Teaching and Designing with Wimba Classroom 5.2

Blackboard Vista/CE 6
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Teaching with Wimba Classroom

The table below provides an "at-a-glance" overview of the workshop topics, objectives, and activities. Use it as a planning tool and checklist to help stay on track throughout the workshop.

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<th>Objectives</th>
<th>Activities</th>
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<td>• Get to know your facilitator and other session participants.</td>
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<td>• Discuss individual session goals and expectations.</td>
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<td>• Assess workshop agenda and examine workshop handouts.</td>
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| **Teaching Module 2: Orientation to Wimba Classroom** | • Wimba Classroom Observations                                           | **Participant Experience**      |
|                                                     | • Orientation to Wimba Classroom                                          | □ Upload content                |
|                                                     | • Distinguish the difference between Presenter and Participant perspectives.| □ Web page content             |
|                                                     | • Identify the different areas of the interface.                         | □ Blank eBoard                  |
|                                                     |                                                                          | □ Application sharing           |
|                                                     |                                                                          | □ Breakout rooms                |
|                                                     |                                                                          | □ Demonstration of participant control |
|                                                     |                                                                          | □ Demonstration of Presenter on the Fly |
|                                                     |                                                                          | □ Sending chat messages         |

**Presenter's Experience**
- Presenter's options
- Enabling/disabling audio, video, text chat for individuals
- Yes/No feature
- Pulse button
- Hand raising
- Emoticons
- Demo netstats
- Talk features
- Options overview
- Video overview
- Telephone options
- HELP guide
- Images pushed to branding window
| Teaching Module 2: Orientation to Wimba Classroom continued | • Practice skills introduced. | Presenter's Experience Practicum  
- Upload PPT on the fly  
- Test all methods to display content  
- Interact with eBoard with different ways to highlight text  
- Show HTML on the fly  
- Share a webpage using Application Share  
- Share your desktop |
| --- | --- | --- |
| Teaching Module 3: Review Key Points | • Review common teaching activities | - Answering text based questions  
- Control your room by disabling audio, hand raise, call on Participant individually  
- Set expectations early  
- Vocal instructions  
- Ask for feedback |
Wimba Classroom Observations

Please answer the following questions while we explore the Participant Experience.

What is Wimba Classroom?

What are some of the benefits from using Wimba Classroom?

What types of content can integrate with your Wimba Classroom?

The three things I am most interested in learning:

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The Views: Presenter vs Manage Content

**Presenter View:**

**Manage Content View:**

Common activities include:

Common activities include:

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Quicklet: Application Share

Application Share allows you to share all or part of your desktop with participants. This Quicklet will walk you through the process of using this feature in Wimba Classroom.

1 Begin share
   A. Select SHARE from the Presenter’s Console.

2 Specify settings
   A. Verify who’s desktop you are sharing.
   B. Select where to display content.
      - Content Frame: replaces current slide in content frame.
      - New Window: appears in new window; allows Participants to see both the slide and what you are sharing.
   C. Select BEGIN SHARING

3 Choose Content
   A. Select your sharing area.
      - Window: allows you to show one window on your desktop.
      - Screen Area: allows you to draw a box on your screen and anything in that box will be shown to Participants
      - Full Desktop: allows you to show your entire desktop.
   B. After selecting SCREEN AREA, a box will appear. Draw the box around the area you want to share. Anything in that box will appear to your Participants
   C. When ready, select OK.

Try this
Enter into your Wimba Classroom environment with a colleague and demonstrate how to search for a journal article from your library’s home page.

Tiplet
- Ask Participants if they can see what you are sharing.
- When sharing, use as small an area as possible.
- If you open a new window, verbally tell them a new window will appear.
Quicklet: Sharing Web pages on the Fly

This Quicklet will walk you through the process of sharing a web page on the fly.

1 Start web
   Select WEB from Presenter's Console.
   ![Image of Classroom Interface]

2 Web Page URL
   A. Type in the web page address.
   B. Select where to display.
      - New Window: appears in new window; allows Participants to see both the slide and the web page you are displaying.
      - Content Frame: replaces current slide in content frame.
      - Content Frame (yourself): you are the only person who will see the web page.
   C. Select SHOW WEB PAGE when ready to display.
   ![Image of Show Web Page]

3 Show Web Page
   A. Your webpage will now show where you specified.
   ![Image of Wimba Interface]

Try this
Share your department's web page in a content frame. Now try sharing the same web page in a new window.

