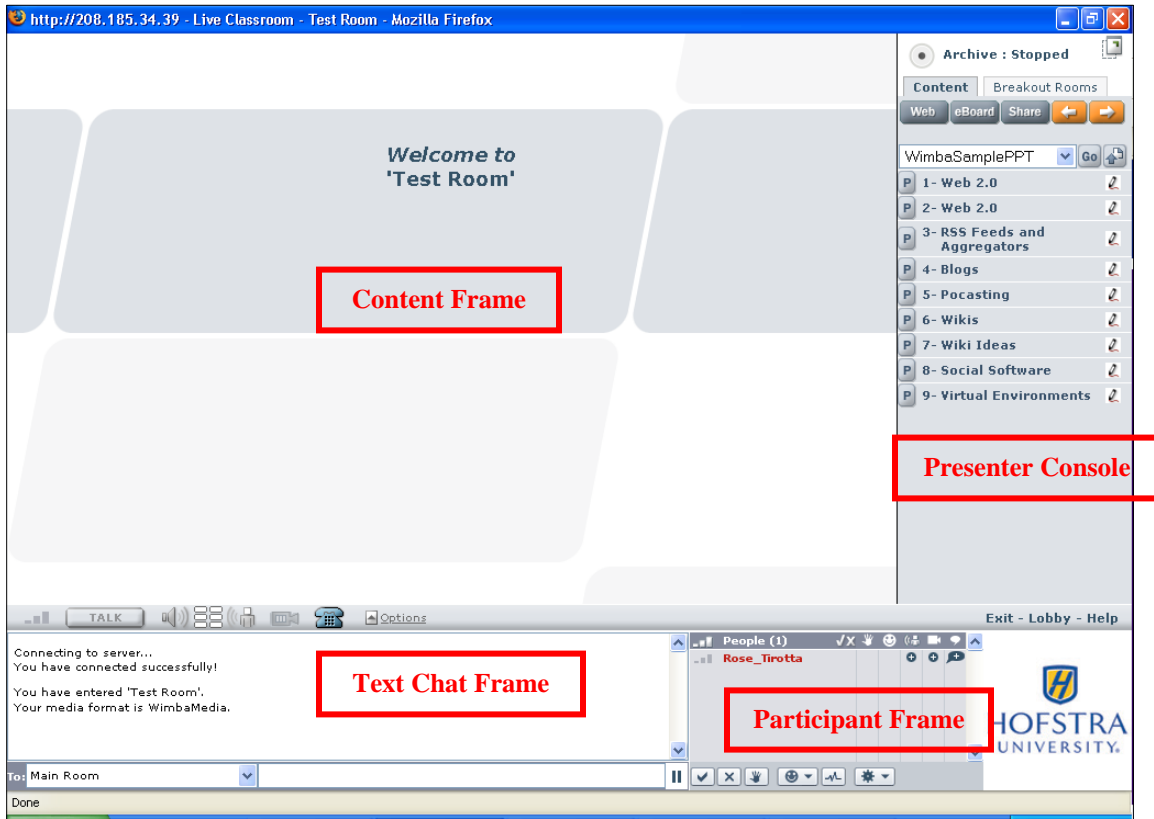


# Wimba's Live Classroom: Presenter

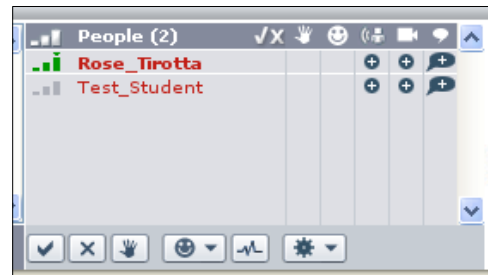
## Room Interface



**Content Frame** – All content including PowerPoint slides, images, and web pages will appear here.

**Text Chat Frame** – You can use a public or a private text chat. Click on the drop-down next to **To:** to choose who you want to chat with. Then, type your message to the right of that box and press enter. Your text and anyone else's text will appear above. Click on the **pause** button to stop the chat where it is. Click on the **play** button that will appear when you are ready to receive new messages.

