Creating Wimba Rooms

(Audience: Instructor)

1) From the Wimba page on Blackboard click <Create Room>.

2) Under Room Information, type a name for the Wimba session in the Title textbox. Add a description (optional) in the Description textbox.

3) Make a selection for Type and Archive.

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

   Archives:
   - Automatically Open New Archives
   - Display Archive Reminder

4) Click the arrow next to Student Privileges and Video Bandwidth. Next to Student Privileges, click on the checkboxes to define the student privileges allowed in the room. Make a connection speed selection from the Video Bandwidth drop down menu.
5) Under Room Features, click the arrow next to Breakout Room Options and Other Room Attributes. This section allows instructors to manage some of the features of the Wimba room including:
   - Whether or not to allow users to indicate their statuses
   - Settings that are dependent on student access to presentation tools
Make selections in this section based on course needs and preferences.

6) Under Chat Settings, click the arrow next to Chat and Private Messaging. Instructors can enable text chat to allow students to use the chat feature. Enabling private text chat among students allows students to send private messages to each other.
7) Under **Access Settings**, click the arrow next to **Maximum users and Guest Access**. Instructors can limit the amount of users in the Wimba sessions as well as grant access to the session for non-students.

8) Under **Portable Media Settings**, click the arrow next to **MP3/MP4 Settings**. Instructors can allow the recorded session to be downloaded in either MP3 or MP4 format. If MP4 format is available then the content and quality settings can also be changed.

9) Click **<Submit>**