



Wimba

Wimba gives teachers the ability to engage students through interactive technologies, bringing the presence of face-to-face instruction into online teaching. The Wimba Live Classroom is an online collaboration application that is integrated into your course through Blackboard. Wimba allows instructors and students to connect in real-time by integrating technologies such as audio, video, application-sharing, text chat, and online break-out groups.

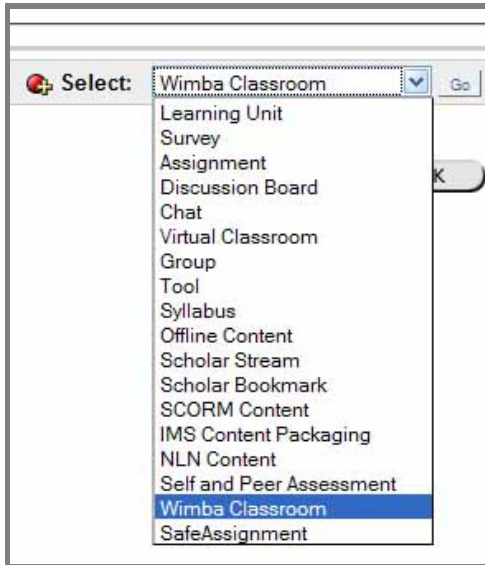
This document will instruct you to:

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Add a Wimba Classroom to a Content Area in Blackboard

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. From either the left-hand course menu, or the Content Areas menu of the Control Panel, select the Content Area where you wish to add Wimba.
4. Click **Edit View**.
5. On the Content Area page, a small drop-down menu will be available in the upper right-hand corner. Select **Wimba Classroom**.



6. Click the **Go** button to the right of the pull-down menu.
7. Click **Create Room**.



8. Enter a title for your Wimba Classroom. You can also enter a description and edit the settings.
9. Click **Submit**.
10. You will be returned to the previous page with your new Wimba Classroom highlighted. Click **Submit** again.

11. You will be given the option to set date restrictions on the Wimba Classroom. After you have made any changes, click **Submit** again. Students will now be able to access your classroom from the content area.

Note: When creating a Wimba classroom and you want to use breakout rooms, be sure to enable “Presentation tools are available only to instructors.”

Selecting "Presentation tools are available to both students and instructors" disables the breakout rooms.

Some users, when they had created rooms with presentation tools available to both students and instructors, reported experiencing errors when they tried to change the room settings to make presentation tools available only for instructors in order to allow for breakout rooms. The Wimba classroom showed the breakout room tab, but users reported receiving an error in the chat box saying that breakout rooms were disabled.

Add a Wimba Announcement

This allows you to have a link to your Wimba classroom in the announcement section of your Blackboard class.

1. In your Blackboard course, select **Communications** from the left-hand course menu.



2. Click **Wimba Classroom**.
3. Select the name of the Wimba session you want to add an announcement for.
4. In the top menu bar, click **Add to Announcements**.



5. You can modify the text of the announcement and set date restrictions. Click **Submit**.

Archiving Wimba Sessions

It is important to remember to archive your sessions for later use and review. Because Wimba sessions are not automatically archived, it may be helpful to assign a student to remind you to archive your Wimba sessions.

1. Upon entering the Wimba classroom, click the **Record** button in the top-right corner.



2. The same button is used if you wish to stop archiving at any point.

Archives are accessible from the Wimba classroom list. Enter them by clicking **Enter**, just as you would if they were classrooms.

Allow Guest Access

These instructions are for allowing someone outside of DePaul, such as a guest speaker, to participate in a Wimba Classroom session.

1. In your Blackboard course, select **Communications** from the left-hand course menu.
2. Click **Wimba Classroom**.
3. Select the name of the Wimba session you want to grant guest access to.
4. In the top menu bar, click **Edit Settings**.
5. Click the arrow under “Access Settings” to expand this section.
6. Select the check box “Enable guest access”. Click **Submit**.

5 Access Settings

Maximum users and Guest Access

Maximum Users: Unlimited Limited:

Guest access: Enable guest access

7. You will see “Guest Access Link:” followed by a Web address. Copy this link and send it to the guest.

Wimba Classroom

Add to Calendar Add to Announcements Add & Manage Content Edit Settings Advanced

Enter Room Wimba Classroom Help

SPS December 08 Sessions (Closed)
SPS online faculty training on using Wimba within DePaul's newest upgrade to Blackboard 8.
Thursday, Dec. 4th
AND
Monday, December 8th

Phone Access : Dial-in numbers : PIN codes :
Phone : (201) 549-7592 Instructor : 32203981
Student : 32203973

Open this Room

Guest Access Link : http://depaulive.wimba.com/launcher.cgi?room=_depaul_s_5081_1_814896

Here is the list of the recorded archives for this room:

TITLE	ENTER	ACCESS	DELETE
There is no recorded archive for this room			

8. Guests must allow pop-ups and enter under Participant Login.

Give Presenter Controls to Students

By default, all students are participants in Wimba. This means they cannot upload presentations, see the navigation bar, or share applications. Wimba now has the Presenter-on-the-Fly feature which allows instructors to empower students to lead discussions and give presentations during the Wimba session.

