

Live Classroom Wimba Tutorial – Attendance Tracking, and Chat Log

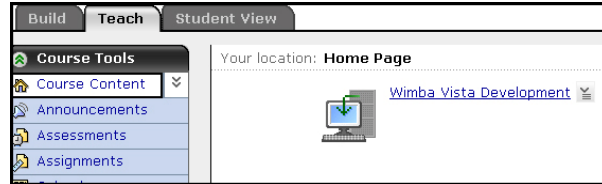
Introduction

Very often faculty want to check student attendance records to determine how long students attended a live session or viewed an archive. This information can be found in the **tracking feature** of Live Classroom. In addition to attendance records, a **chat log** of all public conversations can also be viewed.

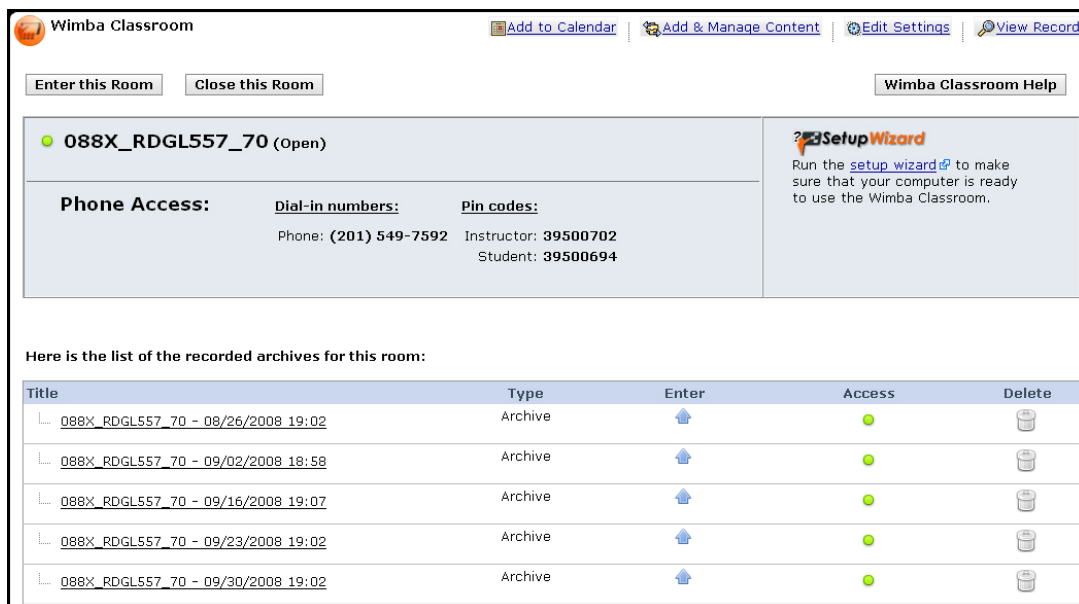
⚠ Note: It is advisable to frequently read through chat logs to gain a better understanding of conversations held during classes. Reading logs can also relieve faculty from having to keep up with conversations during sessions.

How to Use the Tracking Tools

1. Sign on to Vista and in the **Teach** tab, open your Wimba Classroom.



2. Either view the general records from here or enter a specific archive.



Wimba Classroom | Add to Calendar | Add & Manage Content | Edit Settings | View Records

Enter this Room | Close this Room | Wimba Classroom Help

088X_RDGL557_70 (Open)

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

Phone: (201) 549-7592 Instructor: 39500702
Student: 39500694

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

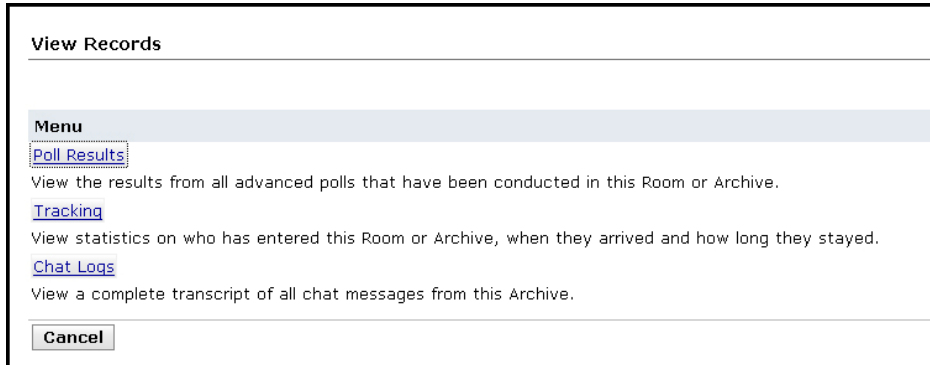
Here is the list of the recorded archives for this room:

