

## Instructions for Using Wimba

Link for Participant Guide:

[http://www.wimba.com/assets/resources/WC\\_60\\_Participant\\_Guide.pdf](http://www.wimba.com/assets/resources/WC_60_Participant_Guide.pdf)

This document contains a few basic instructions for you to use this software to either sit in on a live Wimba virtual class or to view the archived lecture. You will be able to ask questions of the instructor either by chat or by audio if you have a headset with a microphone if you attend the live session. The archived session is for viewing only.

**Wimba classroom** is an educational collaboration tool that will allow the synchronous delivery or asynchronous archiving of online lectures. It provides a virtual classroom that instructors and students can learn and interact in real time with audio and video. Or lectures can be recorded and archived for future access by students for an asynchronous environment. Downloads of the archived lectures in MP4 and MP3 formats are available for students to use on their portable devices for frequent listening if their instructors have chosen to allow this extra option.

**Recommendations for optimal experience:** Instructors and students should use good USB headsets with echo cancelling and background noise reduction with attached microphones. Wimba recommends Logitech or Plantronics brands. You can try what you have, but if you run into any audio problems, please use the recommended headsets. Our preliminary testing indicates that those with **VISTA** operating system with Realtek sound cards need the headsets with a microphone plugged in before they enter the Wimba Classroom.

## Instructions for attending the live presentation via Wimba

(If you are having trouble logging into Blackboard – here is the link for the Blackboard Student User Guide)

[http://www.mtech.edu/cts/blackboard/BBTraining\\_Manual\\_Student.pdf](http://www.mtech.edu/cts/blackboard/BBTraining_Manual_Student.pdf)

Log into Blackboard

Go to the Blackboard Section for the desired course

On the left-hand menu choices, you should see a choice for Wimba (or whatever your instructor has named this virtual room) at the bottom of the menu choices

Click on that menu choice

This should bring you to a List of Rooms and Archives

Click on the Wimba Classroom for the particular course you are looking for

You will have to run the wizard (tab located on upper right) the first time you use Wimba on your computer – just follow the wizard and read the directions on each page of the wizard. Most of the issues are concerning pop-up blockers. To disable:

### Internet Explorer

In Internet Explorer, go to the “Tools” menu followed by “Internet Options,” then click on the “Privacy” tab and uncheck the box marked “Turn on pop-up blocker.”

### Mozilla Firefox

Firefox users will need to click on “Tools”, then “Options” and uncheck “Block pop-up windows” under the “Content” tab.

After running the wizard, you are ready to enter the virtual room  
Click on **Enter Room** located above the name of the room  
You should be inside the virtual room within a few minutes of it loading

### **Instructions for viewing the archived sessions**

(If you are having trouble logging into Blackboard – here is the link for the Blackboard Student User Guide)

[http://www.mtech.edu/cts/blackboard/BBTraining\\_Manual\\_Student.pdf](http://www.mtech.edu/cts/blackboard/BBTraining_Manual_Student.pdf)

Log into Blackboard

Go to the Blackboard Section for your course

On the left-hand menu choices, you should see a choice for Wimba (or whatever your instructor has named this virtual room) at the bottom of the menu choices

Click on that menu choice

This should bring you to a List of Rooms and Archives

Click on the Wimba Classroom for this class

You will have to run the wizard (tab located on upper right) the first time you use Wimba on your computer – just follow the wizard and read the directions on each page of the wizard. Most of the issues are concerning pop-up blockers. To disable:

#### **Internet Explorer**

In Internet Explorer, go to the “Tools” menu followed by “Internet Options,” then click on the “Privacy” tab and uncheck the box marked “Turn on pop-up blocker.”

#### **Mozilla Firefox**

Firefox users will need to click on “Tools”, then “Options” and uncheck “Block pop-up windows” under the “Content” tab.

Underneath the name of the classroom, the archive should be listed - it will be slightly indented, and it will have archive listed for the type

Click on the archive

Click on **Enter Archive** located above the name of the room

The archive should start by itself, but if it doesn't, you can click on the underlined Start Archive in the upper right hand corner

Note: Since we are still learning this new software, we appreciate your patience while we learn more about it. Please feel free to email or call me if you have any questions.

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