Tiplet
- Always test out your web page URLs before you use them in a Wimba session (as they might change).
Quicklet: Uploading PowerPoint on the Fly

This Quicklet will walk you through the process of uploading and displaying your PowerPoint slides.

1. Select PPT
   A. Select the UPLOAD POWERPOINT icon.

2. Import File
   A. Select BROWSE... to locate file on your computer.
   B. Select WHERE TO DISPLAY CONTENT (we recommend eBoard).
   C. When ready, select IMPORT.

Your PowerPoint is now being converted into individual .gif files. Depending on the size of your file, this might take a few minutes. Once uploaded, continue to Step 3.

3. Review slides
   A. Orange arrows: moves slides in sequential order beginning with the first.
   B. Click on title: Flexibility to select any slide in any order.
   C. Preview: “P” icon near title allows for a preview of the slide. You can then push slide into content frame or break out rooms.

Try this
Load a PowerPoint file directly into Wimba Classroom using the method described above. Try all three “display in” methods.

Tiplet
- Always load slides into the eBoard.
- When designing PowerPoint, avoid transitions and animations as those are removed.
Quicklet: Enabling eBoard for Participants

This Quicklet will walk you through the process of enabling the eBoard for your Participants.

1. Begin eBoard
   A. Select EBOARD from the Presenter's console.
   B. Select ENABLE from the eBoard tool.

2. Select Participants
   A. Select INDIVIDUAL PARTICIPANT NAME (or group by holding CTRL while clicking with mouse).
   B. Or enable everyone by selecting ENABLE ALL.
   C. Select UPDATE.

3. Disable Participants
   Select ENABLE (step 1)
   A. Select INDIVIDUAL PARTICIPANT NAME (or group by holding CTRL while clicking with mouse).
   B. Or disable everyone by selecting DISABLE ALL.
   C. Select UPDATE.

Try this
Enter your room with Participants and try the different methods of enabling eBoard access for a Participant or a group of Participants.

Tiplet
- Have Participant's play with eBoard first so they can get comfortable with the tool.
- Highlight the erase and clear slide so they avoid using these.
Quicklet: Enabling Presenter on the Fly

This Quicklet will walk you through the process of enabling presenter on the fly for participants.

1. Select Participant
   A. Select your participant.
   B. Toggle their Status indicator from Negative to Positive sign.

2. Participant is now promoted to Presenter
   A. Participant now has Presenter Rights.

Try this
Promote one of your Participants as a Presenter.

Tiplet
- Break up your participants into Groups in the Breakout Room.
- Assign a Lead Presenter.
- Promote the Lead Presenter as Participant then have them present their groups work.
Quicklet: Archive a Session

This Quicklet will walk you through the process of archiving a session.

1 Start Archive

A. Select the (START ARCHIVE) icon from the Presenter’s console.

You will be prompted to begin archive. Select OK.

You will hear an audio indication that the Archive has started (only presenters hear this) and you will see archiver and encoder on in the participant list.

2 End archive

A. When finished, select the (END ARCHIVE) icon from the Presenter’s console.

You will be prompted to end the archive. Select OK.

You will hear an audio indication that archive has ended and when the archive is complete.

3 Open Archive

Follow instructions on Quicklet: Preparing Archives for Participant View.

Try this

Create a new archive and watch.

TIPLET

- Always archive your session as you never know when you or others will have to review a lesson.
Connecting Wimba to Your Vista4/CE6 Course

With a Vista4/CE6 integration system, you can add any of the tools to your course like you would any other tool.

Two things to keep in mind:
- Anywhere you see the option to ADD CONTENT LINK you will be able to add a Voice Tool.
- Once you’ve created a Voice Tool, it is added to a repository which you can make available in multiple parts of your course.
- You must have BUILD rights to add Wimba Classroom to your course.

Option 1: Home Page

The first option that’s available is adding a Voice Tool to your home page.

Benefits:
- Makes the resource or activity readily available to all of your Participants.

Adding Content:
A. Navigate to the BUILD tab.
B. Select ADD CONTENT LINK.
C. Select WIMBA CLASSROOM.
D. Select CREATE WIMBA CLASSROOM (follow instructions to add) OR
E. Select a PREVIOUS CREATED ROOM then select ADD SELECTED.

Option 2: Folder

This option allows you to group similar activities or content within a Folder and include a voice tool resource or activity.

Benefits:
- Ability to blend your course material with a Wimba tool.

