

## Seeding Wimba Classroom Process in BlackBoard Vista (and related tasks)

In this Seeding Task process, you will be:

1. **Seeding a Wimba Classroom into course in BlackBoard. and testing the created class (you will need to be enrolled in the course).**
2. **Setting a 24/7 Support Services footer (if not already there).**
3. **Adding a (hidden to students) Faculty Resources link (if not already there or updating to remove the LMS in name).**

**\*\*\*Before starting, make sure with Alan that he has enabled the live classroom tool over the entire directory of online classes (remind INCLUDING non-credit) for this upcoming semester.**

**Naming convention is (with UMB and no UMB alternating semesters):**

**F = Fall**

**W = Winter**

**SPR = Spring**

**SU = Summer**

**Example 1: UMB CLSICS 385 S01 SPR10 Wimba Classroom**

**Example 2: CLSICS 385 S01 SU2010 Wimba Classroom (also adding a 2010 for clarity of year)**

**Specific Links (or Start [Adding a Wimba Classroom in BlackBoard Vista](#)):**

\*\*\*To enroll yourself into a course in BlackBoard, click [HERE](#).

\*\*\*If there is no Wimba Classroom, click [HERE](#) to build a Wimba Classroom module.

\*\*\*If you need to link multiple classrooms to the same source, click [HERE](#).

\*\*\*To set the latest **24/7 Support Footer** text on the **Home Page** and **remove old support web links**, click [HERE](#).

\*\*\*To add the **Faculty Resources** to the Home Page, click [HERE](#).

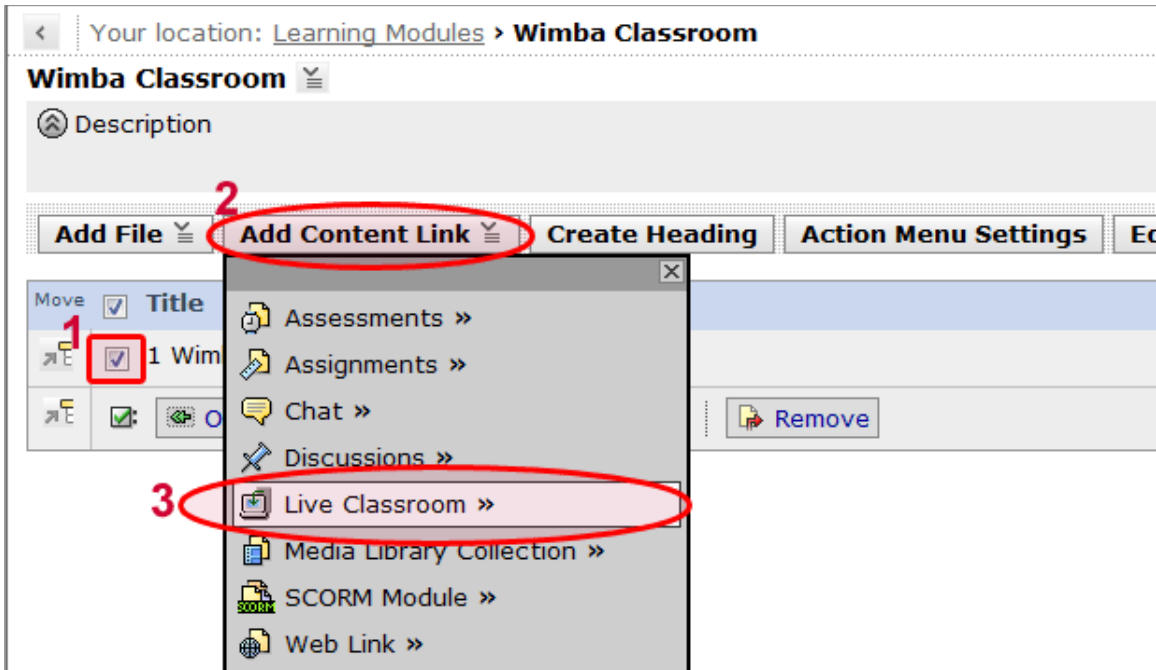
\*\*\*For Additional Wimba configuration like limiting the number of users, click [HERE](#).

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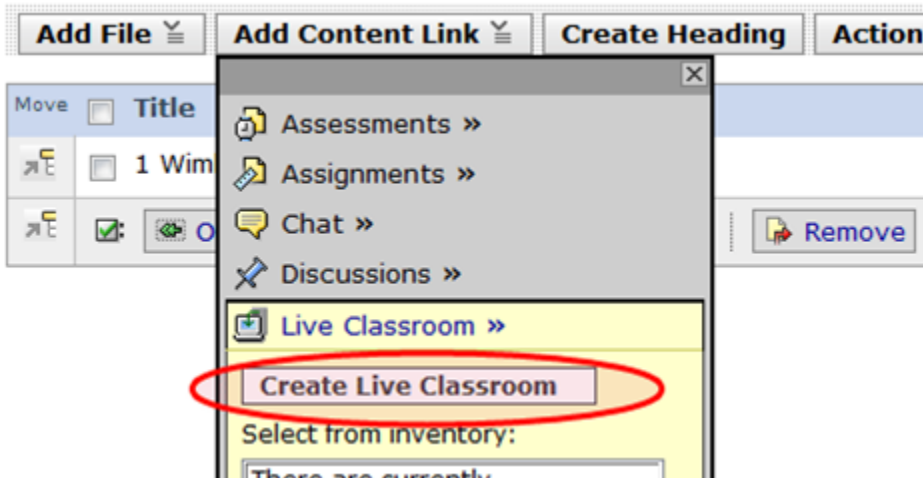
### Adding a Wimba Classroom in BlackBoard Vista

To begin, go into **Wimba Classroom** module on the **Home Page**.





**Create the Live Classroom**  
**(Don't pick from inventory since this is a new class.)**



When prompted again, select **Create Room**.



Enter a name for the room following the UMB naming standards for Wimba Classroom, then click **Continue**:

## Create Live Classroom

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\* Title:

\* Required field

**Pick name provided by Google Docs** (name be too long of a name so abbreviate the course name perhaps removing the word “Class” but leaving the UMB (**or no UMB in alternation**), dept., and section number in tact – alternating with or without the UMB in front. **For example Summer 2010 courses are not using the UMB in front to make it easier to find classes and know if you are in the right session as a support person**).

