

Center for Teaching and Learning



*Wimba Pronto*

*Integrated IM and  
Chat Tool*

## Creating Your Account and Downloading Client Software

1. Be sure that the Communication Tool is checked in MANAGE TOOLS in Blackboard. This will be available in your course site by default. The Wimba Tool is located in the Communication area of your course site.
2. You will be prompted to create your Wimba Pronto account and then download the client.
3. Uncheck any courses you do not want to be available in Wimba Pronto. Be sure that the General Box for enabling new courses is checked so that in future terms your new courses will be automatically added to your list. Note that you can come back to this screen to change these settings any time.

### ▼ Course Settings: Muskegon Community College (swarts)

#### General

- Automatically enable Wimba Pronto for new courses.

#### Course Participant

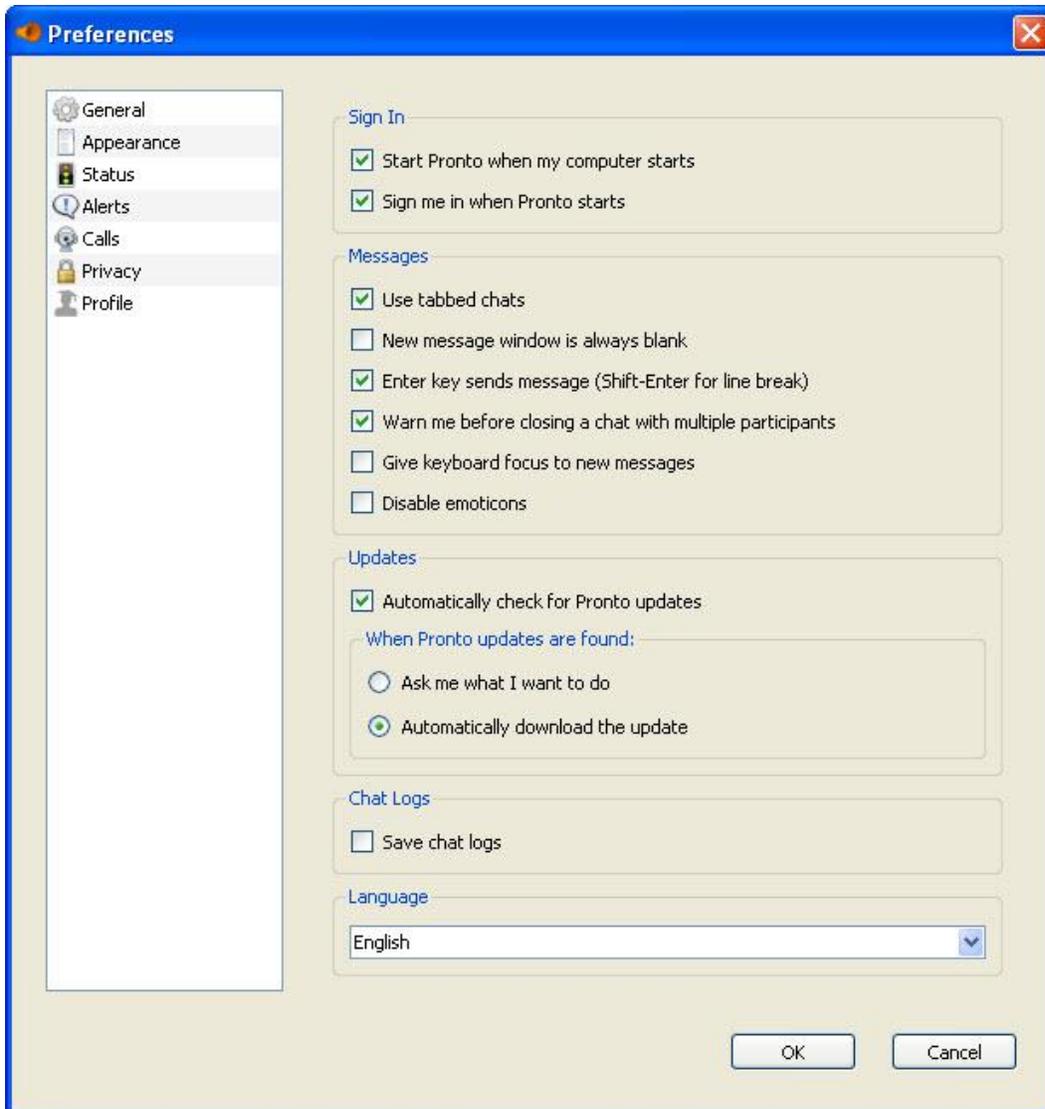
All checked courses will appear in your Wimba Pronto client.