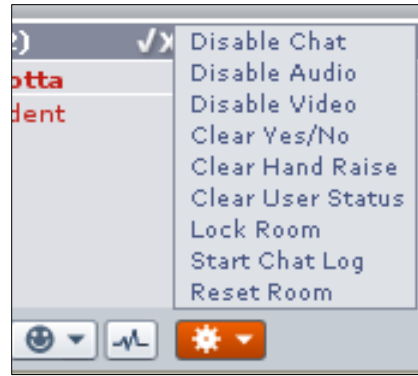
**Participant Frame** – All of the people in the room will appear here. You can also see if a participant has clicked the yes or no icon (check or X), if they have raised their hand, or if they have clicked on one of the emoticons.



If you want to give or take away speaking, video and/or chat privileges, click on the plus/minus signs in the appropriate column next to the appropriate name.

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As an instructor, you can also click on the cog icon to get more options:



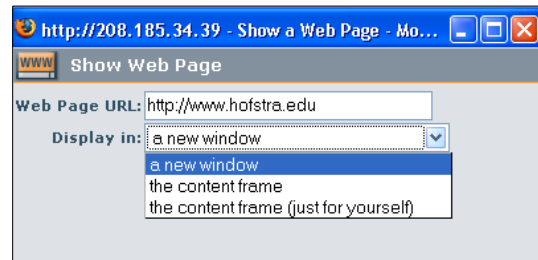
**Presenter Console** - The Presenter's Console contains all the features you will need to lead a live presentation.

**Archive** – If you would like an archive of the entire session, click on the round icon to the left of the word **Archive**. You will be asked if you would like an archive of this presentation. Click **OK**. When you are done, click on the circle icon again and click **OK**. The archives will appear in Blackboard under Communications → Live Classrooms → and the appropriate room.



### Content Tab:

**Web** – To push out a web site, click on the **Web** icon. Type in (or copy in) your Web Page URL and then choose from the drop-down how you want it displayed. Then, click **Show Web Page**. Once the web site is pushed out, everyone will have control over their own page. If you want to do a web tour, use application sharing (explained later).



**eBoard** – Annotate using the eBoard. The eBoard tools can be used on a plain whiteboard, on PowerPoint slides, or on imported images and screen grabs. The tools are as follows:

**Pointer Tool** – Click on the icon multiple times to change the direction of the pointer. Once selected, click once on the board to place.

**Drawing Tool** – Click on this tool to use your mouse as a pencil on the whiteboard.

**Line Tool** – Click on this tool and then click and drag on the whiteboard to create a line.

**Oval Tool** – Click on this tool and then click and drag on the whiteboard to create an oval.

**Text Tool** – Click on this tool and then click on the whiteboard to start typing.

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**Lines** – Click on the appropriate line thickness.

**Colors** – Click on the appropriate line color.

**Erase** – Click to erase all annotations on the whiteboard.

**Clear Slide** – Click to get a new whiteboard.

**Import** – Click to import an image.

**Save** – Click to save the whiteboard and any annotations on it. It will be saved to the **Snapshots Content Folder**.

**Screen Grab** – Click to take a screen shot. A small window will pop up:

-choose window or screen area (and then click and drag the appropriate area)

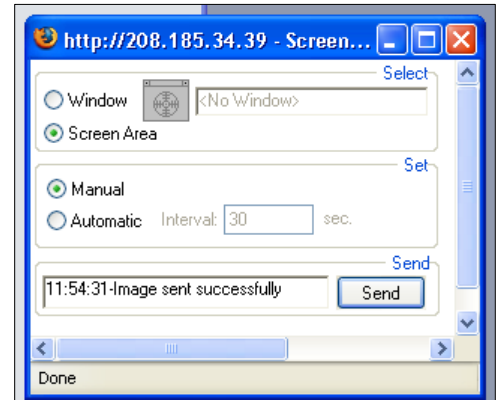
-choose manual or automatic (and if automatic, at what intervals)

-click **Send**

That will send a screenshot to the whiteboard on which you can now annotate.

