



***Wimba Building Blocks
for Blackboard Learn 9.1***

Version 4.2

User Guide

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Wimba Building Blocks User Guide

Getting Started

Introduction

Blackboard's Building Blocks program enables institutions to easily enhance their Blackboard courses by allowing seamless access to Wimba features. Wimba's Building Blocks allow instructors and students to access up to six features from within the Blackboard environment:

- **Wimba Classroom:** a live virtual classroom supporting multi-way audio, video, application sharing, polling, and content display.
- **Voice Authoring Mashups:** a feature that incorporates audio recordings alongside course content.
- **Voice Board:** a threaded, voice-based discussion board that can also be used for one to one vocal exercises.
- **Voice Email:** an e-mail with standard text, plus a vocal element.
- **Voice Presentation:** a presentation consisting of web content alongside voice messages.
- **Voice Podcaster:** a feature that allows for the creation and subscription of podcasts.

The Wimba Building Blocks feature:

- **Single Sign On:** Students and instructors seamlessly access Wimba features within Blackboard. They do not need to log in again or type a URL.
- **Integrated creation and management of Wimba features:** Instructors can easily create and manage their features using the Blackboard interface. There is no need to access and learn a new administration interface.
- **Consistent look, feel, and navigation:** Wimba features look like, and can be used as, any other Blackboard feature. Consequently, there is almost no learning curve.
- **Blackboard calendar integration:** Calendar entries can be created for Wimba Classroom, enabling direct access from the calendar.
- **Content Push:** Files stored within Blackboard Content Areas can easily be transferred to Wimba Classroom.

In order to access these features, your Blackboard System Administrator first needs to install and configure the appropriate Wimba Building Block on your Blackboard server. Refer to the *Installation and Configuration Guide* for information on installing the Building Block and setting up access for courses on the Blackboard server.

Documentation for all Wimba products is available at: <http://www.wimba.com/services>

Adding a Wimba Feature to a Content Area

Anyone who has access to the Control Panel can create Wimba features in a Content Area.

To Add a Wimba Feature to a Content Area

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select a course from the Course List.
4. Using the left navigation bar, select the Content Area where you wish to add a feature.
5. Enable Editing (if it is not already enabled) by setting the Edit Mode toggle at the top-right corner of the page to **ON**.
6. Click the **Add Interactive Tool** menu. Your available Wimba features appear in the list, with the exception of Wimba Voice Authoring. For more information about Voice Authoring, refer to the *Using Voice Authoring Mashups* chapter below.
7. Select the feature you wish to add to the Content Area.

Wimba Classroom Creation

Choose from the four options – Wimba Classrooms page, Select Room, Create Room, or Select Archive.

To Specify Wimba Classroom Settings

1. Click the **Create Room** button to build a new Wimba Classroom.
 - a. **Room Information**
 1. Give the Room an appropriate name in the **Title** box.
 2. Type a **Description** of the Room. This appears on the Wimba Classroom launcher page and is visible to students.
 3. Select a Room **Type**:
 - Choose **Presentation tools are available only to instructors** if you would like only Instructors, Course Builders, and Teaching Assistants to be able to present by default in Wimba Classroom.
 - Choose **Presentation tools are available to both students and instructors** to enable any Blackboard user associated with your course (Instructors, Course Builders, Teaching Assistants, Students, and Guests) to present in Wimba Classroom.
 4. Review settings for archives:
 - **Automatically Open New Archives** makes all archives associated with this room automatically available to students.
 - **Display Archive Reminder** provides a helpful visual alert and easy mechanism for presenters to start an archive.
 - b. **Media Settings**

Note:

For this, and all settings below, click the arrow icon beneath 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 Wimba Classroom
 - **Enable students to use the phone:** controls students' use of the phone simulcast option

2. **Video Bandwidth:** determines the default bandwidth setting to view/share video.

Note:

If a Maximum Video Bandwidth cap has been set on your Wimba Classroom server, Video Bandwidth options that exceed the cap will not be available.

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 Blackboard server (recommended for guest lecturers, or to extend access to individuals without Blackboard access).

f. **Portable Media Settings**

1. **Availability:**

- **Allow Students to Download Archives as MP3:** makes MP3s of Classroom archive audio available for all archives associated with the room.
- **Allow Students to Download Archives as MP4:** makes MP4 videos of Classroom archives available for all archives associated with the room.

