

Wimba Live Classrooms For Blackboard

User Guide

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**Institute for Instructional Technology
Office of Information Technology**

This guide is designed to assist faculty with creating and managing Wimba live classroom in Blackboard.

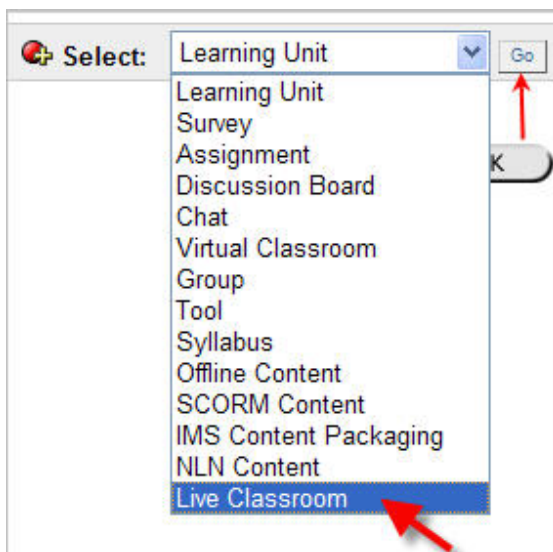
Introduction:

Wimba is a real-time virtual classroom environment designed for distance education and collaboration. Wimba Live Classroom Building Block allows faculty to create fully-featured live virtual classrooms in a content area in Blackboard. It supports audio, video, application sharing, content display, and whiteboarding. Faculty can now use this classroom environment to hold live, online classes, office hours, guest lectures, and meetings in Blackboard.

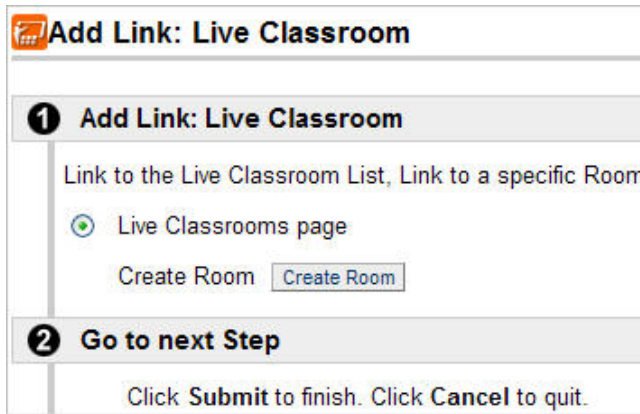
Create Live Classroom:

There are two places you can go to create a Live Classroom inside the Blackboard main course space.

- One is from the Tools Panel, under “Communication” link, and then the “Live Classrooms” link. This option presents a whole list of Live Classrooms you have created in the course.
 - Another place to create a Live Classroom is from a Content Area on the course menu. The advantage of using this option is that you can specify where you want to Live Classroom link to be in the course space. The following instructions show you how to add a Live Classroom to a Content Area.
1. Select the Content Area where you wish to create a Live Classroom from the Course Menu.
 2. Click on “Edit View” in the upper right-hand corner of the page.
 3. Select “Live Classroom” from the Action Bar drop-down menu and click “Go”.

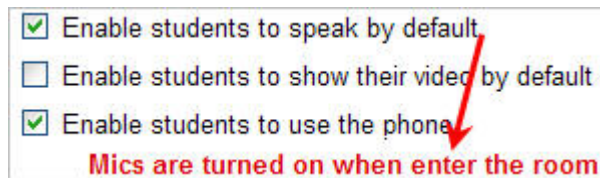


4. Click the “Create Room” button if you wish to create a new Live Classroom.



- Give the room an appropriate title and description.
- Choose “Presentation tools are available only to instructors.” if you would like only the instructor to be able to present in the Live Classroom. Choose “Presentation tools are available to both students and instructors.” to enable both students and instructor to present in the Live Classroom.
- **Media Settings:** (Note: for this, and all settings below, click the arrow icon beneath each heading to reveal options)

