Welcome

This document will walk you through how to access and participate in a Live Classroom webinar. Technical support is available if you run into any problems (see page 2).

What is a webinar?

A webinar is a live presentation where you can watch a presentation and participate in from your computer. Webinar software allow presenters to share their presentation materials such PowerPoints, websites, or their computer screens for you to watch on your computer. Some instructors hold synchronous (live) presentations while other pre-record their webinars for students to watch at a later time.

If you are unsure what to expect ask your instructor if the webinar will be live or precorded / archived.

Getting Started

Where is the Live Classroom Webinar for my class?

Your instructor or presenter will provide you with a link to access the webinar.

What are the steps for entering the online presentation?

Complete these steps:
1. Click on the link provided to enter the Classroom area.
2. A new window will open.
3. To the right you will see the “Setup Wizard.” Click on the link to run the Set up Wizard. This will check computer to make sure you can properly participate in the webinar. This process will not add software or components to your computer. If you don’t take this step, you may not be able to participate in the webinar or functionality may be diminished.

PC Users
When asked if you wish to trust the signed applet provided by Wimba, click ‘Always’ or ‘Grant Always.’

Mac Users
Certain Safari users will receive a different pop-up window. If so, under “When using this certificate”, select ‘Always Trust’ and click ‘OK.’

4. Enter your First and Last Name in the box under “Participant Login”. Click “Enter.”
5. The webinar window will appear.
6. Your name will appear in the Participant Window at the bottom of the webinar interface.
7. Your webinar will begin shortly.

It’s really important to make sure that you can log in to the webinar prior to the session and make sure you can access the online classroom environment. Computers and browsers differ from user to user. Sometimes settings need to be adjusted for you to view a particular page or, in this case, view a webinar. We advise you to do this ahead of time so you can view the Orientation without any difficulties.

If you run into problems, please see the Need Help? section on the next page.
Participating in your webinar

Once you have completed the Setup Wizard you will enter the webinar environment. To participate in the webinar using the text chat feature review the following instructions:

1. During the webinar you can ask a question by typing your question at the bottom of the interface box.
2. Then hit enter.
3. Your text will appear in the larger window above.

Need help?

We know technology doesn’t always work exactly as it should, but we want to make sure you have a good experience. We have provided the following information on the common issues just in case you run into any problems. To view these pages, click on the link below or copy/paste the URL into your web browser.

System Requirements
This information will help you check to make sure your computer is capable of viewing the webinar:
http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=834

Pop-Up Blockers
During the SetUp Wizard you may be informed you need to turn your browser’s pop-up blocker off. Information on is located here:
http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=833

Technical Support
If you are having problems the following link will direct to technical support where you can create a support ticket via webform, web chat, and phone:
http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1

Additional Information

Wimba Classroom Participant Guide
If you would like to familiarize yourself with the webinar interface, this guide will provide an overview of the system. We suggest paying attention to the Interface section, pages 1-9. The guide can be accessed by clicking on the following link: http://www.wimba.com/assets/resources/WC_61_Participant_Guide.pdf