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**.
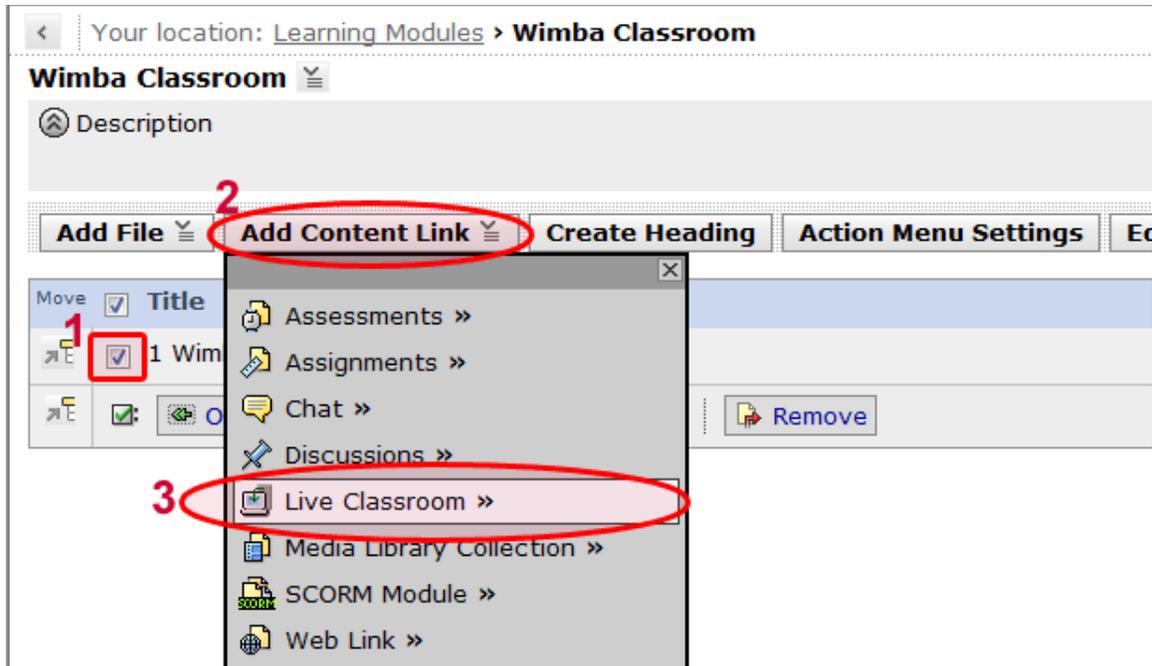
***To add the **Faculty Resources** to the Home Page, click **HERE**.

***For Additional Wimba configuration like limiting the number of users, click **HERE**.

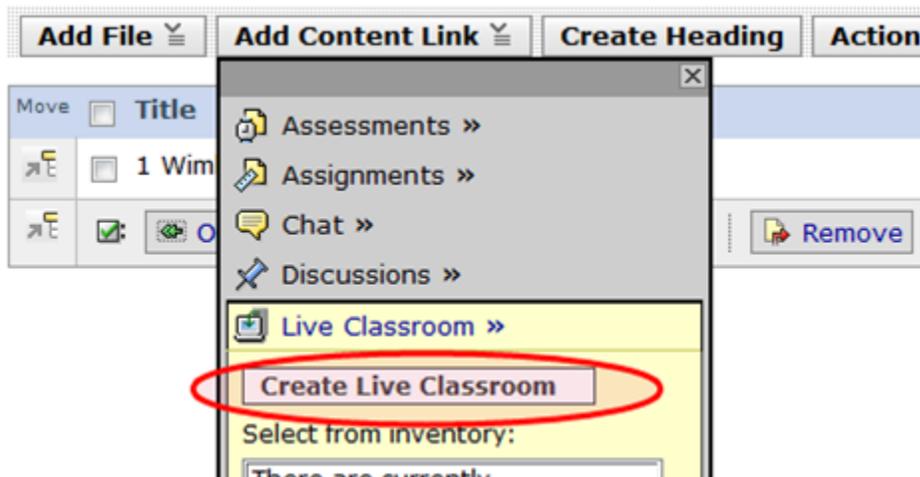**Adding a Wimba Classroom in BlackBoard Vista**

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

* Title: `UMB TEST 000 01 Wimba Classroom`

Continue Cancel
* 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

- ◉ Create New Room
- ○ Link to List of Rooms and Archives
- ○ Link to Existing Room `-- Select --`
- ○ Link to Existing Archive `-- Select --`

