



***Wimba Building Blocks  
for Blackboard 6.3 - 8.0***

Version 3.3

**User Guide**

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# Wimba Building Blocks User Guide

## Getting Started

### Introduction

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

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

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

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

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

# Adding a Wimba Feature to a Content Area

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

## To Add a Wimba Feature to a Content Area

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. Using the left navigation bar, or from the Content Areas menu of the Control Panel, select the Content Area where you wish to add a feature.
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 **Edit View** link that appears in this location.
5. Click the **Select** drop-down menu. The features you have purchased from Wimba appear in the list. They may include: Voice Authoring, Voice Email, Voice Board, Voice Presentation, Wimba Podcaster, and/or Wimba Classroom.
6. Select the feature you wish to add to this Content Area.
7. Click the **Go** button to the right of the pull-down menu.

# Wimba Classroom Creation

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

## To Specify Wimba Classroom Settings

1. Click the **Create Room** button to build a new Wimba Classroom.
  - a. **Room Information**
    1. Give the Room an appropriate name in the **Title** box.
    2. Type a **Description** of the Room. This appears on the Wimba Classroom launcher page and is visible to students.
    3. Select a Room **Type**:
      - Choose **Presentation tools are available only to instructors** if you would like only Instructors, Course Builders, and Teaching Assistants to be able to present in Wimba Classroom.
      - Choose **Presentation tools are available to both students and instructors** to enable any Blackboard user associated with your course (Instructors, Course Builders, Teaching Assistants, Students, and Guests) to present in Wimba Classroom.

- b. **Media Settings**

**Note:**

For this, and all settings below, click the arrow icon beneath each heading to reveal options

1. **Student Privileges**
    - **Enable students to speak by default:** controls whether student microphones are turned on when they enter Wimba Classroom
    - **Enable students to show their video by default:** controls whether students may broadcast video when they enter Wimba Classroom
    - **Enable students to use the phone:** controls students' use of the phone simulcast option
  2. **Video Bandwidth:** determines the 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 Blackboard server (recommended for guest lecturers, or to extend access to individuals without Blackboard access)
2. Choose **Wimba Classrooms page** to build a link to a list all the Wimba Classrooms and Archives associated with this course.
3. Choose **Select Room** if you would like to link to a Wimba 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 Wimba Classroom event or class). This option is only available once you have created at least one Archive.
5. Click **Submit**.

## Voice Authoring Creation

### To Record and Save a Message

1. Record your message using the Voice Authoring **Record** controls:
  - a. Click the **Record** button (red circle) and speak into a microphone or headset connected to your computer to record your message.
  - b. Click **Pause** (two bars) to pause recording. Click this button again to resume recording your message.
  - c. Click **Stop** (square) when you have completed your message.
  - d. Click **Play** (green triangle) to listen to your message. Click **Record** to re-record the message.
2. **Title:** Entering a fitting name for this applet.
3. Optionally modify the Blackboard *Options* relevant to this feature's link.
4. Click **Submit** once you are satisfied with your recording. A confirmation page appears.
5. Click **OK** to return to the Content Area where you created this Wimba feature.

## Voice Email Creation

### To Specify Voice Email Settings

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

## Voice Board Creation

### To Specify Voice Board Board Settings

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

## Voice Presentation Creation

### To Specify Voice Presentation Settings

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

## Wimba Podcaster Creation

### To Specify Wimba Podcaster Settings

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

# Adding a Wimba Feature to the Communication Area

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

## **To Add a Wimba Feature to the Communication Area**

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

## Voice Board

### To Add a Voice Board

1. Click the **Voice Board** 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 *Adding a Wimba Feature to a Content Area – Voice Board Creation*.

The **Remove** button deletes the Voice Board from the Communication Area. Board settings can be modified as described in *Modifying the Features, Adding Content & Scheduling – Voice Board*.

## Voice Email

### To Send Voice Email

1. Click the **Voice Email** 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 automatically generates a Voice Email form, with the “To” field populated with all students enrolled in this course who have an email address listed in their Blackboard profile
  - b. **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 automatically generates and populates the “To” field with the email addresses of only the individual(s) you chose.

## Wimba Classroom

A List of Rooms and Archives associated with your Blackboard course is available within the Communication Area by clicking the **Wimba Classroom** 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 *Adding a Wimba Feature to a Content Area – Wimba Classroom Creation*.

## Wimba Podcaster

### To Add a 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 *Adding a Wimba Feature to a Content Area – Wimba Podcaster Creation*.

The **Remove** button deletes the Wimba Podcaster from the Communication Area. Wimba Podcaster settings can be modified as described in *Modifying the Features, Adding Content & Scheduling – Wimba Podcaster*.

# Voice Announcements

## Voice Announcement Creation

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.

### To Create a Voice Announcement

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. Access 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. Click **Submit**.