To give presenter controls to a student, simply enter the Wimba classroom and click the last box in the row with that participant's name. Clicking this box again will take away presenter privileges. Messages will appear in the lower-left text box confirming these actions.

For smaller groups of students, or when instructors know they can trust students with presenter controls, selecting **Presentation tools are available to both students and instructors** in the room-creation settings may be more convenient.



Add Content to Wimba Classrooms

These instructions are for adding content to your Wimba Classroom. You can add Word documents, PowerPoint presentations, PDFs, visuals, and audio.

1. In your Blackboard course, select **Communications** from the left-hand course menu.
2. Click **Wimba Classroom**.
3. In the top menu bar, click **Add & Manage Content**.



4. Click **Add & Manage Room Content**.
5. Select a folder or create a new one.
6. Click **Browse...** and select the file you wish to upload.
7. Click **Add**.
8. In your Wimba Classroom, use the drop-down menu in the top-right corner to select the folder you added content to and click **Go**. Click the file to display it in the content frame for students.

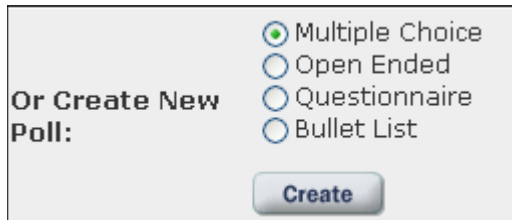


Add Polls to Wimba Classrooms

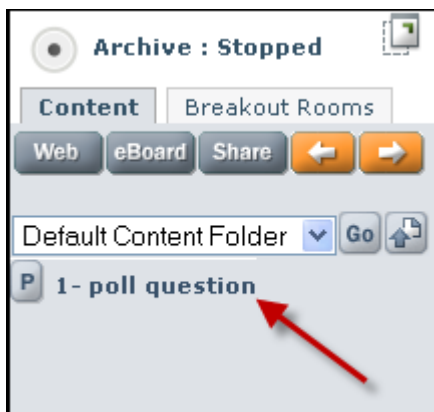
1. In your Blackboard course, select **Communications** from the left-hand course menu.
2. Click **Wimba Classroom**.
3. Select the name of the Wimba session you want to create a poll for.
4. In the top menu bar, click **Add & Manage Content**.



5. Click **Add & Manage Room Content**.
6. Select a folder or create a new one.
7. In the upper-right corner, click **New Content**.
8. Under "Or Create New Poll:" select a type of poll question. Click **Create**.



9. Write a question and, if applicable, possible responses. You can also modify the instructions and confirmation messages.
10. Click **Save Changes**.
11. In your Wimba Classroom, your survey question will appear on the right-hand side in the content folder you selected. Click the question to open the survey to your students.



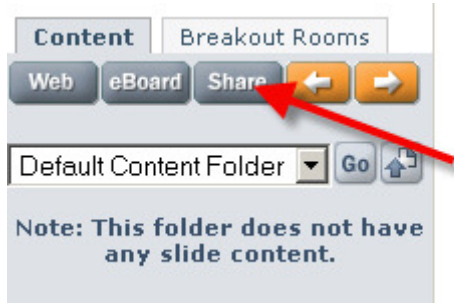
12. After students have answered the poll question, click **Publish** to show the results to the class.

Note about publishing poll results: You are able to publish results from all poll types except for the questionnaire.

Enabling Application Sharing

Application sharing allows presenters to share their desktop with students. This is helpful for showing students a variety of multimedia that would not be convenient to upload to the Wimba content system. In general, it is not recommended to try to display any video to your students through application sharing as it degrades the quality of the video. Please see the section on sharing video for further instructions on that.

1. Click the **Share** button in the top-right corner of the Wimba classroom window.



2. In the pop-up window, be sure that the radio buttons for **Sharing Desktop** for your username are selected. You can choose how you display shared content in the pull-down menu below the user list.



3. In the next pop-up window, select the area that you would like to share. You can share a specific **Window**, a specified **Screen Area**, or your **Full Desktop**. To specify a window to share, drag the icon into the window you wish to share. For **Screen Area**, you are given a selection on your screen that you can resize.
4. To end sharing, return to the **AppShare** window and click **End Sharing**.

