

## Wimba Handout

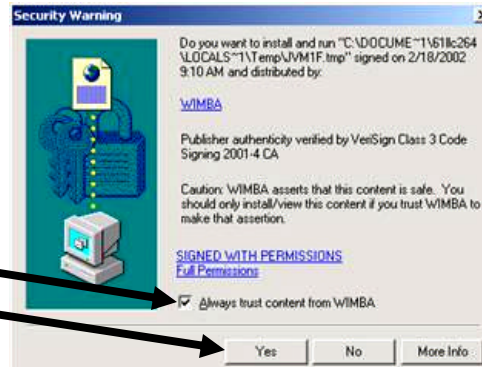
“Wimba” is a voice discussion board. It **combines** the normal format of a *discussion board* with the *ability to record and listen to* messages. This handout will show you how to use this voice discussion board.

You can practice with the LLC’s General Wimba Discussion Board by going to <http://elearn.mtsac.edu/pmarcy/llcwimba/wimbageneral.htm> .

### TRUST WIMBA

The first time you go to a Wimba web board it will ask you to install some Wimba files temporarily.

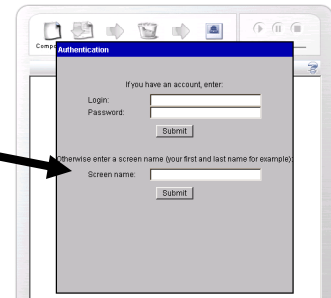
1. Click next to “Always trust content from Wimba.”
2. Click “Yes.”



If you do not click “yes,” you will not be successful!

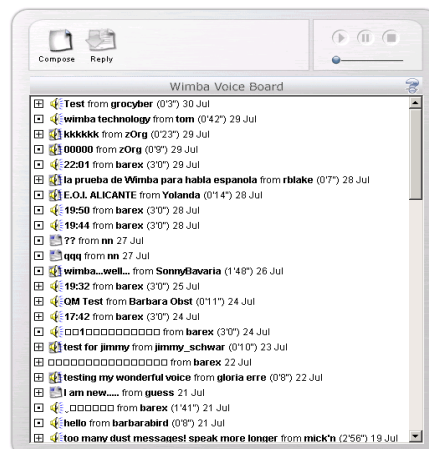
### Login and Password

- Enter your “**Screen Name**” and click on submit.
- (If your teacher gives you a login and password, use the top two boxes to enter them and click on submit.)





### GENERAL VIEW

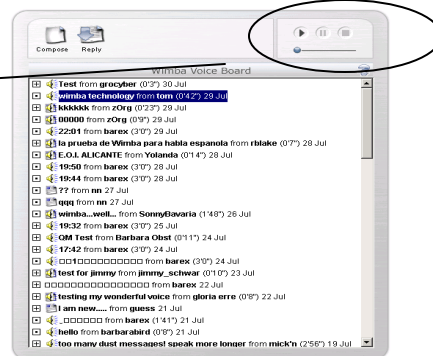
- You will see messages listed.
- You can listen and reply to a listed message
- You can compose a new message for posting



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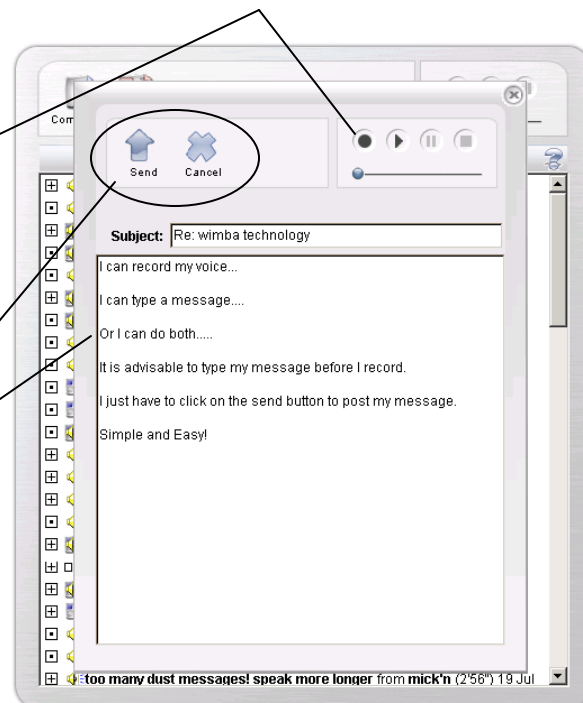
### HOW TO LISTEN TO A MESSAGE

1. Click on the message you want to hear.
  - a. Click "Play Button" ? to listen.
  - b. Use "Pause"  and Stop"  as normal.



### HOW TO REPLY TO A MESSAGE

1. **After** you have listened to the message you want to respond to, click **"Reply"** to open the following screen. You will notice that the subject box is filled in already.
2. Click **"Record"** ? to start recording. If you click **"Stop,"** you can listen to your message by clicking **"Play"**. *If you click "Record" again, a message will ask you if you want to record over what is already recorded.*
3. **"Send"** will send your message to the discussion board. **"Cancel"** will cancel everything.
4. You **cannot** delete messages.
5. You can also **type a message**. It is advisable to type before you record. Wimba allows you to record, type a message or both! – Your choice!!



**IMPORTANT:** If you type slowly or need to use spell check, type your message in MS Word then copy and paste to the Wimba board. LLC Staff can help you.

### HOW TO CREATE A NEW MESSAGE/TOPIC

1. Click **"Compose"** to start a new topic area.
  - a. Follow steps 2 & 3 under "How to Reply."