i. Student Privileges



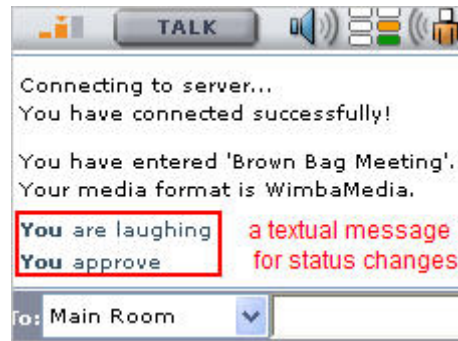
- ii. **Video Bandwidth:** determines the necessary bandwidth to view/share video, as well as set a ceiling at which participants and presenters can broadcast video.

• **Room Features**

i. Status Indicators:



ii. **User Status updates** appear in chat:



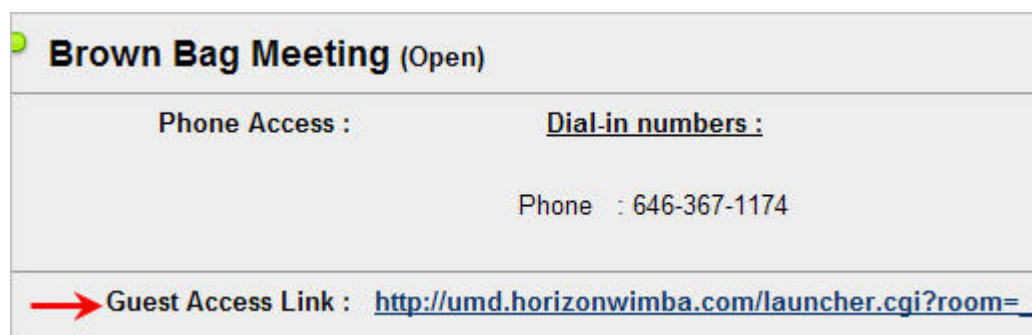
iii. When presentation tools are available only to instructors, the following options are available:



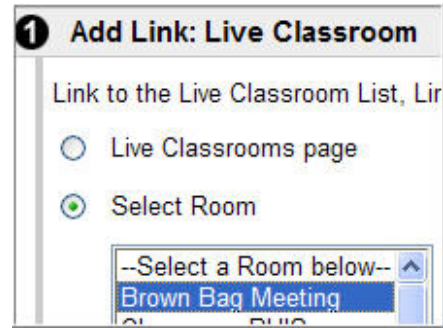
iv. When presentation tools are available to both students and instructors, the following options are available:



- v. **Chat Settings** only applies to rooms where presentation tools are available only to instructors.
- vi. Enable “Guest Access” under **Access Settings** to allow this Live Classroom to be accessible external to your Blackboard server. Copy the URL from the room “launcher page” to send to the guest lecturers, or to individuals without Blackboard access.



5. Click “Submit”.
6. On the Add link page:
 - Choose “Select Room” to link to the Live Classroom that has been created.



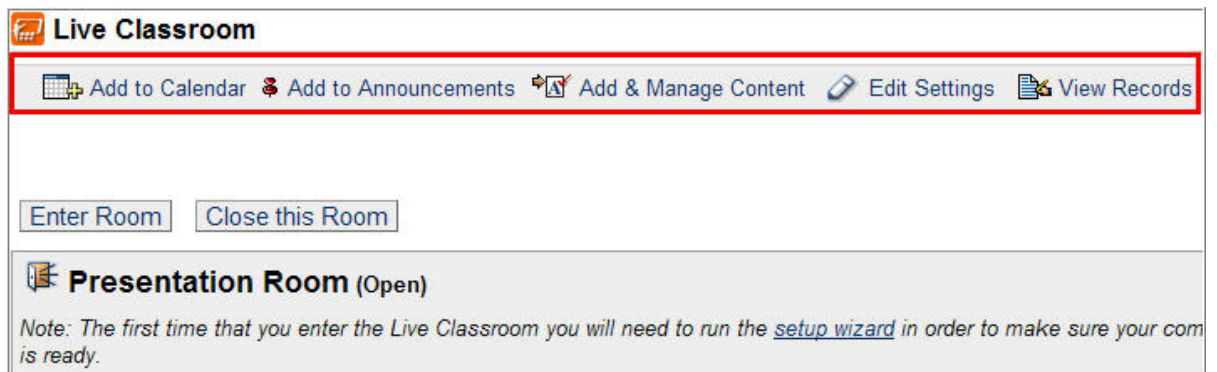
Or choose “Live Classroom Page” to build link to a list of all the Live Classrooms and Archives associated with this course.



