

Step 1 – Landing Page

Navigate to a course section as if you are about to enter the Wimba room.

On this “Landing Page”, click the menu bar option *Advanced*.

Note that depending on your color scheme, this menu bar may be difficult to see.

Also on Internet Explorer, it may be thin and nearly illegible.

The screenshot shows the 'Wimba Classroom' interface. At the top, the title 'Wimba Classroom' is displayed. Below it is a horizontal menu bar with five options: 'Add to Calendar', 'Add to Announcements', 'Add & Manage Content', 'Room Settings', and 'Advanced'. The 'Advanced' option is highlighted with a blue rectangular box. Below the menu bar is a button labeled 'Enter Room' with a small house icon. The main content area features a green dot icon followed by the text 'UMB Wimba Staff Training 2013 Room (Ongoing)(Open)'. Below this, there is a table with three columns: 'Phone Access', 'Dial-in numbers', and 'PIN codes'. The 'Dial-in numbers' column contains the phone number '(571) 392-7604'. The 'PIN codes' column contains 'Instructor : 56696698' and 'Student : 56696680'. At the bottom of the page, there is a heading that reads 'Here is the list of recorded archives for this room:'.

Wimba Classroom

Add to Calendar Add to Announcements Add & Manage Content Room Settings **Advanced**

[Enter Room](#)

● **UMB Wimba Staff Training 2013 Room (Ongoing)(Open)**

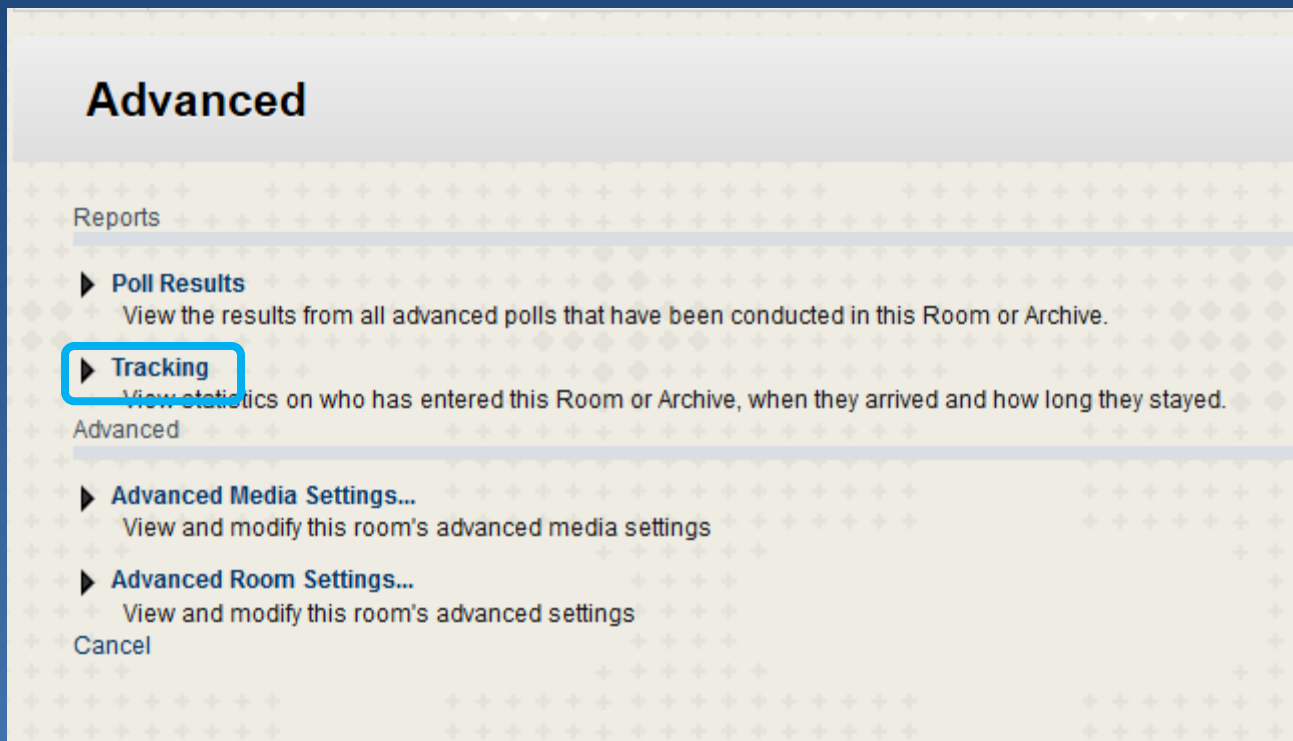
Phone Access :	Dial-in numbers :	PIN codes :
	Phone : (571) 392-7604	Instructor : 56696698 Student : 56696680

Here is the list of recorded archives for this room:

