

## **Horizon Wimba PowerLinks for WebCT CE 4.1**

Version 2.0.1

**User Guide**

## Table Of Contents

Horizon Wimba PowerLinks for WebCT CE 4.1 v2.1 User Guide.....	1
Getting Started .....	1
Adding a Tool to an Organizer Page and the Course Menu .....	2
Adding a Tool to an Organizer Page and the Course Menu.....	2
Audience.....	2
Live Classroom Creation.....	2
Once you have completed Steps 1-5 listed above, you may proceed with the instructions below. ....	2
Voice Recorder Creation.....	3
Voice Board Creation.....	4
Voice Direct Creation .....	5
Voice Email Creation .....	5
Modifying the Tools and Adding Content .....	6
Modifying the Tools and Adding Content.....	6
Audience.....	6
Live Classroom .....	6
Voice Recorder .....	7
Voice Email .....	7
Voice Board .....	8
Voice Direct.....	8
Using the Tools in Class .....	9
Using the Tools in Class .....	9
Audience.....	9
Live Classroom .....	9
Voice Tools .....	9

---

# Horizon Wimba PowerLinks for WebCT CE 4.1 v2.1 User Guide

## Getting Started

WebCT's PowerLink Program enables institutions to easily enhance their WebCT courses by allowing seamless access to complementary applications. Horizon Wimba's PowerLinks allow instructors and students to access up to five tools from within the WebCT 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

The WebCT PowerLinks feature:

- **Single Sign On:** students and instructors seamlessly access the Horizon Wimba tools within WebCT. They do not need to log in again or type a URL.
- **Integrated creation and management of Horizon Wimba tools:** Instructors can easily create and manage their tools using the WebCT interface. There is no need to access and learn a new administration interface.
- **Calendar integration:** Calendar entries can be created for Live Classroom, enabling direct access from the Calendar to the tool.
- **Consistent look and feel and navigation:** Horizon Wimba tools look like, and can be used as, any other WebCT tool. Consequently, there is almost no learning curve to use it.
- **Enable/Disable usage of each tool on a course by course basis**

In order to access these tools, your WebCT Administrator will first need to install and configure the appropriate Horizon Wimba PowerLink on your WebCT server. Refer to the "Installation and Configuration Guide" for information on installing the PowerLink and setting up access for courses on the WebCT server.

In order to add links to tools, your course(s) within WebCT must be enabled by an Administrator. If your course has not been enabled, you will receive a message that you must contact your Administrator.

The different roles and permissions that you must possess within WebCT 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 Horizon Wimba products are available on Horizon Wimba's website [<http://www.horizonwimba.com/support>]

---

# Adding a Tool to an Organizer Page and the Course Menu

## Adding a Tool to an Organizer Page and the Course Menu

### Audience

*All Designers*

Only Designers can create Tools, linked from an Organizer Page and/or the Course Menu.

1. Log-in to WebCT.
2. Select a Course to modify from the Courses List on the myWebCT page.
3. You should be taken to your Course Homepage; if not, navigate to any Organizer Page.
4. Proceed to the “Actions” Menu, typically found on the right-hand side of any Organizer Page when the “Designer Options” tab is active.
5. Click the “Add page or tool” button at the top of the “Options: Links” list.
6. On the “Add Page or Tool” page, locate the “Communication Tools” list. The Tools you have purchased from Horizon Wimba are listed. They will include: Live Classroom, Voice Recorder, Voice Email, Voice Board, and/or Voice Direct.
7. Select the Tool you wish to add by clicking its link.
8. Within each Tool’s settings, you can specify if each link to a Tool should reside on an Organizer Page, the Course Menu, or both.
  - If you would like the link to the Tool to live only on an Organizer Page, click the checkbox to the left of “On an Organizer Page,” and select the appropriate page from the drop-down menu to the right.
  - If you would like the link to the Tool to live only within the Course Menu, click the checkbox to the left of “On the Course Menu.”
  - Check both boxes if you would like the link to the Tool to reside on both an Organizer Page (which you subsequently select from the drop-down menu to the right), as well as the Course Menu.

## Live Classroom Creation

**Once you have completed Steps 1-5 listed above, you may proceed with the instructions below.**

The next step in Live Classroom Creation is to build a link to a list that houses all rooms and archives. Once this list is available, you can then proceed with the room creation process.

