

Creating a Wimba Room

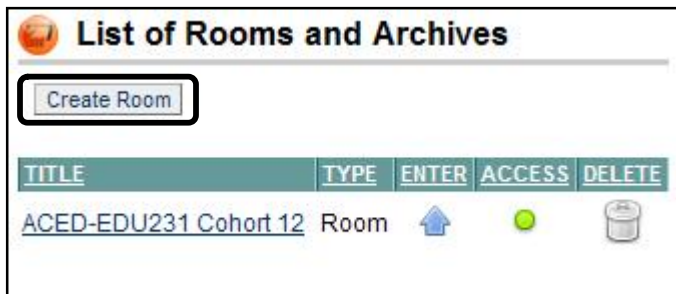
1. Login to Blackboard and access your Blackboard course.
2. Click the **Communication** link from the *Tools* panel.



3. When the Communication page appears, scroll to the bottom and click the **Wimba Classroom** link.



4. The *List of Rooms and Archives* page appears. Click the **Create Room** icon.



Course with a Wimba room(s) already associated with it.



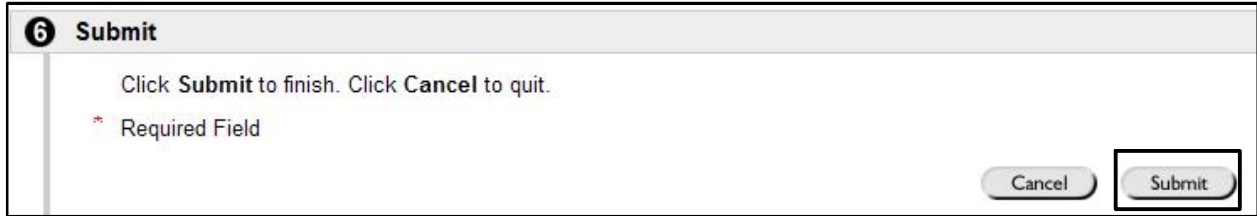
Course with no Wimba room(s) already associated with it.

5. When the **Create Room** page appears, complete the form.

The screenshot shows the 'Create Room' form with six main sections. Callouts provide additional information for several sections:

- Room Information:**
 - Title:** Faculty Training (50 characters maximum). *Required
 - Description:** A large text area for room description.
 - Type:**
 - Presentation tools are available only to instructors.
 - Presentation tools are available to both students and instructors.
- Media Settings:**
 - Student Privileges and Video Bandwidth:**
 - Student Privileges:
 - Enable students to speak by default
 - Enable students to show their video by default
 - Enable students to use the phone
 - Video Bandwidth: Medium - most users have a DSL/cable modem
- Room Features:**
 - Breakout Room Options and Other Room Attributes:**
 - Status Indicators:
 - Enable User Status Indicators
 - User Status updates appear in chat
 - When presentation tools are available only to instructors:
 - Enable students to use the eBoard by default
 - Enable Breakout Rooms
 - Students can see content created in other Breakout Rooms
 - Students in Breakout Rooms can see Main Room folders
 - When presentation tools are available to both students and instructors:
 - Enable Archiving
 - Enable Appshare
 - Enable On-The-Fly PowerPoint Import
- Chat Settings:**
 - Chat and Private Messaging:**
 - Text Chat:
 - Enable students to use text chat
 - Enable private text chat among students
 - Note: Students are always able to chat with instructors
- Access Settings:**
 - Maximum users and Guest Access:**
 - Maximum Users:
 - Unlimited
 - Limited:
 - Guest access: Enable guest access
- Submit:**
 - Click **Submit** to finish. Click **Cancel** to quit.
 - * Required Field

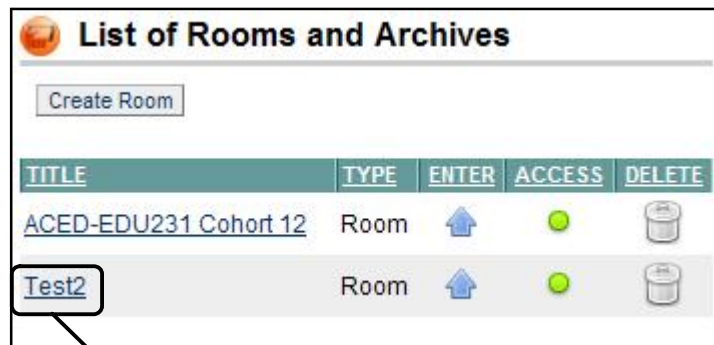
- 6. Once you have selected all the desired options, scroll to the bottom of the page and click the **Submit** button.



- 7. When the **Create Room** page appears, click OK.



The Wimba room you just created now appears on the *List of Rooms and Archives* page.



New room appears on the room list.