If “**UMB ACDTSP 001 S012F F09 Wimba Classroom**” was too long you could call it “**UMB ACDTSP 001 S012F F09 Wimba Room**” so that the sorting and naming convention is consistent. You can look at previous semesters for how courses are abbreviated.

Make sure the **Create New Room** option is selected and then click **Continue**:

## Create Live Classroom

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Create New Room

Link to List of Rooms and Archives

Link to Existing Room

Link to Existing Archive

Make sure that **Presentation tools are available only to instructors** option is selected, as depicted in the picture below, then click **Create Room (unless told otherwise)**.

Also, you will want to turn the setting on to **Automatically Open New Archives** and turn off **Display Archive Reminder** by checking on and off those options before creating the room so that we do not have to be concerned that the professor has remembered to opened their archives for students and the Archive Reminder might annoy some faculty members.

## Information

Title

Description

Type  Presentation tools are available only to instructors.  
 Presentation tools are available to both students and instructors.

Archives:  Automatically Open New Archives  
 Display Archive Reminder

**The screen below will appear completing the Wimba Classroom creation process.**

Wimba Classroom ▾

Description

[Add File](#) ▾ [Add Content Link](#) ▾ [Create Heading](#) [Action Menu Settings](#) [Edit Link Titles](#)

Move	Title	Linked to
	<input type="checkbox"/> 1 Wimba Classroom Documentation ▾	Wimba Classroom Documentation
	<input type="checkbox"/> 2 UMB ACDTSP 001 S012F F09 Wimba Classroom ▾	UMB ACDTSP 001 S012F F09 Wimba Classroom

[Outdent All](#) [Outdent](#) [Indent](#) [Remove](#)

**You may need to close an old room...remove link on landing page to the closed room. You go up the breadcrumb trail to Wimba Classrooms and close the old room to block access.**

[Wimba Classrooms](#) > UMB ACDTSP 1 05S Spr09 Wimba Classroom









**Wimba Classroom** [Add to Calendar](#)

[Enter this Room](#) [Open this Room](#)

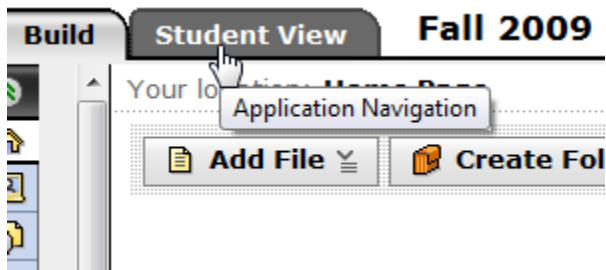
## Wimba Classrooms

here is the list of room and archives available from this section:

Create Room

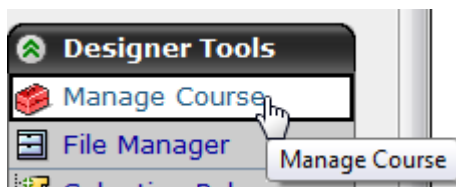
Title	Type	Enter	Download	Access	Settings	Delete
<a href="#">UMB ACDTSP 001 S012F F09 Wimba Classroom</a>	Room					
<a href="#">UMB ACDTSP 1 05S Spr09 Wimba Classroom</a>	Room					

To ensure the **Wimba Classroom** works, test it by clicking on the **Student Tab** and entering in as a student. If that works, you should be all set with the **Wimba Classroom** that you created.



If you see that the **Wimba Classroom add content link** is missing you need to do the following:

Go in **Manage Course** in **Designer Tools**.



Click on **Settings**.

## Manage Course



### [Tools](#)

Determine which tools can be used in the course. You can add and remove tools as necessary.



### [Course Menu](#)

Modify the appearance of the course menu.



### [Colors](#)

Choose colors for the course.



### [Course Content Icons](#)

Choose an icon set for course content.



### [Settings](#)

Edit settings for tools.



### [Import](#)

Import content into the course.



### [Course Preview Page Setup](#)

Set up the Course Preview Page for the course.



### [Date Rollover](#)

Adjust dates for course items.



### [Course URL](#)

Users can log directly into the course by using the following URL:  
<https://learning.umassonline.net/webct/logon/2738055336271>

## Click on **Live Classroom** under **Tools**.

### Settings Management

#### Administration

[Content Manager](#)

[Content Sharing](#)

[Customize](#)

[International](#)

[Learning Context](#)

[PeopleLinks](#)

[Teaching Assistant Settings](#)

[Tracking](#)

[User Manager](#)

#### Tools

[Assessments](#)

[Assignments](#)

[Bookmarks](#)

[Calendar](#)

[Chat](#)

[Course Menu](#)

[Create Printable View](#)

[Discussions](#)

[File](#)

[Goals](#)

[Grade Book](#)

[Grading Forms](#)

[HTML Creator](#)

[Learning Modules](#)

[Live Classroom](#)

[Post Content](#)

#### System Integration

[Deployable Components](#)

[SSO V1 Module security](#)

[SafeAssign Authentication Module](#)

[Scholar PowerLink](#)

[Wimba](#)

Set the option for **Enable Tool** from **False** to **True**.

### Live Classroom Tools

Title	Value
Enable Tool	<input checked="" type="radio"/> true / <input type="radio"/> false
This setting has been locked.	
Allow Instructors to create Live Classrooms *	<input checked="" type="radio"/> true / <input type="radio"/> false
rid	<input type="text"/>
This setting has been locked.	
This setting has been locked.	
This setting has been locked.	
This setting has been locked.	
This setting has been locked.	

Save Values

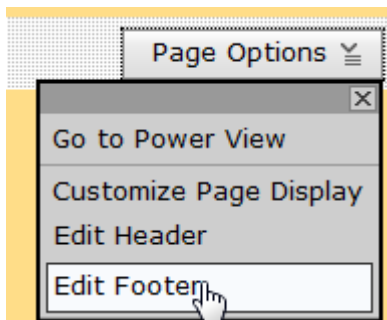
Cancel

\*Required fields

**Note, if this is happening for every course, contact synchronous conferencing manager to fix the Powerlink for all courses to be switched from False to True from **Utilities** from an account with full administrative privileges.**

**You also need to add/edit the Blackboard footer if it does not say “**Student 24/7 Support**”.**

**Do add the right footer go to **Page Options** and **Edit Footer**.**



**Paste in the following (this may change from semester to semester):**

```
<p align="center"></p>
<p align="center"><strong>
<span style="font=font-family:Verdana">
<a href="footer_support.html" target="_blank">Student 24/7
Support</a></span></strong></p>
```

**Create or Edit Footer**

```
<p align="center"></p>
<p align="center"><strong>
<span style="font=font-family:Verdana">
<a href="footer_support.html" target="_blank">Student
24/7 Support</a></span></strong></p>
```

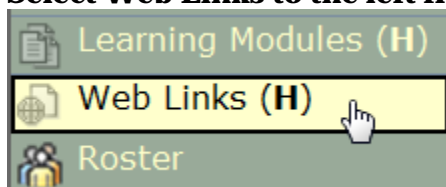
Use HTML

Use this as the default footer for the entire course. This will not overwrite existing footers.

