



Wimba Building Blocks for Blackboard 6.3 - 7.3

Version 3.1

User Guide

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Wimba Building Blocks for Blackboard User Guide

Getting Started

Introduction

Blackboard's Building Blocks Program enables institutions to easily enhance their Blackboard courses by allowing seamless access to complementary applications. Wimba's Building Blocks allow instructors and students to access up to seven tools from within the Blackboard environment:

- **Live 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 Email:** an e-mail with standard text, plus a vocal element
- **Voice Recorder:** a recorded message that a user can play back anytime, usually accompanying content within a web page.
- **Voice Direct:** a live voice and chat application
- **Voice Presentation:** a presentation consisting of web content alongside voice messages
- **Wimba Podcaster:** a tool that allows for the creation and subscription of podcasts

The Wimba Building Blocks feature:

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

In order to access these tools, your Blackboard System Administrator will first need 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 of all Wimba products is available on Wimba's website: <http://www.wimba.com/support>

Adding a Tool to a Content Area

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

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Using the left navigation bar, or from the **Content Areas** section of the **Control Panel**, select the Content Area where you wish to add a Tool.
4. On the Content Area page, a small drop-down menu may be available in the upper right-hand corner. If it is not, click the words "Edit View" that appear in this location.
5. Click the "Select" drop-down menu. The Tools you have purchased from Wimba will appear in the list. They may include: Voice Recorder, Voice Email, Voice Board, Voice Direct, Voice Presentation, Wimba Podcaster, and/or Live Classroom.
6. Select the Tool you wish to add to this Content Area.
7. Click the "Go" button to the right of the pull-down menu.

Voice Recorder Creation

1. Record your message using the Voice Recorder controls:
 - a. Click the **Record** button (circle icon) and speak in to a microphone or headset connected to your computer to record your 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. **Title:** Entering a fitting name for this applet.
3. **Description:** Text entered here will appear below the Title and above the Voice Recorder applet.

Voice Email Creation

1. **Title:** Give your Voice Email an appropriate name.
2. **Description:** Text entered here will appear 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 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.
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 will 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 will automatically populate the "To" Field.

Voice Board Creation

1. **Title:** Give your Voice Board a relevant name.
2. **Description:** Text entered here will appear 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 will 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 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 Blackboard.
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 a powerful tool for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.

Voice Direct Creation

1. **Title:** Name your conference.
2. **Description:** Text entered here will appear below the Title and above the Voice Direct conference.
3. **Audio quality:** Adjust the quality of recording depending on the environment in which the Voice Direct conference will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time (archives that have already been recorded will be preserved in their original encoding). The default setting of *Basic Quality (8 kbits/s)* works well for most situations.
4. **Link to:**
 - a. A **Course Default Conference** is a single conference that can be entered from multiple Content Areas within your Blackboard course; select this option to link to a generic Voice Direct Conference.
 - b. A **New Conference** is a unique and specific instance of a Voice Direct conference that can only be entered from the Content Area in which it is created.
5. **Archive Automatically:** If set to Yes, archiving will automatically begin upon entry into the Voice Direct conference. If set to No, the Archive will need to be started manually within the conference by an instructor.

Voice Presentation Creation

1. **Title:** Give your Voice Presentation a relevant name.
2. **Description:** Text entered here will appear 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 will 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 will be able to 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 to 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.

Wimba Podcaster Creation

1. **Title:** Give your Podcaster a relevant name.
2. **Description:** Text entered here will appear below the Title and above the Podcaster.
3. **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.
4. **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.
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 will 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 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.

Live Classroom Creation

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

1. Click the **Create Room** button to build a new Live Classroom.
 - a. **Room Information**
 1. Give the Room an appropriate name in the **Title** box.
 2. Type a **Description** of the Live Classroom. This will appear on the Live Classroom launcher page and will be 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 in Live 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 Live Classroom.
- 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 the Live Classroom.
 - **Enable students to show their video by default**: controls whether students may broadcast video when they enter the Live 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 Live 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 Live Classroom to be accessible external to your Blackboard server (recommended for guest lecturers, or to extend access to individuals without Blackboard access)
2. Choose **Live Classrooms page** to build a link to a list all the Live Classrooms and Archives associated with this course.
 3. Choose **Select Room** if you would like to link to a Live Classroom that has already been created.
 4. Choose **Select Archive**, if you would like to link to one Archive (an Archive is a previously recorded Live Classroom event or class). This option is only available once you have created at least one Archive.
 5. Click the **Submit** button.