- 09-Blackboard StartUp for New Faculty Users (Bb-start)
- Applied Pedagogy and Unit Design (test-swart-udm103)
- BIOL-104LEC(2009FA-VanVeelen-F03) (2009FA-BIOL-104LEC-F03)
- Best Practices for Effective Online Course Design (DEV.CTL.DESIGN)
- Blackboard StartUp (MCC-New-Faculty)
- Children's Literature (DEV.ED230.W2010)
- DEV.BIOL104LEC.VanVeelen (DEV.BIOL104LEC.VanVeelen)
- DEV.ED230.SWART (DEV.ED230.SWART)
- DEV.PSYC.THOMPSON.WI (DEV.PSYC.THOMPSON.WI)
- ED-230(2009FA-Swart-F02) (2009FA-ED-230-F02)

4. Once Wimba is installed you will want to review your preferences and create a profile.

## Profile and Preferences Settings in Wimba

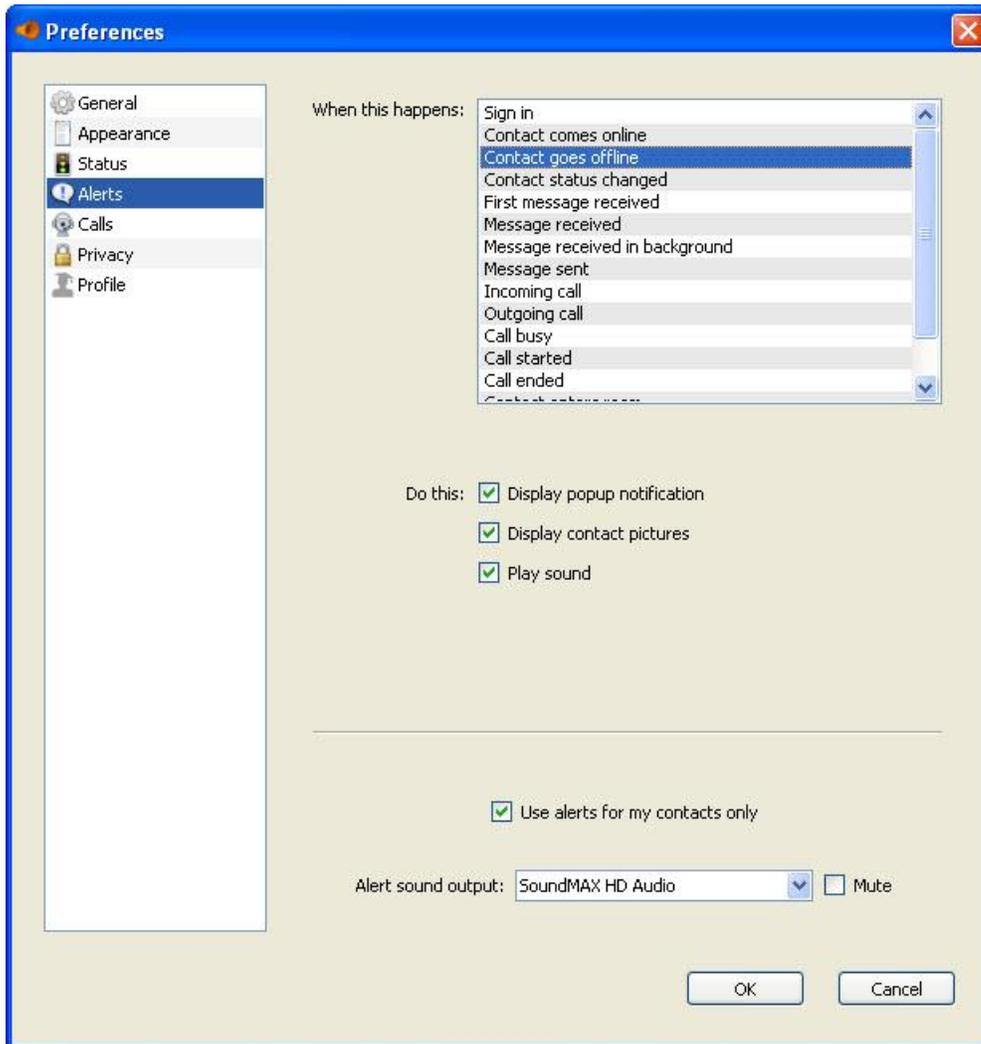
1. You can find the Preferences tab in the PRONTO menu in Wimba. Note the boxes checked by default to automatically start Wimba when your computer starts and to sign in automatically. This will make you available and visible to others. See Auto-Idle setting in item 4 of this section. Unless you change the setting, your availability will be Idle after 10 minutes. Check and uncheck settings on this screen as you prefer.