Continue Cancel

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** aand 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	Wimba Staff Training Classroom
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
⤢	☐	1 Wimba Classroom Documentation ⌄	📄 Wimba Classroom Documentation
⤢	☐	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   🗐Ad

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
UMB ACDTSP 001 S012F F09 Wimba Classroom	Room	⬆		●	✏	🗑
UMB ACDTSP 1 05S Spr09 Wimba Classroom	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.
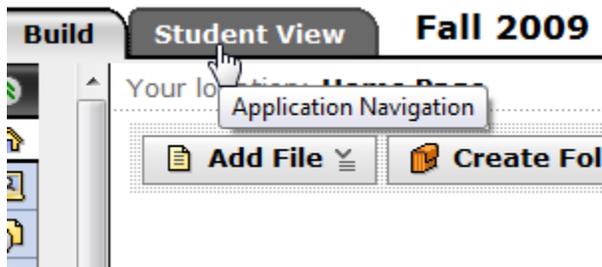
If you see that the Wimba Classroom add content link is missing you need to do the following:

Go in Manage Course in Designer Tools.
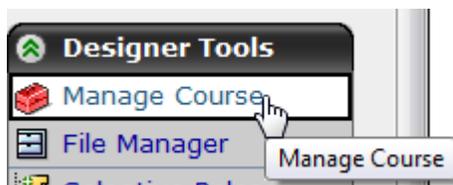
Click on Settings.

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	Tools	System Integration
Content Manager	Assessments	Deployable Components
Content Sharing	Assignments	SSO V1 Module security
Customize	Bookmarks	SafeAssign Authentication Module
International	Calendar	Scholar PowerLink
Learning Context	Chat	Wimba
PeopleLinks	Course Menu	
Teaching Assistant Settings	Create Printable View	
Tracking	Discussions	
User Manager	File	
	Goals	
	Grade Book	
	Grading Forms	
	HTML Creator	
	Learning Modules	
	Live Classroom	

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

Live Classroom Tools

Title	Value
Enable Tool	○ true / ○ false
This setting has been locked.	
Allow Instructors to create Live Classrooms *	○ true / ○ false
rid	
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.

