

Wimba Connect 2010

The Magic of Collaboration

Disney's Yacht &
Beach Club Resorts
Orlando, FL
March 21 - 24, 2010

Leveraging Wimba Classroom Content

Creating a Wimba Classroom



Before You Create a Room

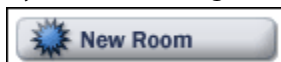
Before you create a new Wimba Classroom, think about what type of room it will be:

- A room used mostly for live instruction (accessed synchronously).
- A room used mostly for the creation of archives (accessed asynchronously).
- A room in which participants will work together without an instructor.
- A meeting room in which many people may be presenters.



Create the Wimba Classroom

- If you have been granted Room Creator privileges, click the **New Room** button.



- If you do not see this button, then you do not have Room Creator privileges and will need to contact your Wimba System Administrator to request the creation of a new Wimba Classroom.
- To Create a New Room, complete the following fields:
 - **New Room ID:** The Room ID should be a word that is easy to type and remember, for example: "advising."
 - **Title:** Avoid ambiguous abbreviations. For example: "Advising Meeting Room," is clearer than "AMR."
 - **Description:** This field is optional; provide further information to Administrators about this room. For example: "This classroom is for new student advising."
 - **Presenter Email:** This field is optional; filling it out will allow viewers of archives to email the presenter.

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Room & Media Settings

Choose the setting that will suit the needs of your room. You will need to review the following categories:

- **Information**
- **Room Settings**
- **Media Settings**

- **Information**
 - **Title:** Avoid ambiguous abbreviations.
 - **Description:** Use this field to provide users with additional information about the room.
 - **Type:** When presentation tools are available to students and instructors, all users will have access to all of the functions available to a presenter. Choose this option when creating a room in which students will work without an instructor, or in which both students and instructors may be presenting content.
 - **Archive Access:** When selected, any new archives created will instantly open and be available to students.
- **Room Settings**
 - **Chat:** Remember that private text chat cannot be enabled or disabled during a live session by a presenter, and that private text chat messages are not included in archives.
 - **eBoard:** The options here reflect the degree to which collaboration is desired in the Wimba Classroom by default.
 - **Breakout Rooms:** The number of Breakout Rooms can be adjusted on-the-fly; however, Breakout Rooms can only be enabled or disabled using Room Settings.
 - **Status Indicators:** Status Indicators are chosen by clicking the Set Status box in the Participant's Area . If the purpose of the room is the creation of archives, then Status Indicators are not necessary. Also, you might choose to disable User Status updates in chat to lessen potential distractions during live sessions.

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Archiving: If Archiving is disabled, then the presenter will not be able to record any live sessions. Limiting the number of Published Archives does not limit the number of archives that can be created, only the number of archives that will appear in the list of archives.

Automatically Open New Archives: When selected, any new archives created will instantly open and be available to students.

- **Presenter's Console:** If the purpose of this classroom is the consistent delivery of pre-defined content, they you may wish to disable these features in the Presenter's Console
- **Presenter On-The-Fly:** When this feature is enabled, the presenter has the option of promoting participants via Presenter On-The-Fly. Remember that participants that have been promoted to presenters have the same rights and privileges as the main presenter with one exception: he/she cannot demote the main presenter.
- **Media Settings**
 - **Media Type:** If using this classroom for simultaneous presentation to large face-to-face and remote groups, consider using the Phone Simulcast Only. Both groups may then use speakerphones rather than headsets to participate.
 - **Participant Settings:** If the classroom will be used solely for the creation of archives, you might consider setting these features to No. Doing so will disable the Talk, Video, and Phone buttons.
 - **Door Chime:** Turn this feature on to have an audible indication of participants entering and exiting the classroom.
 - **Phone Features:** These settings affect the Phone-Only options. Please note that these options may vary depending on the telephone service chosen by your institution.
 - **Video Bandwidth Options:** For most Wimba Classroom sessions, the default "Medium" setting will be adequate. If you know that most of the users will be accessing the room using a dial-up connection, then choose **Slow Connection**; if they will be using high-speed connections, choose a higher bandwidth.
 - **Availability:** Allow Student to download archives as MP3 or MP4 creates MP3/MP4 videos of Wimba Classroom sessions.

