

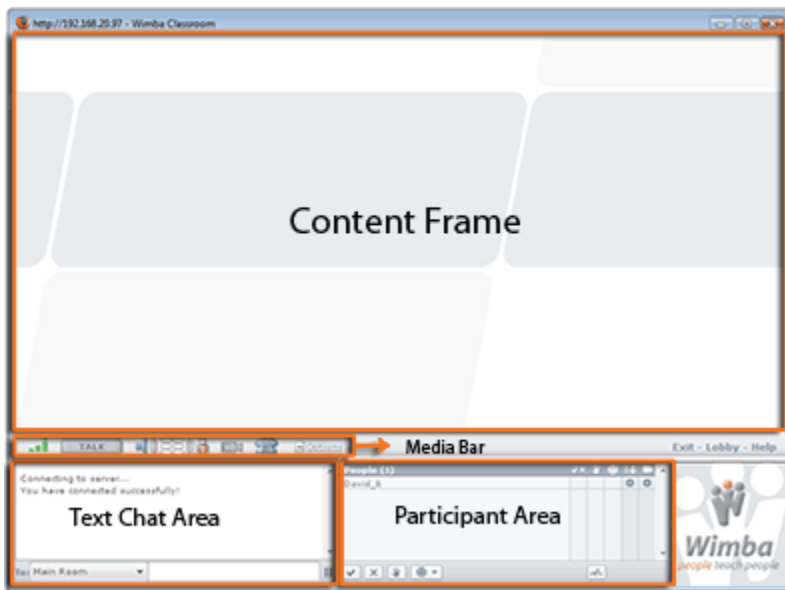
Wimba Classroom 6.0 Participant Guide

This Help Guide is designed to assist you with Wimba Classroom to participate in an interactive session or view an archived presentation. You will also find information for solving technical problems.

If you would like to contact Technical Support, click here: [Wimba Technical Support](#)

The Wimba Classroom Interface

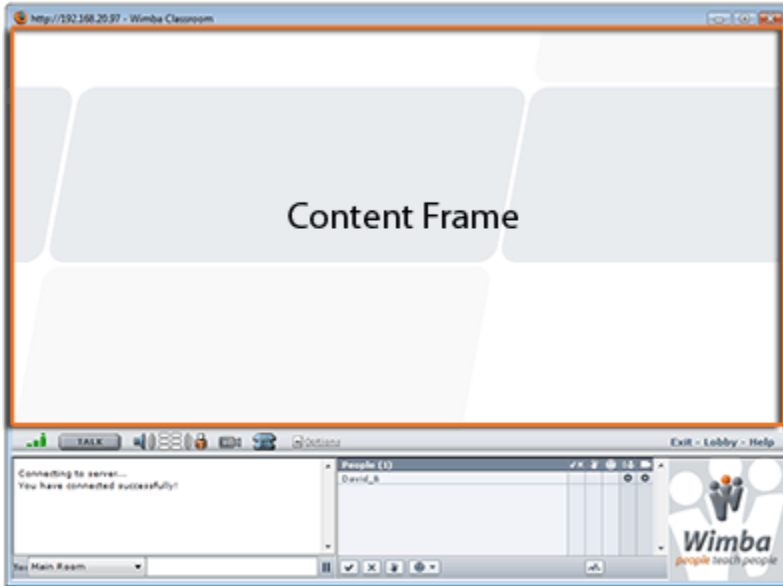
Overview



The above image displays the Wimba Classroom interface. For a detailed description of each area, refer to the following sections on the [Content Frame](#), [Text Chat Area](#), [Participant Area](#), and [Media Bar](#).

