



***Wimba LTI***  
***for Desire2Learn 9.1***

Version 1.0

**User Guide**

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# Wimba LTI for Desire2Learn

## User Guide

## Getting Started

### Introduction

In Desire2Learn, External Learning Tools enable institutions to easily enhance their D2L experience by allowing seamless access to complementary applications. Wimba's Learning Tools Interoperability (LTI) allows instructors and students to access the following Wimba features from within the D2L environment:

- **Wimba Classroom:** a live virtual classroom supporting multi-way audio, video, application sharing, polling, and content display.
- **Voice Board:** a threaded, voice-based discussion board that can also be used for one to one vocal exercises.
- **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 LTI features:

- **Single Sign On:** Students and instructors seamlessly access Wimba features within D2L. 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 D2L 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 D2L feature. Consequently, there is almost no learning curve.

In order to access these features, your D2L System Administrator must first link to and configure the Wimba LTI on your D2L server. Refer to the *Configuration Guide* for information on installing the LTI and setting up access for courses on the D2L server.


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

# Accessing the Wimba LTI

## Adding a Wimba Tool to the Content Area

You can add links to Wimba content directly to the content area of your Course or Org Unit.

### To Link to Wimba Tools in the Content Area


1. Log in to D2L
2. Open the Course or other Org Unit homepage where you wish to add a Wimba feature.
3. Click the **Content** link. The Manage Content page appears.
4. Click the **New Topic** button. The New Topic page appears.
5. Click the **Quicklink** link. The New Topic – Quicklink page appears.
6. Select a Parent Module for your topic to appear under.
7. Type a **Name** for your Topic.
8. Click the **Insert Quicklink**  icon. The Insert a Quicklink overlay appears.
9. From the Category menu, select **External Learning Tools**.
10. From the External Learning Tools menu, select the Wimba feature to which you wish link.
11. In the Link Caption field, enter a name that users will click in order to access the feature.
12. Under Open In, select where to target the Wimba feature. It is highly recommended that you select **New Window**. Choosing Same Frame or Whole Window will navigate users away from D2L.
13. Click **Insert**. The overlay closes.
14. Check the **Open in New Window** box.
15. Click **Save**.

The Topic is added to the Module you selected in Step 6.

## Adding a Wimba Tool in the Text Editor

The Wimba LTI can be accessed through Quicklinks created in the D2L Text Editor.

### To Add a Wimba Tool in the Text Editor

1. Log in to D2L
2. Open the Course or other Org Unit homepage where you wish to add a Wimba feature.
3. Access an area that makes use of the D2L text editor, such as a widget:
  - a. In the page header, click the **Edit Course** link. The Course Administration page appears.
  - b. Click the **Widgets** link. The Manage Widgets page appears.
  - c. Click the **New Widget** button.
  - d. Type a **Name** for your Widget and an optional Description.
  - e. Click the **Content** tab. Refer to *Placing Widgets* for instructions on making the widget available to yourself and students.
4. Click the **Insert Quicklink**  icon. The Insert a Quicklink overlay appears.
5. From the Category menu, select **External Learning Tools**.
6. From the External Learning Tools menu, select the Wimba feature to which you wish link.
7. In the Link Caption field, enter a name that users will click in order to access the feature.
8. Under Open In, select where to target the Wimba feature. It is highly recommended that you select **New Window**. Choosing Same Frame or Whole Window will navigate users away from D2L.
9. Click **Insert**.
10. Add any other content you would like in the text editor, and then click **Save**.

**Tip:**

You can add links to multiple Wimba features in the same text editor field.


## Adding Widgets to a Homepage

If you inserted a Wimba feature into a Widget, that Widget must be added to the Unit's homepage.

### To Add a Widget to Your Unit's Homepage

1. Log in to D2L.
2. Select the Course you wish to modify.
3. In the page header, click the **Edit Course** link. The Course Administration page appears.
4. Click the **Homepages** link. The Manage Homepages page appears.
5. If you have not done so already, create an editable homepage and click the **Set** button in the Active column to make it the active homepage.

**Tip:**

You can create a copy of the default homepage for editing by clicking the **Copy**  icon in the Actions column.

6. Click the Name of an editable homepage. The Edit Homepage page appears.
7. Click the **Content/Layout** tab.
8. Click **Add Widget** in the content area where you wish to link to a Wimba feature. The Add Widget overlay appears.
9. Place a check in the box to the left of the widget containing the Wimba feature(s) you wish to add to the homepage.
10. Click **Save**.
11. Click the **Properties** tab.
12. Click **Save**.

The widget will now appear on the Unit homepage.

# Creating and Managing Wimba Classrooms

## Creating a New Wimba Classroom

### To Create a New Wimba Classroom

1. Log in to D2L.
2. Select the Unit you wish to modify.
3. Click any link that points to Wimba Classroom. The Wimba Classroom component appears.
4. Click the **New (+)** button in the top toolbar. The New Room Settings page appears.
5. Enter a name to identify your Classroom in the **Title** field.
6. Optionally modify any of the other settings. Refer to *Specifying Wimba Classroom Settings* for more details.
7. Click **Create**.

