



***Wimba Building Blocks
for Blackboard 6.3 - 8.0***

Version 3.3

Installation and Configuration Guide

Wimba Building Blocks

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Wimba Building Blocks Installation and Configuration Guide

Getting Started

Introduction

Blackboard's Building Blocks Program enables institutions to easily enhance their Blackboard courses by allowing seamless access to complementary applications. Wimba's Building Blocks allow instructors and students to access up to six features from within the Blackboard environment:

- **Wimba Classroom:** a live virtual classroom supporting multi-way audio, video, application sharing, polling, and content display.
- **Voice Authoring:** a recorded message that a user can play back anytime, usually accompanying content within a web page.
- **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 Presentation:** a presentation consisting of web content alongside voice messages.
- **Wimba Podcaster:** a feature that allows for the creation and subscription of podcasts.

The Wimba Building Blocks feature:

- **Single Sign On:** Students and instructors seamlessly access Wimba features within Blackboard. They do not need to log in again or type a URL.
- **Integrated creation and management of Wimba features:** Instructors can easily create and manage their features using the Blackboard interface. There is no need to access and learn a new administration interface.
- **Consistent look, feel, and navigation:** Wimba features look like, and can be used as, any other Blackboard feature. Consequently, there is almost no learning curve.
- **Blackboard calendar integration:** Calendar entries can be created for Wimba Classroom, enabling direct access from the calendar.
- **Content Push:** Files stored within Blackboard Content Areas can easily be transferred to Wimba Classroom.

In order to access these features, a Blackboard System Administrator must first install and configure the appropriate Wimba Building Block on your Blackboard server. This document helps Administrators install the Building Block(s) and set up Wimba Classroom and/or Wimba Voice access for courses on the Blackboard server.

Technical Requirements

To use version 3.3 of the Wimba Building Block(s), you must ensure that both the Blackboard server and the Wimba server(s) are configured with specific versions:

- Blackboard server (Enterprise Edition), version 6.3 - 8.0
- Wimba Classroom server, version 5.0 - 5.2 **(at least version 5.0.9)**

and/or

- Wimba Voice server, version 5.1.1 - 5.3

You should have already received server information when you were provided with the Wimba Building Block(s). If this is not the case, speak with your Wimba Professional Services Manager.

Documentation of all Wimba products is available on Wimba's website: <http://www.wimba.com/support>

Installing the Wimba Building Blocks

Prerequisites to Installation

Please note the following prerequisites for installing the Wimba Building Block(s) on your Blackboard server:

- A Wimba Classroom (version 5.0 - 5.2, at least version 5.0.9) and/or Wimba Voice server (version 5.1.1 - 5.3) must already be set up and running before the appropriate Building Block is installed (each software product runs on a separate server provided by Wimba). If you do not have access to the Wimba server(s), or have access to an earlier version, contact your Wimba Professional Services Manager.
- A compatible version of Blackboard Enterprise Edition (version 6.3 - 8.0) must be installed. If you have an earlier version of Blackboard Enterprise, contact your Professional Services Manager for information on installing an earlier version of the Wimba Building Block(s).
- The necessary .war file for the Wimba Classroom and/or Wimba Voice Building Block.
- Account information to allow the Blackboard server to communicate with the Wimba server(s), provided by your Professional Services Manager.

Additional Steps Required for Integration with Wimba Voice

On the Wimba Voice server, there are added security features that require you to manually permit server side communication from the Blackboard server. This is done by entering the Blackboard server's URL in the Wimba Voice server's Administration section.

1. Log in to the Wimba Voice Manager as an Administrator.
2. Click the **Administration** tab.
3. Click the **Server configuration** link.
4. Click the **Allowed servers** link.
5. Enter the URL of the Blackboard server (do not include http://) and click the plus (+) button.
6. Click the **Allowed URL** link.
7. Enter the URL of the Blackboard server (but this time, include the http://) and click the plus (+) button.

General Guidelines for Building Block Installation

If you are running Blackboard Enterprise Edition 6.3 - 8.0, and have never installed a previous version of the Building Block(s), refer to *Installing a New Wimba Building Block for Blackboard 6.3 - 8.0* below.

If you are running Blackboard Enterprise Edition 6.3 - 8.0, but have an earlier version of the Building Block installed, refer to appropriate section (within *Upgrading the Wimba Building Block*) for details on upgrading your current Wimba Building Block.