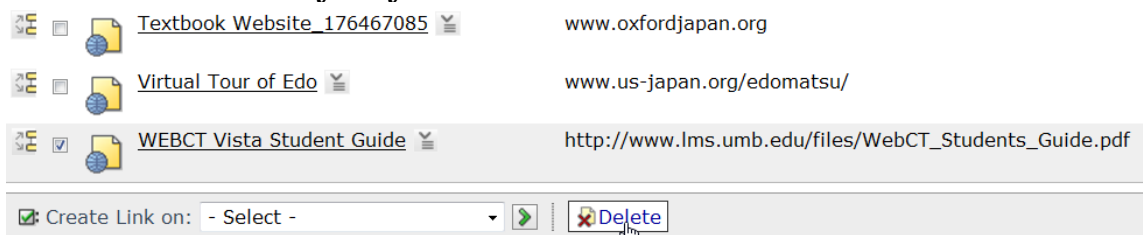
**Make sure **Use HTML** and **Use this as the default footer for the entire course** are both checked.**

**To clean up any old web links left over from the old support of class materials, do the following:**

- 1. Log onto the course in BlackBoard.**
- 2. Select Web Links to the left from the Content options.**



- 3. Check any **old UMB Support links** including any intro videos since those are on the landing page of the BlackBoard site now and the instruction links are outdated. Leave any other course specific web links since they may still be in use.**



- 4. One you select what you want to remove, click Delete at the bottom. Click OK when asked if you are sure that you want to delete the links.**

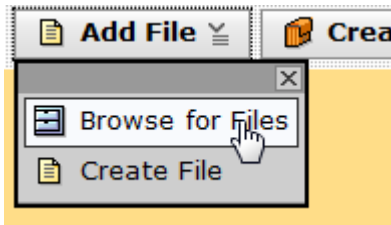
**To add the Faculty Resources link (make sure that we name it as “Faculty Resources” and not “LMS Faculty Resources” and add the new “Faculty” and not “LMS Faculty”.**

**Otherwise, if a link is already there, you can rename the existing link via “Customize link” to “Faculty Resources”):**

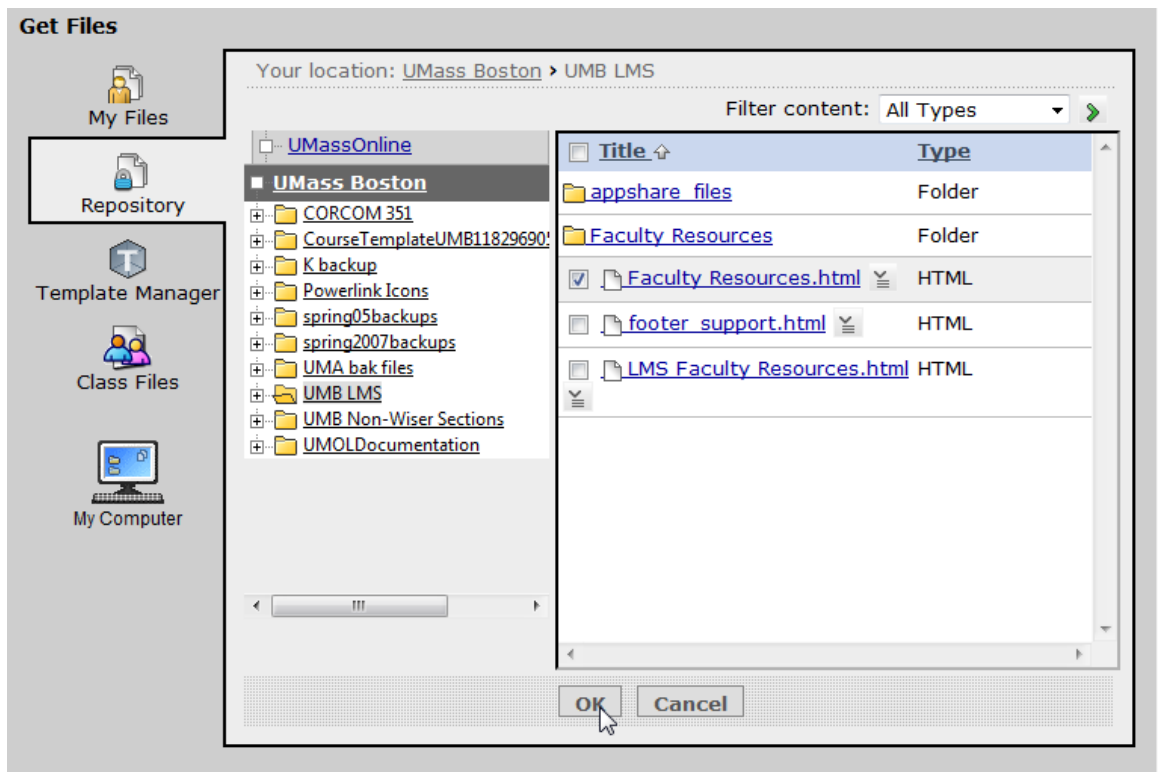


You need to put a file on the homepage. It's in the repository.

- UMass Boston folder
- UMB LMS folder
- Faculty Resources.html (using this newer version of the file name)



**Go to Repository > UMass Boston > UMB LMS > check on LMS Faculty Resources and click OK.**



**Be sure to subscribe to (not copy) the file. Click OK.**

### Get Content...

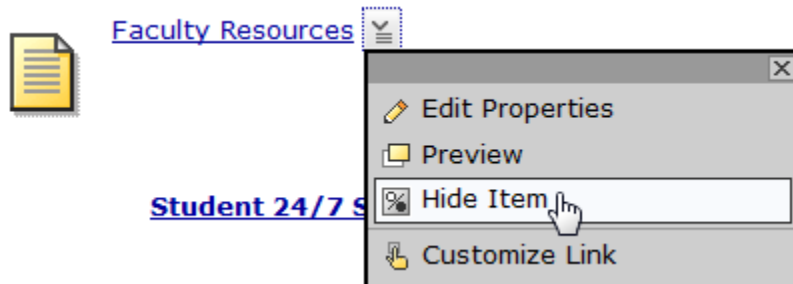
For each file, select a subscription option:

Subscribe: allows updates to the original file to be reflected in this course.

