How To Create Wimba Sessions In Canvas

Both faculty & students have the ability to create Wimba sessions within their Canvas courses. Here are instructions:

Creating a Wimba session in Canvas:

Enter your course in Canvas.

- Click Conferences in the menu on the left.
- On the right click on “+ Make a New Conference”.
- Enter a Name for your conference.
  (The more descriptive the better, include name of course, semester, topic, etc.)
- Select “This is a long-running conference” if you plan on using this conference more than once.
  (If you are not sure, then select this option. Otherwise, enter the number of minutes your session will run next to duration.)
- Select “Invite All Course Members” or uncheck and select individual course members to invite.
- Click “Create Conference” and your Wimba Conference will be created.
- Click “Start it Now” to access your classroom.
  (If you have selected “This is a long-running conference” then it will be available at any time.)

Running the Setup Wizard

When accessing Wimba you will be prompted to run the setup wizard. It is highly recommended that you run the Wizard the first time you use Wimba, and any time you run into errors while accessing Wimba.

Loading a PowerPoint & showing a web page:

To upload a PowerPoint click on the Import PowerPoint icon on the right.

- Browse to find your PowerPoint and import.
- Once your PowerPoint has been imported, you will see a list of slides under the import icon.
- To advance the slides you can either click on name of the individual slides or the Next Slide arrow on the top right.

To show a web page click on the web icon on the top right.

- Then type in the website url, select where you want to display the web page (typically in the content frame), and click on Show Web Page, and the web page will display within Wimba.

Archiving your presentation:

To archive (save a copy) of your presentation, you must follow these steps at the beginning, or at the point you want the archive to begin (for example, after all students have joined the session).

- Click on the Archive button on the top, or “Yes” under Archive Reminder on the right, to start the archive. You will hear a message stating that the archive has started.
- Begin your presentation. During the presentation you will be recording all audio, video, and screen contents for later viewing.
When you are done, stop the archive by clicking on the red archive button on the top right. The archive is saved automatically.

**Viewing archived presentations:**
Click on Conferences from within your Canvas course.
- Click on the name of the conference.
- Click on View Archives from the External Links box in the middle of the page and click on the title of the archive you want to view. The archive will open in Wimba and begin playing automatically.