

## **Horizon Wimba PowerLink for WebCT Vista 3.0**

Version 1.0

**User Guide**

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# Horizon Wimba PowerLink for WebCT Vista 3.0 v1.0 User Guide

## Getting Started

### Introduction

WebCT Vista's PowerLink program enables institutions to easily enhance their WebCT courses by allowing seamless access to complementary applications. Horizon Wimba's PowerLink allow instructors and students to access up to five tools from within the WebCT Vista environment:

- **Live Classroom:** a live virtual classroom supporting multi-way audio, video, application sharing, polling and content display
- **Voice Board:** a threaded, voice-based discussion board that can also be used for one to one vocal exercises
- **Voice Email:** an e-mail with standard text, plus a vocal element
- **Voice Recorder:** a recorded message that a user can play back anytime, usually accompanying content within a web page.
- **Voice Direct:** a live voice and chat application

The Horizon Wimba Powerlink features:

- **Single Sign On:** students and instructors seamlessly access the Horizon Wimba tools from Vista course Sections. They do not need to log in again or type a URL
- **Integrated creation and management of Horizon Wimba tools:** Instructors can easily create and manage their tools using the Vista interface. There is no need to access and learn a new administration interface.
- **Consistent look and feel and navigation:** Horizon Wimba tools look like and can be used as any other Vista tool. Consequently there is almost no learning curve to use it.
- **Vista calendar integration:** Calendar entries can be created for a Live Classroom or a Voice Board, enabling direct access from the calendar to the tool.
- **Content Push:** Files stored on the Vista File Manager can easily be transferred to the Live Classroom.

In order to access these tools, an institution's WebCT System Administrator will first need to install and configure the Horizon Wimba PowerLink on its WebCT Vista server. Refer to the "Installation and Configuration Guide" for information on installing the PowerLink and setting up access for courses on the WebCT Vista server.

The different roles and permissions that you must possess within WebCT Vista will determine which of these groups of actions you will be able to perform. These necessary roles are defined at the beginning of each chapter below.

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Documentation of all Horizon Wimba products are available on Horizon Wimba's website  
[\[http://www.horizonwimba.com/support\]](http://www.horizonwimba.com/support)

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# Basic Administration

## Basic Administration

### Audience

*All Administrators, All Learning Context Managers, Course Instructors*

## Enabling and Disabling the Horizon Wimba Tools

Enabling/disabling the Horizon Wimba tools will affect all users at the Context Level (Institution, Group, Course or Section) where that change was made, as well as all users at the Context Levels below.

If the Tools are disabled, links to create the Tools will no longer display in the More Tools area of the Template/Section Build pages. Also, any Horizon Wimba Tools that were previously added to Templates or Sections will be hidden until the Tools are re-enabled.

1. Login to WebCT Vista
2. If necessary, select an Institution, Group or Course to modify from your Course List.
3. If you wish to modify the Context Level you are currently viewing, skip ahead to Step 4. Otherwise, select the Context Level where you would like to enable or disable the Horizon Wimba Tools.
4. Click the Settings tab
5. Under Tools, click Live Classroom, Voice Board, 'Voice Email, Voice Direct or Voice Recorder, depending on which Tool you would like to enable or disable.
6. Next to Enable Tool, select true or false to enable or disable the Tool. If you would like your settings to be set but editable at Context Levels below this one, place a check next to Apply to child contexts. If you would like your settings to be set and locked (uneditable) at the Context Levels below, also place a check next to Lock this setting. If you would like to freeze all settings in their current state in the Context Levels below, only check Lock this setting.
7. At the bottom of the page, click Save Values.

## Enabling and Disabling Section Instructors from Creating Live Classrooms

By default, both Designers and Section Instructors have the ability to create and add Live Classrooms to Templates and Sections. However, you may want to disable this feature for Section Instructors.

1. Login to WebCT Vista
2. If necessary, select an Institution, Group or Course to modify from the Course List.
3. If you wish to modify the Context Level you are currently viewing, skip ahead to Step 4. Otherwise, select the Context Level where you would like to control if Instructors can create Live Classrooms.
4. Click the Settings tab
5. Under System Integration, click Horizon Wimba.

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6. Next Allow Instructors to create Live Classrooms, select true or false to determine whether Section Instructors are empowered to create and add new Live Classrooms. If you would like your selection to be set but editable at Context Levels below this one, place a check next to Apply to child contexts. If you would like your setting to be set and locked (uneditable) at the Context Levels below, also place a check next to Lock this setting. If you would like to freeze this setting in its current state in the Context Levels below, only check Lock this setting.
  7. At the bottom of the page, click Save Values.