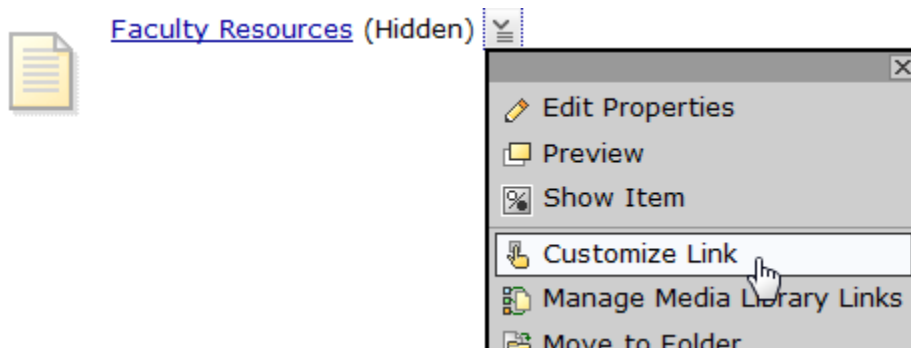
Copy: creates a copy of the file and prevents updates to the original file from being reflected in this course.

Title	What do you want to do?
 Faculty Resources.html	<input checked="" type="radio"/> Subscribe / <input type="radio"/> Copy

**You then hide the LMS Faculty Resources link so it is only accessible to professors and Wimba/LMS staff.**



**Again, if the link already exists, you can edit the name and if already there with the "LMS" in front via a right click "Customize Link", changing the name, and clicking Save (see below for more details).**



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## Link Settings

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### Linked To

Faculty Resources (File)

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### Custom Title for this Link

\* Faculty Resources

Open in a new browser window

---

### Custom Description for this Link

---

### Custom Icon for this Link



Replace Icon

Save

Cancel

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## **Building Wimba Classroom Module into BB Vista Course Sections (if the module is missing)**

**1.** From the **Build** tab, under **Designer Tools**, click **Manage Course**, then click **Import** (see screen shot below).

The screenshot shows a course management interface with three tabs: 'Build', 'Teach', and 'Student View'. The 'Build' tab is active. On the left, a vertical menu lists various course management options. The 'Designer Tools' section is expanded, and 'Manage Course' is circled in red with a red '1' next to it. Below this menu, '(H) = Hidden' is noted. The main content area on the right is titled 'Your location: Manage Course' and 'Manage Course'. It lists several options, each with an icon and a brief description. The 'Import' option is circled in red with a red '2' next to it. The 'Import' option description is 'Import content into the course.' Other options include 'Tools', 'Course Menu', 'Colors', 'Course Content Icons', 'Settings', 'Course Preview Page Setup', 'Date Rollover', and 'Course URL'.

Build Teach Student View

Course Content Announcements Assessments Assignments Calendar Chat Discussions Goals Learning Modules Local Content Mail Media Library Roster SCORM Syllabus Web Links Who's Online

(H) = Hidden

Designer Tools

Manage Course

File Manager

Grading Forms

Selective Release

Your location: **Manage Course**

**Manage Course**

**Tools**  
Determine which tools can be used in the course. You can add a

**Course Menu**  
Modify the appearance of the course menu.

**Colors**  
Choose colors for the course.

**Course Content Icons**  
Choose an icon set for course content.

**Settings**  
Edit settings for tools.

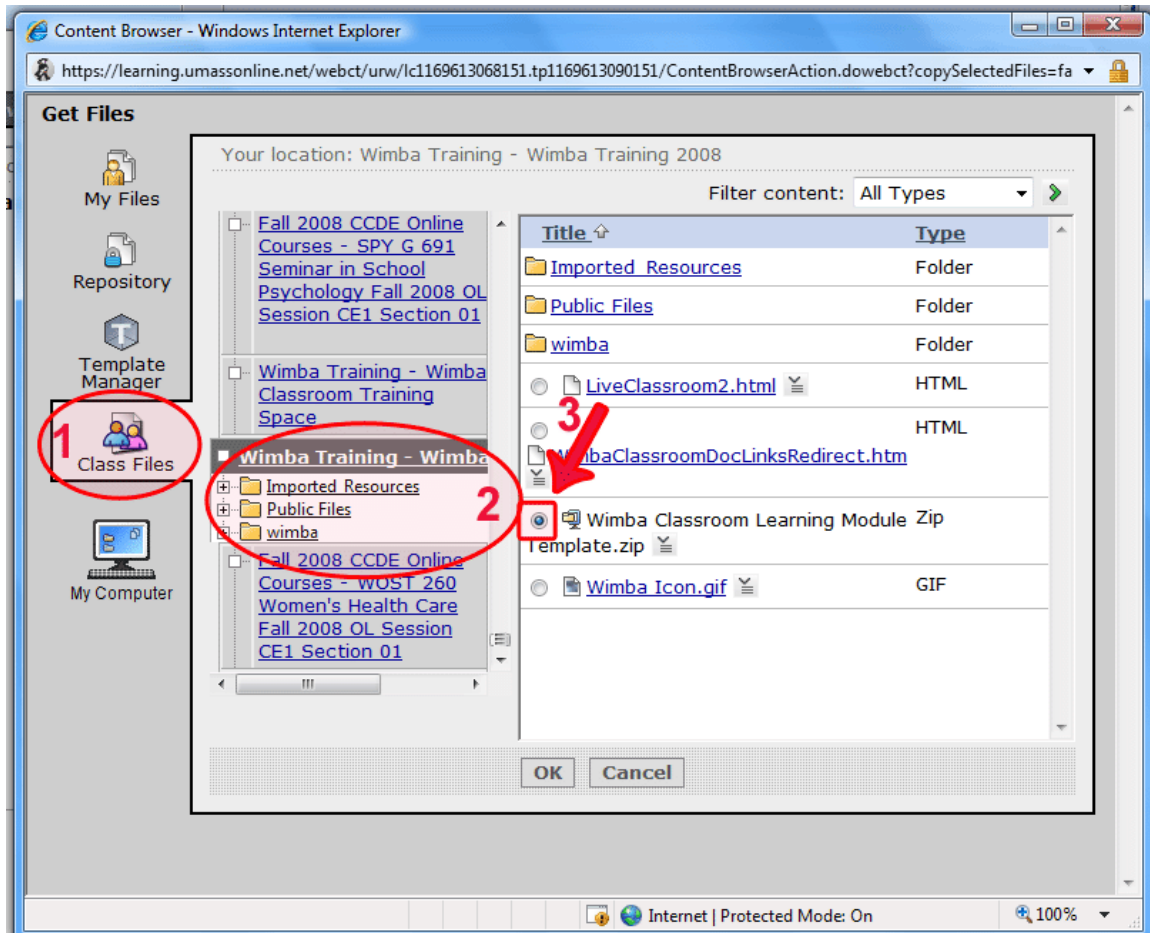
**Import**  
Import content into the course.

