
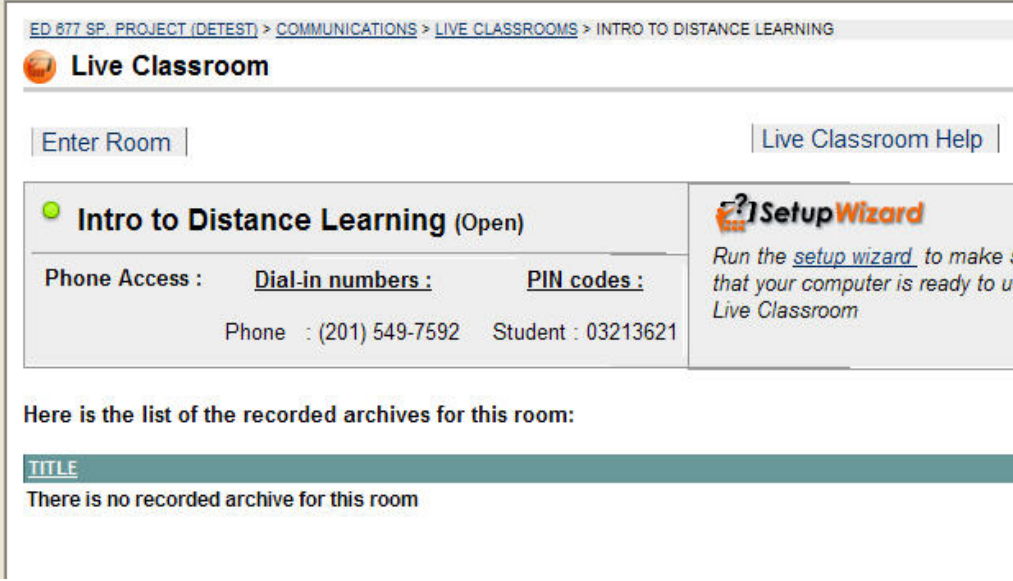



Live Class (Horizon Wimba) – Overview for Students Goucher College

The Live Classroom Overview	
<p>What is a Wimba Live Classroom?</p>	<p>A Wimba Live Classroom is an online class that occurs in a virtual meeting room in real time. Participants log on to Blackboard at a specific class time and communicate with one another just like in a real classroom. Users can present PowerPoint slides or share files from their computer desktops and communicate by audio, video or text chat.</p>
Entering the Live Classroom	
<p>To find a specific Live Class, log on to Blackboard and open your course. Click on the Live Classroom navigation button,</p> <p>or click on the Communication link in the Tool Box, and Click on the Live Classrooms link.</p>	 <p>The screenshot shows the Blackboard navigation interface. On the left, there is a vertical menu with buttons for 'External Links', 'Live Classroom' (highlighted with a green box), 'Blogs', and 'Wiki'. Below this is a 'Tool Box' containing 'Communication' (highlighted with a red box), 'Course T...', and 'Course Map'. On the right, there are several links: 'Roster', 'Send Email', 'Live Classrooms' (highlighted with a red box and an arrow pointing from the 'Communication' link), and 'Voice Boards'. The 'Live Classrooms' link has a sub-link 'List of Wimba L Classroom'.</p>
<p>When the page opens, you will see the:</p> <ul style="list-style-type: none"> ✓ Enter Room tab ✓ Title of the Live Class ✓ Phone Access numbers ✓ Live Classroom Help tab ✓ Setup Wizard ✓ Titles of Archived Classes <p>The first time you open a Live Classroom, you may need to run the Setup Wizard to make sure that your computer is ready to use the Live Classroom.</p>	 <p>The screenshot shows the 'Live Classroom' interface for the course 'ED 877 SP. PROJECT (DETEST) > COMMUNICATIONS > LIVE CLASSROOMS > INTRO TO DISTANCE LEARNING'. The main heading is 'Live Classroom'. There are two tabs: 'Enter Room' and 'Live Classroom Help'. Below the tabs, there is a section for 'Intro to Distance Learning (Open)'. This section includes 'Phone Access :', 'Dial-in numbers :', and 'PIN codes :'. The dial-in numbers are 'Phone : (201) 549-7592' and 'Student : 03213621'. To the right of this section is a 'Setup Wizard' box with the text: 'Run the setup wizard to make sure that your computer is ready to use the Live Classroom'. Below this, there is a section for 'Here is the list of the recorded archives for this room:' with a table header 'TITLE' and a message: 'There is no recorded archive for this room'.</p>
<p>Click on the setup wizard link and work through the setup questions.</p>	 <p>The screenshot shows a close-up of the 'Setup Wizard' box. It contains the text: 'Run the setup wizard to make sure that your computer is ready to use the Live Classroom'. A mouse cursor is pointing at the text.</p>

The Setup Wizard will test various Live Class features and may instruct you to troubleshoot various functions:

- ✓ Popup Windows
- ✓ Java
- ✓ Text Chat
- ✓ Signed Applet
- ✓ Playback
- ✓ Recording
- ✓ Quick Time

(For example, you will need a headset with a microphone to participate in the live class.)

