



## ***Wimba Classroom***

Version 6.1

### **Presenter Guide**

<b>Wimba Classroom 6.1 Presenter Guide</b>	<b>1</b>
<b>The Wimba Classroom Interface</b>	<b>1</b>
Text Chat Area	3
Participant Area	4
Status Indicators	6
Room Pulse	7
Resizing the Interface	8
<b>Audio and Video in Wimba Classroom</b>	<b>9</b>
Authorizing WimbaMedia	9
Media Bar	10
NetStats	11
Using WimbaMedia Audio	12
Broadcasting Audio	13
Solving Technical Issues	15
Using WimbaMedia Video	17
Video Window	18
Video Preview	19
Broadcasting Video	20
Default Presenter	21
Video Broadcasting Privileges	22
One-to-One Video	22
Video Lock	23
Remote Access by Phone	26
Phone and Online Feature Descriptions	27
Login Procedure	29
<b>Presentation Tools</b>	<b>30</b>
Archive Status Controls	31
Content Tab Features	31
Slide List	32
Import PowerPoint	32
Reset Content Frame	33
<b>Displaying Content</b>	<b>34</b>
Showing Content Slides	34
Preview Button	36

Understanding Slide Targets _____	37
Showing Content On-The-Fly _____	37
<b>The Wimba Classroom eBoard _____</b>	<b>40</b>
eBoard Overview _____	41
eBoard Tools _____	41
<b>Application Sharing _____</b>	<b>46</b>
Best Practices for Application Sharing _____	50
Technical Notes for Application Sharing _____	51
User Management _____	52
Room Lock _____	53
Chat Logs _____	54
Reset Room _____	54
Presenter On-The-Fly _____	56
<b>Interactive Polling Overview _____</b>	<b>57</b>
Yes/No Polling _____	57
Multiple Choice Polls _____	59
Open Ended Polls _____	60
Questionnaires _____	61
<b>Breakout Rooms _____</b>	<b>62</b>
Creating Breakout Rooms _____	63
Moving Users _____	64
Chat Privileges _____	66
Saved Content _____	67
Archiving and Breakout Rooms _____	67
<b>Archived Presentations _____</b>	<b>68</b>
Archive Reminder _____	69
Viewing an Archive _____	70
Archive Downloads _____	71
<b>Room Administration _____</b>	<b>72</b>
<b>Frequently Asked Questions _____</b>	<b>73</b>
<b>Product Feedback and Community _____</b>	<b>79</b>
<b>Disclaimer _____</b>	<b>80</b>

# Wimba Classroom 6.1 Presenter Guide

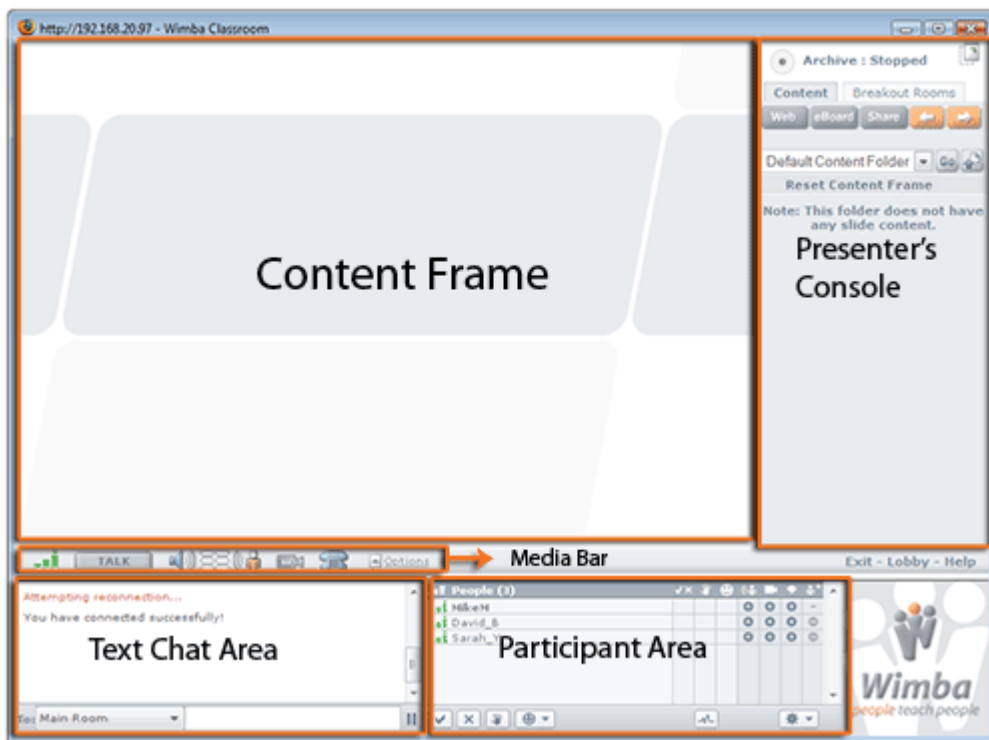
This Help Guide is designed to assist you in all manners of Presentation.

You will find detailed information about every aspect of the Wimba Classroom interface and Presentation Tools, as well as advice for solving any technical problems you may experience.

If you would like to contact Technical Support, click here: [Wimba Technical Support](#)

## The Wimba Classroom Interface

### Overview

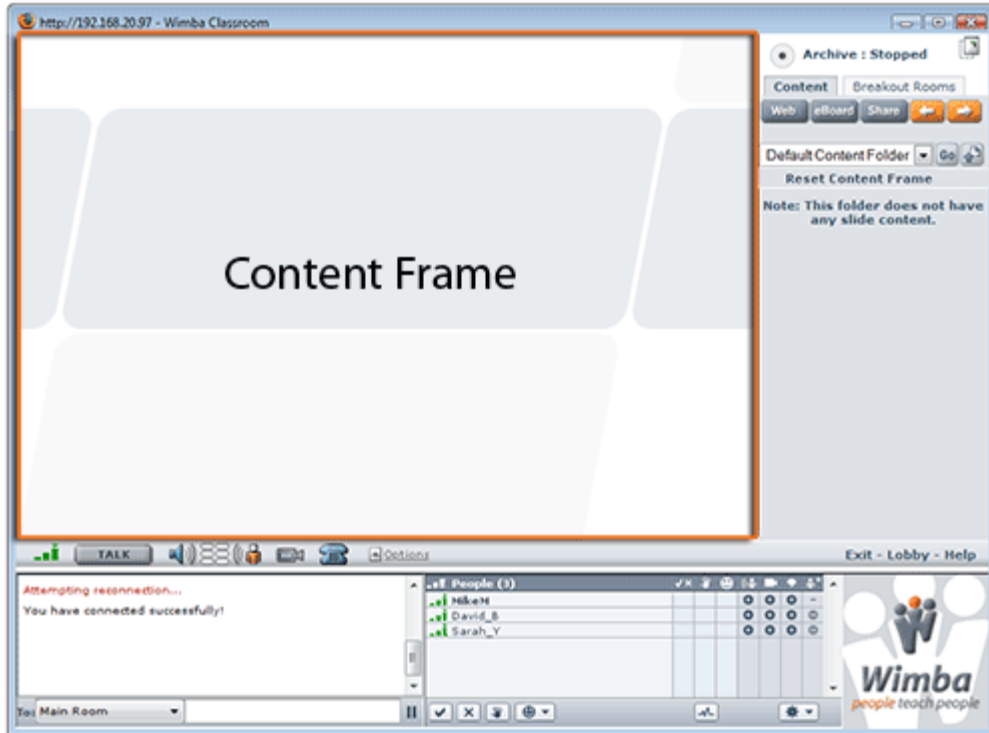


The above image displays the Wimba Classroom interface. For a detailed description of each area, refer to the following sections on the [Content Frame](#), [Text Chat Area](#), [Participant Area](#), and [Media Bar](#).

For more information about the Presenter's Console, refer to [Presentation Tools](#).

# Content Frame

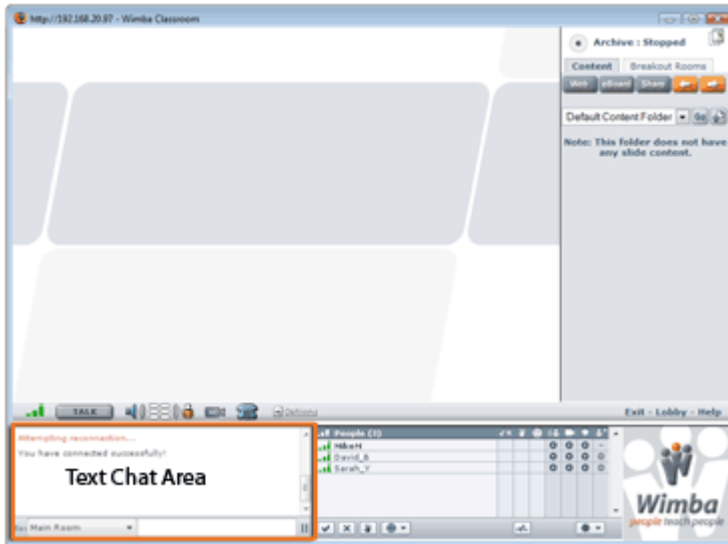
## Overview



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**.

# Text Chat Area

## Overview



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 presentation.
- **Private Chat** – private messages designated for a particular person in the presentation.

### 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 participant 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

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

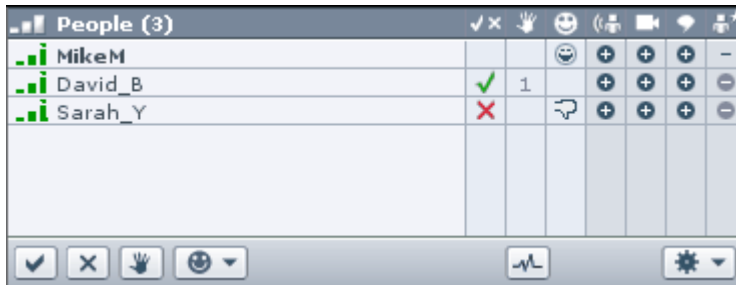
1. Click the **Pause** icon  located to the right of the chat message field.

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.

## Participant Area

### Overview



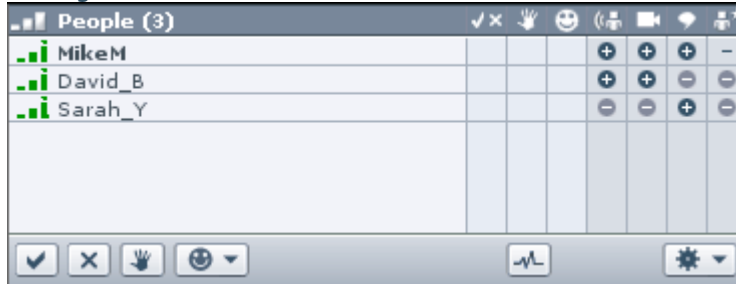
People (3)		✓ x	👤	😊	🗣️	📺	📶	👤*
MikeM	📶		😊	+	+	+	-	
David_B	📶	✓	1	+	+	+	-	
Sarah_Y	📶	✗	🗣️	+	+	+	-	

The **Participant 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 presenters' names, in alphabetical order. Next to the list of presenters and participants are additional columns:

- **NetStats Indicator:** A set of three bars appears to the left of each user's name, indicating their network status. For a complete description of NetStats and monitoring network status, please refer to: [NetStats](#).
- **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** (X) 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 participant 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 (if enabled) below the participant list. For further information, please refer to [Status Indicators](#).
- **Privilege Indicators**



- o 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 (depicted as a person speaking). If speaking privileges are disabled, a circle containing a minus (-) sign appears.
- o 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 (depicted as a video camera). If video broadcasting privileges are disabled, a circle containing a minus (-) sign appears.

This indicator will change if Video Lock is enabled. For more information, refer to [Video Lock](#).

- o The **Text Chat** indicator provides you with the ability to enable/disable chat on an individual basis. For more information, refer to: [Chat Privileges](#).
- o The **Promotion** indicator lets you promote/demote participants to/from presenter-level status. For more information, refer to: [Presenter On-The-Fly](#).

The **Participant Area** also includes additional features. For complete details, refer to [Room Pulse](#) and [User Management](#).



## Status Indicators

### Overview



The **Set Status** box features a selection of **Status Indicator** emoticons to describe current status. Whenever a user chooses a **Status Indicator**, it appears in the Status column next to their name in the participant list. If User Status updates are enabled, a message visible to all users also appears in the **Text Chat Frame**.

### Status Indicators include:

- **Away**
- **Approve**
- **Disapprove**
- **Surprise**
- **Confused**
- **Clap**
- **Laugh**
- **Faster**
- **Slower**

The first item within this box, **clear** (represented by an empty circle), allows users to reset their status. Selecting this item removes the Indicator from the Status column. If User Status updates are enabled, the following message (visible only to the user who cleared their status) appears in the **Text Chat Frame**: **Your** status has been cleared. This message also appears when a presenter clears user status.

If a user does not manually clear their status, it will be automatically cleared within a specific duration (typically 15 seconds), or can be manually reset by a presenter (using the **Actions Menu**).


**Note:** *Away* status must either be manually cleared by the user or a presenter.

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**.

## Room Pulse

### Overview

People:	3	Away:	0		
Yes:	0	Approve:	0	Clap:	0
No:	0	Disapprove:	0	Laugh:	0
Hands:	0	Surprise:	0	Faster:	0
		Confused:	0	Slower:	0



The **Room Pulse** (located beneath the participant 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, a limited Pulse consists of current attendance, **Yes/No** responses, and **Hand Raises**.

## Resizing the Interface

The Wimba Classroom interface can be resized to meet your viewing preferences. This includes vertically resizing interface areas (the **Content Frame**, **Text Chat Area**, **Participant Area**, and **Branding Frame**) and/or horizontally resizing the **Text Chat Area** and **Participant Area**.

