


## Presenting with PowerPoint and Recording in Wimba Classroom

INSTRUCTIONS FOR STUDENTS PRESENTING IN "PRESENTATION ROOMS"  
(Wimba Classrooms created for students to deliver presentations and therefore set such that 'Presentation tools are available to both students and instructors'.

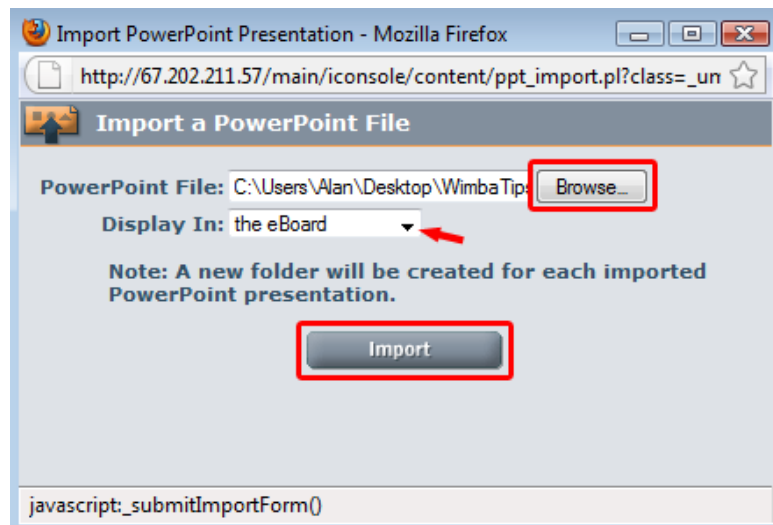
1. When you enter your Wimba Classroom "Presentation Room," you will notice an unfamiliar panel on the right side of the interface - **The Presenter Console:**



2. To import a Power Point Presentation, click the **Import PowerPoint** icon (  ) on the Presenter Console:



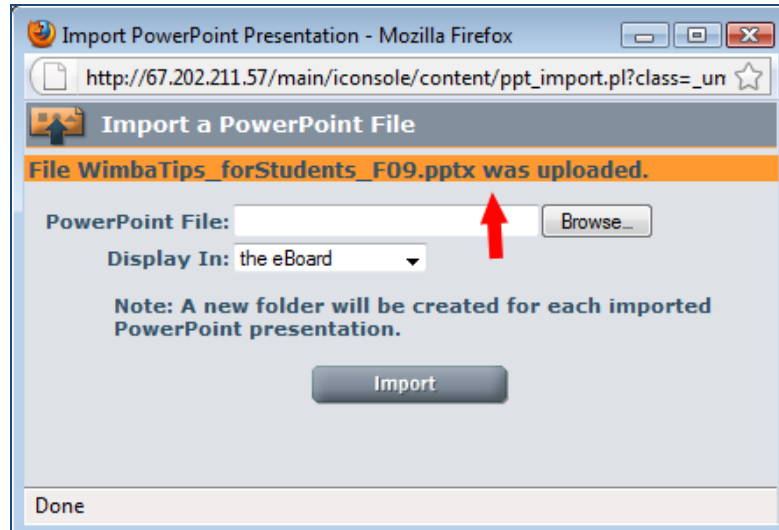
3. When the importing box appears, click **Browse** to select a PPT presentation on your computer then click **Import**:



*Note: Import your slides before you start recording your presentation to avoid "dead air" in the presentation.*

4. A confirmation message will appear once the importing is complete:

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5. Links to slides will list on the right. Click a link to show the corresponding slide on the screen (eboard):



6. Use the two orange arrows to advance the slides and P on the left of the link to preview:



*Note: Clicking the "P" will only preview a slide for the presenter and will not be recorded in the archive.*

7. Once you are ready to begin recording your presentation, click on the Bull's-eye button (  ) next to the word **Archive: Stopped** and wait for a voiced message indication the archive has started:

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8. The Bull's-eye button will turn red and the message next to it will say **Archive Started**. Click here to stop the archive:



*Note: Make sure to stop the archiving when you complete your presentation.*

9. Once you stop the archiving, a voice will announce the archive being saved and the archive will be posted on the Wimba Classroom Landing Page. Click the link or blue arrow (↗) to enter the archive:

Enter this Room    Close this Room    Setup wizard    Wimba Classroom Help

● UMB APLING 670 S01 F09 Wimba Classroom (Open)

**Phone Access:**      Dial-in numbers:      Pin codes:  
Phone: (201) 549-7592    Instructor: 56620474  
Student: 56620466

Here is the list of the recorded archives for this room:

Title	Type	Enter	Download	Access	Settings	Delete
UMB APLING 670 S01 F09 Wimba Classroom - 09/18/2009 16:14	Archive	↗	MP3 MP4	●	✎	🗑️

*Note: It is recommended that you go into your archive and review it after completion.*

### Marking Up Slides

Use the tools on the eboard toolbar if you'd like to mark-up your slides during the presentation:



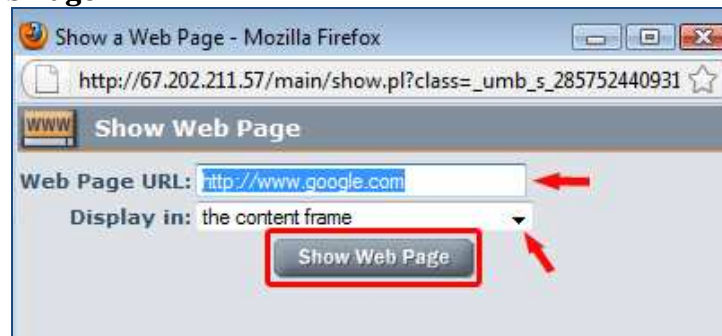
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### Showing Web Pages

1. To show a webpage during your presentation, click the **Web** tab link in the Presenter Console:



2. Then, in the Show Web Page box, type in the full URL, select **Content Frame** as a display option and click **Show Web Page**:



### Showing Video

You can use the same tool to show a web-based streaming video as part of your presentation, simply paste the URL in the dialogue box, just as you would for a standard web page.

- To advance or move to various parts of a video you will need to use the navigation included with the video (ex. YouTube navigation bar).
- When you are ready to move back to your slides, click on the next slide; the video will end and your slide show will resume.