



Wimba Classroom at UGA QuickStart Guide – Teaching with Classroom

Classroom is a Web-based tool that allows you to speak with students or colleagues (yep, that's two-way audio!), show Microsoft PowerPoint presentations, type text chat messages to all participants or individuals, gather information from participants via multiple-choice or open-ended polls, and more. This guide will help you use Classroom.

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Log in to WebCT and Enter Your Classroom

1. Using your UGA MyID, log in to WebCT at <https://webct.uga.edu>.
2. Click on your course name.
3. Switch to the View tab at the top of the page, and click on the Wimba Classroom icon.

Advancing Your PowerPoint Slides and Showing Pre-Loaded Content

If you added your content before your session, such as PowerPoint slides, images, URLs, or polls, you may use the Content tab in the Presenter Console to show this content to session participants.

1. If you added content in the Default Content Folder, it should already be visible in the Content tab of the Presenter Console on the right side of your screen.
2. If you added content to a different folder, choose the folder name from the drop-down list and click Go.
3. To preview one or your slides or other content, click the “P” button to the left of the content title.
4. To show a slide or other content in the list, click on the content title.
5. Use the orange arrows to move backward or forward through your slides.



Using the eBoard Tools

The eBoard tools allow you to draw attention to certain parts of a slide during your presentation.

1. To use the arrow tool, click on the tool. Click on the tool again to change the direction of the arrow. When it points in the direction you want, click on the slide to place an arrow.
2. To draw on the slide, use the pencil tool, line tool, or oval tool. Click on the different colors or line sizes to change color and line width.
3. Click the “T” button to type text on the slide. Click on the slide where you want the text to go, type, then press enter. Participants will not see the text until after you press enter.
4. Click the counter-clockwise arrow to undo your most-recent action.
5. Click Erase to erase all eBoard markup.
6. Click Clear Slide to erase all eBoard markup and content on the slide.
7. Click Import to upload a gif or jpg image to the eBoard.
8. Click Save to save the slide and markup. (Great for brainstorming!) To see the saved slide, change the content folder in the Presenter Console to Snapshots and click Go. All saved slides will be listed. Click on the one you want.
9. Click Screen Grab to capture a window or portion of your screen to show the participants.
10. Click Enable to allow other participants to use the eBoard tools.



Using the Two-Way Audio

Classroom allows you to talk with your students and colleagues using a computer headset with microphone.

1. To speak, press the control key on your keyboard, or click and hold the Talk button.
2. To lock the talk button in the on position, click Options, then Lock Talk. When Lock Talk is on, the control key on your keyboard and the Talk button will temporarily mute your speech.
3. To turn Lock Talk off, click Options, then Lock Talk.
4. By default, student microphones are available to them. They may use the control key or Talk button to speak. When they do, you will see their names move to the top of the participant list.
5. If you do not want students to have access to their microphones, click on the Users tab in the presenter console, then Disable Participant Audio. You can allow or disallow one student at a time by clicking the toggle button next to their name in the participant list.



Using the Text Chat

In addition to the two-way audio, Classroom has a text-based chat area where you can type messages to all participants or one person in particular.

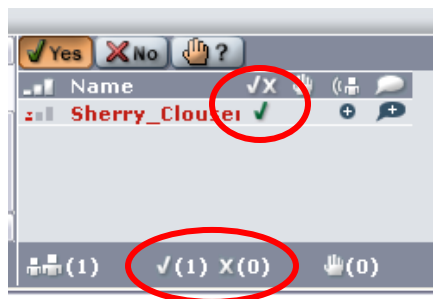
1. To send a chat message to all participants, click in the text box at the bottom left of the screen, type your message, and press enter on your keyboard.



2. To send a chat message to just one participant, click on that person's name in the participant list or "To:" drop-down list in the text chat area, type your message, and press enter on your keyboard.
3. If the text chat messages are scrolling too quickly for you to read them, you can "pause" them temporarily using the pause button to the right of the text chat text box. Click the button again to continue scrolling.
4. If you would like to send a Web address for the group via text chat, just type the entire URL in the text chat text box. For example: <http://www.uga.edu>. When you post a URL in chat, it becomes clickable for participants and will open in a new window.

Yes, No, and Hand Raise Buttons

The Yes, No and Hand Raise Buttons located at the top of the participant list can be used to ask questions and receive feedback from participants on-the-fly. When anyone clicks one of these buttons, you will see the result next to their name in the participant list. Reset the results in the Users tab at the top of the Presenter Console.



Archiving Your Presentation

You may create a recording, or archive, of your presentation for future viewing.

1. When you are ready to begin archiving, click the Start button at the top of the Presenter Console.
2. When asked if you would like to begin the archive, click Yes.
3. At the end of your session, click the Stop button at the top of the Presenter Console, then Yes.
4. The archive will appear in the WebCT Classroom list, and by default, is not available for student viewing. To allow students to view the archive, click the door icon to make the archive available.



Getting Help

If you need assistance preparing for your session, call the EITS help desk – 706-542-3106 or the Center for Teaching & Learning – 706-542-0525.

Also, please visit the UGA Wimba Web site for additional information and QuickStart guides: <http://wimba.uga.edu>