


Step 1 – Landing Page

Click on “View Records”

Wimba Classrooms > Wimba Staff Training Classroom

 **Wimba Classroom**

[Add to Calendar](#) | [Add & Manage Content](#) | [Room Settings](#) | [View Records](#) | [Advanced](#)

[Enter this Room](#) | [Close this Room](#) | [Setup wizard](#) | [Wimba Classroom Help](#)

Wimba Staff Training Classroom (Open)







Wimba Staff Training Classroom

Phone Access:

Dial-in numbers: Pin codes:

Phone: **(201) 549-7592** Instructor: **56637254**
Student: **56637247**

Here is the list of the recorded archives for this room:

Title	Type	Enter	Download	Access	Settings	Delete
Wimba Staff Training Classroom - 10/20/2011 - 14:13	Archive		 			

Step 2 - Tracking

Click on “Tracking”

[Wimba Classrooms](#) > [Wimba Staff Training Classroom](#) > View Records

Menu

[Poll Results](#)

View the results from all advanced polls that have been conducted in this Room or Archive.

[Tracking](#)

View statistics on who has entered this Room or Archive, when they arrived and how long they stayed.

[Cancel](#)

Step 3 – View Tracking Report

Tracking Report

[Download Data](#)

Displaying 469 records.

User ID	Screen Name	Room	Time Entered	Length of Stay
_umb_wimba_tisha	Tisha_Wimba	_umb_s_1152966945201_305256	02/29/2012 17:28:09 EST	00:00:25
_umb_wimba_tisha	Tisha_Wimba	_umb_s_1152966945201_305256	02/27/2012 20:31:37 EST	00:00:04
_umb_wimba_paul	Paul_Wimba	_umb_s_1152966945201_305256	02/20/2012 18:10:54 EST	00:02:25
_umb_wimba_paul	Paul_Wimba	_umb_s_1152966945201_305256	02/15/2012 18:09:19 EST	00:01:11

Click on “Download Data” to save as TSV (tab-separated-value) file

This file can be read by Excel, though double clicking on file may not work.

Step 4 – Report Format

Excel Columns

- **user_id** **UMB ID (use nickname instead)**
- **nickname** **Person's Name**
- **channel** **Ignore this**
- **enter** **Time room was entered**
- **stay** **Length of time spent in room**

Notes

- **Whole semester results are saved in file**
- **Filter the data by date to get desired results**
- **Note there may be duplicates if people entered, exited, and re-entered room**
- **“Stay” should be at least an hour or so for a student attending whole class**