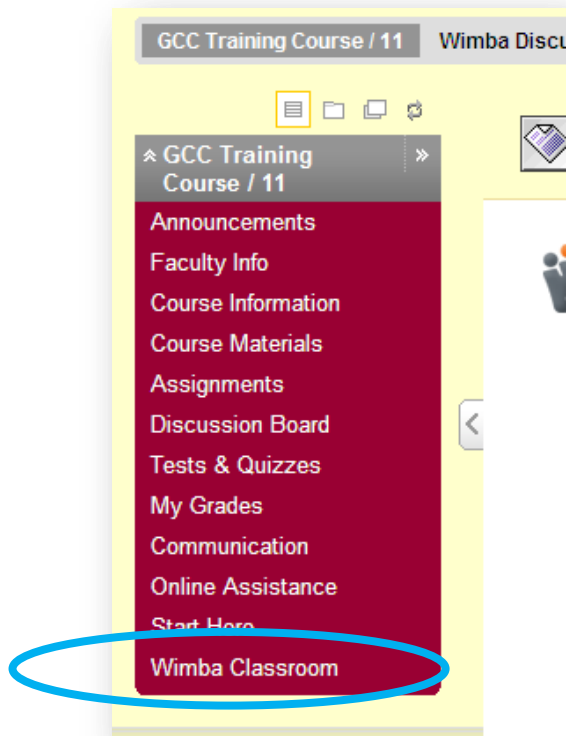


Wimba Classroom Basics

Wimba Classroom is a real-time virtual classroom environment designed for distance learning education and collaboration. If instructors have made Wimba Classroom available, students may access it through Blackboard. Instructors may use Wimba Classroom to hold live, online classes, office hours, guest lectures, and meetings in Blackboard. They may also use Wimba Classroom to record online lectures for later viewing.

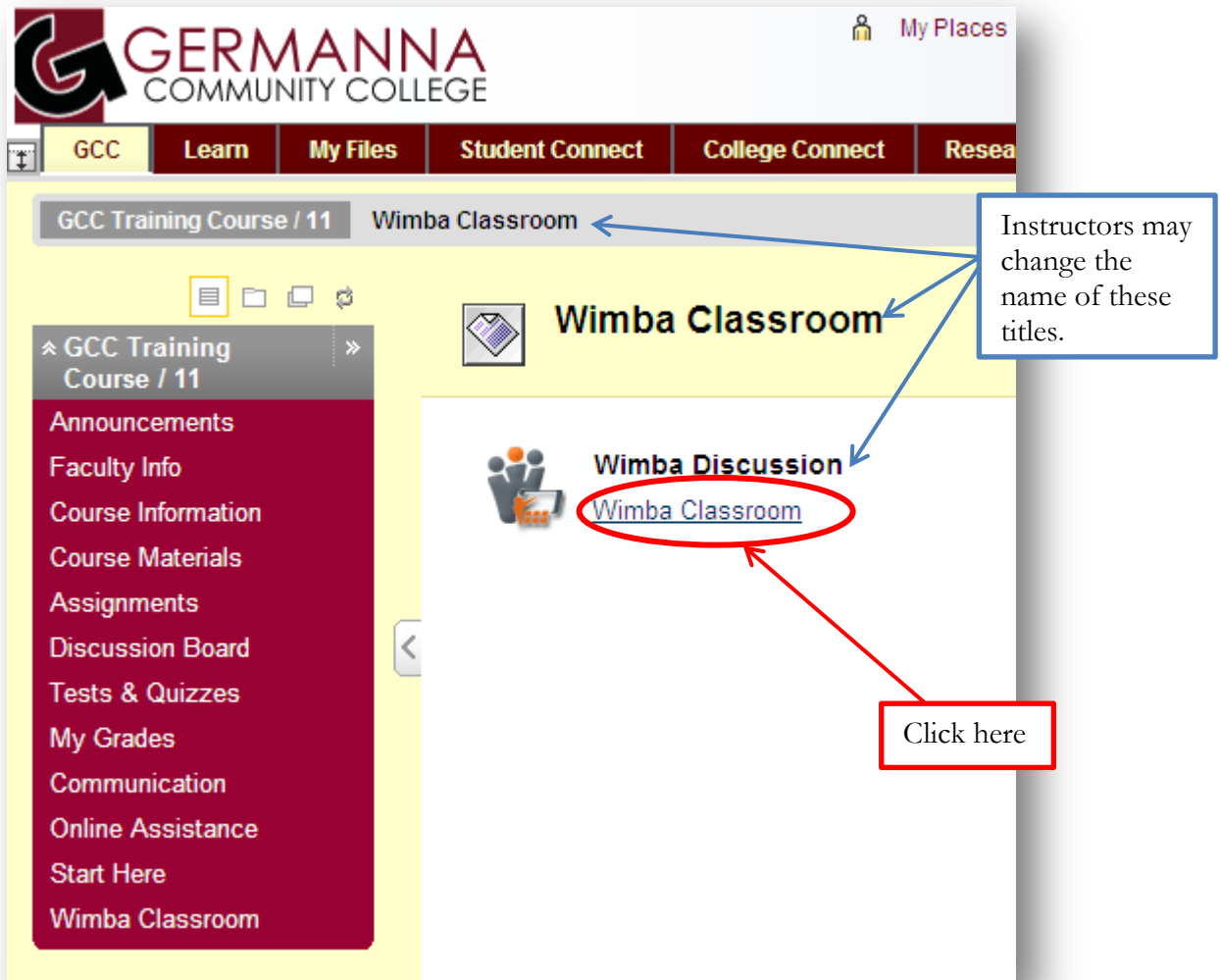
Instructors will most likely create a menu item (or menu button) where students may access Wimba Classroom. You can see within the illustration below that the instructor added a menu button entitled “Wimba Classroom.” However, instructors **may** include a Wimba Classroom within **any** menu button, and they may assign a different name to it. For example, your instructor might name his or her Wimba Classroom “Cyber Café.”