#### **Tip:**

Rooms are not visible to students until the **Availability** setting in the Access tab has been checked.

Archives created in the room are not available until the **Archive Access** setting in the Room Info tab is checked.

## Specifying Wimba Classroom Settings

### To Specify Wimba Classroom Settings

1. Log in to D2L.
2. Select the Unit you wish to modify.
3. Click any link that points to Wimba Classroom. The Wimba Classroom component appears.
4. Click the title of the room/archive of your choice.
5. Click the **Settings** (gear) button in the top toolbar. The Settings page appears.
6. Modify the settings of your choice.
7. Click **Save All** when you are done.

The settings page is divided into several tabs:

### Room Info

These are general settings for the room. The most important is Room Type, which will determine which settings are available on the other tabs.

- **Title:** Name your Wimba Classroom.
- **Description** (*optional*): Enter a description that is helpful to you. Students do not have access to the Description text.
- **Type:** Select **Presentation tools are available to both students and instructors** if you would like to provide students with presenter-level access to your room (by default, Presentation tools are available only to instructors is selected).
- **Archive Access:** if checked, this setting makes all archives associated with this room automatically available to students.

### Media

Media settings control options related to audio and video broadcasting.

- **Student Privileges** (*available for rooms where Presentation tools are available only to instructors*):
  - **Enable students to speak by default:** controls whether student microphones are turned on when participants 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 telephone simulcast option.
- **Video Bandwidth:** determines the default bandwidth setting to view/share video.

### Features

The features tab controls access to Classroom's presentation and participation tools.

- **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.
- **eBoard** (*available for rooms where Presentation tools are available only to instructors*):
  - **Enable students to use the eBoard by default:** controls student access to the eBoard (virtual white board) when they enter Wimba Classroom.



- **Breakout Room** *(available for rooms where Presentation tools are available only to instructors):*
  - **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.
- **Presenter Console** *(available for rooms where Presentation tools are available to both students and instructors):*
  - **Enable Archiving:** allows anyone who enters the room to create a recording of session media and material.
  - **Enable Appshare:** If checked, presenters can share their screens with participants.
  - **Enable On-The-Fly PowerPoint Import:** If checked, presenters can upload Powerpoint presentations to the Classroom from their computers while inside the room.

#### **Chat** *(available for rooms where Presentation tools are available only to instructors)*

These options control how students use the different forms of text chat.

- **Enable students to use text chat:** Place a check in the box to allow students to send text messages to the entire room.
- **Enable private text chat among students:** Place a check in the box to allow students to send text messages to each other. There is no log of private text chat.

#### **Access**

These settings determine who can enter this Classroom and by which methods.

- **Available:** This box must be checked in order for a room to be visible to students.
- **Dial-in Information:** Displays Phone-Only User dial-in and PIN information.
- **Maximum Users:** This setting is not available for Classrooms created through the Wimba LTI, and must remain set to Unlimited.
- **Enable Guest Access:** You may allow users who are not registered in your course to enter the room via an external link (provided when selecting this option).

## MP3 & MP4

These settings determine the appearance of audio and video archives created in this room.

- **Availability:**
  - **Allow Students to Download Archives as MP3:** makes MP3s of archive audio available for all archives associated with this room.
  - **Allow Students to Download Archives as MP4:** makes MP4 videos of archive content available for all archives associated with this room.
- **MP4 Settings:**
  - **What content is most important in your MP4?:** controls which content types are given display priority when MP4 archives are generated. Since one type of content is displayed in MP4 archives at a time, these settings allow you to choose what is and what is not included.
    - **Appshare, slide and eBoard content:** displays this content in MP4 content in MP4 archives before displaying video camera content. Check the **Do not include video camera content** box to exclude 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' 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

**Advanced** *(only available when modifying an existing room)*

Advanced settings can be used to more finely tune the Classroom experience, if desired.

- **Advanced Room Settings:** Additional room preferences.
- **Advanced Media Settings:** More in-depth media related options.

Refer to [Wimba Classroom Documentation](#) for further details about advanced room and media settings.

# Creating and Managing Wimba Voice Boards

## Creating a New Voice Board

### To Create a New Wimba Voice Board

1. Log in to D2L.
2. Select the Unit you wish to modify.
3. Click any link that points to Voice Board. The Voice Board component appears.
4. Click the **New (+)** button in the top toolbar. The New Board Settings page appears.
5. Enter a name to identify your Voice Board in the **Title** field.
6. Optionally modify any of the other settings available on this page. Refer to *Specifying Wimba Voice Board Settings* for more details.
7. Click **Create**.

#### **Tip:**

The Voice Board is not visible to students until the **Availability** setting in the Access tab has been checked.

## Specifying Voice Board Settings

### To Specify Voice Board Settings

1. Log in to D2L.
2. Select the Unit you wish to modify.
3. Click any link that points to Voice Board. The Voice Boards component appears.
4. Click the name of the Voice Board you wish to modify.
5. Click the **Settings** (gear) button in the top toolbar. The Settings page appears.
6. Modify the settings of your choice.
7. Click **Save All** when you are done.

