Create an Archive of a Wimba Classroom Session

1. Enter the Wimba Classroom through SLU Global (see the Accessing the Wimba Classroom instructions).

2. To begin archiving the session, click the black Recording button located in the Content tab (top right corner) of the Presenter’s Console, circled in Figure 1.

   A dialog box opens to confirm starting the archive process.

3. Click the OK button in the dialog box to begin archiving. An audio prompt will inform you that the archive has started. The Recording button will turn red and the status message Archive: Started will display, as shown in Figure 2.

   Note: When Archiving is in progress, entries for “archiver” and “encoder_on” will appear in the list of participants, as shown in Figure 3. These entries are only visible to the presenter.

4. Conduct the classroom session as normal.

5. When ready to end the archiving process, click the Recording button again, circled in Figure 2.

6. Click OK in the Alert Box that pops up. The classroom will prepare to end archiving. Once the status message returns to Archive: Stopped you may close the Wimba Classroom.

   Note: For the archive to be created, you MUST click to stop the archive. If you do not stop the archive process it will continue to run even if no one is in the session. The archive must be stopped before it will appear in the list of available archives, as described below.

Access an Archived Wimba Classroom Session

When an archive is first created, participants do not immediately have access to the archive. It must be “opened” by the instructor to make it available to participants.

1. To view the newly created archive on the Wimba Classroom Information Page within SLU Global, refresh the screen by clicking on the Teach tab then clicking on the link for the Wimba Classroom.

2. On the Wimba Classroom Information Page, each archive created for the room is listed. To open the archive so students can access it, click on the red circle icon under the Access column, as shown in Figure 4.

   Note: Wimba Classroom Archives are listed chronologically, beginning with the oldest.

   Also on this page, the instructor can Enter the archive; Open Access to the archive; Close Access to the archive; or Delete the archive. The icons for each of these actions are shown in Figure 5.