Page Options ⩢

Go to Power View

Customize Page Display

Edit Header
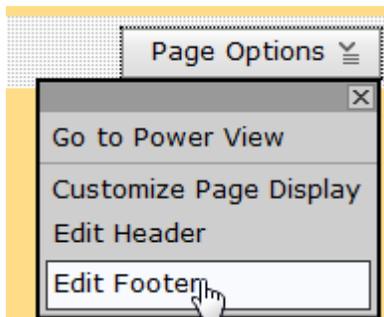
Edit Footer

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

<p align="center"></p>
<p align="center">
****
Student 24/7
Support</p>

Create or Edit Footer

Enable HTML Creator

```
<p align="center"></p>
<p align="center"><strong>
<span style="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.

[Save] [Cancel]

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.

📄 Learning Modules (H)

🌐 Web Links (H)

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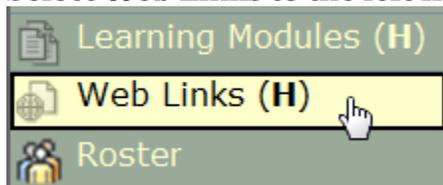
3. Check any **old UMB Support links** including any intro videos since those are on the landing page of the BlackBoard site now and the instruction links are outdated. Leave any other course specific web links since they may still be in use.

☐	📄🌐 Textbook Website_176467085 ⤓	www.oxfordjapan.org
☐	📄🌐 Virtual Tour of Edo ⤓	www.us-japan.org/edomatsu/
☑	📄🌐 WEBCT Vista Student Guide ⤓	http://www.lms.umb.edu/files/WebCT_Students_Guide.pdf

☑ Create Link on: - Select - ▾ ❯ | ✖Delete
