

Wimba Classroom:



Wimba
people teach people

**Blackboard Enterprise
Edition – Version 9.1**

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Wimba Classroom: Present • Design • Lead

The table below provides an "at-a-glance" overview of the topics, objectives, and activities included in this manual, along with the estimated time to complete each part.

Time	Objectives	Agenda
30 minutes	<ul style="list-style-type: none"> • Get to know your learning consultant and other session participants • Discuss individual session goals and expectations • Assess the workshop agenda and examine workshop handouts 	<ul style="list-style-type: none"> • Introductions • Needs Assessment • Agenda Review • Discuss Learning Objectives • Examine Handouts
Part One – Wimba Classroom Overview		
2 Hours	<ul style="list-style-type: none"> • The Participant Experience • Wimba Classroom Orientation • Distinguish the difference between Participant and Presenter views • Identify the different areas of the interface 	<ul style="list-style-type: none"> • Wimba Classroom Overview • Participant Practice • Presenter View • Test Your Knowledge • Lessons Learned
Part Two – Presenting a Wimba Classroom Session		
2 Hours	<ul style="list-style-type: none"> • The Presenter Experience • Deliver content on-the-fly • Manage participant communication • Manage participant interaction 	<ul style="list-style-type: none"> • Overview of Presenter Experience • Demonstration • Presenter Practice • Test Your Knowledge • Lessons Learned
Part Three – Designing a Wimba Classroom Session		
2 Hours	<ul style="list-style-type: none"> • The Designer Experience • Review presenting activities • Identify differences between Presenter and Designer functions • Add and manage content 	<ul style="list-style-type: none"> • Overview • Demonstration • Designer Practice • Test Your Knowledge • Lessons Learned
Part Four – Leading a Wimba Classroom Session		
2 Hours	<ul style="list-style-type: none"> • The Leader Experience • Review presenting and designing activities • Practice all functions 	<ul style="list-style-type: none"> • Review • Leader Practice • Test Your Knowledge • Lessons Learned
Part Five – The Wimba Classroom Experience		
30 Minutes	<ul style="list-style-type: none"> • Review Participant, Presenter, Designer, and Leader experiences • Create a development plan 	<ul style="list-style-type: none"> • Review • Plan Evaluation

How to Use This Manual

This manual will take you through the Wimba Classroom experience as a Participant, Presenter, Designer, and Leader. It is divided into five parts, each containing the following sections:

At-a-Glance Chart – a checklist of the topics, objectives, and activities for each part

Details – narrative and visual explanations of the functions performed by Participants, Presenters, Designers, and Leaders

Quicklets – quick, one-page how-to lists for the Wimba Classroom functions pertaining to the Presenter, Designer, and Leader experiences

In each Quicklet, you will find:

1-2-3

How-to Steps: Easy-to-follow instructions



Wimba Use Case: Suggestions for how to use the function



Key to Success: Tips, reminders, and Best Practices



Try it!– hands-on activities and a checklist of the most common functions performed by Participants, Presenters, Designers, and Leaders



Test Your Knowledge – an assessment of your Wimba Classroom knowledge and skills development (answer keys for each assessment can be found in The Wimba Experience)



Notes – a place to jot down your own thoughts, ideas, and observations

The Wimba Experience includes:

- Wimba Classroom Terminology
- Answer Keys
- Basic Administration

Wimba Classroom:

- Overview •



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Part One: Wimba Classroom Overview

Please log in to the Wimba Classroom Training Room as a participant.

As a participant in a Wimba Classroom session, you can interact with the presenter and other participants in a synchronous, media-rich environment. Through the Participant Experience, you will gain an understanding of what your participants will need to know to take part in the Wimba Classroom sessions that you conduct.