2. **MP4 Settings:**

- **What content is most important to your MP4?:** controls which content types are given display priority when MP4 archives are generated. Since only one type of visual content is displayed in an MP4 archive at a time, these settings allow you to choose what is and is not included.
 - **AppShare, slide and eBoard content:** displays this content in MP4 archives before displaying video camera content; AppShare takes priority over slide and eBoard content.
 - **Do not include video camera content:** excludes all video camera content from MP4 archives, even if no other content is present
 - **Video camera content:** displays this content in MP4 archives before displaying AppShare, slide, or eBoard content
- **Encoding Quality:** controls the video encoding quality for MP4 archives. It is recommended that you leave this set to 'Standard' in most cases; the 'High Quality' setting produces files that are substantially larger in size and, due to their higher resolution, are not compatible with most portable media players.
 - **Low:** Bitrate: 64 kbps; Resolution: 320x240
 - **Standard:** Bitrate: 128 kbps; Resolution: 640x480
 - **High:** Bitrate: 384 kbps; Resolution: 1024x768

2. Click **Submit**.

Voice Email Creation

To Specify Voice Email Settings

1. **Title:** Give your Voice Email an appropriate name.
2. **Description:** Text entered here appears below the Title and above the Voice Email form.
3. **Audio quality:** Adjust the quality of recording depending on the environment in which Voice Email will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time (messages that have already been recorded are preserved within the archives in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
4. **Max message length:** Adjust the maximum recording length allowed for users to record messages.
5. **Include Reply Links:** If Yes is selected, students may reply to Voice Emails by sending another Voice Email. If No is selected, Voice Email recipients may only respond via standard email.
6. **Pre-fill Subject field:** Enter a subject line students cannot modify when sending messages from this Voice Email form. This setting can be changed at any time, but messages that have already been sent contain this subject line.
7. **Email Recipients:** Select the recipient of messages sent from this Voice Email form. You can specify All Instructors, All Students, or All (inclusive of All Instructors and All Students). The external email addresses of the recipient group you choose automatically populates the "To" Field.
8. Click **Submit**. A confirmation page appears.
9. Click **OK** to return to the Content Area where you created this Wimba feature.

Voice Board Creation

To Specify Voice Board Board Settings

1. **Title:** Give the Board an appropriate name.
2. **Description:** Text entered here appears below the Title and above the Voice Board.
3. **Audio quality:** Adjust the quality of recording depending on the environment in which the Voice Board will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time, but messages that have already been posted play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
4. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
5. **Display short message titles:** When checked, the Voice Board provides less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.
6. **Display messages in chronological order:** When checked, the Voice Board displays the oldest messages first (at the top).
7. **Allow students to forward messages:** When checked, students can forward messages from the Voice Board via email. The Voice Board only accepts addresses external to Blackboard.
8. **Allow students to start a new thread:** When checked, students can start a new thread (a series of messages) on the Voice Board. Otherwise, only the instructor can start a new thread.
9. **Make discussion threads private:** When checked, students cannot view each other's threads. The instructor can still view all threads. This is a powerful feature for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.
10. **Grade:** When checked, instructors can assign grades for each student that accesses the board, which are integrated with the Blackboard gradebook system. The 'Points possible' field determines the maximum possible grade for scoring.
11. Click **Submit**. A confirmation page appears.
12. Click **OK** to return to the Content Area where you created this Wimba feature.

Voice Presentation Creation

To Specify Voice Presentation Settings

1. **Title:** Give your Voice Presentation a relevant name.
2. **Description:** Text entered here appears below the Title and above the Voice Presentation.
3. **Audio quality:** Adjust the quality of recording depending on the environment in which the Voice Presentation will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been recorded play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
4. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
5. **Allow students to comment on slides:** When checked, students can add vocal and/or text comments to each slide within the Voice Presentation.
6. **Make slide comments private:** When checked, students cannot view each other's comments within the Voice Presentation. The instructor can still view all comments. This is a powerful feature for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.
7. Click **Submit**. A confirmation page appears.
8. Click **OK** to return to the Content Area where you created this Wimba feature.

Voice Podcaster Creation

To Specify Voice Podcaster Settings

1. **Title:** Give your Podcaster a relevant name.
2. **Description:** Text entered here appears below the Title and above the Podcaster.
3. **Display short message titles:** When checked, the Podcaster provides less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.
4. **Allow students to post to podcast:** When checked, students can add vocal and textual posts to Podcaster. (This option is useful if you would like individual students, or study groups, to have their own podcast). Otherwise, only the instructor can post messages.
5. **Audio quality:** Adjust the quality of recording depending on the environment in which the Podcaster will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
6. **Podcast auto publish:** By default, posts are published (and therefore downloaded to the computers of subscribed users) after 5 minutes of creation. Only during this time may the author edit the text within the post and/or re-record the audio. You may adjust this setting to a shorter or longer duration.
7. Click **Submit**. A confirmation page appears.
8. Click **OK** to return to the Content Area where you created this Wimba feature.