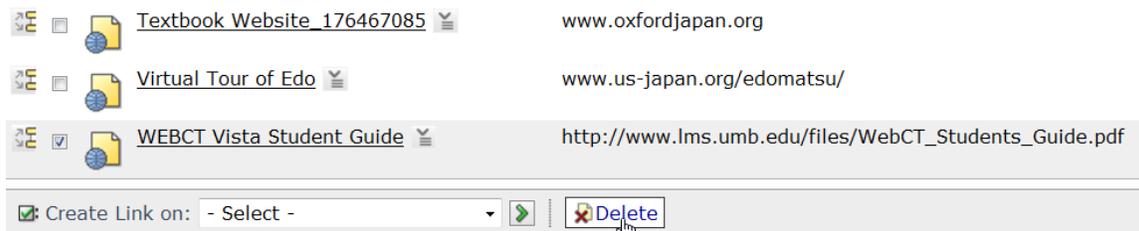
4. One you select what you want to remove, click Delete at the bottom. Click OK when asked if you are sure that you want to delete the links.

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)
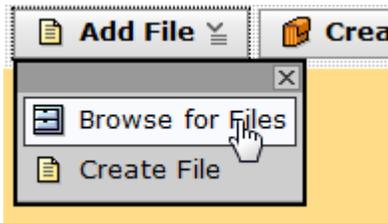
Go to Repository>UMass Boston>UMB LMS>check on LMS Faculty Resources and click OK.
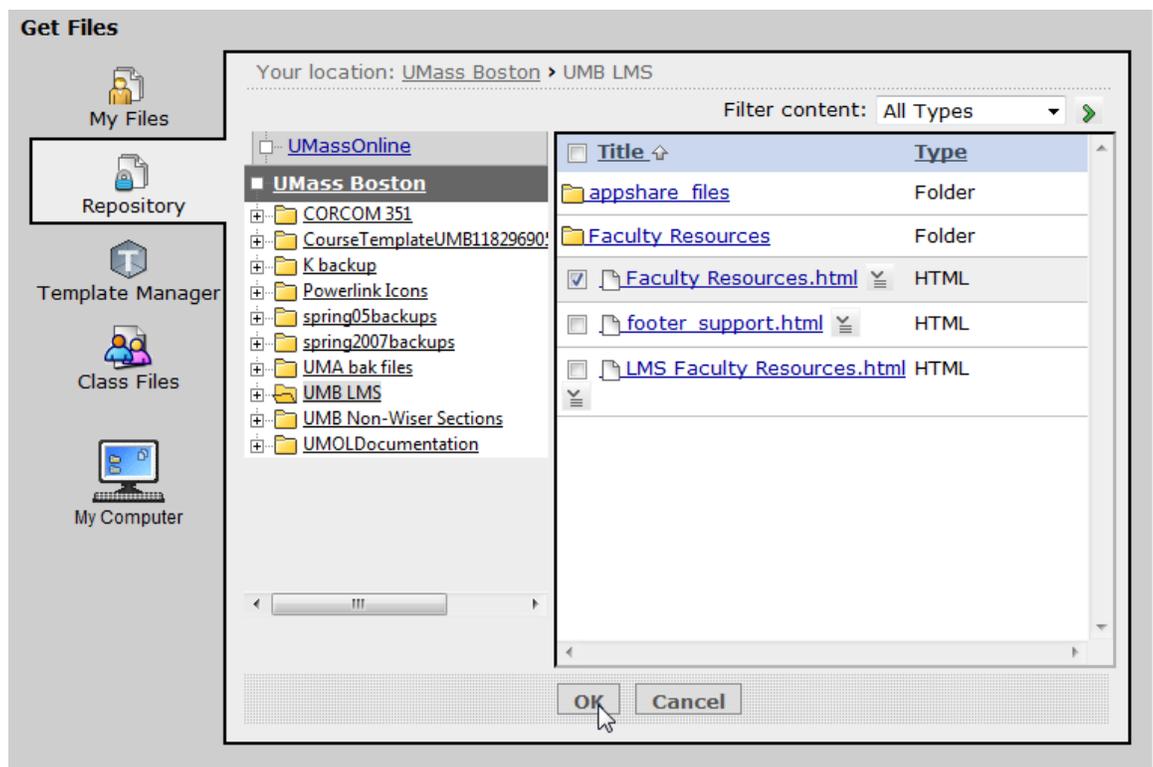
**Be sure to subscribe to (not copy) the file. Click OK.**

Get Content...

For each file, select a subscription option:
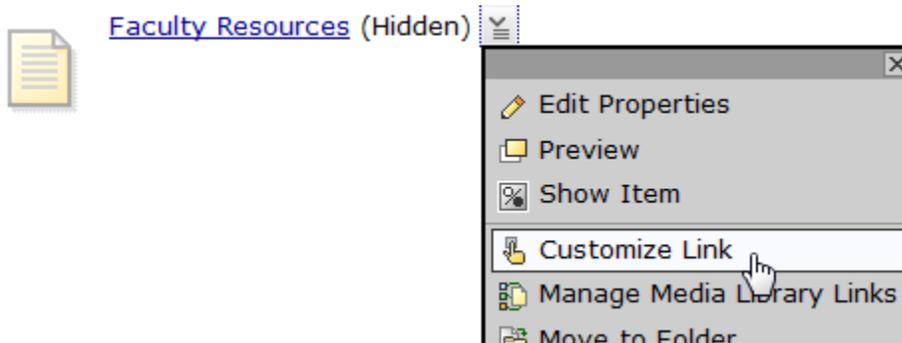Subscribe: allows updates to the original file to be reflected in this course.
Copy: creates a copy of the file and prevents updates to the original file from being reflected in this course.

Title	What do you want to do?
📄 Faculty Resources.html	⦿ Subscribe / ◯ Copy

| Subscribe to all Files | Copy all Files |

| OK | Cancel |

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

Faculty Resources ≽

☒
✎ Edit Properties
🗖 Preview
Student 24/7 S ▨ Hide Item
🖑 Customize Link
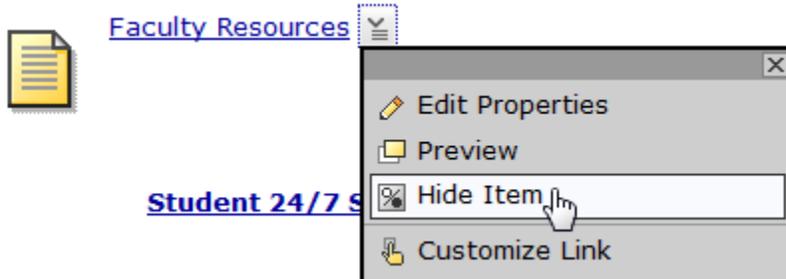
