

Wimba Web-Conferencing

You will find the link to your Wimba web-conferencing site in the Medicine curriculum space in OWL (Online Web Learning). To log in to OWL and access the curriculum space, follow these instructions:

1. Open your browser and type dal.ca in the address line
2. Click on the link for OWL in the green banner at the top of the Dalhousie homepage
3. Input your netid and password in the boxes on the login page, and click OK. This will bring you to your Courses & Communities page.
4. You will see MEDICINE Undergraduate Medical Education 2011-2012 in the course list. Click on this linked title. This will bring you to the homepage of the course.
5. Click on the Med 3 folder
6. Click on the Family Medicine link
7. Click on the Webinar Sessions link in the table of contents at the left of the page.

Wimba Web Conferencing Instructions for Student Use

Run the Wizard:

Click on the following address to go to a Wizard page for Wimba:

<http://dal.wimba.com/wizard/wizard.html.pl?wizardconf=wizard.conf>

It is important to run the Wizard well before your live session. The Wizard does a check on your system to make sure your system is prepared for a Wimba session.

Contact Integrated Learning Online (ILO) if you encounter problems while running the Wizard.

Local number: 494-3456

Toll free: 1 800 263-6232

Live Session:

You will receive a link for the live session. Follow these steps:

Click on the **Participant Login** tab

Type your full name in the Participant Login Name box (this will show up in the participant list in the web conference).

Click **Enter**.

You will already have run the Wizard, so click on the link **click here** to enter the session.

Your web conference room will open. This can take a minute, so do not click on the screen as the window is loading.

Once the room fully loads, you will see

- A content area (main part of the window, above the TALK tab)
- Chat area (lower left)
- Participant area (to the right of the chat area). All presenters/participants logged into the room will appear in this list.

Content Area: If the presenter is using power point slides, they will appear in the content area. The presenter might write notes directly in the Wimba room, or they might share their desktop to allow them to use the Sympodium writing tools to make their notes. When sharing their desktop, another window will open on your computer and you will see their screen. Once they start writing, you will see this in the window.

Chat Area: The Chat area is below the TALK tab. The large window is where the text messages will show up. The small window at the bottom is where you type your texts. Once you click Enter, the message will appear in the large window.

The Main Room is automatically selected which means that when you send your message, everyone in the room can see it. If you encounter technical issues during the session, click on the dropdown arrow to the right of Main Room and click on Help Desk. You can then have a private conversation with Technical Support. The messages will be 'greyed out' when they show in your window, which indicates they are private and only viewable by Tech Support.

Below the People list, you have a **Check Mark** and an **X**, which you can use if asked a Yes, No question.

If you would like to speak, click on the **Hand**. This will put a number in the hand column to the right of your name in the People list. If you are the only person with raised hand, the number will be one. Otherwise, the system will queue you based on the order in which those online raise their hands. The Presenter will acknowledge you and when you go to speak, you can click the hand again to remove yourself from the queue.

To speak, depress the **TALK** tab with your mouse key for the duration of your conversation. The **TALK** tab will show as orange, and should show this way for the length of time you are speaking. When done, move the mouse key off the tab and it will change to grey.

Exit: At the end of the session, click on the **Exit** link (right-hand side, across from the TALK tab) to exit the room. Exiting any other way will leave your session active.

Presenting: As a participant, you do not have access to the Presenter Console to do a presentation. The Presenter will promote you to Presenter status and you will see a Presenter Console on the right-hand side.

Upload your PowerPoint: In the Presenter Console you will see a window with Default Content Folder. To the very right of this is an upward-pointing arrow and a sheet of paper. When you mouse over this icon it will say **Import PowerPoint**. Click the link, browse your computer and import your PowerPoint. The import will create a folder and will display your slides. Double-click on your first slide to display it in the Content Area. Advance through the slides by clicking the orange forward-pointing arrow above the slides, or by double-clicking each slide.

Lock Talk: As the presenter, you will want to lock your talk on, so that you do not have to hold the tab down while you speak.

WebCam: If you have an installed or portable webcam you can use it to project your image as you present. To activate, click on the **video** icon next to the phone, and click on the closed eye. If multiple participants are using the video, you will have an image of yourself in the bottom part of the frame, and you will see whoever is speaking in the large frame. The other participants will see you in the large frame when you are speaking.