Content Frame

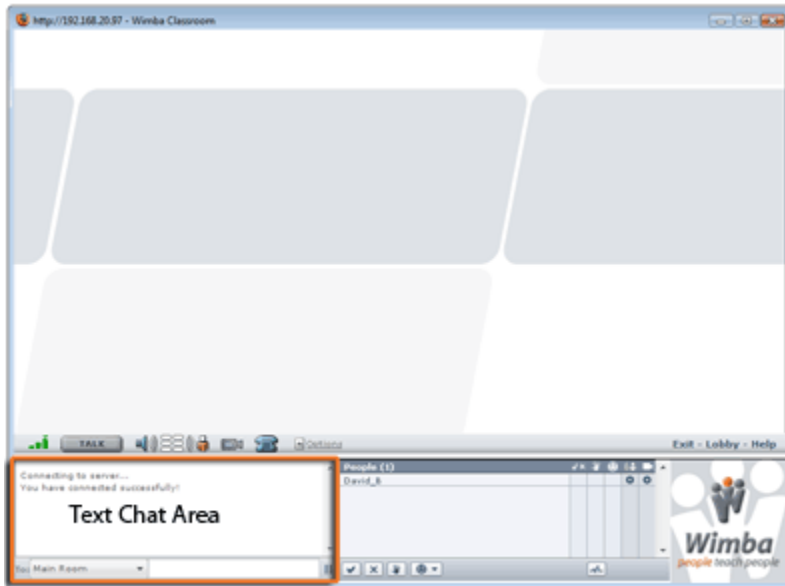
Overview



The **Content Frame** is the main focus of a presentation. Almost all content, such as images, charts, and text will appear in the **Content Frame**. During the presentation, the displayed content will be controlled by the presenter.

Text Chat Area

Overview



The **Text Chat Area** is where you can communicate via text chat with presenters and fellow participants.

There are two methods of chat messaging:

- **Public Chat** – messages that can be viewed by everyone logged into the presentation.
- **Private Chat** – private messages designated for a particular person in the presentation.

To Send a Public Chat Message

1. In the **To:** pull-down menu of the **Text Chat Area**, ensure that "Main Room" is selected. (If you do not see "Main Room" listed, you do not have permission to send public messages).
2. Type your message and press the **Enter** key on your keyboard. Your message will appear in the **Text Chat Area**. You will see the words, "**You** say" preceding messages that you send. Messages sent by other participants are preceded by their name.

To Send a Private Chat Message

1. In the **To:** pull-down menu of the **Text Chat Area**, select the designated person's name. Presenters are listed directly below "Main Room," followed by participants. (If you only see "Main Room" and your presenter(s) listed, you do not have permission to send private messages).

OR

In the participant list, click the designated person's name. The **To:** pull-down menu next to the chat field will automatically switch to that person's name. (You may not have the ability to click a name with all Operating Systems and browsers).

2. Type your message and press the **Enter** key on your keyboard. Your message will appear in the **Text Chat Area**. You will see the words, "**You tell**" preceding the designated person's name, followed by your message, surrounded by a gray background. Other users will not be able to see your private message.

To Pause Text Chat

Pausing chat allows you to read a particular chat message without needing to scroll back to that message when new ones come in.

1. Click the **Pause** icon  located to the right of the chat message field.

The **Pause** icon changes to a **Play** icon , indicating that chat is paused.

2. When you are ready to receive new messages again, click the **Play** icon to resume chat.

Participant Area

Overview



| People (3) | | | | | |
|------------|---|---|---|---|---|
| MikeM | | | | + | + |
| David_B | X | 1 | | + | + |
| Sarah_Y | ✓ | | 😊 | + | + |

The **Participant Area** lists all the presenters and participants currently in a presentation.

By default, presenters are listed in bold at the top of the list. Participants are listed under the presenters' names, in alphabetical order. Next to the list of presenters and participants are additional columns:

- **Yes/No Indicator:** A green check mark (for **Yes**) or red X (for **No**) appears next to your name when you click the **Yes** (check mark) or **No** (X) button below the participant list. These buttons are used for instant polling.
- **Hand Raising:** A number appears next to your name when you click the **Hand Raise** button below the participant list. This number indicates in which order participants raised their hands.
- **Status Indicator:** An emoticon appears next to your name when you select an item from the **Set Status** selection box (if enabled) below the participant list. For further information, please refer to [Status Indicators](#).
- **Speaking and Video Privilege Indicators**





| People (3) | | | | | |
|------------|--|--|--|---|---|
| MikeM | | | | + | + |
| David_B | | | | + | - |
| Sarah_Y | | | | - | + |

- The **Speaking Privilege** indicator lets you know if you have the ability to speak during a presentation. If enabled, a circle with a plus (+) sign appears next to your name, beneath the audio column (depicted as a person speaking). If speaking privileges are disabled, a circle containing a minus (-) sign appears.
- The **Video Privilege** indicator lets you know if you have the ability to broadcast video during a presentation. If enabled, a circle with a plus (+) sign appears next to your name, beneath the video column (depicted as a video camera). If video broadcasting privileges are disabled, a circle containing a minus (-) sign appears.

