Horizon Wimba
Quick Reference Guide

LIVE CLASSROOM

teach and meet live online

Recommended hardware:

Computer with Internet connection
Inexpensive headset and microphone

Install:

1. Sign into K-State Online and open an existing course or create a new course.
2. Under **Course Management**, click **Components**.
3. Click the **Wimba Live Classroom** checkbox.

Enter:

You'll see Wimba in two places – Manage Wimba Content under Content Management and Wimba Live under Communication.

1. Click the **Wimba Live** link.
2. Since this is your first time in Wimba, you should run the **Setup Wizard**.

TIP: Run this wizard if you use a different computer for Wimba. Also, make sure that others in your Wimba classroom run the wizard.

Upload:

PowerPoint slides and videos work great in Wimba. A couple important things to remember: PowerPoint slides are converted to .gif image files, so slide transitions and animations will not work. Most video formats are ok, but streaming video is not.

1. Click the **Manage Wimba Content** link. There are two empty folders called **Default Content Folder** and **Snapshots.** Content that you upload to the Default Content Folder is automatically selected every time you enter your Wimba classroom. The **Snapshots** folder is not for adding content but rather it contains published poll data and any annotated eBoard content that is saved during your presentations.

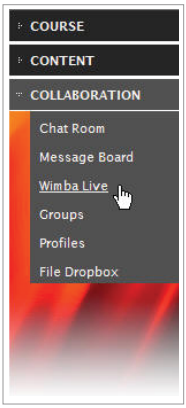
2. Click the **Default Content Folder** link or click the **New Folder** button to begin uploading content. You can browse for a file, add a website or create a new poll.

3. After uploading content, you can reorder, change the title names, change the target, and enter your new room. Click the **Enter Room** button and explore.

NOTE: If you already have content in Manage Files that you want to present in your Wimba room, you will have to re-upload it in Manage Wimba Content.

k-stateonline
http://online.ksu.edu

Invite:

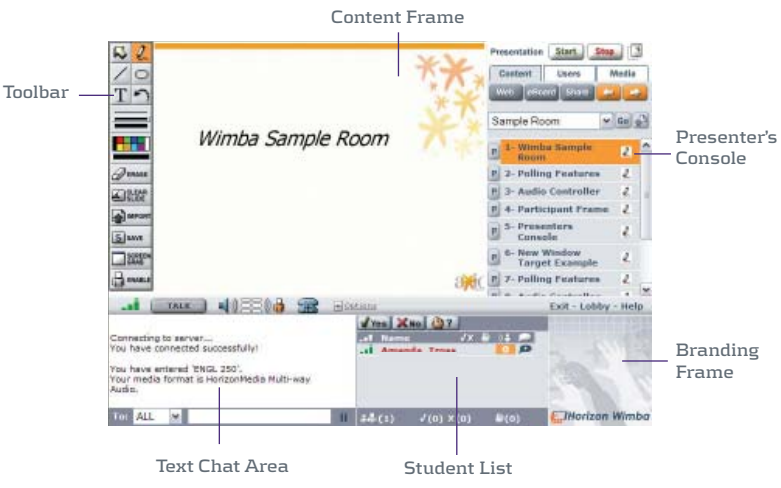
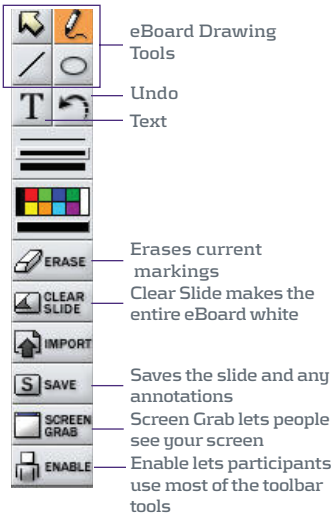


Participants will access your Wimba room by signing into K-State Online and entering your course, so only those on your course roster can access your Wimba room. If you have a guest participant, make sure they have an K-State Online user name and password and that you add them to the course roster.

Present:

Tell everyone the date and time of your presentation and to run the Setup Wizard well in advance. Practice your presentation with a colleague and try the following: use the screen grab feature and make sure your colleague can see your screen, enable your colleague to write on the eBoard, or archive the presentation.

Tips:
- Always conduct an audio check.
- Ask participants to click the **Yes** button to indicate they hear you and speak continuously to give them a chance to hear.
- If no one can hear you, check your microphone to make sure it's on or dial into the telephone simulcast.
- Use **Lock-Talk On** to keep your hands free, but don't use standalone speakers with this feature because speakers cause echo effect.
- Turn off or mute phone ringers, the radio and the television.

Orient new participants
- Briefly explain the Wimba features such as how to raise their hand and how to text chat.
- Share an area and ask participants to click **Yes** or **No** if they see your shared area. Make sure not to share personal information such as grades.
- Ask if anyone is using dial-up to connect. If yes, go at a slower pace.

Get to know Wimba