1. In the box entitled, “Enter a title for this item,” give the linked list an appropriate name (for example, “Live Classrooms” or “Class Portal”).
2. Select the desired location where this link should reside (as detailed in Step 6 above).
3. Click Add.
4. You will be directed to the Organizer Page where you specified this link should reside, or the Course Homepage if you only specified the Course Menu.

- 
5. Click the “View” tab at the top of the page to access your newly created link.
  6. Navigate to the Live Classroom link you just created and click it.
  7. Click the Create Room button to build a new Live Classroom.
    - Name your room in the Title box. Be sure to give it a relevant title, such as the name or section of your course (i.e., Spanish 101 or Calculus 1A, Section 2).
    - Type - choose Instructors lead the presentation if you would like only the instructor to be able to present in the Live Classroom.
    - More Options
      - **Media Settings**
        - a. *Audio*: this option controls student’s use of the phone simulcast option and whether student microphones are turned on when they enter the Live Classroom.
        - b. *One-way Video*: selecting this feature will allow the instructor to stream Real Video in the Live Classroom. When selecting this option, the **RoomID** will be displayed, necessary for streaming Real Video. Refer to Live Classroom Documentation for additional details.
        - c. *Third-party Conference Call*: use this option if you plan on using a separate conference-call company for your audio in the Live Classroom.
      - **Chat**: this option controls how students use the different forms of text chat.
      - **eBoard**: this option controls student access to the Live Classroom eBoard (virtual white board.)
      - **Maximum Users**: this option can place a limit on the amount of users (including the instructor) who can enter the room
      - **Access**: Enabling Guest Access will allow participants outside of WebCT to login to this Live Classroom. Selecting this option displays a Launcher **Link**, which you can distribute to outside participants to access the presentation. They will be prompted to enter a name on login, for identification in the participant frame of the Live Classroom.
    - Choose Students and Instructors have the same rights to enable both students and instructors to present in the Live Classroom. This will allow Students to present or practice within the Live Classroom and even have the ability to archive sessions, regardless of the presence of an Instructor. You can customize specific privileges in the More Options Area.
    - Click Save.

## Voice Recorder Creation

1. Enter a title for the link to this Voice Recorder item (for example, if this is a welcome message, you may want to call it, “Welcome Students!”).
2. Voice Recorder settings
  - **Title**: Supply a fitting name for the applet.
  - **Description**: Text entered here will appear below the Title and above the Voice Recorder Resource itself.
  - **Audio quality**: Adjust the quality of recording depending on the environment in which the 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, but email that has already been sent will be played in its original encoding. The default setting of 12.8 kbits/s works well for most situations.

- **Max record length:** Adjust the maximum recording length allowed for users to post messages.
3. Select the desired location where the link to this Tool should reside.
  4. Click Add.
  5. You will be directed to the Organizer Page where you specified this link should reside, or the Course Homepage if you only specified the Course Menu.
  6. Click the “View” tab at the top of the page.
  7. Navigate to the Voice Recorder link you just created and click it. Recording controls will load.
  8. Record your message using the Voice Recorder controls (pictured above):
    - Click the Record button (circle) and speak in to a microphone or headset connected to your computer to record your message.
    - Click Pause (two bars) to pause recording. Click Pause or Record to resume recording your message.
    - Click Stop (square) when you have completed your message.
    - Click Play (triangle) to listen to your message. Click Record to record the message again.

## Voice Board Creation

1. Enter a title for the link to this Voice Board (i.e., Course Suggestions for a feedback message board).
2. Voice Boards settings
  - **Title:** Give your Voice Board a relevant title.
  - **Description:** Text entered here will appear below the Title and above the Voice Board itself.
  - **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 be played in their original encoding. The default setting of 12.8 kbits/s works well for most situations.
  - **Max record length:** Adjust the maximum recording length allowed for users to post messages.
  - **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.
  - **Display in chronological order:** When checked, the Voice Board displays the messages beginning with older messages first (at the top).
  - **Allow students to start a new thread:** When checked, students will be able to start a new thread, or series of messages, on the Voice Board. Otherwise, only the instructor can start a new thread.
  - **Make discussion threads private:** When checked, students cannot view one another’s replies to threads, though an instructor can see all responses. Normally, students can view one another’s posts.

