





### Your First Session

You can increase your success with your first session by following these simple tips compiled by a list of faculty who teach with Wimba Classroom.

- ❖ Send participants a reminder to run the wizard and technical services information before the session.
  - ❖ Have a technical assistant there who can help.
  - ❖ Start by using some of the basic teaching functionalities such as: communicating with audio and text, showing uploaded PowerPoint slides, and eBoard.
- 



### Room Management

A successful presenter will have strong skills controlling a live room interaction with participants. This skill will develop over time as you gain confidence using the software for your online session.

- ❖ Be familiar with the room management options available from the **OPTIONS ICON** 
  - **Disable chat:** disables chat capabilities for participants. Disable will change to enable, so you can grant access again.
  - **Disable audio:** disables the audio capabilities for participants. Disable will change to enable, so you can grant access again or you can individually grant access by selecting the **AUDIO PLUS**  **ICON** near the participant's name.
  - **Disable video:** disables the broadcast capabilities for participants. Disable will change to enable, so you can grant access again or you can individually grant access by selecting the **VIDEO PLUS**  **ICON** near the participant's name.
  - **Clear yes/no:** Participants can individually clear yes/no by reselecting, or a Presenter can global reset all using this option.
  - **Clear hand raise:** Participants can individually clear hand raise by reselecting, or a Presenter can global reset all using this option.
  - **Clear user status:** Participants can individually clear their emoticons by selecting the **Circle icon** , or a Presenter can global reset all using this option.
  - **Lock room:** Locks the room so no one else can join the session.
  - **Start chat log:** Begins chat log which can be retrieved from the reports area.
  - **Reset room:** Reset the room as if you are entering it for the first time.
- ❖ Encourage participants to use the hand raise and wait for you to call on them before they ask their question.
- ❖ Use the yes/no functionality to keep a pulse on the room.
- ❖ Cold call on participants to answer questions.
- ❖ Encourage students to keep public conversations on topic with course material.

### Using Audio

Audio interaction is the first and for most important skill to learn

- ❖ Participants must hold down the **TALK** button  or the **CTRL** key (on keyboard) while they are speaking to be heard.
- ❖ For hands free audio interaction, it is recommended that Presenters use the Lock Talk (**OPTIONS > LOCK TALK**).
- ❖ Avoid using standalone speakers and microphone as this will cause an audio loop making all audio inaudible.
- ❖ If the **TELEPHONE ICON**  is available, both Participants and Presenters can dial into a session using any telephone they have available, but long distances charges will apply if the number does not beginning with 866 or another toll-free prefix.

---

### Network Stats

These are visual indicators of your participant's internet connection. As a presenter, you can see everyone's network stats and help guide them to be successful.

- ❖ If you notice that students are constantly in the red, recommend the following options. If all else fails, direct them our support site:  
[http://www.wimba.com/support/support\\_center.php](http://www.wimba.com/support/support_center.php) link opens in new window )
  - Ask students to quit all programs except for Wimba Classroom.
  - If using a camera, direct students to Options > Bandwidth options to change the stream or close the window completely.
  - If they are having trouble with audio, direct students to dial in, but remind them about the long-distance charge.


---

### Breakout Rooms

- ❖ Use Breakout Rooms to conduct small group activities.
- ❖ Bring students back to debrief what was discussed.
- ❖ NOTE: Breakout room activity is not archived.

---

### Archives

- ❖ Select "Start"  to begin recording all main room activity.
- ❖ Introduce yourself and or lecture at the very beginning.
- ❖ End the archive when finished.
- ❖ By default, the archive is not available to students. Open archive so students can view.
- ❖ If you know you are going to have a long session, you might want to consider creating multiple archives based on natural pauses or themes during the session.