Again, if the link already exists , you can edit the name and if already there with the "LMS" in front via a right click "Customize Link", changing the name, and clicking Save (see below for more details).

Faculty Resources (Hidden) ≽

☒
✎ Edit Properties
🗖 Preview
▨ Show Item
🖑 Customize Link
▣ Manage Media Library Links
📋 Move to Folder

Link Settings

Linked To

Faculty Resources (File)

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

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).

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).
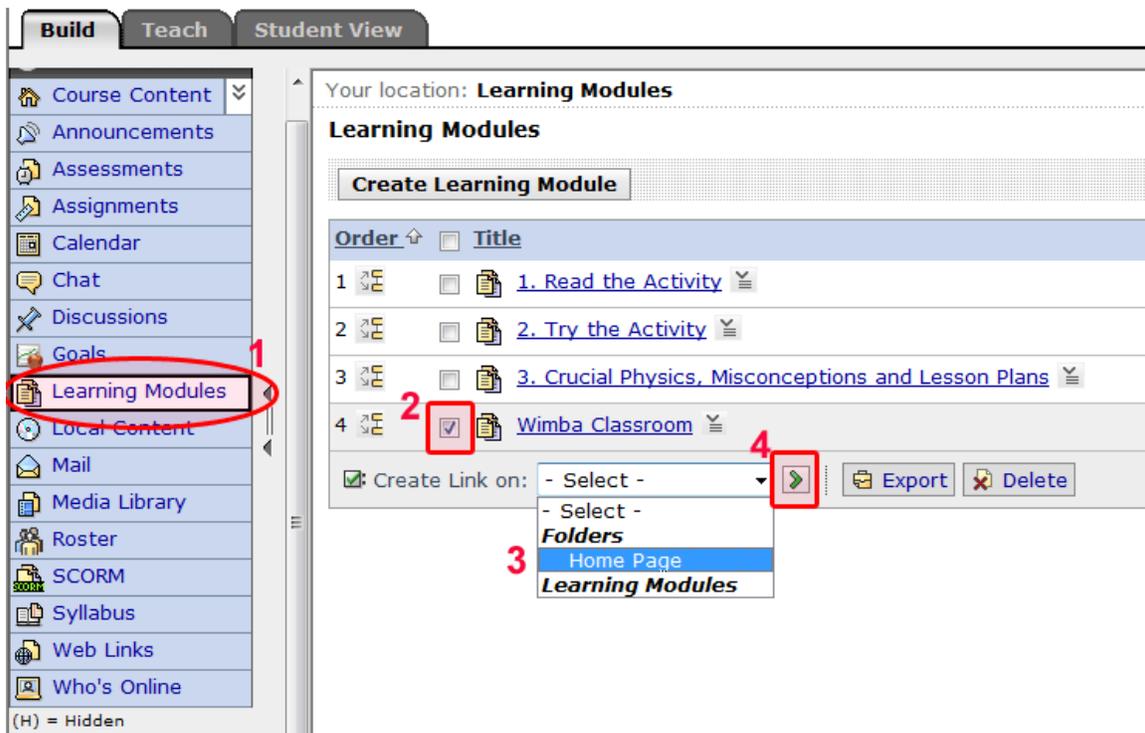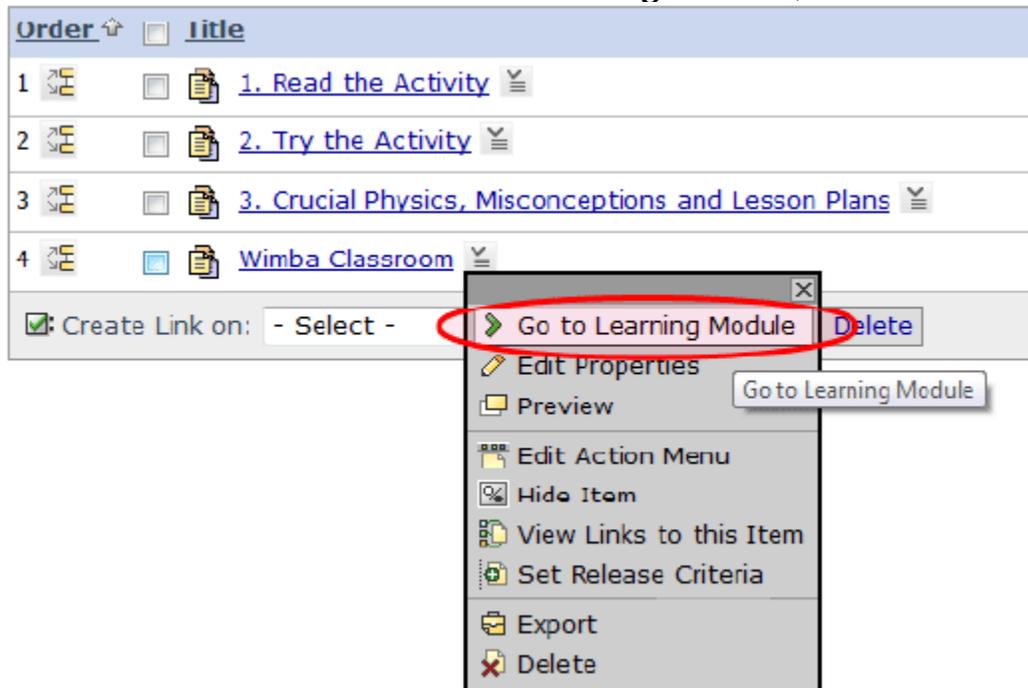
3. Click **OK.**

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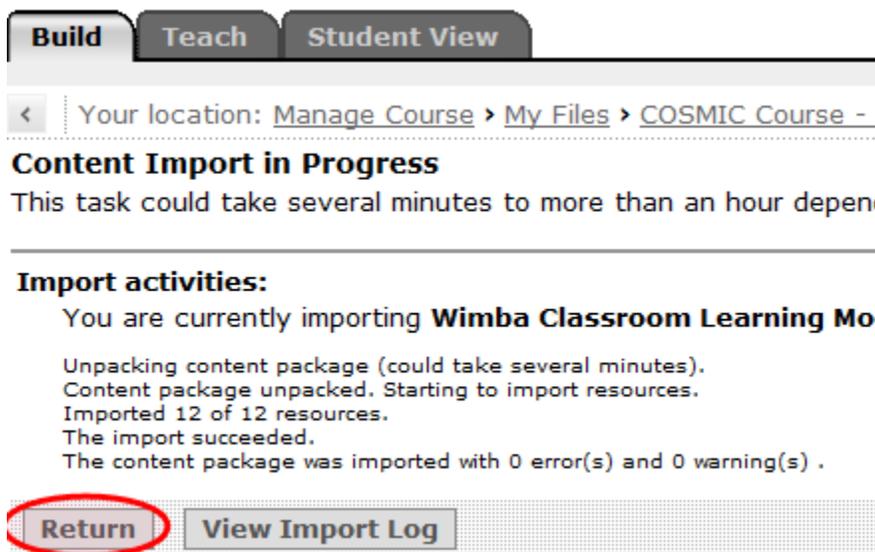
5. From the **Build** tab under Course Tools click **Learning Modules**, then check the box next to the **Wimba Classroom** module. Under **Create Link** action menu, select **Home Page** and click the **Go** icon (see screen shot below):

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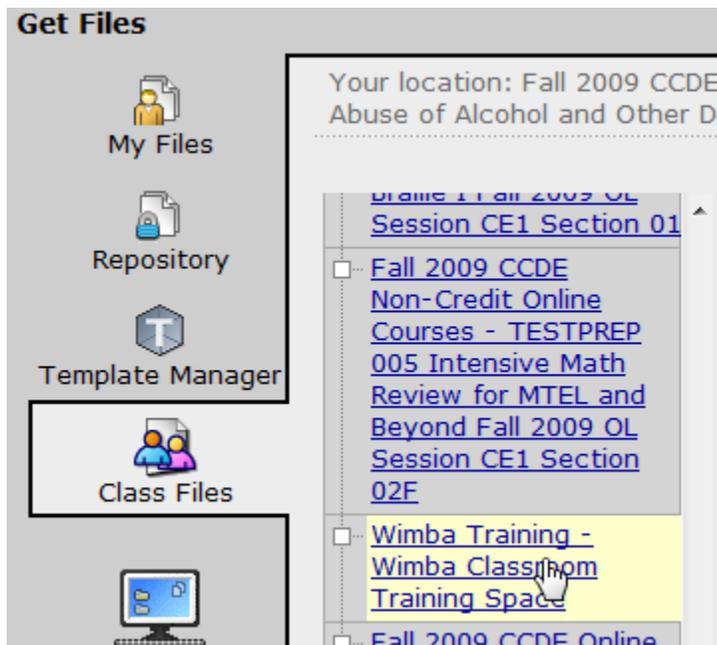
