



# **Wimba Portal Components for ANGEL 7.1 - 7.2**

Version 3.1

**User Guide**

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# Wimba Portal Components for ANGEL User Guide

## Getting Started

### Introduction

Wimba Portal Components enables institutions to easily enhance their ANGEL courses by allowing seamless access to complementary applications. Wimba Portal Components allow instructors and students to access up to five tools from within the ANGEL 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 Presentation:** a presentation consisting of web content alongside voice messages
- **Voice Recorder:** a recorded message that a user can play back anytime, usually accompanying content within a web page.
- **Wimba Podcaster:** a tool that allows for the creation and subscription of podcasts

Wimba Portal Components feature:

- **Single Sign On:** Students and instructors seamlessly access the Wimba Voice Live Classroom and Voice Tools within ANGEL. 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 Wimba tools using the ANGEL interface. There is no need to access and learn a new administration interface.
- **Consistent look, feel and navigation:** Wimba tools look like, and can be used as, any other ANGEL tool. Consequently, there is almost no learning curve.
- **Calendar integration:** Calendar entries can be created for Wimba tools, enabling direct access from the calendar to the tool.

In order to access these tools, your System Administrator will first need to install and configure the Wimba Portal Components on your ANGEL server.

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

## Layout of the Components

### Wimba Portal Components

Three components allow you to add up to five Wimba tools to an ANGEL course or group:

1. *Wimba Component:* the main component for creating/modifying the following tools:

- Live Classroom
  - Voice Board
  - Voice Presentation
  - Wimba Podcaster
2. *Wimba Podcaster*: a feed reader for course podcasts, providing:
    - Access to any Wimba Podcaster created within a course/group
    - Review of the five most recent posts for a selected podcast
  3. *Wimba Voice Recorder*: an announcement component to embed audio messages on Course and Group pages

### **Course Page Placement**

You may add these components to the following Course and Group pages:

- Course Home
- Group Home
- Resources
- Communicate

You may only add a single instance of each component per Course/Group page.

### **Component Instances**

Instances of the *Wimba Component* and *Wimba Podcaster* component link to the same component across Course/Group pages.

Instances of *Wimba Voice Recorder* component are unique, so individual messages may be recorded on each Course/Group page.

# Creating a Tool

## Adding a Component to a Course or Group Page

1. Log-in to ANGEL
2. Select a course to modify from the **Courses** component (or a group from the **Community Groups** component).
3. Navigate to one of the pages mentioned in the *Layout of the Components* section above. Click the **Edit Page** link.
4. Select the component(s) of your choice from *Available Components* list:
  - **WimbaComponent**
  - **WimbaPodcaster**
  - **WimbaVoiceRecorder**
5. Click the **Add Component** button.
6. Click the **Save** button in the lower right-hand corner.

## Live Classroom Creation

By default, the *Wimba Component* contains 4 Live Classrooms: 1 Main Room and 3 Group Rooms. The Main Room and Group Rooms are essentially the same, with one main difference. Within the Main Room, an Instructor in an ANGEL course has Presenter-level access to Live Classroom. In contrast, within each of the Group Rooms, both students and instructors in ANGEL have Presenter-level access to Live Classroom.

Therefore, sessions within the Main Room are instructor-led; students rely on the instructor to present content and start an archive (recording) of the session. The Main Room is appropriate for lectures, office hours, and other presentations where the course instructor takes the lead. Sessions within any of the Group Rooms may be student-led. This format can be appropriate for meetings among students or any student-led activity that does not require an instructor presence.

All rooms are permanent and can be utilized an unlimited number of times; there is no need to create a room for each new session.

The *Wimba Component* must be added to a page before instructors can create, or access, Live Classrooms.

### To Create a New Room

1. Click the **New (+)** button in the toolbar at the top of the *Wimba Component*.
2. Select the **New Room** icon.
3. Complete the requested information in the following tabs:
  - a. **Room Info**
    1. **Title:** Give your Live Classroom a relevant title.