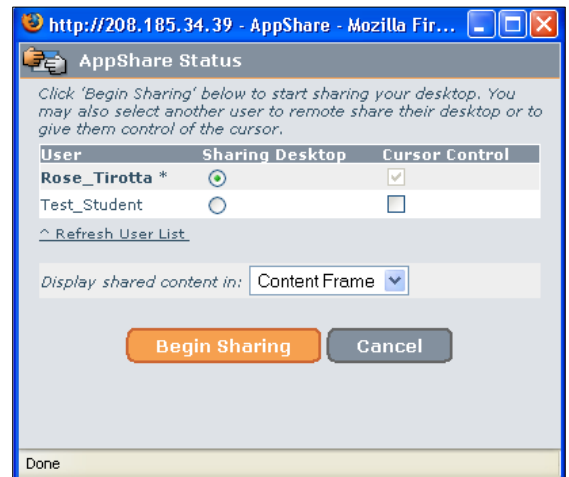
**Enable** – Click to enable and disable participants to have the eBoard tools. A small window will pop up.

Click on one or more participants (using the CTRL or Apple key) from the **Disabled** column and then click the **Update** button. Or, click the **Enable All** button to move all participants over at once. Do the same in the Enable column to take away the eBoard tools. NOTE: Participants will not be able to use the Save, ScreenGrab, and Enable tools.



**Share** – Share applications and entire desktops! Click this icon and you will get

a pop-up window where you can choose which desktop you want to share **and** who will have cursor control. (NOTE: You can change cursor control at any time during the sharing.) Click Begin Sharing and you will get another pop-up window that asks what you want to share: Window, Screen Area, or Full Desktop.



*Some notes about Application Sharing:*

- Applications can be shared cross-platform.
- Any application can be shared even if the other people in the session do not have that application.
- Have the application that you want to share open before you begin the application sharing process.
- Use the Talk Lock feature (explained later) when navigating through application sharing.
- Enable only one person at a time to maneuver through the application. Remember – there is only one “mouse.”
- Try not to use application sharing with more than 50 participants.

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- Try not to use application sharing when participants are on a dial-up modem.
- Close all other programs not being used when launching application sharing.

**Previous Slide/Next Slide** – Click on these buttons to move through your slides.

### Breakout Rooms Tab:

You can split the participant up into multiple breakout rooms during the session. Each room has all of the features of the Main Room.

**Automatic** – Click automatic and choose how many participants will be in each room and then click **Move** to have students split up quickly and randomly.

**Manual** – Click and drag participants to various rooms. Hold down the CTRL or open Apple key to choose multiple participants.

**Add a Breakout Room** – Click on this link at the bottom to add additional rooms

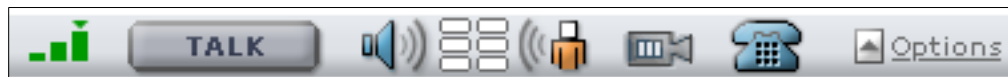


### Content:

- Click on the drop-down to choose a folder, PowerPoint, or other content. Then, click **Go**. Your content will be listed below the drop-down.
- Click on the **arrow and paper** icon to upload a PowerPoint on the fly.
- Click on the **P** icon before each slide to Preview the slide before showing pushing out to the classroom.
- Click on the **title** of the slide to push that slide out to the classroom.



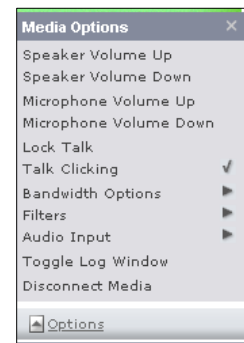
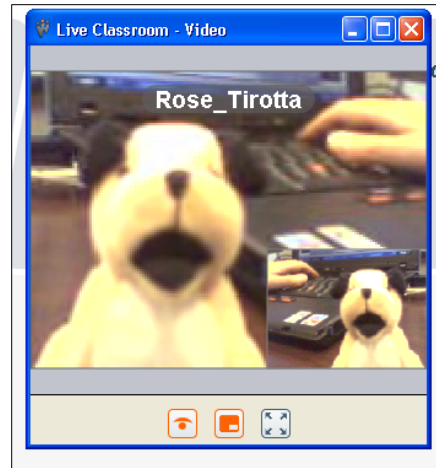
### Audio/Video Bar



- “Hold down” the **Talk** icon (or hold down the CTRL or Open Apple key) to speak during the session.
- The bars next to the speaker icon and the person will fluctuate that person is speaking.