Accessing Wimba Classroom

1. Navigate to the Wimba Classroom by clicking on the appropriate menu button. Check with your instructor for specific instructions on how to access Wimba Classroom within your Blackboard course.

- Depending on how your instructor added the Wimba Classroom, you might see one of two screens. The first one may look like the picture below:



If your Blackboard site does look like this, click on **Wimba Classroom**.

Otherwise, the screen may look like a list of Wimba Classrooms as illustrated below.



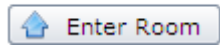
The screenshot shows a web interface for a Wimba Classroom. At the top, there is a navigation bar with tabs for GCC, Learn, Student Connect, Research, and Help. Below this is a breadcrumb trail: GCC Training Course / 11 (GC297.TRAIN.11.WRKS) > Tools > Wimba Classroom. The main heading is "List of Rooms and Archives". Below the heading is a table with two columns: "TITLE" and "TYPE".

TITLE	TYPE
Office Hours	Room
Office Hours - 08/30/2011 09:32	Archive
Wimba Discussion	Room

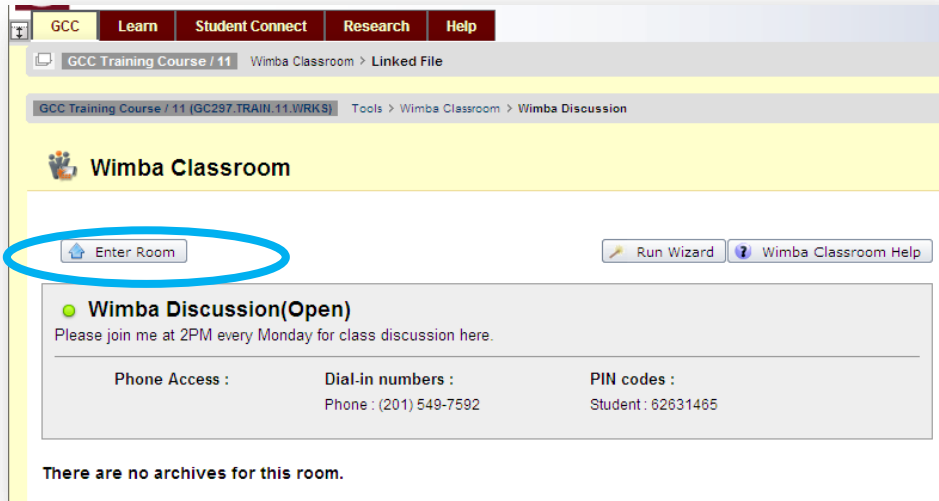
Below the table, it says "Total items: 3". Annotations include a blue box labeled "Wimba Classrooms" with arrows pointing to the "Office Hours" and "Wimba Discussion" links. An orange box labeled "Recorded Wimba Classroom Meetings/Archives" has an arrow pointing to the "Office Hours - 08/30/2011 09:32" link.

