

## Live Classroom Wimba Tutorial – Using Audio

### Introduction

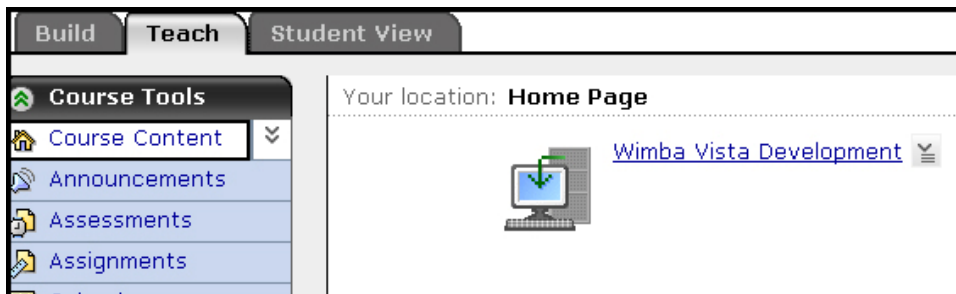
Both participants and presenters are able to speak when using Live Classroom audio. Participants are only able to speak when authorized to do so by the presenter. To speak one must have a microphone. If a participant is not using a supported browser or does not have a microphone, they may still participate by using a telephone simulcast.

### Table of Contents

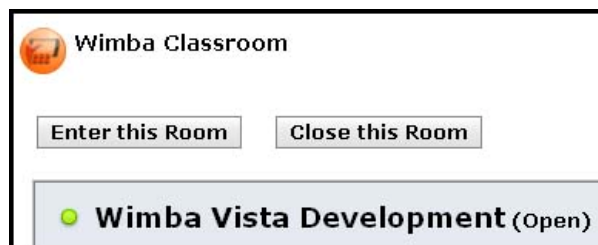
Getting Started .....	1
Preparing the microphone and computer.....	2
Broadcasting Audio.....	2
Lock Talk .....	3

### Getting Started

1. Sign into Vista and go to the **Teach** tab.



2. Click on the link to the Wimba course and select **Enter this Room**.

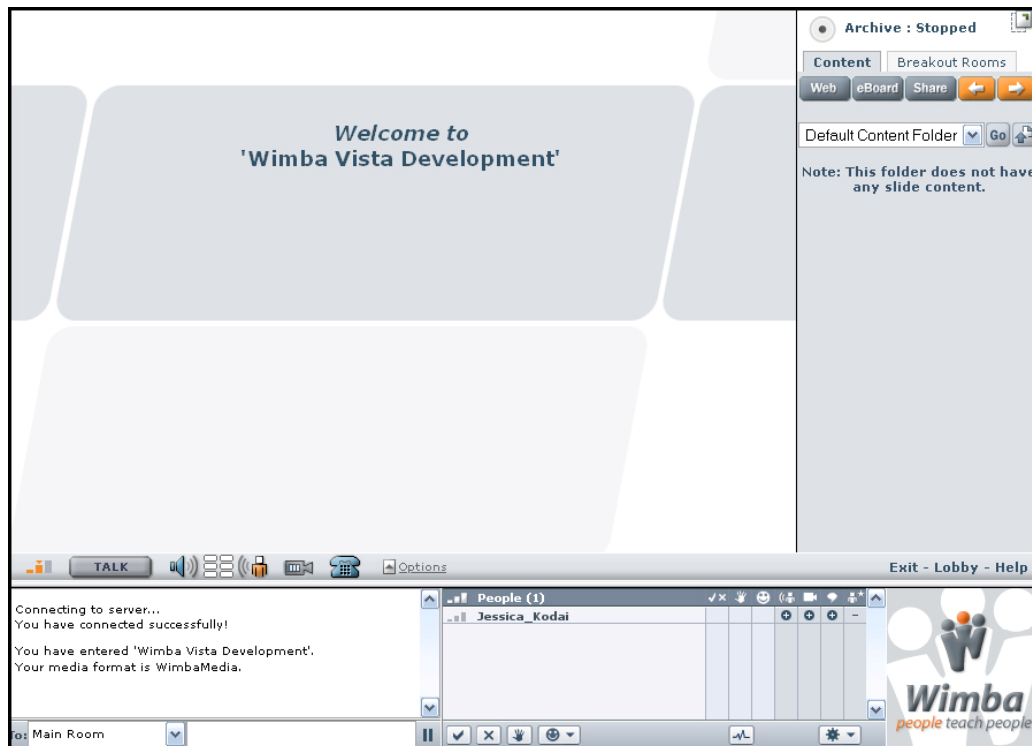


## Preparing the microphone and computer

1. Use a headset with integrated headphone and microphone.
2. Make sure that the audio device is properly connected to the computer. Most devices are color coded to match computer input.

## Broadcasting Audio

1. Once in the Wimba Live Classroom you should see this screen.



**⚠ Warning:** If this is your first time entering a Wimba classroom on your computer it will ask you to run the Setup Wizard to make sure that all of the functions will work, it won't take long to run.

2. Locate the **TALK** button toward the bottom of the Live Classroom window.



3. When you speak into the microphone you have two choices of how to broadcast. You can either press and hold the **Ctrl** key on the keyboard when speaking, or click and hold the **Talk** button on the screen when speaking.

4. While speaking, the **Talk** button will change color from dark gray to orange.



5. The orange button will light up within the **Speaking Privilege** indicator to the right of the participants' names. This will help you to know who is talking at all times.

(Not speaking)



(Speaking)



6. When finished, release the **Ctrl** key or the **Talk** button.

## Lock Talk

If you can't hold down the **Ctrl** key or the **Talk** button, speaking may be done hands free.

1. Locate the **Options Menu** on the lower screen and select **Lock Talk**. A check mark will appear next to this option to indicate its locked status.



2. One may also **mute** the microphone while locked by either holding down the **Ctrl** key or holding down the **Talk** button.
3. When you are finished speaking, return to the **Options Menu** and re-select **Lock Talk**