Installing a New Wimba Building Block for Blackboard 6.3 - 8.0

These instructions assume that your institution:

- Is running Blackboard Enterprise Edition 6.3 - 8.0
- Is running a Wimba Classroom server, version 5.0 - 5.2 (at least version 5.0.9), if integrating with a Wimba Classroom server
- Is running a Wimba Voice server, version 5.1.1 - 5.3, if integrating with a Wimba Voice server
- Has not previously installed a version of the Wimba Building Block(s)

If you have previously installed the Building Block(s), first refer to appropriate section (within *Upgrading the Wimba Building Block*), if you have not done so already.

To Install the Wimba Building Block(s)

1. Download the appropriate Wimba Building Block, from the Wimba download site, and save it to your hard drive. Your Professional Services Manager should have provided you with the appropriate credentials to access the download site.
2. Log in to Blackboard as a System Administrator.
3. Click the **System Admin** tab.
4. Within the Blackboard Building Blocks Management menu, click the **Building Blocks** link. The Manage Building Blocks page appears.
5. Click the **Install Building Blocks** link.
6. Use the **Browse** button to locate the appropriate Wimba Building Block .war file (in the .war filename, "lc" indicates Wimba Classroom and "vt" indicates Wimba Voice). Once you have located the file, select it and click **Submit**.
7. Locate the listing for Wimba Classroom or Wimba Voice, depending on which .war file you uploaded. Be sure to review the following important instructions, specific to your version of Blackboard:

For Blackboard 6.3-7.1: Select **Available** in the Availability column to the right of the appropriate Wimba Building Block.

For Blackboard 7.2-8.0: Select **Available** in the *Course/Org Default* column for the appropriate Building Block. Next, select **Available** in the *Availability* column for this Building Block.

If the *Availability* column is changed first, this will result in disabling all Wimba features in the Communication Area (and Voice Announcements, if applicable) in all courses, regardless of Access Control. For more information on modifying this, refer to *Re-Enabling Wimba Features in Blackboard 7.2 - 8.0*.

8. Review the information that appears and click **OK**. Click **OK** again on the confirmation page. The Manage Building Blocks page re-appears.
9. Click the **Properties** button to the right of the Wimba Building Block you just installed. The Configure Building Block page appears.
10. Proceed to Step 11 based on the Building Block you installed.

Note:

If you are following these instructions as part of a Building Block upgrade, you do not need to re-configure the Building Block. It is recommended that you review the settings below (particularly the Access Control settings), to ensure accuracy of information.

Wimba Classroom

11. In the Configure Building Block Connectivity section, type the URL of your Wimba Classroom server (provided by your Professional Services Manager).

A sample URL would be: `http://myuniv.wimba.com`
12. In the Configure Building Block Authentication section, type the Wimba Classroom **Account Name** and **Account Password** (provided by your Professional Services Manager). This account information is used by the API for the Blackboard integration.
13. Define **Access Control** according to your institution's internal policies. If your institution chooses to control Wimba Classroom on a system-wide basis, set Access Control to **Yes** by default. If your institution chooses to control Wimba Classroom on a course-by-course basis, set Access Control to **No** by default.

Note:

If your institution changes their policies for managing access to Wimba Classroom, you can change this setting within the Wimba Classroom Access Control area. For more information on this, please refer to *Enabling and Disabling Wimba in Blackboard*.

14. You have now successfully completed the installation of the Wimba Classroom Building Block. Click **Submit**.

Note:

Wimba Classroom server setup information is now stored in the database. If you are upgrading from a version previous to 2.2, make sure that the configuration information is correct. Future upgrades from this version will automatically recover the configuration information from the previous installation.

Wimba Voice

11. In the Configure Building Block Connectivity section, enter the URL of the Wimba Voice server (provided by your Professional Services Manager).

A sample URL would be: `http://myuniv.wimba.com/myuniv`

Note:

If there is a firewall that performs NAT between the Blackboard server and your students, the configuration will need additional information. The second field (the local server's URL) refers to the way the Building Block should contact the Wimba Voice server. It is also called the "Server API URL". If NAT does not mean anything to you, or if your Wimba Voice server is hosted by Wimba, this probably means that you can leave this field blank. Contact your Professional Services Manager for more information.

12. In the Configure Building Block Authentication section, type the Wimba Voice **Account Name** and **Account Password** (provided by your Professional Services Manager). This account information is used by the API for the Blackboard integration.
13. Define **Access Control** according to your institution's internal policies. If your institution chooses to control Wimba Voice on a system-wide basis, set Access Control to **Yes** by default. If your institution chooses to control Wimba Voice on a course-by-course basis, set Access Control to **No** by default.

Note:

If your institution changes their policies for managing access to Wimba Voice, you can change this setting within the Wimba Voice Access Control area. For more information on this, please refer to *Enabling and Disabling Wimba in Blackboard*.