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- **MP4 Settings:** MP4 can only display one type of content at a time. What content is most important to your MP4 setting allows you to control which content types are given display priority when the MP4 archives are generated. See *Archive Settings* below for more information about these settings.
- **Encoding Quality:** Controls the video quality for the MP4 archives. We recommend keeping the Standard setting selected as the High quality settings produces substantially larger file sizes and will take longer for your participants to download

TIP: Remember to click **Save Changes!**

Save Changes

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Uploading Additional Content



Content Types

Wimba Classroom currently supports the following types of content:

- Adobe Portable Document Format (PDF) 
- Microsoft PowerPoint 97-2003/2007 (PPT/PPTX) 
- Shockwave Flash (SWF) 
- Windows Media File (WMV) 
- Joint Photo Graphic Experts Group (JPG) 
- Graphics Interchange Format (GIF) 
- Portable Network Graphics (PNG) 

It is recommended to use file formats that are typically used for web development (listed above) as your participants are more likely to have the appropriate plug-in to view this content within the Content Frame.



Create a Folder

From the Modify Room interface:

- Click the title of the room to which you want to add content.
- Click **New Folder**.
- Type the name of your new folder.
- Click **Create**.

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Add Content

From the Modify Room interface:

- Click the name of the folder to which you wish to add content.
- Add the desired content.

To add a file:

1. Click **Browse**.
2. Select the file.
3. Click **Open**.
4. Click **Add**.

To add a URL:

1. Type the URL.
2. Click **Add**.

To add a Poll:

1. Select poll type.
2. Click **Create**.

Click the **New Content** button to continue adding content to the folder.



Don't forget to click **Save Changes** each time you make an adjustment to a slide title, position, or target.

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Create a Poll

From the Modify Room interface:



1. Click the **New Content** button.
2. Select the poll type.
3. Type a Title for your poll.
4. Type the text of the query in the Question field.
5. Add response options for multiple-choice questions.
6. Optionally enter customized instructions and a response confirmation message, if desired.
7. Adjust Preferences as desired.
8. Click **Save Changes**.



Reorder Content

From within a Content Folder:

1. Check the box next to the name of the slide that you wish to move.
2. Click the up or down arrows to move the slide to its new position.
3. Click **Save Changes**.



Adding a Branding Image

The Branding Frame is most often used to display:

- Institution Logo
- Photo of presenter
- Image of course textbook
- Flash video related to topic in course

Tips for Branding images:

- Images must be pre-sized to 135x145 pixels.
- Headshots work best; avoid busy backgrounds.

From the Modify Room interface:

1. Select the folder to which you wish to add the Branding image.
2. Click **Browse**.
3. Select an image file.
4. Click **Open**.
5. Click **Add**.
6. Select Branding Frame from the Target drop-down menu.

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7. Click **Save Changes**.



Default Content

From the Modify Room interface:

1. Upload content to the **Default Content Folder**. For Branding image, set target to Branding Frame.
2. Click **Save Changes**.
3. Return to the Folder List.
4. In Start Content, click the edit icon for either the Content Frame or the Branding Frame. 
5. Click the radio button for the content you wish to open by default in the target area.
6. Click **Save Changes**.

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PowerPoint Design Tips

- Add audio check and ground rules slides
 - Your first few slides should include an audio check and your ground rules for the session. See sample slides in The Wimba Experience.
- Animations, videos, or other plug-ins
 - PowerPoint slides are converted to static image files; animations, videos, and transitions are not preserved.
 - Distribute video clips before or after the presentation (ideal), or upload them separately.
- Backgrounds
 - Solid backgrounds or backgrounds with simple color blocks are best.
 - Avoid backgrounds with gradients or fills.
- Text
 - Sans-serif fonts display best onscreen. Examples: Arial or Tahoma.
 - Avoid stylized fonts, which can be difficult to read. Examples: Monotype Corsiva or Impact.
 - Use light colors on dark backgrounds and dark colors on light backgrounds.
- Use the built-in PowerPoint templates
 - Names in the titles will be preserved and brought over to the Wimba Classroom environment.

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Wimba Classroom Resources

- Quickly access the materials developed with you in mind:

<http://www.wimba.com/services>

- Share ideas and experiences. Join the Wimba

Community:<http://www.wimba.com/community/>

- Please send product enhancement suggestions to:

<http://www.wimba.com/company/contact/>