### To Vertically Resize Interface Areas

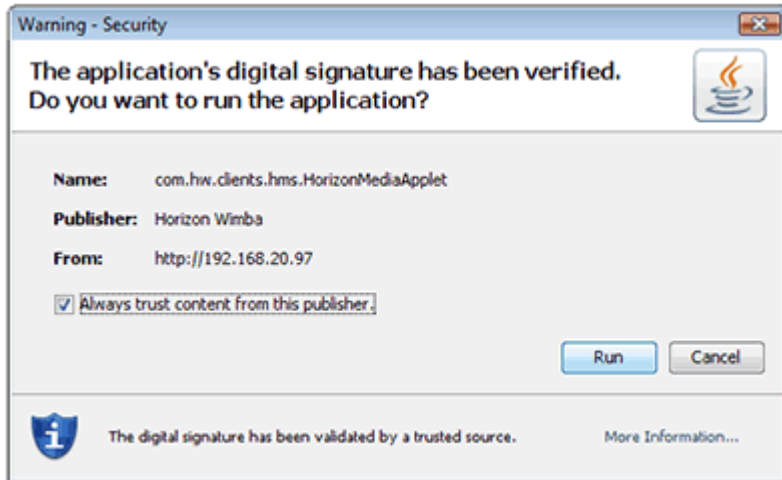
1. Place your mouse cursor over the bar separating the **Media Bar** from the bottom areas of the interface. The cursor changes to an arrow pointing up and down.
2. Click and hold down your mouse:
  - Drag your mouse up to simultaneously *increase* the size of the **Text Chat Area**, **Participant Area**, and **Branding Frame** (and *decrease* the size of the **Content Frame**).
  - Drag your mouse down to simultaneously decrease the size of the **Text Chat Area**, **Participant Area**, and **Branding Frame** (and *increase* the size of the **Content Frame**).
3. Release your mouse when satisfied with the dimension changes.

### To Horizontally Resize the Text Chat Area and Participant Area

1. Place your mouse cursor over the bar separating the **Text Chat Area** from the **Participant Area**. The cursor changes to an arrow pointing left and right.
2. Click and hold down your mouse:
  - Drag your mouse right to *increase* the size of the **Text Chat Area** (and *decrease* the size of the **Participant Area**).
  - Drag your mouse left to *decrease* the size of the **Text Chat Area** (and *increase* the size of the **Participant Area**).
3. Release your mouse when satisfied with the dimension changes.

# Audio and Video in Wimba Classroom

## Authorizing WimbaMedia



The **WimbaMedia System** uses a signed Java applet to play audio and video on your computer. If you have not fully authorized the applet previously, you will receive a popup window similar to the one pictured above.

When asked if you wish to trust the signed applet provided by Wimba, click 'Always' or 'Grant Always.'

**NOTICE FOR MAC USERS:** *Certain Safari users will receive a different popup window. If so, under "When using this certificate" select 'Always Trust' and click 'OK.'*

Once you have successfully authorized WimbaMedia, you should see the **Media Bar** appear.

## Media Bar



The **Media Bar** appears above the **Text Chat Area**. It is home to the **WimbaMedia System**, a multi-way audio and video means of communication during a live presentation.

### The Media Bar contains the following items:

- **NetStats:** network statistics about your Internet connection
- **Talk button:** initiates your microphone and video broadcast (if the **Video Window** is raised and you have opted to transmit video)
- **Volume meters:** colored bars indicating you are sending/receiving audio
- **Camera button:** raises/lowers the **Video Window**
- **Telephone Simulcast:** backup option if you do not have a headset or microphone
- **Options Menu:** advanced audio/video settings

For more information on speaking and/or sharing video, please refer to: [Broadcasting Audio](#) and [Broadcasting Video](#).

**Note:** If the room is configured for Phone Simulcast Only, the **Media Bar** will only display the Telephone Simulcast icon.

## NetStats

It is possible to monitor network status, both for yourself and your users.

### NetStats Indicator



Connected



Disconnected

The **NetStats** Indicator displays the overall quality and strength of your connection to the **WimbaMedia System**. This is depicted graphically in the **Media Bar**, and updated at regular intervals, so that you can monitor your connection.

### Monitoring Media Quality

First, ensure that WimbaMedia has connected by viewing the triangular 'hat' on top of the NetStats Indicator. If you do not see the hat, then you were unable to connect, and you will not have the ability to send or receive audio/video.

A hat on top of the Third Bar (green) indicates a clear connection (Great Quality).

A hat on top of the Second Bar (orange) indicates an adequate connection (Good Quality).

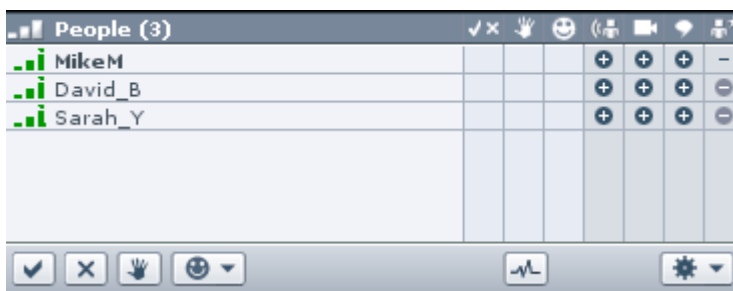
A hat on top of the First Bar (red) indicates network congestion (Poor Quality).

If you click the **NetStats** Indicator, you can view diagnostic information that may be requested when speaking with Technical Support.

If the hat does not appear (and the bars are gray), then you have no connection. If you should ever lose your connection, you may re-launch WimbaMedia by clicking the Options Menu and selecting Reconnect Media. This should restore your connection to presentation media.

### Monitoring Other Users

When your room is set up for WimbaMedia, you have the ability to monitor your participants' network status at anytime during a presentation by viewing the **NetStats** Indicator to the left of each user's name in the **Participant Area**.



The same rules apply for monitoring the network status of your users as described in the Monitoring Media Quality section above.

## Using WimbaMedia Audio

Using WimbaMedia, participants are able to speak when authorized by the presenter.

- If you'd like to speak, you will need a microphone.
- If you are using an unsupported browser or OS, then you may be able to participate using the telephone simulcast.
- Preparing Your Microphone and Computer:
  - We recommend using a headset (with integrated headphones and microphone). Headphones will generally produce better audio quality than speakers, and they will also prevent the audio you receive from being picked up by the microphone when you speak.
  - Before you attend a presentation, make sure that your audio devices are properly connected to your computer. Speaker/headphone plugs are usually color-coded to match the output port of most PCs. Typically, speakers/headphones will be plugged into the green port to your sound card. If your computer does not come with color-coded ports, search for the icon that resembles either sound waves with an arrow pointing outward or headphones.
  - Microphone plugs are also usually color-coded to match the microphone port of most PCs. Typically, microphones will be plugged into the red or pink port to your sound card. If your computer does not come with color-coded ports, search for the icon that resembles a microphone.

## Broadcasting Audio

### Talk Button



### To Broadcast Audio:

1. Speak into your microphone and select one of the following options:
  - Press and hold the **Ctrl** key on your keyboard as you speak.
  - Click and hold the **Talk** button as you speak.
2. While speaking, the **Talk** button will change color from dark gray to orange. In addition, an orange box will light up within the **Speaking Privilege** indicator to the right of your name in the participant list.
3. When you have finished speaking, release the **Ctrl** key or **Talk** button.

**Note:** If you wish to use the **F8** key (instead of **Ctrl**), or disable the **Talk Hot Key**, refer to [Options Menu](#).

### Lock Talk



You may keep your hands free and your microphone locked on by raising the **Options Menu** and selecting **Lock Talk**. A check mark will appear next to this option, indicating its Locked status. At this point you can speak freely into your microphone.

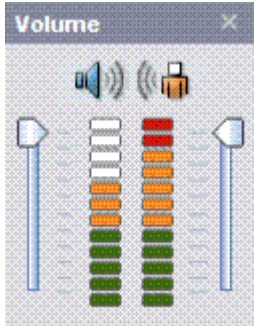
To mute yourself while your microphone is locked on, either hold down the **Ctrl** key (or **F8** key, if selected as the **Talk Hot Key** option within the **Options Menu**) or click and hold the **Talk** button (the reverse of normally enabling your microphone).

When you have finished speaking, return to the **Options Menu** and re-select **Lock Talk**.



## Volume Controls

### Overview



The meters to the right of the **Talk** button register the levels of incoming and outgoing audio. Anytime someone else speaks, you should see the colorful bars of the **Incoming Audio** meter (left) fluctuate with the volume level you receive.

You can adjust the Incoming Volume by clicking on the volume meters and moving the slider to the left of the incoming level meter.

The **Outgoing Audio** meter (right) registers the audio that you send. Anytime you speak, you should see the colorful bars of this meter fluctuate with the volume level you send. For optimal audio quality, click on the volume meters, and watch your Outgoing Audio level when speaking. The bars should reach the top of the orange range (third indicator from the top) consistently, and occasionally reach the top two (red) levels. If the volume is too high, your voice may be distorted and others will be able to hear you breathing. If the volume is too low and does not go above the green levels, the system will try to amplify the sound and possibly create distortion.

You can adjust the Outgoing Volume by clicking on the volume meters, and adjusting the slider to the right of the outgoing level meter. You may also adjust it using your computer's recording settings.

To be able to receive and send audio/video, you need to ensure that WimbaMedia is connected during the presentation. When connected, the **NetStats** Indicator to the left of the **Talk** button should appear in color. If it appears gray, then WimbaMedia is not connected to presentation media.


Volume Controls (and more advanced settings) can also be adjusted using the [Options Menu](#).


## Speaking Privileges

Media Settings within the Administration Tools (or room settings, within a Course/Section, if using a Course Management System integration) determine whether or not participants have speaking privileges at the start of the presentation. However, you can change speaking privileges for any or all participants during the live presentation.

### To Enable or Disable Speaking Privileges for All Participants

1. Click the **Actions Menu** below the participant list.
2. Select **Enable/Disable Audio**

If the option reads **Enable Audio**, clicking it will enable all participants' audio privileges. The **Speaking Privilege** icon next to all participants' names will be positive. 

If the option reads **Disable Audio**, clicking it will disable all participants' audio privileges. The **Speaking Privilege** icon next to all participants' names will be negative. 

### To Enable or Disable Speaking Privileges for an Individual Participant

In the Participant Area, click the **Speaking Privilege** icon next to the participant you wish to enable or disable.

- If the icon is positive, the participant is enabled. Clicking the icon will disable his/her speaking privileges.
- If the icon is negative, the participant is disabled. Clicking the icon will enable his/her speaking privileges.

## Solving Technical Issues

### To Resolve Microphone Problems

If you have correctly connected your microphone, but others still cannot hear you, you should ensure that a) your computer's recording controls have the proper settings, and b) your microphone is functioning.

### To Check Recording Control Settings (PC)

1. Open your *Volume Controls* by selecting: Start -> Programs -> Accessories -> Entertainment -> Volume Control.
2. Click the *Options* menu and select *Properties*.
3. Select the *Recording* button.
4. From the list, make sure *Microphone* has a check mark next to it.
5. Click *OK*.

6. Lastly, go to the *Microphone* section and make sure the select box is set to a non-muted option. You may also want to adjust the slider, if volume level is an issue.

#### **To Check Volume Control Settings (Mac OS X)**

1. Open your *Sound Preferences* by selecting: Apple Menu -> System Preferences -> Sound -> Input.
2. Make sure that the *Input Volume* slider is sufficiently to the right and the correct device is selected for sound input.

#### **Check Microphone Function (PC)**

If your volume controls have the proper settings, you should ensure that your microphone is functioning. First ensure that your microphone is turned on (if there is an on/off switch) and properly plugged in. You can then record an audio clip and listen to that clip to ensure that your computer can properly capture your audio:

1. Open your *Sound Recorder* by selecting: Start -> Programs -> Accessories -> Entertainment -> Sound Recorder.
2. Click the circular *Record* button to start your recording.
3. Speak into your microphone for several seconds. As you speak, you should see the audio meter register your voice.
4. Click the square *Stop* button to stop your recording.
5. To play back your recording, click the triangular *Play* button. You should hear the audio clip you have recorded. If you can't hear the clip (or did not see the audio meter register your voice), the issue is most likely related to your microphone.

#### **Check Microphone Function (MAC)**

If your volume controls have the proper settings, you should ensure that your microphone is functioning. First ensure that your microphone is turned on (if there is an on/off switch) and properly plugged in. You can then use your Sound preferences dialog to determine whether your computer can properly capture audio:

Open your *Sound Preferences* by selecting: Apple Menu -> System Preferences -> Sound -> Input.


When you speak into the microphone, the Input level volume meter should register your audio. If it does not, the issue is most likely related to your microphone.

#### **Telephone Simulcast**

The Telephone Simulcast provides a backup option if your microphone is not working. For complete details, refer to: [Telephone Simulcast](#).

## Telephone Simulcast

The **Telephone Simulcast** provides a backup option for users who do not have a microphone or are experiencing technical difficulties.

1. To access the Simulcast, click the **Phone** icon . A telephone number and PIN will appear. (If the **Media Bar** does not appear, type **/phone** in the **Text Chat Area** and press **Enter** on your keyboard. Dial-in information will then be displayed textually).
2. Dial the telephone number provided and enter the PIN when verbally prompted. You will hear three tones, indicating that you have successfully connected. You can now listen to session audio via telephone. If participants are enabled to speak, they can do so using the telephone.

***Note:** Use of this option requires simultaneous access to the telephone and Internet for full participation in the presentation.*

## Using WimbaMedia Video

Using WimbaMedia, participants are able to speak and share video when authorized by the presenter.

