Creating a Wimba Room

1. Click the Wimba Classroom link you created in the Content area in BOLT
2. Click the New button

3. You will be taken to the New Room: Settings page
Room Settings

**Room Info tab:**

a. **Title** – This is a required field and is what your students will see, so make it descriptive
b. **Description** – This is an optional field
c. **Type** – Select one of the two choices regarding Presentation tools
d. **Archive Access** – Check this box if you want the Archives to be opened automatically. If you don’t check this box, you will need to open the Archives before students will have access to them.

4. Click the **Media tab**

**Media tab:**

a. **Student Privileges** – Check the boxes that meet the needs of your class
b. **Video Bandwidth** – Recommended setting is Medium
5. Click the Features tab

- **Status Indicators** – These are the little emoticons that show when someone is away, clapping, laughing, etc. Check the boxes that meet the needs of your class.
- **eBoard** – Check this box if you want the students to be able to use the eBoard by default
- **Breakout Room** – These allow you to put students into their own breakout rooms. Please note that Breakout Rooms are not included in the Archive. Check the boxes that meet the needs of your class.

6. Click the Chat tab

- **Enable students to use text chat**
- **Enable private text chat among students**

  *Note: Students are always able to chat with instructors*

  - **Check the boxes that are meet the needs of your class – NOTE:** If you check to ‘Enable private text chat among students’ it will not be archived and you will not see these chats.
7. Click the **Access tab**

<table>
<thead>
<tr>
<th>Wimba</th>
<th>New Room : Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Wimba" /></td>
<td><img src="image" alt="New Room : Settings" /></td>
</tr>
<tr>
<td><img src="image" alt="Access" /></td>
<td><img src="image" alt="Access" /></td>
</tr>
</tbody>
</table>

- **Available** – This box must be checked in order for students to access the room
- **Maximum users** – Leave this set to unlimited
- **Enable guest access** – If you need access for a guest speaker or someone else who is not a member of your class in BOLT, check this box and then you can send them the **URL** that appears in the **Room Id** box in order to access the room.

Note: This setting only has effect when guest access is enabled on the Wimba Classroom server. Contact your administrator for more information.

a. **Available** – This box must be checked in order for students to access the room
b. **Maximum users** – Leave this set to unlimited
c. **Enable guest access** – If you need access for a guest speaker or someone else who is not a member of your class in BOLT, check this box and then you can send them the **URL** that appears in the **Room Id** box in order to access the room.
8. Click the **MP3 & MP4 tab**

   ![Wimba Classroom Setup](Image)

   **New Room** : Settings

   ![Wimba](Image)

   - **Availability:**
     - Allow Students to Download Archives as MP3
     - Allow Students to Download Archives as MP4

   - **MP4 Settings:**
     - Select default settings for this room’s MP4 archives.
     - **What content is most important in your MP4?**
       - AppShare, slide and eboard content
       - Do not include video camera content
       - Video camera content

     - **Encoding Quality**
       - Low (Optimized for quicker download and real time online viewing)
       - Standard (Optimized for portable media players)
       - High (Optimized for content preservation; Not iPod compatible)

   ![Wimba](Image)

   a. **Availability** – Recommended setting is to leave both of these boxes checked unless you don’t want your students to be able to download the Archives
   b. **MP4 Settings** – Select the appropriate choices for your class (default settings recommended)
   c. **Encoding Quality** – Standard is the recommended setting

9. Click the **Create button**

10. **Your screen should look similar to the one shown below:**

 ![Wimba](Image)
Adding Content to Room

1. Click the **Content** button on the toolbar

![Content button](image)

2. A screen similar to the one shown below should appear:

### Modify Room: Week 4 Session

<table>
<thead>
<tr>
<th>Presentation Content</th>
<th>Get Info</th>
<th>Edit Title</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Content Folder</td>
<td>0 slides</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Snapshots</td>
<td>0 slides</td>
<td></td>
<td>*</td>
</tr>
</tbody>
</table>

* Denotes a system folder that cannot be deleted.

<table>
<thead>
<tr>
<th>Start Content</th>
<th>Select content to appear at start of your presentation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Slide Title</td>
</tr>
<tr>
<td>Content Frame:</td>
<td>Default Start Content Slide</td>
</tr>
<tr>
<td>Branding Frame:</td>
<td>Default Start Branding Slide</td>
</tr>
</tbody>
</table>

Under the **Presentation Content** heading, there are two default folder titles. You may change these titles by clicking **Edit Title**. The **Snapshots** folder is used to store any screen snapshots you do during your live presentation. These folders cannot be deleted.

**Start Content** is the area where you choose the slide to show when the participants login to the session. You also have the option of changing the Branding slide (image that displays in the bottom right corner of screen when presenting).

### Adding Content

You have the option of placing your content in the **Default Content Folder** or creating a new folder. All new folders you create can be deleted.

**Recommendation**: Use a new folder for each session you may present.

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*Image credit: Wimba Classroom Setup*
To create a New Folder:

1. Click [New Folder]

2. Enter *New Folder Name*

3. Click [Create]

Your folder name is now listed under the Presentation Content heading. Click the name of the folder to begin adding content in the **Modify Folder** screen.

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**Modify Folder: Class Name 2010Fall: Week 4 Session**

**Empty folder selected. Please begin adding content to your folder below.**

**Upload New Content:**

- Display this content in the eBoard

**Or Add a URL:**

- http://
  - Enter the full URL in the text field above.
  - (URLs will display in a new browser window.)

