

Wimba Classroom Creation

Choose from the four options – Create New Room, Link to List of Rooms and Archives, Link to Existing Room, or Link to Existing Archive.

To Specify Wimba Classroom Settings

1. Choose **Create New Room** to build a new Wimba Classroom, and click **Continue**.
 - a. **Settings**
 1. Type a **Description** of the Wimba Classroom. This will appear on the Wimba Classroom launcher page and will be visible to students.
 2. Select a Room **Type**:
 - Choose **Presentation tools are available only to instructors** if you would like only Section Designers, Section Instructors, and Teaching Assistants to be able to present in Wimba Classroom.
 - Choose **Presentation tools are available to both students and instructors** to enable any Vista / CE user associated with your course (Section Designers, Section Instructors, Teaching Assistants, Students, and Auditors) to present in Wimba Classroom.

- b. **Media Settings**

Note:

For this, and all settings below, click the arrow icon to the left of each heading to reveal options.

1. **Student Privileges**
 - **Enable students to speak by default:** controls whether student microphones are turned on when they enter Wimba Classroom.
 - **Enable students to show their video by default:** controls whether students may broadcast video when they enter the Wimba Classroom
 - **Enable students to use the phone:** controls students' use of the phone simulcast option
 2. **Video Bandwidth:** determines the necessary bandwidth to view/share video, as well as set a ceiling at which participants and presenters can broadcast video.
- c. **Room Features**
 1. **Status Indicators:**
 - **Enable User Status Indicators:** allows users to select Status Indicator emoticons during a live presentation
 - **User Status updates appear in chat:** controls whether a textual message appears whenever user status changes occur
 2. **When presentation tools are available only to instructors** (only applicable if this option is selected in the **Type** setting above):
 - **Enable students to use the eBoard by default:** controls student access to the eBoard (virtual white board) when they enter Wimba Classroom
 - **Enable Breakout Rooms:** provides access to separate rooms to which instructors may distribute students for group work and practice

- **Students can see content created in other Breakout Rooms:** grants students the ability to view content created in other Breakout Rooms, from the time they are distributed
 - **Students in Breakout Rooms can see Main Room folders:** provides students in Breakout Rooms access to Main Room content
3. **When presentation tools are available to both students and instructors** (only applicable if this option is selected in the **Type** setting above):
 - **Enable Archiving:** allows anyone who enters the room to create a recording of session media and material
 - **Enable Appshare:** allows anyone who enters the room to use the Application Sharing feature
 - **Enable On-The-Fly PowerPoint Import:** allows anyone who enters the room to upload PowerPoint Presentations
 - d. **Chat Settings:** these options control how students use the different forms of text chat (only applies to rooms where **Presentation tools are available only to instructors**).
 - e. **Access Settings**
 1. **Maximum Users:** places a limit on the amount of users (including the instructor) who can enter the room
 2. **Guest access:** allows this Wimba Classroom to be accessible external to your Vista / CE server (recommended for guest lecturers, or to extend access to individuals without Vista / CE access)
2. Choose **Link to List of Rooms and Archives** to build a link to a list of all the Wimba Classrooms and Archives associated with this Section.
 3. Choose **Link to Existing Room** if you wish to link to a Wimba Classroom that has already been created.
 4. Choose **Link to Existing Archive** if you would like to link to one Archive (an Archive is a previously recorded Wimba Classroom event or class). This option is only available once you have created at least one Archive.
 5. Click the **Create room** button.

Wimba Classroom (if link leads to a Room or Archive)

A launcher page appears, displaying a number of options (described below). This page may also contain Phone-Only User dial-in and PIN information.

A Guest Access Link appears only to Section Designers and Section Instructors, if this feature is enabled in the room settings.

To Modify a Wimba Classroom

1. **Enter this Room/Archive:** Click here to launch the room/archive in a new window, test your room content, and actually conduct your class.
2. **Open/Close this Room/Archive:** If this is set to Closed, the link to the Room/Archive will still show up in the Section, but students will be unable to enter. This also controls whether the Room/Archive will display in the List of Rooms and Archives.

You may also click the circular status icon -- green for open, red for closed -- located to the left of the room/archive name to open/close it.

3. **Wimba Classrooms:** Click this link in the top left corner of the screen to access a list of all Wimba Classrooms and Archives associated with this Section. Many functions are accessible from this page: Room Creation, Entering Rooms/Archives, Opening/Closing Rooms/Archives or Deleting Rooms/Archives.
4. **Add to Calendar:** Wimba Classroom can be added to the Calendar the same way as any other content. However, if you wish to schedule recurrence, you must first add Wimba Classroom to the Calendar, and then add recurrence within the Calendar itself.
5. **Add & Manage Content:**
 - a. **Add File Manager Content to the room:** You have the ability to upload (or move) content from your File Manager directly into a Wimba Classroom. This content can then be used as slides in your Wimba Classroom presentation.
 - Click **Add File Manager Content to the room**
 - Use the folders in the left frame to find the content in your File Manager that you would like to import.
 - Select the Wimba Classroom folder to which to add your content. You have the option to add it to an existing folder or a new folder. Use the **Delete folder content** option if you wish to overwrite a file (or set of files) within the folder.
 - b. **Add & Manage Room Content:** Clicking this link will produce a new browser window. From this window, you may use more advanced tools for managing Wimba Classroom content. Refer to Wimba Classroom Documentation for additional details.
6. **Edit Settings:** These settings are detailed in *Adding a Feature to a Section – Wimba Classroom Creation*.

This **Modify Wimba Classroom** page features the addition of an **Advanced Settings** button at the bottom. Click this button to access the following two links:

- Room: Advanced Room Settings
- Room: Advanced Media Settings

These links provide more in-depth room options not available on the **Modify Wimba Classroom** page.

7. **View Records:**
 - a. **Poll Results:** Click this link to view the results of any Wimba Classroom polls that were published in this Room or Archive. Refer to Wimba Classroom Documentation for additional details.