

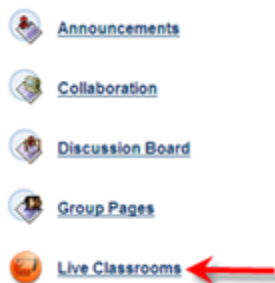


Wimba Live Classroom

Wimba Live Classroom is an online classroom space offering two-way voice and video broadcasting, text chat, participant polling, whiteboard tools and application sharing, whereby various types of content can be displayed and/or shared among users. Live Classroom enhances users' abilities to meet and collaborate online and helps bridge the gap between geographically dispersed students and instructors.

Note: For the optimal experience in Live Classroom, a headset with integrated microphone is highly recommended. Headsets are available from stores such as Office Depot, Best Buy, Target or Walmart.

Getting Started/Running the Setup Wizard



You will find the link for Live Classroom under the “**Connections**” or “**Communications**” area of your Blackboard course.

After clicking the Live Classrooms link, you'll see the **List of Rooms and Archives** page. (See screenshot below)

Click on the link to your room under the **Title** column. If there is an archive listed, you may optionally view it by clicking its link.

Note: If you do not see anything listed under the Title column, either your instructor is not using Live Classroom or the room has not yet been created.

List of Rooms and Archives

TITLE	TYPE	ENTER
Test Room	Room	

The very first time you enter Live Classroom you will need to run the **Setup Wizard** to ensure that all the required software and plug-ins are installed and running on the system you will be using. If Wizard does not start automatically when you reach this point, click the Setup Wizard link which appears on the right side of the first page. (See screenshot below)

Tip: Be sure to run the wizard well before your scheduled time to meet online. For future chat sessions, you can skip the wizard, **unless** you are using a different computer.

Enter Room

Live Classroom Help

Test Room (Open)

Phone Access :

Dial-in numbers :

PIN codes :

Phone : 646-3671174

Student : 35200372

Setup Wizard

Run the [setup wizard](#) to make sure that your computer is ready to use the Live Classroom

Here is the list of the recorded archives for this room:

TITLE	ENTER
There is no recorded archive for this room	

When the initial wizard screen appears, click the orange **Start** button. (See screenshot below) Click **Next** to continue through each of the screens and follow the provided instructions if you are prompted to download any programs and/or make changes to your pop-up blocker settings. Once the Wizard completes all tests, you should see the **Congratulations Your computer has passed the Wizard** message. (See inset below)

Live Classroom Setup Wizard

Welcome to the Setup Wizard

The Setup Wizard will guide you through a series of tests to ensure that your computer is ready. Depending on the speed of your computer and your internet connection, the Wizard may take a few minutes to complete.

Your progress through the Setup Wizard will be shown on the left.

Popup Windows

Java

Text Chat

Signed Applet

Playback

Recording

Congratulations! Your computer has passed the Wizard.

You have successfully passed all of the Wizard tests. Your computer is ready to use Live Classroom.

You may now close the wizard by clicking the "Finished" button below.

Finished!

Relaunch Wizard

Next, choose the **Enter Room** button.

Enter Room

Live Classroom Help

Test Room (Open)

Phone Access :

Dial-in numbers :

PIN codes :

Phone : 646-3671174

Student : 35200372

Setup Wizard

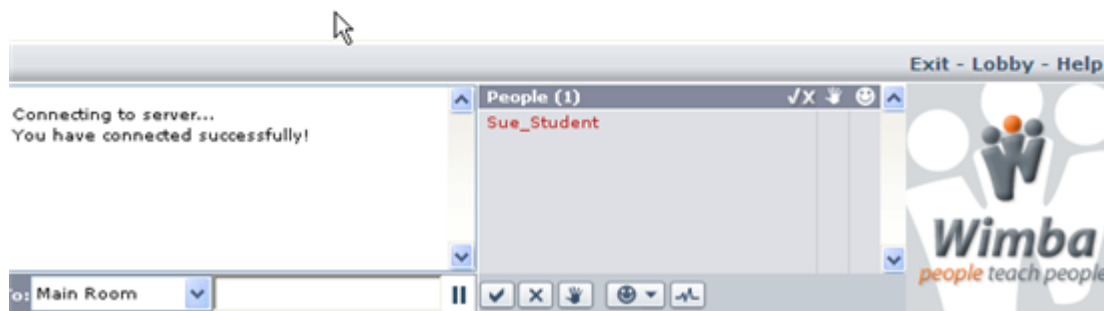
Run the [setup wizard](#) to make sure that your computer is ready to use the Live Classroom