14. You have now successfully completed the installation of the Wimba Voice Building Block. Click **Submit**.

Upgrading the Wimba Building Block

General Guidelines for Building Block Upgrade

If you have previously installed the Wimba Classroom and/or Wimba Voice Building Block, there are specific instructions that must be followed before the latest Building Block can be installed.

These instructions assume that your institution:

- Is running Blackboard Enterprise Edition 6.3 - 8.0
- Is running a Wimba Classroom server, version 5.0 - 5.2 (at least version 5.0.9), or a Wimba Voice server, version 5.1.1 - 5.3
- Has already installed a previous version of our Building Block

If you do not know the current version of the Wimba Building Block installed, you can find this information by accessing your Blackboard server as a System Administrator:

1. Click the **System Admin** tab.
2. Within the Blackboard Building Blocks Management menu, click the **Manage Building Blocks** link.

You will see this information listed, next to the Wimba Classroom (formerly Live Classroom) and/or Wimba Voice (formerly Voice Tools) Building Block, in the Version column.

Upgrading the Wimba Building Block from Version 2.2+

Before upgrading the Wimba Building Block(s), ensure that you meet the requirements listed in the General Guidelines section above.

You will first uninstall the current version of the Building Block, and then install the latest version.

To Upgrade the Wimba Building Block

1. Log in to Blackboard as a System Administrator.
2. Within the Blackboard Building Blocks Management menu, and click the **Building Blocks** link.
3. Locate the Wimba Building Block and click the **Remove** button to its right.
4. Install the latest version of the Building Block. See *Installing a New Wimba Building Block for Blackboard 6.3 - 8.0* for complete instructions.

IMPORTANT:

Pay particular attention to Step 6, in which you must set the Building Block to Available (*with instructions specific to your version of Blackboard*) on the Manage Building Blocks page.

The new Building Block is located on the Wimba download site. Your Professional Services Manager should have provided you with the link to the download page, as well as the appropriate credentials to access the files.

The associated migration process of all existing Wimba Classroom or Wimba Voice content in Blackboard will occur automatically.

Upgrading from Wimba Voice (formerly Voice Tools) Building Block Version 2.0 or 2.1

IMPORTANT:

This is a special case which applies to the Wimba Voice integrations and only to currently installed Wimba Voice (formerly Voice Tools) Building Block versions 2.0 and 2.1. If you are strictly using the Wimba Classroom Building Block, or if you are currently using the Wimba Voice (formerly Voice Tools) Building Block version 2.2 or higher, you may ignore this section.

Before upgrading the Wimba Voice (formerly Voice Tools) Building Block from version 2.0 or 2.1, you must backup the data located in the following directory on the Blackboard server's file system:

```
%BbRoot%/content/vi/bb_bb60/plugins/wvms-bb/webapp/WEB-INF/var/courses
```

You can install the new Building Block once the data has been backed up, but *do not configure* the new Building Block. You must first restore the old files by moving the backup of your old data back into the 'courses' directory listed above. Ensure that the files belong to the appropriate user/group on UNIX (usually bbuser/ bbuser)

You may then proceed with the Wimba Voice Building Block configuration. The associated migration process will be performed during the configuration.

Upgrading from a Wimba Building Block Version Prior to 2.0

If you are running a version of a Wimba Building Block earlier than 2.0, please speak with your Wimba Professional Services Manager for specific instructions. It may be necessary to perform additional, manual steps depending on product and version, making it essential that you first consult with your Professional Services Manager.

Enabling and Disabling Wimba in Blackboard

Disabling and Hiding Wimba Features System-Wide

If your institution has made the decision to refrain from deploying one (or more) of the Wimba features, you can limit access as follows.

To Disable Wimba Features System-Wide

1. Log in to Blackboard as a System Administrator.
2. Click the **System Admin** tab.
3. Within the Tools and Utilities menu, click the **Tools** link.
4. Browse the list of tools to find the appropriate Wimba feature(s) you would like to disable and hide.
 - You have the ability to disable and hide Wimba features in the Communication Area (and Voice Announcements, if applicable). The Wimba features that you can modify are listed as a Course (and Organization, if applicable to your Blackboard version) Tool in the Type column.

These may include: Wimba Classroom List and/or Wimba Podcaster Extension, Wimba Voice Announcements Extension, Wimba Voice Boards Extension, and Wimba Voice Emails Extension
 - You have the ability to disable and hide Wimba features in Content Areas. The Wimba features that you can modify are listed as a Content Type in the Type column.

These may include: Wimba Classroom and/or Voice Authoring, Voice Board, Voice Email, Voice Presentation, and Wimba Podcaster,
5. Click the **Modify** button to the right of the appropriate feature you wish to make available/unavailable.
6. Modify the Tool Availability section appropriately.
7. Click the **Submit** button to save your changes.