2. **Description** (optional): Enter a description that is helpful to you. Students do not have access to the Description text.
  3. **Type**: Select *Students and instructors have the same rights* if you would like to provide all students with Presenter access to your room (by default, *Instructors lead the presentation* is selected).
- b. **Media**
1. **Student Privileges** (only available if *Instructors lead the presentation* is selected in the **Type** setting above):
    - **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. **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. **eBoard** (only applicable if *Instructors lead the presentation* 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
  3. **Breakout Rooms** (only applicable if *Instructors lead the presentation* is selected in the **Type** setting above):
    - **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
  4. **Presenter Console** (only applicable if *Students and instructors have the same rights* 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**: these options control how students use the different forms of text chat (only applies to rooms where *Instructors lead the presentation*)

- e. **Access:**
1. **Available to Students:** This box must be checked in order for a Room to be visible to students
  2. **Dial-in information:** Displays Phone-Only User dial-in and PIN information  
**Note:** *This information is also available by clicking the **Dial-in Info** icon, located to the right of any Room, within the Wimba Component.*
  3. **Maximum Users:** Places a limit on the amount of users (including the instructor) who can enter the room. By default, this is set to **Unlimited**.
  4. **Enable guest access:** You may allow users who are not registered in your course to enter the room via an external link (provided when selecting this option).

4. Click the **Create** button to build your room.

**Note:** *Archives (recorded sessions from a Room) automatically appear below each Room in the Component.*

## Voice Board Creation

Once you have added the *Wimba Component* to a page, you may create Voice Boards.

### To Create a Voice Board

1. Click the **New (+)** button in the toolbar at the top of the *Wimba Component*.
2. Select the **New Board** icon.
3. Complete the requested information in the following tabs:
  - a. **Info**
    1. **Title:** Give your Voice Board a relevant name.
    2. **Description** (optional): Text entered here will appear below the Title and above the Voice Board.
    3. **Type:** By default, students can see one another's posts, and post replies to any message, in a (Public) Voice Board.
      - Select **Students can start a new thread** to enable a student's ability to compose top-level messages (only applicable to a Public Board).
      - Select **Private** to disable student ability to 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.
  - b. **Media**
    1. **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.
    2. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
  - c. **Features**
    1. **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.

2. **Display messages in chronological order:** When checked, the Voice Board displays the messages beginning with oldest messages first (at the top).
  3. **Allow students to forward messages:** When checked, students will be able to forward messages from the Voice Board via email. The Voice Board will only accept addresses external to ANGEL.
- d. **Access**
1. **Available:** This box must be checked in order for a Voice Board to be visible to students. You may also specify time/date parameters for this Board's availability to students.
4. Click the **Create** button to build your Voice Board.

## Voice Presentation Creation

Once you have added the *Wimba Component* to a page, you may create Voice Presentations.

### To Create a Voice Presentation

1. Click the **New (+)** button in the toolbar at the top of the *Wimba Component*.
2. Select the **New Presentation** icon.
3. Complete the requested information in the following tabs:
  - a. **Info**
    1. **Title:** Give your Voice Presentation a relevant name.
    2. **Description** (optional): Text entered here will appear below the Title and above the Voice Presentation.
    3. **Students can comment the slides:** When checked, students will be able to add vocal and/or text comments to each slide within the Voice Presentation.
    4. **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.
  - b. **Media**
    1. **Audio Quality:** Adjust the quality of recording depending on the environment in which 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.
    2. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
  - c. **Access**
    1. **Available:** This box must be checked in order for a Voice Presentation to be visible to students. You may also specify time/date parameters for this Presentation's availability to students.
4. Click the **Create** button to build your Voice Presentation.

## Wimba Podcaster Creation

By default, one Podcaster (named after the course) is automatically accessible through the *Wimba Component* and *Wimba Podcaster* component.

Once you have added the *Wimba Component* to a page, you may create additional Podcaster resources.

### To Create a Wimba Podcaster Resource

1. Click the **New** (+) button in the toolbar at the top of the *Wimba Component*.
2. Select the **New Podcaster** icon.
3. Complete the requested information in the following tabs:
  - a. **Info**
    1. **Title:** Give your Podcaster a relevant name.
    2. **Description** (optional): Text entered will appear below the Title and above the Podcaster.
    3. **Allow users 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.
  - b. **Media**
    1. **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.
    2. **Max message length:** 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.
  - c. **Features**
    1. **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.
  - d. **Access**
    1. **Available:** This box must be checked in order for a Podcaster to be visible to students. You may also specify time/date parameters for this Podcaster's availability to students.
4. Click the **Create** button to build your Podcaster.

## Voice Recorder Creation

Once you have added the *Wimba Voice Recorder* component to a page, you may create a Voice Recorder message.