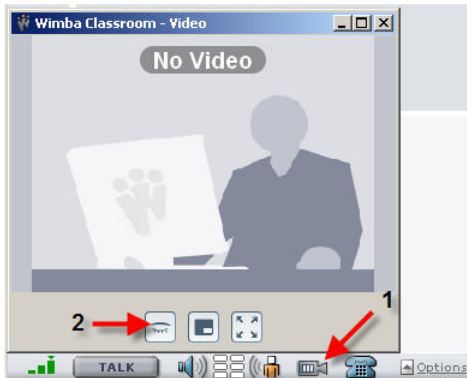
Note: While you have application sharing enabled, you are unable to preview what your students are seeing in their content frames. Whichever area you select to be shared will be resized to fit into the content frame on your students' Wimba windows.

Using Your Webcam

Using your webcam allows your students to identify your face with your voice.

1. When you are in your Wimba classroom, click the video camera icon.

In the pop-up window, click the icon of a closed eye to enable your webcam.



2. For your video to appear to your students, you must be talking. Therefore, your webcam will only transmit while you are holding down the talk button.

Personalize the Branding Frame

The branding frame is in the bottom-right corner of the Wimba Classroom window and by default displays a Wimba graphic. You can personalize this frame with your own picture.

1. In your Blackboard course, select **Communications** from the left-hand course menu.
2. Click **Wimba Classroom**.
3. Select the class whose branding frame you want to change.
4. Click **Add & Manage Content**. Next, click **Add & Manage Room Content**.
5. Click on the **Default Content Folder**.
6. Click **New Content** in the top-right corner.
7. Click **Browse...** and select the image you want to use in the branding frame.
8. Click **Add**.
9. In the content list table, locate the image you just uploaded and change its target using the **Target** drop-down menu. Choose **Branding Frame**. Click **Save Changes**.
10. Click **Folder List** in the top-right corner.
11. Under **Start Content**, click the pencil icon in the **Branding Frame** row.

Presentation Content

Select a folder from the list to modify its contents:

Folder Title	Slide Count	Get Info	Edit Title	Delete
Default Content Folder	3 slides			*
Snapshots	2 slides			*
OK	12 slides			
Folder Title	Slide Count	Get Info	Edit Title	Delete

* Denotes a system folder that can not be deleted.

Start Content

Select content to appear at start of your presentation:

Destination	Slide Title	Edit
Content Frame:	Default Start Content Slide	
Branding Frame:	Default Start Branding Slide	
Destination	Slide Title	Edit

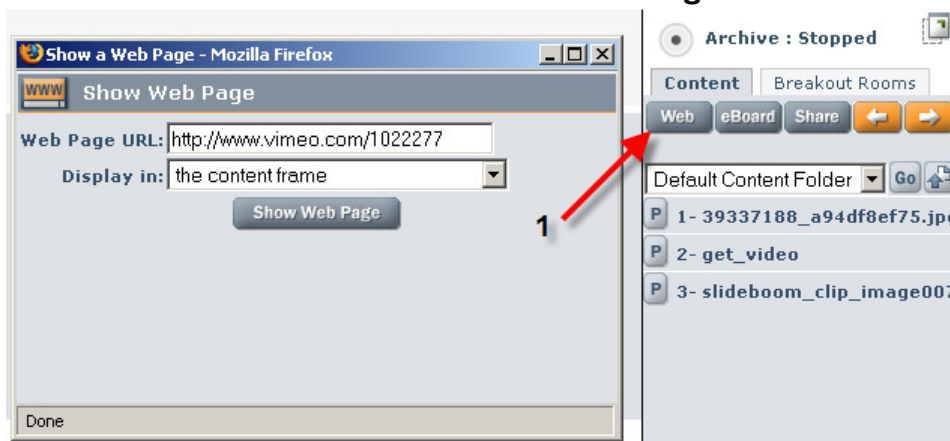
12. Select the image you just uploaded and click **Save Changes**.

When you enter the Wimba Classroom, the image you selected will be displayed in the branding frame by default. Note: The branding frame is a small, rectangular frame, and will automatically resize the image you upload to go into it. It is ideal to use a rectangular image here so the image is not abnormally stretched.

Sharing Video with Your Students

If you wish to share a video that is available online with your students, you can use the **Show a Web Page** feature of Wimba.

1. In your Wimba Classroom, click the **Web** button in the top-right corner.
2. In the pop-up window, enter the URL for the page with the video. For **Display in**, choose the **content frame**. Click **Show Web Page**.



You must instruct your students to click the play button for the video if the video does not start automatically by default.

While using the **Show a Web Page** feature, you are directing your students' browsers to a specific web page. They will not see the actions you are performing on the page; their browsers will only change when you click another link or change what you are displaying in the content

frame. Therefore, when you are using the **Show a Web Page** feature and you want your students to perform an action like starting video playback, you must instruct them to do so.

Note: While using the **Show a Web Page** feature, your students will be able to click links and perform actions on the pages you direct them to, but as you navigate, the page you are viewing will override theirs. This applies only to the frame in which you choose to use the feature for which the content frame is best suited. This way, your students can have another browser window open over which they will have total control.