**Course Preview Page Setup**  
Set up the Course Preview Page for the course.

**Date Rollover**  
Adjust dates for course items.

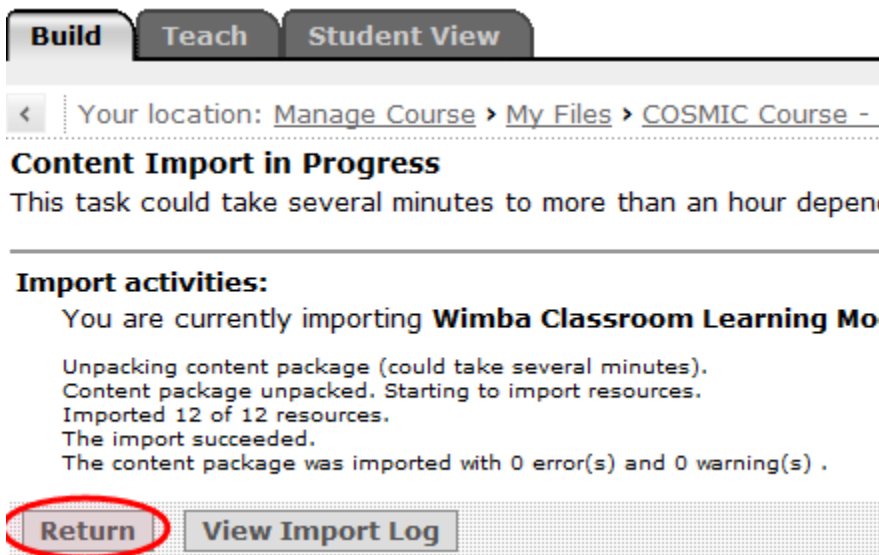
**Course URL**  
Users can log directly into the course by using the following URL:  
<https://learning.umassonline.net/webct/logon/1169613068151>

2. When the **File manager** window appears click **Class Files**, then scroll down to find the **Wimba Training –Wimba Training** course section, then select the file “Wimba Classroom Learning Module emplate.zip” (see screen shot below).