### To Create a Voice Recorder Message

1. Record your message using the Voice Recorder controls:

- a. Click the **Record** button (circle icon) and speak into 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.
  - 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, if desired.
2. If you wish to change the title or description:
- a. Click the **Edit** link
  - b. Enter a fitting name for this announcement in the top box
  - c. You may also type an optional description in the box below the title
  - d. Click the **Save** link (or click anywhere outside the Voice Recorder applet)

# Modifying the Tools, Adding Content & Scheduling

1. Log-in to ANGEL.
2. Select a course to modify from the **Courses** section.
3. Navigate to any page containing the **WimbaComponent**.

## Live Classroom

1. Click the title of the room or archive.
2. Select the appropriate icon in the *Wimba Component* toolbar:
  - a. **Launch:** Access a selected Room/Archive in a new window, test your content, and actually conduct your class.
  - b. **New:** Build a new Live Classroom. For more information, refer to *Chapter 2 - Creating a Tool - Live Classroom Creation*.
  - c. **Content:** Click here to open 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.
  - d. **Reports:**
    - **Poll Results:** View results of any Live Classroom polls published in this Room/Archive. Refer to Live Classroom Documentation for additional details.
    - **Tracking:** View attendance data for this Room/Archive.
  - e. **Schedule:** Live Classroom can be added to your course Calendar. However, if you wish to schedule recurrence, you must first add Live Classroom to the Calendar, and then add recurrence within the Calendar itself.
  - f. **Settings:** These settings are detailed in *Chapter 2 - Creating a Tool - Live Classroom Creation*.

An additional tab, **Advanced**, is available when modifying a Room. When navigating to this tab, a confirmation prompt will appear. Click **OK** to proceed. Two buttons will appear:

- **Advanced Room Settings...**
- **Advanced Media Settings...**

These buttons provide more in-depth room options not available in the **Settings** panel.

- g. **Delete:** Delete a selected Room/Archive permanently

Additional features include:

- **Search Box:** Search for a specific Room/Archive by its title.

- **Instructor View Menu:** Switch to **Student View** to view the *Wimba Component* from the student perspective.
- **Dial-in Info Icon:** Located to the right of a Room/Archive's Status Icon. This displays Phone-Only User dial-in and PIN information. Instructors can review this information for Instructors and Students. Students will see only Student relevant info.

**Note:** *This information is also available to Instructors within the **Access** section of the **Settings** panel.*

- **Status Icons:** Located to the far right of each Room/Archive title. Green indicates that students can access the Room/Archive. Red indicates it is hidden.

Double-click this icon to launch the Room/Archive (you may also double-click the entire row, or select the Room and click the **Launch** icon, as detailed above). Room status can only be changed from within the **Settings** panel.

**Note:** *When an Archive is created, it is unavailable by default. To make it visible to students:*

1. Click the title of the Archive
2. Click the **Settings** icon
3. Navigate to the **Access** tab
4. Check the **Available** box
5. Click the **Save all** button

## Voice Tools

### To modify a Voice Board, Voice Presentation, or Wimba Podcaster

1. Click the title of the tool of your choice.
2. Select the appropriate icon in the *Wimba Component* toolbar:
  - a. **Launch:** Access a selected tool in a new window, add content, and fully utilize the tool.
 

**Note:** *If you have added the Wimba Podcaster component, you may alternately select an instance of Podcaster from this component's drop-down menu, followed by the **click here to launch the podcast** link, to launch this tool.*

*You may also the five most recent posts by clicking the **Read and Listen** link to the right of any message within a given Podcaster.*
  - b. **New:** Build a new Live Classroom. For more information, refer to *Chapter 2 - Creating a Tool* (refer to the section relevant to the tool you wish to create)
  - c. **Schedule:** Voice Tools can be added to your course Calendar. However, if you wish to schedule recurrence, you must first add a Voice Tool to the Calendar, and then add recurrence within the Calendar itself.
  - d. **Settings:** These settings are detailed in *Chapter 2: Creating a Tool*.
  - e. **Delete:** Delete a selected tool permanently

Additional features include:

- **Search Box:** Search for a specific tool by its title.

- **Instructor View Menu:** Switch to **Student View** to view the *Wimba Component* from the student perspective
- **Status Icons:** Located to the far right of each tool's title. Green indicates that students can access the tool. Red indicates it is hidden.

Double-click this icon to launch the tool (you may also double-click the entire row, or select the tool and click the **Launch** button, as detailed above). Tool status can only be changed from within the **Settings** panel.

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