Wimba Faculty Guide – Class Day

15 minutes before the start of Class
• Log in to Blackboard *(use Mozilla Firefox)* --- this works better with Wimba
• Enter the Wimba Classroom
• Perform Windows audio set-up/check
  • Double-click on sound icon (notification area – right side of Task Bar)
  • Click on Options… Properties
  • Click on Volume button
  • Click Options… Properties
  • You should see the SoundMax Digital Audio in the Sound Recording area
• Check audio with Wimba level meter in Media Bar – should see colors when you talk
• Lock Talk key (this allows you to talk without clicking the TALK button
  • Click on Options Link in Media Bar
  • Click “Lock Talk”
• Check with one of your online learners to make sure they can hear you

Class Start Time
• Start the Archive
• Click on Radio Button
• Share Desktop
  ○ Content Frame
  ○ New Window

![Diagram of Wimba Classroom interface with options for media, content, and breakout rooms.]
During Class

- Check audio occasionally
- Ask online learner questions
- Check the notification area for questions periodically
- At break can check “personal” messages
- Make sure to use White Board Helper –and keep it on top of other windows when writing on the White board so that your online learners can see the white board.
- Poll students
  - Clear, Confused
  - Away
  - Clap, Laugh
  - Approve, Disapprove
  - Surprise
  - Faster, Slower

After Class

- Let online students know you’re done!
  - Address them directly via audio
  - Send chat message that class is over and have a nice night
- Stop archive
- Exit Wimba
- Log out of Blackboard