We are using Wimba Classroom to broadcast Hodges University’s 2012 Commencement Ceremony. If you experience difficulties with this process, call 1-239-450-1247. This is the link to the live broadcast: http://hodgeslive.wimba.com/launcher.cgi?room=HU_2012

Select **Participant Login** on the first screen.

Enter your Name in the top box on the next screen.

The next screen will ask you to Run the Setup Wizard.
It is very important to run the Wizard successfully. If you do not follow the steps in the Wizard to complete the wizard, you probably will not be able to view the graduation ceremony.

Click Start on the Wizard Welcome Page. The progress of the Wizard is shown on the left. When an item is completed successfully, a check mark is added to the corresponding box.
The first test is to ensure you have disabled your Browser’s Popup Blockers.

If your browser settings block popups, you typically will be given the option to allow pop-ups from Wimba by clicking the bar that appears at the top of your window.

If you are not given this option, and the Wizard does not advance automatically, please see details below.

Internet Explorer users can turn off their Popup blockers by going to:
Tools - Pop-up Blocker - Turn Off Pop-up Blocker.
Firefox users can disable blockers by going to:
Tools – Options - Content

Continue through the Wizard, following the steps described. The Wizard will ensure you have Java installed on your computer, you accept the necessary Signed Applet, and that you will be able to hear the broadcast.
This is the screen that ensures that you will be able to hear the broadcast.

The next screen is for transmitting audio. Since you will NOT be allowed to transmit audio during the broadcast, you may skip this step by clicking “Next”.

Testing WimbaMedia Audio Playback
You will need headphones or speakers connected to your computer.
Once the audio player below has loaded, a greeting will play. If you hear the greeting, click “Next”. Otherwise click Troubleshoot WimbaMedia Audio.

Testing WimbaMedia Audio Recording
For this test, you will need headphones or speakers and a microphone connected to your computer. If you do not have a microphone and you will not be transmitting audio, you can click “Next” to skip the test.

After you hear a set of tones, hold down the “Talk” button and speak into your microphone. If you hear your voice played back, click “Next”. Otherwise, click Troubleshoot WimbaMedia Audio.
The next and final screen should show you have successfully completed the wizard. You must see this Congratulations screen to ensure you can view the broadcast.

![Wimba Classroom Setup Wizard]

Click “Finished!” to enter the Classroom
The Ceremony will begin at 4:00pm. A small video screen will pop-up in your classroom. If it does not automatically open, click the video camera icon in the menu bar. You can resize the window to your liking. The square on the far right with the 4 arrows will make the screen full size. Hit your Escape Key to exit out of full size.

Thank you for attending our Commencement Ceremony remotely. Please contact us if you would like to purchase DVDs of the event. Naples – 1-800-466-8017; Fort Myers – 1-800-466-0019.

Steps to troubleshoot if you are having problems viewing the broadcast:
- Make sure all of your optional toolbars (like Google or Yahoo!) also have their Popup Blockers disabled.
- Go to www.java.com and download the latest version of Java.
- Relaunch the Wizard and ensure you complete it successfully.
- View from a Wired Internet Connection.
- Call 1-239-450-1247 for further assistance.