Using Voice Authoring Mashups

Adding Voice Authoring Mashups to a Content Area

To Add a Voice Authoring Mashup to a Content Area

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select a course from the Course List.
4. Using the left navigation bar, select the Content Area where you wish to add the Voice Authoring Mashup.
5. Enable Editing (if it is not already enabled) by setting the Edit Mode toggle at the top-right corner of the page to **ON**.
6. Click the **Build Content** button.
7. In the Mashups list, click **Wimba Voice Authoring**.

Adding Voice Authoring Mashups in the Text Editor

Voice Authoring Mashups can be added to any course area that contains Blackboard's Visual Text Box Editor (also known as the VTBE, or simply the Text Editor). This provides you with the ability to combine audio recordings with other course elements.

To Add a Voice Authoring Mashup in the Text Editor

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select a course from the Course List.
4. Access a course area that makes use of the VTBE, such as the Create Item page:
 - a. Using the left navigation bar, select a Content Area.
 - b. Enable Editing (if it is not already enabled) by setting the Edit Mode toggle at the top-right corner of the page to **ON**.
 - c. Click the **Build Content** button.
 - d. In the Create list, select **Item**. The Create Item page appears.

Note:

Text fields that use the Text Editor can be identified by a graphical switch in the upper-right corner of the field labeled **Visual Editor is** (On or Off). The switch enables or disables many capabilities of the Text Editor. Ensure that it is set to **ON**.

5. Locate the **File Attachment Toolbar**. This toolbar appears along the top of the Text Editor, though it may be collapsed. Click the triangle to the left of any toolbar to collapse or expand it.
6. Click the **Add Mashup** button . A drop-down menu appears.
7. Click **Wimba Voice Authoring**. The Voice Authoring window opens.

Voice Authoring Creation

To Record and Save a Message

1. **Title:** Enter a fitting name for this applet.
2. Record your message using the Voice Authoring **Record** controls:
 - a. Click the **Record** button (red circle) and speak into a microphone or headset connected to your computer to record your message.

The **Time Indicator** on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time.

If you reach the maximum audio message length, recording ceases. All audio you have recorded up to that point is preserved.
 - b. Click **Pause** (two bars) to pause recording. Click this button again to resume recording your message.
 - c. Click **Stop** (square) when you have completed your message.
 - d. Click **Play** (green triangle) to listen to your message. Click **Record** to re-record the message.

Notes:

During review, you may change your playback device by clicking the Menu icon. Select Audio Output, followed by the device of your choice.

During playback (or when a message is paused), you may hold down your mouse button and drag the Slider Control to rewind or fast-forward to a particular point in the message.

3. Choose a **View** option for your message:
 - **Thumbnail** creates a graphic to identify the Voice message. When a user clicks the graphic, a playback applet appears superimposed over the browser window and automatically plays the message.
 - **Embed Audio Applet** places the playback applet in the content area, so that a user can listen to the message while navigating or performing other tasks within the current page displayed by the browser.
4. Click **Submit** once you are satisfied with your recording.

If you added the Voice Authoring Mashup to the Text Editor, add any other content you would like to appear and click **Submit** on the page containing the Editor.

Adding a Wimba Feature to the Tools Area

Anyone who has access to the Control Panel can create Voice Boards, Voice Email, and multiple instances of Voice Podcaster in the Tools Area. In addition, all users can access a List of Wimba Classrooms (and Archives).

To Add a Wimba Feature to the Tools Area

1. Log in to Blackboard.
2. Select a course to modify from the **My Courses** list.
3. Access the **Tools** area.
4. Click the appropriate link.

Voice Board

To Add a Voice Board to the Tools Area

1. Click the **Voice Board** link in the Tools Area.
2. Click the **Add Board** link. The Create Voice Board page appears.
3. Set the desired options for the Voice Board. These settings detailed in *Adding a Wimba Feature to a Content Area – Voice Board Creation*.
4. Click the **Submit** button. The confirmation page appears.
5. Click the **OK** button. The Voice Board is created and appears in the list of Voice Boards.

