

# 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.

**Wimba Classroom**

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

[Enter Room](#)

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

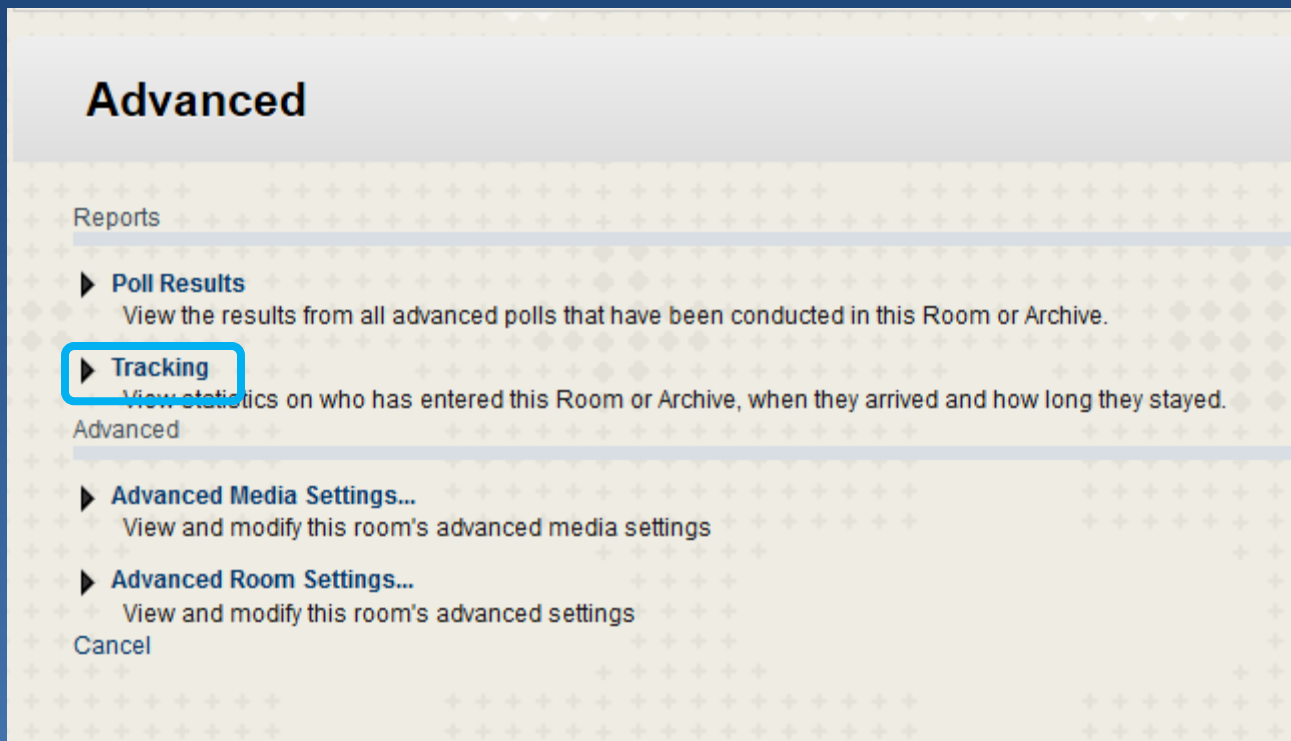
|                       |  |   |
|-----------------------|--|---|
| <b>Phone Access :</b> | <b>Dial-in numbers :</b><br>Phone : (571) 392-7604 | <b>PIN codes :</b><br>Instructor : 56696698<br>Student : 56696680 |
|-----------------------|--|---|

Here is the list of recorded archives for this room:

