Participants
- Messages: Customize the direction and submission messages
- Preferences: Publish name with response will show Participant’s name when the results are published
- Color: Customize the color of the poll. Use high-contrasting colors

Questionnaire: Results cannot be published during a session.

- Title: Visible to Presenter Only
- Question: Visible to Participants
- Messages: Customize the direction and submission messages
- Color: Customize the color of the poll. Use high-contrasting colors
**What To Do**

6. Enter a Title in the Title field

7. Type the text of the query in the Question field

8. Add response options for multiple-choice questions

9. In the Preference section chose one or both of the following:

   - **Allow multiple responses**: click this box if you want participants to be able to select more than one response to the question.

   - **Publish Individual Responses**: Click this check box if the presenter should be able to display the response(s) each participant chose. A Detailed Results table containing each participant’s name and their responses(s) will appear when the results are published.

10. Click Save Changes

11. Close the screen

**Comments/Prompts**

You can enter customized instructions and a response confirmation message if desired.

The Poll questions will display in your Content folder.

The default page should display.
Tip: When adjusting question preferences, avoid color combinations such as red-blue green-yellow, green-white, and green-gray. These are poor choices because they have little brightness contrast and because red and green are the most common deficiencies in color-related visual impairments.

Tip: Multiple Choice and Open Ended questions are displayed in the Content Frame.
**Room and Media Settings**

When you create a new Wimba Classroom, think about what type of room it will be:

- A room used mostly for live presentations (accessed synchronously).
- A room used mostly for the creation of Archives (accessed asynchronously).
- A room in which users will work collaboratively in small groups.
- A meeting room in which several people may be presenting at different times.

**Room Info Tab**

<table>
<thead>
<tr>
<th>Title:</th>
<th>What you students will see when they enter the room.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>Enter a description that is helpful to you. Students do not have access to this field. Use this field to provide users with additional information about the room. For example: “We will meet in this classroom each Tuesday from 7:00-9:00 pm Pacific.”</td>
</tr>
<tr>
<td>Type: <strong>Select Presentation tools are available to both Student and Instructors</strong></td>
<td>When presentation tools are available to students and instructors, all users will have access to all of the functions available to a presenter. Choose this option when creating a room in which students will work without an instructor, or in which both students and instructors may be presenting content. <strong>By default Presentation tools are available only to instructors that are selected.</strong></td>
</tr>
<tr>
<td>Archive Access:</td>
<td>When selected, all archives created for this room will be automatically available for students.</td>
</tr>
</tbody>
</table>
Media Tab

![Wimba Classroom Settings](image)

### Student Privileges – Available for rooms where Presentation tools are available only to instructors

If you are building a room solely for the purpose of creating archives, then you might choose to disable students’ speaking video, and phone privileges. The Talk, Camera, and Telephone buttons will appear, but will be disabled.

- **Enable students to speak by default**: Controls whether student microphones are turned on when participants enter Wimba Classroom.
- **Enable students to show their video by default**: Controls whether students may broadcast video when they enter the Wimba Classroom.
- **Enable students to use the phone**: Controls student’s use of the telephone simulcast option.

### Video Bandwidth

Determines the necessary bandwidth to view/share video, as well as set a ceiling at which participants and presenters can broadcast video.

For most Wimba Classroom sessions, the default “Medium” setting will be adequate. If you know the most of the users will be accessing the room using a dial-up connection, then choose a lower bandwidth; if they will be using high speed connections, choose a higher bandwidth.
Features Tab

**Status Indicators**

**Enable User Status Indicators:** Allows Users to select Status Indicator emoticons during a live presentation.

- **User Status updates appear in chat:** Controls whether a textual message appears whenever User status changes occur.

**Status Indicators are chosen by clicking the Set Status box in the Participant’s Area. If the purpose of the room is the creation of archives, then Status Indicators are not necessary. Also, you might choose to Disable User Status updates in chat to lessen potential distractions during live sessions.**

**eBoard** – Available for rooms where Presentation tools are available only to Instructors

**Enable students to use the eBoard by default:** Controls student access to the eBoard (virtual whiteboard) when they enter Wimba classroom.