Once your Voice Announcement has been created, the Announcements Area loads, where your new Announcement appears.

### **Note:**

Voice Announcements cannot be modified or 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 Features, Adding Content & Scheduling

## To Modify Wimba Features

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

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

### To Modify a Wimba Classroom

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

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

A Guest Access Link appears only to Instructors, Teaching Assistants, and Course Builders, if this feature is enabled in the room settings.

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

You may also click the circular status icon -- green for Open, red for Closed -- located to the left of the room/archive name to Open/Close it.

4. **Add to Calendar:** Wimba Classroom can be added to the Blackboard Calendar the same way as any other content. However, if you wish to schedule recurrence, you must first add Wimba Classroom to the Calendar, and then add recurrence within the Calendar itself.
5. **Add to Announcements:** A link to this Room can be added to the Announcements page. Settings are identical to Announcement creation.
6. **Add & Manage Content:**
  - a. **Add Blackboard content to the room:** You have the ability to upload (or move) content from a Content Area directly into a Room. This content can then be used as slides in your Wimba Classroom presentation.
    - Expand the Content Area folders to find the content that you would like to import.
    - Click on the specific content file
    - Select the Wimba Classroom folder to which to add your content. You have the option to add it to an existing folder or a new folder. Use the Delete folder content option if you wish to overwrite a file (or set of files) within the folder.
  - b. **Add & Manage Room Content:** Click this link to open a new browser window. From this window, you may use more advanced tools for managing Wimba Classroom content. Refer to Wimba Classroom Documentation for additional details.
7. **Edit Settings:** These settings are detailed in *Adding a Wimba Feature to a Content Area – Wimba Classroom Creation*.
8. **Advanced:**
  - a. **Poll Results:** Click this link to view the results of any Wimba Classroom polls that were published in this Room or Archive. Refer to Wimba Classroom Documentation for additional details.
  - b. **Tracking:** Click this link to view attendance data for this Room or Archive.
  - c. **Advanced Media Settings:** More in-depth, media-related options.
  - d. **Advanced Room Settings:** Additional room preferences. Refer to Wimba Classroom Documentation for additional details about **Advanced Media** and **Room Settings**.

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

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

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

## Voice Authoring

### To Modify a Voice Authoring Resource

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

## Voice Email

### To Modify a Voice Email Form

1. Click the **Send Voice Email to** link below any Voice Email to launch the Email form and compose messages to the recipients selected during feature creation. Refer to Wimba Voice Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Email form to modify settings. These settings are the same ones detailed in *Adding a Wimba Feature to a Content Area – Voice Email Creation*.

## Voice Board

### To Modify a Voice Board

1. Click the **Enter Voice Board** link below any Voice Board icon to launch and add content to Board. Refer to Wimba Voice 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 *Adding a Wimba Feature to a Content Area – Voice Board Creation*.

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

#### **Note:**

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

## Voice Presentation

### To Modify a Voice Presentation

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

## Wimba Podcaster

### To Modify a Wimba Podcaster

1. Click the **Wimba Podcaster** link below any Podcaster to launch the applet and add content. Refer to Wimba Voice 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 *Adding a Wimba Feature to a Content Area – Wimba Podcaster Creation*.

**Note:**

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

# Basic Administration

## Enabling and Disabling the Wimba Features in Content Areas

If a Wimba feature (treated as a Content Type) is disabled, it disappears from the Select drop-down menu, located in the upper right-hand corner of every Content Area.

**Note:**

Any feature previously added to a Content Area is not hidden as a result of this process.

### To Enable and Disable Wimba Features in Content Areas

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. Access the Control Panel.
4. From the Course Options menu, click **Manage Tools**. The Manage Tools page appears.
5. Click **Content Type Availability**.
6. Check/uncheck the feature(s) you wish to remove from the Select drop-down list in all Content Areas.
7. Click **Submit**.

## Enabling and Disabling the Wimba Features in the Communication Area

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

### To Enable and Disable Wimba Features in the Communication Area

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. Access the Control Panel.
4. From the Course Options menu, click **Manage Tools**. The Manage Tool page appears.
5. Click **Building Block Tool Availability**.
6. Check/uncheck the feature you wish to add/remove from the Communication Area.
7. Click **Submit**.

## Enabling and Disabling Voice Announcements

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

### To Enable and Disable Voice Announcements

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. Access 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 box to make it available/unavailable.
7. Click **Submit**.

## Linking to Wimba Features from the Course Menu

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

### To Link to Wimba Features from the Course Menu

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. Access the Control Panel.
4. From the Course Options menu, click **Manage Course Menu**. The Manage Course Menu page appears.
5. Click the **Tool** link in the Add bar. The Set Area Properties page appears.
6. Select Wimba 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. Click **Submit**.

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