

# How to use the Wimba Oral Assessment Program

## I. Setting up your computer

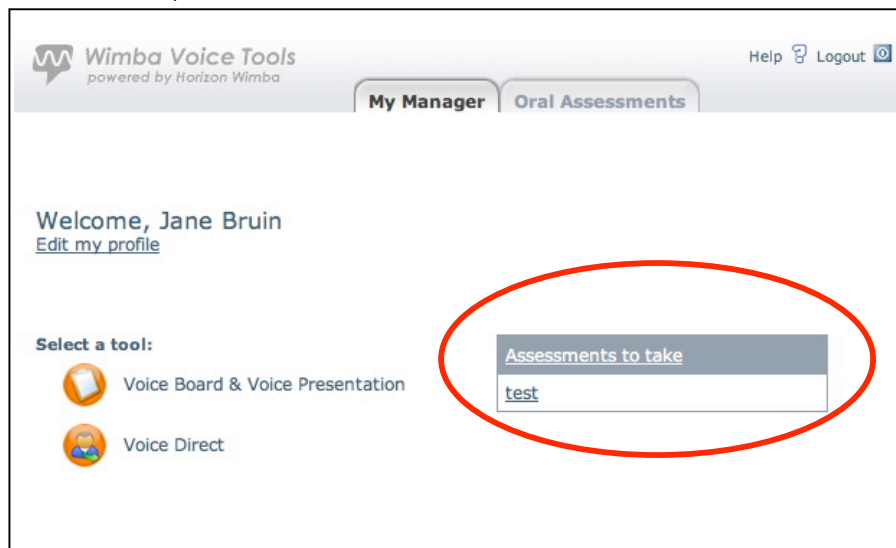
1. If your computer does not have a built-in microphone, plug in an external microphone.
2. Go through the Wimba Checklist (<http://ucclt.ucdavis.edu/wimba.cfm>).  
**Important!** Make sure you run through #2 *System Diagnostic Check*.

## II. How to login

1. Go to <http://ucla.horizonwimba.com/ucla/login>.
2. Your username is *the email address listed on URSA*. The default password is *your 9-digit UID*. You can change the password once you successfully login to your Wimba account by going to *Edit my profile*.

## III. To take an Oral Assessment

1. Click the assessment you would like to take under **Assessments to take**.

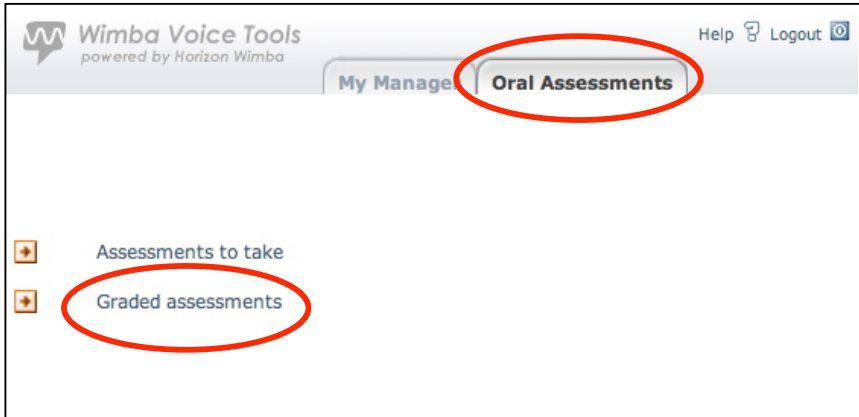


2. Start taking the assessment as instructed. You may be asked to record a voice message in some of the questions. **Important!** After recording a message, make sure that you click ■ to stop recording. Otherwise, your voice message may not be saved properly.
3. Answer all the questions in the assessment and make sure that you click **Submit answers** on the bottom of the last page of the assessment.



4. When you finish all the assessments assigned to you, you will see no assessment listed in **Assessment to take**.

- After your instructor has graded your assessments: To see your graded assessments, click the **Oral Assessment** tab and **Graded Assessments**. You will see the list of graded assessments and grades that your instructor gave you.



The screenshot shows a table of graded assessments. The 'Oral Assessments' tab is selected, and the 'Graded assessments' link is active. The table has the following data:

Title	Date assigned	Date due	Grade	View
Oral Assessment Builder Demo	20/jul/2005		A+	
Quiz1	22/sep/2005	29/sep/2005		
test	24/aug/2006		A+ Excellent work!	
Wimba Demo	07/jul/2005		A	

- To review an assessment and listen to any comments left by your instructor, click on the magnifying glass under **View** of the assessment you would like to see. On the bottom of each question, you will see the player for your instructor's voice comment if a comment was recorded for you.
- Log out when you are done.