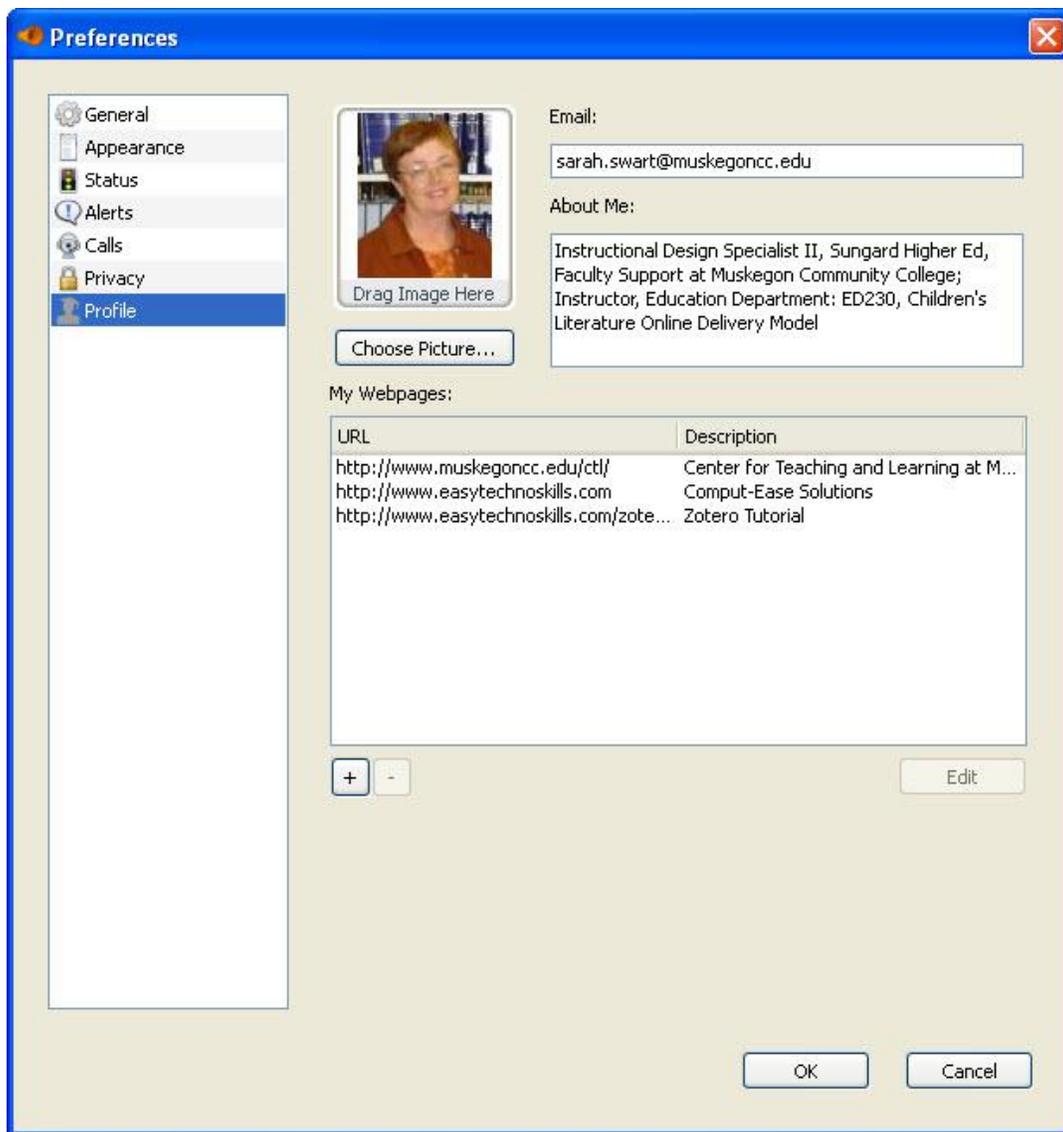
2. We will review the common settings in the next few screen shots.
3. Appearance enables you to change the color and font of participants in your Wimba Pronto.
4. The status window lets you create new statuses or edit an existing one. The system is set to Auto-Idle after ten minutes, but you can unselect this by unchecking the box on the Status page or changing the idle timing. Auto-Idle would change your status from Available to Idle after the expired timing of inactivity.
5. The calls section lets you set the audio and video settings of your Wimba.
6. Privacy enables settings for ***invisible sign in, don't show when I am typing, and make me invisible to anyone not in my classes or contacts***. All are unchecked by default. Anyone having a Wimba account can find anyone else at MCC unless you choose the setting make me invisible.