**Breakout Rooms** – Available if Presentation tools are available only to Instructors if selected in the Type settings above

- **Enable Breakout Rooms:** Provides access to separate rooms to which instructors may distribute students for group work and practice.
- **Students can see content created in other Breakout Rooms:**

---

I:\DATA\IS\Training\Sandi's Documentation\Wimba\WimbaFinal with naming convention changes with serial ids.docx
<table>
<thead>
<tr>
<th>Breakout Rooms: Grants students the ability to view content created in other Breakout Rooms from the time they are distributed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students in Breakout Rooms can see Main Room folders:</strong> Provides students in Breakout Rooms access to Main Room content.</td>
</tr>
</tbody>
</table>
Chat Tab

Chat:

| Enable students to use text chat |
| Enable private text chat among students |

Note: Students are always able to chat with instructors.

Remember that private text chat cannot be enabled or disabled during a live session by a presenter, and that private text chat messages are not included in archives.
Access Tab

Access:

- **Available**: This box must be checked in order for a room to be visible to students.
- **Dial in information**: Displays Phone-Only User dial-in and PIN information.
- **Maximum Users**: Places a limit on the amount of users (including instructor) who can enter the room. This is set to Unlimited by default.
- **Enable Guest Access**: You may allow users who are not registered in your course to enter the room via an external link (provided when selecting this option).
- **Room ID**: Provides direct access to your Wimba Classroom allowing users to bypass the Lobby upon login.

**Note**: If the Wimba Classroom is going to be used as a virtual office, you might consider setting a limit on the number of users who can be logged in. This number includes the presenter. Participants who log in after the limit has been reached will see the message below.
**Tip:** If you have a Guest Presenter, you can give direct access to your Wimba Classroom by sending them the Room ID link.

| Guest Access: | This option allows guest access to Wimba Classrooms without having to log in to the CMS. When enabled, a Guest Access Link will appear on the launcher page. To invite guests to a Wimba Classroom session, send them an email that includes the launcher link, the time and date of the session, and technical support contact information. |
**MP3 & MP4 Tab**

![Wimba MP3 & MP4 Tab Image]

**Availability:**

- **Allow Students to Download Archives as MP3:** Classroom archive audio available for all archives associated with the Wimba Classroom sessions.
- **Allow Students to Download Archives as MP4:** makes MP4 videos of archive content available for all archives associated with the Wimba Classroom.

**MP4 Settings:**

- **Controls which content types are given display priority when MP4 archives are generated. Since only one type of content is displayed in MP4 archives at a time, these settings allow you to choose what is and are not included.**

  - **AppShare, slide and eBoard content:** displays this content in MP4 archives before displaying video camera content.
  - **Do not include video camera content:** excludes all video camera content from MP4 archives, even if no other content is present.

- **Encoding Quality:**
  - **Low (Optimized for quicker download and real time online viewing)**
  - **Standard (Optimized for portable media players)**
  - **High (Optimized for content preservation; Not iPod compatible)**
<table>
<thead>
<tr>
<th>Encoding Quality:</th>
<th>Video Camera content: displays this content in MP4 archives before displaying AppShare, slide or eBoard content.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low</strong></td>
<td>Bitrate: 64kbps; Resolution: 320x240</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>Bitrate: 128kps; Resolution: 640x480</td>
</tr>
<tr>
<td><strong>High</strong></td>
<td>Bitrate: 384kps; Resolution: 1024x768</td>
</tr>
</tbody>
</table>

**Note:** By default, Wimba enables the downloading of Archives. If your instructor has a concern regarding copyright issues, please make sure you suggest that they uncheck this box.
**Advanced Tab**

This Tab is available when modifying a Room. When navigating to this tab, a confirmation prompt will appear. Click OK to proceed. These buttons provide more in-depth room options not available in the Settings panel.

---

<table>
<thead>
<tr>
<th>Advanced Room Settings:</th>
<th>Additional room preferences to further customize your Wimba Classroom.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Media Settings:</td>
<td>More in-depth media related options to further customize your Wimba Classroom.</td>
</tr>
</tbody>
</table>

*Note:* Make sure you click to Save All Settings!
**Launch Setting**

Access a selected room/archive in a new window, test your content, and actually conduct your class.
**Report Setting**

---

**Poll Results:** View results of any Wimba Classroom polls published in this room/archive.

**Tracking:** View attendance data for this room/archive.
Sample of a Poll Result

Sample of a Tracking Report
Wimba Classroom – Presenter Interface

The Content Frame is the main focus of a presentation. Almost all content, such as images, charts, and text will appear in the Content Frame.
1. **Content Frame**  
The Content Frame/eBoard is the main focus of a presentation. Almost all content, such as PowerPoint slides, applications that you share, Web sites that you display, and interactive polls you create will appear in this area.

