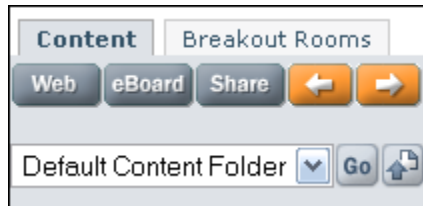


Presenting Content On-The-Fly

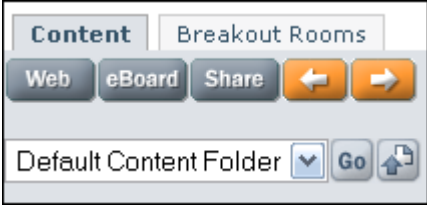

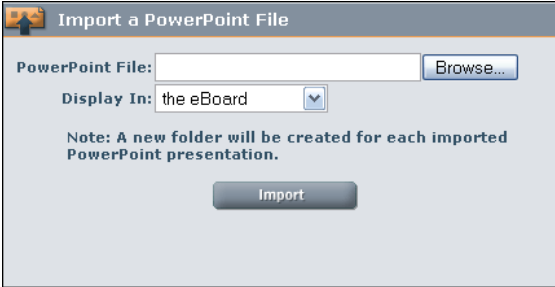






Have you ever been in the middle of delivering content when you suddenly had a great idea for something you would like to share with your students? Perhaps you know about a web page that would provide them with great research ideas, or maybe you have a program on your computer that would help you to perfectly demonstrate a process. With Wimba Classroom, you can share this content with your students. We call this presenting content on-the-fly, because you don't have to pre-load the content. What types of content can you present on-the-fly?



Content Type	How it Works
PowerPoint	<p>Each slide in a PowerPoint file is converted to a static image. Please note that slide transitions, animations, and links will be lost in the conversion process.</p> <p>You can upload a PowerPoint presentation and push it out in one of 3 ways:</p> <ul style="list-style-type: none">• To the Content Frame for read-only viewing• To the eBoard for annotating• To a New Window for individual navigation by participants
Web Pages	<p>You can push out a web page in one of 3 ways:</p> <ul style="list-style-type: none">• To the Content Frame• In a New Window• To the Content Frame, visible only to presenters
eBoard	<p>When you launch the eBoard, a blank, white frame with the eBoard Tools appears.</p> <p>You can then draw on the blank frame, import a .gif, .jpg, or .png image, or use the ScreenGrab Tool to convert a screen capture to an image for annotation.</p>
Application Sharing	<p>You can share applications from your computer and give participants cursor control.</p> <p>You control how much or how little of the application is shared:</p> <ul style="list-style-type: none">• Share the entire application window• Share only a Screen Area• Share your entire desktop <p>You can also grant a participant the ability to share his or her desktop.</p>


Quicklet: Importing PowerPoint

From the Presenter Interface:

<p>1</p>		<p>A. Click the Import PowerPoint button  in the Presenter's Console.</p>
<p>2</p>		<p>B. Browse for the PowerPoint file. C. Select the display frame. D. Click Import.</p>
<p>3</p>		<p>To push out content:</p> <p>A. Click the title of the slide, or B. Click the orange navigation arrows , or C. Click the Preview button  to preview the slide or push the slide to a Breakout Room.</p>
	<p>Create a PowerPoint presentation for use in all your Wimba Classroom sessions. Include slides for an audio check and how and when to use the indicator buttons.</p> 	
	<p>PowerPoint files are automatically converted to static images during import. Displaying the PowerPoint slides in the eBoard will allow you to annotate the slides.</p>	


