

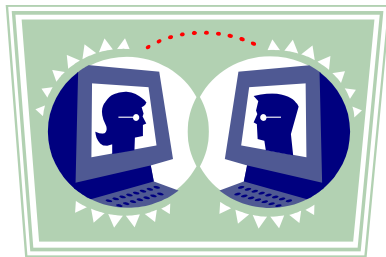
WIMBA: HOW DO I BECOME A PRESENTER?

To become a presenter a presenter account and a Wimba Classroom will need to be created for you by Technology Services.

Use the following procedure:

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- Go to: www.gcsnc.com/technology/training.htm
- Find the link: Wimba Presenter Application
- Download the form
- Either inter-office or email the form to: Technology Services.
 - helpdesk@gcsnc.com
 - Subject Line: Wimba Access



Technology will review the application:

Once it is determined what kind of account you will need Technology Services will send you your account information.

Technical Support:

Technology Services Help Desk
336-370-8179

<http://www.gcsnc.com/technology/training.htm>
helpdesk@gcsnc.com

Wimba Technical Support
1-866-350-4978

<http://www.wimba.com/services/support>

HELPFUL LINKS:

[Wimba Training Video and Presenter/User Guides:](http://www.gcsnc.com/technology/training.htm)
<http://www.gcsnc.com/technology/training.htm>

[Technology Services:](http://www.gcsnc.com/technology)
<http://www.gcsnc.com/technology>

[Acceptable Use Policy:](http://www.gcsnc.com/technology/policies_forms.htm#aup)
http://www.gcsnc.com/technology/policies_forms.htm#aup

[Technology Contacts:](http://www.gcsnc.net/forms/techcontactlist.pdf)
<http://www.gcsnc.net/forms/techcontactlist.pdf>

[Forgot Your Username and/or Password?](http://www.gcsnc.com/technology/pdfs/PasswordResetForm.pdf)
<http://www.gcsnc.com/technology/pdfs/PasswordResetForm.pdf>

[Professional Development:](http://professional_development.gcsnc.com/index.html)
http://professional_development.gcsnc.com/index.html



TECHNOLOGY SERVICES

Central Office



GCS Wimba
<http://gcsnc.wimba.com>



WIMBA: HOW DO I GET WIMBA?

To access Wimba as a Participant all you will need is the link which will be sent to you by the Presenter. To be able to create Wimba sessions you will need to have a Presenter Account created for you.

WIMBA: ARE THERE ANY TRAINING MATERIALS?

There are training materials for you to use. Technology Services has provided a Presenters Guide and a Presenters Training Video. There are also training material available from Wimba.

- Guilford County School Technology training material can be found at www.gcsnc.com/technology/training.htm
- Wimba training materials can be found at <http://www.wimba.com/services/instructor/classroom>

WIMBA: WHAT DO I NEED TO START?

Whether you are a Presenter or a Participant you need to run the Setup Wizard prior to the presentation. In addition you will need the following:

- A computer with internet access
- An internet browser (IE, Firefox, Safari)
- A microphone
- A webcam, If you wish to use video

WIMBA: WHAT IS THE SETUP WIZARD?

- The Setup Wizard is a quick series of test to ensure your computer is ready.
- The Wizard needs to only run once, unless you make changes to your computer or use a different computer.

WIMBA: HOW DO I RUN THE SETUP WIZARD?

Before you begin the Wizard, disable all pop-up blockers. The Setup Wizard can be found on the Technology Training Site. It is recommended that you run the Wizard at least 48 hrs before the presentation

- The Wizard will prompt you for Yes or No answers based on your computer.
- If you pass all tests, you are ready for your presentation.
- If you fail any test, follow the step-by-step instructions to remedy the problem and retry.
- If you fail a test and need help you can contact the GCS helpdesk or call the Wimba call center for Wimba technical support.

WIMBA: WHAT IF THE WIZARD WILL NOT START?

ANY OF THE FOLLOWING SITUATIONS MAY BE THE CAUSE

- Java Scripts are disabled
- A pop-up blocker is enabled



WIMBA: WHAT CAN I USE WIMBA FOR?

Wimba is a virtual environment designed for distance education and collaboration. Wimba will allow you to host meetings, conduct workshops, and engage your department in a web based virtual environment.

Some examples:

- Information Sharing Meetings
- Video Conferencing
- Professional Development
- File Sharing
- Guest Lectures