2. **Presenter’s Console**  
Contains all the features you will need to lead a live presentation. It allows you to display content, start an archive, and manage breakout rooms. This console appears at the right-hand side.

3. **Links**  
This is where you access the Lobby for other rooms and archives, Wimba Help and Exit Wimba Classroom.

4. **Branding Frame**  
The Branding Frame is most often used to display a static image of the institution’s logo or a photo of the presenter, but it can also be used for instructional purposes. For example, you can push out an image that corresponds to a polling question.

5. **Participants Area**  
The Participant Area lists all the presenter and participants currently in a live session. This is where you facilitate and manage interaction with participants, individually and globally. Participants
can communicate with the Presenter and others using icons to answer yes/no questions, raise their hand to speak with their microphone and express various emotions with emoticons. You can also give Presenter privileges to participants in this area.

6. **Text Chat Area**

The Text Chat Area is where you can communicate via text chat with participants and other presenters. There are two methods of chat messaging:

- **Public Chat** – messages that can be viewed by everyone logged into the session.
- **Private Chat** – private messages designated for a particular person in the session (If you disable this, students can still send private chat messages to presenters).

7. **Media Bar**

The Media Bar is where you view audio input/output levers, use the Talk button to speak, start/stop video, view telephone simulcast access information, enable Local talk, and adjust other media options.

8. **eBoard Tools**

The eBoard Tools allow you to annotate imported PowerPoint slides, draw shapes and lines and type text on the slides or a whiteboard, and import graphics. When you use these tools, the results are visible to participants. You also enable participants to use the tool.

---

**To Send a Public Chat Message**

1. In the **To**: pull down menu of the **Text Chat Area**, ensure that “Main Room” is selected.
2. Type your message and press the **Enter** key on your keyboard. Your message will appear in the **Text Chat Area**. You will see the words, “**You say**” preceding messages that you send. Messages sent by participants are preceded by their name.

**To Send a Private Chat Message**

1. In the **To**: pull down menu of the Text Chat Area, select the designated person’s name. Presenters are listed directly below “Main Room”, followed by participants.

   Or

   In the participants list, click the designated person’s name. The **To**: pull-down menu next to the chat field will automatically switch to that person’s name. (You may not have the ability to click a name with all Operating Systems and browsers).
2. Type your message and press the **Enter** key on your keyboard. Your message will appear in the **Text Chat Area**. You will see the words, **“You tell”** preceding the designated person’s name followed by your message, surrounded by a gray background. Other users will not be able to see your private message.

**To Pause Text Chat**

Pause chat allows you to read a particular chat message without needing to scroll back to that message when new ones come in.

1. Click the Pause icon located to the right of the chat message field. The Pause icon changes to a Play icon, indicating that chat is paused.
2. When you are ready to receive new messages again, click the Play icon to resume chat.

**Participants Area**

The Participants Area lists all the presenters and participants currently in a presentation.

By default, presenters are listed in bold at the top of the list. Participants are listed under the presenter’s names in alphabetical order. Next to the list of presenters and participants are additional columns.

- **NetStats Indicator**: Displays the overall quality and strength of your connection to the WimbaMedia System. This set of three bars appears to the left of each user’s name.
  - A hat on top of the Third Bar (green) indicates a clear connection
  - At hat on top of the Second Bar (orange) indicates an adequate connection
  - A hat on top of the First Bar (red) indicates network congestion.
  - If the hat does not appear (and the bars are grey) then you have no connection. If you should ever lose your connection
- **Yes/No Indicator**: A green check mark (for Yes) or red X (for No) appears next to a user’s name when they click the **Yes** check mark or **No** button below the participant list. These buttons are used for instant polling
- **Hand Raising**: A number appears next to a user’s name when they click the Hand Raise button below the participants list. This number indicates in which order participants raised their hands.
- **Status Indicator**: An emoticon appears next to a user’s name when they select an item from the Set Status selection box below the participant list. If the Status Indicator is disabled, the Set Status box will be grayed out, and the Status Indicator column will not appear in the Participants Area.

Status Indicators Include:

- Reset Status – Removes the Indicator from the Status column.
- Away- must either be manually cleared by the user or a presenter.
- Approve
- Disapprove
- Surprise
- Confused
- Clap
- Laugh
- Faster
- Slower

If Status Indicators are disabled, the Set Status box will be grayed out and the Status Indicator column will not appear in the Participant Area.