- 
3. Select the desired location where the link to this Tool should reside.

## Voice Direct Creation

1. Enter a title for the link to this Voice Direct conference (i.e., Group 1 Practice Room, if you are dividing your class into study groups).
2. Voice Direct settings
  - **Title:** Title your conference.
  - **Description:** Text entered here will appear below the Title and above the Voice Direct conference itself.
  - **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 but messages that have already been posted will be played in their original encoding. The default setting of 8 kbits/s works well for most situations.
  - **Archive sessions:** If checked, archiving will automatically begin upon entry into the Voice Direct conference (by a Student or Instructor). If unchecked, the Archive will need to be started manually by an Instructor within the Voice Direct conference.
3. Select the desired location where the link to this Tool should reside.

## Voice Email Creation

1. Enter a title for the link to this Voice Email (i.e., Email Your Instructor).
2. Voice Email settings
  - **Title:** Give your Voice Email an appropriate title.
  - **Description:** Text entered here will appear below the Title and above the Voice Email itself.
  - **Audio quality:** Adjust the quality of recording depending on the environment in which the 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, but email that has already been sent will be played in its original encoding. The default setting of 12.8 kbits/s works well for most situations.
  - **Max record length:** Adjust the maximum recording length allowed for users to post messages.
  - **Email fields:** These optional fields allow you to specify the recipients of all messages sent from this Voice Email form, as well as pre-fill the Subject line and Text in the body of the email. Disable lets us you enter text in a field that users cannot modify. Hide allows you to remove any field from the Voice Email form. Entering text in a hidden field, such as a recipient's email, will still be recognized by the Voice Email form, unbeknownst to the user.
  - **Include Reply Links:** If selected, recipients will be provided with links (in the email they receive) to reply to the sender, reply to all recipients, or send a new Voice Email.
3. Select the desired location where the link to this Tool should reside.

---

# Modifying the Tools and Adding Content

## Modifying the Tools and Adding Content

### Audience

*All Designers and Teaching Assistants*

Only Designers can initially create Tools, as they are the only individuals with access to the “Designer Options” tab. Individuals with Teaching Assistant (TA) credentials can modify all existing Tools.

**In addition, TAs can create new Live Classrooms, but only once a link to a list of Live Classrooms has first been created by a Designer.**

1. Log-in to WebCT.
2. Select a Course to modify from the Courses List on the MyWebCT page.
3. Navigate to the appropriate Organizer Page, or remain on the Course Homepage if the link to the Tool you wish to access resides only in the Course Menu.
4. Click the “View” tab at the top of the page.
5. Click the link below the link to any resource you have created (if on an Organizer Page), or the link to any resource on the Course Menu.

## Live Classroom

- **Create Room button:** Additional Live Classrooms may be created by a Designer or TA from this page using this button. Settings are detailed in Chapter 2 - Adding a Tool to an Organizer Page and the Course Menu – Live Classroom Creation.
- **Setup Wizard link:** A series of diagnostic tests that should be completed by all instructors, teaching assistants, and students before their first session to prepare their computers to meet the technical requirements of the Live Classroom.
- **Title Column:** When you click on the link to any Room or Archive, this will automatically launch the Live Classroom window (so you can begin a class) or review an Archive recording. Click any Room or Archive’s name to launch it in a new window, test your content, and actually conduct your class.
- **Type Column:** This identifies each item in the list as either an active Live Classroom (Room) or recorded class (Archive).
- **Available Column:** Click the open/closed door icon to the right of a particular Room/Archive to make that Room/Archive unavailable or available. If the door icon is closed, the link to the Room/Archive will not show up in your course. This also controls whether the Room/Archive will be visible to Students.
- **Schedule Column:** Add an entry to the WebCT Calendar for a live class, or to direct students to an Archive.
  1. Click the Schedule icon to the right of the Live Classroom or Archive of your choice.

You will be brought to a page entitled, “Add a Live Classroom Calendar Entry.”

- **Date:** Indicate on which date you’d like this link to reside.

- 
- **Summary:** Specify a title for this link (i.e., Spanish 101: Session 1).
  - **Start Time:** Enter the time when the event begins.
  - **End Time:** Enter the event end time.

