

Success with Wimba Classroom

This guide is designed to provide faculty with the resources and tips for success in using Wimba Classroom.

Introduction

Wimba is a real-time virtual classroom environment designed for distance education, hybrid classes and collaboration. This live virtual classroom supports audio, video, application sharing, content display, and whiteboarding. It enables instructors to achieve a high level of interaction with their online students. Faculty can use this environment to hold live, online classes, office hours, guest lectures, webcasts, and meetings.

For detailed information about Wimba, please visit:

<http://www.wimba.com/services/support>

The site provides documentation for instructors and students, training sessions (live and archived), and quicklets (tutorials)

Prepare Your Participants

Beginning of the Semester

- Add a technology statement to your syllabus requiring students to have hardware, like a headset with an integrated microphone, to participate in your class.
- Create an archive welcoming your students to the course. This is a great way for you to practice and to demonstrate the software to the students.
- Schedule an orientation for your students – informal meeting to get to know one another

Before your First Live Session

- Send an invitation via email, post a calendar entry, or an announcement posting the event information your students. In that invitation, include:
 - Users must run the Setup Wizard 1-2 days before class.
 - Wimba's 24x7 Help Desk information
(<http://www.wimba.com/services/support>)

The Day of the Session

- Arrive early to your session. Make sure you have all your teaching material available.

- Conduct an audio check as each person comes into the room. Make sure that they can hear you and encourage them to use their microphone.
 - They can't hear you?
 - Ask them to verify their audio input (Options > Audio Input).
 - Right one selected? Make sure the audio volume is up and is not being muted by the computer.
 - Have them reconnect their media (Options > Disconnect Media, then Options > Reconnect Media).
 - You can't hear them?
 - Ask others if they can hear the person speaking.
 - If others can, verify your audio input (Options > Audio Input).
 - If others cannot, verify their audio input (Options > Audio Input) or have them reconnect their audio.
- If all else fails, remember, you always have Wimba's 24x7 Help Desk to resolve the issue (<http://www.wimba.com/services/support>).

Communication Methods

Primary Methods

- Headset with integrated microphone.
 - If a student or teacher uses computer speakers with a microphone, it will pick up the audio in the room. So when someone is speaking, the sound will come through the speakers and back through the microphone creating a loop.
 - If it's all you have available, avoid using Lock Talk and stay in a quiet room.
- Text input from the text chat area
 - If you think someone is having trouble hearing you, verify it by typing in the text chat area.
 - To send a private message, click on a Participant's name in the people list or use the drop-down menu near the Text Chat entry.

Backup Methods

- Voice input from a telephone line while logged into Wimba Classroom

- The person will log into Wimba as usual, but will click on the Telephone Icon in the media center and dial in and a telephone will be visible near their name.
- Voice input from a telephone line but not logged into Wimba Classroom
 - The presenter will need to send the participant the telephone and PIN number ahead of time. At the scheduled time, the Participant will dial the telephone number.

Communication Tips

- Always perform an audio check at the beginning of your session and when new people arrive. This is your only chance to make sure participants can hear you and will be able to participate.
- If you cannot resolve any issue with your student, send them to our 24x7 help desk <http://www.wimba.com/services/support>
- If you are not using a headset with an integrated microphone, avoid using the Lock Talk option.
- If you are dialed into a session and using the speakerphone, turn off the speakers on your computer to avoid any looping.



Managing Participants



Set Clear Ground Rules and Stick to Them

Here is a list of some suggested ground rules:

1. If you have a question or would like to bring something to the Presenter's attention, use the Hand Raise button in the People list.
2. When asked yes or no questions, use the checkmark and X buttons in the People list.
- 3 . Keep public communication focused on the lecture material.
4. If you are multitasking, turn off the CTRL hot key and use the TALK button to speak. (Options > Hot Key).

Room Tips

- Lecture Mode (Actions Menu  > Disable Audio)
 - o The only person who will have the ability to speak is the Presenter(s).
- Disable Public Chat (Actions Menu  > Disable Chat)
 - o Participants will not be able to chat publicly, but will be able to send private messages to the Presenter(s).


- Students as Presenters
 - o Click the  sign in the People Listing for Presenters of the student you want to become a Presenter. Their status will change to a , giving them the same rights as a Presenter.

Content

PowerPoint

- PowerPoint files are automatically converted to an image file while being uploaded, so any animations or links to web pages will not be active.

To Upload:

1. Click Upload PowerPoint button. 
2. Locate the file on your computer.
3. Upload to the eBoard.
4. Click OK when located, and then Upload.
5. Your content will be displayed once it's been

uploaded.


To Navigate to other Folders:  

1. Select the Drop-down arrow in the Folder list.
2. Click the title of the folder you want to display.
3. Click GO (just to the right of the drop-down arrow).

Web Pages

- Web pages will have independent navigation, meaning, Participants can navigate to any part of the web page that you display. Vocal cues are very important to make sure Participants are staying on task.

To Show:


1. Click the Web Button. 
2. Type in the URL of the web page.
3. Select where to display.
4. Click OK

Application Sharing

- Use the Screen Area option and place your shared material over Wimba Classroom so you can see what's happening in the background.

To start:

1. Start the Application you want to share.

2. In Wimba Classroom, click the AppShare button. 
3. AppShare menu will appear, click OK.
4. Click "Screen Area" and place box around the Content Frame in Wimba Classroom. Move your Application into that box.
5. Click OK.
6. To end, click AppShare, then End.



Archiving

Before You Record

- Tell your participants that you will be recording the session. Remind them that their interaction will be recorded and can be viewed in the archive.

While You Record

- Welcome your live and archive participants at the beginning of the session.

- Begin the Archive. You will see a notice.  Archive : Started
- If you are using Advance Polling, tell your archive Participants that they can participate, but their results will not be a part of the published set.
- If you use breakout rooms during your live session:
 - Stop the archive during the break out session. Start a new archive when you come back to the main room.
 - Tell your archive Participants that you will be breaking live Participants into small groups to complete an activity. Ask them to watch next archive.
- When ready, end your archive.  Archive : Stopped

After You Record

- Make your archive available to students and invite students to view.

Ideas for your archives

- Record an archive to preview content.
 - IDEA: Record an overview of your syllabus and create a syllabus quiz in your CMS. Use the quiz results as a

“contract” showing the student understands the terms of your syllabus.

- Use the selective release feature in your CMS to release information to specific students.
 - IDEA: Depending on a student’s grade on a quiz, they will see one of two archives. The lower grades will see an archive showing what they might want to review and the higher grades will see an archive previewing content for next week.
- Reuse your archives.
 - IDEA: Record your guest lectures so you can use them in an upcoming semester. You may want to archive them separately from the CMS also at the end of a semester.

• **Technical Support**

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