Adding a Tool to the Communication Area

Anyone who has access to the **Control Panel** can create Voice Boards, Voice Emails, and multiple instances of Wimba Podcaster in the **Communication Area**. As well, individuals with these privileges can access a List of Live Classrooms (and Archives).

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the **Communication Area**.
4. Click the appropriate link.

Live Classrooms

A **List of Rooms and Archives** associated with your Blackboard course is available within the **Communication Area** by clicking the **Live Classrooms** link.

You may 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 *Chapter 2 - Adding a Tool to a Content Area – Live Classroom Creation, Step 1*.

After clicking the **Submit** button on the **Create Room** page, two links will appear on the **Create Room Receipt** page:

- Advanced Media Settings
- Advanced Room Settings

These links provide more in-depth room options not available on the **Create Room** page.

Voice Boards

1. Click the **Voice Boards** link.
2. Click the **Add** button to create a new Voice Board that lives in the **Communication Area**. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Board Creation*.
3. The **Remove** button will delete the Voice Board from the **Communication Area**.
4. Board settings can be modified as described in *Chapter 5 - Modifying the Tools, Adding Content & Scheduling – Voice Board*.

Voice Emails

1. Click the **Voice Emails** link.
2. Check/uncheck the box at the top of this page to make this section visible/invisible to students

3. Click the appropriate recipient link, based on to whom you wish to send a Voice Email:
 - a. **Voice Email to all students:** This will automatically generate 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. **Voice Email to all instructors:** 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. **Voice Email to all people enrolled:** 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:** 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.” A Voice Email will automatically generate and populate the “To” field with the email addresses of only the individual(s) you chose.

Wimba Podcaster

1. Click the **Wimba Podcaster** link.
2. Click the **Add** button to create a new Wimba Podcaster that lives in the **Communication Area**. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Wimba Podcaster Creation*.
3. The **Remove** button will delete the Wimba Podcaster from the **Communication Area**.
4. Podcaster settings can be modified as described in *Chapter 5 - Modifying the Tools, Adding Content & Scheduling – Wimba Podcaster*.

Voice Announcements

Voice Announcements are a unique means of vocal communication that only appear within the **Announcements Area**. Anyone who has access to the **Control Panel** can create Voice Announcements.

Voice Announcement Creation

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the **Control Panel**.
4. From **Course Tools** menu, click **Voice Announcements**.
5. **Subject**: Enter an appropriate subject for your announcement.
6. Enter a **Message** to appear below your Subject and above the Voice Announcement applet.
7. Record your message using the recording controls.
8. At the bottom of the page, click the **Submit** button.

Once your Voice Announcement has been created, you will be taken to the Announcements Area, where your new Announcement will be displayed.

Note: *Voice Announcements cannot be re-recorded. If you wish to replace a vocal announcement, remove your original applet (or make it unavailable), and then create a new resource using the instructions above.*

Modifying the Tools, Adding Content & Scheduling

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the appropriate **Content Area**.
4. If the “Display View” appears, click **Edit View** in the upper right-hand corner of the page.

Voice Recorder

1. Click the **Play** (triangle icon) button to listen to your recording.
2. Click the **Modify** button to the right of the appropriate Voice Recorder applet to modify settings, which includes re-recording your message. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Recorder Creation*.

Voice Email

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 tool creation. Refer to Voice Tools Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Email form to modify settings. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Email Creation*.

Voice Board

1. Click the **Enter Voice Board** link below any Voice Board to launch and add content to the Board. Refer to Voice Tools Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Board to modify settings. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Board Creation*.

Note: Step 2 also applies to Voice Boards created in the **Communication Area**. Simply navigate to the **Communication Area**, select **Voice Boards**, and complete this step.

Voice Direct

1. Click the **Enter Voice Direct Conference** link to launch Voice Direct. Refer to Voice Tools Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Direct conference to modify settings. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Direct Creation*.

Note: If copying a **Course Default Conference** to another course, it will not be linked to the Conference within the original course where it was created. Instead, a new **Course Default Conference** will be created, available only within the new course (and not accessible from the original course).

Voice Presentation

1. Click the **Enter Voice Presentation** link below any Voice Presentation to launch and add content to the Presentation. Refer to Voice Tools Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Presentation to modify settings. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Presentation Creation*.

Wimba Podcaster

1. Click the **Wimba Podcaster** link below any Podcaster to launch the applet and add content. Refer to Voice Tools Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Wimba Podcaster to modify settings. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Wimba Podcaster Creation*.