Topic	Objectives	Activities
<p>Wimba Classroom Overview</p> <p>Estimated Time to Complete: 60 minutes</p>	<ul style="list-style-type: none"> • Orientation to Wimba Classroom • Distinguish the difference between Presenter and Participant views • Identify the different areas of the interface 	<ul style="list-style-type: none"> <input type="checkbox"/> Review Requirements <input type="checkbox"/> Explain the Views
<p>Participant Practice</p>	<ul style="list-style-type: none"> • Practice the functions common to participants 	<ul style="list-style-type: none"> <input type="checkbox"/> Run the Setup Wizard <input type="checkbox"/> Use Yes/No buttons <input type="checkbox"/> Use Text Chat <input type="checkbox"/> Use Hand Raise <input type="checkbox"/> Change User Status <input type="checkbox"/> Use Audio <input type="checkbox"/> Use Video <input type="checkbox"/> Discover Phone Simulcast <input type="checkbox"/> Adjust Options <input type="checkbox"/> Use eBoard Tools
<p>Lessons Learned</p>	<ul style="list-style-type: none"> • Review components of the Wimba Classroom interface • Review common participant functions • Present lessons learned 	<ul style="list-style-type: none"> <input type="checkbox"/> Test Your Knowledge: Wimba Classroom Overview <input type="checkbox"/> Discuss lessons learned

Wimba Classroom Overview

In Part One, we will explore Wimba Classroom, examine its technical requirements, and take a closer look at both the Participant and the Presenter perspectives. First, let's make sure you have everything you need.

Readiness Checklist:

- Wimba Classroom Training Manual
- Headset with integrated microphone
- Computer connected to the Internet

Now that you have everything you need to complete this training, let's get started.

What is Wimba Classroom?

Wimba Classroom is a fully-featured, synchronous virtual classroom solution with audio, video, application sharing, and content display capabilities. Its pedagogically-based design and ease-of-use ensure that educators and students interact as if they are meeting face-to-face.

Audio, video, application sharing, and content display are just the beginning of Wimba Classroom's capabilities. Advanced features such as polling, eBoard, Presenter On-The-Fly, resizable chat areas and participant lists, usage analytics tools, and MP3 downloads further enable dynamic interaction between students and educators.

What are the Technical Requirements for Wimba Classroom?

Participant Requirements:

- Windows XP+, Mac OSX 10.5+*, or Linux**
- 518 MB RAM (1GB or higher recommended)
- IE 7.0 – 8/0, Firefox 3.0 – 3.5, Safari 3.0 – 4.0*** (with Java and JavaScript enabled)
- Internet access at 56k or above

Presenter Requirements:

- Windows XP+, Mac OSX 10.5+*, or Linux*
- 1 GB RAM (or higher)
- IE 7.0 – 8/0, Firefox 3.0 – 3.5, Safari 3.0 – 4.0*** (with Java and JavaScript enabled)
- Broadband Internet access

* Presently, only Safari is supported on Intel-based Macs.

** Linux systems have limited features and functionality.

*** Safari 4.0 is only supported on Mac OS 10.5+.

For specific technical requirements for Wimba Classroom, visit our Knowledge Database which can be found at <http://www.wimba.com/services/support>.

How Do I Get Started?

There are two ways to log in to Wimba Classroom: 1) via integration with a Course Management System, or 2) via a direct connection to the Wimba Classroom server. This training will address the first method.

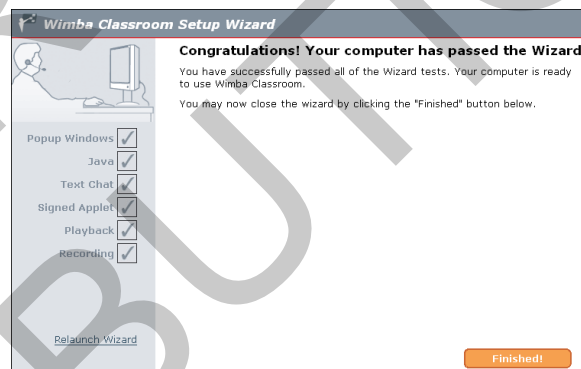
After connecting to the Wimba Classroom server, you will need to run the Setup Wizard.

