

# Archived Presentations

An archive is a recording of a live presentation that:

- Captures and synchronizes all events that occurred in the live presentation: all audio and/or video, public (but not private) text chat comments, **eBoard** annotations, content, application sharing, advanced polling, etc.
- Plays back all of the actions exactly as they occurred during the live presentation.
- Can be instantly posted to the Wimba Classroom server to be accessed by participants.
- Can be downloaded as MP4 video or MP3 audio.

Archived presentations are automatically saved to the Wimba Classroom server. When it is first created, participants cannot access the archive. It must be “opened” by someone with Room Administrator privileges or higher (or within the Course/Section with which it is associated via a Course Management System integration) to make it available to participants.

## Archiving a Presentation

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.

### To Archive a Presentation

1. Click the black **Recording** button at the top of the **Presenter’s Console**.  
A dialog box appears asking if you would like to archive the presentation.
2. Click the **OK** button. An audio prompt will inform you (and all presenters) that the archive has started. The **Recording** button will turn red.
3. A message (visible only to presenters) also appears in the **Text Chat Area** noting that the archiving process has begun.
4. To stop the archiving of a live presentation, click the red **Recording** button. An audio prompt will inform you (and all presenters) that the archive has stopped. The **Recording** button will turn black.
5. A message (visible only to presenters) appears in the **Text Chat Frame** noting that the archive has been stopped.

The archived presentation is saved and can be accessed either within the Administration Tools (or within a Course or Section, if using a Course Management System integration). It will need to be opened for availability to participants.

## Viewing an Archive

Archives are accessible from the Wimba Classroom Lobby (or within the Course/Section with which it is associated via a Course Management System integration), or through a launcher link. If you first enter the Lobby after logging in, you will notice that the archives are grouped separately from live presentations.

### To View an Archive

If you are in the Lobby, click the **Archives** tab and then click on the name of the archive that you would like to view. You will then be moved into the archive automatically. **Archive Navigation** controls will appear on the right-hand side of the interface.

The archive should begin to play automatically after you access it. (Please note that it may take a few seconds before it begins to play.) The presentation slides will automatically advance for you, and you will see everything as it happened in the live presentation.

### Archive Navigation

If desired, you can use the **Archive Navigation** to jump to specific transition points within the archive, broken up into primary and secondary navigation points:

- Primary navigation points include:
  - Events: the display of slides, websites, or eBoard content
  - Time Markers: periods without content display
  - AppShare Markers: time intervals during an Application Sharing session
- Secondary navigation points include public chat comments and eBoard annotations

### Playback and Interaction

Playback controls to pause/resume and stop the archive are available above the **Text Chat Area**.

If the archive contains video content, you may also raise/lower the **Video Window** by clicking the **Camera** button (or click the Window's Close button). The **Video Window** contains its own controls for playback, along with the ability to display video full screen.

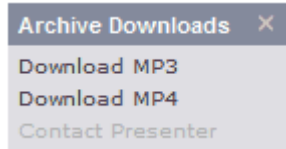
For more advanced options, please refer to: [Archive Options](#).

As you watch the archive, you can even respond to any Wimba Classroom poll questions that appear. Your results will not show up in the archive itself, but they will be reflected in any polling reports.

If you encounter any technical issues while viewing the archive, please be sure that you have run and passed the Wimba Classroom Wizard that is appropriate for the archive.

## Archive Downloads

The **Archive Downloads** menu, accessible from within an archive session, provides access to email the presenter, as well as download archive media.



### Download MP3

Allows you to download the entire audio contents of this archive in .mp3 format for use on your hard drive, burned to CD/DVD, or transferred to a portable device. The download process may first include time to generate the .mp3 file. Based on your browser, this may file may require unzipping once the download completes.

### Download MP4

Allows you to download audio and video contents of this archive in .mp4 format for use on your hard drive, burned to CD/DVD, or transferred to a portable device. The download process may first include time to generate the .mp4 file. Based on your browser, this may file may require unzipping once the download completes. Room Administrators can modify MP4 settings to determine which content types are prioritized in MP4 downloads. For more information, see the Portable Media Settings area in the *Wimba Classroom Room Administrator Guide*.

#### **Note:**

These download options may not be available if they have been deactivated for a particular archive, or if the archive was created in a version prior to Wimba Classroom 5.0.

### Contact Presenter

If a contact email address is associated with this archive, the **Contact Presenter** option will be available. Selecting this will open your default email client and populate the To field with the designated email address.