Tips
Wimba is a tool that takes some practice in presenting. This document provides some tips to help you through your presentation.

Presenting
- Conduct audio check
- Start archive
- Present
- Stop archive

First-time Presenter
- Run Setup Wizard well in advance of live session
- Prepare content
- Practice with a friend, family member, or colleague
- Start out with a few essential features (try additional features such as application sharing as your comfort level increases)
- Review the archive and ask others for feedback

Presenting with Participants
- Post an announcement about the upcoming session
- Remind students to run the Setup Wizard prior to live session
- Students should login 5 minutes before session to take care of any technical issues
- Conduct an audio check with your participants
- Use the yes/no feature to ask participants if they can hear you
- Ask each participant to test his/her microphone
- Explain the basic features of the classroom – how to raise hand or enter a text message
- Set ground rules for the presentation
- Keep presentation interactive by asking polling questions, using the chat for brainstorming questions, or eliciting answers through audio or yes/no checks
- Be mindful of users with slower bandwidths (present at a slower pace)

Presentation Management
- Do not use a wireless connection
- Find a quiet place
- Mute all phones
- Close all unnecessary programs
- Restart your computer if it has not recently been restarted
- Keep track of time once presentation starts
- Use Lock Talk or Ctrl key
- Use microphone headset

Technical Problems (Participants and Presenter)
- Problems generally avoided by running Setup Wizard ahead of time
- Self-guided troubleshooting using the Help link
- Audio problems – use the Telephone Simulcast (this is not a toll-free number)
- Contact Wimba Support at 866-350-4978 or visit http://www.wimba.com/technicalsupport/.