- If you'd like to speak, you will need a microphone. For more information on setting up your microphone, refer to: [Using WimbaMedia Audio](#)
- If you'd like to broadcast video, you will need a video device (such as a webcam)
- We recommend using a webcam that either plugs in to a USB port or comes integrated in your computer
- Before you attend a presentation, make sure that your video device is properly connected to your computer

## Video Window

### Overview



The **Video Window** displays a streaming broadcast of any user sharing video. This window will automatically appear upon entry to Wimba Classroom only if someone is sharing video. It can be opened or closed manually by clicking the **Camera** button on the **Media Bar**.

The window contains three buttons:

- **Start/Stop transmitting video:** enables/disables your video device
- **Show/Hide preview video:** provides a live, mirror-image representation of your video image. For more information, refer to [Video Preview](#)
- **Display video full screen:** increases the size of the broadcast to take over your full screen. To restore the window size, either press the Esc key on your keyboard, or double click your screen.

Whenever a user broadcasts video, the name with which they are logged in to Wimba Classroom appears within the **Video Window** for identification purposes. To toggle a user's name on/off within this window, press Alt-A (Windows) or Option-A (Mac).

To increase the size of the **Video Window**, move your cursor to its edge. When the cursor changes shape, click and drag the cursor away from the center of the **Video Window**. Likewise, to decrease the size of the window, move your cursor to its edge. When the cursor changes shape, click and drag the cursor towards the center of the **Video Window**.

# Video Preview

## Overview



**Video Preview** provides a picture-in picture review of your image within the **Video Window**.

This preview automatically appears whenever you click the **Start transmitting video** button. It can also be enabled/disabled by clicking the **Show/Hide preview video** button.

By default, the preview image appears in the lower right-hand corner of the **Video Window**, however, it can be altered in several ways.

### To Move the Preview Image:

1. Place your mouse cursor over the image
2. Hold down your mouse button and drag the image to any corner of the **Video Window**. Let go of your mouse button to drop the image at the desired location.

**Note:** If you drag the image outside of the **Video Window**, the preview will disappear (and the **Hide preview video** option will be engaged).

### To Resize the Preview Image:

1. Place your mouse cursor in the corner of the image opposite to its position in the **Video Window** (i.e., if the image is in the lower right-hand corner, place your cursor in the upper left)
2. Hold down your mouse button and drag the image (away from its corner to increase its size, or toward its corner to decrease)

# Broadcasting Video

## Camera Button



### To Broadcast Video and Audio:

1. If the **Video Window** is not raised, click the **Camera** button on the **Media Bar**.
2. Click the **Start transmitting video** icon (depicted by a closed eye).  
A preview of your video will appear in the lower right-hand corner of the window.
3. To share video and speak into your microphone:
  - Press and hold the **Ctrl** key on your keyboard as you speak.
  - Click and hold the **Talk** button as you speak.
4. While broadcasting and speaking, the **Talk** button will change color from dark gray to orange. In addition, an orange box will light up within the **Speaking** and **Video Privilege** indicators to the right of your name in the participant list.
5. When you have finished speaking, release the **Ctrl** key or **Talk** button. This will also stop your video broadcast (unless you are the Default Presenter).

### Notes:

If you wish to use the **F8** key (instead of **Ctrl**), or disable the **Talk Hot Key**, refer to [Options Menu](#).

If only two people are logged in to the room, and both are transmitting video, they will see the other person's video broadcast. For more information, refer to [One-to-One Video](#).

## Lock Talk



You may keep your hands free, and both your microphone and video device locked on, by raising the **Options Menu** and selecting **Lock Talk**. A check mark will appear next to this option, indicating its locked status.

So long as you have followed steps 1-2 above, you can speak freely into your microphone, broadcasting both audio and video.

To mute yourself (and hide your video broadcast) while Lock Talk is engaged, either hold down the **Ctrl** key (or **F8** key, if selected as the **Talk Hot Key** within the **Options Menu**) or click and hold the **Talk** button (the reverse of normally enabling your microphone).

To hide just your image, click the **Stop transmitting video** icon (depicted by an open eye). Your microphone will remain locked on.

**Note:** The only way to hide your video broadcast when you are the Default Presenter, or if One-to-One Video is in effect, is to click the **Stop transmitting video** icon.

When you have finished broadcasting, return to the **Options Menu** and re-select **Lock Talk**.

## Default Presenter

During a video presentation, Wimba Classroom designates the first presenter to transmit video as the **Default Presenter**.

This provides a constant broadcast within the room whenever other users are not sharing video (either because no one is speaking, a user who is speaking has elected to not transmit video, or does not have a video device).

If you do not wish to broadcast video during the above scenarios, simply click the **Stop transmitting video** button. When ready to resume, click **Start transmitting video** to resume your broadcast.

If multiple presenters are logged in, and you do not wish to be the **Default Presenter**, click the **Stop transmitting video** button. If another presenter has already clicked **Start transmitting video**, all they need to do is broadcast audio to become the **Default Presenter**.

If they have not yet started the transmission, they may then click **Start transmitting video** to automatically become the new default view.

You may also consider using the **Video Lock** feature to maintain the broadcast of a single user. When engaged, the **Default Presenter** broadcast will be disabled (unless the lock is enabled for this presenter). Once **Video Lock** is disabled, the **Default Presenter** broadcast will resume.

**Note:** If only two people are logged in to the room, and both are transmitting video, they will see the other person's video broadcast. For more information, refer to [One-to-One Video](#).





## Video Broadcasting Privileges

The advanced media settings in the Wimba Classroom Administration Tools determine whether or not participants have video broadcasting privileges at the start of the presentation. However, you can change video sharing privileges for any or all participants during the live presentation.

### To Enable or Disable Video Broadcasting Privileges for All Participants

1. Click the **Actions Menu** below the participant list.
2. Select **Enable/Disable Video**

If the option reads **Enable Video**, clicking it will enable all participants' video sharing privileges. The **Video Broadcasting Privilege** icon next to all participants' names will be positive. 

If the option reads **Disable Video**, clicking it will disable all participants' video sharing privileges. The **Video Broadcasting Privilege** icon next to all participants' names will be negative. 

### To Enable or Disable Video Broadcasting Privileges for an Individual Participant

In the Participant Area, click the **Video Broadcasting Privilege** icon next to the participant you wish to enable or disable.

- If the icon is positive, the participant is enabled. Clicking the icon will disable his/her video sharing privileges.
- If the icon is negative, the participant is disabled. Clicking the icon will enable his/her video sharing privileges.

## One-to-One Video

When only two people are logged in to a room and they are both transmitting video, **One-to-One Video** takes effect. This provides an atmosphere similar to a video chat: rather than seeing only the person who is speaking, or the Default Presenter, the two people see each other.

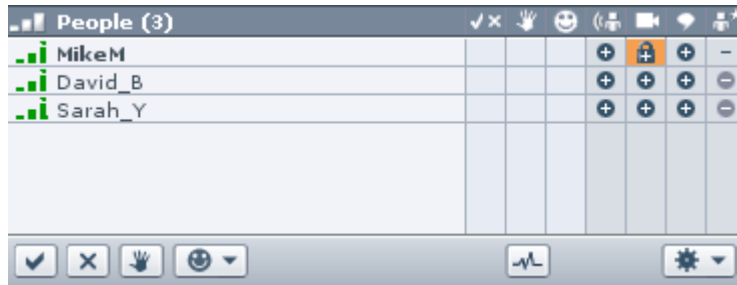
During **One-to-One Video**:

- Each person constantly sees the other person's video broadcast
- Archives record only the person who is speaking at any given time
- If **Video Lock** is enabled, both people see the "locked" person's broadcast

If one person stops their video broadcast, one of the people exits the room, or more people enter the room, normal video rules take effect.

## Video Lock

### Overview



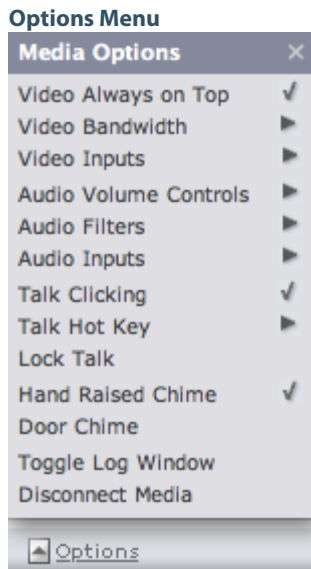
**Video Lock** allows a single user to broadcast video within Wimba Classroom, regardless of who is currently speaking. As with normal video broadcasting, your **Video Window** must be open and video transmission started.

To enable/disable **Video Lock**, double click the **Video Privilege** indicator to the right of the user of your choice (including any participant, yourself, or other presenters). Participants do not have the ability to engage this feature.

The **Video Privilege** indicator to the right of a user's name in the participant list will turn into a lock. Even when **Video Lock** is enabled, you still must either use the **Ctrl** key (or **F8** key, if selected as your **Talk Hot Key**) on your keyboard, hold down the **Talk** button, or use **Lock Talk** to speak.

## Options Menu

The **Options Menu** provides a number of advanced media settings. These options only apply for as long as you are logged in to Wimba Classroom, and must be selected again upon re-entry (or if the room is reset).



### Video Always on Top

By default, the **Video Window** is on top of all other application windows, unless it is minimized. You may disable this behavior by selecting this option.

### Video Bandwidth

Video within Wimba Classroom is broadcast to other users at a default rate set prior to your presentation. This option allows you to alter the broadcast you send to other users from a number of different quality levels. Levels higher than the maximum rate set for your server will be unavailable.

### Video Inputs

Allows you to manually select a supported video device other than the one automatically detected upon entry to Wimba Classroom.

### Audio Volume Controls

- **Speaker Volume Up/Down:** raises/lowers incoming (speaker) audio volume
- **Microphone Volume Up/Down:** raises/lowers outgoing (microphone) audio volume

### Audio Filters

**Filters** allow you to customize the quality of your audio, should you wish to make adjustments:

- **Auto Gain Control** can be used to help normalize the volume of incoming or outgoing audio, thus keeping the volume levels relatively steady. Low-level audio will be boosted and high-level audio will be reduced.
- **Noise Reduction** can be used to help reduce the level of background noise picked up by the microphone in use.
- **Silence Detection** can be used to ensure that you transmit audio only when you are speaking, preventing static or background noises. This feature should normally be kept on. However, if you find that your speech is not being properly detected, you can disable this filter, which will cause your audio to be transmitted at all times.
- **Echo Cancellation** detects outbound audio sent by a user, which is then repeated back through another user's inbound audio, and attempts to remove its echo effect. The most common scenario where this may occur is if a user's microphone picks up sound being transmitted from standalone speakers. This feature is only available on supported Macintosh systems.
- **Microphone Boost** is a system setting that will enhance your audio input if your microphone level is too weak. This is not selected by default, should only be used in rare circumstances, and is only available for certain sound cards on supported Windows machines.

### Audio Input

Allows you to manually select an audio device other than the one automatically detected upon entry to Wimba Classroom.

### Talk Clicking

Enables/disables an audio cue (click) heard whenever pressing the **Ctrl** key (or **F8** key, if selected as your **Talk Hot Key**) on your keyboard or clicking/releasing the **Talk** button. This is enabled by default as an accessibility feature for visually impaired users.

### Talk Hot Key

By default, the **Ctrl** key on your keyboard is the designated **Talk Hot Key** to broadcast audio (and initiate a simultaneous video and audio broadcast). You may instead select the **F8** key, or disable this feature entirely. If disabled, you must click and hold the **Talk** button (or use the **Lock Talk** feature).

***Note:** If you are using Mac OS X 10.5 (Leopard) or higher and running the Spaces feature, reconfigure the **F8** key so it is available, if you plan to designate it as your **Talk Hot Key**.*

### Lock Talk

Hands-free presentation mode. For more information, refer to: [Broadcasting Audio](#)

### Door Chime

Enables/disables audio notification whenever an individual enters/exits Wimba Classroom. This feature may be useful for presenters holding office hours, or have the Wimba Classroom interface minimized. This option is disabled by default, unless it was modified within the room's settings.

Enabling/disabling this feature only affects the individual who modifies this setting.

### Hand Raised Chime

Enables/disables audio notification whenever an individual raises their hand. This option is enabled for presenters by default, unless it was modified within the room's settings.

Enabling/disabling this feature only affects the individual who modifies this setting.

### Toggle Log Window

Displays WimbaMedia log information that may be requested when speaking with Technical Support.

### Disconnect/Reconnect Media

This option should only be utilized if you are unable to connect to WimbaMedia, or need to re-establish your connection to presentation media.

## Remote Access by Phone

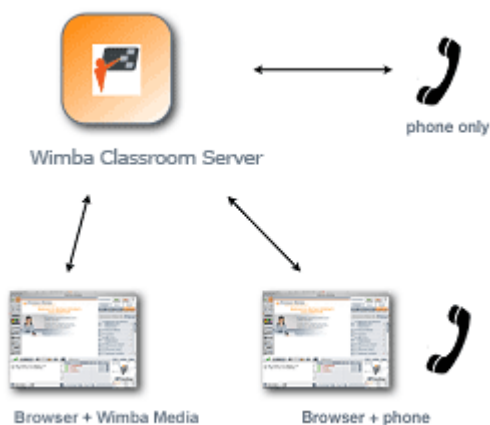
### Introduction

The phone conference component of Wimba Classroom provides additional flexibility to a presentation by allowing presenters and participants to listen and talk via a standard phone line.

In the case of a Wimba Classroom session with mixed use of phone users and online users, online users will see the phone users represented in the Participant Area. In addition, presenters will be able to apply the same audio functions to a phone user as they can apply to a user logged in online. Audio feedback will be available for these functions so the phone user is aware of functions applied to them without visual feedback.

