

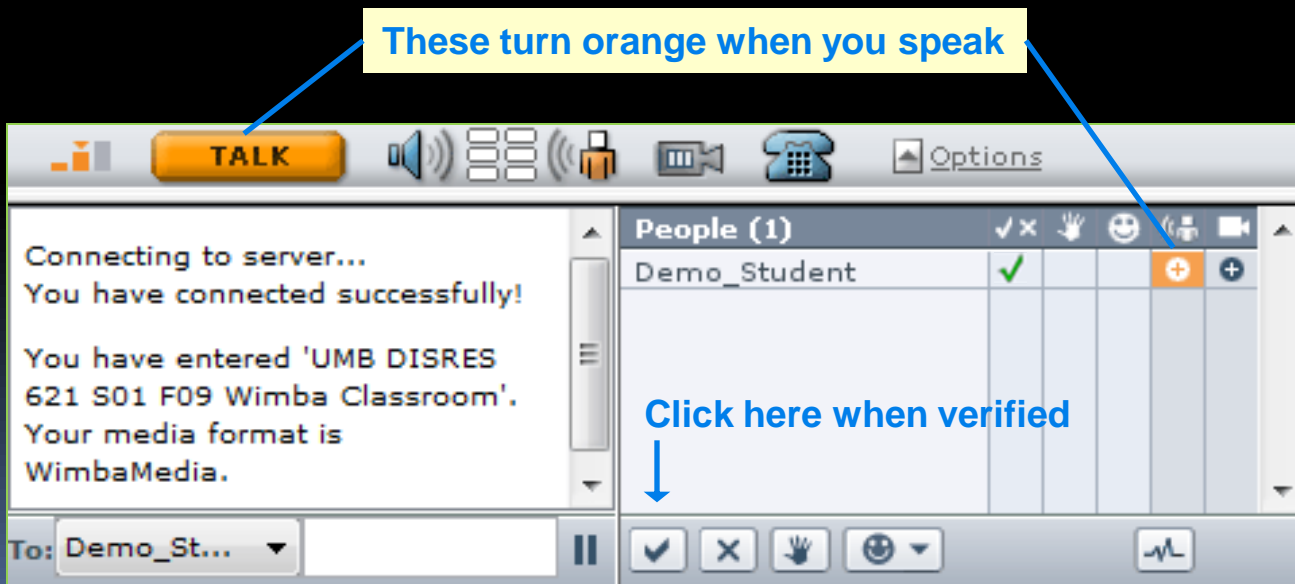
Audio Check

1 – WAIT for a support person to call on you.

2 – Say “hello.” To talk, either:

- Click and hold the **TALK** button on the screen, **OR**
- Hold down the **CTRL** key on your keyboard
- Release Talk/Ctrl when done speaking

3 – If OK, put up check mark by clicking button at bottom of screen.



Classroom Overview

Welcome to
'UMB RN to BS VCC Fall 2013 Wimba Dry Run Room'

A – Content Frame

used for presentations, app share, etc.

B – Media Bar

E – Exit Room

F – Support Info



Exit - Lobby - Help - Cookie Policy

Connecting to server...

You have connected successfully!

You have entered 'UMB RN to BS VCC Fall 2013 Wimba Dry Run Room'.

Your media format is WimbaMedia.

Audio input device, Microphone / Line In (IDT High , now active)

C – Text Chat Area

People (1)		✓	✕	👤	😊	📺	📡	⌵
Paul_Support								

D – Participant Area



Wimba Classroom Support
E-mail Support:
umb.wimba@umb.edu



To: Main Room



Interacting in Class

Status indicators

The screenshot shows a 'People (3)' list with columns for status indicators. Below the list, a toolbar contains icons for 'Yes', 'No', 'Raise Hand', 'Room Pulse', and 'Settings'. Blue arrows point from these labels to their respective icons in the toolbar.

