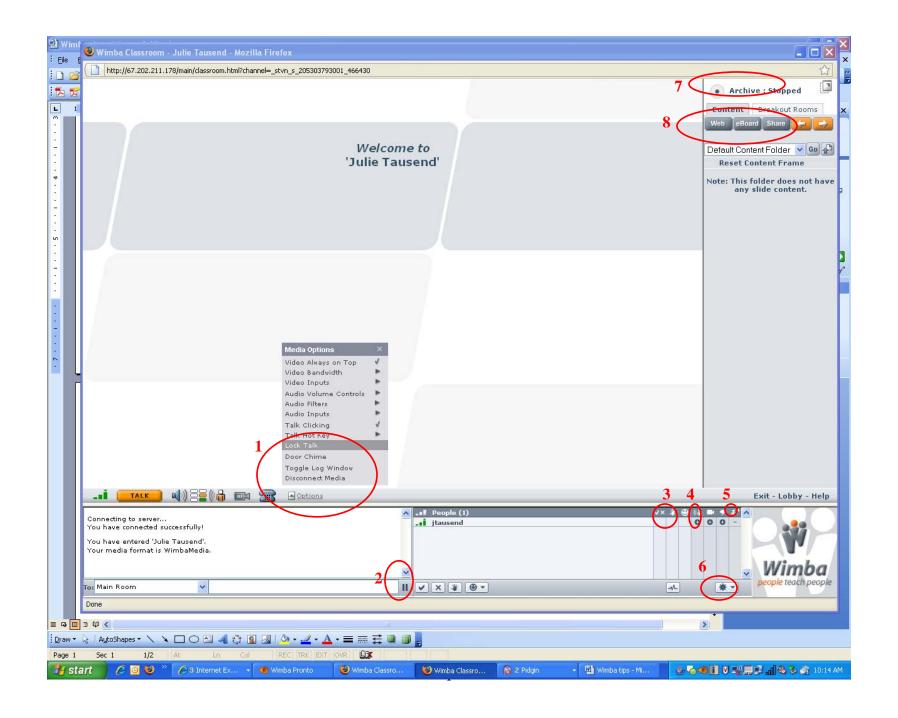# **Wimba Interface Quick Guide**

Several key features of the Wimba Interface are noted below. A brief description of each, with corresponding number, is listed on page two
For additional information, visit www.stevens.edu/itwiki/wimba and www.stevens.edu/itwiki/pronto

http://67.202.211.178/main/classroom.html?channel=_stvn_s_205303793001_466430

**7** Archive : Stopped

Content | Breakout Rooms

**8** Web | eBoard | Share

Welcome to
'Julie Tausend'

Default Content Folder ▼ Go

Reset Content Frame

Note: This folder does not have
any slide content.

**Media Options** ✕
Video Always on Top ✓
Video Bandwidth ▶
Video Inputs ▶
Audio Volume Controls ▶
Audio Filters ▶
Audio Inputs ▶
Talk Clicking ✓
Talk Hot Key ▶
**1** Lock Talk
Door Chime
Toggle Log Window
Disconnect Media

TALK | Options

**3** **4** **5** Exit - Lobby - Help

Connecting to server...
You have connected successfully!

You have entered 'Julie Tausend'.
Your media format is WimbaMedia.

**People (1)**
jtausend

**2**

To: Main Room ▼

**6**

Wimba
people teach people

Done

Draw ▼ AutoShapes ▼

Page 1   Sec 1   1/2   At   Ln   Col   REC TRK EXT OVR

start | 3 Internet Ex... | Wimba Pronto | Wimba Classro... | Wimba Classro... | 2 Pidgin | Wimba tips - Mi... | 10:14 AM

1.) Lock Talk (prevents instructor from needing to press "Talk" Button or hold Ctrl key for entire presentation)
   a. Click Options
   b. Select Lock Talk
   *Students will need to either click and hold the "Talk" Button or hold Ctrl key.

2.) Pause Chat (stops you from seeing the chat, even though chat continues to take place)
   a. Clicking the Pause button will pause the chat
   b. Clicking the Play button will enable the chat again

3.) Raised Hand Indicator (indicates the order students raised their hands)

4.) Mute Students
   a. Click the plus sign to mute students
   b. Click the minus sign to unmute

5.) Presenter Rights
   a. Click the plus sign to give students presenter rights
   b. Click the minus sign to take away presenter rights
   *This does not take presenter rights away from you
   *More than one person can have presenter rights

6.) Settings (click to access:)
   a. Disable Chat
   b. Clear Yes/No
   c. Clear Raised Hands
   d. Other settings

7.) Archive (records the presentation and audio)
   a. Click the circle to start
   b. Must click the same circle to stop the archive
   *The archive will save automatically once stopped

8.) Web, eboard, Share
   a. Show a webpage with students
   b. Use White board tools
   c. Application Share