Voice Email

To Send Voice Email from the Communications or Tools Area

1. Click the **Voice Email** link.
2. Click the appropriate recipient link, based on to whom you wish to send a Voice Email:
 - a. **Send a Voice Email to all students in this course:** This automatically generates a Voice Email form, with the “To” field populated with all students enrolled in this course who have an email address listed in their Blackboard profile
 - b. **Send a Voice Email to all instructors of this course:** Automatically creates a Voice Email form with the “To” field filled with the email addresses of all individuals who can access this course’s Control Panel and have an email address listed in Blackboard
 - c. **Send a Voice Email to all people enrolled in this course:** Crafts a Voice Email form, with the “To” field populated with all individuals associated with this course (inclusive of the groups all Students and all Instructors), who have an email address listed in Blackboard
 - d. **Select users to whom you wish to send a Voice Email:** This option allows you to check off the individual(s) whom you wish to contact from a list of all individuals (inclusive of all students and all instructors) associated with this course, who have a valid email listed in Blackboard. Once you have selected the appropriate user(s), click **Submit**.
 - e. **Select users to whom you wish to send a Voice Email with Bcc recipients:** This option is similar to the **Select users to whom you wish to send a Voice Email** above, except that the Voice Email recipients will be addressed as Bcc recipients. The names and email addresses of Bcc recipients are invisible to other recipients of the email, even to other Bcc recipients.
3. Click **Submit**. A Voice Email automatically generates and populates the “To” field with the email addresses of only the individual(s) you chose.

Tip:

Check/uncheck the box at the top of this page to make this section visible/invisible to students.

Wimba Classroom

A List of Rooms and Archives associated with your Blackboard course is available within the Tools Area by clicking the **Wimba Classroom** link.

You can click the **Create Room** button at the top of the page to build a new room that lives in this List. These settings are the same ones detailed in *Adding a Wimba Feature to a Content Area – Wimba Classroom Creation*.

Voice Podcaster

To Add a Voice Podcaster to the Tools Area

1. Click the **Voice Podcaster** link in the Tools Area.
2. Click the **Add Voice Podcaster** link. The Create Voice Podcaster page appears.
3. Set the desired options for the Voice Podcaster. These settings are detailed in *Adding a Wimba Feature to a Content Area – Voice Podcaster Creation*.
4. Click the **Submit** button. The confirmation page appears.
5. Click the **OK** button. The Podcaster is created and appears in the list of Voice Podcasters.

Wimba Classroom MP4 Archives

About MP4 Archives

The Wimba Classroom MP4 Archive feature allows instructors to convert Classroom archives into MP4 videos and make them available for students to download. This makes Classroom archives easier to distribute and access and because MP4 videos can be played by a wide range of applications and portable media players, students can easily take Classroom content with them for review while on the go. Instructors can create MP4 archives from existing Wimba Classroom archives (created in Wimba Classroom 5.0.4 or later), or set MP4s to be automatically generated whenever new archives are created. Classroom audio, video, AppShare, slide, and eBoard content can be included in MP4 archives; text chat, breakout rooms, web sites, and external files are not included. It is also possible to allow students to download only the audio portion of an archive as an MP3 file.

Creating MP4 Archives

Instructors can create MP4 Archives from existing Classroom archives (created in Wimba Classroom 5.0.4 or later), or automatically generate MP4s when creating new archives. In order to allow students to download an archive as an MP4, you must make sure that the archive access is open. Instructors can download MP4s of archives directly from the archive settings page, without making them available to students. You can enable these settings for all archives in a room, or for individual archives.

To Set a Course to Automatically Create MP4 Archives from Classroom Archives

1. Click the **Courses** tab.
2. Select the desired course from the course list.
3. Click the **Tools** link.
4. Click the **Wimba Classroom** link.
5. Select the desired Wimba Classroom from the List of Rooms and Archives. The Wimba Classroom launcher page opens.
6. Click the **Room Settings** button. The Modify Room page opens.
7. Check the **Automatically Open New Archives** box in the Room Information section.
8. Click the arrow next to MP3/MP4 Settings in the Portable Media Settings section.
9. Check the **Allow Students to Download Archives as MP3** (for audio downloads) and **Allow Students to Download Archives as MP4** (for video downloads) boxes.

10. Select the desired options in the MP4 Settings area. These settings are described in the *Adding a Wimba Feature to a Content Area – Wimba Classroom Creation* topic in this guide.
11. Click the **Submit** button. A confirmation page appears.
12. Click the **OK** button.

