

Wimba Classroom QuickStart Guide – Setting Up Your Room in WebCT

There are three general steps for setting up Classroom in WebCT:



1. Add a Classroom link to your course.
2. Create a room.
3. Specify room settings and add content to the room.

This QuickStart Guide will lead you through each of these steps.

Add the Classroom Icon to Your Course

1. In your WebCT course, go to Designer Options.
2. Click Add Page or Tool.
3. Click Classroom.
4. Enter a title for your link, for example, Wimba Classrooms.
5. Select the options for your link.
6. Click Add.

After creating the link, you can change the settings, such as the link name, by clicking on the icon while in Designer Options. To create a room (your virtual teaching space) or begin teaching in a room, you must first click on the View tab in WebCT, then click on your Classroom link.

Create a Room

1. While in the View tab, click on your Classroom link.
2. Click Create Room.
3. Give the room a descriptive title, such as “Clouser Class Discussion Room Spring ‘06” or “Clouser Group One Breakout Room Spring ‘06.” Adding your name and the semester will help if you need support to enter the room
4. Choose whether students have the same permissions as presenters – this is probably a good idea for small group breakout rooms.
5. Click the green triangle next to More Options. You can choose to accept the default options here or change the options to meet your class needs. The options here will be different according to your choice in the previous step.
 - a. Media Settings (when instructors lead the presentation):
 - i. Audio: If you allow students to use the phone to dial in to your presentation, they will see a phone icon when they enter the room. Clicking on the phone icon shows a phone number (New York area code) and pin number for the audio portion of your live class. You can also choose to disable student microphones from the start of class. If you want students to be able to speak, you will have to enable their microphones during class.

- ii. One-Way Video: This feature is not currently supported at UGA. Please leave this option unselected.
 - iii. Third-party conference call: Choose this option if you have set up the audio portion using a conference call system, such as the UGA conference call service.
 - b. Chat (when instructors lead the presentation): You can specify whether or not students have access to text chat in the room. If you allow chat for students, you can also choose whether or not to allow private messages between students or only public messages.
 - c. eBoard (when instructors lead the presentation): The eBoard tools allow you to mark up your slide content in the room. If you allow students to use the eBoard tools, they can mark up the content as well. All students will see the markup. The screen grab tool allows you and students to capture the contents of the screen at any time during the Classroom session.
 - d. Options (when students and instructors have the same rights)
 - i. Enable Archiving if you would like your students to be able to save their session for later viewing.
 - ii. Enable Appshare if you would like your students to be able to share applications on each others' desktops.
 - iii. Enable On-The-Fly PPT Import to allow students to upload PowerPoint presentations from within the room.
 - e. Maximum Users: Choose unlimited or specify a number of users for the room.
- 6. Click Save.

Specify Room Settings and Add Content to the Room

View Designer Options

Homepage > Live Classroom

Live Classrooms

Create Room

Run the [setup wizard](#) to make sure that your computer is ready to use the Live Classroom.

| Title (Click to enter room) | Type | Available | Schedule | Settings | Content | Reports | Delete |
|--|---------|-----------|----------|----------|---------|---------|--------|
| Breakout room for student presenters | Room | | | | | | |
| Class Discussion Room | Room | | | | | | |
| Class Discussion Room - 11/18/2005 13:05 | Archive | | | | | | |

- By default the room you just created is open to all students who have access to your WebCT course. If you wish to close the room, click the door icon in the Available column. In the image above, the Archived room is closed, so students will not see that room.
- Click the calendar icon in the Schedule column to add a WebCT calendar entry for a Classroom session. This is optional, but great for students who rely on the calendar tool to know what's happening in class.

3. The double check mark icon allows you to return to the setting for your room, including the “More Options” settings.
4. The page icon in the Content column allows you to add, edit, and delete content in your room. Clicking this icon opens a pop-up window for adding PowerPoint presentations, URLs, and polls.
 - a. Click on the Default Content Folder to add content there, or click the New Folder icon to create a separate folder for your content.
 - b. After clicking on the folder where you would like to add content, you can add PowerPoint presentations, GIF or JPEG images, URLs and polls.
 - c. To add a PowerPoint presentation or image, click the Browse button next to Upload New Content. Locate the presentation or image on your local computer, then click add. By default, your slides or images will include the eBoard markup tools. If you do not wish to use the eBoard tools, you can de-select the check box before adding the content. If you change your mind later, there is a button to bring up the eBoard tools during your class.
 - d. To add a URL, simply type the address in the location provided.
 - e. To add a Poll, choose the type of question you would like, then complete the form.
 - f. The content pop-up window also provides options to close the room (same as the door icon in the Available column in WebCT), Enter the Room (which you can also do by clicking on the name of the room in WebCT), or view the tracking info for the room.
 - g. If you wish to change the starting content of your room, that is, what students see when they first enter, you can do this in the content pop-up window. Just load the content into the default content folder and select it in the content frame or branding frame area. (The branding frame is the small window at the bottom right of your Classroom.)
 - h. Finally, when you are finished working within this window, close it to return to WebCT and your room listing.
5. The Reports option for your room allows you to view Poll results and tracking data.
6. The Trash Can icon in the Delete column allows you to delete the room and its contents.

Create additional rooms as needed!

Need Help?

If you need assistance preparing for your session, call the EITS help desk – 706-542-3106 or the Center for Teaching & Learning – 706-542-0525.

Also, please visit the UGA Wimba Web site for additional information and QuickStart guides: <http://wimba.uga.edu>