

Obtaining the URL and Telephone Information for your Wimba Classroom

NOTE:

Your students will not need a URL as they will be able to access the Wimba Classroom via their course in Blackboard. But for your guest participants (those people who are not on that particular class' roster within Blackboard), you will want to sent them a URL of your Wimba Classroom. In order to do this, you must first allow **Guest Access**. Turning on Guest Access will provide a Guest Access Link (URL) that you can then copy and paste into an email.

Enabling Guest Access for a New Room:



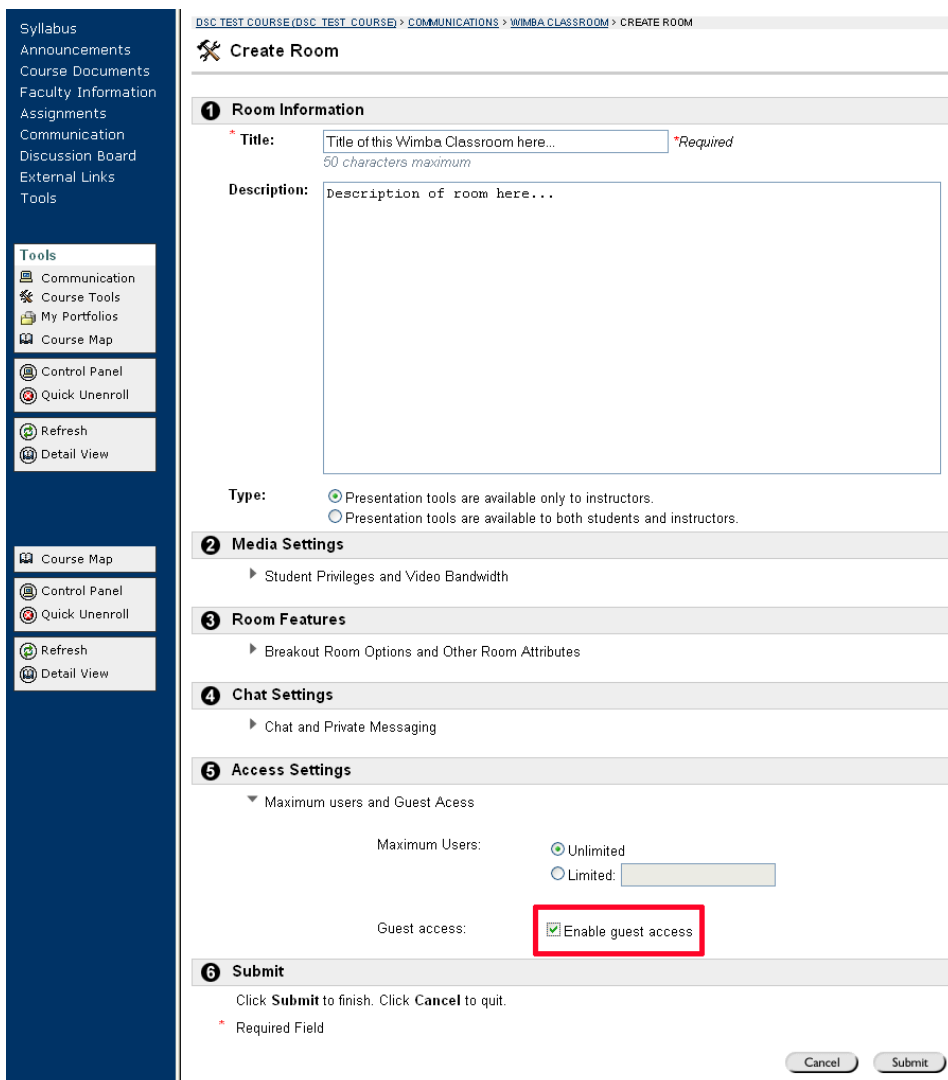
Syllabus
Announcements
Course Documents
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Communication
Discussion Board
External Links

DSC TEST COURSE(DSC TEST COURSE) > COMMUNICATIONS > WIMBA CLASSROOM

List of Rooms and Archives

Create Room

This course has no Room.
Click the Create button to create a Room.