Title	Type	Enter	Access	Delete
088X_RDGL557_70 - 08/26/2008 19:02	Archive	↑	●	🗑
088X_RDGL557_70 - 09/02/2008 18:58	Archive	↑	●	🗑
088X_RDGL557_70 - 09/16/2008 19:07	Archive	↑	●	🗑
088X_RDGL557_70 - 09/23/2008 19:02	Archive	↑	●	🗑
088X_RDGL557_70 - 09/30/2008 19:02	Archive	↑	●	🗑

- For either choice made for the last step, there will be a tool bar of links on the top right side of the page. Click on **View Records**.



- Next you will see the screen pictured below. From there, student tracking, chat logs, and poll results can be seen.



- If you want to see the list of students' attendance click on **Tracking**. A screen like this will appear:

Displaying 16 records.

User ID	Screen Name	Room	Time Entered	Length of Stay
_csuchico_jdoe	Jonh_Doe	_csuchico_s_687362804081_549562_2008_0826_1902_43	10/12/2008 13:32:22 EDT	00:20:33
_csuchico_jdoe	Jonh_Doe	_csuchico_s_687362804081_549562_2008_0826_1902_43	10/12/2008 13:21:40 EDT	00:10:34
_WimbaHelp	WimbaHelp	_csuchico_s_687362804081_549562_2008_0826_1902_43	09/30/2008 16:58:35 EDT	00:01:37
_csuchico_ssmith21	Sally Smith	_csuchico_s_687362804081_549562_2008_0826_1902_43	09/24/2008 14:20:59 EDT	00:41:54
_csuchico_ssmith21	Sally Smith	_csuchico_s_687362804081_549562_2008_0826_1902_43	09/24/2008 13:19:42 EDT	00:03:43
_csuchico_ssmith21	Sally Smith	_csuchico_s_687362804081_549562_2008_0826_1902_43	09/24/2008 13:02:00 EDT	00:10:11

- To view the student chat sessions, click on **Chat Logs** on the View Records page. That will bring you to this window:





- Click on the chat session you would like to see, and click **View**. Below is an example of a chat log of students' public conversations conducted during the session.

Chat Log: [_csuchico_s_687362804081_549562_2008_0826_1902_43.session](#)
Last Modified: Tue Aug 26 21:19:11 2008

[Simple](#) | [Detailed](#)

Filter: User Sub-Room Download:

Timestamp	User	Sub-Room	Action	Detail
Tue Aug 26 19:03:05 2008	Albert_Einstein	Main Room	said	Here we are again!
Tue Aug 26 19:03:20 2008	Dr_Seuss	Main Room	said	hello there - no sound for me either
Tue Aug 26 19:03:35 2008	Mickey_Mouse	Main Room	said	I have no sound either, I have a picture
Tue Aug 26 19:03:41 2008	Captain_Kirk	Main Room	said	Just see banner...no Dr. C
Tue Aug 26 19:03:54 2008	Captain_Kirk	Main Room	said	I have sound!
Tue Aug 26 19:03:55 2008	Dr_Seuss	Main Room	said	click on the speaker and raise the volume bar
Tue Aug 26 19:04:06 2008	Captain_Kirk	Main Room	said	Hmmm. I don't see Dr. C, anyone else?
Tue Aug 26 19:04:10 2008	Mickey_Mouse	Main Room	said	Captain try clicking the little video camera
Tue Aug 26 19:04:37 2008	Albert_Einstein	Main Room	said	click the little camera and then the eye ball
Tue Aug 26 19:04:39 2008	Captain_Kirk	Main Room	said	Yippee! Mickey,that worked.
Tue Aug 26 19:04:51 2008	Dr_Seuss	Main Room	said	got the picture and the sound too
Tue Aug 26 19:05:01 2008	Mickey_Mouse	Main Room	said	good. :)