People (3)	✓	✗	👏	😊	👤	📺
MikeM					+	+
David_B	✗		1		+	+
Sarah_Y	✓			😊	+	+

Status



STATUS VALUES

- Clear Status (circle)
- Away (bird)
- Approve (thumb up)
- Disapprove (down)
- Surprise (!)
- Confused (?)
- Clap (hands)
- Laugh (smile)
- Faster (>>)
- Slower (<<)

Text Chat

Type message in white bar, then click **Enter** to send it

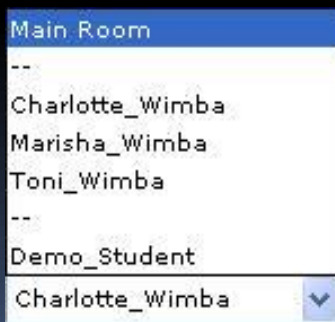
➤ Public Message

- Select *Main Room* in drop-down list
- Everyone sees message, has white background

➤ Private Message

- Select name in drop-down list
- Only one person sees message, has gray background

Pops up name list

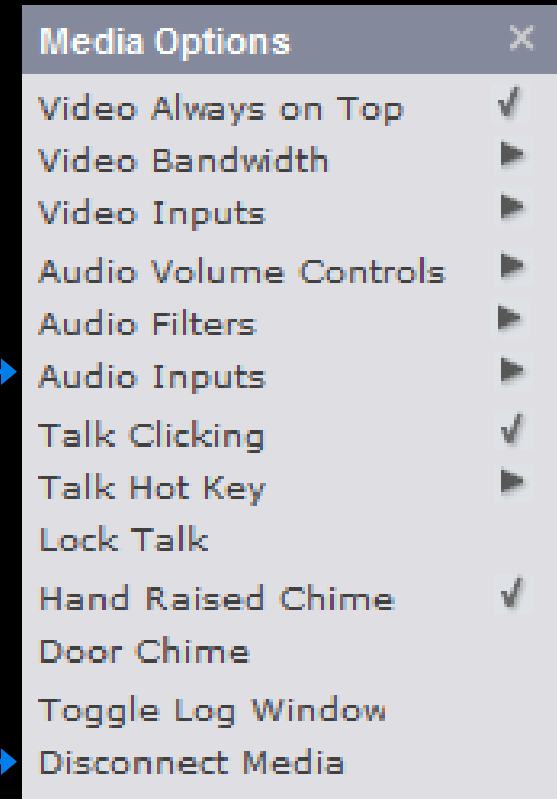


Public

Private

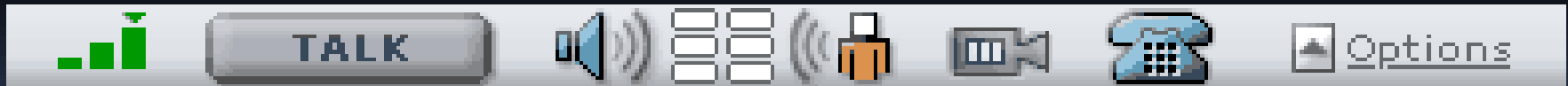
“pause” scrolling

Media Bar



Change microphone settings →

*Can fix **some** audio glitches* →



Bandwidth indicator

Talk button

Speaker / Mic levels

Webcam

Blue phone to call for audio

Landing Page

Wimba Classroom

“Behind the Scenes” manage content

Add to Calendar

Add to Announcements

Add & Manage Content

Room Settings

Advanced

Enter Room

Run Wizard

Wimba Classroom Help

UMB Wimba Faculty Training 2012 Room

Phone Access :

Dial-in numbers :

Phone : (571) 392-7604

PIN codes :

Instructor : 56682870

Student : 56682862

*Phone # and PIN for audio
if you can't get into Wimba*

Close this Room

Guest Access Link : https://umassboston.wimba.com/launcher.cgi?room=_umb_s__5288_1_548897