There is also a Block list where you can add names of Wimba users that you want to block from your account. Click the + sign to add a name.

- Alerts offer the opportunity to set sounds and popups for each type of action in Wimba Pronto. Highlight the action you want to review and check or uncheck the settings. Note that you can choose the audio source in the dropdown menu at the bottom of this screen. Each action type offers the option of having one, two, or all three options: **popup notification** (a message box will popup on your screen), **display contact pictures** (a popup box with the user's picture will display), or a **sound**. The sound works well if you are doing other things on your computer and might miss the popup features. Uncheck **Use Alerts for my Contacts** to use alerts for both your classmates list and your contacts list.



- Create your profile by clicking on Profile in the Preferences menu. You can fill in the form, upload a picture, and add an About Me description. You can also add any webpages you wish to display on your profile by clicking the + sign at the bottom of the preferences page.



## Individual Chats

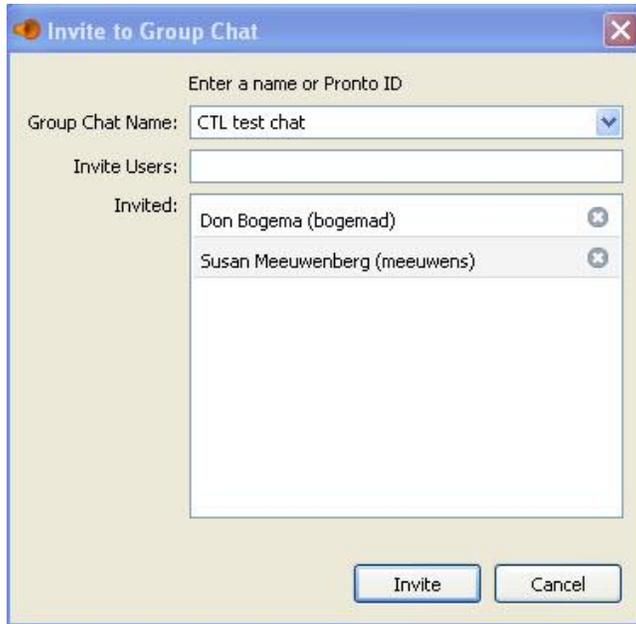
You will see a green circle next to anyone's name on either your classmates tab or your contacts tab when they are available. If they show a grayed out circle with a dash next to their name it means they are not presently available. You can still leave them a message by **DOUBLE-CLICKING** on their name and typing your message and clicking the enter button. You will get a confirmation that the person appears to be offline. They will see it the next time they login.

To move someone to your Contacts tab from your Classmates tab, click the plus sign next to their name (on the right) and it will change to a smiley face. This means they are on your Contacts tab as well.

## Group Chats

To set up a group chat, such as might be used for office hours:

1. Click on the Action Menu.
2. Select Invite to a Group Chat, then New Group Chat.



3. Click Invite and your list will appear. You could email your participants or put the time in the title box for the chat!

## Participation in a Group Chat

1. Once you either request a group chat or re-use a group chat from the list of group chats, Pronto will load each user into the group. You will see this on your screen. For any users that are currently unavailable (not logged into Wimba Pronto), you will receive a message that they appear to be offline. You can then chat with any users that are available in the group window. Remember that if a user has not created their account, you cannot invite them.

## Pronto Help

Help really does help. Click the HELP menu, then Pronto Help.