**Privilege Indicators**

- The **Speaking Privilege** indicator lets a user know if they have the ability to speak during a presentation. If enabled, a circle with a plus (+) sign appears next to the user’s name, beneath the audio column. If speaking privileges are disabled, a circle containing a minus (-) sign appears.
- The **Video Privilege** indicator lets a user know if they have the ability to broadcast video during a presentation. If enabled, a circle with a plus (+) sign appears next to the user’s name, beneath the video column. If speaking privileges are disabled, a circle containing a minus (-) sign appears.
- The **Text Chat** indicator provides you with the ability to enable/disable chat on an individual basis.
- The **Promotion indicator** lets you promote/demote participants to/from presenter level status. This works well with Presenters-On-The-Fly
**Action Menu**

The Action Link (located beneath the participation list) allows you to manage your participants Wimba activities during a presentation.

- **Disable/Enable Chat** – takes away or gives the right to send public/private messages through Wimba.
- **Disable/Enable Audio** – takes away or gives the right to speak during a Wimba presentation.
- **Disable/Enable Video** – takes away or gives the right to share video during the Wimba presentation.
- **Clear Yes/No** – removes the “Yes” check mark or “No” mark to participants responses.
- **Clear Hand Raises** – resets the “Raised Hand” indicator set by a participant.
- **Clear User Status** – removes the “User Status” for participants that have marked a status.
- **Lock Room** – the ability to lock a room to prevent new participants from joining the presentation.
- **Start/Stop Chat Log** – create a transcript of all chat during a presentation.
- **Reset Room** – restores the Wimba Room to a pre-presentation state.

**Room Pulse**

The **Room Pulse** (located beneath the participation list) provides current room data including: the total number of people logged in (both participants and presenters), the tally of **Yes/No** responses and **Hand Raises**, and a summary of each **Status Indicator**.

The number of individuals currently **Away** is displayed separately from the list of Status Indicators for quick reference.

If **Status Indicators** are disabled, limited Pulse consists of current attendance, **Yes/No** responses, and **Hand Raises**.
Adding a Branding Image

The Branding Frame is most often used to display a static image of either an institution’s logo, a photo of the presenter, or an image of the course textbook, but it can also be used for instructional purposes. For example, you can push out an image that corresponds to a polling question, or play a Flash video related to the topic at hand. Adding a picture allows presenters to personalize a session and connect with participants, especially if presenter video is not a broadcast.

![Modify Room: HEALD_00123_SP10_1_DISC](image)

**What To Do**

1. **Comments/Prompts**
   - Upload content to the Default Content Folder
   - Click Browse

I:\DATA\IS\Training\Sandi’s Documentation\Wimba\WimbaFinal with naming convention changes with serial ids.docx
**What To Do**

3. Select an image file

4. Click Open

5. Click Add

**Comments/Prompts**

- Image must be 135 height x 145 width.
- Uncheck “Display this content in the eBoard”
The Modify Folder screen will display.

**What To Do**

6. Select Branding Frame from the Target dropdown menu

7. Click Save Changes

8. Click on the Folder List button to return

**Comments/Prompts**

The Modify Room list dialog box displays.

**What To Do**

9. In the Start Content area, click on the Edit icon for Branding Frame

**Comments/Prompts**

This will add the picture to the Start Content area.
What To Do

10. Select the image you want to display by clicking the radio button

11. Save Changes

Comments/Prompts

The name of your image should display in the slide title column.

Tips for Branding images:

- Images must be pre-sized to 135 (width) X 145 (height) pixels.
- Use a graphic editing program to resize your images prior to uploading them.
- When displaying a picture of the presenter, headshots work best; avoid busy backgrounds.
Archiving
Tell your participants that you will be recording the session. Remind them that their interaction will be recorded and can be viewed in the archive.

From the Presenter Interface:

![Screenshot of Wimba interface]

**What To Do**
1. Click the black Recording button
2. Click OK

**Comments/Prompts**
You will hear, “Archiving has started.” A message will appear in the Text Chat Area.
What To Do

3. Start your presentation
4. Finish your presentation
5. Click the Red Recording button
6. Click OK

Comments/Prompts

You will hear, “Archiving recording has been stopped. The archive is being saved.” A message will appear in the Text Chat Area. Once the archive has been processed, you will hear, “Archive is now complete.”