To Modify the MP4 Archive Settings for a Single Archive

1. Click the **Courses** tab.
2. Select the desired course from the course list.
3. Click the **Tools** link.
4. Click the **Wimba Classroom** link.
5. Click the pencil icon in the SETTINGS column for the archive that you wish to modify. The Modify Archive page opens.
6. Click the arrow next to MP3/MP4 Settings in the Portable Media Settings section.
7. Select the desired options in the Availability and MP4 Settings areas.
8. Click the **Submit** button. A confirmation page appears.
9. Click the **OK** button.

Downloading MP4 Archives

Once an MP4 archive has been generated, made available, and opened, it can be downloaded from a number of places within your course.

To Download an MP4 Archive from the List of Rooms and Archives Page

1. Click the **Courses** tab.
2. Select the desired course from the course list.
3. Click the **Tools** link.
4. Click the **Wimba Classroom** link. The List of Rooms and Archives page opens.
5. Click the **MP4** icon in the download column of the desired archive.

To Download an MP4 Archive from the Wimba Classroom Launcher Page

1. Click the **Courses** tab.
2. Select the desired course from the course list.
3. Click the **Tools** link.

4. Click the **Wimba Classroom** link.
5. Select the desired Wimba Classroom from the List of Rooms and Archives. The Wimba Classroom launcher page opens.
6. Click the **MP4** icon in the download column of the desired archive.

To Download an MP4 Archive from the Modify Archive Page (Instructors only)

1. Click the **Courses** tab.
2. Select the desired course from the course list.
3. Click the **Tools** link.
4. Click the **Wimba Classroom** link.
5. Click the pencil icon in the SETTINGS column for the archive that you wish to modify. The Modify Archive page opens.
6. Click the arrow next to MP3/MP4 Settings in the Portable Media Settings section.
7. Click the **Download Archive in MP4 Format** link.

Tip:

The Modify Archive page gives instructors a method for downloading MP4 archives without making them available to students.

Note:

If you wish to download an MP3 file of Classroom archive audio, click the **MP3** icon instead of the MP4 icon (available only if MP3 downloads have been enabled).

To Download an MP4 Archive from within a Wimba Classroom Archive

1. Click the **Courses** tab.
2. Select the desired course from the course list.
3. Click the **Tools** link.
4. Click the **Wimba Classroom** link. The List of Rooms and Archives page opens.
5. Click the arrow in the ENTER column to access the desired archive.
6. Click the **Archive Downloads** menu.
7. Select **Download MP4**.

MP4 Archive Settings

MP4 archive settings, accessible from the Portable Media Settings area of the Modify Archive page, allow you to control which content is included in MP4 archives, the way in which content is prioritized when archives are generated, and MP4 video encoding quality. You can also download MP3s and MP4s directly from the Modify Archive page, which can be useful if you do not want to make downloads available to students.

Portable Media Settings

Availability:

- **Allow Students to Download Archives as MP3:** makes MP3s of Classroom archive audio available for all archives associated with the room
- **Allow Students to Download Archives as MP4:** makes MP4 videos of Classroom archives available for all archives associated with the room

MP4 Settings:

- **What content is most important to your MP4?** controls which content types are given display priority when MP4 archives are generated. Since only one type of content is displayed in MP4 archives at a time, these settings allow you to choose what is and is not included.
 - **AppShare, slide and eBoard content:** displays this content in MP4 archives before displaying video camera content
 - **Do not include video camera content:** excludes all video camera content from MP4 archives, even if no other content is present
 - **Video camera content:** displays this content in MP4 archives before displaying AppShare, slide, or eBoard content
- **Encoding Quality:** controls the video encoding quality for MP4 archives. It is recommended that you leave this set to 'Standard' in most cases; the 'High Quality' setting produces files that are substantially larger in size and, due to their higher resolution, are not compatible with most portable media players.
 - **Low:** Bitrate: 64 kbps; Resolution: 320x240
 - **Standard:** Bitrate: 128 kbps; Resolution: 640x480
 - **High:** Bitrate: 384 kbps; Resolution: 1024x768

Tip:

These settings can also be applied simultaneously to all archives associated with a particular room, through the room settings page. For more information, see the *Adding a Wimba Feature to a Content Area – Wimba Classroom Creation* topic in this guide.

Using Gradebook Integration with Wimba Voice Boards

About Gradebook Integration for Wimba Voice Boards

Gradebook integration allows instructors to assign a grade for each student that has accessed a particular board. These grades are then automatically integrated with the gradebook system in Blackboard. This feature allows you to use Wimba Voice Boards as formalized assessment tools, in addition to tools for teaching and collaboration. You can enable gradebook integration either when creating a new Voice Board, or add it to previously created Voice Boards. You can then assign and modify grades at any time.

