Wimba PowerLink
for Blackboard LS (WebCT)
Vista 4.0 - 8.0 / CE 6.0 - 8.0

Version 3.3

User Guide

Wimba Powerlink User Guide

Getting Started

Introduction

Blackboard's PowerLink program enables institutions to easily enhance their Vista / CE sections by allowing seamless access to complementary applications. Wimba's PowerLink allows instructors and students to access up to six features from within the Vista / CE environment:

- **Wimba Classroom**: a live virtual classroom supporting multi-way audio, video, application sharing, polling and content display.

- **Voice Authoring**: a recorded message that a user can play back anytime, usually accompanying content within a web page.

- **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.

- **Wimba Podcaster**: a feature that allows for the creation and subscription of podcasts.

The Wimba PowerLink features:

- **Single Sign On**: Students and instructors seamlessly access the Wimba features from Vista / CE course sections. 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 Vista / CE 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 Vista / CE feature. Consequently, there is almost no learning curve.

- **Calendar integration**: Calendar entries can be created for Wimba Classroom and/or Wimba Voice features, enabling direct access from the calendar.

- **Content Push**: Files stored within File Manager can easily be transferred to Wimba Classroom.

In order to access these features, Vista / CE Administrators will first need to install and configure the Wimba PowerLink on your Vista / CE server. Refer to the *Installation and Configuration Guide* for information on installing the PowerLink and setting up access for courses on the Vista / CE server.

The different roles and permissions that you must possess within Vista / CE will determine which of these groups of actions you will be able to perform. These necessary roles are defined at the beginning of each chapter below.

Documentation of all Wimba products is available on Wimba's website: http://www.wimba.com/support

Adding a Feature to a Section

Audience

Section Designers

Keep the following in mind:

- Only Section Designers* can add the Wimba features to Sections.

- Wimba Classroom and all Wimba Voice features can be added to Sections.

*__Note:__
Section Instructors may be allowed to build new Wimba Classrooms. For more information, refer to the *Modifying the Features, Adding Content & Scheduling – Wimba Classroom (if link leads to a Room or Archive)* chapter below.

__To Add a Feature to a Section__

1. Log in to your Institution.

2. Select the Section you wish to modify from the **My WebCT** [or **My Blackboard**] **Course List**.

3. If necessary, click the **Build** tab. Navigate to the area where you wish to add the feature. Features may be added to a Folder (such as Course Content Home) or within a Learning Module.

4. Click the **Add Content Link** button.

5. The features you have purchased from Wimba will appear in the list. They may include: Wimba Classroom, Voice Authoring, Voice Board, Voice Email, Voice Presentation, and/or Wimba Podcaster. Click the feature of your choice.

6. Click **Create** to build a new feature. Enter a **Title** for the feature and click **Continue**.

   You may also select a feature (or group of features) from the **Inventory** -- a listing of features that have already been created -- and click the **Add Selected** button.

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.

Voice Authoring Creation

To Specify Voice Authoring Settings

1. **Description**: Text entered here will appear below the Title and above the Authoring applet.

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

3. **Max message length**: Adjust the maximum recording length allowed for users (Section Designers, Section Instructors, or Teaching Assistants associated with this Section) to record messages.

Click **Continue**, once you modify these settings as desired, to create this feature.

Voice Board Creation

To Specify Voice Board Settings

1. **Description**: Text entered here will appear below the Title and above the Voice Board.

2. **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.

3. **Max message length**: Adjust the maximum recording length allowed for users to post messages.

4. **Display short message titles**: When checked, the Voice Board will give less information in the title of the messages (length of the audio message, date of the posting…) making the display more compact.

5. **Display messages in chronological order**: When checked, the Voice Board displays the oldest messages first (at the top).

6. **Allow students to forward a message**: When checked, students will be able to forward messages from the Voice Board via email. The Voice Board will only accept addresses external to Vista / CE.

7. **Allow students to start a new thread**: When checked, students will be able to start a new thread (a series of messages) on the Voice Board. Otherwise, only the instructor can start a new thread.

8. **Make discussion threads private**: When checked, students cannot view each other's threads. The instructor can still view all threads. This is powerful for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.

Click **Continue**, once you modify these settings as desired, to create this feature.

Voice Email Creation

To Specify Voice Email Settings

1. **Description**: Text entered here will appear below the Title and above the Voice Email form.