**Note:** *All the other fields in the Tools Section should be locked by your Server Administrator. They are set when the Powerlink is installed and, even if unlocked, should not be modified.*

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# Adding a Tool to a Template or Section

## Adding a Tool to a Template or Section

### Audience

All Designers

Only Section Designers can add the Horizon Wimba Tools to Sections. All other Designers can only add the Tools to Templates. Out of the set of Horizon Wimba Tools, only Live Classroom can be added to Templates. The Voice Tools (Voice Board, Voice Email, Voice Direct, Voice Recorder) can only be added to a Section.

1. Login to your WebCT Vista Institution
2. Pick the particular selection you would like to modify from your Course List
3. (If you are a Section Designer, skip ahead to Step 5.) Use the folder menu on the left to navigate to the Context Level where you wish to add the Tools.
4. Select the Template or Section you wish to modify.
5. In the left hand navigation column, Click More Tools.
6. The tools you have purchased from Horizon Wimba will appear below. They will include Live Classroom, Voice Board, Voice Email and/or Voice Recorder.

**Note:** When the Horizon Wimba PowerLinks are installed by your Systems Administrator, the Proxy Tools should be given the same name as the Horizon Wimba Tools: **Live Classroom, Voice Board, Voice Email and Voice Recorder**. If one of the Tools you see has a different name, the correct Horizon Wimba Tool name will appear as a header after step 7b. Follow subsequent directions that are relevant to that name.

7. Either click Create to create a new Tool or select a Tool (or group of Tools) from the Inventory list. The Inventory is a listing of Tools that have already been created. If you have selected a Tool (or group of Tools) from the inventory, click Add Selected to finish. If you are creating a new Tool, continue, choose a title for the Tool and click Configure. When viewing their course Section, students will see this title under the Tool's icon.

## Live Classroom Creation

Choose from the five options – New Room, Link to List of Rooms and Archives, Link to Section Default Room, Link to Existing Room, Link to Existing Archive.

**Note for Designers working in Templates:** if Link to Section Default Room is selected, each time this Template is used to create a new Section, a new Live Classroom will be created. Otherwise, all Sections created from this Template will re-use a single Live Classroom (or the List of Rooms and Archives.)

1. Choose New Room if you wish to create a new Live Classroom.
  - Type a description of the Live Classroom. This will appear on the Live Classroom launcher page and will be visible by the students.
  - Choose Instructors lead the presentation if you would like only the instructor to be able to present in the Live Classroom. Click More Options to change additional settings.
  - i. Media Settings

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1. Audio: this option controls student's use of the phone simulcast option and whether student microphones are turned on when they enter the Live Classroom.
  2. Video: selecting feature will allow the instructor to stream Real Video in the Live Classroom. Refer to Live Classroom Documentation for additional details.
  3. Third-party Conference Call: use this option if you plan on using a separate conference-call company to handle your audio needs in the Live Classroom.
  4. Chat – this option controls how student use the different forms of text chat.
  5. eBoard – this option controls student access to the Live Classroom eBoard (virtual white board.)
    - Choose Students and Instructors have the same rights to enable both students and instructor to present in the Live Classroom. Click More Options to change additional settings.
    - Maximum Users – this option can place a limit on the amount of users (including the instructor) who can enter the room
    - Click Create Room
2. Choose Link to List of Rooms and Archives to build a link to a list all the Live Classrooms and Archives associated with this Section or Template.
  3. Choose Link to Section Default Room to use a default Live Classroom, named after your Section. If you are working from a Template and choose this option, each time a new Section is created from this Template, a separate, new Live Classroom will be created.
  4. Choose Link to Existing Room if you would like to link to a Live Classroom that has already been created.
  5. Choose Link to Existing Archive, if you would like to link to one Archive (an Archive is a previously recorded Live Classroom event or class.)

## Voice Board Creation

1. **Description:** Text entered here will appear below the Title and above the Voice Board itself.
2. **Audio Quality:** Adjust the quality of recording depending on the environment in which the Voice Board will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted will be played in their original encoding. The default setting of 12.8 kbits/s works well for most situations.
3. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
4. **Display short title messages:** When checked, the Voice Board will give less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.
5. **Display messages in chronological order:** When checked, the Voice Board displays the messages beginning with older messages first (at the top).
6. **Allow students to forward a message:** When checked, students will be able to forward messages from the Voice Board via email. The Voice Board will only accept internal WebCT email addresses.
7. **Allow students to start a new thread:** When checked, students will be able to start a new thread, or series of messages, on the Voice Board. Otherwise, only the instructor can start a new thread.

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8. **Make discussion threads private:** When checked, the students cannot view each other's threads. The instructor can still view all threads. This is a powerful tool for creating private exercises, assessments and other types one-on-one exchanges between instructor and student.