Here is the list of the recorded archives for this room:

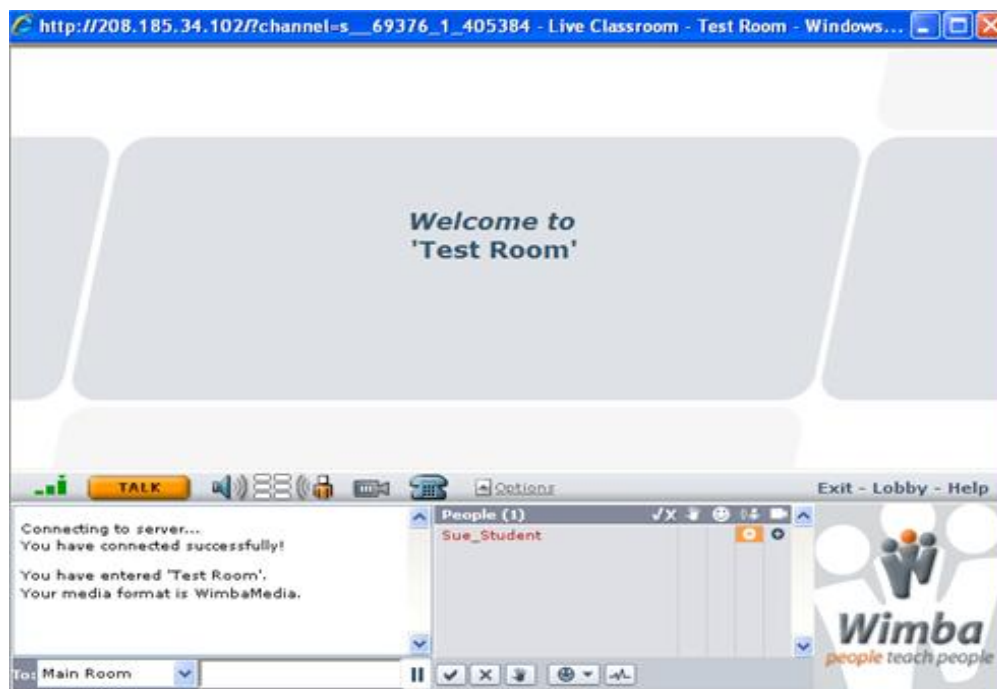
TITLE	ENTER
There is no recorded archive for this room	

After a short wait, you'll be connected to "the Lobby" which displays all the rooms you currently have access to. Once you are in the Lobby, click on the link to your courses' room. (See screenshot below)


Note: Check with your instructor if you are unsure which room your particular course is using.



Within a few seconds, the full Live Classroom application will load. (See screenshot below)




Voice Broadcasting (Also see the Troubleshooting Section at the end of this document)

1. Speak into your microphone and select one of the following options:
2. Press and hold the **Ctrl** key on your keyboard as you speak **–OR–** Click and hold the  **Talk** button (located on the **Media** toolbar in middle of screen) as you speak.

Note: While speaking, the **Talk** button will change color from dark gray to orange. In addition, an orange box will light up within the **Speaking Privilege** indicator to the right of your name in the participant list.

3. When you have finished speaking, release the **Ctrl** key or **Talk** button.

Video Broadcasting

The **Video Window** will automatically appear upon entering the Live Classroom only if someone is sharing video. To broadcast video click the **Camera** button  located on the **Media Bar**.