7. Click on **Course Content** and you should see the **Wimba Classroom** module on the **Home Page**.
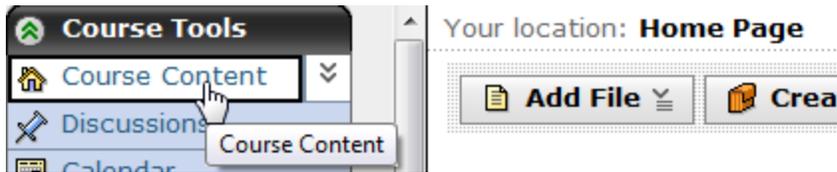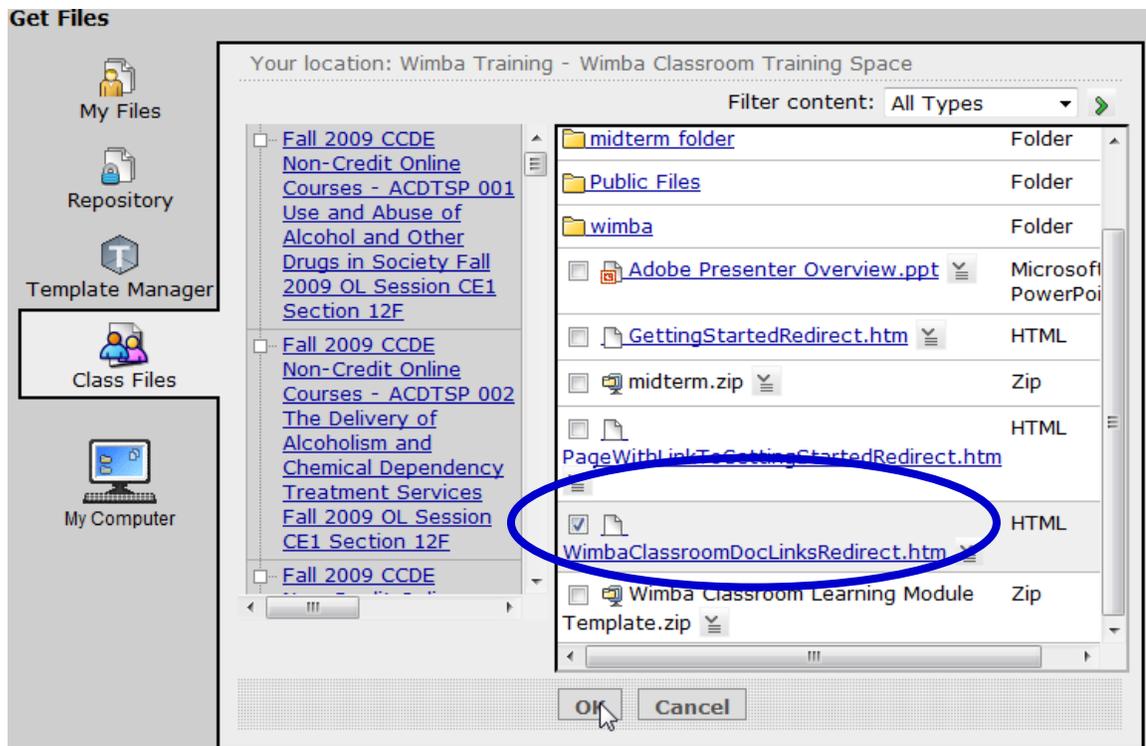

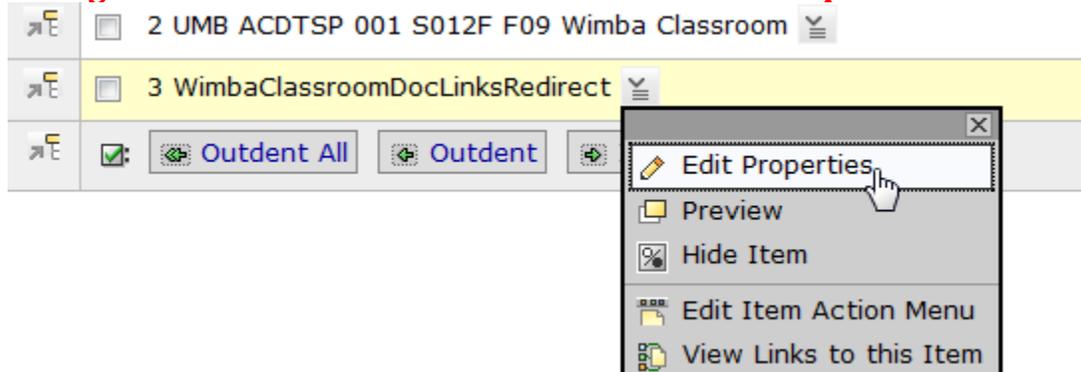**If the Wimba Classroom Documentation is missing in the Wimba Classroom, you can do the following:**

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: Wimba Classroom Documentation

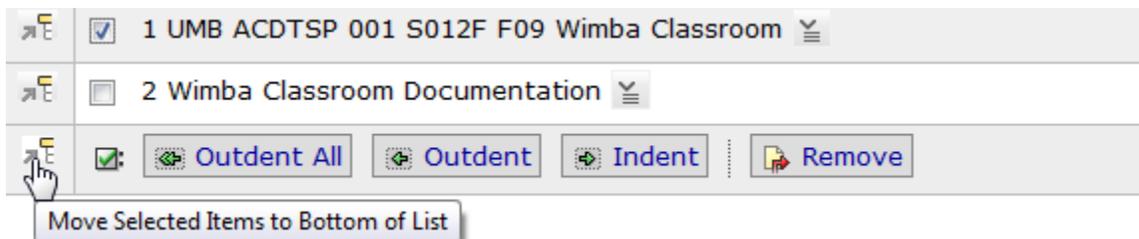*Content: [Enable HTML Creator]

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

☑ Use HTML   Insert equation: New ▼ ➤

Linked to: /WimbaClassroomDocLinksRedirect.htm

[Save] [Cancel]

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

☑ 1 UMB ACDTSP 001 S012F F09 Wimba Classroom

☐ 2 Wimba Classroom Documentation

☑: [⬅ Outdent All] [⬅ Outdent] [➡ Indent] [🗋 Remove]

Move Selected Items to Bottom of List

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

○ Create New Room

○ Link to List of Rooms and Archives

⦿ Link to Existing Room   [-- Select --   ▼]

                            -- Select --