## Voice Email Creation

1. **Description:** Text entered here will appear below the Title and above the Voice Email itself.
2. **Audio Quality:** Adjust the quality of recording depending on the environment in which the Voice Email will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted will be played in their original encoding. The default setting of 12.8 kbits/s works well for most situations.
3. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
4. **Reply Links:** If checked, students may reply to Voice Emails by sending another Voice Email. If left unchecked, Voice Email recipients may only respond via standard email.
5. To add From, To, CC, BCC, etc information to your Voice Email, see Chapter 5 - Using The Tools In Class

## Voice Recorder Creation

1. **Description:** Text entered here will appear below the Title and above the Voice Recorder Resource itself.
2. **Audio Quality:** Adjust the quality of recording depending on the environment in which the Voice Recorder will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted will be played in their original encoding. The default setting of 12.8 kbits/s works well for most situations. Max message length: Adjust the maximum recording length allowed for users to post messages.

## Voice Direct Creation

1. **Description:** Text entered here will appear below the Title and above the Voice Recorder Resource itself.
2. **Audio Quality:** Adjust the quality of recording depending on the environment in which the Voice Direct conference will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted will be played in their original encoding. The default setting of 12.8 kbits/s works well for most situations.
3. **Archives:** If set to Yes, archiving will automatically begin up entry into the Voice Direct conference. If set to No, the Archive will need to be started manually within the Voice Direct conference.

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# Modifying the Tools, Adding & Managing Content & Scheduling

## Modifying the Tools, Adding & Managing Content & Scheduling

### Audience

*Section Designers, Section Instructors*

1. Login to your WebCT Vista Institution
2. Pick the particular selection you would like to modify from your Course list
3. Click the link to the Tool you wish to use. If you are a Section Designer, then click Preview.

### Live Classroom (if link leads to a Room or Archive)

1. **Enter Room/Archive** – Click here to launch the Live Classroom in a new window, test your content and actually conduct your class.
2. **Make Room/Archive Unavailable/Available** – If this is set to Unavailable the link to the Room/Archive will still show up in the Section, but students will be unable to enter. This also controls whether the Room/Archive will display in the List Of Rooms feature.
3. **Live Classrooms** – Click this link in the top left corner of the screen to access a list all the Live Classrooms and Archives associated with this Section. Many functions are accessible from this page: Room Creation, Entering the Live Classroom, Making the Room/Archive Available/Unavailable or Deleting Rooms/Archives.
4. **Add to Calendar** – Live Classroom can be scheduled the same way as any other Vista content. However, if you wish to schedule recurrence, you must first add Live Classroom to the Calendar and then add recurrence within the Calendar.
5. **Add & Manage Content:**
  - Add Vista Content to the room - You have the ability to upload (or move) content from your Vista File Manager directly into a Live Classroom. This content can then be used as Slides in your Live Classroom presentation.
  - Click Add Content to the room
  - Use the folders in the left frame to find the content in your File Manager that you would like to import.
  - Select which Live Classroom folder to add your content to. You have the option to add it to an existing folder or a new folder. Use the Delete folder content option if you wish to overwrite a file (or set of files) within the folder.
  - Add & Manage Room Content – Clicking this link will popup a new browser window. From within this window, you may use more advanced tools for adding and managing Live Classroom content. Refer to Live Classroom Documentation for additional details.
6. **Edit Settings** – These settings are detailed in Chapter 3 - Adding a Tool to a Template or Section – Live Classroom Creation.
7. **View Records:**

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- Poll Results – Click this link to View the results of any Live Classroom polls that were published in this Room or Archive. *Refer to Live Classroom Documentation for additional details.*
  - Tracking - Click this link to view attendance data for this Room or Archive.

## Live Classroom (if link leads to a List of Rooms or Archives)

1. Click the name of a Room to modify, add content or schedule a Live Classroom.
2. Click the Yes/No link next to a particular Room to make that Room unavailable or available. If this is set to No the link to the Room will still show up in the Section, but students will be unable to enter. This also controls whether the Room will be visible to students in the List Of Rooms feature.

## Voice Board

1. **Launch Voice Board** - Click here to launch the Voice Board and add content to the Voice Board. Refer to Voice Tools Documentation for additional details.
2. **Add to Calendar** – Voice Board can be scheduled the same way as any other Vista content. However, if you wish to schedule recurrence, you must first add Live Classroom to the Calendar and then add recurrence within the Calendar.
3. **Edit Settings** – These settings are the same ones detailed in Chapter 3 - Adding a Tool to a Template or Section – Voice Board Creation.

## Voice Email

1. **Launch Voice Email** – Select the people you would who will receive your Voice Email. Click Continue to launch and compose your Voice Email. Refer to Voice Tools Documentation for additional details.
2. **Add to Calendar** – Voice Email can be scheduled the same way as any other Vista content. However, if you wish to schedule recurrence, you must first add the Voice Email to the Calendar and then add recurrence within the Calendar.
3. **Edit Settings** – These settings are the same ones detailed in Chapter 3 - Adding a Tool to a Template or Section – Voice Email Creation.