The different possibilities of conducting sessions with Wimba Classroom include:

1. Wimba Classroom only (Browser + WimbaMedia System)
2. Phone conferencing system only (Phone Only conference call)
3. Wimba Classroom and integrated phone simulcast system (Browser + Phone)



## Phone and Online Feature Descriptions

Phone-only users will be displayed in the Wimba Classroom participant list, using their phone number or caller ID. Caller ID is preferred over phone number, if both exist. If there are duplicate phone numbers, or caller IDs, the string will have a space and number appended to them in login order – “callerid 1”, “callerid 2”, etc.

### List of keypad functions available to Phone-only users

Phone-only Keypad Command	Function	Presenter-only function	Can also invoke from online interface	Reflected in the online interface
*2	Start/stop archive	y	y	y
*3	--			
*4	--			
*5	Talk-enable/disable all participants (listen-only mode)	y	y	y
*6	Mute/unmute self			
*7	Lock/unlock room	y	y	y
*8	Roll call	y		
*9	List of commands			
*10	Raise hand		y	y
*11	Indicate "yes" (poll)		y	y
*12	Indicate "no" (poll)		y	y
*13	Poll summary	y		y
*14	Clear Y/N Poll Responses	y	y	y
*15	Clear Hand Raise Responses	y	y	y

**Note:** Wimba Classroom users that are using the phone simulcast do not have access to the keypad functions that Phone-only users have. They will continue to access these functions through the Wimba Classroom interface.

## Explanation of keypad-accessible Wimba Classroom functions

- **Start/stop archiving (\*2):** A Phone-only presenter can start or stop an archive by pressing \*2 on their phone.

If archiving is started or stopped via the Phone-only keys, an indication will be shown on the Wimba Classroom interface (specifically, in the text chat area and in the participant list).

If an archive is started or stopped from the Wimba Classroom interface, a message will be heard by presenters using the Phone-only option.

- **Talk enable/disable all participants (lecture mode) (\*5):** A presenter can enable or disable audio capabilities for all the participants in the room (whether they are using the phone, or are logged in to Wimba Classroom) by pressing \*5.
- **Mute/unmute self (\*6):** Any user can mute their own audio by pressing \*6. (This option is only accessible for Phone-only users.)
- **Room lock (\*7):** Allows a presenter to lock a room and prevent new participants from joining
- **Roll Call (presenter-only function) (\*8):** Allows presenters on the phone to hear a list of everyone who is on the conference call, by pressing \*8. Audio clips recorded by each user when they dial in to the system will be played. The Roll Call feature will only recite the names of those logged in via the phone. As for those logged in online, the presenter can check the participant list
- **List of Commands (\*9):** The system will read back a list of all keypad commands to which that user has access
- **Raise hand (\*10):** Allows a Phone-only user to raise their hand. The Phone-only user can undo the raise hand command by pressing \*10 again.
- **Yes (\*11) /No (\*12) Polling:** Phone-only users can respond yes or no to a polling question. If a Phone-only user activates the yes or no poll feature, it will be reflected on the Wimba Classroom interface. The Phone-only user can undo the yes or no poll commands by pressing the same key combination again.
- **Poll summary (presenter-only function) (\*13):** Allows a Phone-only presenter to receive an audio summary of the current status of yes/no polls and hand raises.
- **Clear Y/N Poll Responses (\*14):** A Phone-only presenter can clear all Yes/No poll responses for all users, whether they are logged in to Wimba Classroom or a Phone-only user.
- **Clear Hand Raise Responses (\*15):** A Phone-only presenter can clear all Hand Raise responses for all users, whether they are logged in to Wimba Classroom or a Phone-only user.

## Login Procedure

### To Dial-in as a Phone-Only User:

1. The user dials the provided number.
2. The system prompts the user to enter a PIN: "Please enter your PIN."
3. The user enters the PIN via the phone keypad.
4. The system reads a custom branding message (if the audio file is in place for the server).
5. The system prompts the user to record their name.
6. After the user records their name, the system reads the "login acknowledgment" message.
7. The system adds the user to the room, and assigns the correct status (either presenter or participant).



# Presentation Tools

## Overview



The **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, among other functions.

This console appears at the right-hand side of the **Content Frame** when you log-in to Wimba Classroom as a presenter.

The **Presenter's Console** contains **Archive Status Controls**, two tabbed sections by default (**Content** and **Breakout Rooms**), and a content list with Content Folder access via a drop-down menu.

## Archive Status Controls

### Archive : Stopped

The **Archive Status Controls** are located at the top of the **Presenter's Console**. The controls consist of a **Recording** button that is used to start/stop an archive. When an archive is not running, the **Recording** button is black and the interface displays the words **Archive : Stopped**.

When you click the **Recording** button, you will be asked whether or not you want to start an archive of your live presentation.

Once the archive has started, the **Recording** button turns red and the interface display the words **Archive : Started**. The **Recording** button can be clicked at any time to stop the archive.






### Archive : Started

For more information on archives, refer to: [Archived Presentations](#).

## Content Tab Features

The **Content** tab is active by default when you first enter your presentation. Most of the material you show during a live presentation is controlled from this tab.

Each feature is described below:

-  The **Web** button lets you show a web page on-the-fly during a presentation
-  The **eBoard** button launches the Wimba Classroom **eBoard** in the **Content Frame** for you and all participants. This turns the **Content Frame** into an electronic whiteboard, on which you can draw, type text, and import graphics.
-  The **Share** button launches **Application Sharing**, which lets you show or share applications running on your desktop with all participants. You can also allow participants to share applications from their own desktop.
-  The **Previous Slide** button allows you to show the previous slide listed in your slide list.
-  The **Next Slide** button allows you to show the next slide in your slide list.

## Slide List

The **Slide List** displays content that you have prepared to show your participants during a live presentation.

Content that can appear in the **Slide List** may include PowerPoint presentations, Wimba Classroom polls, graphic files, HTML files, websites, PDFs, and other content that has been added to the presentation in advance, using the Wimba Classroom Administration Tools. You can organize this content into Content Folders, which you can easily select using the Content Folder drop-down list.


## Select Folder

The **Select Folder ("Go")** button  allows you to show material from another Content Folder.

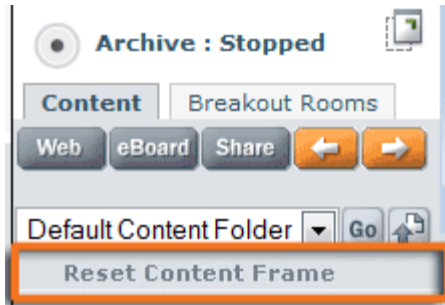
To use this feature, click the drop-down menu on the **Presenter's Console** and select the Content Folder you wish to access. Then click the **Select Folder ('Go')** button to populate the slide list with the content within this folder.

***Note:** Clicking 'More Folders' in the drop-down menu will show you a list of Folders in other rooms to which you have Presenter access. You can then choose to present from content in these folders.*

## Import PowerPoint

The **Import PowerPoint** button  allows you to add PowerPoint presentations on-the-fly during a presentation. To add a new PowerPoint file, simply click this button and browse your computer/network drive. Each new PowerPoint presentation that you add is created as a separate content folder in the drop-down list. (Note that if you are using a standalone Wimba Classroom server, you may not have access to this feature.)

## Reset Content Frame



The Reset Content Frame option, located directly above the slide list, allows presenters to reset the content frame to the default slide that appears when you first enter a room. This feature can be useful anytime a presenter wants to quickly clear the content frame. Resetting the content frame also affects archived content that is made available for MP4 download by de-prioritizing video content.

## Resizing and Moving the Presenter's Console

Although many presenters like to leave the **Presenter's Console** attached to the interface, you may choose to detach it entirely. Resizing helps you allocate screen real estate, while detaching allows you to see the entire **Content Frame** as your participants will see it, while still having access to the console.

Then, to resize the **Presenter's Console**, click the left border of the console and drag it to the left or right. The content names automatically expand or wrap to fit into the new space.

### To Detach the Console

1. Click the **Detach** button  at the top of the **Presenter's Console**.

The console will detach from the **Content Frame** and appear as a separate window. The **Detach** button will be replaced by an **Attach** button.

2. To reattach the **Presenter's Console**, click the **Attach** button .

# Displaying Content

When you give a presentation, you can show many types of content, such as slides, web pages and desktop applications. You can display this content in the **Content Frame**, **Branding Frame**, or a **New Window**. You can also display your content in the **eBoard**, which provides a full set of tools to annotate the content while presenting.

We strongly recommend that you select and prepare your content before the presentation begins. In order to prepare your content, you will need access the Administration Tools. By using these tools, you can organize your content into Content Folders that will appear in the **Presenter's Console**.

(If you are using a Course Management System integration, options to upload/manage content will be available within a Course/Section, where Wimba Classroom is enabled).

Once you prepare your content, you will use the **Presenter's Console** to choose when and how to display it. You can also supplement your prepared content by adding content on-the-fly while you give your presentation. This on-the-fly content can include slides, web pages and applications.

## Showing Content Slides


The **Slide List** of the **Presenter's Console** displays the content that you have added to Wimba Classroom before the presentation, using the Administration Tools. Content can be organized into folders, and each folder can contain multiple slides that correspond with the material you have added.

### To Show Slides Within the Slide List

1. Ensure that you are using the correct Content Folder by noting the selected folder in the drop-down menu. The drop-down menu contains a list of all Content Folders to which you have access. All the slides of the Content Folder appear in the slide list below this drop-down menu.
2. If you need to change the Content Folder, select the correct folder from the drop-down menu, and click the **Select Folder ("Go")** button. You will automatically see the slides of this new folder appear in the slide list.

You can even select Content Folders from other rooms that you have access to, by selecting **More Folders...** at the bottom of the list and locating the desired folder contained in the appropriate room.

3. Each link within the slide list represents an individual slide, which is a single piece of content. For instance, if you had a five slide PowerPoint presentation and two JPEG images within your folder, you would see 7 links in the Slide List.
4. To "push" (or display) a slide, click the link representing the slide you would like to show. An orange background appears behind the last slide you've shown.

(If you want to preview any content before displaying it, click the **Preview** button  to the left of the slide.

A small pop-up window displaying the slide opens for you (and no one else). You may close that window at any time without affecting the presentation).

**Note:** If you use Breakout Rooms, slides targeted to the **Content Frame**, **eBoard**, and **Branding Frame** are pushed by default to both the Main Room and all Breakout Rooms (prior to distributing users to these rooms). To modify this behavior, please refer to: [Preview Button](#).


5. Once you click a link, the corresponding slide appears in its pre-determined “target” location (**eBoard**, **Content Frame**, **Branding Frame**, or **New Window**). An icon to the right of the slide title indicates the type of target that has been specified.
6. Continue to show slides by clicking on their corresponding links in the slide list. You have the ability to show slides in any order, and you may skip or re-use any slides.

**Note:** Participants should see the slide almost immediately after you show it. However, the actual speed at which participants receive your content depends on their Internet connection and the slide’s file size. Participants on faster connections will see slides before those on slower connections.

7. If you are planning to show slides in the order in which they are listed, you may wish to use the **Next Slide** or **Previous Slide** buttons on the Presenter’s Console, instead of clicking on the links in the slide list.



## Preview Button

The **Preview** button , located to the left of each item in the **Slide List**, provides a review of slide content prior to sharing it with all users.

Clicking this button opens a new window on your screen, which only you can see.

If Breakout Rooms are enabled, a drop-down menu is available at the top of this window.

**Note:** *Advanced Polls can only be pushed to the Main Room.*




### You may push slides to:

- Current Room
- Main Room
- Main and all Breakout Rooms
- All Breakout Rooms
- A specific Breakout Room

Simply select the desired option from the drop-down menu and click the **Push Slide** button.

## Understanding Slide Targets

A Slide Target is the location where a slide will appear in once it is shown. An icon to the right of the slide title indicates the type of target that has been specified. Wimba Classroom offers 4 possible targets for a slide:

- **Content Frame** (no icon appears): The slide appears in the **Content Frame**. This is the recommended target area for any pre-loaded content other than a PowerPoint slide or an image (e.g., HTML). Advanced polls and bullet-point slides created within the Wimba Classroom Administration Tools also utilize the **Content Frame**.
- **eBoard** : The slide also appears in the **Content Frame**, but you have the ability to annotate it by using the **eBoard Tools**. This is the recommended target area for PowerPoint slides and standard web images (.JPG & .GIF); it will not support any other file types (such as HTML or Flash). Please note that the **eBoard** may take a few seconds to load the first time you display a slide targeted to it.
- **Branding Frame** : The slide appears in the **Branding Frame** (the lower right corner of the interface). This is the recommended target area for presenters' pictures, logos, and other pieces of information that should remain visible for the entire presentation.
- **New Window** : The slide pops up for all participants and presenters in a new browser window. This is the recommended target area when you'd like to show a slide that users could leave open during or after a presentation. It should also be used when showing participants a web page. If you show content in a New Window, participants will have to close this window themselves once you have finished discussing the slide. Note that participants with pop-up blockers may not see this new window appear.

## Showing 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; for more information, refer to [eBoard Tools](#))
- Using Application Sharing to show both dynamic content (such as giving web tours or demonstrating software applications) and content that cannot be added as slides to Wimba Classroom. For more information, refer to: [Application Sharing](#).

### Showing Web Pages

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.



### To Show a Web Page On-the-Fly

1. On the **Presenter's Console**, click the **Web** button (located on the **Content** tab).

The **Show Web Page** window opens.

2. In the **Web Page URL** field, type the web address of the web page you would like to show.
3. Click the **Show Web Page** button.
4. 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 also verbally instruct participants to close or minimize this window when applicable.

**Note:** Because some web pages have embedded frame information that can make the Wimba Classroom interface disappear 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 for yourself)**. Only you will see the web page appear and can ensure that it displays properly. You can then 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

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

The **Import a PowerPoint File** window will now open.

2. Click the **Browse...** button, 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 File** field.
3. Select the frame location for the PowerPoint slides from the **Display In** drop-down list. 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.
4. Click the **Import** button. 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**.

