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 send 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:

This course has no Room.
Click the Create button to create a Room.
Enabling Guest Access for an existing room:

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

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

In Section 5, Access Settings, check the box next to “Enable Guest Access”

March 30, 2009
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:

**Title of this Wimba Classroom here...**
Description of room here...

Monday, March 30, 2009 9:17:47 AM EDT

**Title of this Wimba Classroom here...** (Open)
Description of room here...

Phone Access:      Dial-in numbers:      PIN codes:  

<table>
<thead>
<tr>
<th>Phone</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>(201) 549-</td>
<td>Student:</td>
</tr>
</tbody>
</table>


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

<table>
<thead>
<tr>
<th>Title</th>
<th>Enter</th>
<th>Add</th>
</tr>
</thead>
</table>

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 (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/](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/](http://www.calvin.edu/it/academic/wimba/)

- **Student Resources:**
  - [http://www.wimba.com/services/students/](http://www.wimba.com/services/students/)

- **Instructor Resources:**
  - [http://www.wimba.com/services/instructor/](http://www.wimba.com/services/instructor/)

- **Online knowledge bases available at:**