7. On the next page, you can set up the date availability for the Live Classroom.

Edit Live Classroom:

1. Click on the Content Area where you have created the Live Classroom.
2. If the “Display View” appears, click on “Edit View” in the upper right-hand corner of the page.
3. Click on the link beneath the room title.
4. From the Edit classroom page, you can:
 - Add the room link to the Calendar.
 - Add & Manage Content to upload content from a Content Area directly to a Live Classroom.
 - Edit settings for the Live Classroom.
 - View the Poll results and attendance data.



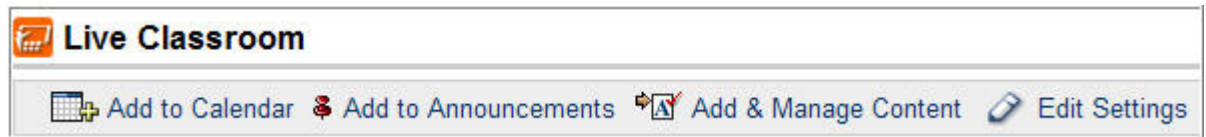
5. Add and Manage Content:

Once you have created your room, you can add content to it before a live presentation. Live Classroom content consists of “**Slides**” which can be created from MS PowerPoint, graphic files, web site, HTML files, PDF documents, etc.

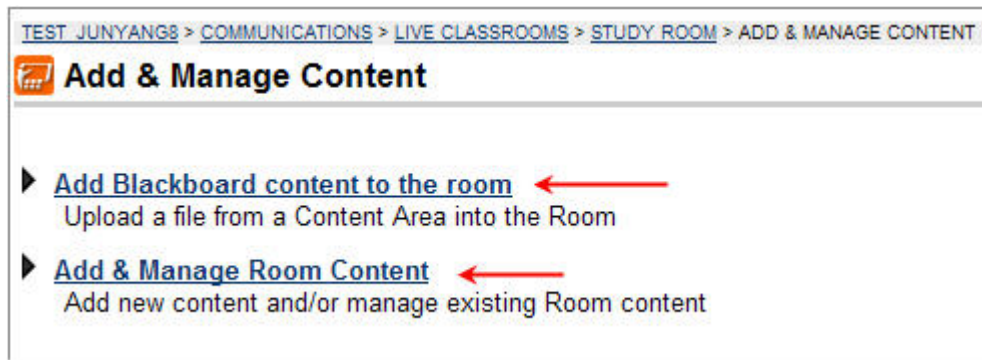
Please note: PowerPoint files are automatically converted to GIF images. Any animations and embedded hyperlinks or media files are not preserved. To reduce the time required for PPT to load, we recommend keeping the files sizes low by following these guidelines:

- Choose a solid color
- Avoid using gradient fills
- Reduce the number/size of any high-quality pictures on the slides