○ Link to Existing Archive UMB ACDTSP 1 05S Spr09 Wimba Classroom   ▼
                            UMB ACDTSP 002 S012F F09 Wimba Classroom
                            UMB ACDTSP 001 S012F F09 Wimba Classroom
[Continue] [Cancel]   UMB ACDTSP 003 S010F F09 Wimba Classroom
                            ACDTSP 5 Sect 5 SU09 Wimba Classroom
                            UMB ACDTSP 005 S08F F09 Wimba Classroom
                            UMB ACDTSP 007 S06F F09 Wimba Classroom
                            AF 201 Sect 1 SU09 Wimba Classroom
                            UMB ACDTSP 044 S07F F09 Wimba Classroom
                            UMB AF 201 S01 F09 Wimba Classroom

If you find that you are not enrolled in a course in BlackBoard, you will need to enroll yourself via the **Administration**
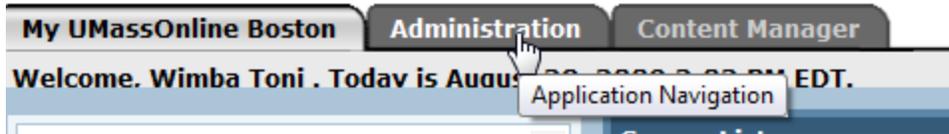
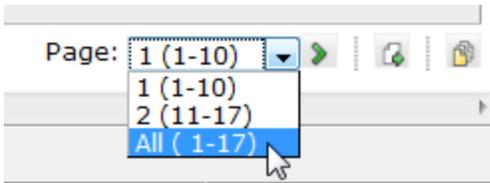Click on **UMass Boston Course Sections** and then **Wiser Course Sections**.
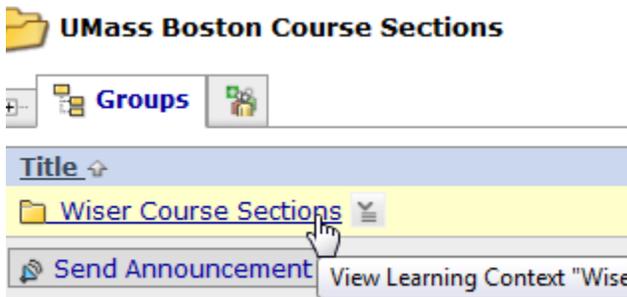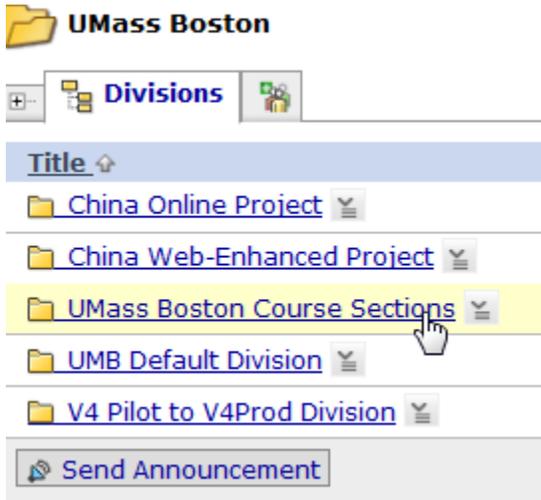
Select the **Semester** and **Type** of courses from the selected options.

