

How to Record a Presentation in Wimba Live Classroom

Create the Room for Your Lectures

1. In Blackboard, click on the **Communication** menu button, then click on **Live Classrooms**.
2. Click **Create Room**. If you have never used Live Classroom on the computer you are using, you should go through the Wizard that pops up to make sure your Java and microphone settings are correct.
3. Type in title and optional description.
4. Leave defaults settings and click **Submit**.
5. Click **OK**.

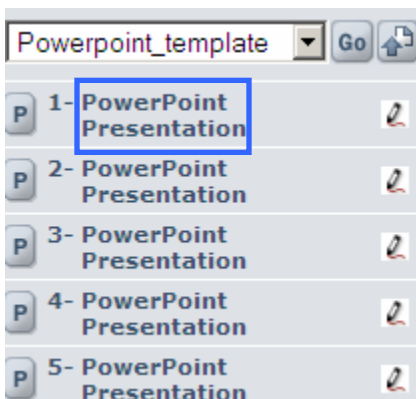
Upload Your Powerpoint Slides

Multiple Powerpoint presentations can be uploaded at any time before class.

1. In Blackboard, go to **Communications**, and click on **Live Classrooms**.
2. Click the green icon under “Enter” for the room you created for your lectures.
3. If this is the first time you have used Live Classroom on the computer you are using, run the wizard to prepare your computer for your presentation and for recording. If you have already run through the wizard on this computer, you can click where you see “If you have completed the wizard previously click here to enter.”
4. Click the **Import Powerpoint** button.




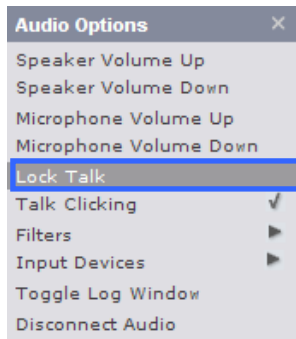
5. Browse for your file and then click the **Import** button. After you see the message that your file was uploaded, close the “Import a Powerpoint File” window; you should see your slides listed in the presenter’s console, to the right of the Content Window.



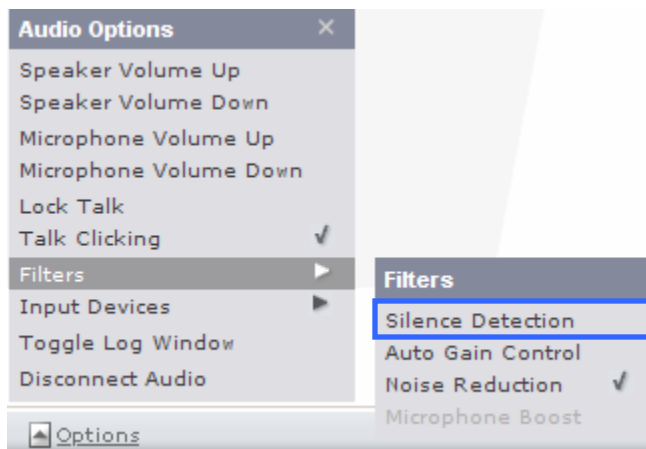
6. Click on the title of the slide, to the right of its number, to bring it up in the content window. Clicking on the “P” to the left of a slide title will bring the slide up in a preview window that cannot be seen by your online students.

Archive (Record) Your Lecture

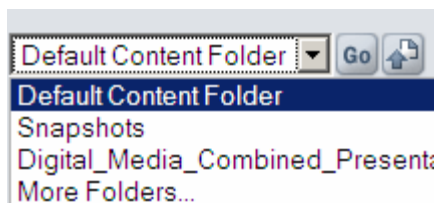
- Participants are only heard in Live Classroom if they press the Talk Button . Click the gray **Options** button beside the telephone icon and select **Lock Talk** so you won't have to hold down the Talk button continually to record your lecture.



- Review the **Silence Detection** setting under **Options > Audio Options > Filters**. If you see a checkmark beside it, click to remove the checkmark.



- When you are ready to record your lecture, if you don't see your Powerpoint slides in the presenter's console, click on the drop-down arrow in the list where you see "Default Content Folder," click on the name of your presentation, then click the **Go** button. If you don't see your presentation listed, click on **More Folders...**, then click the **Go** button to see a list of previously uploaded files; click on the presentation you want to display.



- Click on the title of a slide (to the right of its number), or click the right-pointing blue **Next Slide** button to bring the slide up in the Content Window.



- Click the green Start button at the top of the Presenter's Console to start recording slides and audio.



- A dialog box appears asking if you would like to archive the presentation. Click the OK button. In the Archive Presentation window, you will see "The presentation is being archived as..." You can now close the Archive Presentation window. An audio prompt will inform you that the archive has started.

- Use the arrows to navigate through your slide show sequentially;



or click in the list to the right to skip to a particular slide.

- When finished with your presentation, click the Red Stop button to stop recording.
- A popup window will appear to confirm. Click OK.
- A second popup window will appear to display the status of the recorder. Wait until it indicates that the archive has been saved; then you can close the "Archive Presentation" popup window; you will get an audio message when the archive is complete.
- Exit Live Classroom using the **Exit** button in the lower right corner of the window.

Notes:

- To confirm that the class has been archived, look at your message window...you should see the message "Archive complete."
- **The archive is not available to your students until you "open" it.** To make the presentation available for your students, go to **Communication**, then **Live Classrooms**, and click the button under "OpenClose" to open the archive; you should see an icon of an open door.

Review the Archive

- Go to **Communications**, and click on **Live Classrooms**. If there are archives for a room, you will see them listed under the room.

Live Classroom Test	Room			Remove
Live Classroom Test - 05/09/2008 16:43	Archive			Remove
Live Classroom Test - 05/09/2008 16:49	Archive			Remove
Live Classroom Test - 05/09/2008 16:51	Archive			Remove

- Click on the name of a session, then click the **Enter Archive** button to see/hear an archive.

Note: The Navigation screen will open on top of the content window – you can rearrange both the navigation screen and the content window to suit your needs by dragging each window by the blue strip at the top of the window.

3. When you are finished reviewing the archive, exit the room.

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