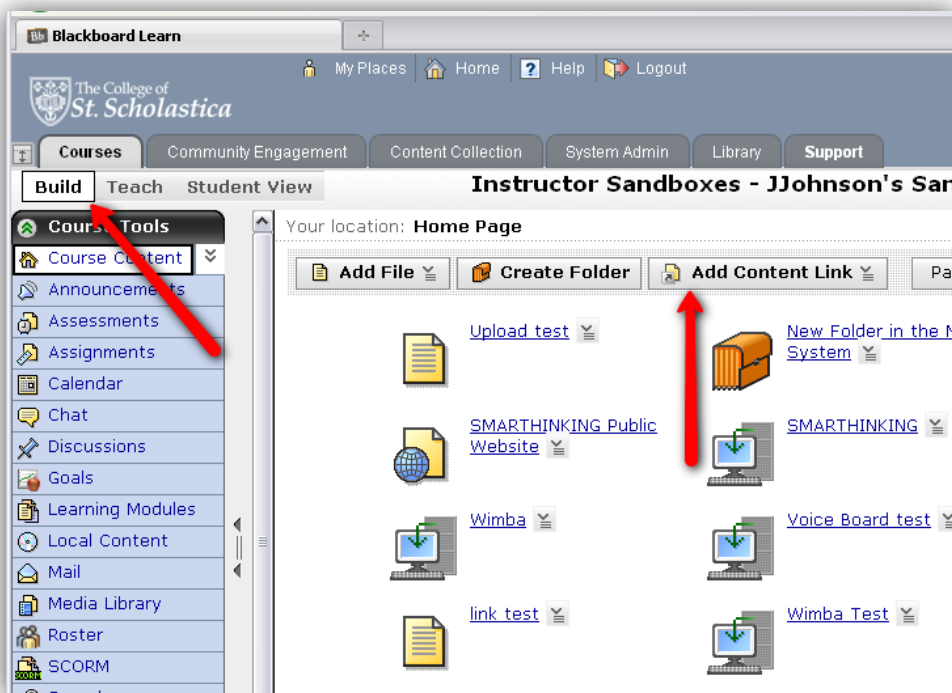


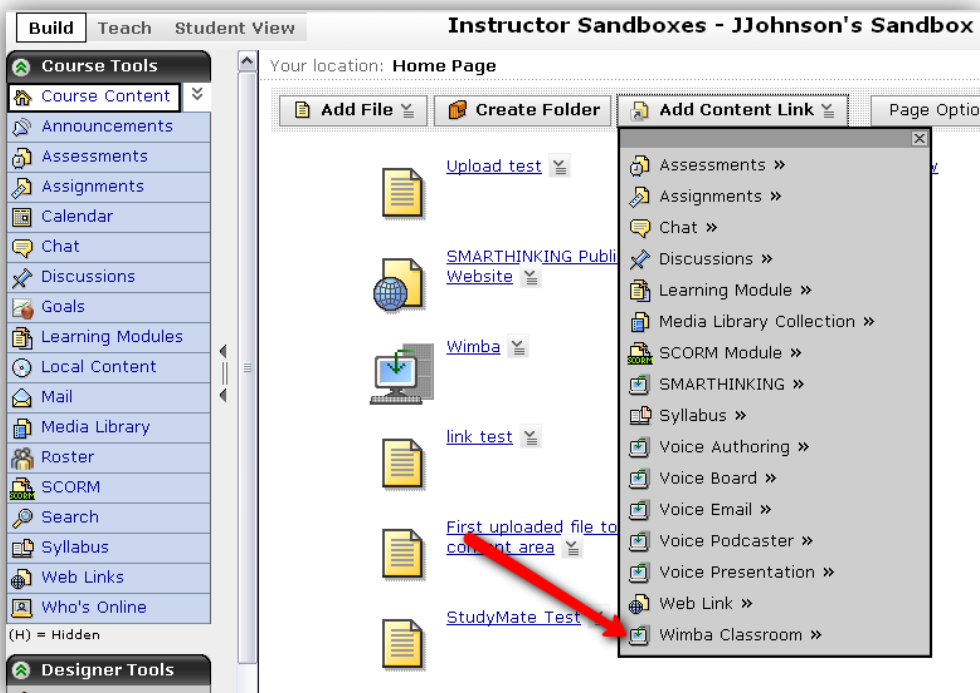
Creating a Wimba Classroom Inside of a Blackboard/WebCT Course

You will need to be logged in to Blackboard/WebCT and must be enrolled as an Instructor in order to utilize these steps.

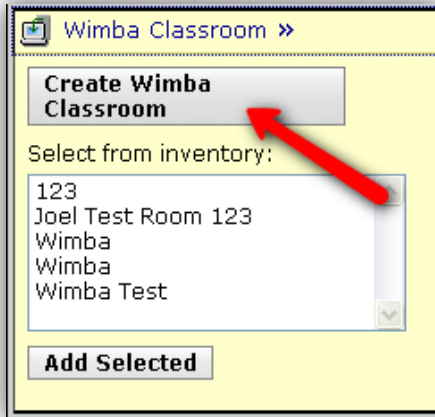
1. Access the course you'd like to add a Wimba Classroom to and go to the Build Tab. Once there, click on the Add Content Link button.