Here is the list of recorded archives for this room:

Faculty Only

Page 1 of 1

TITLE

ENTER

ACCESS

DOWNLOAD

SETTINGS

DELETE

UMB Wimba Faculty Training 2012 Room (Ongoing) - 11/27/2012 11:41



UMB Wimba Faculty Training 2012 Room (Ongoing) - 12/20/2012 15:44



Total items: 2

Page 1 of 1

Use “Add & Manage Content” to add polling, YouTubes, or delete old presentations

You can delete, rename, or close classroom archives

Do NOT close room (LED should be green not orange)

Calling In for Audio

➤ CAN'T get reliably connected – Use Landing Page PIN

- This PIN never changes

Phone Access :

Dial-in numbers :

PIN codes :

Phone : (571) 392-7604

Instructor : 56682870

Student : 56682862

- Your Phone number is displayed in room

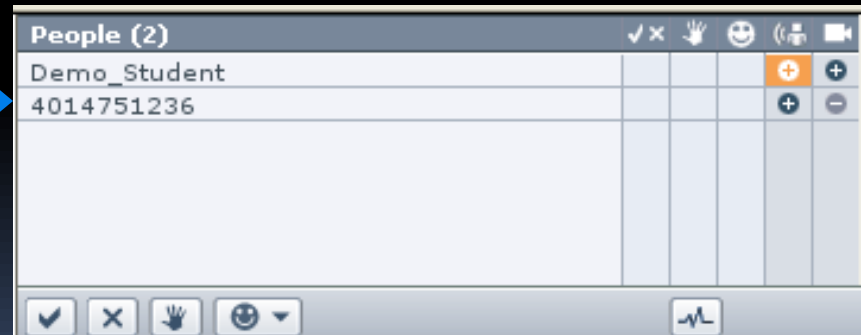
➤ CAN get reliably connected except audio

- Use Blue Phone



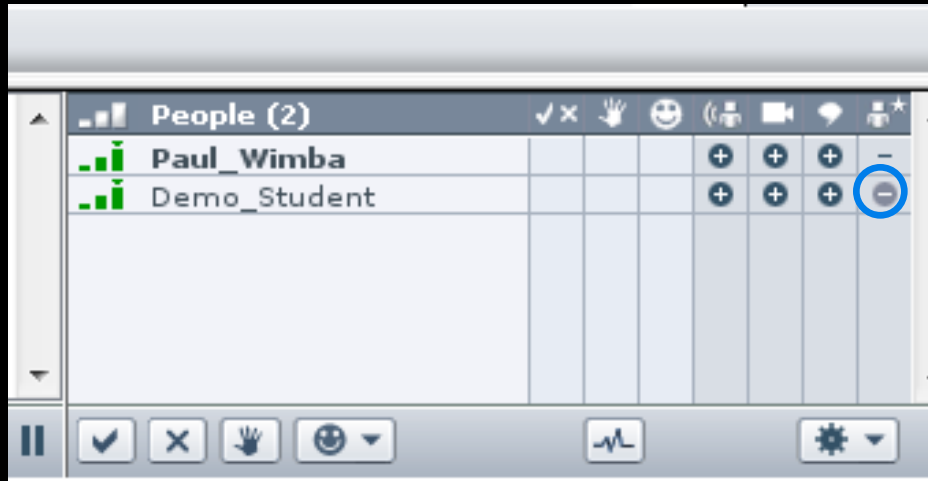
- Pops up a unique PIN with phone number

Called in via landing page →



Note: Phone number is 571 area code - long distance may apply
Mute phone when not talking (*6 from landing page)