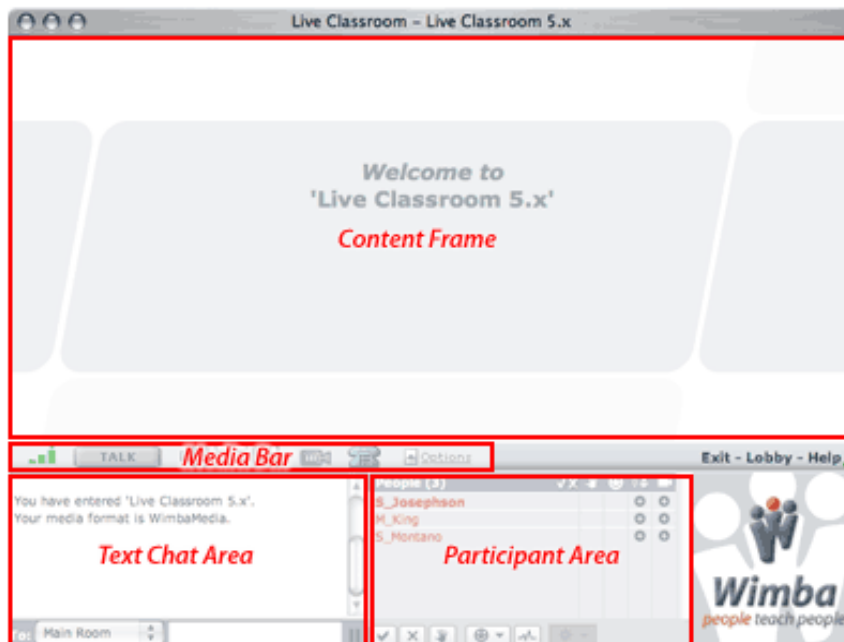
Once transmitting video, you'll have access to three buttons:

- **Start/Stop transmitting video:** enables/disables your camera/video device
- **Show/Hide preview video:** provides a live, mirror-image representation of your video image.
- **Display video full screen:** increases the size of the broadcast to take over your full screen. To restore the window size, either press the Esc key on your keyboard, or double click your screen.

Note: Whenever a user broadcasts video, the name with which they are logged in to Live Classroom appears within the window for identification purposes. To toggle a user's name on/off within this window, press Alt-A (Windows) or Command-A (Mac).

To increase the size of the video window, move your cursor to its edge. When the cursor changes shape, click and drag the cursor away from the center of the window. Likewise, to decrease the size of the window, move your cursor to its edge. When the cursor changes shape, click and drag the cursor towards the center of the window.

The Live Classroom Interface



You can access Wimba's on-line help at any time by clicking the **Help** option.

Content Frame/Eboard: This is the large area at the top of the room and it is used to display content such as PowerPoint presentations, websites, surveys and polls, and also for sharing applications. The electronic whiteboard (Eboard) tools allows users to mark-up and emphasize content during a live presentation by drawing shapes and lines, typing text and importing graphics.

Note: Instructors have the ability to display the tools to the entire class or keep them hidden.



Text Chat Area is used to send public and private text messages with presenters and fellow participants. Public messages can be viewed by everyone logged into the presentation, while private messages are only seen by the individual you've selected.

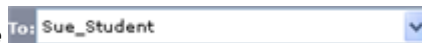
Note: The text chat area cannot be re-sized and/or made larger; be certain to maximize your screen for best results.

Sending Public Message




In the **To:** pull-down menu, ensure that "Main Room" is selected, type your message in the text input area and press **Enter** on your keyboard. Your message will appear in the chat area above. The words, "**You say**" precedes messages that you send. Messages sent by other participants are preceded by their name.

Sending Private Message



In the **To:** pull-down menu, select the designated person's name –OR– from the Participant list, click the designated person's name and the **To:** pull-down menu will automatically change to that person's name. Type your message in the text input area and press **Enter** on your keyboard. Your message will appear in the chat area above. The words, "**You tell** <person name>" precedes your message and the message appears with a gray background. Other users will not see your private message.