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DSC TEST COURSE(DSC TEST COURSE) > COMMUNICATIONS > WIMBA CLASSROOM > CREATE ROOM

Create Room

1 Room Information

* Title: *Required
50 characters maximum

Description:

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

2 Media Settings

▸ Student Privileges and Video Bandwidth

3 Room Features

▸ Breakout Room Options and Other Room Attributes

4 Chat Settings

▸ Chat and Private Messaging

5 Access Settings

▾ Maximum users and Guest Access

Maximum Users: Unlimited
 Limited:

Guest access: Enable guest access

6 Submit

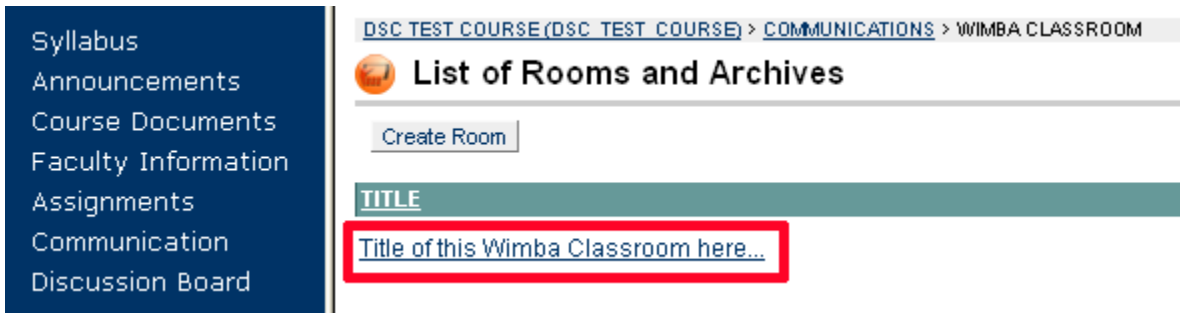
Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

Enabling Guest Access for an existing room:

Go to the Wimba Classroom Section, and **click on the Wimba Classroom** that you want to edit:



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DSC TEST COURSE(DSC TEST COURSE) > COMMUNICATIONS > WIMBA CLASSROOM

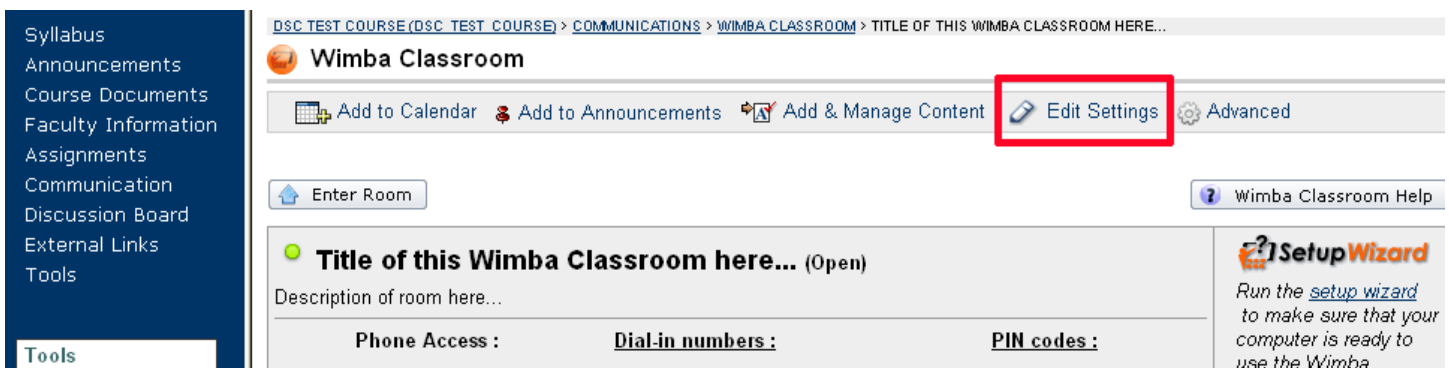
List of Rooms and Archives

Create Room

TITLE

Title of this Wimba Classroom here...

Click on the **Edit Settings** item for the room you want to edit:



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DSC TEST COURSE(DSC TEST COURSE) > COMMUNICATIONS > WIMBA CLASSROOM > TITLE OF THIS WIMBA CLASSROOM HERE...

Wimba Classroom

Add to Calendar Add to Announcements Add & Manage Content **Edit Settings** Advanced