Adding Gradebook Integration to Existing Voice Boards

You can add gradebook integration to any previously created Voice Board, allowing you to leverage your existing content as assessment tools.

To Add Gradebook Integration to an Existing Voice Board

1. Locate the desired Voice Board and click its **Modify** button (Tools Area), or select **Edit** from the drop-down menu to the right of the desired Voice Board (Content Area). The Modify Voice Board page opens.
2. Check the **Grade** box in the Settings area.
3. Enter a value for the maximum possible points in the 'Points possible' field.
4. Click the **Submit** button. A confirmation page appears.
5. Click the **OK** button.

Adding Gradebook Integration when Creating New Voice Boards

To add gradebook integration when creating new Voice Boards, simply check the **Grade** box and enter a value in the 'Points possible' field on the Add Voice Board page. For more information, see the topic, *Adding a Wimba Feature to a Content Area – Voice Board Creation* in this guide.

Grading Voice Boards

Once you have enabled gradebook integration for a Voice Board, you can assign grades for every student enrolled in the course.

To Grade a Voice Board

1. Access the Voice Board that you wish to grade. The Voice Board opens.
2. Click the **Grade this Board** button. The Grade Voice Board page opens.
3. Enter grades for each user in the fields in the Grade column.
4. Click the **Submit** button. A confirmation page appears.
5. Click the **OK** button.

Tip:

From the Grade Voice Board page, you can click any student's username to open the Voice Board filtered to show only that user's posts. This can be helpful for reviewing posts before assigning grades.

Removing Gradebook Integration from a Voice Board

If you no longer wish to use gradebook integration with a Voice Board, you can remove the feature. Doing so deletes all grades. You can re-enable gradebook integration at any time, but you will not be able to recover previously entered grades.

To Remove Gradebook Integration from a Voice Board

1. Locate the desired Voice Board and click its **Modify** button (Tools Area), or select **Edit** from the drop-down menu to the right of the desired Voice Board (Content Area). The Modify Voice Board page opens.
2. Uncheck the **Grade** box in the Settings area.
3. Click the **Submit** button. A pop-up window appears, warning you that removing gradebook integration will delete all existing grades.
4. Click the **OK** button.

Modifying the Features, Adding Content & Scheduling

After creating Wimba features, you can modify them, add content, and associate scheduling. Before you can make any changes, you must enable editing for the course that you wish to modify.

To Enable Editing for a Course

1. Select a course to modify from the My Courses list.
2. Access the desired Content Area.
3. If the Edit Mode in the top right-hand corner of the page set to OFF, click the toggle to set it to **ON**.

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

To Modify a Wimba Classroom

1. Click the **Wimba Classroom** link below the Wimba Classroom icon.

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 Instructors, Teaching Assistants, and Course Builders, if this feature is enabled in the room settings.

2. **Enter Room/Archive:** Click here to launch Wimba Classroom in a new window, test your content, and actually conduct your class.
3. **Open/Close this Room/Archive:** If this is set to Closed, the link to the Room/Archive still shows up in the Content Area, but students are unable to enter. This also controls whether the Room/Archive appears 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.

4. **Add to Calendar:** Wimba Classroom can be added to the Blackboard 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 to Announcements:** A link to this Room can be added to the Announcements page. Settings are identical to Announcement creation.

6. **Add & Manage Content:**
 - a. **Add Blackboard content to the room:** You have the ability to upload (or move) content from a Content Area directly into a Room. This content can then be used as slides in your Wimba Classroom presentation.
 - Expand the Content Area folders to find the content that you would like to import.
 - Click on the specific content file
 - 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:** Click this link to open 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.
7. **Room Settings:** These settings are detailed in *Adding a Wimba Feature to a Content Area – Wimba Classroom Creation*.
8. **Advanced:**
 - 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.
 - b. **Tracking:** Click this link to view attendance data for this Room or Archive.
 - c. **Advanced Media Settings:** More in-depth, media-related options.
 - d. **Advanced Room Settings:** Additional room preferences. Refer to Wimba Classroom Documentation for additional details about **Advanced Media** and **Room Settings**.

