

WIMBA Classroom Tools


How to Use: Talk, Status Windows, Archiving, Chat, etc...

See also “WIMBA Classroom Map”

1. **Talking**- There are a few options for talking in the WIMBA room. The talk button turns orange to signal that you are talking.

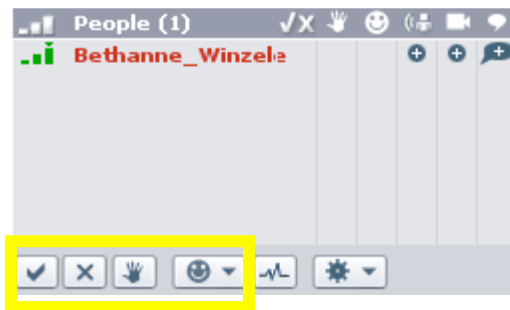


- A. Left click or right click over the ‘TALK’ button and hold it down while you are talking.
- B. Hold down the ‘Ctrl’ button to talk.
- C. If you are talking for an extended period of time there is an option to lock the talk button.

-  Select ‘Options’
- Highlight ‘Lock Talk’ and left click. To unlock talk, left click again.



2. **People**- This section allows everyone to see who is in the classroom and what their current status is. Students can communicate with the professor and others through various symbols (see highlighted below).



For more detailed instructions on these communication symbols please see “WIMBA Classroom Tools Tutorial” and “WIMBA Classroom Map”.




3. **Archiving**- Records the classroom session. This is ideal for students who miss class or need to gather information from a previous class.

- To begin archiving click the button next to **'Archive:Stopped'**



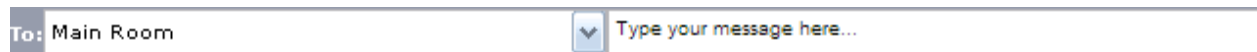
- When you have finished your session click the button again. WIMBA automatically sends your archived session to your room home screen. Here you have the option to have students enter it, allow access, or delete the session.

Here is the list of the recorded archives for this room:

Title	Type	Enter	Access	Delete
WIMBA Tutorial - 07/16/2008 11:38	Archive			

4. **Chat Features**- Chat options allow for people to communicate privately or with the entire class.

- *Entire class chat*- Select 'Main Room' from the drop box. Type your message in the chat box and hit enter.



- *Individual chat*- Select the individual's name from the drop box. Type your message in the chat box and hit enter.

Other useful tools include...



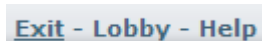
Volume adjustment for sound and voice



Phone Access- Provides the phone number and access code to the WIMBA room. This is ideal for students or guest who may be having technical difficulties.



Video streaming



Exiting the room, lobby (all other accessible WIMBA rooms) and additional help