Note: Step 2 also applies to instances of Wimba Podcaster created in the **Communication Area**. Simply navigate to the **Communication Area**, select **Wimba Podcaster**, and complete this step.

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

1. Click the title link below the Live Classroom icon.

A launcher page will appear, displaying a number of options (described below). This page may also contain Phone-Only User dial-in and PIN information.

A Guest Access Link will appear only to Instructors, Teaching Assistants, and Course Builders, if this feature has been enabled in the room settings.

2. **Enter Room/Archive:** Click here to launch the Live 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 will still show up in the Content Area, but students will be unable to enter. This also controls whether the Room/Archive will display in the List of Rooms and Archives.

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:** Live 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 Live Classroom to the Calendar, and then add recurrence within the Calendar itself.
5. **Add to Announcements:** Live Classroom can be added as a link on 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 Live Classroom. This content can then be used as slides in your Live 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 Live 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 Live Classroom content. Refer to Live Classroom Documentation for additional details.
7. **Edit Settings:** These settings are detailed in *Chapter 2 - Adding a Tool to a Section – Live Classroom Creation*.

After clicking the **Submit** button on the **Modify Room** page, two links will appear on the **Modify Room Receipt** page:

- Advanced Media Settings
- Advanced Room Settings

These links provide more in-depth room options not available on the **Modify Room** page.

8. **View Records:**
- a. **Poll Results:** Click this link to view the results of any Live Classroom polls that were published in this Room or Archive. Refer to Live Classroom Documentation for additional details.
 - b. **Tracking:** Click this link to view attendance data for this Room or Archive.

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

1. Click the name of a **Room/Archive** to access its particular settings, as detailed above in *Live 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 any Content Areas linking to the Room/Archive, but students will be unable to enter. This also controls whether the Room/Archive will be 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.

Basic Administration

Enabling and Disabling the Wimba Tools in Content Areas

If a Tool (treated as a Content Type) is disabled, it will disappear from the “Select” drop-down menu, located in the upper right-hand corner of every Content Area.

Note: Any Tool previously added to a Content Area will not be hidden as a result of this process.

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the **Control Panel**.
4. From the **Course Options** menu, click **Manage Tools**.
5. On the **Manage Tools** page, click **Content Type Availability**.
6. Check/uncheck the Tool(s) you wish to remove from the Select drop-down list in all Content Areas.
7. At the bottom of the page, click the **Submit** button.

Enabling and Disabling the Wimba Tools in the Communication Area

If a Voice Tool (treated as a Building Block Tool) is disabled, links to create Voice Boards or Voice Email will no longer display in the Communication area of your Blackboard course. You can also remove the Live Classrooms List from the Communication Area. Unlike within Content Areas, any Wimba Tool previously added to the Communication Area will be hidden until it is re-enabled.

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the **Control Panel**.
4. From the **Course Options** menu, click **Manage Tools**.
5. On the **Manage Tools** page, click **Building Block Tool Availability**.
6. Check/uncheck the Tool you wish to add/remove from the Communication Area.
7. At the bottom of the page, click the **Submit** button.

Enabling and Disabling Voice Announcements

If Voice Announcements (treated as a Building Block Tool) are disabled, the link to create these Announcements will no longer be available in the Course Tools section of the Control Panel. Any Voice Announcements that were previously added to the Announcements Area will not be hidden as a result of this process.

1. Log-in to Blackboard.

2. Select a Course to modify from the **My Courses** list.
3. Navigate to the **Control Panel**.
4. From the **Course Options** menu, click **Manage Tools**.
5. On the **Manage Tools** page, click **Building Block Tool Availability**.
6. Check/uncheck the Wimba Voice Announcements Extension to make it available/unavailable.
7. At the bottom of the page, click the **Submit** button.

Linking to Wimba Tools from the Course Menu

If you would like to increase visibility to Wimba Tools, you can link directly to several tools from the Course Menu. Options include all tools available from the Communication Area: the List of Live Classrooms (and Archives), Voice Boards, Voice Emails, and Wimba Podcaster.

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the **Control Panel**.
4. From the **Course Options** menu, click **Manage Course Menu**
5. On the **Manage Course Menu** page, click **Tool Link** in the **Add** bar.
6. On the **Set Area Properties** page, select Wimba Live Classroom List, Wimba Podcaster Extension, Wimba Voice Board Extension, or Wimba Voice Emails Extension from the **Type** drop-down menu.
7. Enter an appropriate title in the **Name** box.
8. At the bottom of the page, click the **Submit** button.

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