

# WIMBA Help Sheet

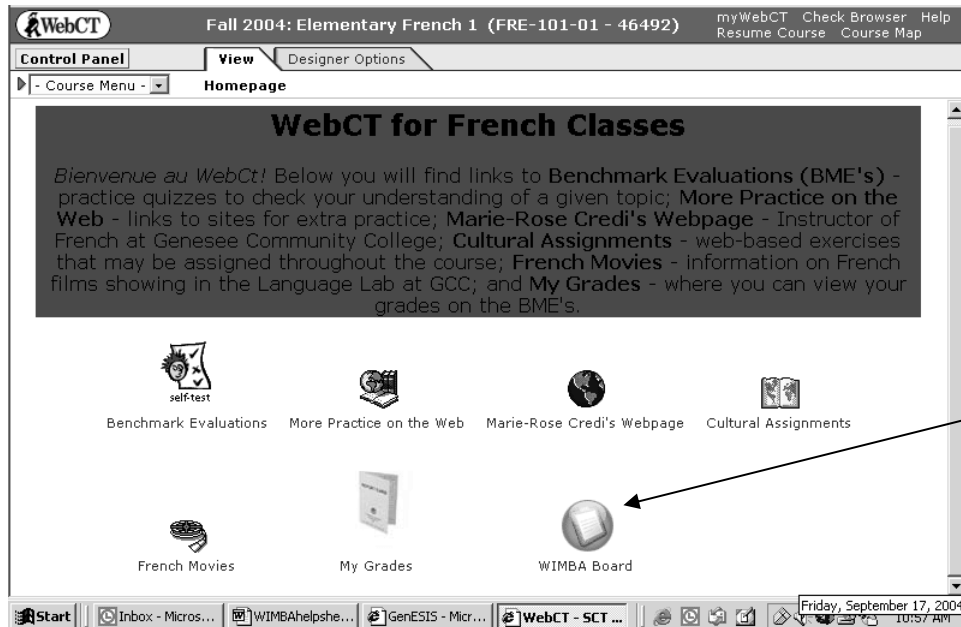
WIMBA is an online software program of discussion boards capable of sending **text and voice** messages.

## Accessing your WIMBA Board

WIMBA boards reside in WebCT, therefore, you must login to *GenESIS* and open your WebCT language course in order to access your board. WebCT Help Sheets are available to aid you in this process.

After successfully opening your WebCT course:

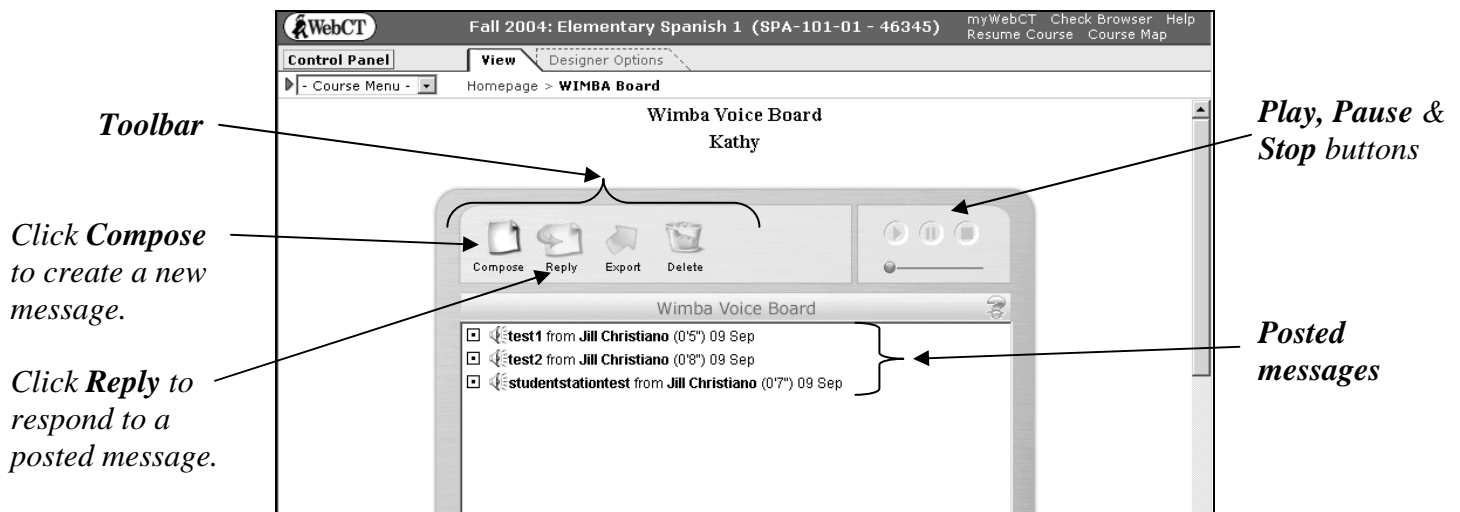
- You will see a link to your WIMBA board on your course homepage, as in the picture below.
- Click on this link to open the board.
- If a security screen opens, click **Always**. This will allow WIMBA's audio components to load.