Enabling Students

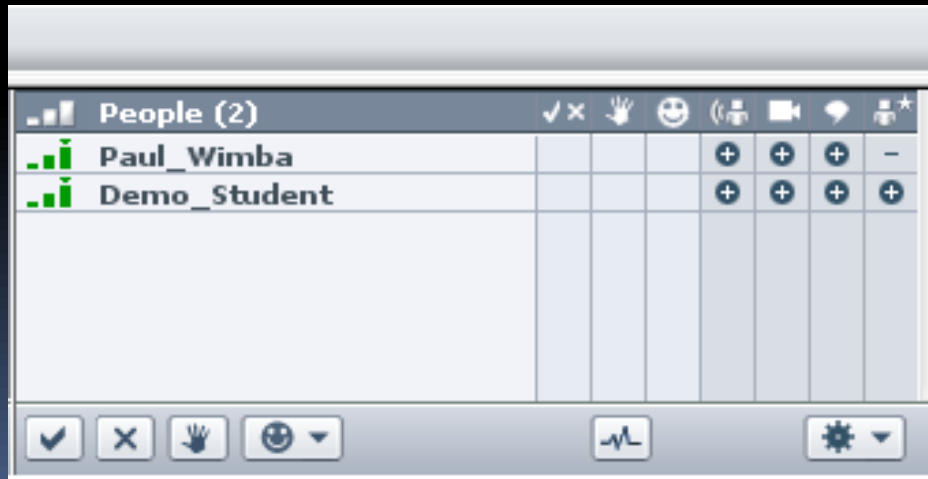


Student un-bolded by default.


Click  under promoter icon


Student becomes bolded.

Click  to demote.



Can also disable

 - mic (good if phone noise)

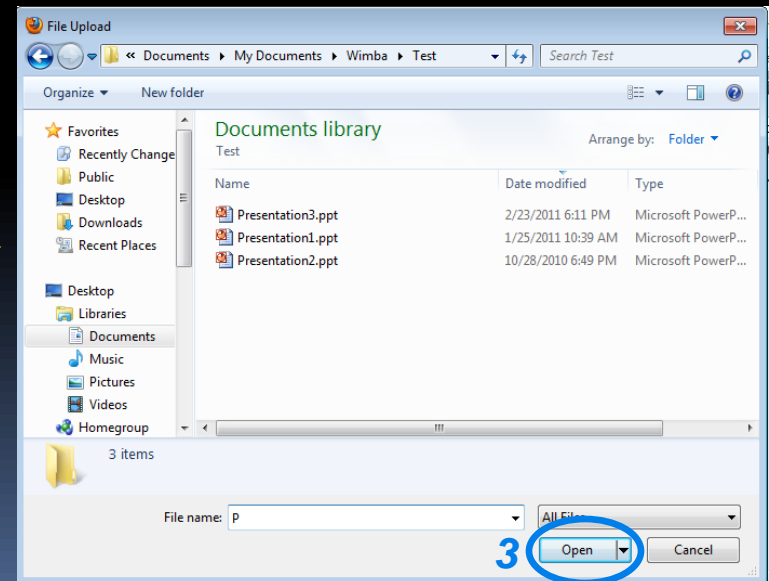
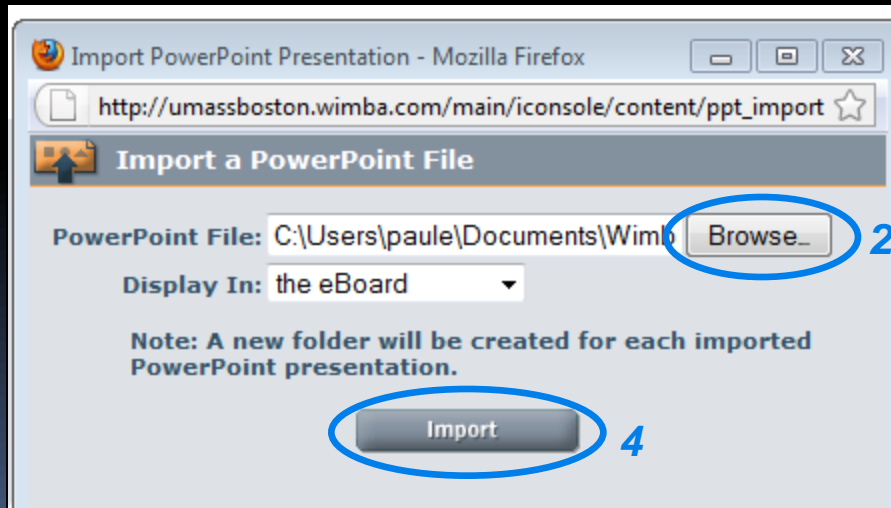
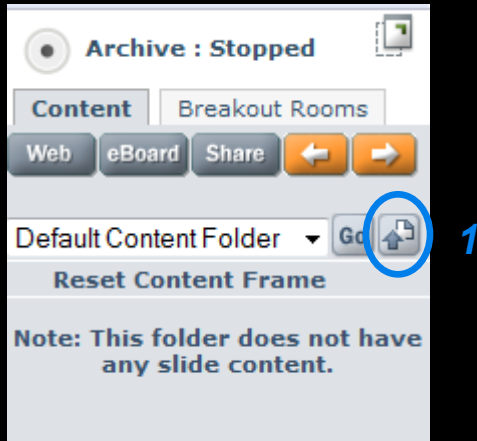
 - webcam (rarely used)