The settings page is divided into four tabs:

### Info

This tab provides general information for the Voice Board and allows you to control how students will interact with the Board.

- **Title:** Name your Voice Board.
- **Description** (optional): Text entered here appears below the Title and above the Voice Board.
- **Type:** By default, students can see one another's posts, and post replies to any message in a (Public) Voice Board.
  - **Public:** Select this option to allow all participants in the board to see all available threads.
    - Select **Student can start a new thread** to enable their ability to compose top-level messages.
  - **Private:** students cannot view each other's threads. The instructor can still view all threads. This is a powerful tool for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.

### Media

The Media tab contains settings that affect audio recording.

- **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 will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
- **Max message length:** Adjust the maximum recording length allowed for users to post messages.

### Features

The Features tab contains additional settings.

- **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.
- **Display messages in chronological order:** When checked, the Voice Board displays the messages beginning with the oldest messages first (at the top).
- **Allow students to forward messages:** When checked, students can forward messages from the Voice Board via email. The Voice Board only accepts email addresses external to D2L.
- **Allow Students to reply to messages:** When checked, students can respond to Voice Board messages posted by the instructor or other students.

### Access

The **Available** box must be checked in order for a Voice Board to be visible to students.

# Creating and Managing Voice Podcasters

## Creating a New Voice Podcaster

### To Create a New Wimba Voice Podcaster

1. Log in to D2L.
2. Select the Unit you wish to modify.
3. Click any link that points to Voice Podcaster. The Voice Podcaster component appears.
4. Click the **New (+)** button in the top toolbar. The New Podcaster Settings page appears.
5. Enter a name to identify your Voice Podcaster in the **Title** field.
6. Optionally modify any of the other settings. Refer to *Specifying Voice Podcaster Settings* for more details.
7. Click **Create**.

**Tip:**

The Podcaster is not visible to students until the **Availability** setting in the Access tab has been checked.

## Specifying Voice Podcaster Settings

### To Specify Voice Podcaster Settings

1. Log in to D2L.
2. Select the Unit you wish to modify.
3. Click any link that points to Voice Podcaster. The Voice Podcaster component appears.
4. Click the name of the Voice Podcaster you wish to modify.
5. Click the **Settings** (gear) button in the top toolbar. The Settings page appears.
6. Modify the settings of your choice.
7. Click **Save All** when you are done.

The settings page is divided into four tabs:

### Info

This tab allows you to change general information about the podcast, as well as determine how students can interact with it.

- **Title:** Name your Voice Podcaster.
- **Description** (optional): Text entered here appears below the Title and above the Voice Podcaster.
- **Allow users to post to podcast:** When checked, students can add vocal and textual posts to Voice Podcaster. Otherwise, only the instructor can post messages.

### Media

These settings determine audio recording quality and the amount of time you will have to edit the podcast before it becomes available for download.

- **Audio Quality:** Adjust the quality of recording depending on the environment in which the Voice 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 will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
- **Podcast auto-published after:** 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.

### Features

The Features tab contains an additional setting for Voice Podcaster.

- **Display short message titles:** When checked, the Voice Podcaster provides less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.

### Access

The **Available** box must be checked in order for a Voice Podcaster to be visible to students.

# Creating and Managing Voice Presentations

## Creating a New Voice Presentation

### To Create a New Wimba Voice Presentation

1. Log in to D2L.
2. Select the Unit you wish to modify.
3. Click any link that points to Voice Presentation. The Voice Presentation component appears.
4. Click the **New (+)** button in the top toolbar. The New Presentation Settings page appears.
5. Enter a name to identify your Voice Presentation in the **Title** field.
6. Optionally modify any of the other settings. Refer to *Specifying Voice Presentation Settings* for more details.
7. Click **Create**.

**Tip:**

The Voice Presentation is not visible to students until the **Availability** setting in the Access tab has been checked.

## Specifying Voice Presentation Settings

### To Specify Voice Presentation Settings

1. Log in to D2L.
2. Select the Unit you wish to modify.
3. Click any link that points to Voice Presentation. The Voice Presentation component appears.
4. Click the name of the Voice Presentation you wish to modify.
5. Click the **Settings** (gear) button in the top toolbar. The Settings page appears.
6. Modify the settings of your choice.
7. Click **Save All** when you are done.

The settings page is divided into four tabs:

### Info

This tab allows you to change general information about the Presentation, as well as determine how students can interact with it.

- **Title:** Name your Voice Presentation.
- **Description** (optional): Text entered here appears below the Title and above the Voice Presentation.
- **Student can comment on the slides:** When checked, students can add vocal and/or text comments to each slide within the Voice Presentation.
- **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 tool for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.

### Media

This tab allows you to adjust audio recording settings.

- **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 posted will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
- **Max message length:** Adjust the maximum recording length allowed for users to post messages.

### Access:

The **Available** box must be checked in order for a Voice Presentation to be visible to students.



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