#### **Notes:**

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

*If you upload a PowerPoint Presentation within a Breakout Room, a new folder will not be created. Instead, the Presentation slides will be added to the **Current BOR Folder** (accessible to all individuals logged in to this Breakout Room -- and every Breakout Room, if this privilege is enabled).*

To switch back to another Content Folder, select the Content Folder name from the list and click the **Select Folder ("Go")** button.

## Showing Live Applications

Application Sharing lets you share any application running on your computer with all participants in a presentation. When sharing an application, everyone will see all your keystrokes and mouse movements in real-time as you work on that application. You can choose to share only the application window, a portion of your computer screen, or your entire desktop. You can also let participants interact with your application, or let them share their own applications with the rest of the group by using "Remote AppShare Request".

For complete details, please refer to: [Application Sharing](#).

# The Wimba Classroom eBoard

The Wimba Classroom eBoard allows you to annotate slides, import images, and take screenshots of anything on your desktop. The eBoard tools are not initially enabled for participants, but you can enable them for specified individuals or for the entire group. This feature is useful when creating interactive exercises.

You may only use the eBoard with standard web images or PowerPoint files. In addition, these slides must be “targeted” to the eBoard. For more information on slide targets, refer to [Understanding Slide Targets](#). All other types of files (such as HTML, PDF and Flash) and shared applications *cannot* be used with the eBoard.

## To Use eBoard

- Using the Presenter’s Console, display a slide that has been targeted to the eBoard.

**OR**

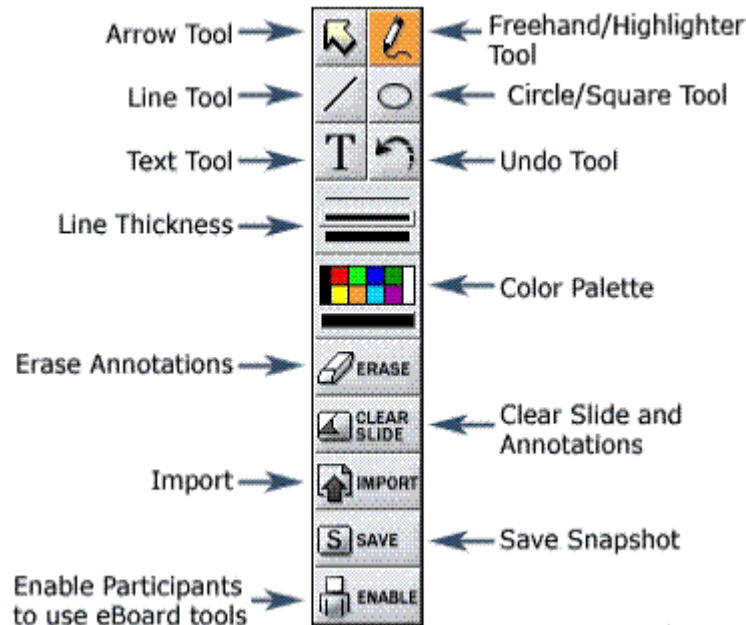
- Click the **eBoard** button (located on the **Content** tab of the Presenter’s Console).

The eBoard loads in the **Content Frame**, and the eBoard toolbar appears on the left. If you click the **eBoard** button, the most recently used slide that has been targeted to the eBoard appears; if no eBoard slides have been used, the area is blank white.

When you are finished using the eBoard, select another slide or activity you wish to use.

## eBoard Overview

The following image displays an overview of the eBoard Tools. For a detailed description of every tool, refer to the [eBoard Tools](#).



The Wimba Classroom eBoard is an electronic whiteboard that includes a set of tools that allow you to mark-up and emphasize content during a live presentation by drawing shapes and lines, typing text, and importing graphics.

## eBoard Tools

The **eBoard Tools** allow you to draw shapes and lines, type text, and import graphics. When you use the **eBoard Tools**, the results are visible to participants.

The **eBoard Tools** are not initially enabled for participants.

### Pointer Tool



The **Pointer** tool places an arrow pointer on the **eBoard**. Click the **Pointer** tool, and then click anywhere on the **eBoard**. The point of the arrow will appear at the current location of your cursor.

If you want to change the direction of the arrow, click the **Pointer** tool again. There are four different arrow directions to choose from:



### Freehand Draw Tool



The **Freehand Draw** tool allows you to draw on the **eBoard**. Click the **Freehand Draw** tool on the toolbar, and then place the mouse on the **eBoard** where you would like to draw. Click and hold down your mouse button and drag the mouse to draw.

Hold down the **Shift** key on your keyboard while performing the steps above to draw a straight line.

You can change the color and line thickness of your annotations using the **Color Palette** and **Line Thickness** tools. (See descriptions for both below.)

### Highlighter Tool



The **Highlighter** tool brings emphasis to content through transparent drawing. Select the **Freehand Draw** tool on the toolbar, then click it again to reveal the **Highlighter** tool. Place the mouse on the eBoard where you wish to highlight. Click and hold down your mouse button, then drag the mouse to highlight.

Hold down the **Shift** key on your keyboard while performing the steps above to draw a straight line.

You can change the color and line thickness of your line using the **Color Palette** and **Line Thickness** tools. (See descriptions for both below.)

### Line Tool



The **Line** tool creates a straight line on the **eBoard**. Click the **Line** tool on the toolbar, and place the mouse on the **eBoard** where you would like one end of the line to appear. Click and hold your mouse button and move your mouse to the desired endpoint of your line. Release the mouse button to complete the line.

You can change the color and line thickness of your line using the **Color Palette** and **Line Thickness** tools. (See descriptions for both below.)

### Circle Tool



The **Circle** tool creates several shapes on the **eBoard**. Click the **Circle** tool on the toolbar, and then place the mouse on the **eBoard** where you would like an oval to appear. Click and hold your mouse button and move your mouse until the desired shape appears. Release the mouse button to complete the oval.

Hold down the **Shift** key on your keyboard while performing the steps above to draw a circle.

If you click the **Circle** tool again, it will become a rectangle.



Follow the steps above to draw this shape. Hold down the **Shift** key during this process to draw a square.

You can change the color and line thickness of your shape using the **Color Palette** and **Line Thickness** tools. (See descriptions for both below.)

### Text Tool



The **Text** tool allows you to type text on the **eBoard**. Click the **Text** tool on the toolbar, and then place the mouse on the **eBoard** where you would like your text to appear. Click your mouse button. A gray box appears indicating you may begin typing. Once you press the **Enter** or **Return** key on your keyboard, your typed text will be seen by all participants.

You can change the color for your text using the **Color Palette**. (See description below.)

### Undo Tool



The **Undo** tool allows you to undo the last action taken on the **eBoard**. Click the **Undo** tool on the toolbar. The last whiteboard marking (i.e. oval, line, freehand drawing, text character, arrow pointer) will be removed. Clicking the **Undo** tool repeatedly removes the next most recent marking with each click.

Any participant with the **eBoard** enabled can use the **Undo** tool to remove the most recent whiteboard markings.

Note that the **Undo** tool will *not* undo **Erase** or **Clear Slide** actions.

### Line Thickness Selector



The **Line Thickness Selector** allows you to choose the width of the whiteboard items you draw on the **eBoard**. Click one of the three line thickness choices. A box will appear around the line thickness selected. Next, select and

then use the **Freehand Draw, Line, or Circle** tool. Your markings will appear on the **eBoard** with the selected line thickness.

You may select a new line thickness for each new object you draw, or continue to use the selected thickness for subsequent markings. The line thickness selected only affects items you draw on the **eBoard**. Other users with an enabled **eBoard** can select their own line thickness for items they draw

### Color Palette Tool



The **Color Palette** tool allows you to select a color for the markings you draw on the **eBoard**. Click the desired color on the color palette in the **eBoard** toolbar. The selected color will appear in the long box below the palette. Select and use the **Freehand Draw, Line, Oval, or Text** tool. Your markings will appear on the **eBoard** in the selected color.

You may select a new color for each new marking you draw, or continue to use the selected color for subsequent markings. All users enabled to use the **eBoard** can select their own color for markings they draw.

### Erase Tool



The **Erase** tool removes all markings on the **eBoard**. Click the **Erase** tool on the toolbar. All markings on the **eBoard** are erased. If **ScreenGrab** or image files appear on the **eBoard**, these images will *not* be erased.

Erasing the **eBoard** cannot be undone.

All users with an enabled **eBoard** can erase the **eBoard** of all markings it contains at that moment.

### Clear Slide Tool



The **Clear Slide** tool removes all markings *and* all images from the **eBoard**, leaving it completely white. Click the **Clear Slide** button on the toolbar. All markings and images (**ScreenGrab** or content) on the **eBoard** are erased.

Clearing the **eBoard** cannot be undone.

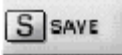
All users with an enabled **eBoard** can clear the **eBoard** of all markings and images.

### Import Tool



The **Import** tool allows you to import an image or graphic onto the **eBoard**. Click the **Import** tool on the toolbar. A pop-up window appears and allows you to browse your hard drive or any disk storage device accessible to the user for an image to import.

### Save Tool



The **Save** tool allows you to take a snapshot of the slide and annotations that you have made using the **eBoard**. This feature gives you the ability to re-use the **eBoard** contents later in a presentation. Click the **Save** tool on the **eBoard** toolbar. The snapshot is saved as a slide within the Snapshots **Content Folder**.

***Note:** This tool is only available to participants within Breakout Rooms. Snapshots created in Breakout Rooms are saved to the **Current BOR Folder**.*

## Enabling Participants to Use the eBoard

The **Enable** button on the eBoard toolbar allows you to enable selected (or all) participants to use the eBoard tools. The “enabled” participants will receive an eBoard toolbar with all the tools except for the **Enable** and **Save** tools.

### To Enable Participants to Use the eBoard

1. Click the **Enable** button. The **Enable/Disable eBoard Toolbar** popup window opens.
2. Select a participant (or multiple participants using the **Ctrl** or **Apple** key) from the **Disabled** column and click the **Update** button. Their names will be moved over to the **Enabled** column, and they will automatically see the eBoard tools appear in the **Content Frame**. To quickly enable all participants, click the **Enable All** button instead of selecting participants individually.
3. To disable participant access at any time, perform the reverse procedure by selecting their names from the **Enabled** column and clicking the **Update** button.



# Application Sharing

**Wimba Classroom's Application Sharing tool lets you show or share any application running on your computer with all participants in a presentation. It is the ideal tool to use for:**

- Showing dynamically changing content (such as giving web tour of software demonstrations)
- Showing content that cannot be added to Wimba Classroom as slides (such as any proprietary software application or your desktop)
- Teaching participants to use a software application and having them demonstrate their knowledge for you
- Collaborating on documents and applications (such as a Microsoft Word document or Excel spreadsheet)
- Troubleshooting end users by having them show you their desktops (using Wimba Classroom's Remote AppShare Request feature)

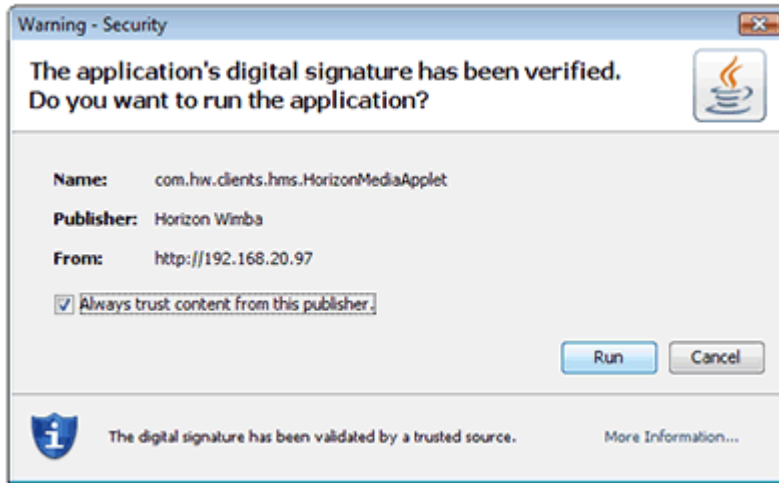
When you begin Application Sharing in a presentation, all users (besides yourself) will see the application appear in the Content Window by default, or in a New Window if you choose. You can choose to share only the window of the application or webpage, a portion of your computer screen, or your entire desktop. 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 as well.

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

## Authorizing AppShare

### Security Warning



AppShare uses a signed Java applet to allow users to view your desktop remotely. If you have not fully authorized the applet previously, you will receive a popup window similar to the one pictured above.

When asked if you wish to trust the signed applet provided by Wimba, click 'Always' or 'Grant Always.'

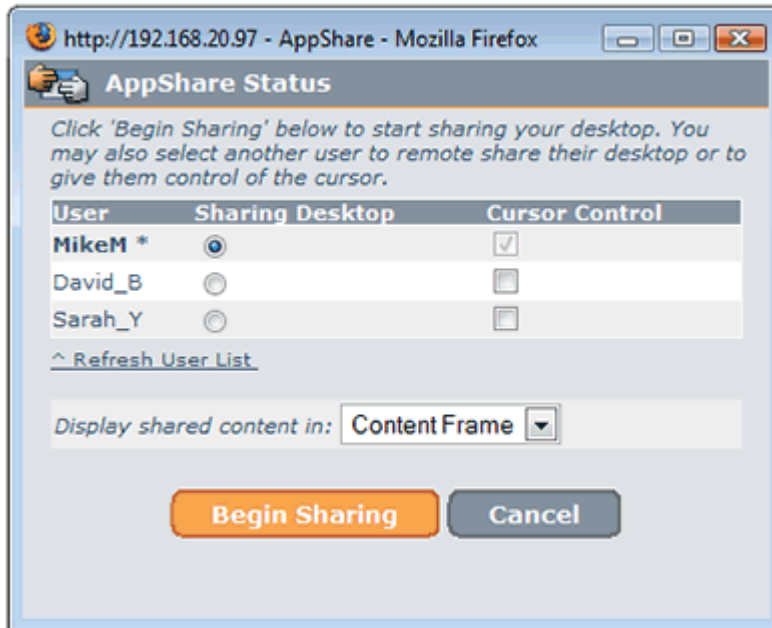
**NOTICE FOR MAC USERS:** *Certain Safari users will receive a different popup window. If so, under "When using this certificate" select 'Always Trust' and click 'OK.'*

Once you have successfully authorized AppShare, you should see the AppShare Selection window appear.