As each function is tested, a check mark appears in the check box on the left.

Click on the links provided to troubleshoot any item (if needed) and then click the **Next** box at the bottom of each page.

Troubleshoot HorizonMedia Audio.' Below the text is an audio player with a 'TALK' button, a volume icon, and an 'Options' button. At the bottom right, there is an orange 'Next' button with a mouse cursor pointing to it. At the bottom left, it says 'you have: XP IE6.0 QT Real'."/>

Once the Setup Wizard is completed, classes will appear by title when you log on. Here you see four classrooms and two archived classes. Archived classes are classes that ended and were recorded so the instructor could make them available for playback.

In the **Enter** column on the far right, the door symbol indicates that a class is closed. The blue arrow indicates that a class is open. To enter any open class, click on the blue arrow or click on the title of the course.

ED 677 SP. PROJECT (DETEST) > COMMUNICATIONS > LIVE CLASSROOMS

List of Rooms and Archives

TITLE	TYPE	ENTER
Art History 606	Room	
Art History 606 - 12/18/2008 12:52	Archive	
Art History 606 - 12/18/2008 13:00	Archive	
Curriculum Development	Room	
Intro to Distance Learning	Room	
Live Class Overview	Room	

The Live Classroom Layout

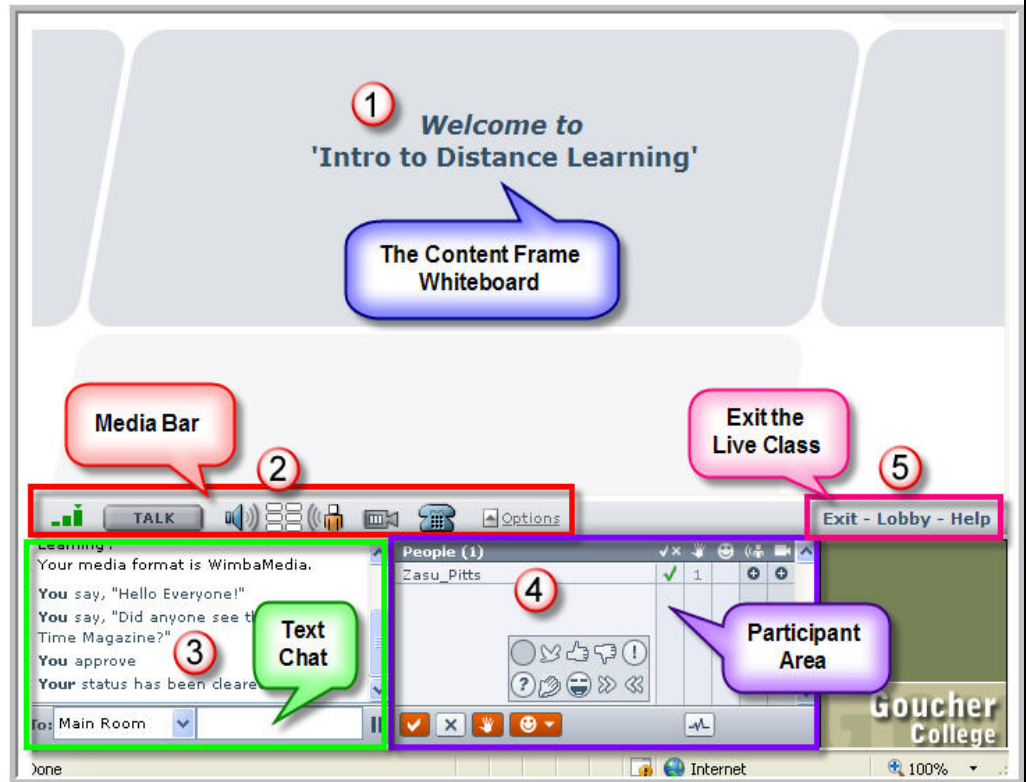
The Live Classroom opens.

A Live Class window includes:

1. Content Frame/Whiteboard
2. The Media Bar
3. The Text Chat Area
4. The Participant Area
5. Exit – Lobby – Help

The top half of the screen contains the Content Frame and Whiteboard. Material presented to the class will appear here.

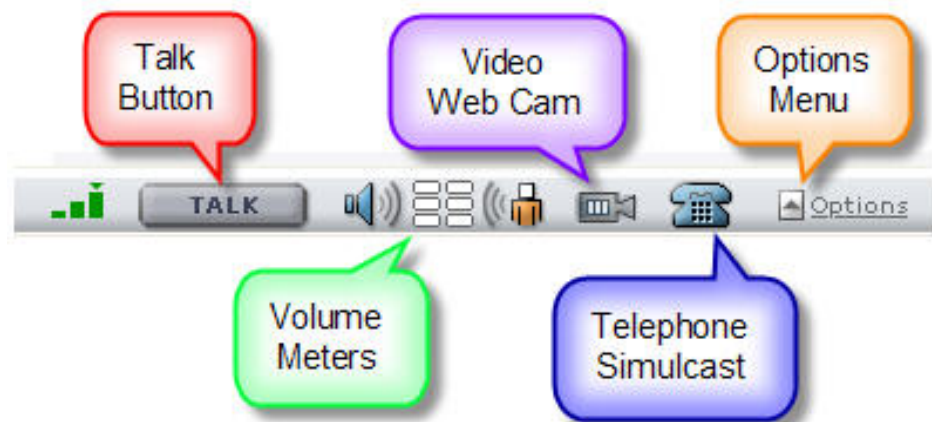
The presenter can display PowerPoint slides, videos, websites, documents, etc. in this area. The presenter can also make notations on items posted here just as he can on a whiteboard or chalkboard in a face to face classroom.