Pause Button

If chat messages scroll too quickly, click the Pause icon (button with two vertical bars, located to the far right of the text input area) It will then change to a **Play** icon , indicating that chat is paused. Once you are ready to start viewing messages again, click the **Play** icon to resume.

Media Bar: This area is used to control Audio/Video settings.


NetStats:

This indicates the "health" of your network connection. **Green**=strong; **Orange**=medium; **Red**=weak; **Gray**=no connection. If you do not see the little "cap" appear on the top of the bar, you are not connected and will not be able to send/receive voice or video. Should this occur, choose Options, Reconnect Media.

Talk button  (Microphone required)

To speak, click and hold the **Talk** button with your mouse, or hold down the "**Ctrl**" key on your keyboard. The Talk button will turn orange, which indicates your microphone is open. Be sure to release it when you are done speaking.

Note: Remember there is a few seconds' delay between when you speak and when others hear you and your speaking privileges must be enabled.

Loudspeaker/Volume meters: 

These meters display the levels of incoming (left) and outgoing (right) audio. Whenever someone else speaks, you should see the bars of the incoming audio meter fluctuate. Whenever you speak, you should see the bars of the right meter fluctuate. For proper volume the bars should reach the top of the orange range (third indicator from the top) consistently, and occasionally reach the top two (red) levels. If the volume is too high, your voice may be distorted and others may hear you breathing. If the volume is too low and does not go above the green levels, the system will try to amplify the sound and possibly create distortion.

Clicking anywhere on the meter opens the volume controls, allowing you to adjust your volume levels up or down.

Note: Certain headsets may not allow you to make volume adjustments using these controls. If that is the case, additional volume controls are available through Control Panel, Sounds and Audio Devices.



Camera button:  (Webcam required)

To broadcast video (provided video privileges have been enabled), click the Camera button.

Telephone Simulcast: 

If you do not have a headset or microphone you can optionally dial-in by phone using the provided telephone number and pin codes that appear on the Live Classroom entry page.

Note: Long-distance charges (New York location) do apply when using this option. A headset microphone is the recommended choice.

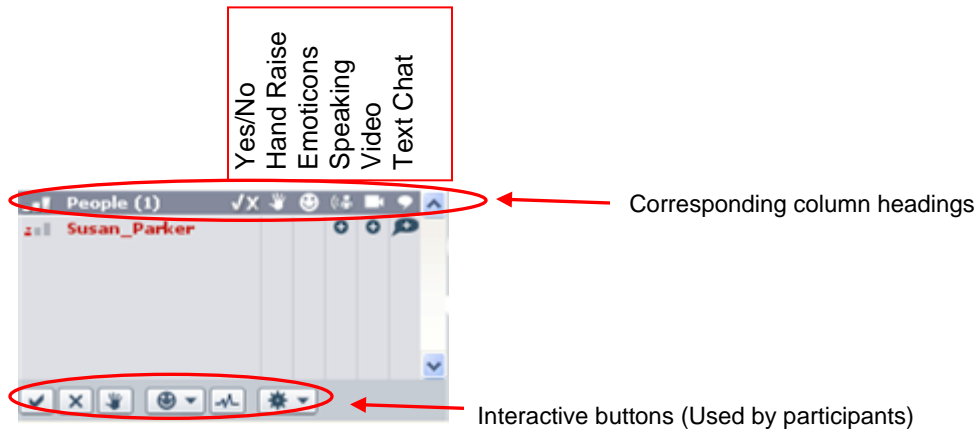
Options Menu: 

Advanced audio/video options include:

- **Speaker and Microphone volume** adjustments
- **Lock Talk:** for hands-free presentation mode (No need to hold Talk or Control button while speaking.)
- **Talk Clicking:** to enable/disable the click heard whenever the Talk or Control button is used.
- **Bandwidth Options:** to alter the broadcast quality you are sending (settings Low to Highest Quality).
- **Filters:** Adjustments for Silence Detection, Automatic Gain Control, Noise Reduction and Microphone Boost.
- **Audio Input:** Selects a difference audio device than what was automatically detected when entering Live Classroom.
- **Toggle Log Window:** Displays log info that Technical Support may request.
- **Disconnect/Reconnect Media:** Used if you need to re-establish your connection to the presentation.