**Or Create New Poll:**

- Multiple Choice
- Open Ended
- Questionnaire
- Bullet List

Create a single multiple-choice question. Respondents can select one (or more) choice(s). Results can be immediately published to the participants.

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**Upload New Content**

This is the area where you will upload PowerPoint slides, image files, PDF documents, Flash files, and short media clips.

**To upload a PowerPoint as new content:**

1. Click [Browse...]

2. Locate the PowerPoint file and select it by double clicking or click Open
3. **Display the content in the eBoard** should be selected.

4. Click **Add**.

**NOTE:** When uploading PowerPoint slides, Wimba converts the slides to GIF images that are viewable over the internet. Therefore, follow these tips to create your PowerPoint slides:

- Choose a solid color or simple design for slide background
- Minimize the number of colors used
- Avoid the use of high-quality pictures
- Do not use transitions or animations

Now you will see the slides added to the Wimba session.

### Modify Folder: Week 4 Session: Week 4 Presentation Content

Notice: 'academicDishonesty.ppt' added successfully.

You can rearrange the slides here or delete them, but you cannot make any changes to the actual slide content.

**Show Content Description**

The Show Content Description button provides an area for each slide to have alternate text available for participants using screen readers. To keep the screen simplified, select this setting after you are done setting up your presentation.
Rearrange Slides

To rearrange slides:

1. Click the box to the left of the slide name
2. Use the up and down arrows on the far left to move the slide
3. Uncheck the box when completed
4. Click Save Changes

Retitle Slides

You have the option to retitle slides. Click in the title box and make your changes. Click Save Changes.

Target Selection

You have 5 choices for the location of each slide. Some content can only be placed in certain locations.

<table>
<thead>
<tr>
<th>Target</th>
<th>Description</th>
<th>File Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>eBoard</td>
<td>Window area within Wimba. Provides you with tools to write or draw on the slide.</td>
<td>PowerPoint, Image files</td>
</tr>
<tr>
<td>Content Frame</td>
<td>Window area within Wimba interface. No eBoard tools provided.</td>
<td>PowerPoint, Image files, PDF documents, Flash files, Short media clips, Polling questions</td>
</tr>
<tr>
<td>Branding Frame</td>
<td>Appears in the bottom right of the Wimba interface. Pictures should be sized at 135 pixels high x 145 pixels wide.</td>
<td>Image files</td>
</tr>
<tr>
<td>New Window A</td>
<td>Content appears in a new browser window overlapping the Wimba interface.</td>
<td>PDF documents, Web sites</td>
</tr>
<tr>
<td>New Window B</td>
<td>A second window for content to be displayed outside of the Wimba interface.</td>
<td>PDF documents, Web sites</td>
</tr>
</tbody>
</table>
To change a target location:

1. Click on the down arrow next to the slide you want to change
2. Choose the target
3. Click Save Changes

**Note:** When you add a file, you will receive a message if the file cannot be in the eBoard target. The target will automatically change to Content.

**Add Branding Image**

To personalize your presentation, you can add a picture of yourself. To do this:

1. Click
2. Click
3. Locate your image file and select it by double clicking or click Open
4. Uncheck Display this content in the eBoard
5. Click

The image is located at the bottom of the content list. You will need to change the target frame:

1. Click on the down arrow in the target column next to the image
2. Select Branding Frame
3. Click Save Changes

**Add URL**

You can share websites with your students through Wimba. The website opens in a new window. The students will be able to navigate the website at their leisure. To place a website within your presentation:

1. Click
2. Enter the URL in the Add URL field (do not delete the http://)
3. Click

The website is added to the bottom of your content slides. You can move the location of the website by selecting the check box next to it and using the arrows on the left to move it. Click Save Changes when you are finished.
**Add Poll**

You may want to ask questions throughout your presentation. This will engage your learners and check for understanding. There are four options:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple-choice</td>
<td>Create a single multiple-choice question. Respondents can select one (or more) choice(s). Results can be immediately published to the participants.</td>
</tr>
<tr>
<td>Open Ended</td>
<td>Create a single open-ended question. Respondents submit a text reply. Results can be immediately published to the participants. When presenting, you have the option to select which comments are published and if the participant name should be published with the comment.</td>
</tr>
<tr>
<td>Questionnaire</td>
<td>Create a series of questions to display on one page such as a survey or evaluation. Questions can be multiple-choice or open-ended. Results cannot be immediately published, but are accessible through reporting.</td>
</tr>
<tr>
<td>Bullet List</td>
<td>Create a single slide containing bullet items. This is not a poll, but useful for creating accessible content.</td>
</tr>
</tbody>
</table>

**To add a poll:**

1. Click ![New Content](image)
2. Select the question type
3. Click ![Create](image)

You will have different choices depending on the question type you choose. Complete each area and click **Save Changes**.

**Note:** If you would like to see individual responses, you must select this in the Preferences area when creating the question.

**Content Completed**

You may close the Folder screen by clicking ![X](image) in the top right corner. You are now back at the Wimba Rooms page.
Entering the Room
Click the Launch button on the toolbar to enter the room

Editing the Settings of a Room
Click the Settings button on the toolbar to edit any of the settings

Viewing Reports
To view reports on Polling and Tracking, click the Reports button on the toolbar

Deleting a Room
Select the room by clicking on the name and then click the Delete button on the toolbar