

How do I start my Wimba Live Class session?

- Login to your Blackboard course
- Select **Communication** from the **Tools** option on the left-hand side menu
- Select **Wimba Classroom** (near the bottom of the page)
- Click the desired room “*Lists of Rooms and Archives*”

Setup Wizard

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

If you have never used Wimba Live Classroom before; or you are using a different computer make sure that you run the Setup Wizard Make sure to use a headset!

- The **Setup Wizard** will go through a number of tests to ensure your computer is ready
- After each test is completed successfully a check mark will be placed in the applicable box
- To begin click on the **Start button** at the bottom right hand corner of the screen
- **Successfully completed;** click **Finish**
- Select **Enter Room**



Enter Room



Once room has successfully loaded in a new window you will see the above option items on the screen:

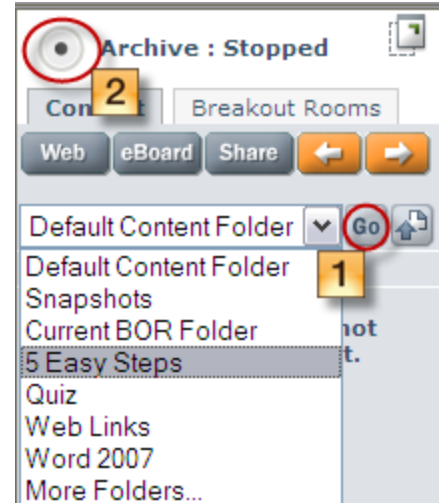
- **Green bars** shows network strength (*green = good*)
- **Talk button:** Hold down button to talk (*becomes orange*)
- **Audio bars:** sound; voice indicators
- **Camera:** webcam option
- **Phone:** dial-in information (only if needed)
- **Options:** Media Options
 - Select **Lock Talk** (*eliminates having to hold down the Talk button*)

Ready, Set, Go

1. Locate and select your presentation; click **Go**; wait for students to enter room (will see in **Participant Area**)
2. Click **Archive** radio button to start archiving (record the session)
3. Wait for **“Archiving started”** announcement

When class completed

1. Announce end of session
2. Click the **Archive** radio button **again to stop recording**. (Do not exit until you hear the **“archiving complete”** announcement)
3. Archived session will be listed under the class room



User Interface

