

# Creating Your Wimba Classroom outside of Bb/WebCT

After you have received your Wimba username and password, log into [csslive.wimba.com/admin](http://csslive.wimba.com/admin) (no “www”). If you have questions, please contact Jesse Voigt ([jvoigt@css.edu](mailto:jvoigt@css.edu)).

You will be greeted with the following screen. Follow the steps to create your Wimba classroom.

1. You will need to create a new room. To start the process, simply click the button called “New Room”.



2. Give your room some basic information.
  - a. New Room ID: This should ALWAYS follow our Wimba naming convention – location\_username. For example, Mickey Mouse would use `duluth_mmouse`.
  - b. Title: This is how you want your room to look for participants. You may use any name that makes sense to you.
  - c. Description: This field is optional.
  - d. Presenter Email: Your email address, this field is also optional.
  - e. Click on “Create” when you are finished.

## Room Settings

A screenshot of the Wimba Room Settings form. The form is titled "Room Settings" and has a "General" section. The fields are: "New Room ID:" with the value "duluth\_username" and a red arrow pointing to it; "Title:" with the value "My Room's Title" and a red arrow pointing to it; "Description:" with the value "Optional" and a red arrow pointing to it; "Presenter Email:" with the value "username@css.edu" and a red arrow pointing to it. Below the fields are two buttons: "Create" and "Cancel", with a red arrow pointing to the "Create" button. A note below the "Presenter Email" field says: "This field is optional; filling it out will allow viewers of archives created from this Room to send email to the presenter."

- At the Room Settings screen, leave all settings at their default values. Scroll to the very bottom of the screen where you can click “Create”.

Rooms Archives Phone

Content Room Settings Media Settings Access Poll Results Chat Logs

## Modify Room: My Room's Title

Room created successfully.

### Room Settings

Open this Room Enter Room Tracking Info Duplicate Room Invite

**General**

Room ID: duluth\_username

Title: My Room's Title

Description: Optional

Presenter Email: username@css.edu  
This field is optional; filling it out will allow viewers of archives created from this Room to send email to the presenter.

**Chat**

Enable Participants to Use Text Chat: Yes

Enable Public and Private (participant-to-participant) text chat

Enable Public text chat only

Note: Participants are always able to chat with presenters and/or technical help.

- Your room is now ready to go and you will be returned to the Room Management page where you will see your room listed along with the following icons:
  - Get Info – Technical information, including “invite link”.
  - Open/Close – Allows you to lock your Wimba room.
  - Enter Room – Enter your Wimba room simply by clicking.
  - Invite – Email invitations to your Wimba participants via GroupWise.

Rooms Archives Phone

## Room Management

Displaying Rooms 1 to 1 of 1. View by ID New Room Upload Room

Room Title	Get Info	Open/Close	Enter Room	Invite	Tracking	Download
<input type="checkbox"/> My Room's Title						

Close Selected Update

*(Four red arrows point to the Get Info, Open/Close, Enter Room, and Invite icons in the table row.)*