The Wimba Classroom Setup Wizard

The Setup Wizard guides you through a series of tests to ensure that your computer settings are optimized for Wimba Classroom. Below are some of the most frequently asked questions about the Setup Wizard:

Q: When should I run the Setup Wizard?

A: You should run the Setup Wizard before you log in to Wimba Classroom for the first time. Connection speeds vary, so give yourself plenty of time to complete the Setup Wizard prior to the start of your session. You may also wish to run it the day before your session.



Q: Do I have to run the Setup Wizard every time I go into my Wimba Classroom?

A: No. You should run the Setup Wizard the first time you use Wimba Classroom on a computer, but you do not need to run it every time.

Q: Should I run the Setup Wizard if I make changes to my computer?

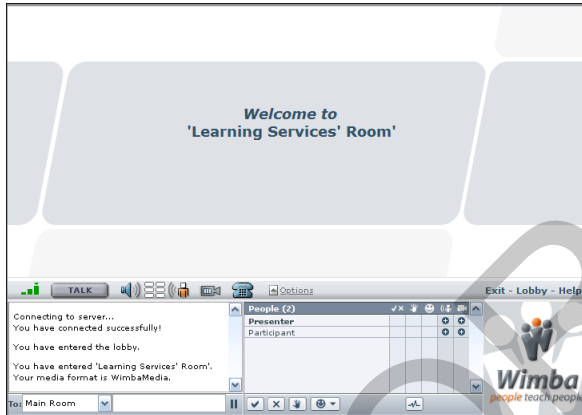
A: Yes. It is recommended that you run the Setup Wizard any time you make a significant change to your computer's set up, such as adding new programs or new peripherals.

Q: Should I run the Setup Wizard again if I am experiencing technical difficulties with Wimba Classroom?

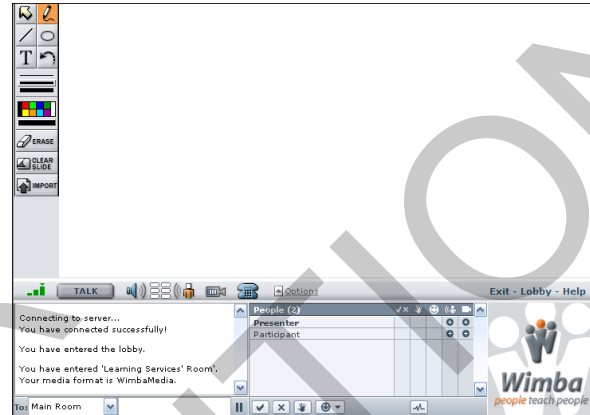
A: Yes. Your first step in resolving technical difficulties with Wimba Classroom should be to re-run the Setup Wizard. If this does not resolve the problem, contact Wimba's 24x7 Technical Support. Please refer to the *My Wimba Classroom Login Information* page at the beginning of this manual for technical support contact information.

Wimba Classroom – Participant View

Once you have successfully run the Setup Wizard, you are ready to launch Wimba Classroom. For the first part of this training, you will log in to the training course as a participant, so let's take a closer look at what participants can see and do.



Participant View – Content Frame



Participant View –eBoard tools enabled

What Participants Can See & Do

Content Frame	<ul style="list-style-type: none">• View content• Navigate some types of content, i.e., web pages and PDF documents
eBoard	<ul style="list-style-type: none">• View annotations of graphics files
eBoard Tools	<ul style="list-style-type: none">• Annotate graphics files using the Arrow, Freehand Draw, Highlighter, Line, Circle, Rectangle, and Text Tools• Undo the last item, erase annotations, and clear the screen• Import .gif, .jpg, or .png files• Save an eBoard image to the BOR folder (while in a Breakout Room)
Links	<ul style="list-style-type: none">• Access the Lobby, Wimba Help, and Exit Wimba Classroom
Branding Frame	<ul style="list-style-type: none">• View a customizable branding image
Participant Area	<ul style="list-style-type: none">• View a list of presenters and participants• View user status• Use the indicator buttons (Yes/No, Hand Raise, and Status Indicators)• Check Room Pulse
Text Chat Area	<ul style="list-style-type: none">• Send public text messages• Send private text messages (if private messaging is enabled)• Send private messages to presenters (even if private messaging has been disabled)
Media Bar	<ul style="list-style-type: none">• View audio input/output levels• Use the Talk button to speak• Start/stop video• View Telephone Simulcast access information• Adjust media options