2. Click the “Add” button.

On the following screen, you will see all events for that particular date. You may add another entry, edit your entry, delete it, or delete all Calendar events from that date.

3. Navigate to the Calendar, either through a link from the Homepage or the Course Menu.

A pop-up window will appear, indicating the New Event(s) you have just added.

4. Click the “Launch Test” link below the name of your event. This will direct you to the list of Live Classrooms and Archives. (It will launch the Live Classroom directly for Students).

**Note:** To launch the event in the future (since it will no longer be considered a New Event), click the appropriate date on the Calendar, followed by the **Launch Test** link below the event title, on the next page.

- **Settings Column:** These settings are detailed in [Chapter 2 - Adding a Tool to an Organizer Page and the Course Menu – Live Classroom Creation](#).
- **Content Column:** Clicking this link will pop up a new browser window. This is where you will go to add content to your Live Classroom. You can browse for files on your computer or Network Drives. *Refer to Live Classroom Documentation for additional details.*
- **Reports Column:** Click to access links to tracking information, poll results, and chat logs (when applicable). *Refer to Live Classroom Documentation for additional details.*
- **Delete Column:** Use this button to completely remove a Live Classroom or Archive and all of its content (which cannot be recovered). A warning confirmation window will appear before deletion occurs. Use with caution!

## Voice Recorder

1. Click the Play (triangle) button to listen to your recording.
2. Click the Record (circle) button to re-record your vocal message.
3. Navigate to the Organizer Page where this Tool resides (or any Organizer Page, if the Tool only lives within the Course Menu).
4. Click the “Designer Options” link at the top of the page.
5. Click the link to a Voice Authoring applet to modify its settings. These settings are the same ones detailed in [Chapter 2 - Adding a Tool to an Organizer Page and the Course Menu – Voice Recorder Creation](#).

## Voice Email

1. Once you have launched a Voice Email Form, you may compose messages utilizing the settings specified during tool creation. *Refer to Voice Tools Documentation for additional details.*
2. Navigate to the Organizer Page where this Tool resides (or any Organizer Page, if the Tool only lives within the Course Menu).

- 
3. Click the “Designer Options” link at the top of the page.
  4. Click the link to a Voice Email applet to modify its settings. These settings are the same ones detailed in [Chapter 2 - Adding a Tool to an Organizer Page and the Course Menu – Voice Email Creation](#).

## Voice Board

1. Once you have launched a Voice Board, you can immediately add content. *Refer to Voice Tools Documentation for additional details.*
2. Navigate to the Organizer Page where this Tool resides (or any Organizer Page, if the Tool only lives within the Course Menu).
3. Click the “Designer Options” link at the top of the page.
4. Click the link to a Voice Email applet to modify its settings. These settings are the same ones detailed in [Chapter 2 - Adding a Tool to an Organizer Page and the Course Menu – Voice Board Creation](#).

## Voice Direct

1. Once you have launched Voice Direct, you can chat and speak with your students synchronously. *Refer to Voice Tools Documentation for additional details.*
2. Navigate to the Organizer Page where this Tool resides (or any Organizer Page, if the Tool only lives within the Course Menu).
3. Click the “Designer Options” link at the top of the page.
4. Click the link to a Voice Email applet to modify its settings. These settings are the same ones detailed in [Chapter 2 - Adding a Tool to an Organizer Page and the Course Menu – Voice Direct Creation](#).

---

# Using the Tools in Class

## Using the Tools in Class

### Audience

*All Designers and Teaching Assistants*

1. Log-in to WebCT.
2. Select a Course to modify from the Courses List on the MyWebCT page.
3. Navigate to the appropriate Organizer Page where your Tool resides, or remain on the Course Homepage if your Tool was placed exclusively in the Course Menu.
4. Click the “View” tab at the top of the page.

## Live Classroom

1. Click the link for any Live Classroom Tool on an Organizer Page, or from the Course Menu, to reach a list of Rooms and Archives (**all Live Classroom links in your course will bring you to this page**).
2. Click the Title link of the Live Classroom or Archive you wish to access. This will launch a new window that contains the Live Classroom or Archive.

## Voice Tools

Click the link for any Tool you wish to use.