 - text (rare to disable)

Uploading a presentation

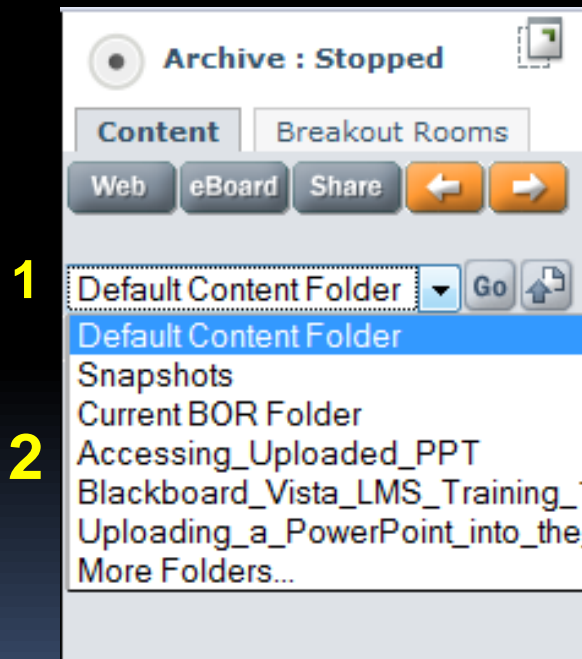
- 1 – Click *Upload*
- 2 – Click *Browse*
- 3 – Find file and click *Open*
- 4 – Click *Import* (leave “eBoard” as default)

File should take 60-90 seconds to upload.