**Note:** *Users who simply wish to view or interact with the shared application will not need to authorize the Java applet. Only the user actually Sharing content from his computer will need to authorize.*

## Running Application Sharing

### Overview



1. Click the **Share** button (located in the **Content** tab of the Presenter's Console).

The **AppShare Status** window opens, which contains 3 columns.

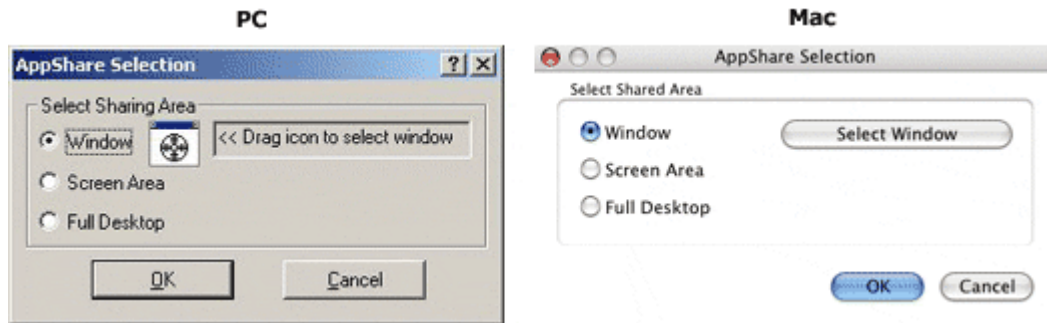
The "User" column lists all users in the room.

The "Sharing Desktop" column indicates whose application will be shared. By default, your application will be shared. However, you can choose another user under this column to share his/her application instead.


The "Cursor Control" column indicates who else will have cursor control (i.e., ability to click, type or navigate). By default, only you have cursor control. Select other users as appropriate under this column.

Below these columns, you can use the drop-down menu to indicate where the application will appear for users when shared. By default, the application appears in the Content Frame. However, you can choose a New Window if it takes up a relatively large area.

2. Click the orange **Begin Sharing** button. If this is the first time you have hosted Application Sharing on your computer, you will need to authorize a signed Java applet which enables AppShare. For more information about this authorization refer to [Authorizing AppShare](#).
3. The AppShare Selection window opens. Decide what area of your desktop you would like to share. Choose one of 3 options:



a) **Window** - Select this option if you would like to share only the application window.

**PC only:** click and drag the window icon  onto the desired application window.

You may choose this option because:

You're showing/sharing on only one application or window.

Other users will have cursor control. By choosing a Window, you limit mouse and keystroke control to only that application, instead of your entire Desktop.

**Note:** *Even though you have selected a specific window, any other application or window that overlaps the selected window will also be displayed during Application Sharing.*

b) **Screen Area** - Select this option if you would like to select a region of your computer screen to share.

You may move this tool to a different area of your screen by clicking and dragging your mouse on one of the hatched lines. You may also resize it by clicking on one of the black squares on the edge of the tool and dragging it.


c) **Full Desktop** - Select this option if you want to share your entire desktop screen. While it is the easiest option to choose for a presenter, it also takes the longest to display and update for participants.

4. Click the **OK** button after you have made your selection. Your application is now shown in the area you've specified (content frame or new window) to all users. Any users with cursor control are also able to interact with the application.
5. To end Application Sharing, locate the original **AppShare Status** window (which should be minimized or hidden behind other windows) and click the "End Sharing" button.

You may also use this window to change cursor control or allow someone else to share his/her application. Click the "Update Sharing" button after making your selections.

### Additional Notes

If you choose the "Window" option when selecting the shared region, you can "pause" Application Sharing (i.e., make an update to your desktop that is invisible to the user). When the shared window is minimized, users will only see a message that reads "The shared window is minimized. Please wait for next update."

You can change the portion of the screen being shared after making your original selection. For PCs, double-click the **Application Sharing** icon  in your system tray to re-open the AppShare Selection window. For Macs, hold down the **Ctrl** key, click the Application Sharing icon in your system dock, and then select "AppShare Selection" from the menu.

## 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 a New Window, to avoid confusion.
- Before the presentation, conduct a practice session where another user logs in as a participant. You can perform this yourself if you have access to two computers side-by-side.
- During the presentation, have the application ready before you start. By doing this, you can ensure that your application will be the first thing viewed by participants when you begin.
- In a small group, you may also want to ensure that everyone sees the AppShare content by asking them a question such as, "Is anyone having problems seeing the application?"
- If you are using WimbaMedia, you should use the **Lock Talk** feature to avoid using the **Ctrl** key to speak. You may also consider changing the **Talk Hot Key** to F8.
- If broadcasting video, you may wish to select **Stop transmitting video** to bring focus to the shared application and ease bandwidth
- If you enable other participants to have control of your application, we recommend enabling only one participant at a time, or giving very clear instructions about taking turns.
- If you will be giving a web tour but will not navigate through too many links, you may want to consider using screen shots or web pushes instead of Application Sharing, since Application Sharing takes several seconds to initiate.
- If showing your application in a new window (instead of the **Content Frame**):
  - Verbally inform participants that a new window will appear when you begin, to minimize confusion.
  - To continue using the **Text Chat Area**, keep the shared content to  $\frac{3}{4}$  of the computer screen so users can see and use text chat.

## Technical Notes for Application Sharing

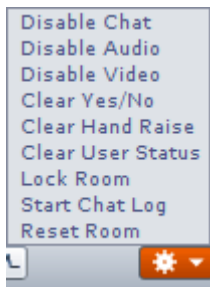
This Help Screen provides some general information about Application Sharing, as well as several recommendations for optimal performance.

### Technical Notes

- Participants will not need the application installed on their computers to view or interact with it.
- For best performance, follow these recommendations:
  - Participants should be on the fastest Internet connection available (56 kbps minimum for Application Sharing).
  - 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 fastest performance.
  - Presenters on Windows OS may want to set the color settings on their monitors to High Color (16-bit). To define this setting, go to **Start > Settings > Control Panel > Display**.
  - Presenters on the Mac OS may want to set the color settings on their monitors to “Thousands”. To define this setting, go to **Apple Menu > System Preferences > Appearance > Display**.
  - Presenters who accidentally close the **AppShare Status** window can click the **Share** button on the **Presenter’s Console** again to re-display that window.

# User Management

## Overview

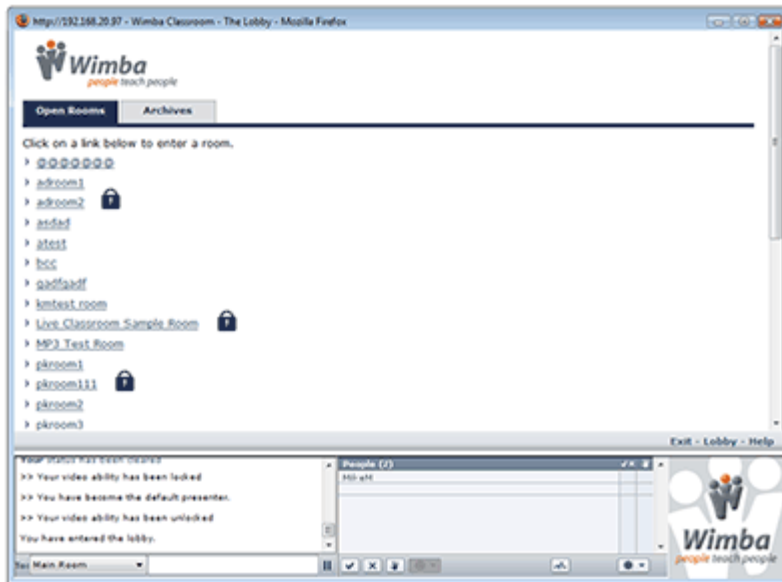


The **Actions Menu**, located at the bottom of the Participant Area, allows you to manage all of your participants' activities during a presentation.

Each feature is described below:

- **Enable/Disable Chat** lets you give or take away the ability for all participants to send public and private text messages during a presentation. For additional details, review: [Chat Privileges](#).
- **Enable/Disable Audio** lets you give or take away the ability for all participants to speak during a presentation. For complete details, see: [Speaking Privileges](#).
- **Enable/Disable Video** lets you give or take away the ability for all participants to share video during a presentation. For more information, see [Video Broadcasting Privileges](#).
- **Clear Yes/No** resets the **Yes** (check mark) and **No** (X) indicators that reflect participants' responses after clicking the **Yes** or **No** button during a presentation.
- **Clear Hand Raise** resets indicators that note participants who have raised their hands by clicking the **Hand Raising** button during a presentation.
- **Clear User Status** resets status indicators selected by participants from the **Set Status** menu.
- **Lock Room** gives Presenters the ability to lock a room and prevent new participants from joining the presentation. For further details, consult the [Room Lock](#) section.
- **Start/Stop Chat Log** allows you to create a transcript of all chat and activities during a presentation. For more information, refer to the [Chat Logs](#) section.
- **Reset Room** restores the Wimba Classroom to its pre-presentation state. For complete information, review the [Reset Room](#) section.

## Room Lock



Presenters have the ability to lock a room and prevent new participants from joining. This feature can be activated by selecting **Lock Room** from the **Actions Menu**, located at the bottom of the **Participant Area**.

The room lock feature will not lock out presenters. If a participant is in the room when it is locked, and they exit, they will not be able to re-enter. Rooms that are locked will be visible in the Lobby, but a lock icon will be displayed next to the room title.

You can unlock the room by clicking the **Actions Menu** again and selecting **Unlock Room**.

### **Notes:**

*The room will unlock automatically when the room session expires (3 hours), or when the presenter logs out of the room.*

*This option is also available in the **Actions Menu** of all Breakout Rooms (accessible to only presenters). Using this feature will lock/unlock the Main Room.*



## Chat Logs

**Chat Logs** record all public text chat messages entered during the presentation. They also include the activities users performed in a presentation (for example, launching a file in the eBoard).

Archiving a presentation automatically creates a chat log, so if you plan to archive your presentation, you need not use this feature separately.

This feature can be activated by selecting **Start Chat Log** from the **Actions Menu**, located at the bottom of the **Participant Area**.

Chat logs can only be viewed through the Administration Tools (or within a Course/Section, if using a Course Management System integration).

## Reset Room

**Reset Room** (available in the **Actions Menu**) allows presenters to restore a room (and its Breakout Rooms, if applicable) to a fresh state.

This setting:

- Returns all users in Breakout Rooms to the Main Room.
- Pushes the Default **Content Frame** and **Branding Frame** slides.
- Stops Application Sharing (if running)
- Demotes all "promoted" Participants
- Clears all Yes/No Responses
- Clears all Hand Raises
- Clears all Status Indicators
- Resets audio/video/chat states to Main Room default settings
- Closes the **Video Window** for all users
- Resets **eBoard** enabled state to Main Room default setting
- Removes all Breakout Rooms created on-the-fly
- Stops Archive (if running)

It is recommended that you use this option at the end of each session to ensure that the archive is stopped and the room is ready for future sessions.


**Note:** This option is also available in the **Actions Menu** of all Breakout Rooms (accessible to only presenters). Using this feature will perform all functions described above, resetting the Main Room and all Breakout Rooms.


## Enabling and Disabling Chat Privileges

Room Settings within the Administration Tools (or associated with a room, within a Course/Section, if using a Course Management System integration) determine whether or not participants have chat privileges at the start of the presentation. However, you can change chat privileges for any or all participants during the live presentation.

### To Enable or Disable Speaking Privileges for All Participants

1. Click the **Actions Menu** below the participant list.
2. Select **Enable/Disable Chat**

If the option reads **Enable Chat**, clicking it will enable all participants' text chat privileges. The **Chat Privilege** icon next to all participants' names will be positive  .

If the option reads **Disable Chat**, clicking it will disable all participants' chat privileges. The **Chat Privilege** icon next to all participants' names will be negative  .

### To Enable or Disable Speaking Privileges for an Individual Participant

In the **Participant Area**, click the **Chat Privilege** icon next to the participant you wish to enable or disable.

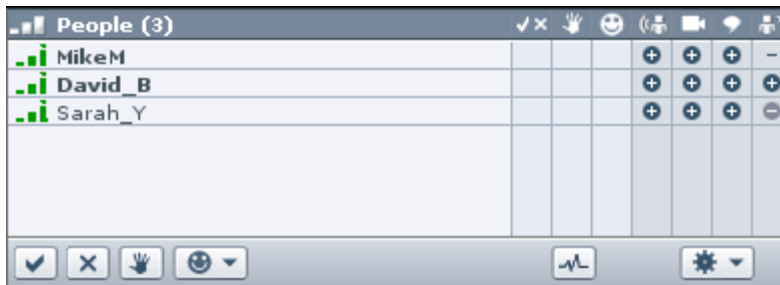
- If the icon is positive, the participant is enabled. Clicking the icon will disable their chat privileges.
- If the icon is negative, the participant is disabled. Clicking the icon will enable their chat privileges.


**Note:** Participants always have the ability to send you a private message, even if you have disabled their text chat.

## Presenter On-The-Fly

During a presentation, Presenters may promote any participant to presenter-level status on-the-fly. This allows "promoted" participants to lead the presentation, with identical access to all tools and features available to presenters -- including the abilities of promoting participants and demoting "promoted" participants (including themselves).

### To Promote a Participant




In the **Participant Area**, click the negative **Promotion**  icon next to the participant you wish to promote. The "promoted" participant receives audio and textual notification, as well as immediate presenter-level access.