Enter Room Wimba Classroom Help

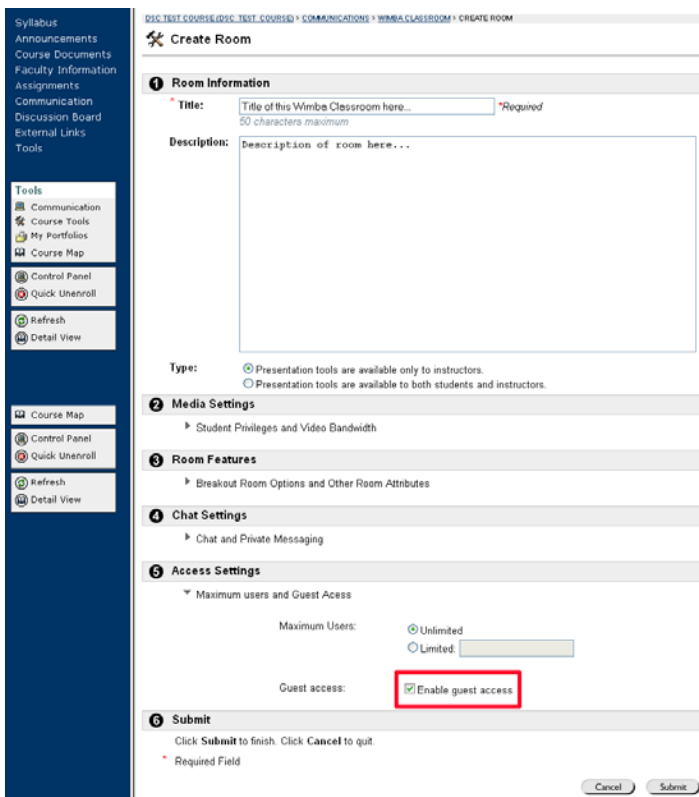
Title of this Wimba Classroom here... (Open)

Description of room here...

Phone Access : Dial-in numbers : PIN codes :

Setup Wizard
Run the [setup wizard](#) to make sure that your computer is ready to use the Wimba

In Section 5, Access Settings, **check the box next to "Enable Guest Access"**



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Create Room

1 Room Information

Title: Title of this Wimba Classroom here... *Required
50 characters maximum

Description: Description of room here...