Participant Area: This area lists all the instructors and students currently in the Live Classroom. Presenters (most often instructors) will appear at the top of the list, participants follow in alphabetical order.



Yes (Checkmark) No(X) buttons.

When your instructor asks a question of the class, you can respond by clicking the “Yes” or “No” buttons. This will place a checkmark next to your name indicating a “Yes” response. An “X” indicates a “No” response. Press the “Yes” or “No” button a second time to remove the checkmark or X.

Hand Raise button 

To avoid confusion in larger groups, the instructor may disable students' ability to speak using their microphones. In this case, you will see a "circle with a minus sign"  appear under the Speaking Privilege column next to your name. If you would like permission to speak, click the **Hand icon** to "raise your hand." A number will appear in the Hand Raising column indicating the order in which students raised their hands. The professor can then enable your microphone so that you can ask a question or make a comment. A "circle with a plus sign"  next to your name in the Speaking Privilege column indicates that you can speak. To "lower your hand," click the hand icon again.

Note: Video Privileges and Text Chat Privileges work similarly to Speaking Privileges. The indicators in those corresponding columns let you know if you have the ability to broadcast video and use text chat during a presentation. If enabled, a circle with a plus (+) sign appears next to your name. If privileges are disabled, a circle with a minus (-) sign appears next to your name.

Status Indicator button 

Set Status box features a selection of emoticons to describe your current status. Whenever you choose a **Status Indicator**, it appears in the Status column next to your name in the participant list. Available emoticons include: Away, Approve, Disapprove, Surprise, Confused, Clap, Laugh, Faster and Slower. With exception of the Away choice, emoticons will automatically disappear after about 20 seconds –OR– you may choose the Clear emoticon (represented by an empty circle) which allows you to reset your status.

Room Pulse button 

Room pulse provides current room data including: the total number of people logged in (both participants and presenters), the tally of Yes/No responses, Hand Raises and a summary of each Status (Emoticon) indicator.

Actions button 

Generally only available to Presenters (Instructors), the actions button is used to enable/disable audio, video and text chat capabilities and manage user activities during a presentation.

Troubleshooting

Others cannot hear me when I speak into my microphone:

1. Ensure that you have run through all parts of the **Setup Wizard** prior to joining Live Classroom.
2. Ensure that you have connected by viewing the triangular 'hat' on top of the **NetStats** Indicator. If the hat does not appear (and the bars are gray), you have no connection. Click the **Options Menu** and select **Reconnect Media**. This should restore your connection to the presentation media.
3. Ensure that your **Speaking Privileges** have been enabled and that you are holding down the **Ctrl** key or clicking the **Talk** button when speaking.
4. Ensure that your microphone is correctly plugged into the proper computer port.
5. Ensure that your Hardware and Volume settings are correct:

For Windows:

- a. On your computer, go to Start->Programs->Accessories->Entertainment->Volume Control
- b. Click the Options menu and select Properties
- c. Select the Recording button
- d. From the list, make sure Microphone has a check mark next to it
- e. Click OK
- f. Make sure the Select box is checked (or not muted) in the Microphone section

For Mac OS X:

- a. On your computer, go to Apple Menu->Control Panel->Sound
- b. Choose the Input Tab
- c. Choose your input device
- d. Set the Input Level

I cannot hear others when they speak:

1. Ensure that you have a sound card, and have run the Setup Wizard.
2. Double-click on the speaker icon in the bottom right corner of your screen to check the settings. Make sure all volume sliders are at or near the top, and uncheck all mute boxes.
3. Check any volume or mute controls on your speakers or headphone cable. Many computer speakers also must be powered on separately.
4. Check the connection from your speakers or headset to the computer. Make certain the plugs are inserted completely and that they are inserted into the correct jacks. If you are not using a USB set, most often (though not always) the speaker/headphones jack is green or black, and the microphone jack is red.

Note: The AOL browser is not supported in Wimba, Firefox or Internet Explorer is recommended instead.