The Media Bar buttons allow you to communicate with others in the live classroom.

Your instructor will enable or disable each function for you to use. Use your mouse to click and hold the **Talk** button to speak during the live session. Of course, like in a real classroom, you should talk only after the teacher has called on you. The **Volume Meters** will display colored bars to indicate that you are sending or receiving audio. You may click on the Volume buttons to adjust the levels.

Click on the **Camera** button, on the Media Bar, to open or close your **Video Web Cam**.



The web cam on your computer will activate. The video appears for everyone to see in a separate window that you can reposition on your screen by dragging the borders. Your name appears at the top of your image.

There are three buttons below your image. Click on the middle button to preview yourself in a smaller window. Click on the first button to allow your image to be seen by others in the class. Click on the Red X box at the top of the window to close the web cam.

Also on the Media Bar:

The **Telephone Simulcast** button may be used as a backup option if you do not have a headset or microphone.

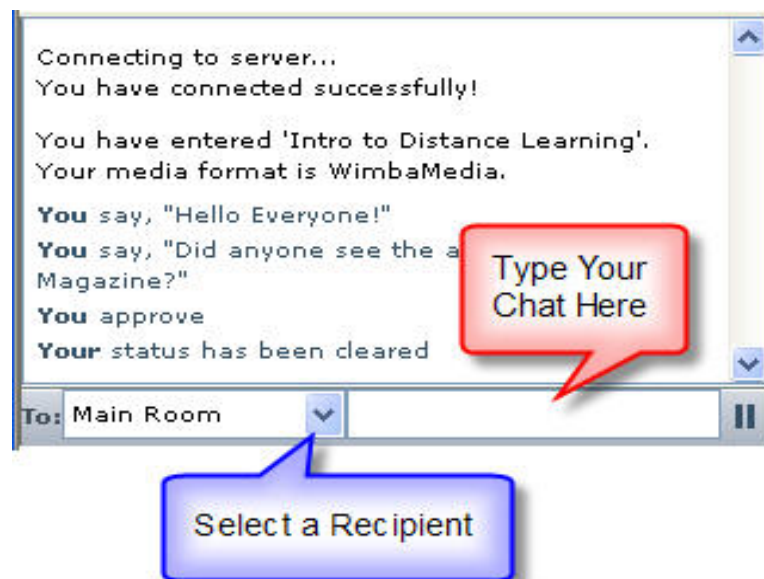
Click on the **Options Menu** to see advanced audio/video settings.



The **Text Chat** area is below the Media Bar.

To participate, type a message in the text box and click Enter on your keyboard. Your message will appear in the window above. Use the dropdown menu to select a recipient. You can select everyone in the Main Room or any individual name listed.

Use the scroll bar on the right to reveal all of the chat that was posted.



The **Participant Area** is to the right of the Text Chat.

In this example, there are three people logged into the live classroom. The columns on the right show individual participation.

Use the buttons at the bottom of the participant area to show responses to the teacher's questions. A **green check mark** for Yes or a **red X** for No appears next to a user's name when they select the **Check button** or **X button** below the participant list.



When a button is selected, it turns orange.

In this example, the student has also clicked the **Raise Hand** button to let the teacher know she has a question. A number appears in the hand column to indicate in which order participants raised their hands.

The **Smiley Face** button is a **Status Indicator**. When selected, a group of emoticons appears. In this example, the student has selected the flying bird image which appears in the Smiley Face column on the right. The flying bird image tells the class that the student is away from her desk.



(The first time you log on to a live class, click on each emoticon before class begins to review each one.)

The remaining columns are **Privilege Indicators**.

- Speaking Privilege
- Video Privilege
- Text Chat Privilege
- Promotion Privilege

The image at the top of each column identifies the privilege which the instructor may enable or disable for you. A (+) sign indicates that the item is enabled. A (-) sign indicates that the item is disabled.

The Promotion Privilege indicates that you have been enabled to make a presentation to the class.

Exit the Live Classroom

To the right of the Participant Area, you will find the [Exit – Lobby – Help](#) links.

Click on the [Exit](#) link to leave the Live Classroom.



Click on the [Lobby](#) link to see a list of Open Rooms and Archived Classes available.

Click on any title to open the room.



Click on the [Help](#) link to find many helpful articles to answer frequently asked questions concerning the Live Classrooms.