Wimba Classroom (if link leads to a List of Rooms and Archives)

To Modify a Wimba Classroom from the List of Rooms and Archives

1. Click the name of a **Room/Archive** to access its particular settings, as detailed above in *Wimba Classroom (if link leads to a Room or Archive)*.
2. Click the circular **Status** icon (in the **Access** column) to make that Room/Archive unavailable or available. If the icon is red, the link to the Room/Archive still shows up in any Content Areas linking to the Room/Archive, but students are unable to enter. This also controls whether or not the Room/Archive is visible to students in this **List of Rooms and Archives** page.
3. Rooms and Archives can be removed by clicking the **Delete** icon next to the appropriate item.

Voice Email

To Modify a Voice Email Form

1. Click the **Send Voice Email to** link below any Voice Email to launch the Email form and compose messages to the recipients selected during feature creation. Refer to Wimba Voice Documentation for additional details.
2. Select **Edit** from the drop-down menu to the right of the desired Voice Email form to modify settings. These settings are the same as those detailed in *Adding a Wimba Feature to a Content Area – Voice Email Creation*.

Voice Board

To Modify a Voice Board

1. Click the **Enter Voice Board** link below any Voice Board icon to launch and add content to the Board. Refer to Wimba Voice Documentation for additional details.
2. Select **Edit** from the drop-down menu to the right of the desired Voice Board to modify settings. These settings are the same as those detailed in *Adding a Wimba Feature to a Content Area – Voice Board Creation*.

You may alternately click the **Edit Settings** link above a Voice Board, once it has loaded, to reach its settings.

Note:

Step 2 also applies to Voice Boards created in the Tools Area. Simply access the Tools Area, select **Voice Board**, and complete this step.

Voice Presentation

To Modify a Voice Presentation

1. Click the **Enter Voice Presentation** link below any Voice Presentation to launch and add content to the Presentation. Refer to Wimba Voice Documentation for additional details.
2. Select **Edit** from the drop-down menu to the right of the desired Voice Presentation to modify settings. These settings are the same as those detailed in *Adding a Wimba Feature to a Content Area – Voice Presentation Creation*.

Voice Podcaster

To Modify a Wimba Podcaster

1. Click the **Voice Podcaster** link below any Podcaster to launch the applet and add content. Refer to Wimba Voice Documentation for additional details.
2. Select **Edit** from the drop-down menu to the right of the desired Voice Podcaster to modify settings. These settings are the same as those detailed in *Adding a Wimba Feature to a Content Area – Voice Podcaster Creation*.

Note:

Step 2 also applies to instances of Voice Podcaster created in the Tools Area. Simply access the Tools Area, select **Voice Podcaster**, and complete this step.

Basic Administration

Enabling and Disabling Wimba Features

You can enable and disable Wimba Features in different areas by using the Tool Availability menu.

To Enable and Disable Wimba Features

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. In the Control Panel, click **Customization**.
4. Select **Tool Availability**.
5. Check or uncheck the boxes next to the features that you wish to enable or disable in each area within Blackboard.
6. Click **Submit**.

Copying, Exporting, and Archiving Courses with Wimba Content

Creating an Exact Copy of a Course with Wimba Content

Wimba features can be preserved using Blackboard's native Course Copy feature. This includes creating an exact copy of a course containing Wimba features.

To Create an Exact Copy of a Course with Wimba Content

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select the course from the list that you wish to copy.
4. In the Control Panel, click **Packages and Utilities**.
5. Click **Course Copy**. The Copy Course page appears.
6. In the **Select Copy Type** drop-down menu, select **Copy Course with Users (Exact Copy)**.
7. In the Select Copy Options section, enter the **Destination Course ID** for the new course.
8. In the **Course Files** section, select one of the following options:
 - **Copy Links to Course Files** creates a new course that is identical to the current course, but links to existing Wimba content. Any changes made to the content affects both the current and new courses.
 - **Copy links and copies of the content (Include all Course Files)** creates new copies of all content. Changes made to either the new or existing versions of the content will not affect each other.

Notes:

When creating an exact copy of a course including Wimba Voice features, all content is copied, including student replies.

When copying a course that links to one or more Wimba Classroom(s), a new classroom is created with the same settings and content as the existing classroom(s). Wimba Classroom Archives are not preserved.

9. Click **Submit**. The action is queued.

Once the action has been successfully completed, the new course will be available and can be located by the Course ID entered in Step 7.

Copying Wimba Course Content to a New Course

Wimba features can be preserved using Blackboard's native Course Copy feature. This includes copying Wimba features to a new course.