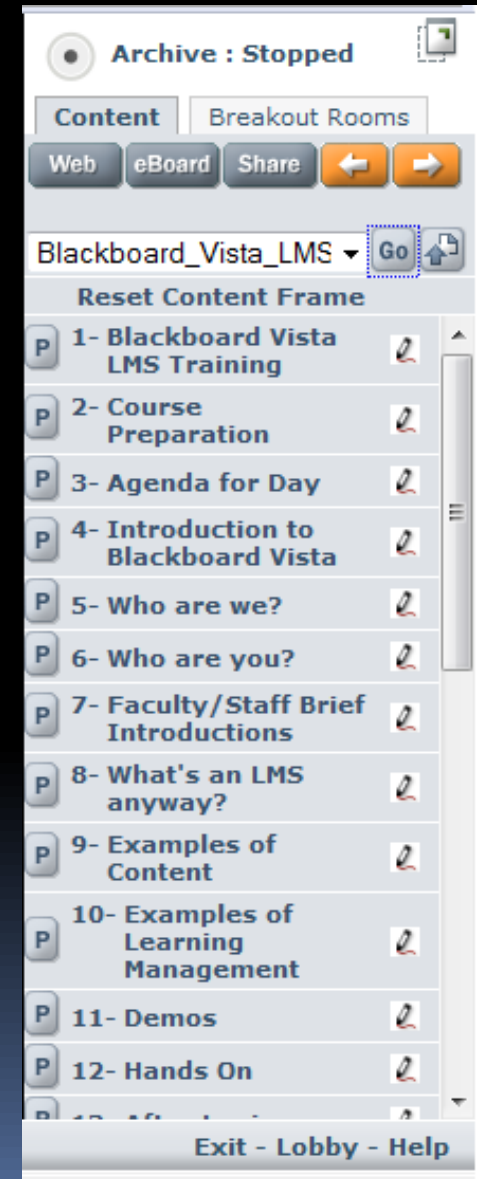


Displaying a presentation

- 1) Click dropdown to locate presentation
- 2) Highlight it then click the *Go* button.
- 3) List of slides is displayed



3



Tips for Slides

- Files upload as graphic and text only.
 - no animations, sounds, notes, etc
- Do not use spaces in file name (“HeartHealth” not “Heart Health”)
- Uploading duplicate file names results in “_1”, “_2”, etc. at end
- Title all slides in PowerPoint or they appear as *(No title)* in list
- Click first slide to display THEN use arrows.
- If navigation or refreshing not working, exit room and re-enter.
- May be easier for professor to run student presentations

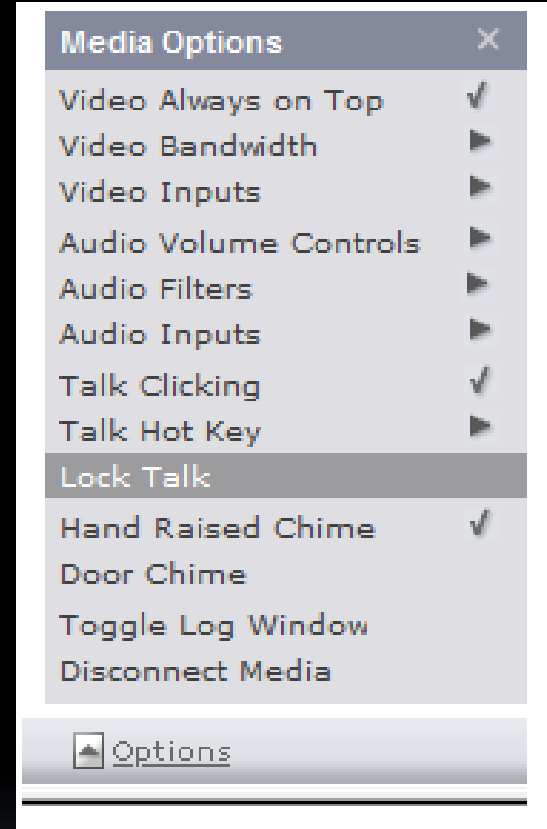
Lock Talk

Clicking talk while navigating slides can be tricky.

For “hands free” talking, click *Lock Talk* under Options.

Note this option is disabled unless you are presenter.

When *Lock Talk* is selected, the talk button appears as below.