This access carries over into Breakout Rooms and continues for the entire session, unless the "promoted" participant is demoted.

### To Demote a Participant

The following three actions result in demoting a "promoted" participant:

- Any presenter (including a "promoted" participant) clicks the positive **Promotion**  icon next to a "promoted" participant's name.
- The "promoted" participant exits from Wimba Classroom, causing automatic demotion.
- Any presenter (including a "promoted" participant) resets the room.

Presenters, including "promoted" participants, cannot demote an individual with default (non-promoted) presenter rights to a room.

If **Participant Promotion** is disabled, the **Promotion Indicator** column will not appear in the **Participant Area**.

**Note:** Phone-Only participants cannot be promoted on-the-fly. As an alternative, provide the appropriate user(s) with the Wimba Classroom's Presenter PIN number.

# Interactive Polling Overview

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. Wimba Classroom offers simple Yes/No polling and more advanced polling for different types of questions.

## Yes/No Polling

Yes/No polling is a great tool to ask simple yes or no questions and obtain instantaneous feedback that all participants can see. Presenters can verbally ask a Yes/No question, type the question through text chat, or present a slide that asks the question.

There are many potential uses for Yes/No polling. For example, you can verbally ask a Yes/No question at the beginning of the presentation to ensure that all participants can hear your audio. Participants who can hear you would click the **Check (Yes)** button. You (or an assistant) can then easily identify which participants were having difficulty and troubleshoot with them directly.

Yes/No polling could also be used to ask for participants' opinions on a topic, to understand your participants' background knowledge on the topic you will discuss, to take a vote, or to ensure that participants have retained the knowledge you have given them.

### To Conduct Yes/No Polling

1. Verbally pose a question and request that participants answer **Yes** or **No** by clicking the appropriate button. The answer each participant chooses will appear next to his/her name in the Participant Area. A tally of results will also appear within the **Room Pulse**.
2. To reset and clear a Yes/No poll, click the **Actions Menu** and select **Clear Yes/No**. You will reset the answers from all participants, so that you may ask another Yes/No question.

## Advanced Polling Overview

Wimba Classroom's advanced polling features allow you to ask more in-depth questions to participants.

Polls are created within the Administration Tools (or within a Course or Section if using a Course Management System integration) and are presented as slides in a live presentation.

Participants respond by typing their answers or selecting the appropriate choices. Results can be displayed on the fly for some types of polls. There are three types of advanced polls you can use:

- [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 a text box.
- [Questionnaire](#) - Responses *cannot* be displayed on-the-fly, but can be accessed through the Administration Tools (or within a Course/Section, if using a Course Management System integration) after the presentation. Present several multiple-choice and open-ended questions in one form.

## Multiple Choice Polls

Multiple-choice questions are displayed in the **Content Frame**.

Participants (and presenters) may respond by selecting one or more response choices 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. The question shown above is restricted to only one response. 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 poll responses.

### To Publish Multiple Choice Responses

1. Click the **Preview** button to view the results as they come in. Note that your participants' screens do not change when you click **Preview**. You may click the **Preview** button an unlimited number of times, to preview the latest results.

The table of results shows the number of participants that have selected each response choice, along with the portion of those responding (as a percentage) that have selected each choice.

Questions can be configured in the Administration Tools (or via content tools, associated with your room, if using a Course Management System integration) to either display results anonymously (as shown above), or include participant names and individual responses (as shown below).

2. Once you are ready to publish these responses to all participants, click the **Publish** button. All users see these results in the Content Frame. In addition, a snapshot of these responses is automatically saved as a slide in the Snapshots Content Folder. This feature gives you the ability to show poll results later in a presentation.

**Note:** Once poll results are published, the **Preview** and **Publish** buttons are no longer available. In addition, participants are no longer able to respond, even if they haven't finished selecting their responses.

## Open Ended Polls

Open-ended polls are displayed in the **Content Frame**.

Participants (and presenters) may respond by typing in the response field and clicking the **Submit** button. There is no 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 an open-ended question is presented, the left edge of the **Content Frame** displays the polling controls to presenters, which contains 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 poll responses.

### To Publish Open Ended Responses

1. Click the **Select** button to choose which responses to display when the results are published, and whether to include respondents' names with the responses. Selections are made by placing checks in the checkboxes that appear on the slide and clicking the **Submit** button. Note that your participants' screens do not change when you click **Select** or **Submit**.
2. Click the **Preview** button to view what your selections will look like. Note that your participants' screens do not change when you click **Preview**. You may click the **Preview** button an unlimited number of times, to preview the latest results. The preview shown here does not include respondents' names.
3. Once you are ready to publish these responses to all participants, click the **Publish** button. All users see these results in the Content Frame. In addition, a snapshot of these responses is automatically saved as a slide in the Snapshots Content Folder. This feature gives you the ability to show poll results later in a presentation.

**Note:** Once poll results are published, the **Preview**, **Publish**, and **Select** buttons are no longer available. In addition, participants are no longer able to respond, even if they haven't finished selecting their 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 (or associated with your room, within a Course/Section, if using Course Management System integration).



# Breakout Rooms

During a presentation, you may move participants (and, optionally, yourself and/or other presenters) to Breakout Rooms for discussions and group work.

Participants (and you, if you elect to move yourself) will receive both audio and textual notification that you have been moved to a Breakout Room. The interface will reload and you will have access to limited presentation tools.

## Within Breakout Rooms, participants have the ability to:

- Send public and private messages to all users within the Breakout Room
- Send private messages to presenters, regardless of their location
- Use eBoard tools (for more information, refer to: [eBoard Tools](#))
- Upload PowerPoint slides (to the **Current BOR Folder**)
- Display content on-the-fly

They may also be enabled to display content from other Breakout Rooms, as well as the Main Room, as determined within the room's settings.

## Unlike the Main Room, the following features are not available in Breakout Rooms:

- Archiving (for more information, refer to: [Archiving and Breakout Rooms](#))
- Application Sharing
- Advanced Polling
- Complete User Management (the **Actions Menu** only displays **Clear Yes/No, Clear Hand Raise, Lock Room, and Reset Room** options)
- Disabling speaking privileges (broadcasting audio remains enabled for all users)
- Disabling chat privileges (public and private chat within the Breakout Room remains enabled)

Breakout Rooms must be enabled for your Wimba Classroom in order to distribute users. You will know this is the case if the **Breakout Rooms** tab appears towards the top of the **Presenter's Console**.

## Creating Breakout Rooms

### Overview



By default, 3 Breakout Rooms are associated with each Wimba Classroom. This number may have been altered within the room's settings prior to your presentation. You also have the ability to create an unlimited number of Breakout Rooms on-the-fly.

#### To create new breakout rooms:

1. Click the **Breakout Rooms** tab in the **Presenter's Console**
2. By default, you will be taken to the **Move People: Manual** view  
(If you are not, next to **Move Users**, click **Manual**)
3. At the bottom of the Console, click **Add a Breakout Room**

A new Breakout Room is now available for immediate use. These rooms will remain available until you (or another presenter) utilize the **Reset Room** feature.

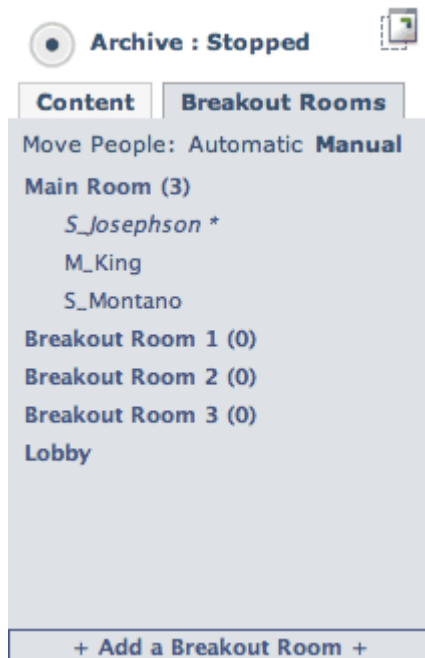
## Moving Users

The **Breakout Rooms** tab in the **Presenter's Console** provides an easy means to move users into Breakout Rooms.

Users can be moved via two methods:

- **Manual:** Both participants and presenters can be dragged and dropped into any Breakout Room
- **Automatic:** Participants can be auto-distributed into Breakout Rooms based on class size

### Manually moving users



### To Manually Move Users:

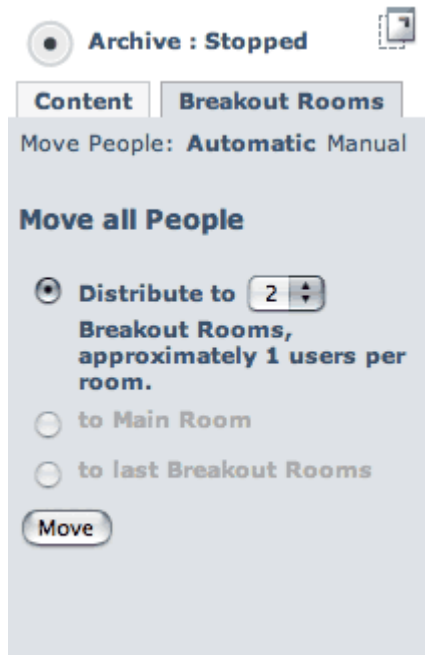
1. Click the **Breakout Rooms** tab in the **Presenter's Console**
2. By default, you will be taken to the **Move People: Manual** view  
(If you are not, next to **Move People**, click **Manual**)
3. Under **Main Room**, click the name of the user you wish to move
  - a.) To move consecutive users, click the first user, hold down the **Shift** key on your keyboard, and click the last user. Continue holding **Shift** and proceed to Step 4.
  - b.) To move non-consecutive users, click the first user, hold down the **Ctrl** key on your keyboard, and click each subsequent user. Continue holding **Ctrl** and proceed to Step 4.
4. Hold down your mouse button and drag the user(s) to the breakout room of your choice

You can enter any breakout room yourself, move one or more users back to the Main Room, or re-distribute users to different breakout rooms using the drag-and-drop method outlined above.

**Note:** You can move yourself into any Breakout Room, or back to the Main Room, but not the Lobby. If you wish to navigate there, click the **Lobby** link above the **Branding Frame**.

When you are ready to move all users back to the Main Room, or re-distribute users to their former breakout rooms, use the **Automatic** options described below.

#### Automatically distributing users



#### To Automatically Move Users:

1. Click the **Breakout Rooms** tab in the **Presenter's Console**
2. Next to **Move Users**, click the **Automatic** link
3. By default, the interface will propose moving as equal of a number of users as possible into the number of breakout rooms associated with your Wimba Classroom (for example, if 6 participants are logged in, it will suggest moving 2 users into 3 rooms).

You may leave this as is, or use the drop-down menu, to distribute users to your desired number of rooms.

4. Click the **Move** button

**Note:** By default, only participants will be automatically distributed to Breakout Rooms, unless this has been modified within the Administration Tools (or within room settings, within a Course/Section, if using Course Management System integration) to also include yourself and/or other presenters.

When you are ready to move all users back to the Main Room, return to the **Automatic** view and select: **to Main Room**.

You may re-distribute users to their former breakout rooms by selecting: **to last breakout rooms**.

## Chat Privileges

Within Breakout Rooms, participants always have the ability to send both public and private messages to all other individuals logged into the same Breakout Room. This ability cannot be disabled.

They can also send a private message to any presenter, regardless of their location (they must be in either the Main Room or a Breakout Room, but not necessarily the same room in which they are located). Only presenters can send a private message to participants logged into any Breakout Room.

Presenters also have the ability to send a public message to all users logged in to both the Main Room and/or any Breakout Room.

### To Send a Public Chat Message

1. In the **To:** pull-down menu of the **Text Chat Area**, ensure that "Breakout 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.

This message will be displayed for all users in your Breakout Room.

### 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 "Breakout Room," followed by participants.

OR

In the participant 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 Send a Message to All Users

1. In the **To:** pull-down menu of the **Text Chat Area**, select "ALL"

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.

This message will be displayed for all users, whether they are logged in to the Main Room or any Breakout Room.

## Saved Content

All content added to the **Current BOR Folder** in each Breakout Room is automatically saved to a new Content Folder associated with the Main Room.

### This content includes:

- All PowerPoint Presentations imported on-the-fly
- All Saved eBoard Snapshots

The new Content Folder is named with a time/date stamp (i.e., BOR 2007-05-01 16:53 Folder)

This Folder is created when either all Presenters have logged out of the Main Room, or a presenter selects **Reset Room** from the **Actions Menu**.

Content is accessible to participants the next time they are moved to Breakout Rooms (in addition to the default **Current BOR Folder**), if they are enabled to access Main Room Folders.

## Archiving and Breakout Rooms

Archiving is not available within Breakout Rooms.

If you are recording an archive at the time you distribute users to Breakout Rooms, the archive will keep running, unless you manually stop it. Only content and media displayed in the Main Room can be captured within an archive.

You may wish to stop your archive prior to moving users, to prevent a period of silence when participants are working in Breakout Rooms. You can then manually start a new archive, if you bring participants back to the Main Room.

Alternately, you may wish to push a slide indicating distribution to Breakout Rooms (and/or vocally announce to archive participants that there will be silence for several minutes). Once students return, you can push content again. This will provide markers within the **Archive Navigation** helpful to viewers.

# Archived Presentations

An archive is a recording of a live presentation that:

- Captures and synchronizes all events that occurred in the live presentation: all audio and/or video, public (but not private) text chat comments, **eBoard** annotations, content, application sharing, advanced polling, etc.
- Plays back all of the actions exactly as they occurred during the live presentation.
- Can be instantly posted to the Wimba Classroom server to be accessed by participants.
- Can be downloaded as MP4 video or MP3 audio.