2. **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 will be preserved within the archives in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

3. **Max message length**: Adjust the maximum recording length allowed for users to record messages.

4. **Reply Links**: If selected (Show), students may reply to Voice Emails by sending another Voice Email. If Hide is selected, Voice Email recipients may only respond via standard email.

Click **Continue**, once you modify these settings as desired, to create this feature.

Voice Presentation Creation

To Specify Voice Presentation Settings

1. **Description**: Text entered here will appear below the Title and above the Voice Presentation.

2. **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 will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

3. **Max message length**: Adjust the maximum recording length allowed for users to post messages.

4. **Allow students to comment on slides**: When checked, students will be able to add vocal and/or text comments to each slide within the Voice Presentation.

5. **Make discussion threads private**: When checked, students cannot view each other's comments within the Voice Presentation. The instructor can still view all comments. This is powerful for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.

Click **Continue**, once you modify these settings as desired, to create this feature.

Wimba Podcaster Creation

To Specify Wimba Podcaster Settings

1. **Description**: Text entered here will appear below the Title and above the Podcaster.

2. **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 will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

3. **Allow students to post to podcast:** When checked, students will be able to 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.

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

5. **Podcast auto publish**: By default, posts will be 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.

> **Note:**
> This setting will only take effect if your Wimba Voice server is running version 5.1.1. If you are running a prior compatible version, the default value (5 minutes) will be applied.

Click **Continue**, once you modify these settings as desired, to create this feature.

Modifying the Features, Adding Content & Scheduling

Audience

Section Designers and Section Instructors

To Modify Wimba Features

1. Log in to your Institution

2. Select the Section you wish to modify from the **My WebCT** [or **My Blackboard**] **Course List**

3. Navigate to the area where your feature is located

4. If you are a Section Instructor, click the link for the feature of your choice. If you are a Section Designer, click the **ActionLinks** to the right of the feature, followed by **Preview**.

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.

b. **Tracking**: Click this link to view attendance data for this Room or Archive.

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 will still show up in the Section, but students will be unable to enter. This also controls whether the Room will be visible to students in this List of Rooms and Archives.

3. Rooms and Archives can be removed by clicking the **Delete** icon next to the appropriate item.

4. A new Wimba Classroom can be created by clicking the **Create Room** button. This room will initially be available only from this List of Rooms and Archives, but can be added elsewhere from the **Inventory**.

> **Note:**
> This button may be available to Section Instructors, if permission for these users to build rooms is enabled for your Institution.

Voice Authoring

To Modify a Voice Authoring Resource

1. **Launch Voice Authoring**: Click here to launch and record a message. Upon launch, the applet will load, displaying the following controls:

   a. Click the **Record** button (circle icon) and speak into a headset or microphone connected to your computer to record your Voice Authoring message.

   b. Click **Pause** (two bars icon) to pause recording. Click this button again to resume recording your message.

   c. Click **Stop** (square icon) when you have completed your message.

   d. Click **Play** (triangle icon) to listen to your message. Click Record to re-record the message.

2. **Add to Calendar**: A Voice Authoring message can be added to the Calendar the same way as any other content. However, if you wish to schedule recurrence, you must first add the Voice Authoring message to the Calendar, and then add recurrence within the Calendar itself.

3. **Edit Settings**: These settings are the same ones detailed in *Adding a Feature to a Section – Voice Authoring Creation*.

Voice Board

To Modify a Voice Board

1. **Launch Voice Board**: Click here to launch and add content to the Voice Board.
    Refer to Wimba Voice Documentation for additional details.

2. **Add to Calendar**: Voice Boards can be added to the Calendar the same way as any other content. However, if you wish to schedule recurrence, you must first add a Voice Board to the Calendar, and then add recurrence within the Calendar itself.

3. **Edit Settings**: These settings are the same ones detailed in *Adding a Feature to a Section – Voice Board Creation*.

Voice Email

To Modify a Voice Email Form

1. **Launch Voice Email**: Select the recipients for your Voice Email message. Click **Continue** to launch and compose your Voice Email.
    Refer to Wimba Voice Documentation for additional details.

2. **Add to Calendar**: Voice Email can be added to the Calendar the same way as any other content. However, if you wish to schedule recurrence, you must first add Voice Email to the Calendar, and then add recurrence within the Calendar itself.