From this page, click on the appropriate Wimba Classroom.

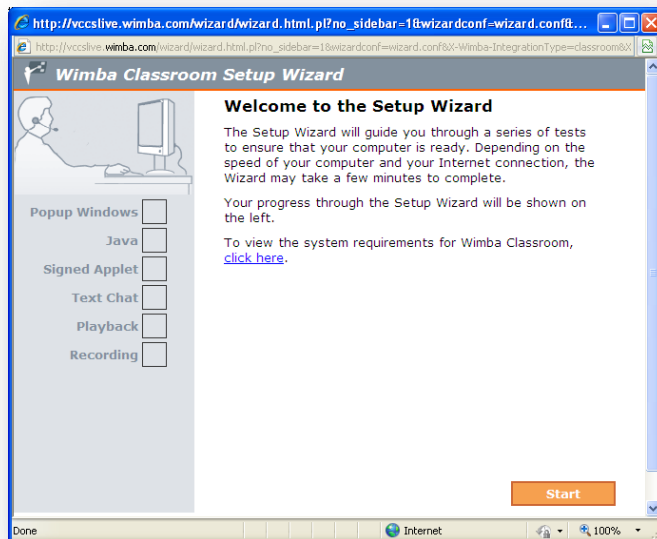
4. You will now see a screen similar to the one illustrated below. Click on



Note: a telephone dial-in feature allows students to participate when travelling or acts as a backup if network problems occur. Please notice that this might be a long distance phone call.



5. If it is your first time accessing Wimba Classroom on your personal computer, you will be required to run the Setup Wizard. Follow the on-screen directions.