## Voice Direct

1. **Launch Voice Direct** - Click here to launch Voice Direct and chat and speak with your students synchronously. Refer to Voice Tools Documentation for additional details.
2. **Add to Calendar** – Voice Direct can be scheduled the same way as any other Vista content. However, if you wish to schedule recurrence, you must first add Voice Direct to the Calendar and then add recurrence within the Calendar.
3. **Edit Settings** – These settings are the same ones detailed in Chapter 3 - Adding a Tool to a Template or Section – Voice Direct Creation.

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## Voice Recorder

1. Launch Voice recorder.
  - Click the Record button and speak to record your Voice Recorder message
  - Click Pause to pause recording. Click Pause or Record to resume recording your message.
  - Click Stop when you have completed your message.
  - Click Play to listen to your message. Click Record to record the message again.
2. **Add to Calendar** – A Voice Recorder message can be scheduled the same way as any other Vista content. However, if you wish to schedule recurrence, you must first add the Voice Recorder message to the Calendar and then add recurrence within the Calendar.
3. **Edit Settings** – These settings are the same ones detailed in Chapter 3 - Adding a Tool to a particular Template or Section – Voice Recorder Creation.

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# Using the Tools in Class

## Using the Tools in Class

### Audience

*Section Designers, Section Instructors, Section Designers, TA's*

1. Login to WebCT Vista
2. Select your Section from the Course List
3. Click the link to the Tool you wish to use. If you are a Section Designer, then click Preview.

## Live Classroom

1. Click Enter Room to begin teaching. This will launch a new window that contains the Live Classroom.
2. Click the Live Classrooms link (near the top left of the screen) to access a complete list of all Live Classrooms and Archives associated with this Section. Click Enter to launch a new window that contains the Live Classroom.

## Voice Board and Voice Direct

Click the link to the Tool you wish to use. If you are a Section Instructor or Section Designer, then click Launch [name of Tool.]

## Voice Email

1. Click the link to the Tool you wish to use. If you are a Section Instructor or Section Designer, then click Launch [name of Tool.]
2. Choose whom you would like to send this Voice Email to and click Continue
3. Complete the Voice Email fields (To, From, CC, BCC, etc) and click Send. The Voice Email will only accept internal WebCT email addresses.

## Voice Recorder

1. Click the link to the Tool you wish to use. If you are a Section Instructor or a Section Designer, then click Launch [name of Tool.]
2. Click the Record button to record your message.

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# Best Practices

## Sections that link to multiple Live Classrooms

If you wish to associate more than one Live Classroom with your Section, we recommend using the List of Rooms option. Placing this link in your Section will allow your students to access all Live Classrooms and Archives associated with the Section from one convenient link. Refer to Chapter 3 - Adding a Tool to a Template or Section – Live Classroom Creation for more details.

## Adding a Room to a Template

If you are adding a Live Classroom to a Template, we recommend selecting the Section Default Room, rather than creating a new Room. This way, each time the Template is used, a new Live Classroom will be created. If Section Default Room is not selected, each Section that is created from the Template will contain a link to the same Live Classroom. If a Template is created from a Section, the same rules apply.

## Customizing the Icons for the Horizon Wimba Tools

### Audience

*All Designers*

Horizon Wimba provides a set of custom icons that can be used to represent the Horizon Wimba Tools within WebCT Vista. To replace the default Vista icons with these custom icons (recommended,) follow the directions below:

1. Login to your WebCT Vista Institution
2. Pick the particular selection you would like to modify from your Course List (If you are a Section Designer, skip ahead to Step 5.)
3. Use the folder menu on the left to navigate to the Context Level where you wish to add the Tools.
4. Select the Template or Section you wish to modify.
5. In the left hand navigation column, Click Course Customization.
6. Click Icons Sets.
7. At the top right of the page (you may need to scroll to the right,) click the name of the Tool icon you would like to change (Live Classrooms, Voice Directs, Voice Boards, Voice Emails or Voice Recorders)
8. Click Replace Icon.
9. A File Browser window will pop up.
  - a. If the Horizon Wimba icons have already been uploaded to your File Manager, browse for the appropriate files through the File Browser window. Select the new icon file and click Add Selected.
  - b. If the Horizon Wimba icons have not been uploaded to your File Manager, click My Computer and browse your hard drive for the icon files. Click Open to add the icon to WebCT Vista.

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10. Repeat steps 7-9 to replace additional icons.

**Note:** *This customization will only affect the particular Template or Section that the Designer is modifying. At this time, there is no mechanism for changing the Icons Sets of multiple Templates or Sections.*