3. **Edit Settings**: These settings are the same ones detailed in *Adding a Feature to a Section – Voice Email Creation*.

Voice Presentation

To Modify a Voice Presentation

1. **Launch Voice Presentation**: Click here to launch and add content to the Voice Presentation.
    Refer to Wimba Voice Documentation for additional details.

2. **Add to Calendar**: Voice Presentation can be added to the Calendar the same way as any other content. However, if you wish to schedule recurrence, you must first add Voice Presentation to the Calendar, and then add recurrence within the Calendar itself.

3. **Edit Settings**: These settings are the same ones detailed in *Adding a Feature to a Section – Voice Presentation Creation*.

Wimba Podcaster

To Modify a Wimba Podcaster

1. **Launch Wimba Podcaster**: Click here to launch and add content to Wimba Podcaster.
    Refer to Wimba Voice Documentation for additional details.

2. **Add to Calendar**: Wimba Podcaster 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 Podcaster to the Calendar, and then add recurrence within the Calendar itself.

3. **Edit Settings**: These settings are the same ones detailed in *Adding a Feature to a Section – Wimba Podcaster Creation*.

Basic Administration

Enabling and Disabling the Wimba Features

Audience

All Administrators, All Learning Context Managers

Enabling/disabling the Wimba features affects all users at the Context Level (Institution, Division, Group, Course, or Section) where that change was made, as well as all users at lower Context Levels.

If the features are disabled, links to create them no longer display in the **Add Content Link** menu on Section **Build** pages (Folders and Learning Modules). Also, any Wimba features previously added to Sections are hidden until the features are re-enabled.

To Enable and Disable the Wimba Features

1. Log in to Vista / CE.

2. Click the **Administration** tab.

3. If you wish to modify the current Context Level, skip ahead to Step 4. Otherwise, select the Context Level where you wish to enable/disable the Wimba features.

4. Click the **Utilities** tab.

5. Click the **Settings** link.

6. Within the **Tools** column, click the link for the feature of your choice. Options may include: **Wimba Classroom**, **Voice Authoring, Voice Board**, **Voice Email**, **Voice Presentation**, and/or **Wimba Podcaster**.

7. Next to **Enable Tool**, select **true** or **false** to enable or disable the feature.

    -   If you would like your settings to be editable at lower Context Levels, place a check in the **Override Setting at Child Contexts** box.

    -   If you would like your settings to be locked (so they cannot be modified) at lower Context Levels, place a check in the **Lock This Setting** box.

    -   If you would like to freeze all settings in their current state in lower Context Levels, only place a check in the **Lock This Setting** box.

8. Click **Save Values**.

Sections that Link to Multiple Wimba Classrooms

If you wish to create more than one Wimba Classroom within your Section, we recommend using the *List of Rooms and Archives* option.

Placing this link in your Section will allow your students to access all Wimba Classrooms and Archives associated with the Section from one convenient location. Refer to *Adding a Feature to a Section – Wimba Classroom Creation* for more details.

Customizing Icons for the Wimba Features

Audience

Section Designers, Section Instructors, Teaching Assistants

Wimba provides a set of custom icons that can be used to represent its features within Vista / CE. To replace the default icons with these custom icons (recommended,) follow the directions below.

To Customize Icons for the Wimba Features

1. Log in to your Institution.

2. Select the Section you wish to modify from the **My WebCT** [or **My Blackboard**] **Course List**.

3. If necessary, Expand the Menu Area by using the arrows on the left-hand side of the screen

4. Click the **Manage Course** (red toolbox) icon.

5. Click **Course Content Icons**.

6. Click the **ActionLinks** to the right of the icon you wish to change (Wimba Classroom, Voice Authoring, Voice Board, Voice Email, Voice Presentation, or Wimba Podcaster).

7. Click **Replace Image**.

8. A File Browser window will pop-up

    a. If the Wimba icons have already been uploaded to your File Manager, browse for the appropriate files through the File Browser window. Select the new icon file and click **OK**.

    b. If the Wimba icons have not been uploaded to your File Manager, click **My Computer** and browse your hard drive for the icon files. Click **Open** to add the icon.

9. Repeat steps 6 - 8 to replace additional icons

10. Click the **Apply** button in the lower left-hand corner of the screen to save these changes.

> **Note:**
> This customization will only affect the particular Section you are modifying. At this time, there is no mechanism for changing the Icons Sets of multiple Sections.

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