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

2 Media Settings
Student Privileges and Video Bandwidth

3 Room Features
Breakout Room Options and Other Room Attributes

4 Chat Settings
Chat and Private Messaging

5 Access Settings
Maximum users and Guest Access

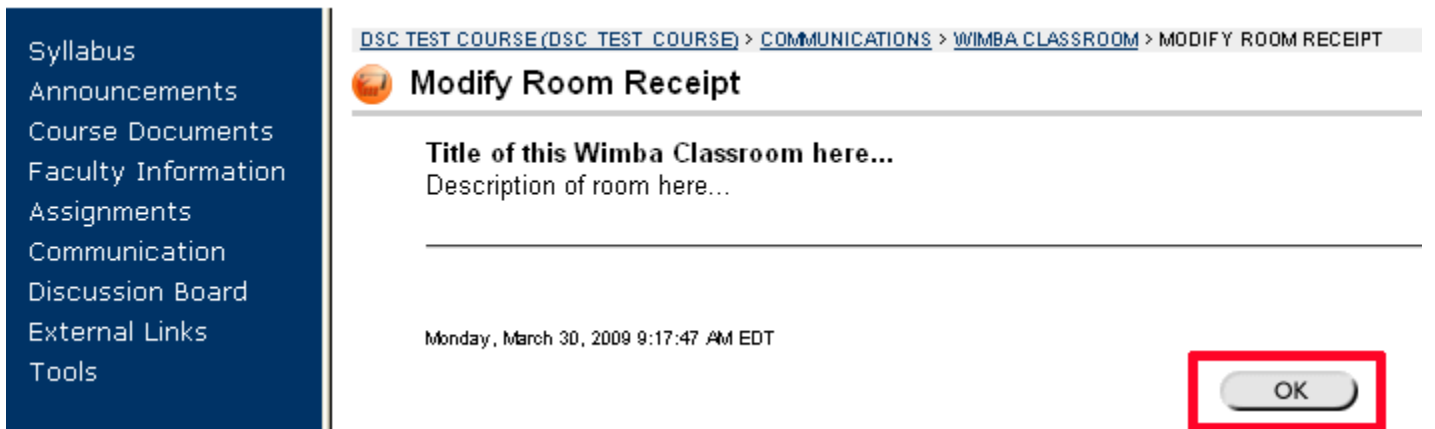
Maximum Users: Unlimited
 Limited

Guest access: Enable guest access

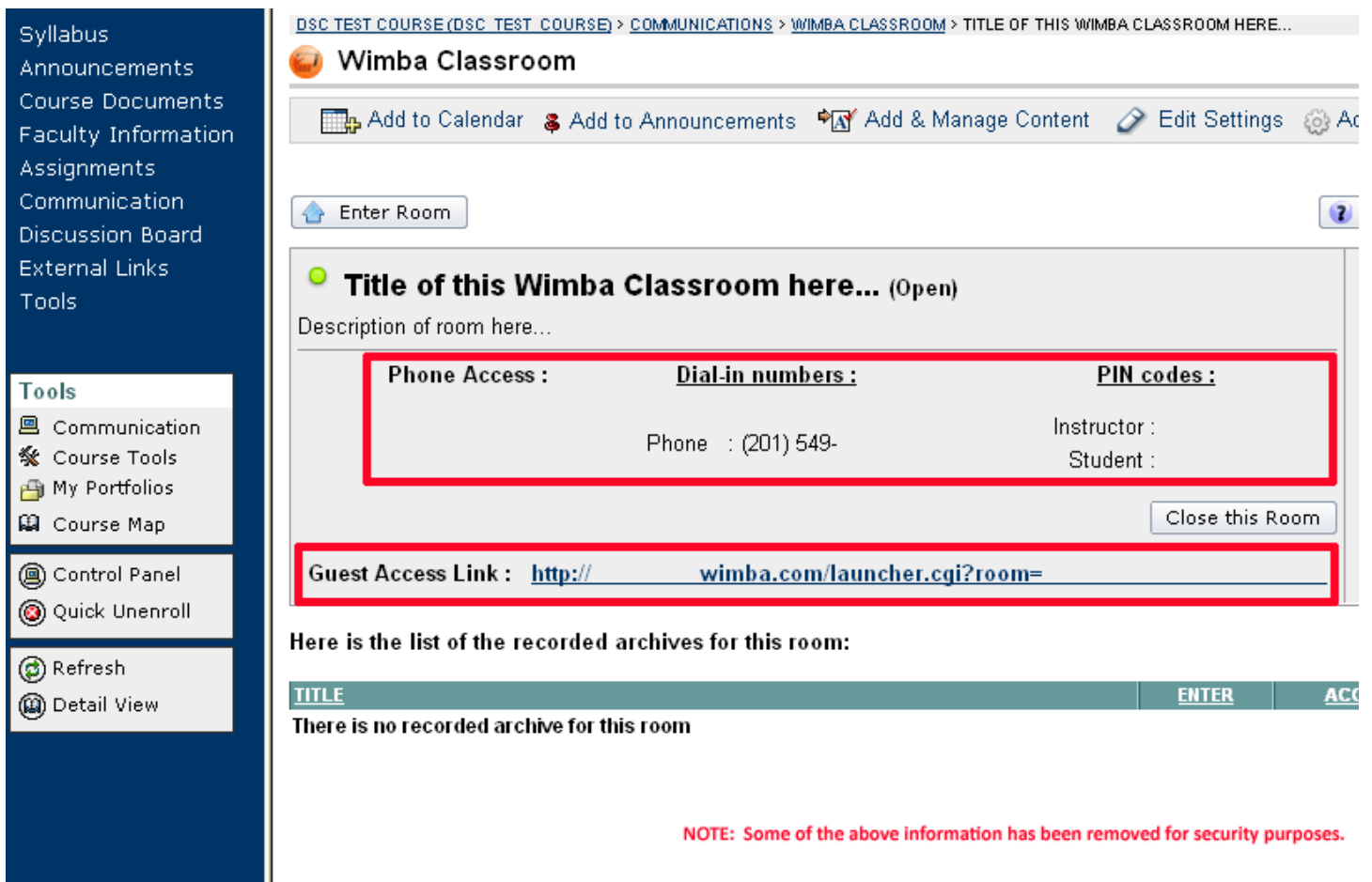
6 Submit
Click **Submit** to finish. Click **Cancel** to quit.
* Required Field

Cancel Submit

Once you have enabled Guest Access and clicked on Submit, you will receive a brief notification message, **click OK**



Now you will see the **Guest Access Link, which you can copy and paste into an invitation email.** You will also see the **Phone Access and PIN Code information** that you can pass along to any relevant guests:



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

Phone : (201) 549- Instructor :
Student :

Guest Access Link : [http:// wimba.com/launcher.cgi?room=](http://wimba.com/launcher.cgi?room=)

Here is the list of the recorded archives for this room:

TITLE	ENTER	ACC
There is no recorded archive for this room		

NOTE: Some of the above information has been removed for security purposes.

Other resources

- **Wimba 24x7 Technical Support:**
 - [866.350.4978](tel:866.350.4978) (US & Canada)
 - 0800.007.6788 (UK) | 703.956.3816 (Other)
- **Wimba Technical Support via email:**
 - technicalsupport@wimba.com
- **Foundations documents:**
 - <http://www.wimba.com/services/instructor/classroom/> to go over the system requirements and presentation tips
- **Information on Calvin's website:**
 - <http://www.calvin.edu/it/academic/wimba/>
- **Student Resources:**
 - <http://www.wimba.com/services/students/>
- **Instructor Resources:**
 - <http://www.wimba.com/services/instructor/>
- **Online knowledge bases available at:**
 - <http://d2.parature.com/ics/support/default.asp?deptID=8052>