

INSTRUCTOR OR TA AS PRESENTER

1. Go to <http://uklive.wimba.com> (or <http://67.202.209.124/>)
2. If you have not already run the set up wizard, do so at this time.
3. If setup is done, go ahead and log in, select Presenter
4. You will be taken to the “Lobby”, from this area, please choose your “room” (or class)
5. If you want to use a phone conference, dial the number indicated on the phone icon, and enter the PIN number.

Sharing Content

1. Click the “Share” button in the upper right hand screen of the “room” you entered. (if you do not have this option, it’s possible you have logged incorrectly)
2. A pop up window will appear “AppShare Status”, from this window you want to choose “DISPLAY SHARED CONTENT IN” ---**NEW WINDOW (DO NOT CHOOSE CONTENT FRAME)**
3. Click “Begin Sharing”
4. Another pop up window will appear “AppShare selection”, choose “full desktop” and click OK
5. By sharing your entire Desktop anything you open will be shared with the other participants in the room. This also eliminates the need to constantly update the sharing window every time you open a different application.
6. The end user will need to maximize his/her window on the other end.
7. If you have a webcam, the presenter’s image will be displayed, once you activate it by clicking on the camera icon.

STUDENT

1. Go to <http://uklive.wimba.com> (or <http://67.202.209.124/>)
2. If you have not already run the set up wizard, do so at this time.
3. If setup is done, go ahead and log in, select Participant. Either enter the iD and password provided, or enter your name if no password has been provided.
4. You will be taken to the “Lobby”, from this area, please choose your “room” (or class)
5. You should see the material or whiteboard being shared by the instructor. You will need to maximize your window.
6. If the presenter has a webcam activated, his image should display.
7. If you have a webcam, it will be activated for viewing by others whenever you push and hold the TALK icon
8. If you want to use a phone conference, dial the number indicated on the phone icon, and enter the PIN number.