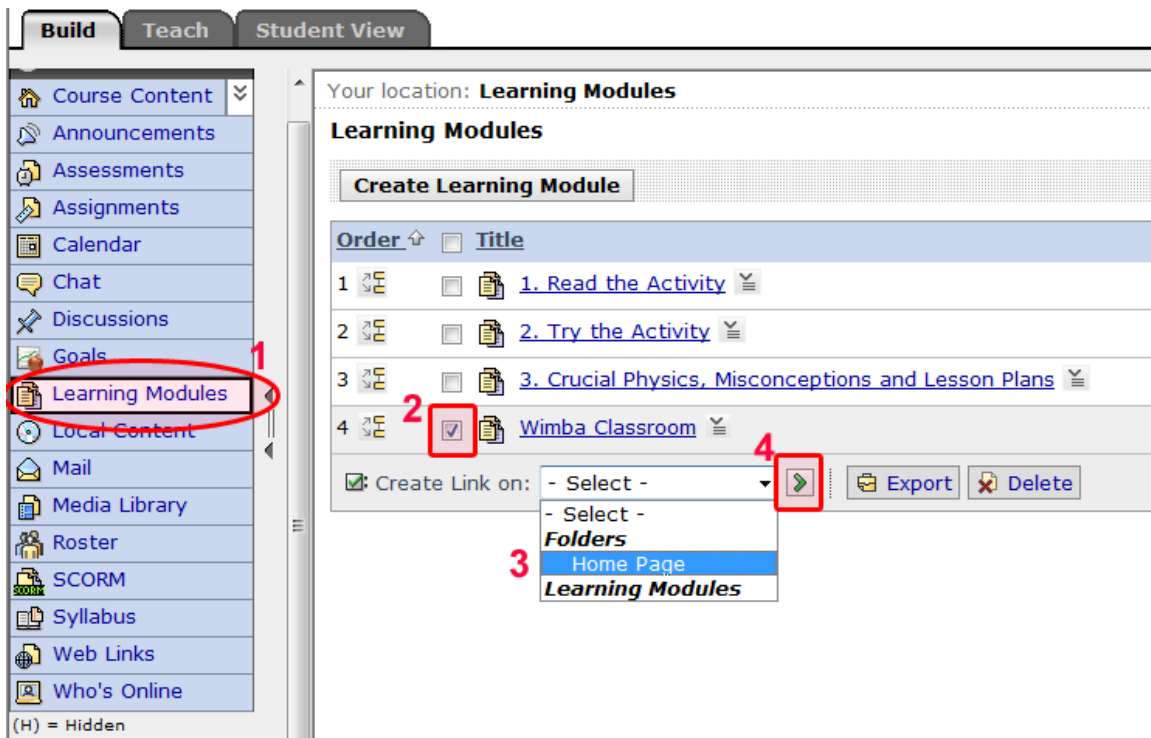


3. Click **OK**.

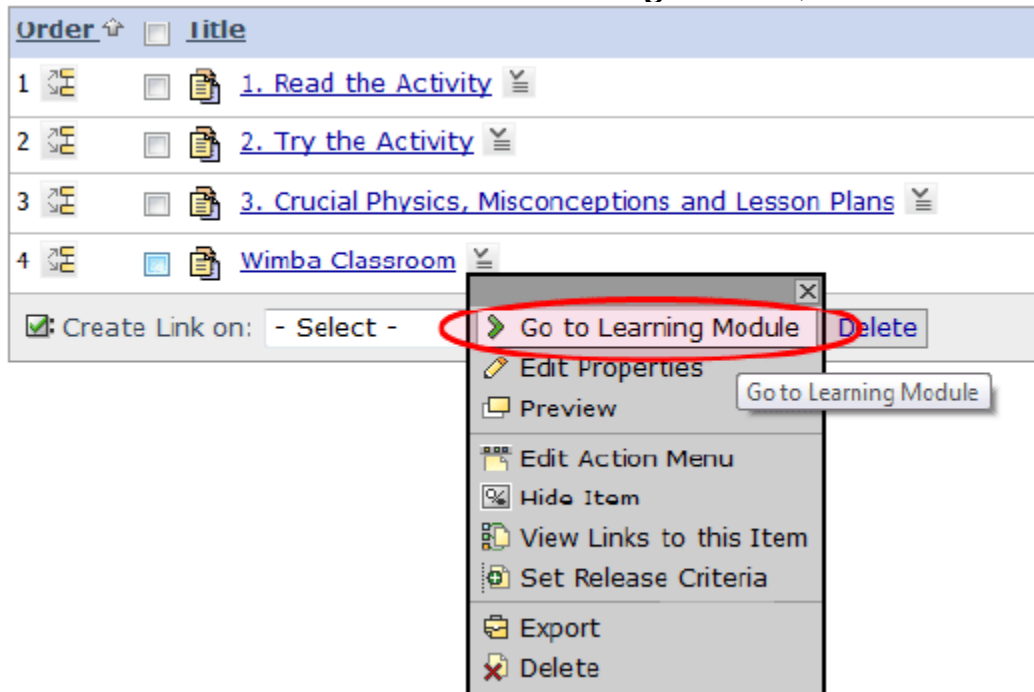
4. When the import log completes loading, click **Return** (see screen shot below):



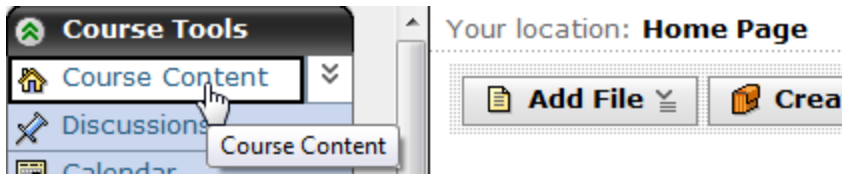
5. From the **Build** tab under Course Tools click **Learning Modules**, then check the box next to the **Wimba Classroom** module. Under **Create Link** action menu, select **Home Page** and click the **Go** icon (see screen shot below):



6. After the link is created, click the action menu button on the right of the **Wimba Classroom** module, then select **Go To Learning Module** (see screen shot below):

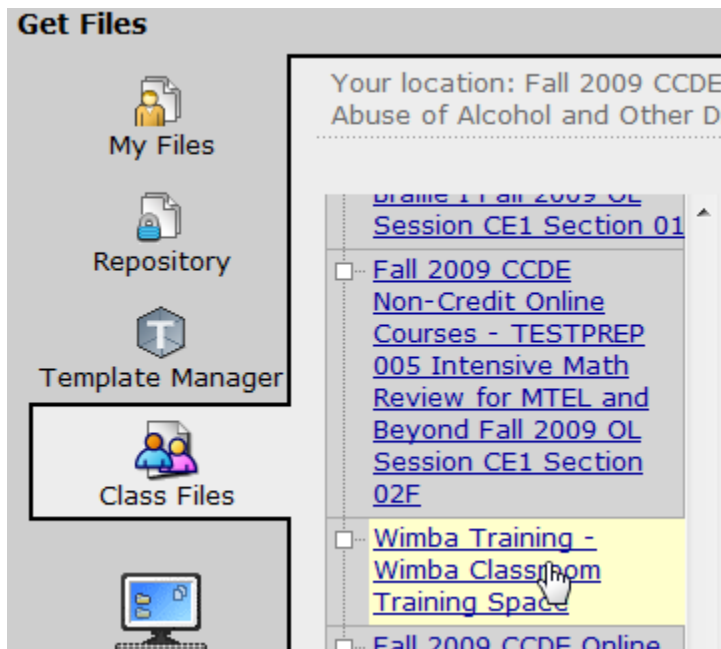


7. Click on **Course Content** and you should see the **Wimba Classroom** module on the **Home Page**.

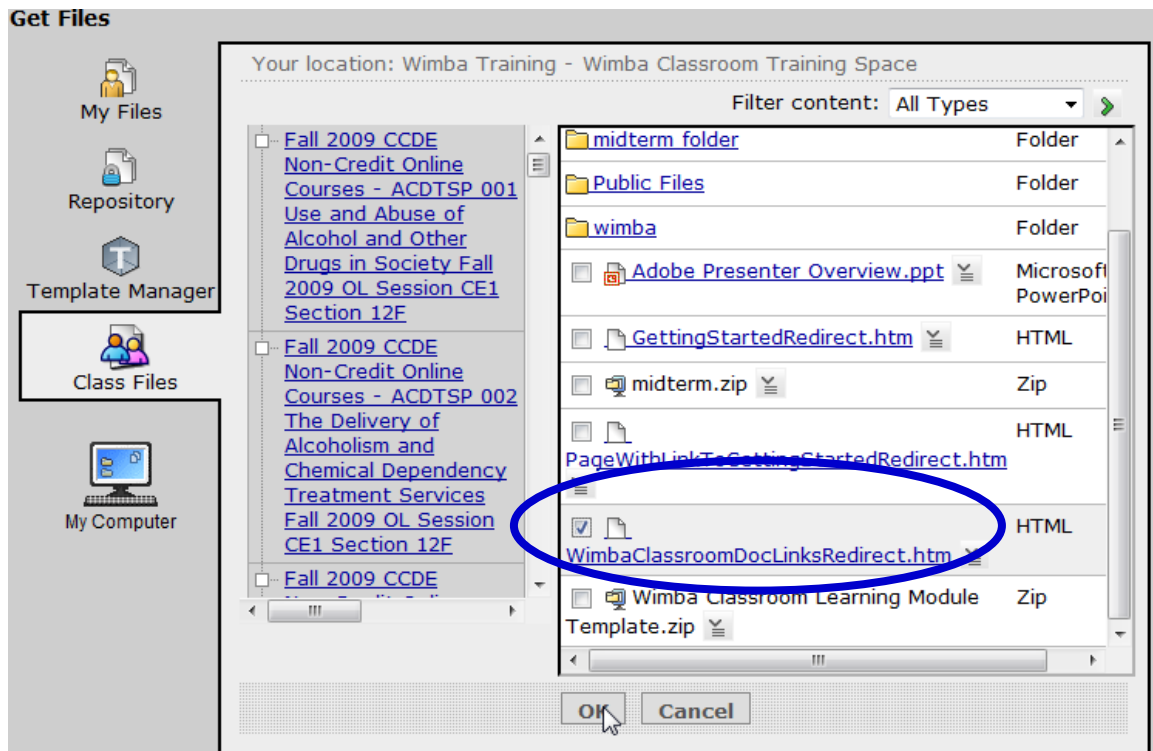


If the **Wimba Classroom Documentation** is missing in the **Wimba Classroom**, you can do the following:

