

## How to Use DimDim

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Because we no longer use Wimba for the campus, we are now encouraging the use of a free browser-based conference room called DimDim.

DimDim is free to sign up for, and supports up to 20 users in a single room at a time, (If more is required, you may have to upgrade to a pro version). To sign up, click “**Sign Up Free!**” in the top right corner of the page. You are required to enter an e-mail address, a password and a Room URL. The Room URL is what you will be sharing with your students, and the name that you enter there is what you will be logging in with. Try to make it something that goes along with your course or name, (such as your BCC username).

Once you are registered, starting the conference is as easy as hitting the Start button. You should allow DimDim to access your microphone and webcam if you want to talk to your guests. Next, you are asked what you want to share, (Your computer screen, a whiteboard and a presentation). The best one to share is your computer screen, as the Whiteboard and Presentations have no permissions set for guests, and they are allowed to “write” on them.

If you share your computer screen, red lines should appear around your monitor, and this is what is displayed to anyone in the meeting. The participants can only watch what you do, and are unable to affect your screen at all.

If you show a whiteboard, you may “draw” on the board, and your participants are also allowed to draw without any restrictions. On the bottom of the whiteboard, there is a lock button that only the presenter can see. The lock prevents all participants, (other than yourself), to draw on the screen. At this moment, DimDim has no way to block only specific people from drawing, and can only allow all or none.

If you want to display a .PPT or a .PDF file, you can use “Show Presentation”, especially if you want the participants to be able to view it page by page without seeing only what you see. If you want to edit a document as you go along, you may want to show your computer screen instead. The participants are also allowed to “draw” on these by default,

but you can use the same lock button to prevent any participants (other than yourself) from making any changes.

If you share a webpage, the participants do not see the same thing as you, as it is only sharing the page, not what you see. The participants may browse around the website, and is good if you want to share a whole site.

If you want one of the participants to become a presenter, it is as easy as clicking their name and clicking **Make Presenter**. If you do not want a participant to be a presenter, but you want to give them audio privileges, you can assign up to 4 different people audio privileges at a time, (which you can revoke at any time). You can also click on a user and have a private conversation with them rather than having an open conversation with anyone who joins.

If you do not want to allow all users to chat, you can click **Manage**, and uncheck all boxes beneath Chat to disable their chat privileges.

If a participant join, and is being disruptive, you can remove them from the meeting by clicking their name, and **Remove From Meeting**, though removing their right to chat may be sufficient.

Once you are finished with the meeting, and you do not want any more participants joining, click **End Meeting** in the top right corner to exit the meeting, and remove all participants from your room.

There are training sessions for DimDim multiple times a day, and are located on their homepage. You can preregister, or just pop in to learn how to use it while being guided step by step, and have any questions answered right then and there.

DimDim's homepage is <http://www.dimdim.com> and usually, your page is my.dimdim.com/USERID with USERID being whatever you entered when you registered.