WIMBA Board link

## Functions of your WIMBA Board

The WIMBA board pictured below is labeled to point out the features you will most often use.



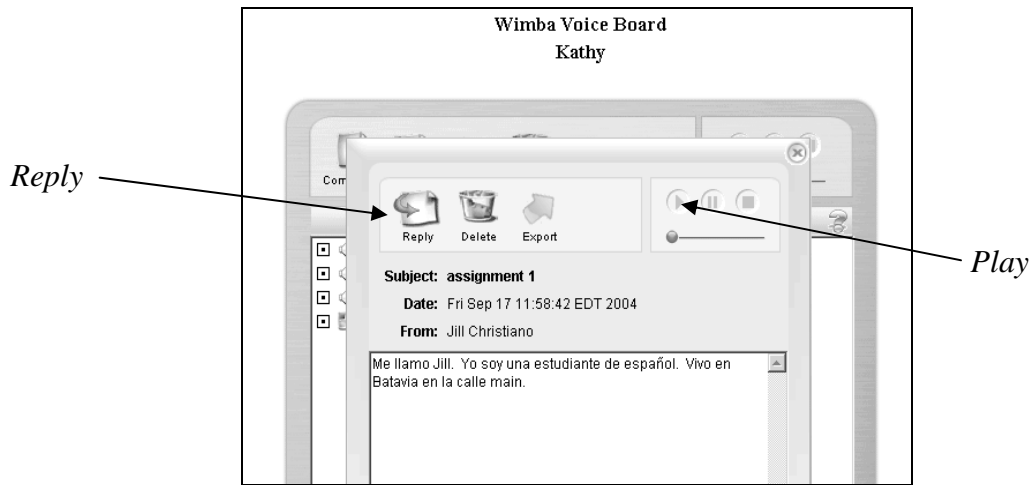
- You can read and listen to posted messages, reply to messages, or create a new message.

- You will notice that the posted messages are listed below the toolbar. If a posted message is preceded by a plus sign (+), there are responses to it. **Click on the plus sign to open the responses.** If a message is preceded by a solid black dot, no responses have been made.
- To read and/or listen to a message, **double click** on it. If you single click on a message, it will become highlighted in blue. You can then click the **Play** button to listen to it, or the **Reply** button to respond to it.
- To compose a new message, click **Compose** on the toolbar of your WIMBA board and type and/or record your message in the window that opens. Click **Send** to post your message to the board.

### Creating & Posting a Message

After double clicking on a message, it will open in a new, small window, as in the picture below.

- Click the **Play** button to listen to the message.



- If you wish to respond to the opened message, click **Reply** and type and/or record your message in the window that opens (see the picture below).
- When you are finished, click **Send** to post your message. If you don't want to respond, just click the **X** in the top right corner to close the message.

**Remember** - always type a subject for your message in the Subject box. Also, always play your message before posting it. If you wish to re-record it, click the **Record** button again and click **Yes** to the message that says – *Are you sure you want to override the previous message?* Recording will begin immediately after clicking Yes.