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**.

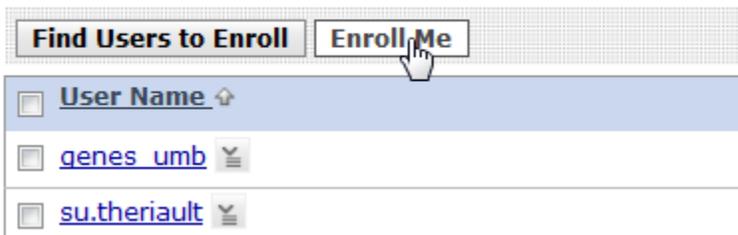**Scroll down** and **select your course** to enroll in.

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

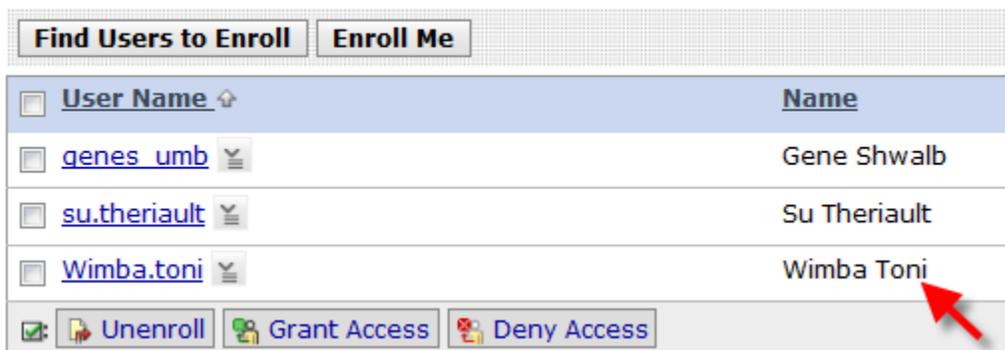| Title	Number of Members
Section Instructor	1
Section Designer	3
Teaching Assistant	0
Student	0
Auditor	0

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

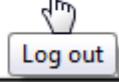Once enrolled, you will now be listed under users in **Section Designer**.

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

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 limt 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	Wimba Staff Training Classroom
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

▶ **Media Settings**

▶ **Room Features**

▶ **Chat Settings**

▼ **Access Settings**

Maximum Users:	◯ Unlimited ◉ Limited: 2
Guest Access:	☐ Enable guest access

Note : This setting only has effect when guest access is enabled on the Wimba Classroom server. Contact your administrator for more information.