Using the Wimba Live Classroom Tool
-A tutorial for UH College of Education faculty and staff-

Wimba Live Classroom
Voice-activated video switching

- Real-time closed captioning support
- Closed-captioning preservation
- Playback in full-featured archives
- Telephone-only participation and instruction
- Keyboard-only navigation and interaction
- Accessible content creation software

What do you want to do?
I am the instructor of record for a University of Houston Blackboard course. I would like to ....
1. Create a Wimba Live Classroom session to have a live online discussion with my students;
2. Enter the Live Classroom session with my students; -page 5-
3. Archive my session so students can view it again at a later time; -page 8
4. Use other Live Classroom tools and exit the session. -page 8 –

Creating a Wimba Live Classroom session

1.1
Go to
http://www.uh.edu/blackboard

And log into Blackboard Vista

1.2
Make sure to be in the “Build” tab.

Click on “Add Content Link”

From the list of options, click on “Wimba Classroom”
1.3

The menu will expand.

Click on the “Create Wimba Classroom” button.

1.4

Add a “Title” for your live classroom session. The title will be the name of the link posted on Blackboard.

I would recommend adding your course ID in the title.

Example: “CUIN3121 Wimba Classroom”

Click “Continue”
1.5

Choose to “Create New Room”

Click “Continue”

<table>
<thead>
<tr>
<th><img src="image1.png" alt="Creating New Room" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Create New Room</td>
</tr>
<tr>
<td>Link to List of Rooms and Archives</td>
</tr>
<tr>
<td>Link to Existing Room -- Select --</td>
</tr>
<tr>
<td>Link to Existing Archive -- Select --</td>
</tr>
<tr>
<td>Continue</td>
</tr>
<tr>
<td>Cancel</td>
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</tbody>
</table>

1.6

At this point you have the option to add a more descriptive “Title” and “Description.”

Choose a **Type**: Presentation tools include the ability to archive sessions, present PowerPoint slides, share desktop, control eboard tools, etc...

Be sure to look through the **Media Settings, Room Features, Chat Settings, Access Settings, and Portable Media Settings**.

When ready click on “Save.”
1.7

Once the Live Classroom session has been created, a link will be created on your course homepage.

Congratulations! You have successfully created an online live classroom sessions.

Continue the tutorial to learn how to start the session with your students.

2.1

To begin a live session with your students, click on the “Teach” tab.

Depending on how your course is organized, look for the Live Classroom icon “” and click on it.
2.2

Once you have entered the “Live Classroom” area, (if you like) connect a web camera and/or microphone to interact with your students.

If you do not own a web camera or microphone, you can still participate through instant messaging (Chat) or by phone.

When ready, click on “Enter this Room.”

2.3

Wimba will now take you through a “setup wizard” to ensure all components are working before the session begins.

Click “Run Wizard.”

2.4

Click “Start” and follow the directions.
2.5
Once the wizard is complete, the window will close automatically.

Click on “Enter this Room” to begin the live session with your students.

2.6
A “Wimba Classroom” window will appear.

Please be patient as it loads.

Once the Live Classroom environment has successfully loaded, you will hear 3 audio tones.

To upload a PowerPoint click on the page icon “    ”, browse for the file, choose to load it in the “eboard,” and click “import.”

2.7
Become familiar with the “Live Classroom Tools”

A) Press and hold down the “Talk” button to be heard and/or seen by everyone in the session. A shortcut is to hold down the “Ctrl” button on your keyboard.

B) Volume Settings

C) Video chat. To turn on your video capabilities, make sure to open the eye icon “    ”

D) List of participates in the online live classroom discussion.

E) Instant text messaging area

Archiving the Live Classroom Session
3.1

If you would like to record the session, click on the “Archive” button to begin recording (before the presentation begins).

To keep record of all instant text messaging for the session, click on the “ ” icon and choose to “Start Chat Log”

Using other Wimba Live Classroom Tools & Closing the Session

4.1

A) Web- Click on the Web button to share a URL website link with your students. Once the link has been sent, an internet browser will automatically open for your students.

B) eBoard- When chosen, a set of tools will appear on the left side of the classroom session. The tools can be used as an interactive white board.

C) Share- The share option allows the instructor to share their desktop with students. Anything that is seen on your desktop can be followed by students.
4.2

A: √ = positive response; X = negative response; Hand = raised hand; Face = emoticons

B: Overview of “A” tools used.

C: Speech tool, Video tool, Chat tool, Presentation tool

4.3

When the online live classroom discussion is over, click on the “Archive” button (top right of the window) to stop recording and to save the session.

You will hear an audio message stating that the session is being archived.

4.4

To leave the session and close the video/chat program, click on “Exit” (bottom right of the window).

To join another Wimba session, visit the “Lobby.”

4.5

If you would like to make the archive available to students, click on the orange orb “箪” icon.

Once the icon has been clicked it will turn green. This will help confirm that students will have access to the archive.

Congratulations! You have now completed this tutorial.

If you have any questions regarding the content of this tutorial please contact Blackboard (http://www.uh.edu/blackboard) or the CITE Lab Help desk (713-743-9833).