

Presentation Tools

Overview



The **Presenter's Console** contains all the features you will need to lead a live presentation. It allows you to display content, start an archive, and manage breakout rooms, among other functions.

This console appears at the right-hand side of the **Content Frame** when you log-in to Wimba Classroom as a presenter.

The **Presenter's Console** contains **Archive Status Controls**, two tabbed sections by default (**Content** and **Breakout Rooms**), and a content list with Content Folder access via a drop-down menu.

Archive Status Controls



The **Archive Status Controls** are located at the top of the **Presenter's Console**. The controls consist of a **Recording** button that is used to start/stop an archive. When an archive is not running, the **Recording** button is black and the interface displays the words **Archive : Stopped**.

When you click the **Recording** button, you will be asked whether or not you want to start an archive of your live presentation.

Once the archive has started, the **Recording** button turns red and the interface displays the words **Archive : Started**. The **Recording** button can be clicked at any time to stop the archive.








For more information on archives, refer to: [Archived Presentations](#).

Content Tab Features

The **Content** tab is active by default when you first enter your presentation. Most of the material you show during a live presentation is controlled from this tab.

Each feature is described below:

-  The **Web** button lets you show a web page on-the-fly during a presentation
-  The **eBoard** button launches the Wimba Classroom **eBoard** in the **Content Frame** for you and all participants. This turns the **Content Frame** into an electronic whiteboard, on which you can draw, type text, and import graphics.
-  The **Share** button launches **Application Sharing**, which lets you show or share applications running on your desktop with all participants. You can also allow participants to share applications from their own desktop.
-  The **Previous Slide** button allows you to show the previous slide listed in your slide list.
-  The **Next Slide** button allows you to show the next slide in your slide list.

Slide List

The **Slide List** displays content that you have prepared to show your participants during a live presentation.

Content that can appear in the **Slide List** may include PowerPoint presentations, Wimba Classroom polls, graphic files, HTML files, websites, PDFs, and other content that has been added to the presentation in advance, using the Wimba Classroom Administration Tools. You can organize this content into Content Folders, which you can easily select using the Content Folder drop-down list.


Select Folder

The **Select Folder ("Go")** button  allows you to show material from another Content Folder.

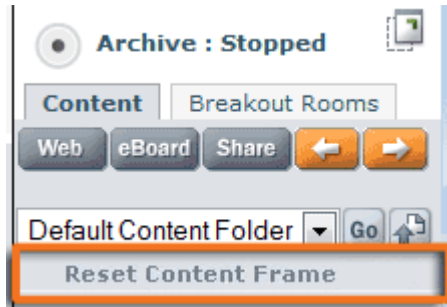
To use this feature, click the drop-down menu on the **Presenter's Console** and select the Content Folder you wish to access. Then click the **Select Folder ('Go')** button to populate the slide list with the content within this folder.

***Note:** Clicking 'More Folders' in the drop-down menu will show you a list of Folders in other rooms to which you have Presenter access. You can then choose to present from content in these folders.*

Import PowerPoint

The **Import PowerPoint** button  allows you to add PowerPoint presentations on-the-fly during a presentation. To add a new PowerPoint file, simply click this button and browse your computer/network drive. Each new PowerPoint presentation that you add is created as a separate content folder in the drop-down list. (Note that if you are using a standalone Wimba Classroom server, you may not have access to this feature.)

Reset Content Frame




The Reset Content Frame option, located directly above the slide list, allows presenters to reset the content frame to the default slide that appears when you first enter a room. This feature can be useful anytime a presenter wants to quickly clear the content frame. Resetting the content frame also affects archived content that is made available for MP4 download by de-prioritizing video content.

Resizing and Moving the Presenter's Console

Although many presenters like to leave the **Presenter's Console** attached to the interface, you may choose to detach it entirely. Resizing helps you allocate screen real estate, while detaching allows you to see the entire **Content Frame** as your participants will see it, while still having access to the console.

Then, to resize the **Presenter's Console**, click the left border of the console and drag it to the left or right. The content names automatically expand or wrap to fit into the new space.

To Detach the Console

1. Click the **Detach** button  at the top of the **Presenter's Console**.

The console will detach from the **Content Frame** and appear as a separate window. The **Detach** button will be replaced by an **Attach** button.

2. To reattach the **Presenter's Console**, click the **Attach** button .