Resize the Interface

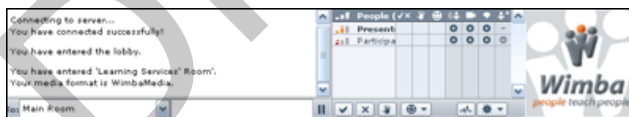
All users have the capability to resize the Wimba Classroom interface to best suit their viewing needs. The interface can be resized both vertically and horizontally.

To Vertically Resize the Interface



1. Hover your cursor over the bar separating the Media Bar from the bottom areas of the interface. The cursor changes to a double-sided arrow.
2. Click and hold your mouse and:
 - Drag your mouse up to 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 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. Hover your cursor over the bar separating the Text Chat Area from the Participant Area. The cursor changes to a double-sided arrow.
2. Click and hold your mouse and:
 - 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.

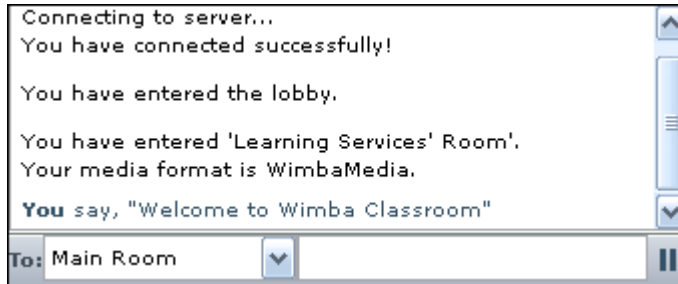


Participant Practice

Use the Participant Practice checklist below as a guide to using the functions available to participants. Use the notes section to record your observations and any tips you might want to share with participants in your Wimba Classroom.

Setup Wizard	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 5px; width: 40%;"> <p>Setup Wizard</p> <p>Is your computer ready? Click here to run the Setup Wizard before entering for the first time.</p> </div> <div style="width: 40%; text-align: right;">  </div> </div>	
Setup Wizard	<input type="checkbox"/> Run the Setup Wizard. <input type="checkbox"/> Did you experience any difficulties with your computer settings? <input type="checkbox"/> What advice might you give a new Wimba Classroom user with regard to using the Setup Wizard?
Communication	
	
Yes/No Indicators	<input type="checkbox"/> First click Yes (checkmark) and then No (X), and notice that the Yes/No Indicator automatically changes. <input type="checkbox"/> What happens when you click No again?
Hand Raise	<input type="checkbox"/> Click the Hand Raise button. What happens? <input type="checkbox"/> Click it again. What happens?
Status Indicators	<input type="checkbox"/> Click the Set Status box and choose one of the items from the list. <input type="checkbox"/> What does the item mean? <input type="checkbox"/> What happens when you select a different item? <input type="checkbox"/> Did you notice the text indication of your status in the Text Chat Area?
	

Text Chat Area



Text Chat Area

- Select a name from the **To:** drop-down list, or click a name from within the Participant Area. Send the selected user a private text message.
- How do private messages differ in appearance from public text messages?

Media Bar



Audio

- Click the **Talk** button in the Media Bar, or hold the **Ctrl** key on your keyboard to talk.
- Adjust your microphone so that others hear you clearly.

Video

- Click the **Camera** button to open the Video Window.
- Click the center button. What happens?
- Click the closed-eye button. What happens?
- Click the four-arrow button. What happens?

Phone Simulcast

- Click the **Phone** icon.
- What information is displayed?