Managing Wimba Classroom and Wimba Voice

Blackboard System Administrators have the ability to manage access to Wimba features on a system-wide, or course-by-course, basis. This ability depends on the default Wimba Classroom or Wimba Voice Access Control, which was initially set during the Building Block configuration. This setting can be changed in accordance with how your institution chooses to manage access to Wimba features in Blackboard.

Managing Access to Wimba Features System-Wide

In order to allow access to all Wimba features on a system-wide basis, Wimba Classroom or Wimba Voice Access Control should have been set to Yes by default during the configuration process. If not, you will have to enable Access Control.

To Manage Access to Wimba Features System-Wide

1. Log in to Blackboard as a System Administrator.
2. Click the **System Admin** tab.
3. Within the Tools and Utilities menu, click the **Wimba Classroom Access Control** or **Wimba Voice Access Control** link.
4. At the top of the page, change the default access drop-down menu to **Enabled**.
5. When finished, click **Submit**.

Note:

If a department within your institution should not have access to Wimba features, you can disable access for the specific course or courses belonging to this department by following the directions in the next section.

Managing Wimba Features Course-by-Course

In order to allow access to Wimba Classroom or Wimba Voice on a course-by-course basis, Access Control should have been set to No by default during the installation process. If not, you will have to disable Access Control.

To Manage Wimba Features Course-by-Course

1. Log in to Blackboard as a System Administrator.
2. Click the **System Admin** tab.
3. Within the Tools and Utilities menu, click the **Wimba Classroom Access Control** or **Wimba Voice Access Control** link.
4. Use the Search field to locate the course(s) of your choice (or leave this field blank, and click the **Search** button, to display all courses). For each course, you have the ability to keep Access Control at the Default setting (as previously specified on a system-wide basis), or change it to Enabled or Disabled.
5. When finished, click **Submit**.

WARNING:

When modifying access for specific courses within the Wimba Classroom or Wimba Voice Access Control area, access for the organizations associated with each course are also modified.

Note:

If a course already has instances of Wimba Voice, but then has access disabled, all existing instances of Wimba Voice will be hidden, except for Voice Announcements and Voice Authoring applets. However, the creation and/or modification of new instances (such as a new Voice Board) would not be possible within the course.

Re-Enabling Wimba Features in Blackboard 7.2 - 8.0

Note:

The following information only applies to Blackboard 7.2 - 8.0 (users of all other versions may ignore this section).

If Building Block Availability is not performed in the order described in *Installing a New Wimba Building Block for Blackboard 6.3 - 8.0*, Wimba features will need to be manually enabled (in the Communication Area, as well as Voice Announcements, if applicable) on a course-by-course basis by an Instructor or Administrator.

To Re-Enable Wimba Features in Blackboard 7.2 - 8.0

1. Log in to a course as an Instructor or Administrator.
2. Click the **Control Panel** link on the left navigation bar.
3. Within the Course Options menu, click the **Manage Tools** link.
4. Click the **Building Block Tool Availability** link.
5. Place a check in the **Available** column for the applicable feature(s):
 - a. Wimba Classroom List
 - b. Wimba Podcaster Extension
 - c. Wimba Voice Announcements Extension
 - d. Wimba Voice Boards Extension
 - e. Wimba Voice Emails Extension
6. Click **Submit**.

Uninstalling the Wimba Building Blocks

Consequences of Uninstalling the Wimba Building Blocks

If a Wimba Building Block is uninstalled from the Blackboard server, users will not be able to use the Wimba features any longer. More specifically:

- All instances of Wimba Classroom will be deleted and can no longer be added to courses
- Wimba Voice features can no longer be added to courses

Instances of Wimba Voice features, which have already been created within Blackboard Content Areas, will still be visible. If users try accessing a feature after the Building Block has been uninstalled, they will encounter an error message. Therefore, we recommend deleting all instances of Wimba features after uninstalling the Building Block.

Voice Announcements and Voice Authoring applets are unique exceptions. These applets will continue to function after the Wimba Voice Building Block has been uninstalled.

Note that pre-existing content will not automatically be removed from the Wimba Voice server.

Re-installing a Wimba Building Block will restore access to the Wimba Classroom server and bring back all instances of Wimba Voice that have not been deleted.

Instructions for Uninstalling a Wimba Building Block

Follow these directions to uninstall a Wimba Building Block.

To Uninstall a Wimba Building Block

1. Log in to Blackboard as a System Administrator.
2. Click the **System Admin** tab.
3. Within the Blackboard Building Blocks Management menu, click the **Building Blocks** link.
4. Locate the Wimba Building Block you wish to remove and click the **Remove** button to its right.

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