



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

Version 4.0

User Guide

Wimba PowerLink User Guide	1
Introduction	1
Adding a Feature to a Section	3
Wimba Classroom Creation	4
Voice Authoring Creation	6
Voice Board Creation	7
Voice Email Creation	8
Voice Presentation Creation	8
Voice Podcaster Creation	9
Using Gradebook Integration with Wimba Voice Boards	10
About Gradebook Integration for Wimba Voice Boards	10
Adding Gradebook Integration to Existing Voice Boards	10
Adding Gradebook Integration when Creating New Voice Boards	11
Grading Voice Boards	11
Removing Gradebook Integration from a Voice Board	11
Wimba Classroom MP4 Archives	12
About MP4 Archives	12
Creating MP4 Archives	12
Downloading MP4 Archives	14
MP4 Archive Settings	15
Modifying the Features, Adding Content & Scheduling	16
Wimba Classroom (if link leads to a Room or Archive)	16
Wimba Classroom (if link leads to a List of Rooms and Archives)	18
Voice Authoring	19
Voice Board	19
Voice Email	20
Voice Presentation	20
Voice Podcaster	20
Basic Administration	21
Enabling and Disabling the Wimba Features	21
Sections that Link to Multiple Wimba Classrooms	22
Customizing Icons for the Wimba Features	23
Disclaimer	24

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.
- **Voice 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/services>

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 Voice 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.
 3. Check the **Automatically Open New Archives** box if you want all archives created for the room to be automatically made available to students.

- 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)
- f. **Portable Media Settings**
1. **Availability:**
 - **Allow Downloading of Archives as MP3:** makes MP3s of Classroom archive audio available for all archives associated with the room
 - **Allow Downloading of 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 no 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 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. **Grade this Board:** 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.
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 will give 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 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.
8. **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.
9. **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.

Voice Podcaster Creation

To Specify Voice 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.

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 CE and Vista. 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. Click the title of the desired Voice Board. The Voice Board opens.
2. Click the **Edit Setting** link. The Edit Settings page opens.
3. Check the **Grade this Board** box.
4. Enter a value for the maximum possible points in the 'Points possible' field.
5. Click the **Save** button. A confirmation page appears.
6. 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 this Board** box and enter a value in the 'Points possible' field on the Add Voice Board page. For more information, see the topic, *Adding a Feature to a Section – 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. Click title of the Voice Board that you wish to grade. The Voice Board opens.
2. Click the **Grade this Board** link. The Grade Voice Board page opens.
3. Enter grades for each user in the fields in the Grade column.
4. Click the **Save** 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. Click the title of the desired Voice Board. The Voice Board opens.
2. Click the **Edit Setting** link. The Edit Settings page opens.
 1. Uncheck the **Grade this Board** box.
 2. Click the **Save** button. A pop-up window appears, warning you that removing gradebook integration will delete all existing grades.
 3. Click the **OK** button.

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 MP4 versions 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. Select the desired course from the course list.
2. Click the **Course Content** link.
3. Select the desired Wimba Classroom. The Wimba Classroom launch page opens.
4. Click the **Edit Settings** link. The Modify Room page opens.
5. Click the arrow next to Archive Settings.
6. Check the **Automatically Open New Archives** box in the Archive Access section.
7. Check the **Allow Students to Download Archives as MP3** (for audio downloads) and **Allow Students to Download Archives as MP4** (for video downloads) boxes in the Archive Access section.
8. Select the desired options in the MP4 Settings area. These settings are described in the *Adding a Wimba Feature to a Section – Wimba Classroom Creation* topic in this guide.
9. Click the **Save** button.

To Modify the MP4 Archive Settings for a Single Archive

1. Select the desired course from the course list.
2. Click the **Course Content** link.

3. Click the pencil icon in the SETTINGS column for the archive that you wish to modify. The Modify Archive page opens.
4. Click the arrow next Archive Settings.
5. Select the desired options in the Archive Access and MP4 Settings areas.
6. Click the **Save** 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 Wimba Classroom Launch Page

1. Select the desired course from the course list.
2. Click the **Course Content** link.
3. Select the desired Wimba Classroom. The Wimba Classroom launch page opens.
4. 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. Select the desired course from the course list.
2. Click the **Course Content** link.
3. Click the pencil icon in the SETTINGS column for the archive that you wish to modify. The Modify Archive page opens.
4. Click the arrow next to Archive Settings.
5. 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. Select the desired course from the course list.
2. Click the **Course Content** link.
3. Click the arrow in the ENTER column to access the desired archive.
4. Click the **Archive Downloads** menu.
5. 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 no 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 Section – Wimba Classroom Creation topic in this guide.*

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*.

Voice Podcaster

To Modify a Voice Podcaster

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