To Copy Wimba Course Content to a New Course

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select the course from the list that you wish to copy.
4. In the Control Panel, click **Packages and Utilities**.
5. Click **Course Copy**. The Copy Course page appears.
6. In the Select Copy Type drop-down menu, select **Copy Course Materials into a New Course**.
7. In the Select Copy Options section, enter the **Destination Course ID** for the new course.
8. Check the box(es) next to the Wimba feature(s) you wish to copy, along with any other course content you wish to include.
9. In the **Course Files** section, select one of the following options:
 - **Copy Links to Course Files** creates a new course that is identical to the current course, but links to existing Wimba content. Any changes made to the content affects both the current and new courses.
 - **Copy links and copies of the content (Include all Course Files)** creates new copies of all content. Changes made to either the new or existing versions of the content will not affect each other.

Notes:

When copying Wimba Voice features, only top-level content is copied (replies are not copied).

When copying a course that links to one or more Wimba Classroom(s), a new classroom is created with the same settings and content as the existing classroom(s). Wimba Classroom archives are not preserved.

10. Click **Submit**. The action is queued.

Once the action has been successfully completed, the new course will be available and can be located by the Course ID entered in Step 7.

Exporting and Importing Courses with Wimba Content

Wimba features can be imported and exported along with other course content using Blackboard's native Course Export/Archive feature.

To Export Wimba Content

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select a course from the list for which you have the privilege to export content.
4. In the Control Panel, click the **Packages and Utilities** link.
5. Click **Export/Archive Course**. The Export/Archive Course page appears.
6. Click the **Export** button. The Export Course page appears.
7. In the **Course Files** section, select one of the following options:
 - **Copy Links to Course Files** creates a new course that is identical to the current course, but links to existing Wimba content. Any changes made to the content affects both the current and new courses.
 - **Copy links and copies of the content (Include all Course Files)** creates new copies of all content. Changes made to either the new or existing versions of the content will not affect each other.

Notes:

When exporting Wimba Voice features, only top-level Voice content is copied (replies are not included).

When exporting a course that links to one or more Wimba Classroom(s), a new classroom is exported with the same settings and content as the existing classroom(s). Wimba Classroom archives are not preserved.

8. In the **Select Course Materials** section, check the box(es) next to the Wimba feature(s) you wish to copy, along with any other content you wish to include.
9. Click **Submit**. The action is queued.

Once the materials have been successfully exported, you can return to the Export/Archive Course page (by repeating Steps 1-5) and save the .zip file from the list that contains your exported content to your computer.

To Import Wimba Content to a Course

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select a course from the list for which you have the privilege to import content.
4. In the Control Panel, click the **Packages and Utilities** link.

5. Click the **Import Package / View Logs** button. The Import Package / View Logs page appears.
6. Click **Import Package**. The Import Package page appears.
7. In the Select a Package section, click **Browse** to locate a course package on your computer that contains Wimba content.
8. In the Select Course Materials section, check the box(es) next to the Wimba content you wish to import, as well as any other content to be included.

Notes:

When importing Wimba Voice features to an existing course, only top-level content is imported, even if you are importing from a course archive.

When importing a course that links to one or more Wimba Classroom(s), a new classroom is created with the same settings and content as the existing classroom(s). Wimba Classroom archives are not preserved in exported courses.

9. Click **Submit**.

Once the action has been successfully completed, the content options you selected in Step 8 will be available in the course.

Archiving Wimba Content

Wimba features can be archived along with other course content using Blackboard's native Course Archive feature.

To Archive Wimba Content

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select a course from the list for which you have the privilege to copy.
4. In the Control Panel, click the **Packages and Utilities** link.
5. Click **Export/Archive Course**. The Export/Archive Course page appears.
6. Click the **Archive** button. The Archive Course page appears.
7. In the Course Files section, select one of the following options:
 - **Copy Links to Course Files** creates a new course that is identical to the current course, but links to existing Wimba content. Any changes made to the content affects both the current and new courses.
 - **Copy links and copies of the content (Include all Course Files)** creates new copies of all content. Changes made to either the new or existing versions of the content will not affect each other.

Notes:

When archiving Wimba Voice features, all content is copied, including student replies. However, when importing course content to an existing course from an archive, only top-level Voice content is imported. Other content can only be accessed by using the Course Restore feature available to administrators.

When archiving a course that links to one or more Wimba Classroom(s), the classroom is archived with the same settings and content as the existing classroom(s). Wimba Classroom archives are not preserved.

8. Click **Submit**. The action is queued.

Once the materials have been successfully archived, you can return to the Export/Archive Course page (by repeating Steps 1-5) and save the .zip file from the list that contains your archived content to your computer.

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