This indicator will change if Video Lock is enabled. For more information, refer to [Video Lock](#).

The **Participant Area** also includes a tally of user activities. For complete details, refer to [Room Pulse](#).

Yes/No Polling

Yes/No Polling   is a tool your presenter can use to quickly get feedback. When the presenter poses a question, and requests that you answer **Yes** or **No**, click the appropriate button (check mark for **Yes**, X for **No**) below the participant list.

The answer you choose will appear next to your name in the participant list.

A tally of results appears in the **Room Pulse**.

Hand Raising

Click the **Hand Raise** button  beneath the participant list to indicate that you would like to ask a question.

This brings your name to the top of the participant list (beneath any presenters). A number appears in the **Hand Raise** column next to your name, indicating when you raised your hand relative to other participants.

A tally of hands currently raised appears in the **Room Pulse**.

Status Indicators

Overview



The **Set Status** box features a selection of **Status Indicator** emoticons to describe current status. Whenever you choose a **Status Indicator**, it appears in the Status column next to your name in the participant list. If User Status updates are enabled, a message visible to all users also appears in the **Text Chat Frame**.

Status Indicators include:

- **Away**
- **Approve**
- **Disapprove**
- **Surprise**
- **Confused**
- **Clap**
- **Laugh**
- **Faster**
- **Slower**

The first item within this box, **clear** (represented by an empty circle), allows you to reset your status. Selecting this item removes the Indicator from the Status column. If User Status updates are enabled, the following message (visible only to the user who cleared their status) appears in the **Text Chat Frame**: **Your** status has been cleared. This message also appears when a presenter clears user status.

If you do not manually clear your status, it will be automatically cleared within a specific duration (typically 15 seconds), or can be manually reset by a presenter.


Note: *Away* status must either be manually cleared by the user or a presenter.

If **Status Indicators** are disabled, the **Set Status** box will be grayed out, and the **Status Indicator** column will not appear in the **Participant Area**.

Room Pulse

Overview

| | | | | | |
|---------|---|-------------|---|---------|---|
| People: | 3 | Away: | 0 | | |
| Yes: | 0 | Approve: | 0 | Clap: | 0 |
| No: | 0 | Disapprove: | 0 | Laugh: | 0 |
| Hands: | 0 | Surprise: | 0 | Faster: | 0 |
| | | Confused: | 0 | Slower: | 0 |



The **Room Pulse** (located beneath the participant list) provides current room data including: the total number of people logged in (both participants and presenters), the tally of **Yes/No** responses and **Hand Raises**, and a summary of each **Status Indicator**.

The number of individuals currently **Away** is displayed separately from the list of **Status Indicators** for quick reference.

If **Status Indicators** are disabled, a limited Pulse consists of current attendance, **Yes/No** responses, and **Hand Raises**.

Resizing the Interface

The Wimba Classroom interface can be resized to meet your viewing preferences. This includes vertically resizing interface areas (the **Content Frame**, **Text Chat Area**, **Participant Area**, and **Branding Frame**) and/or horizontally resizing the **Text Chat Area** and **Participant Area**.

To Vertically Resize Interface Areas

1. Place your mouse cursor over the bar separating the **Media Bar** from the bottom areas of the interface. The cursor changes to an arrow pointing up and down.
2. Click and hold down your mouse:
 - Drag your mouse up to simultaneously *increase* the size of the **Text Chat Area**, **Participant Area**, and **Branding Frame** (and *decrease* the size of the **Content Frame**).
 - Drag your mouse down to simultaneously decrease the size of the **Text Chat Area**, **Participant Area**, and **Branding Frame** (and *increase* the size of the **Content Frame**).
3. Release your mouse when satisfied with the dimension changes.

To Horizontally Resize the Text Chat Area and Participant Area

1. Place your mouse cursor over the bar separating the **Text Chat Area** from the **Participant Area**. The cursor changes to an arrow pointing left and right.
2. Click and hold down your mouse:
 - Drag your mouse right to *increase* the size of the **Text Chat Area** (and *decrease* the size of the **Participant Area**).
 - Drag your mouse left to *decrease* the size of the **Text Chat Area** (and *increase* the size of the **Participant Area**).
3. Release your mouse when satisfied with the dimension changes.