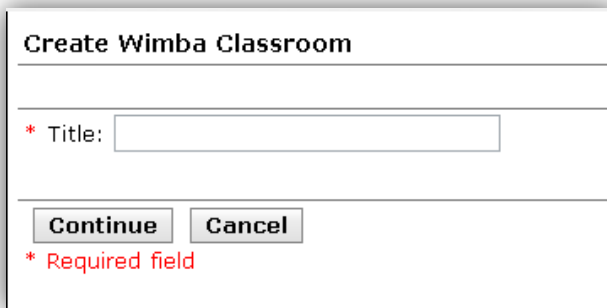
2. After clicking on the Add Content Link, select Wimba Classroom.



3. If you created a Wimba room in the past you can select it from the inventory list and click Add Selected. Otherwise, you can click the Create Wimba Classroom to add a new room.

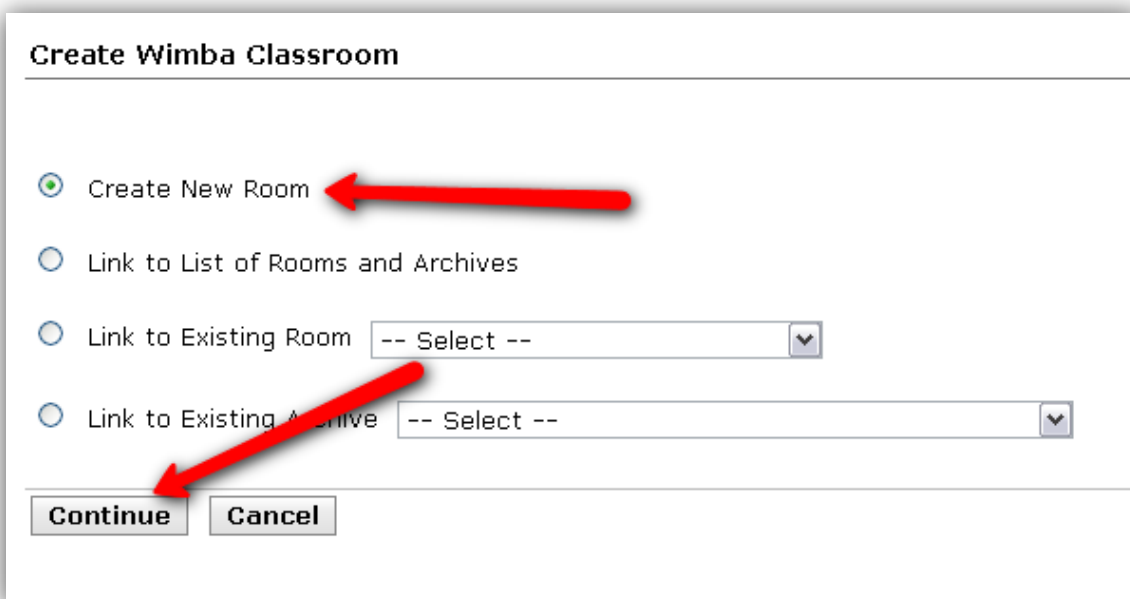


4. If you are creating a new room, after clicking on Create Wimba Classroom, you'll need to provide a Title for the room. After adding a title, click Continue.



The screenshot shows a form titled "Create Wimba Classroom". Below the title is a horizontal line. Underneath is a label "* Title:" followed by an empty text input field. At the bottom of the form are two buttons: "Continue" and "Cancel". Below the buttons, there is a red asterisk and the text "* Required field".

5. Once you're title has been added, the next page will present four choices. This document will assume you are interested in adding a new room. Therefore, select Create New Room and click Continue. For information on the other three choices, please contact [Sarah Bryans Bongey](#) or [Jesse Voigt](#).



The screenshot shows a form titled "Create Wimba Classroom". Below the title is a horizontal line. There are four radio button options: "Create New Room" (which is selected and has a red arrow pointing to it), "Link to List of Rooms and Archives", "Link to Existing Room" (with a dropdown menu showing "-- Select --"), and "Link to Existing Archive" (with a dropdown menu showing "-- Select --"). At the bottom of the form are two buttons: "Continue" and "Cancel". A red arrow also points to the "Continue" button.

6. The next page you'll see will present several options for changing the setting of the room. Most of the default settings can be used. However, under Access Setting, you will find an option to allow guest access. If you wish to bring in an outside guest to your session, you will need to check this option. Otherwise, you can click the Create room button to continue.

Create Wimba Classroom

Settings

Title: 123

Description:

Type: Presentation tools are available only to instructors. Presentation tools are available to both students and instructors.

▶ **Media Settings**

▶ **Room Features**

▶ **Chat Settings**

▾ **Access Settings**

Maximum Users: Unlimited Limited:

Guest Access: Enable guest access

Note : This setting only has effect when guest access is enabled on the Wimba Classroom Contact your administrator for more information.

Create room **Cancel**

7. After click Create room, a link to the new Wimba room will be added to your site with the Title you provided in Step 4. Now, using the Teach or Student View tab, click on the Enter this Room link to begin using this room.

Instructor Sandboxes - JJohnson's

Teach Student View

Your location: Home Page > 123

Wimba Classrooms > 123

Wimba Classroom [Add to Calendar](#) [Add & Manage Content](#) [Edit Settings](#)

Enter this Room **Close this Room** Wimba

● **123 (Open)**

Phone Access: **Dial-in numbers:** **Pin codes:**

Phone: (201) 549-7623 Instructor: 05802371 Student: 05802363

SetupWiz
Run the [setup.w](#) sure that your c to use the Wimba