Adding Content:
A. Navigate to the BUILD tab.
B. CREATE or ENTER folder.
C. Select ADD CONTENT LINK.
D. Select WIMBA CLASSROOM.
E. Select CREATE WIMBA CLASSROOM (follow instructions to add) OR
F. Select a PREVIOUS CREATED ROOM then select ADD SELECTED.
Option 3: Learning Module

This option allows you to add a tool directly into a learning module.

Benefits:
- Ability to blend your course material with a Wimba tool.

Adding Content:
A. Navigate to the BUILD tab.
B. Select LEARNING MODULES.
C. Select/Create a learning module (not shown).
D. Select ADD CONTENT LINK.
E. Select WIMBA CLASSROOM.
F. Select CREATE WIMBA CLASSROOM (follow instructions to add) OR
G. Select a PREVIOUS CREATED ROOM then select ADD SELECTED.

Notes about the options:
Quicklet: Create a Room

This Quicklet will walk you through the process of creating a Wimba Classroom Room.

1. Log Into Your Course
   A. In Build Tab click on Add Content Link
   B. Select Create Wimba Classroom

2. Create New Room
   A. Title Your Room.
   B. Select Create New Room
   C. Click Continue.

3. Room is Created
   A. Select your settings.
   B. Your Room is Created.

Try this
Create a new testing room.

Tiplet
- To enter Your Room, go to the Teach Tab.

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Quicklet: Upload New Content

This Quicklet will walk you through the process of adding new content.

1 Log into Room
A. Navigate to your room in the Teach Tab
B. Click on ADD & MANAGE CONTENT.

2 Enter Folder
A. Create folder by clicking NEW FOLDER.
B. Once folder is created, enter folder by clicking on the FOLDER TITLE.

3 Select New Content
You will be taken directly to the Upload Content Screen.
A. Select BROWSE... to locate your content.
B. Only PowerPoint, GIFs, and JFGs will be displayed in the sBoard. Uncheck if necessary.
C. Select ADD when ready to upload.

This process might take a few minutes depending on the size of the file.

From this screen, you can also add a URL or create a new poll.

Try this
Upload a few different files into Wimba Classroom.

Tiplet
- Use a naming convention for folders to keep content organized.
- Avoid using the Default Folder for all your content.
Quicklet: Add Polling Questions

This Quicklet will walk you through the process of adding polls.

1. Log into Course and Navigate to Room
   Follow the instruction in the Quicklet: Upload New Content. Upload your branding image.
   Stop when you get to the New Content Window.

2. Create New Poll
   A. Select the TYPE of poll you would like to create.
   B. Click on the CREATE BUTTON.

3. Modify New Poll
   A. Customize your poll.
   B. Look for special preferences, such as multiple responses or publishing results.
   C. When ready, click on the SAVE CHANGES button.

Try this
Create a new short answer prompting Participants to share their thoughts about a reading. Enable results to be shown on the fly.

Tiplet
- You can only show multiple choice or short answer on the fly.
- For Polls, you will need to log into the Admin Site to retrieve those results (Room > Content > Poll Results).

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Quicklet: Branding Frame

This Quicklet will walk you through the process of uploading a branding image.

1 Modify Image
   Crop your desired image to 135 px (width) and 145 px (height).

2 Upload Content
   Follow the instructions in the Quicklet: Upload New Content. Upload your branding image.

3 Upload Image
   A. Select the TARGET drop down arrow.
   B. Select BRANDING FRAME from drop down menu.
   C. Click on SAVE CHANGES when finished.

Try this
Create your own branding image from a digital picture and upload.

Tiplet
- You are not limited to photos of yourself – create branding images of your text book.
- Use the “default branding image” to automatically load your branding image every time you enter the room.
Quicklet: Preparing Archives for Participant View

This Quicklet will walk you through the process of releasing an archive for Participant view.

1. **Log into the Course**
   Follow the instruction in the Quicklet: Upload New Content.

2. **Open Archive**
   A. Locate the archive you created. Open the archive by clicking on the icon (closed) to change it to icon (open).

3. **Enter Archive**
   A. Click on the Archive title to view.

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**Try this**
Create an archive and send an email to your Participants.

**Tiplet**
- Add the Open Archive to your course calendar.
Managing Your Success
Preparing Participants

Now that you're ready to start using Wimba Classroom, we have to get your Participants ready as well. Follow these handy tips from other Presenters when preparing Participants.

☐ Tip 1:

☐ Tip 2:

☐ Tip 3:

☐ Tip 4:

☐ Tip 5:
PowerPoint Best Practices

Here is a list of some design tips for PowerPoint.

**Backgrounds**
- Use a solid (white or color) for your PowerPoint slides. Make sure that there is strong contrast between colors.
- Avoid gradients or fills.

