Wimba Live Classroom

- Create a Live Classroom
- Participate in a Live Classroom

Part I. Create a Live Classroom

1. Make sure you’re in the **Build** tab, and then click “Add Content Link”.

2. Click “Live Classroom”.

3. Click “Create Live Classroom”.
4. Enter a title and click “Continue”.

```
Create Live Classroom

* Title: Test Live Classroom

Continue Cancel

* Required field
```

5. If you have a room already created you can select “Link to Existing Room”. However, in this tutorial we will create a new room, so select “Create New Room”, and then click “Continue”.

```
Create New Room

○ Link to List of Rooms and Archives

○ Link to Existing Room -- Select --

Continue Cancel
```

6. Enter a title and description for the live classroom.

```
Settings

<table>
<thead>
<tr>
<th>Title</th>
<th>Test Live Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This is a test live classroom for us to join.</td>
</tr>
</tbody>
</table>
```
7. (Optional) There are many options available to customize this live classroom. Click “Media Settings” to set user privileges. Click “Room Features” to set status indicators and other room-specific settings.

Student Privileges:

- Enable students to speak by default
- Enable students to show their video
- Enable student to use the phone

Room Features

Status Indicators:

- Enable User Status Indicators
  - User Status updates appear in chat

When presentation tools are available only to instructors:

- Enable students to use the eBoard by default
- Enable Breakout Rooms
- Students can see content created in other rooms
- Students in Breakout Rooms can see

8. (Optional) Click “Chat Settings” to allow users to text chat and if students can chat between themselves privately. Click “Access Settings” to set the maximum number of users.

Chat Settings

Chat:

- Enable students to use text chat
- Enable private text chat among students

Note: Students are always able to chat.

Access Settings

Maximum Users:

- Unlimited
- Limited: [ ]
9. Scroll down and click “Create room”.

Part II. Participate in a Live Classroom

1. Make sure you are in the Teach tab, and then click on the live classroom.

2. Click “Enter this Room”.

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Create room  Cancel
3. Several buttons are across the bottom. If you have a microphone, press and hold the “TALK” button to speak. When speaking the volume indicator will go up and down. Click on the volume indicator to adjust listening and speaking volume levels. If video chat is enabled and you have a webcam, you can set up video chat with the webcam button. If you are not connected to the Internet, you can use a phone and this Live Classroom’s own phone number (acquired by clicking on the telephone button).

4. To use PowerPoint slideshows in a live classroom, first click the “Import PowerPoint” icon.
5. A new window should appear. Click “Browse…” to locate a PowerPoint slideshow on your computer.

![Image of PowerPoint File Import window]

6. A file browser appears. Find the PowerPoint slideshow you wish to use and double-click it.

![Image of file browser]

- PowerPoint slideshow I want to use

7. It will take a few seconds to put the PowerPoint slideshow into the live classroom. Once you see “File xxxx was uploaded.” (see the screenshot below) you can close this window.

![Image of import confirmation]
8. On the right you will see a list of slides. This example slideshow has one slide, which reads “This is how a PowerPoint ...”. Click anywhere on the text to display the actual slide.

This is how a PowerPoint presentation appears in Wimba Live Classroom
9. You can draw lines, ovals, and other graphics, or create text on top of the slide itself. Click “CLEAR SLIDE” to reset the slide to its original look.

10. At the bottom is the user list, which displays everyone currently in the live classroom. You may “raise your hand” by clicking the hand button. When clicked a “1” shows up in the hand column. Click the hand button again to “put down your hand”.

11. Users can use the text chat area to communicate via text.
12. You may ask users a yes/no question. Instead of everyone talking/typing at once, users can click the **yes/no buttons** to indicate a response.