Step 2 – Tracking

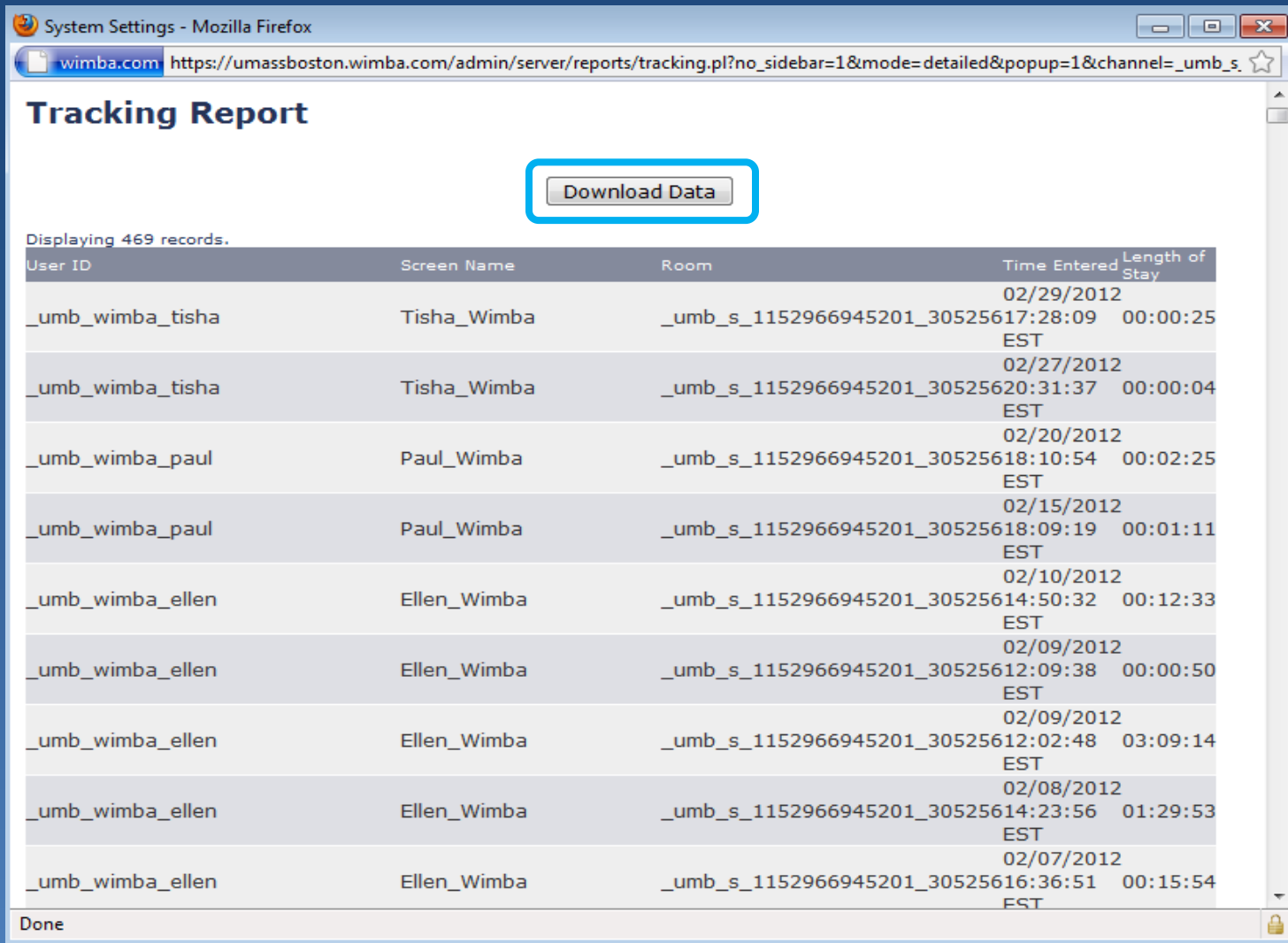
Click *Tracking* to view a list of who entered when.

You can view this in a pop-up window, or download the file to your computer.



Step 3 – View Tracking Report

Click to download a TSV file containing **Tab-Separated-Values** (similar to CSV).
To view file, open Excel, then open file (double-clicking file name may not work).



The screenshot shows a web browser window titled "System Settings - Mozilla Firefox" with the address bar displaying "wimba.com https://umassboston.wimba.com/admin/server/reports/tracking.pl?no_sidebar=1&mode=detailed&popup=1&channel=_umb_s". The page content includes a heading "Tracking Report" and a button labeled "Download Data" which is highlighted with a red rectangular box. Below the button, it says "Displaying 469 records." followed by a table with the following columns: "User ID", "Screen Name", "Room", "Time Entered", and "Length of Stay".

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
_umb_wimba_ellen	Ellen_Wimba	_umb_s_1152966945201_305256	02/10/2012 14:50:32 EST	00:12:33
_umb_wimba_ellen	Ellen_Wimba	_umb_s_1152966945201_305256	02/09/2012 12:09:38 EST	00:00:50
_umb_wimba_ellen	Ellen_Wimba	_umb_s_1152966945201_305256	02/09/2012 12:02:48 EST	03:09:14
_umb_wimba_ellen	Ellen_Wimba	_umb_s_1152966945201_305256	02/08/2012 14:23:56 EST	01:29:53
_umb_wimba_ellen	Ellen_Wimba	_umb_s_1152966945201_305256	02/07/2012 16:36:51 EST	00:15:54

Done

Excel 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 duplicate entries if people entered, exited, and re-entered room
- *Stay* should be > 30 minutes for a student attending majority of class