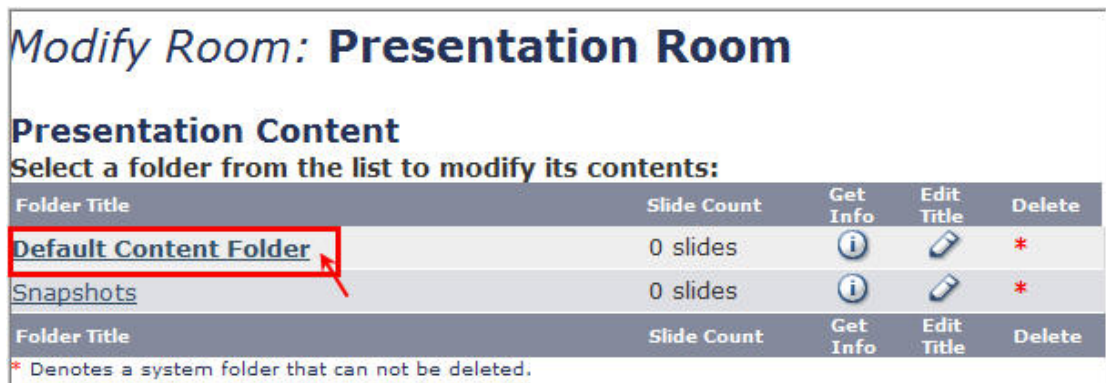
Please follow the steps below to add content to the Live Classroom:



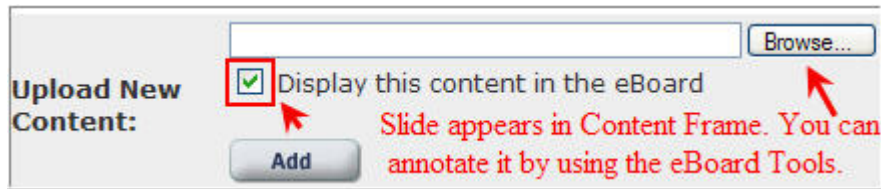
- 1) Click on “Add & Manage Content” button.
- 2) Click on “Add Blackboard content to the room” to upload (or move) content from a Content Area directly into a Live Classroom. This content can then be used as slides in your Live Classroom presentation.
- 3) To add new content from your local PC or to manage the existing room content, click on “Add & Manage Room Content” link.



- 4) Click on the “Default Content Folder”.



- 5) Click the “Browse” button to upload your content from a local PC.
- 6) Click “Add”.



- 7) After the content has been added to the classroom, you can view all your slides, change the order of slides, delete any slide you don't want, add more content to the classroom or change the slide display destination (i.e., Content Frame or Branding Frame).
- 8) Click "Save Changes".

Notice: 'Communication.ppt' added successfully.

Modify your content list using the table below: Show Content Descriptions

<input type="checkbox"/>	Filename/URL	Edit	#	Title	Target
<input type="checkbox"/>	Communication/Slide1.GI		1)	PowerPoint Presentation	eBoard
<input type="checkbox"/>	Communication/Slide2.GI		2)	PowerPoint Presentation	eBoard

Change slides order

Please note: You can also upload content on the fly inside the Live Classroom after you launch it by clicking on the "upload" button. Yet, you can not edit the content in this way.



