

## How do I set up a Wimba Live Classroom session?

1. Login to your Blackboard course
2. Select **Communication** from the **Tools** option on the left-hand side menu
3. Select **Wimba Classroom** (near the bottom of the page)
4. Click the “**Create Room**” button under “*Lists of Rooms and Archives*”

### Create Room Options

- **Title:** type in a name for your session room (required),
- **Description:** add additional information if needed
- **Type:** allow presentation tools (white board penning tools) to be available for
  - Instructors only (**default**) or both students and instructors
- **Media Settings** and **Rooms Features:** default is acceptable
- **Chat Settings:** (*Expand available options by clicking on the >*) Uncheck “**Enable private chat**”
- **Access Settings:** (*Expand available options by clicking on the >*) Selecting “**Enable guest access**” will provide a URL link to directly access the session and an archive
- Click **Submit; OK** to create the room

### Add Content to the Room

Content that can be added to Live Classroom can be PowerPoint slides; graphic files; web site; HTML (URL's); most video formats; and PDF documents.

On the **Add & Manage Content** screen you can add content from either existing Blackboard course or upload new content locally stored

### Add existing Blackboard content to the room

- Click to open the room created above; select **Add/Manage Content** from the top menu bar.
  1. Select **Add Blackboard content...**
  2. Select a file to upload from a listed Blackboard folder
  3. Select **New Folder** under **Select Wimba Classroom folder...**; type in a folder name (1-20 characters only)
  4. Click **Submit; OK**

**Note:** PowerPoint slides are converted to .gif image files, so **slide transitions, animations and embedded links will not work.**

Ideal slide size is **9.7 in. width x 4.5 in. height** (in PowerPoint select **Design, Page Setup, Save as ...**) See “PowerPoint tips” for more tips.

### Add new content to the room

- Click to open the room created above; select **Add/Manage Content** from the top menu bar.

#### **One presentation:**

1. Selecting the option to upload new content opens the **Modify Room Set Up** page
2. Select **Default Content Folder** (this is the folder that will load each time your room is opened)
3. “**Browse**” to locate saved file; click **Open** to upload
4. Choose whether or not to display in **eBoard** (*editing tools available*)
5. Click **Add**

#### **Two or more presentations (multiple folders)**

1. Select **New Folder**; type a name for the folder (e.g., **Session 1**); click **Create** (repeat for additional folders)
2. Select this newly created folder now shown under **Folder Title**
3. “**Browse**” to locate and open locally saved presentation
4. Choose whether or not to display in **eBoard** (*editing tools*)
5. Click **Add**
6. When finished uploading files, click the **X** in the upper right hand corner to close the **Modify Room Set Up Screen**
7. Click **Cancel** to return to the Wimba room listing in Blackboard