Note: When you exit the Presenter Interface you will not see the Archives. You have to go out of the Wimba Classroom area completely and come back to the Wimba Classroom Manager.

You will need to make the archive available to students by selecting “Automatically Open New Archives” on the Room Info Tab and making sure that “Available” is checked in the Access Tab as well.
How Your Students Will Access Wimba Classroom Archives

Begin by having your students logging into the Moodle portal and select the class that has the archive(s) you want them to view.

What To Do
1. Click on the link that says “Wimba Classrooms”

Prompts/Comments
Locate the Activities Block on the left hand side of your screen
What To Do

2. Click on the plus sign

3. Double click on the recording or click on the Launch button

Prompts/Comments

Online sessions with recording will have a plus sign.

This will launch the Wimba recording.

⚠️ Note: Please make sure you have made your archive recording available for your participants. You can distinguish this by the Access circle. If it is orange and has a slash ( ) then it is closed. If this is the case, select the Access Tab and check the Available box.
**Application Sharing**

The Application Sharing (AppShare) tool in Wimba allows the opportunity for instructors (presenters) to share various applications with participants in a Wimba classroom. When you begin Application Sharing, all participants will see the application in the Content window by default. You can also choose to share in a new window, a webpage, a portion of your computer screen, and even your entire desktop.

You will not be able to see the Application Share in your content window but, everyone can see all of your keystrokes and mouse movements in real-time as you work within this shared area.

By default, everyone (including co-presenters) can only see the application. They are not able to interact with the application. However, you can give them control of your mouse so they can interact with that application.

In addition, Application Sharing gives you the ability to let participants share their own applications with the rest of the group.

Recommended uses:

- Troubleshooting participants – being able to see their desktops
- Sharing Documents
- Demonstrating Software

**Best Practices for Application Sharing**

The following are Best Practices to follow when using Application Sharing:

- Choose to share your application or web page in the Content Frame, rather than in a new window, to avoid confusion among participants.
- During the presentation, have the application ready before you start Application Sharing. By doing this, you can ensure that the desired application will be seen immediately by participants when you begin the session.
- Presenters should close all non-Wimba Classroom applications on their computers before hosting Application Sharing.
- Presenters should select the smallest possible window or screen area to show or share for faster performance.
- Presenters on Windows OS may want to set the color setting on their monitors to High Color (16bit).
- Presenters using Mac OS may wish to set the color settings on their monitors to “Thousands.”
- Presenters who accidently close the AppShare Status window can click Share button on the Presenter’s Console again to display the window.
- You may want to ensure that everyone sees the AppShare content by asking them question such as “Is anyone having problems seeing the application?” Have participants using the emoticons to answer Yes and No.
- If you wish to enable other participants to have control of your application, only enable one participant at a time, or give clear instructions about taking turns.
What To Do

1. Click on the Share button on the Presenters Console

2. Select the option from the dropdown menu of “Display shared content in”

Comments/Prompts

This will open in a new window, requiring popup blockers to be turned off.

**Content Frame** – This will show shared content in the main Wimba classroom window, where
PowerPoints and the eBoard are displayed.

**New Window** – This will open the shared content in a new window for all users in the Wimba classroom.

3. **Click on the orange Begin Sharing button**

   The first time you will need to authorize a signed Java applet which enables AppShare.

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**What To Do**

4. **Select the area of the application to be shared**

   **Comments/Prompts**

   A) **Window** – This allows content to be
shared in a specific window. Anything outside of this application window will not be displayed.

• To use this option, click and drag the icon to select the open application window.

• When a window has been properly selected, it will be surrounded by a red outline.

**Note:** The name of the application document will also display in the AppShare selection window.

B) Screen Area - This will display a white outlined box on the presenter’s screen which will display any content moved inside of it. The box is movable and resizable.

• To resize, click and hold a black square on the edge of the shared content square and drag it outward to enlarge the square.

• To move, click and hold anywhere on the white line (other than a black square) and drag it to the desired location.

C) Full Desktop – This shares the entire contents of the desktop with no options to limit what is displayed

**Note:** While this is the easiest for presenters, this option takes the longest to display and update for participants.

5. Once sharing has been selected, click OK

If AppShare has started correctly, the AppShare content dialog box should display.
Drag these squares outward to resize the shared content frame.

Indicates shared screen area. Drag this frame anywhere on the screen to share that specific area.