Required peripherals:
Speakers or headphones

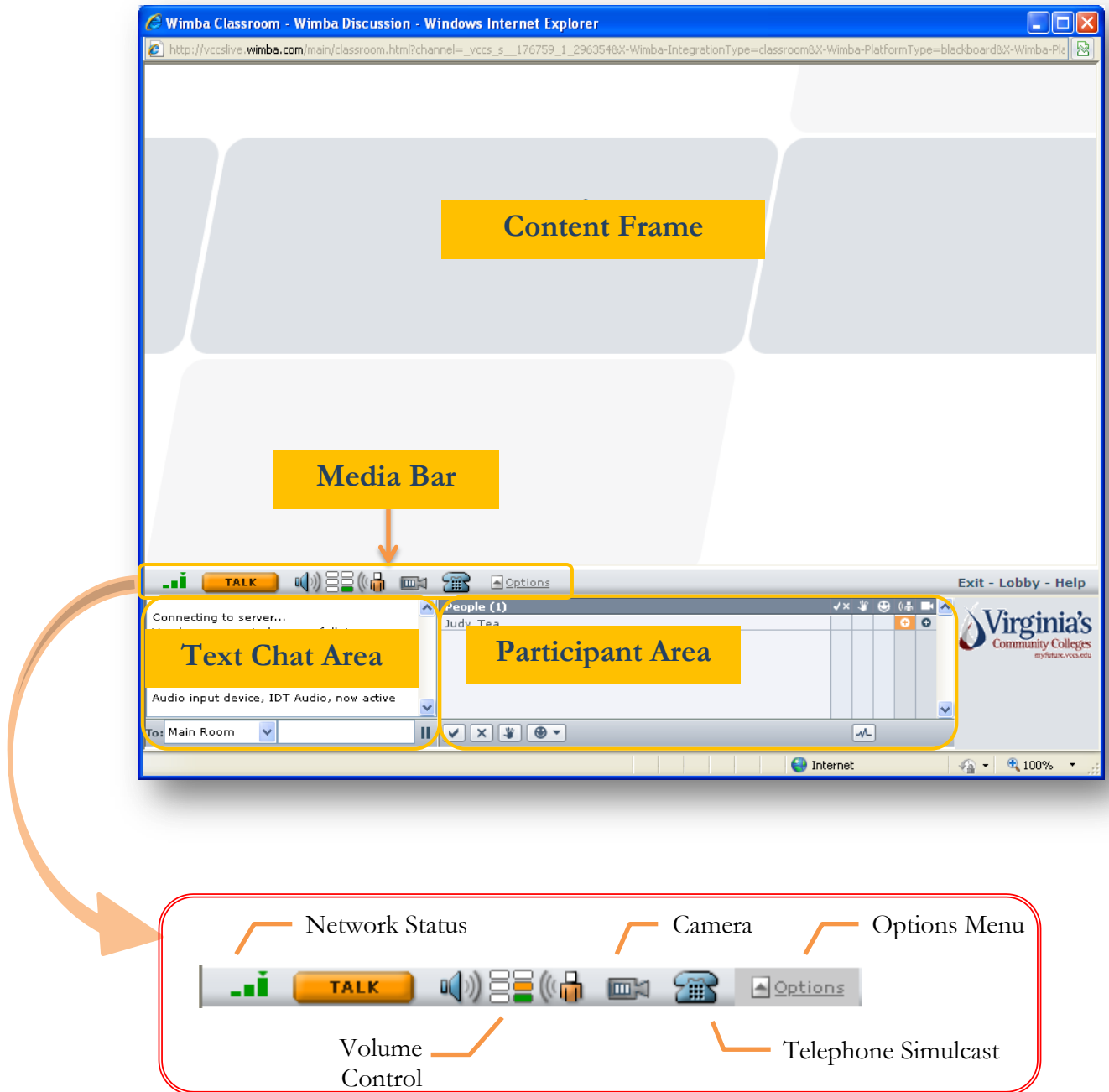
Recommended:
Headphones with microphone

Note: If you switch to another computer, you will need to run the Setup Wizard again.

- Once you have completed running the wizard, you will be directed into the Wimba

Classroom. If not, click  again.

Once you have entered the room, you will see a screen similar to the one pictured below. Note: if you are viewing a recorded session, the tool options are not available to you.



Quick Start Guide

Remember: if you are viewing a recorded session, the below options are not available to you. In addition, some tool options may be disabled by your instructor and may not be available to you.

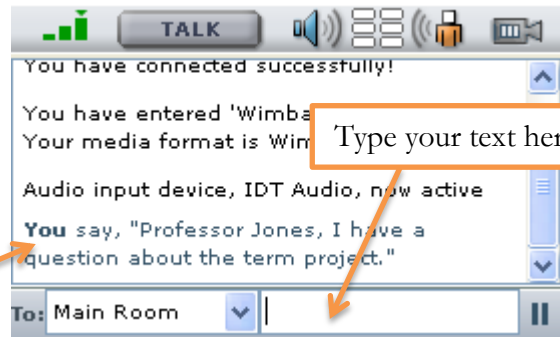
- ❖ To talk, click and hold down **TALK** and speak into your microphone. Release the talk button when done.



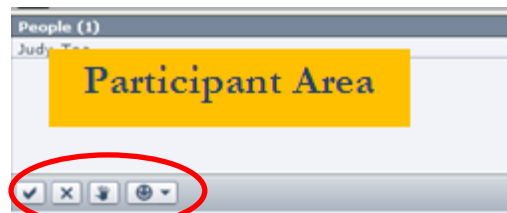
- ❖ Instructors have the ability to mute student microphones. If so, you may raise your hand or text chat in order to communicate.

- ❖ To chat, type a message and press **Enter** on your keyboard.

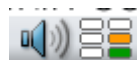
Your message displays here.



- ❖ To answer yes or no, raise your hand, or express an emoticon, click the appropriate buttons in the Participant Area.



- ❖ To change volume, click the volume control.



Accessing a Recorded Wimba Classroom Session

1. From a similar screen as pictured below, click on the appropriate archive.



2. Click on .

The archive should begin to play automatically after you access it. Note: it may take a few seconds before it begins to play. The presentation slides will automatically advance. To jump to a specific slide, click on one of the links within the **Archive Navigation** area.