Options Menu

- Click the **Options** Menu. What options are available to participants?



eBoard Tools



Use eBoard Tools

- Click the Circle Tool twice. What happens?
- Click the Freehand Draw Tool twice. What happens?
- Click the Text Tool and then select a color from the Color Palette Tool.
- Type something in the eBoard.
- Did you notice that your message does not appear until you press the **Enter** key on your keyboard?
- What does the Import Tool do?
- How do you erase only the last item you placed on the eBoard?
- How do you erase all of your annotations, but not the background image?
- How do you completely clear the eBoard?



Wimba Classroom – Presenter View

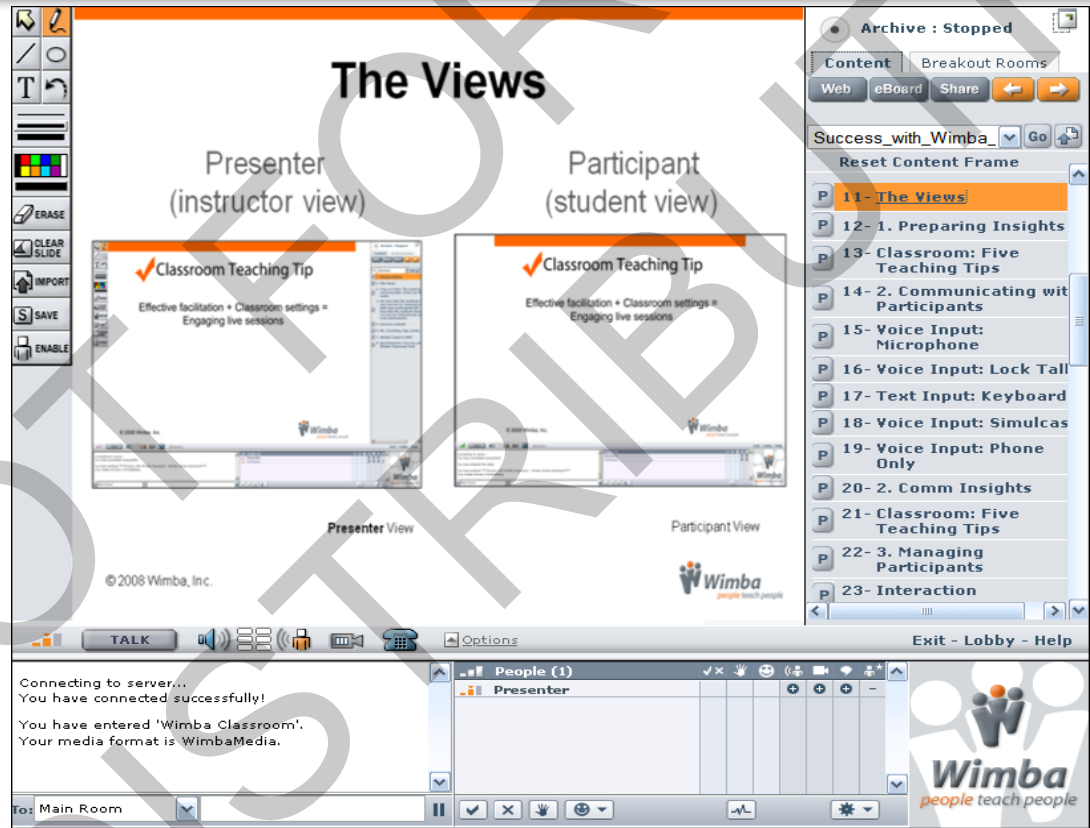
The graphic on the next page shows you how the Wimba Classroom looks to a presenter. You will learn how to use the Presenter functions in the next part of this training. For now, note the differences between the Participant and Presenter views.