Remember:

- De-select *Lock Talk* when you are finished.
- To temporarily mute while *Lock Talk* is on, click/hold talk button.
- Lock talk picks up background noise, so use only when needed.

eBoard

Wimba Classroom - Wimba Staff Training Classroom - Mozilla Firefox

https://umassboston.wimba.com/main/

Drawing tools

Display eBoard if not showing already

Archive : Stopped

Content Breakout Rooms

Web eBoard Share

Default Content Folder Go

Reset Content Frame

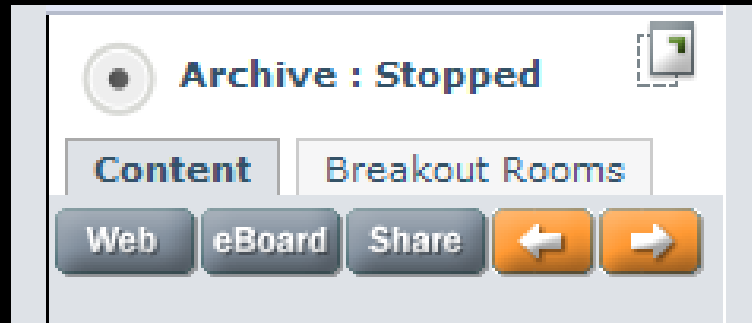
Note: This folder does not have any slide content.

TALK

Options

Exit - Lobby - Help

Web and App Sharing



- Web share

- Bring student to web page, but they can go elsewhere
- opens in new window or content frame
- not compatible with all websites (google, youtube)
- not compatible with all browsers (IE9)

- App share

- accept all defaults on popup window
- shares out desktop
- uses a lot of bandwidth (don't do on wireless)

Breakout Rooms

Manual

Archive : Stopped

Content Breakout Rooms

Move People: Automatic **Manual**

Main Room (3)

- S_Josephson *
- M_King
- S_Montano

Breakout Room 1 (0)

Breakout Room 2 (0)

Breakout Room 3 (0)

Lobby

Move to:

Breakout Room 2 (1)

+ Add a Breakout Room +

- Drag and drop people to rooms
- OR
- Highlight person(s) then select “Move to” dropdown option

Automatic

Archive : Stopped

Content Breakout Rooms

Move People: **Automatic** Manual

Move all People

Distribute to 2

Breakout Rooms, approximately 1 users per room.

to Main Room

to last Breakout Rooms

Move

- divide into roughly equal groups
 - quick and easy, BUT
 - can't control who goes where
- “to Main Room” gets everyone back

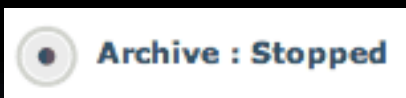
Archiving

- allows students to review material later

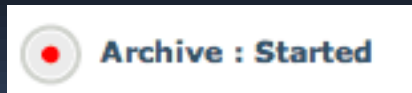
- most classes do create archives

do not archive if confidential discussions

- start archive after audio checks to avoid “junk” at beginning



Click gray “bullseye” to start archive



Click red “bullseye” to stop archive

- full save takes up to two minutes

Troubleshooting

Audio Issues

- Make sure microphone is properly connected and not muted
- Test sound by playing a YouTube video or similar
- Options -> Disconnect Media *then* Reconnect Media (usually wireless)
- Options -> Audio Inputs to change mic settings
- Anti-virus may interfere with Wimba (PC)
- Exit and Re-enter the room

Visual Issues

- Slides not updating, text/buttons not working, “0 People” in Room
- Exit and Re-enter Room - fixes temporary glitches
- Stubborn problem could be Java or browser issue

Java/Browsers

- Verify latest version of java
 - <http://www.java.com/en/download/testjava.jsp>
 - Reboot after upgrading
- Have multiple browsers available
 - PC: Firefox, Internet Explorer, Chrome
 - Mac: Safari, Firefox
- Turn off pop-up blockers and remove toolbars

Wimba Support

Support Staff

- Staff arrives ~15 minutes before class
- Staff stays until class begins, then posts 2 contacts
 - Local Phone (617/401) for UMB support (faculty ONLY)
 - Email for general Wimba support (students/faculty)

Scheduling

- allow one week's notice
- notify of special cases (presentations, guest speakers, etc.)
- frequency - minimum twice per semester, up to weekly
- recommend “dry run” session (or mini) before first class for new students

email umb.wimba@umb.edu

for scheduling requests and general support questions