

# Top 10 Best Practices for Using Wimba Classroom

**1. Have students run the Setup Wizard BEFORE joining a session. (Student/Presenter)**

Running the wizard can take away a lot of the frustration that happens during a presentation by making sure all of the right hardware and software is in place and functioning.

A link to the setup wizard is available on the same screen where you enter the Wimba room. Also, the wizard can be found at the following site: <http://67.202.210.25/wizard/wizard.html?wc=wizard.conf>

**2. Always run a sound check before a session starts. (Presenter)**

Before beginning a presentation, make sure your students can hear you. Have them signal to you by using the green checkmark in the Participant Area. Don't assume that students took time to use the wizard.

**3. Make sure students raise their hand to ask questions. (Student/Presenter)**

To help maintain order in the Wimba classroom, make sure students raise their hand before asking a question. This will ensure that questions are answered in the order they are received.

**4. Have students check in to make sure they're on task. (Presenter)**

Every once in a while, pause to make sure students are tracking along with you. Ask if there are any questions and make sure it's OK to go on. Again, have students use the green checkmark if they are OK.

**5. Watch the bandwidth meter. (Presenter)**

You'll be able to see each participant's bandwidth next to their name in the Participant Area. If their bandwidth begins to drop, they may begin missing what you're saying or doing.

**6. Set guidelines for using Wimba (especially for the eBoard). (Student/Presenter)**

Wimba and the eBoard can be exciting places to learn and interact. However, it's important to make sure students respect the learning that needs to occur as well as the learning environment. Setting guidelines for using Wimba's tools can alleviate major distractions for the presenter and other students.

**7. Practice before using Wimba in a real setting. (Presenter)**

"Practice makes better" so be sure to practice using Wimba before any major presentations.

**8. Do not use speakers and an open mic. Use a headset instead. (Student/Presenter)**

Speakers and an open mic can produce feedback and reverb. Therefore, be sure to use a headset when presenting or participating in a Wimba session.

**9. When presenting, use Lock Talk. (Presenter)**

Using Lock Talk will allow you to focus on what you're saying and not whether your students are hearing you. But just remember, you're always on.

**10. Take Baby Steps. (Presenter)**

With any new tool, it's a good idea not to try and do everything at once. Try adding one tool or feature at a time. You'll eventually be able to incorporate more elements while staying within your comfort level.