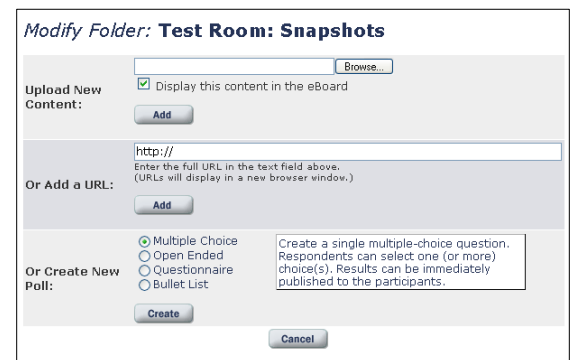
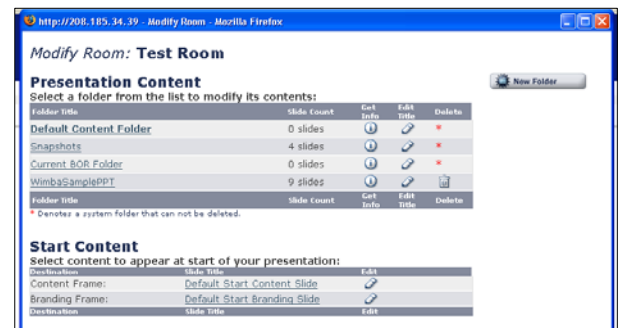
## Wimba's Live Classroom: Presenter

- Click on the camera for video capabilities.
  - Click on the first icon at the bottom of the pop-up window to show your video to the rest of the participants.
  - Click on the second icon to preview the video before you push it out to the rest of the participants.
  - Click on the third icon to make the video go full screen.
  - You can click and drag the corner of the pop-up window to make the screen larger or smaller.
  - You can click and drag around the picture-in-picture to any corner of the pop-up window.
- Click on **Options** for:
  - increasing and decreasing the speaker volume
  - increasing and decreasing the microphone volume
  - **Lock Talk** – click this (a checkmark will appear) to let you talk without having to hold down the Talk button or the CTRL or the open Apple key. Click it again to stop.



### Modifying Content

- In Blackboard, click on the title of the room
- Click on the **Add** and **Manage Content** icon
- Click **Add** and **Manage Room Content**
- Here you can:
  - edit the contents of the folder by clicking on the **content name**
  - edit the title of the folder by clicking on the **pencil** to the right of the folder
  - add a folder by clicking on the **New Folder** icon
  - delete a folder by clicking on the **trash can** to the right of the folder you wish to delete
- Once inside a folder, click on the **New Content** icon.
  - Upload New Content – Browse for your content and then click **Add**.
  - Add a URL – Type or paste a URL and then click **Add**.
  - Create a New Poll – explained later

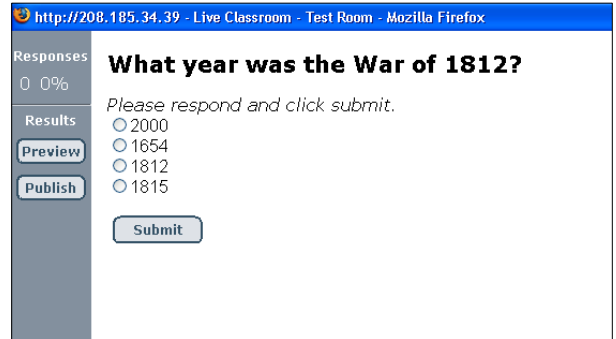


## Wimba's Live Classroom: Presenter

- *NOTE: Load content into the Default Content Folder and use that content to edit the Default Start Content Slide and the Default Start Branding Slide.*

### Advanced Polling

- Once inside the folder in which you want to add the poll, click on the **New Content Icon**.
- Choose the type of poll you want to create and then click **Create**.
- Add your information and then click **Save Changes**.
- Back inside the Live Classroom, choose the slide that has the poll on it.
- All participants can choose an answer and click **Submit**.
- Click **Preview** to review a graph of the answers.
- Click **Publish** if you would like to share the results with the rest of the participants.



http://208.185.34.39 - Live Classroom - Test Room - Mozilla Firefox

Responses  
0 0%

Results

What year was the War of 1812?

Please respond and click submit.

2000  
 1654  
 1812  
 1815

Preview Publish Submit