Launch a Live Classroom

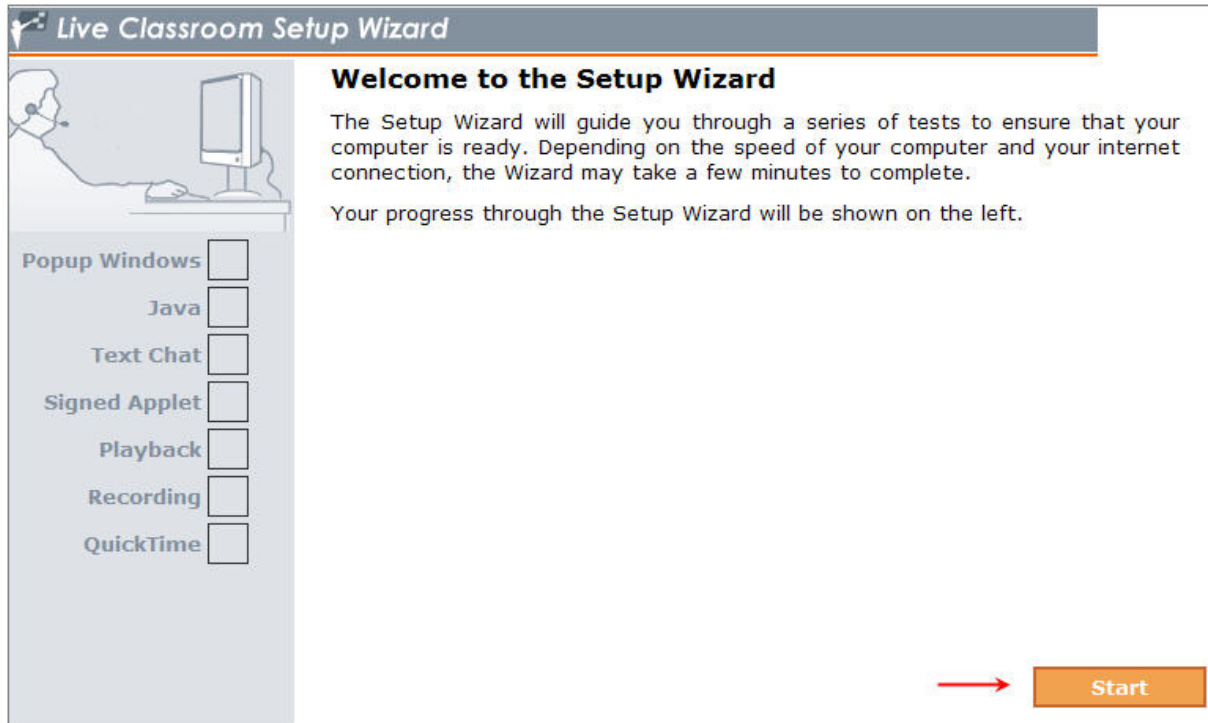
1. Click on the Content Area where you have created the Live Classroom.
2. Click on the link beneath the room title.
3. Click on the "Setup Wizard" to run the wizard.
4. Whenever a new computer will be used to



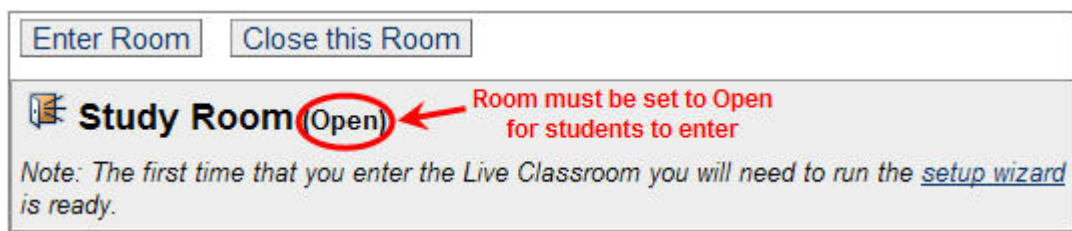
connect to a Live Classroom presentation, the Live Classroom **Setup Wizard** should be run well in advance on the actual computer that it will be used for. Doing so will ensure that all necessary software and configurations are installed on the computer and will allow you to identify potential problems and fix them before the actual event. Additionally, instructors can provide participants with a direct link to run only the appropriate tests for the actual presentation.

<http://training2.wimba.com/wizard/launcher.cgi>

The Live Classroom Setup Wizard consists of a series of tests that closely simulate the different components that will be necessary to log in for a Live Classroom presentation. With each test, if the Wizard detects that you need additional software or require adjustments to your configurations settings, it will provide you with instructions to do so. Just look for the Help button and follow the instructions provided to you.



5. After you are done with the wizard, click “Finish” to close the wizard window.
6. Click “Enter Room” to launch the Live Classroom.



* To learn *How to Run a Live Classroom*, please refer to the Presenter Guide for instructors from the following website:

http://www.wimba.com/assets/resources/WC_53_Presenter_Guide.pdf