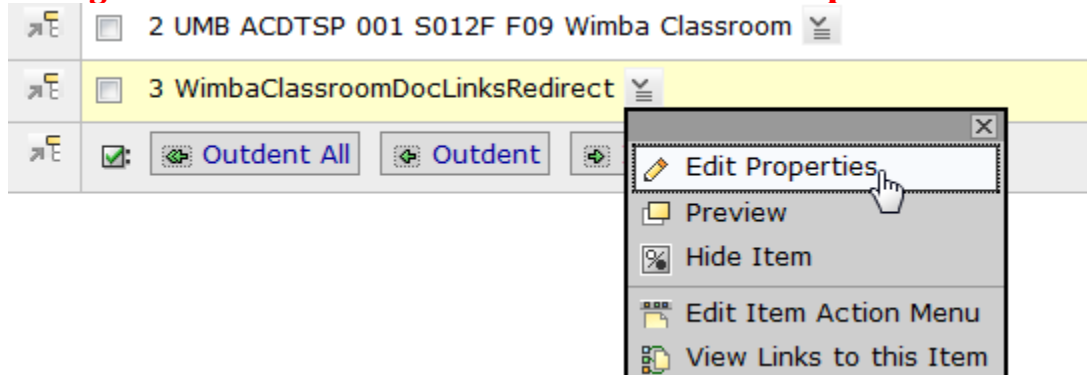
1. Click on **Wimba Classroom**.
2. In **Get Files**, scroll and **click** onto **Wimba Training – Wimba Classroom Training Space**



3. Scroll and check **WimbaClassroomDocLinksRedirect.htm** and click **OK**.



**4. Right Click on the Module name and select Edit Properties.**



**5. Rename it to Wimba Classroom Documentation and click Save.**



## Edit File

\*Title:

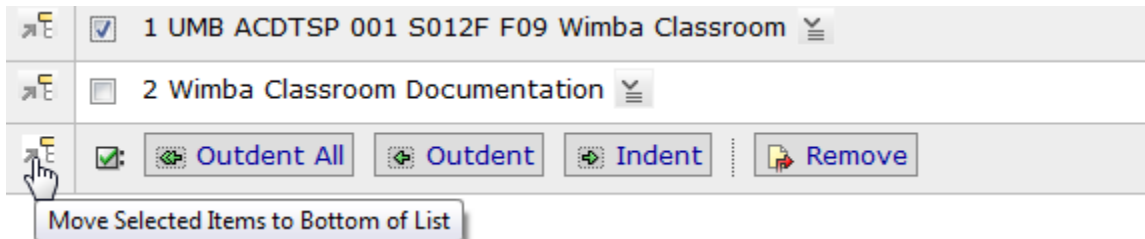
\*Content:

```
<HTML>
<meta http-equiv="Refresh" content="0;
URL=http://www.dlvpc.umb.edu
/WimbaClassroomDocLinks.htm">
</HTML>
```

Use HTML    Insert equation:

Linked to: /WimbaClassroomDocLinksRedirect.htm

## 6. Move the selected item to the bottom of the list to move up the **Wimba Classroom Documentation** link.



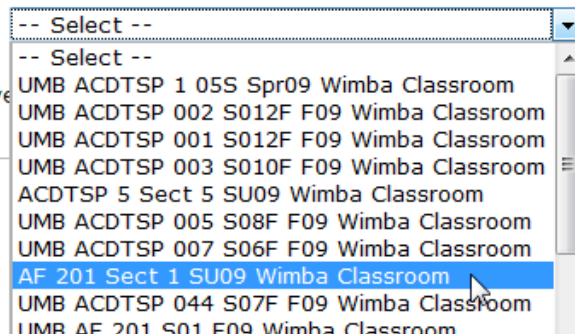
**Note – if you need to link multiple classes to a single Wimba Classroom, you create the first classroom and then in the 2<sup>nd</sup> class, select to create a room with the same name and then select “Link to Existing Room” and select the 1<sup>st</sup> room.**

Create New Room

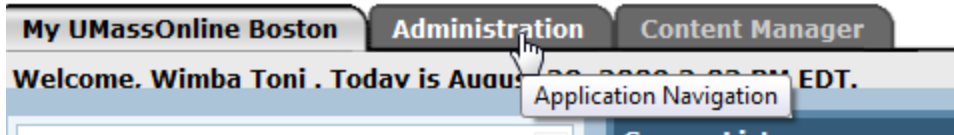
Link to List of Rooms and Archives

Link to Existing Room

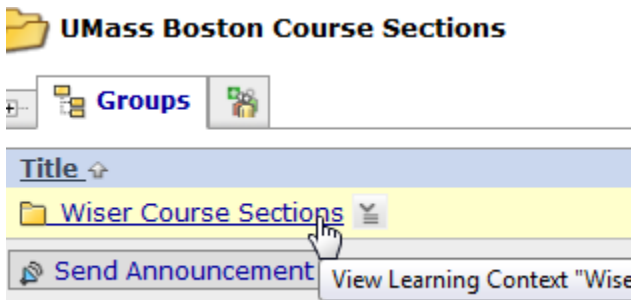
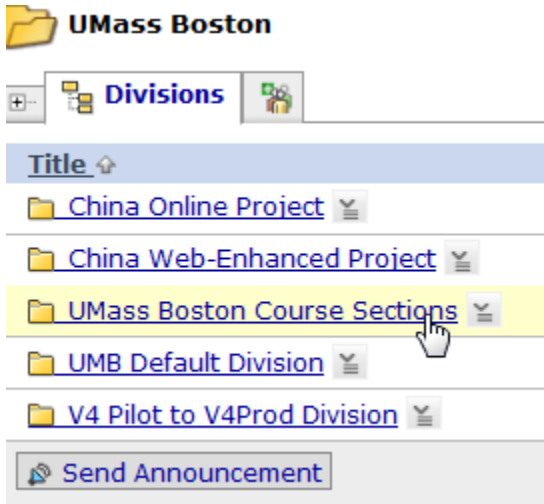
Link to Existing Archive



