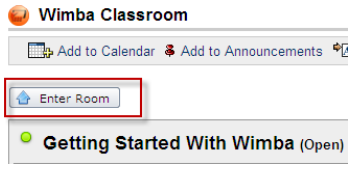
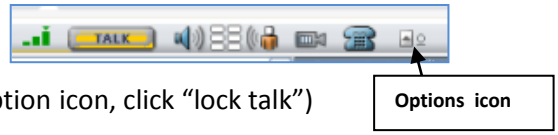
Student / Guest Presenter

Access the Room

Note: Ensure that you go through the Setup Wizard if you are using Wimba for the 1st time!
http://ltu.edu/ehelp/wimba_getting_started.asp for more information



- Access Wimba through either menu tab if available or **Communication** (under **Tools**); **Wimba Classroom**
- Select (click) on the classroom name (under ***Title***) set up by your instructor
- Select **Enter Room –** when the room has successfully you will see the options listed:



Green bars shows network strength (green = good)

Talk button: Hold down button to talk (becomes orange)
(to lock the talk button click the up arrow to the right of option icon, click "lock talk")

Audio bars: sound; voice indicators

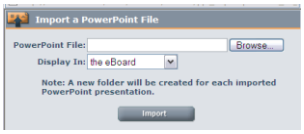
Camera: webcam option

Phone: dial-in information (only if needed)

Options: Media Options

Add presentation to Wimba session

- Once in the Wimba session, if the instructor has allowed access for "***Presentation tools are available to both students and instructors"*** you will see the presenter's console on the right-hand side of the screen
- Click to select the "**Import PowerPoint**" icon
- Click **Browse** to locate and select your locally saved



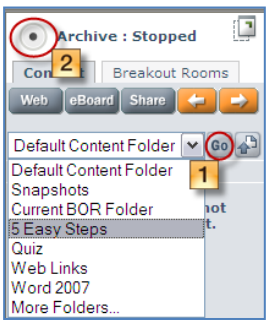
PowerPoint presentation and click **Import**

- The individual slides will be loaded and appear in the Presenter's console area. To move through each slide just click on the slide itself

wait for the slide to load in the content area

> ***Note***: PowerPoint slides are converted to gif images. Any slide ***transitions, animations and embedded links will not display.*** You can upload PowerPoint slides; graphic files; web site; HTML (URLs); most video formats; and PDF documents.

Ready, Set, Go!



- Locate and select your beginning slide 1; click **Go**
- Click the **Archive** 2 radio button to start archiving (recording the session)
- Wait for "**Archiving started**" announcement

Done?

- Click the **Archive** radio button again to **stop** recording**.**
- Do not exit the room until you hear the ***"archiving complete"*** announcement
- Archived (recorded) session will be listed under the class room