# Step 2 – Tracking

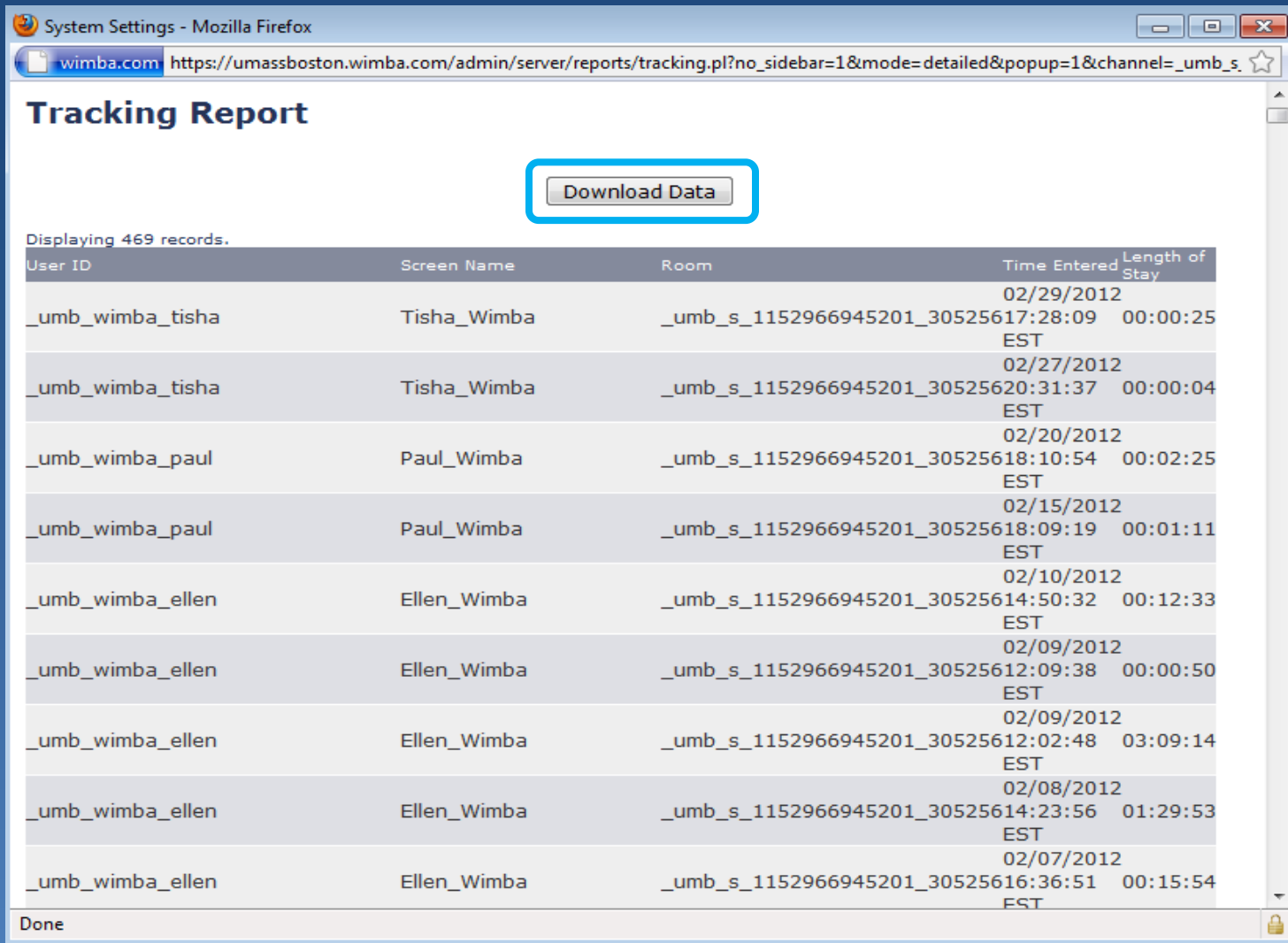
Click *Tracking* to view a list of who entered when.

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 Mozilla Firefox browser window displaying a tracking report. The address bar shows the URL: [https://umassboston.wimba.com/admin/server/reports/tracking.pl?no\\_sidebar=1&mode=detailed&popup=1&channel=\\_umb\\_s](https://umassboston.wimba.com/admin/server/reports/tracking.pl?no_sidebar=1&mode=detailed&popup=1&channel=_umb_s). The page title is "Tracking Report". A button labeled "Download Data" is highlighted with a red rectangular box. Below the button, it says "Displaying 469 records." and a table of tracking data is displayed.

| User ID          | Screen Name | Room                        | Time Entered                  | Length of Stay |
|------------------|-------------|-----------------------------|-------------------------------|----------------|
| _umb_wimba_tisha | Tisha_Wimba | _umb_s_1152966945201_305256 | 02/29/2012<br>17:28:09<br>EST | 00:00:25       |
| _umb_wimba_tisha | Tisha_Wimba | _umb_s_1152966945201_305256 | 02/27/2012<br>20:31:37<br>EST | 00:00:04       |
| _umb_wimba_paul  | Paul_Wimba  | _umb_s_1152966945201_305256 | 02/20/2012<br>18:10:54<br>EST | 00:02:25       |
| _umb_wimba_paul  | Paul_Wimba  | _umb_s_1152966945201_305256 | 02/15/2012<br>18:09:19<br>EST | 00:01:11       |
| _umb_wimba_ellen | Ellen_Wimba | _umb_s_1152966945201_305256 | 02/10/2012<br>14:50:32<br>EST | 00:12:33       |
| _umb_wimba_ellen | Ellen_Wimba | _umb_s_1152966945201_305256 | 02/09/2012<br>12:09:38<br>EST | 00:00:50       |
| _umb_wimba_ellen | Ellen_Wimba | _umb_s_1152966945201_305256 | 02/09/2012<br>12:02:48<br>EST | 03:09:14       |
| _umb_wimba_ellen | Ellen_Wimba | _umb_s_1152966945201_305256 | 02/08/2012<br>14:23:56<br>EST | 01:29:53       |
| _umb_wimba_ellen | Ellen_Wimba | _umb_s_1152966945201_305256 | 02/07/2012<br>16:36:51<br>EST | 00:15:54       |

# 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