Archived presentations are automatically saved to the Wimba Classroom server. When it is first created, participants cannot access the archive. It must be “opened” by someone with Room Administrator privileges or higher (or within the Course/Section with which it is associated via a Course Management System integration) to make it available to participants.

## Archiving a Presentation

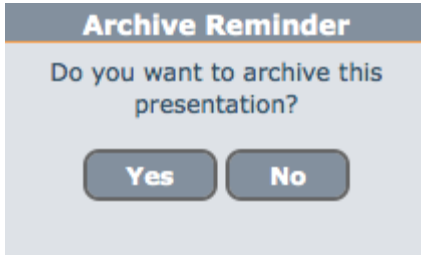
You can archive your presentation so that others can view it after it has occurred. Alternately, you may choose to create an archive without the presence of a live audience and use the archive as an asynchronous learning tool.

### To Archive a Presentation

1. Click the black **Recording** button at the top of the **Presenter’s Console**.  
A dialog box appears asking if you would like to archive the presentation.
2. Click the **OK** button. An audio prompt will inform you (and all presenters) that the archive has started. The **Recording** button will turn red.
3. A message (visible only to presenters) also appears in the **Text Chat Area** noting that the archiving process has begun.
4. To stop the archiving of a live presentation, click the red **Recording** button. An audio prompt will inform you (and all presenters) that the archive has stopped. The **Recording** button will turn black.
5. A message (visible only to presenters) appears in the **Text Chat Frame** noting that the archive has been stopped.

The archived presentation is saved and can be accessed either within the Administration Tools (or within a Course or Section, if using a Course Management System integration). It will need to be opened for availability to participants, unless your server is set to open archives automatically.

## Archive Reminder



The **Archive Reminder** poses a helpful question that appears at the bottom of the Presenter's Console. It not only serves as a friendly alert; it also provides a quick way to start an archive.

The reminder has two options:

- Click the **Yes** button to start an archive and remove the reminder
- Click the **No** button to remove the reminder and not start an archive

Archive Reminder displays for every Presenter who logs in to the room, unless an archive recording is in progress or if a Presenter clicks its "No" button. The reminder does not appear for "promoted" presenters enabled via Presenter On-The-Fly.

Even if you dismiss the reminder, you can still start an archive using the **Recording** button at the top of the Presenter's Console.

This feature is enabled for all rooms by default.



## Viewing an Archive

Archives are accessible from the Wimba Classroom Lobby (or within the Course/Section with which it is associated via a Course Management System integration), or through a launcher link. If you first enter the Lobby after logging in, you will notice that the archives are grouped separately from live presentations.

### To View an Archive

If you are in the Lobby, click the **Archives** tab and then click on the name of the archive that you would like to view. You will then be moved into the archive automatically. **Archive Navigation** controls will appear on the right-hand side of the interface.

The archive should begin to play automatically after you access it. (Please note that it may take a few seconds before it begins to play.) The presentation slides will automatically advance for you, and you will see everything as it happened in the live presentation.

### Archive Navigation

If desired, you can use the **Archive Navigation** to jump to specific transition points within the archive, broken up into primary and secondary navigation points:

- Primary navigation points include:
  - o Events: the display of slides, websites, or eBoard content
  - o Time Markers: periods without content display
  - o AppShare Markers: time intervals during an Application Sharing session
- Secondary navigation points include public chat comments and eBoard annotations

### Playback and Interaction

Playback controls to pause/resume and stop the archive are available above the **Text Chat Area**.

If the archive contains video content, you may also raise/lower the **Video Window** by clicking the **Camera** button (or click the Window's Close button). The **Video Window** contains its own controls for playback, along with the ability to display video full screen.

For more advanced options, please refer to: [Archive Options](#).

As you watch the archive, you can even respond to any Wimba Classroom poll questions that appear. Your results will not show up in the archive itself, but they will be reflected in any polling reports.

If you encounter any technical issues while viewing the archive, please be sure that you have run and passed the Wimba Classroom Wizard that is appropriate for the archive.

## Archive Downloads

The **Archive Downloads** menu, accessible from within an archive session, provides access to email the presenter, as well as download archive media.



### Download MP3

Allows you to download the entire audio contents of this archive in .mp3 format for use on your hard drive, burned to CD/DVD, or transferred to a portable device. The download process may first include time to generate the .mp3 file. Based on your browser, this may file may require unzipping once the download completes.

### Download MP4

Allows you to download audio and video contents of this archive in .mp4 format for use on your hard drive, burned to CD/DVD, or transferred to a portable device. The download process may first include time to generate the .mp4 file. Based on your browser, this may file may require unzipping once the download completes. Room Administrators can modify MP4 settings to determine which content types are prioritized in MP4 downloads. For more information, see the Portable Media Settings area in the *Wimba Classroom Room Administrator Guide*.

**Note:** These download options may not be available if they have been deactivated for a particular archive, or if the archive was created in a version prior to Wimba Classroom 5.0.

### Contact Presenter

If a contact email address is associated with this archive, the **Contact Presenter** option will be available. Selecting this will open your default email client and populate the To field with the designated email address.

# Room Administration

If you are using Wimba Classroom with a Course Management System integration, you may have the ability to build rooms within your Course or Section, as well as upload/manage content and modify room settings. Please refer to the Wimba User Guide appropriate to your Course Management System for more details.

If you are using Wimba Classroom external to any Course Management System, you may have access to the Wimba Classroom Administration Tools.

A separate Room Administrator Guide is available when logging into the Administration Tools, as a Room Administrator or RoomCreator, and clicking the "Help" link in the upper right-hand corner of the screen.

Click here to access the [Room Administrator Guide](#).

It is also possible that you have only been granted Presenter rights -- the ability to teach -- within Wimba Classroom, without privileges to modify room settings and content.

# Frequently Asked Questions

## Other users cannot hear me when I speak into my microphone

1. Ensure that WimbaMedia has connected by viewing the triangular 'hat' on top of the **NetStats** Indicator. If the hat does not appear (and the bars are gray), then you have no connection.

If you should ever lose your connection to WimbaMedia, you may re-launch it by clicking the Options Menu and selecting Reconnect Media. This should restore your connection to presentation media.

2. Ensure that you are holding the **Ctrl** key (or **F8** key, if specified as your **Talk Hot Key**) or clicking the **Talk** button when speaking.
3. Ensure that your microphone is correctly plugged into the computer.
4. Ensure that your Hardware and Volume settings are correct (as detailed below).

### To Check Recording Control Settings (PC)

- a. Open your *Volume Controls* by selecting: Start -> Programs -> Accessories -> Entertainment -> Volume Control.
- b. Click the *Options* menu and select *Properties*.
- c. Select the *Recording* button.
- d. From the list, make sure *Microphone* has a check mark next to it.
- e. Click *OK*.
- f. Lastly, go to the *Microphone* section and make sure the select box is set to a non-muted option. You may also want to adjust the slider, if volume level is an issue.

### To Check Volume Control Settings (Mac OS X)

- a. Open your *Sound Preferences* by selecting: Apple Menu -> System Preferences -> Sound -> Input.
- b. Make sure that the *Input Volume* slider is sufficiently to the right and the correct device is selected for sound input.

## I pushed out a website to a New Window, and now it pops up every time I enter my room

Any slide targeted to a **New Window** will automatically pop up for a user who enters the room thereafter, for up to 24 hours. To reset the room to its default state and prevent the website from appearing, click the **Actions Menu** and select **Reset Room**.

## I don't see the eBoard toolbar for all types of content I added to my room

The **eBoard** tools are only available for PowerPoint slides and images that you have added to your room. In addition, these slides must be targeted to the **eBoard** for the toolbar to appear. The **eBoard** cannot be used for other types of slides, as well as content displayed through Application Sharing.

## I pushed out a website to the Content Frame, and my entire interface disappeared

Generally, websites should be targeted to a **New Window**. Some web pages have embedded frame information that can make the Wimba Classroom interface disappear if shown in the **Content Frame**.

If your interface disappears, you will need to close your browser, log back into your room, and *quickly* click the **Reset Room** option in the **Actions Menu**, so the room returns to their default state. Note that all participants will also need to close their browser and log back into the room after you have reset the room.

## How do I create an archive of the live presentation?



### To create an archive:

1. Click the black **Recording** button at the top of the **Presenter's Console**.  
A dialog box appears asking if you would like to archive the presentation.
2. Click the **OK** button. An audio prompt will inform you (and all presenters) that the archive has started. The **Recording** button will turn red.
3. A message (visible only to presenters) also appears in the **Text Chat Area** noting that the archiving process has begun.
4. To stop the archiving of a live presentation, click the red **Recording** button. An audio prompt will inform you (and all presenters) that the archive has stopped. The **Recording** button will turn black.
5. A message (visible only to presenters) appears in the **Text Chat Frame** noting that the archive has been stopped.

The archived presentation is saved and can be accessed either within the Administration Tools (or within a Course or Section, if using a Course Management System integration). It will need to be opened for availability to participants.

## How do I use the content slides that have been added to the room in my presentation?

### To push out content slides:

1. In the **Presenter's Console**, ensure that you are using the correct **Content Folder** by noting the selected folder in the drop-down menu.
2. If you need to change the **Content Folder**, select the correct folder from the drop-down menu, and click the **Select Folder ('Go')** button  on the **Presenter's Console** to activate that folder. You will automatically see the contents of this folder in the **Slide List**.
3. Each link within the slide list represents an individual slide, which is a single piece of content. For instance, if you had added a 5-slide PowerPoint presentation and two JPEG images to your folder, you would see 7 links in the slide list.
4. To "push out" (or show) a slide, click the link representing the slide you would like to show. An orange background appears behind the last slide you've shown.
5. If you are planning to show slides in the order in which they are listed, you may want to use the **Next Slide** or **Previous Slide** buttons  on the **Presenter's Console**, instead of clicking on the links in the **Slide List**.

## How do I give a web tour or teach people to use a software application?

You can use **Application Sharing** to show or share any application running on your computer. It can be employed for a variety of uses, such as giving web tours and software training/demos.

Click the **Share** button on the **Presenter's Console** to initiate **Application Sharing**. For more information, refer to: [Application Sharing](#).

## How can I see the desktop of another user?

1. Click the **Share** button (located in the **Content** tab of the **Presenter's Console**).

The **AppShare Status** window opens, which contains 3 columns.

The "User" column lists all users in the room.

The "Sharing Desktop" column indicates *whose* application will be shared. By default, your application will be shared. However, you can choose another user under this column to share his/her application instead.

The "Cursor Control" column indicates *who else* will have cursor control (i.e., ability to click, type or navigate). If you would like to interact with your user's desktop (as defined in the Sharing Desktop column), then you should select yourself for cursor control.

Below these columns, you can use the drop-down menu to indicate where the application will appear for users when shared. By default, the application appears in the **Content Frame**. However, you can choose a **New Window** if it takes up a relatively large area.

2. Click the orange **Begin Sharing** button. If this is the first time that the user you have selected for AppShare has hosted **Application Sharing** on his computer, he may need to authorize a signed Java applet for Wimba. For more information about this authorization refer to [Authorizing AppShare](#).
3. Instruct the user to select the shared area or choose Full Desktop in the **AppShare Selection Window**, and click **OK**.





## How do I turn on/off public and private text chat?

Room Settings within the Administration Tools (or associated with a room, within a Course/Section, if using a Course Management System integration) determine whether or not participants have chat privileges at the start of the presentation. However, you can change chat privileges for any or all participants during the live presentation.

### To Enable or Disable Speaking Privileges for All Participants

1. Click the **Actions Menu** below the participant list.
2. Select **Enable/Disable Chat**

If the option reads **Enable Chat**, clicking it will enable all participants' text chat privileges. The **Chat Privilege** icon next to all participants' names will be positive .

If the option reads **Disable Chat**, clicking it will disable all participants' chat privileges. The **Chat Privilege** icon next to all participants' names will be negative .

### To Enable or Disable Speaking Privileges for an Individual Participant

In the **Participant Area**, click the **Chat Privilege** icon next to the participant you wish to enable or disable.

- If the icon is positive, the participant is enabled. Clicking the icon will disable their chat privileges.
- If the icon is negative, the participant is disabled. Clicking the icon will enable their chat privileges.

## How do I reset the Yes/No poll responses or Hand Raising indications?

To clear all Yes/No poll responses or Hand Raising indications, click the **Actions Menu** below the participant list:

- Select **Clear Yes/No** to reset all Yes/No responses.
- Select **Clear Hand Raise** to reset all raised hands.

# Product Feedback and Community

## Product Feedback

Wimba welcomes your suggestions for improving our products. If you have an idea for a new feature or enhancement, please click here:

[Wimba Product Feedback Form](#)

You may also email your suggestions to [feedback@wimba.com](mailto:feedback@wimba.com).

Your suggestion will be sent directly to Wimba's Product Management Team.

## Community

We encourage Wimba users of all levels to join our Wimba Connect User Group, a new community in which users can share their experiences, ideas, research, and best practices with their peers via forums and user-generated blogs. In addition to bringing our users closer together, the group acts as a 365-day-a-year extension of our annual Wimba Connect Global Users Conferences.

For more information, or to register for the Wimba Connect User Group, visit <http://www.wimba.com/community>.

# Disclaimer

This Online Help Module, as well as the software described in it, furnished under license may only be used or copied in accordance with the terms of such license. The information in this Online Help is furnished for information purposes only, is subject to change without notice, and should not be construed as a commitment by Wimba, Inc. Wimba, Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in this Online Help. Except as permitted by such license, no part of this Help publication may be reproduced, stored in a retrieval system or transmitted in any form by any means, electronic, mechanical, recording or otherwise without the prior written permission of Wimba, Inc. Any references to company names in examples or illustrations are for demonstration purposes only and are not intended to refer to any actual organizations.

Wimba Classroom and the Wimba Classroom logos and trademarks are property of Wimba, Inc., 10 East 40th St, Floor 11, New York, NY 10016.