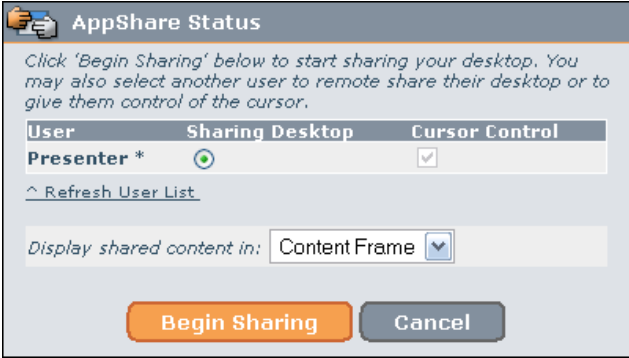
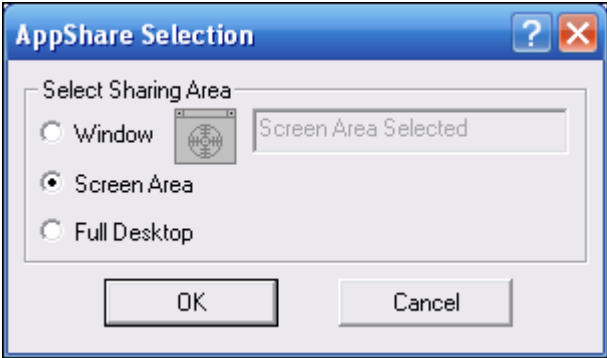


Quicklet: Show Web Page

From the Presenter Interface:

<p>1</p>		<p>A. Click the Web button in the Presenter's Console.</p>
<p>2</p>		<p>B. Type the URL. C. Select the target area. D. Click Show Web Page.</p>
<p>3</p>		<p>Special Notes:</p> <ul style="list-style-type: none"> • Web page navigation is individually controlled. • To demonstrate navigation of a web page, use Application Sharing.
	<p>Have participants run a quick search on a given topic. Open a search engine in the Content Frame, set a time limit, and then ask participants to type the search term. After the search time has elapsed, push out an open-ended polling question. The polling question will force participants to end their searches and give them a place to report their findings.</p>	
	<p>Some browsers open new windows as new tabs. If participants don't see a new window, ask them to look for a newly opened tab.</p>	

Quicklet: Application Sharing

From the Presenter Interface:

<p>1</p>		<p>A. Click the Share button in the Presenter's Console.</p>
<p>2</p>		<p>B. Select which user's desktop will be shared.</p> <p>C. Select which user(s) will have cursor control.</p> <p>D. Click Begin Sharing.</p>
<p>3</p>		<p>E. Select the Sharing Area.</p> <p>F. Click OK.</p>
	<p>A student is having difficulty understanding how to create formulas in Microsoft Excel, so you begin an AppShare, giving the student the ability to share his/her desktop. You can then see how the student navigates through Excel and offer guidance as needed.</p>	
	<p>To optimize the refresh rate and viewing ability, share the least amount of application area possible.</p>	

Best Practices for Application Sharing

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

- Choose to share your application or web page in the **Content Frame**, rather than in a new window, to avoid confusion among participants.
- Before the presentation, conduct a practice session in which another user logs in as a participant. You can also perform this test yourself if you have access to two computers side-by-side.
- During the presentation, have the application ready before you start Application Sharing. By doing this, you can ensure that the desired application will be seen immediately by participants when you begin the session.
- 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, it's best to use the Lock Talk feature to avoid having to use the Ctrl key to speak. You may also wish to 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 to lower bandwidth requirements.
- If you wish to enable other participants to have control of your application, only enable one participant at a time, or give very clear instructions about taking turns.
- If you wish to give a web tour, but will not need to navigate through too many links, you may want to consider using screen shots or web pushes instead, 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 open when you begin, in order to minimize confusion.
- To continue using text chat while in an Application Sharing session, keep the shared content to $\frac{3}{4}$ of the screen, or less, so that you can still see the Text Chat Area.

Technical Notes for Application Sharing

Participants do not need to have the application installed on their computers to view or interact with the application being shared.

For best performance, follow these recommendations:

- Participants should be on the fastest Internet connection available (a minimum of a 56 kbps connection is required 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 share.
- Presenters using Windows may wish to set the color settings on their monitors to High Color (16-bit).
- Presenters using Mac OS may wish to set the color settings on their monitors to “Thousands.”