

Wimba Classroom Quick Reference Card for Presenters

Initiating Wimba from myWPI

1. From your course or organization site, go to *Communication > Wimba Classroom*.
2. Click *Create Room*.
3. Enter in your room's title and description.
4. Decide whether you want the Presenter's tools available only to Instructors and TAs or whether they should be available to all.
5. If you want to enable external guest access to your room, expand the *Access Settings* next to Section 5.
6. Click *Submit* when finished.
7. Students can now access your room.
8. If you set up your room to allow guest access, from *Communication > Wimba Classroom*, click the name of your room.
9. In the gray box, the URL next to *Guest Access* is the link you should email to your guests.

Adding a Wimba link to a myWPI Content Area

1. From your course or organization site, go to *Control Panel* and select a content area.
2. From the drop-down menu on the right, select *Wimba Classroom* and click *Go*.
3. Click the radio button next to *Select Room*.
4. Select your room from the list and click *Submit*.

Uploading Content to Wimba through myWPI

1. Click the name of your Wimba room from *Communication > Wimba Classroom*.
2. In the gray bar, click *Add & Manage Content*.
3. Click *Add & Manage Content*.
4. Click the *New Folder* button.
5. Enter a title for your folder and click *Create*.
6. Click the name of your new folder.
7. Click *Browse* to locate the file on your computer. By default, the file will usually display in the eBoard (allows for markup).
8. Click *Add* when finished with settings. Your file will upload to Wimba as an image (this will remove any animations if a PowerPoint presentation).

Initiating Wimba from the Wimba Admin Website

1. Log in to the Wimba Admin website using the username and password assigned to you by the ATC: <http://wpiclassroom.wimba.com>.
2. From the *Rooms* tab, click the name of your room.
3. Click the information *i* below *Get Info*.
4. Copy the URL next to *Launcher Link* into your clipboard by highlighting it and pressing *Control & C* on your keyboard.
5. Paste the URL into an email, web browser, document, etc by pressing *Control & P* on your keyboard.
6. This is your room's permanent URL; it will not change. Send to participants, guests, etc. with information on the date/time of your web event.

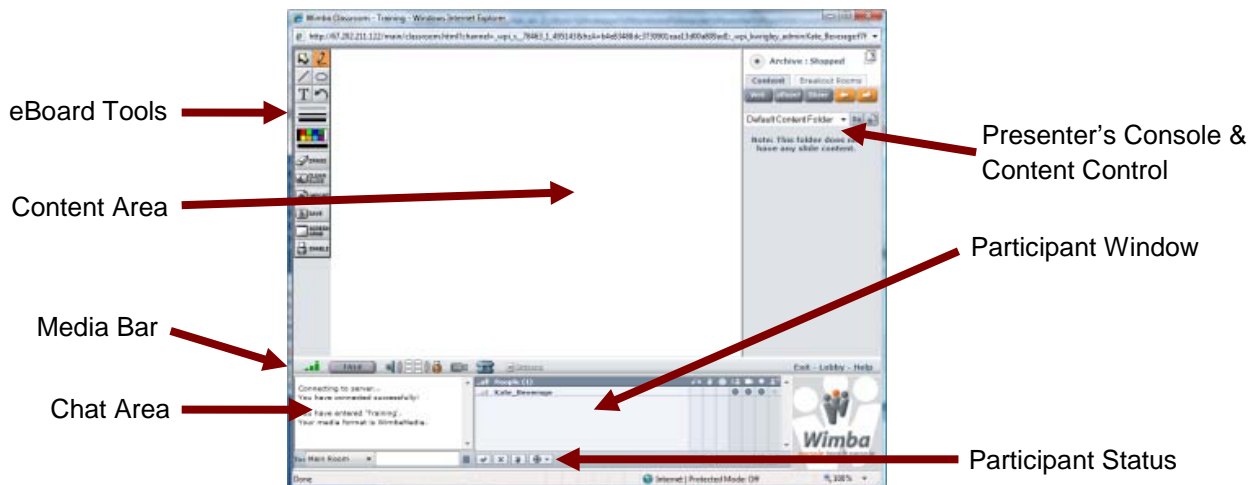
Uploading Content to Wimba through the Admin Website

1. Log in to the Wimba Admin website: <http://wpiclassroom.wimba.com>.
2. Click the name of your Wimba room from the *Rooms* tab.
3. Click the *New Folder* button.
4. Enter a title for your folder and click *Create*.
5. Click the name of your new folder.
6. Click *Browse* to locate the file on your computer. By default, the file will usually display in the eBoard (allows for markup).
7. Click *Add* when finished with settings. Your file will upload to Wimba as an image (this will remove any animations if a PowerPoint presentation).

TIP:

You can also upload PowerPoint slides on the fly during a Wimba event. From Wimba, click the *Import PowerPoint* button. Browse for the file on your

The Wimba Interface



Managing Participants

You can keep track of participants in the Participant window, where you can see who is active in the event, who has stepped out, raised hands and emoticons, as well as individual status responses.

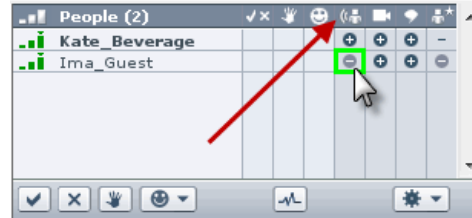
Clearing Participant Status

From the *Actions* menu, select *Clear* next to the appropriate status.



Disabling Speaking Privileges for Individual Participants

In the 4th column to the right of the participant list, click the *Speaking Privileges* icon next to the participant whose audio you wish to disable. A negative symbol indicates their audio has been disabled whereas a positive symbol means their audio is enabled.



Promoting a Participant to Presenter

In the last column to the right of the participant list, click the negative symbol next to the name of the participant you wish to promote.



Giving Participants Control of the eBoard

1. Activate the eBoard in the Presenter's Console.
2. In the eBoard tools menu, click *Enable*.
3. In the window that opens, select a participant from the left column and click *Update*.
4. They are now enabled to use the eBoard tools to mark up content.

Displaying Content

Content that has been preloaded into the event is listed in the order it was added. PowerPoint content can be uploaded on the fly; other materials must be pre-loaded to the event in advance.

1. In the Presenter's Console, navigate to the folder containing the content you want to display. Click *Go*.
2. To display the content, click the link for each item or use the *P* button to preview the item before it is displayed.

Application Sharing

Application sharing allows participants to share any application that is running on his or her computer. The participants can remotely control the application if you allow them to have cursor control.

1. Open the application on your computer.
2. In the Presenter's Console, click *Share*.
3. In the *AppShare Status* window, select the user whose screen you want to share.
4. Select where you want the shared content to be displayed in the drop-down menu.
5. Click *Begin Sharing*.
6. The user whose screen you selected will receive a prompt asking them to confirm sharing. If you are sharing your own desktop, you will not receive this prompt.
7. The person sharing their screen should select a screen area to share: *Window*, *Screen Area*, or *Full Desktop*.

Sharing Webpages

1. Click *Web* in the Presenter's Console.
2. In the window, enter in the URL for the webpage you want to share.
3. Click *Show Web Page* to send the webpage to participants. It will open using their default web browser.

Note: Do not share myWPI pages as they will not work!