If you find that you are not enrolled in a course in BlackBoard, you will need to enroll yourself via the **Administration**

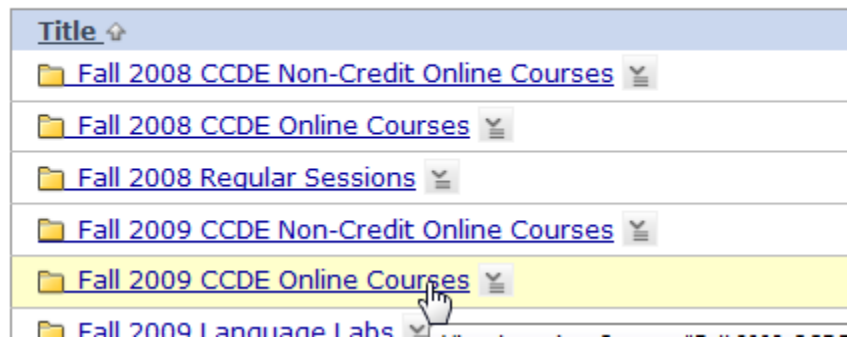


Click on **UMass Boston Course Sections** and then **Wiser Course Sections**.

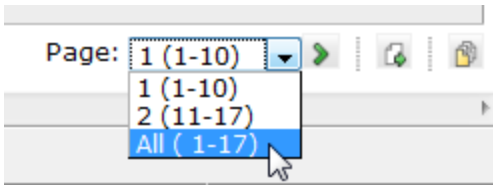


Select the **Semester** and **Type** of courses from the selected options.

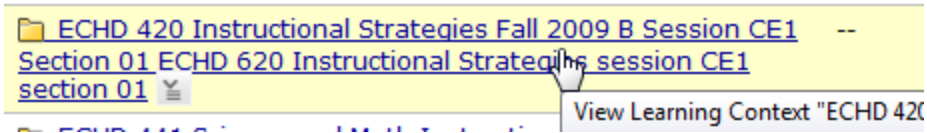
**View: All Courses**



FYI - To show **All** types of courses (and later for all courses for the whole list), select the dropdown option and pick **All** and click on the **Green Right Arrow**.



Scroll down and select your course to enroll in.

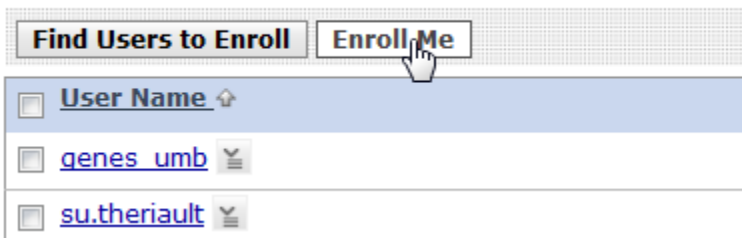


Under **Roles**, select **Section Designer**.

Title	Number of Members
<input type="checkbox"/> <a href="#">Section Instructor</a>	1
<input type="checkbox"/> <a href="#">Section Designer</a>	3
<input type="checkbox"/> <a href="#">Teaching Assistant</a>	0
<input type="checkbox"/> <a href="#">Student</a>	0
<input type="checkbox"/> <a href="#">Auditor</a>	0

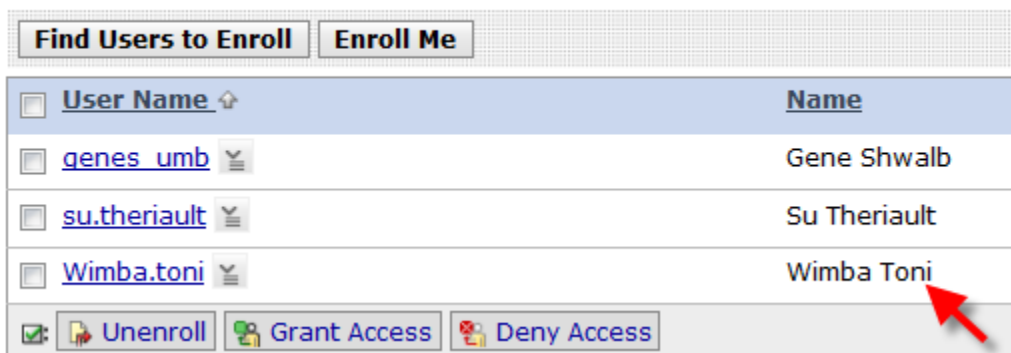
If you do not see your name listed, select **Enroll Me**.

#### Section Designer



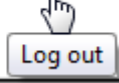
Once enrolled, you will now be listed under users in **Section Designer**.

#### Section Designer



You must select **Log Out** in the upper right hand corner and log back into BlackBoard to be able to access the course you just enrolled yourself in.

[My Settings](#) | [Help](#) | [Log out](#)



## Additional Wimba Classroom configuration settings

### A. Limiting the number of users in a Wimba Classroom

1. Go to the Wimba Classroom Landing Page
2. Go to Room Settings
3. Click on the Arrow next to Access to show Access Options
4. Select Maximum Users and put in the number of users you want to limit the room to; for example, Office Hours that are one on one, could be limited to 2 users if the faculty wants this set up for his or her class.

[Wimba Classrooms](#) > [Wimba Staff Training Classroom](#) > Room Settings

Information	
Title	<input type="text" value="Wimba Staff Training Classroom"/>
Description	<input type="text"/>
Type	<input checked="" type="radio"/> Presentation tools are available only to instructors. <input type="radio"/> Presentation tools are available to both students and instructors.
Archives:	<input checked="" type="checkbox"/> Automatically Open New Archives <input type="checkbox"/> Display Archive Reminder
▶ Media Settings	
▶ Room Features	
▶ Chat Settings	
▼ Access Settings	
Maximum Users:	<input type="radio"/> Unlimited <input checked="" type="radio"/> Limited: <input type="text" value="2"/>
Guest Access:	<input type="checkbox"/> Enable guest access <small>Note : This setting only has effect when guest access is enabled on the Wimba Classroom server. Contact your administrator for more information.</small>