Screen Area Sample
End App Share

1. Find the AppShare Window, which may be minimized.
2. Click End Sharing

Tip: If you are using video in AppShare, the video may appear choppy to those who are viewing the shared content.

Notes:

- If you allow students cursor control, they will have complete access to your computer.
- The speed with which the content is displayed onto the Wimba Classroom screen depends on the internet speed of the person sharing and the internet speed of the viewers. For best results, avoid wireless connections.
- Make sure to close any unnecessary applications on your computer while using AppShare to ensure maximum bandwidth.
- The bigger the area shared, the longer it takes to be displayed on the viewers screen. If sharing only one application (ex. MS Word document) use the Window option as opposed to the Full Screen.
- Make sure to minimize the Wimba Classroom window on your desktop while conducting a share. Your students will see whatever you see on your computer desktop: If you are looking at your Wimba Classroom window, that’s what your students will see.
Adding Content on the Fly

In addition to presenting content that you have added before a live presentation, you can show certain types of content on the fly. These features include:

- Showing web pages
- Importing PowerPoint Presentations
- Importing images (using the eBoard tool)
- Using Application Sharing to show both dynamic content and content that cannot be added as slides to Wimba Classroom.

To Show a Web Page On-the-Fly

Although web pages can be added to your slide list in advance, you may also show web pages on the fly during a presentation. We recommend showing these web pages in a New Window as the target.

Web pages have independent navigation. Participants can navigate to any part of the web page that you display. Vocal cues are very important to make sure Participants are staying on task.
**What To Do**

1. Click WEB in the Presenters Console.
2. In the Web Page URL field, type the web address of the web page you would like to show.
3. Select the down arrow to choose where you would like the web page to display.
4. Click the Show Web Page button.

**Comments/Prompts**

The Show Web Page window displays.

This will send the webpage to the participants. It will open using their default web browser.

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**Note:** By default, the web page will display in a New Window. We recommend that you verbally instruct participants to expect a new window to appear. The web page that is displayed with the Web button cannot be controlled by the presenter. Verbal instructions should be given for the participants to navigate the web page. Since you cannot close the window for participants once you have displayed the web page, you should verbally instruct participants to close or minimize this window when applicable.
Note: Because some of the web pages have embedded frame information that can make the Wimba Classroom interface disappears if it is shown in the Content Frame, you should only use the Content Frame option if absolutely necessary. When using this option, you should first display the web page in the content frame (just yourself). Only you see the web page appear and ensure that it displays properly. You can show it to everyone by using the content frame option.
Importing PowerPoint Presentations

PowerPoint presentations are generally added to the slide list of the Presenter’s Console before a presentation begins. However, they can also be added on-the-fly during a presentation. When you add a PowerPoint file during a presentation, that PowerPoint presentation is added as a group of slides in a new Content Folder.

To Import a PowerPoint Presentation On-the-Fly

**What To Do**

1. On the Presenter’s Console, click the Import PowerPoint button

**Comments/Prompts**

The Import a PowerPoint File window will now open.
**What To Do**

2. Click the Browse button

3. Select the frame location for the PowerPoint slides from the Display In drop down list.

4. Click the Import button.

**Comments/Prompts**

Navigate to the PowerPoint file that you want to add, and click the Open button. The path to and name of the file appears in the PowerPoint field. You can send the slides to the Content Frame, eBoard, or a New Window. We generally recommend selecting the eBoard for best image quality and the ability to annotate your slides. A new Content Folder is automatically created, and each slide in the PowerPoint presentation is added to this folder. The title of the Content Folder is the name of the PowerPoint file, and the title of each slide is preserved. The new Content Folder also becomes the active folder in the Presenter’s Console.

**Note:** Any co-presenter will not see new content you imported into your Content Folder. They must refresh their browsers to see it in the drop-down Content Folder list.

**Note:** To switch back to another Content Folder, select the Content Folder name from the list and click Select Folder ("Go") button.
Importing an Image into eBoard

The import button on the eBoard allows you to import an image file (JPEG, GIF, BMP, or PNG) from your computer to the eBoard.

What To Do

1. Click on the eBoard button to display the eBoard tools
2. Click the Import button from the eBoard toolbar

Comments/Prompts

A pop-up window will appear asking you to import an image.
What To Do

3. Click Browse
4. Click on the file name
5. Click Open

Comments/Prompts
Locate the picture.
What To Do
6. Click Import

Comments/Prompts
The picture will display in the Content Area. Close the pop-up window after you finish importing the images.