

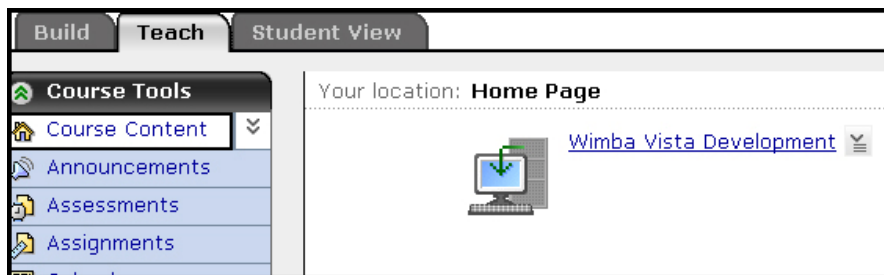
Wimba Classroom Tutorial - How to Make an Archive

Introduction

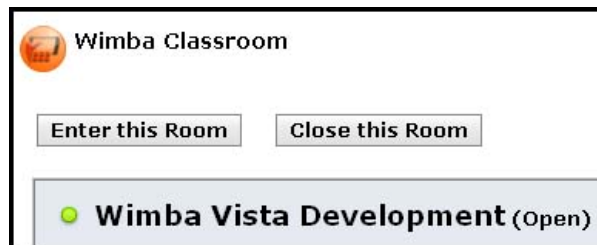
You can archive your presentation so that others can view it after it has occurred. Alternately, you may choose to create an archive without the presence of a live audience and use the archive as an asynchronous learning tool.

Getting Started

1. Sign into Vista and go to the **Teach** tab.

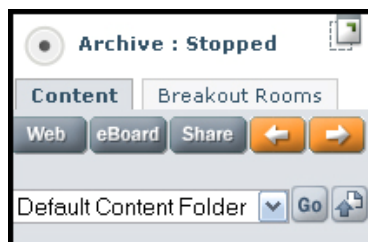


2. Click on the link to the Wimba course and select **Enter this Room**.

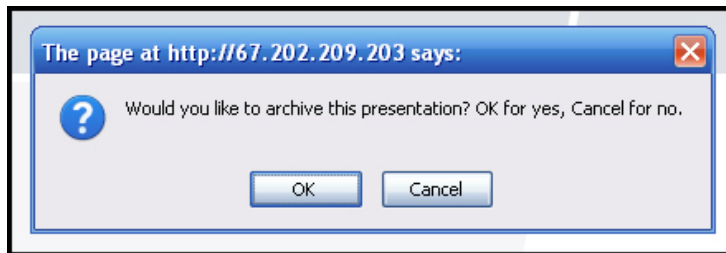


Creating an Archive

1. In the Wimba Classroom, click on the round black **Recording** button at the top right of the Presenter's Console.



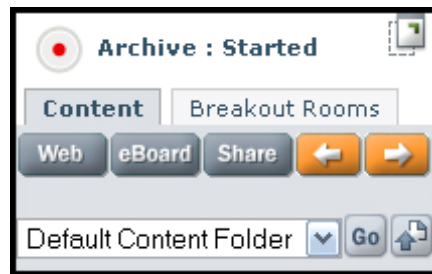
2. A dialog box appears asking if you would like to archive the presentation. Click **OK** and the recording button will turn red.



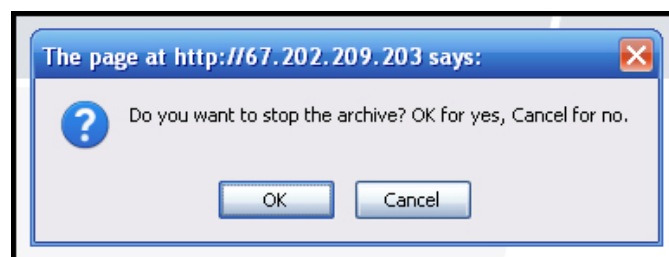
3. An audio prompt will inform you (and all presenters) that the archive has started. A message (visible only to presenters) also appears in the text chat area noting that the archiving process has begun.

Stopping an Archive

1. To stop the archiving of a live presentation, click the round red **Recording** button at the top right of the Presenter's Console.




2. A dialog box appears again asking if you would like to stop archiving the presentation. Click **OK** and the recording button will turn back to black.



3. An audio prompt will inform you (and all presenters) that the archive has stopped. A message (visible only to presenters) appears in the text chat frame noting that the archive has been stopped.

4. The archived presentation is saved and can be accessed from this page.


 Wimba Classroom

[Add to Calendar](#) |
 [Add & Manage Content](#) |
 [Edit Settings](#) |
 [View Records](#)

Wimba Vista Development (Open)


Phone Access:

Dial-in numbers:	Pin codes:
Phone: (201) 549-7592	Instructor: 34652987 Student: 3467319

 **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
 Wimba Vista Development - 12/18/2008 14:55	Archive	