<table>
<thead>
<tr>
<th>Recommended PowerPoint Backgrounds</th>
<th>PowerPoint Backgrounds to Avoid</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Recommended Background" /></td>
<td><img src="image2" alt="Avoided Background" /></td>
</tr>
</tbody>
</table>

**Animations, videos, or other plug-ins**
- PowerPoint slides are converted to static images files; animations, videos, etc. are not preserved.
- Distribute video clips before or after the presentation (ideal) or upload it separately.

**Use the built-in PowerPoint templates**
- Names in the titles will be persevered and brought over to the Wimba Classroom environment.

**Add in audio check and ground rules slides**
- Your first few slides should include an audio check and your ground rules. Use the following as ideas for your slide:

  **Audio Check**
  - Have Participants use yes or no buttons if they can hear you.
  - Remind Participants to run the wizard before entering the room.
  - Include dial-in option (if available)
  - Include 24x7 technical support for Wimba: 866-350-4978

  **Ground Rules**
  - Let Participants know how you expect them to ask questions
  - We suggest: Participants raise hand first then ask either in text or audio.
  - Remind Participants that talking about personal things in the chat is like turning to your neighbor and talking in the middle of face-to-face lecture.
Designing a Session

This is a step-by-step guide which will walk you through the process of creating your first session.

- **Step 1: Design your PowerPoint**
  This is the first and most important step to designing your session. Follow the PowerPoint design tips outlined in the previous page to save you time.

- **Step 2: Collect your additional resources**
  Locate the web address for the additional resources you are going to include in the presentation. Make sure you have the URLs handy.

- **Step 3: Upload your PowerPoint and additional resources**
  There are two ways to upload your resources. Select the appropriate method and create your presentation.
  - **PowerPoint ONLY:** Use the “on the fly” PowerPoint upload method outlined in the Short Hand document.
  - **PowerPoint and URL links** (two options)
    - “On the fly” method: only if you are comfortable typing in URL links on the fly (steps outlined in Short Hand document)
    - LMS/Admin Side: If you would like your URL links to appear as slides, use this method.
  - **PowerPoint and other files:** Use the LMS/Admin upload process.
  - If you’d like to use a Branding imaging, you must use the LMS/Admin upload process and select Branding Window as the Display area.

- **Step 4: Gather you equipment**
  Make sure that you have your headset or microphone connected to your computer. If you plan on using a webcam, have that connected as well.

  We recommend using a headset with a microphone attached. This equipment can be purchased at many retail stores including BestBuy and Target.

- **Step 5: Run the wizard**
  Make sure that your computer is ready by running the wizard available from you Wimba Classroom link. You only have do this once, on any computer you use.

- **Step 6: Test your session**
  After all your materials have been uploaded, test your session by creating an archive or inviting a colleague to join you as you practice live.

- **Step 7: Make changes (if needed) then run session**
  Make the necessary changes to your session after you test run. Afterwards, you will be read to deliver your session.
Delivering Session

This is a step-by-step guide which will walk you through the process of delivering your session.

☐ **Arrive early**
   If this is your first presentation, arrive 30 minutes before your session. In general, you want to arrive at least 10 minutes early.

☐ **Test your equipment**
   After the media center has loaded, test your microphone and web cam.

☐ **Run through slides and test links**
   Before anyone else joins, quickly run through your slides to ensure each one is displaying properly. If you are using URL links, make sure that you test those as well.

☐ **Load branding image**
   If you are using a branding image, load it into the branding window.

☐ **Perform an audio and video check**
   While Participants arrive say hello and encourage them to test their audio. Make sure they can hear you to avoid problems when the session begins.

☐ **If Participants are reporting problems...**
   Try these simple things to see if the problem resolves. If it does not, send Participants to Wimba’s 24x7 support: 866-350-4978.
   - **Audio problem**
     - Have Participant disconnect/reconnect audio (Options > Disconnect Media then Options > Reconnect Media).
     - Have the Participant go back into the Lobby then reenter the room.
     - Have Participant connect using telephone option (if available).
   - **Cannot see content**
     - Confirm Participant ran the wizard.
     - Have the Participant go back into the Lobby then reenter the room.
     - If using a new window, direct Participant to locate window in toolbar (might have minimized).
Additional Resources
Dissection of Wimba Classroom

Participant Frame

Links

Branding Frame

Participant Frame

Content Frame

The Wizard

First time on Live Classroom: Run the Wizard

Text Chat Frame

eBoard

Media Center

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