What Presenters Can See & Do	
Content Frame	<ul style="list-style-type: none"> • Display content in read-only mode
eBoard	<ul style="list-style-type: none"> • Display and annotate graphics files
eBoard Tools	<ul style="list-style-type: none"> • Annotate graphics files using the Arrow, Freehand Draw, Highlighter, Line, Circle, Rectangle, and Text Tools • Undo the last item, erase annotations, and clear the screen • Import .jpg, gif, or .png images • Save eBoard images to the Snapshots folder • Grab an image from the screen to display • Enable or disable eBoard Tools for participants
Presenter's Console	<ul style="list-style-type: none"> • Push content to a target area • Access slides in the room • Preview content and push content to Breakout Rooms • Disperse participants to Breakout Rooms and recall them to the Main Room • Detach the Presenter's Console for increased view of the Content Frame/eBoard • Upload PowerPoint on-the-fly • Show a web page on-the-fly • Share an application from the presenter's computer or enable desktop sharing for participants • Start/stop session archiving
Links	<ul style="list-style-type: none"> • Access the Lobby, Wimba Help, and Exit Wimba Classroom
Branding Frame	<ul style="list-style-type: none"> • Display content in the 135 x 145 pixel frame
Participant Area	<ul style="list-style-type: none"> • View a list of presenters and participants • View NetStats and user status • Control individual audio, video, chat, and Presenter On-The-Fly privileges • Access indicator buttons (Yes/No, Hand Raise, User Status) • Check the Room Pulse • Manage global communication privileges (audio, video, chat) and notifications (Yes/No, Hand Raise, and Status Indicators) • Reset or Lock the room • Start a Chat Log
Text Chat Area	<ul style="list-style-type: none"> • Send public and private text chat messages • Receive private text chat messages (even if private messaging has been disabled)
Media Bar	<ul style="list-style-type: none"> • View audio input/output levels • Use the Talk button to speak; start/stop video; view Telephone Simulcast access information • Adjust media options and enable Lock Talk

Wimba Classroom – Presenter Interface

eBoard / Content Frame:

eBoard Tools:



Presenter's Console:

Media Bar:

Links:

Text Chat Area:

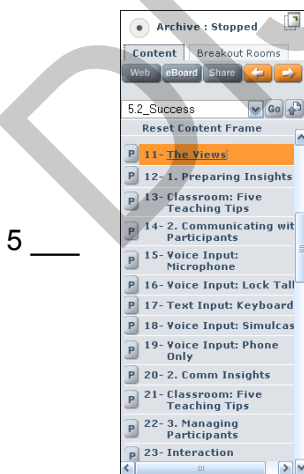
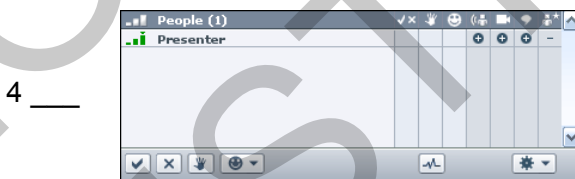
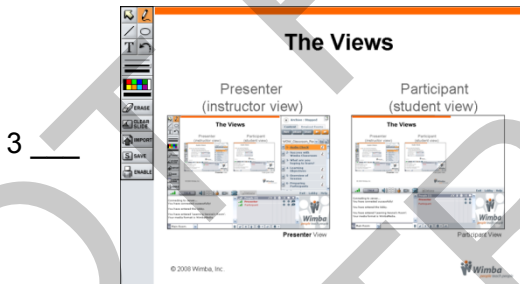
Participant Area:

Branding Frame:



Test Your Knowledge: Wimba Classroom Overview

Test your knowledge of the Wimba Classroom interface by matching the screenshot on the left to its correct description on the right. You can find the answer key in The Wimba Experience.



A
It is possible to grant participants the ability to annotate an image in this frame.

B
From this area presenters can control participants' communication rights on either an individual or global level.

C
This area can be customized using a 135 x 145 pixels image file.

D
This frame can be detached by presenters for greater visibility of the Content Frame.

E
Participants can always send presenters a private text chat message in this area, by selecting his or her name from the drop-down menu.

