

# Making Archives Accessible



North Dakota University System  
2009



# Accessing Archive

- To make archives available to participants after the event, you will need to have Room Administrator Access to open the room. If you do, follow the steps in the next slides.
- If you do not have Room Administrator access your Wimba Campus Contact will need to enable the archive.

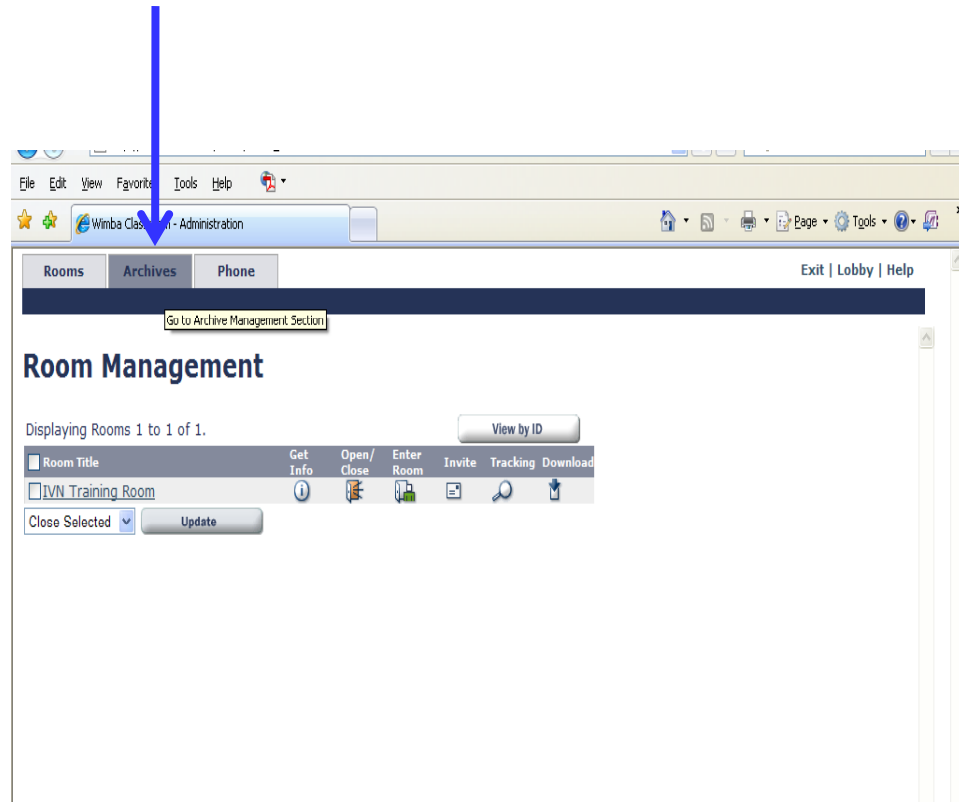
# Accessing the Archive – Step 1

- To open an archive, you will need to enter the Administrative section.
- Go to: [www.ndivnlc.wimba.com/admin](http://www.ndivnlc.wimba.com/admin)
- Login with your user name & password

# Accessing Archives – Step 2

When you enter, you will be in the Room Management Section.

Click on the Archives tab at the top to get to the archive section



# Accessing the Archives – Step 3

To open the room  
– click on the  
Open/Close  
symbol by your  
archived event.

To send out  
information to  
view archive to  
participants, click  
on the Invite  
symbol .

The screenshot shows the 'Wimba Classroom - Administration' web application. The 'Archives' tab is selected in the top navigation bar. The main content area is titled 'Archive Management' and displays 'Displaying Archives 1 to 1 of 1.' Below this, there is a table with one row of archive data. The table has columns for 'Archive Title', 'Get Info', 'Open/Close', 'View Archive', 'Invite', 'Tracking', and 'Download'. The 'Open/Close' button is circled in red, and the 'Invite' button is boxed in blue. There are also 'Close Selected' and 'Update' buttons at the bottom of the table.

Archive Title	Get Info	Open/Close	View Archive	Invite	Tracking	Download
IVN Training Room - 12/31/2008 ...						

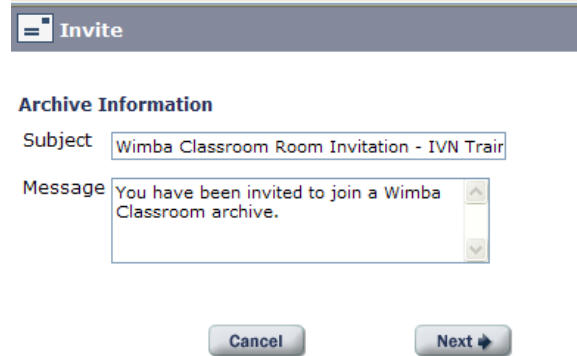
# Accessing Archives – Final Step

A pop window with the invitation will appear.

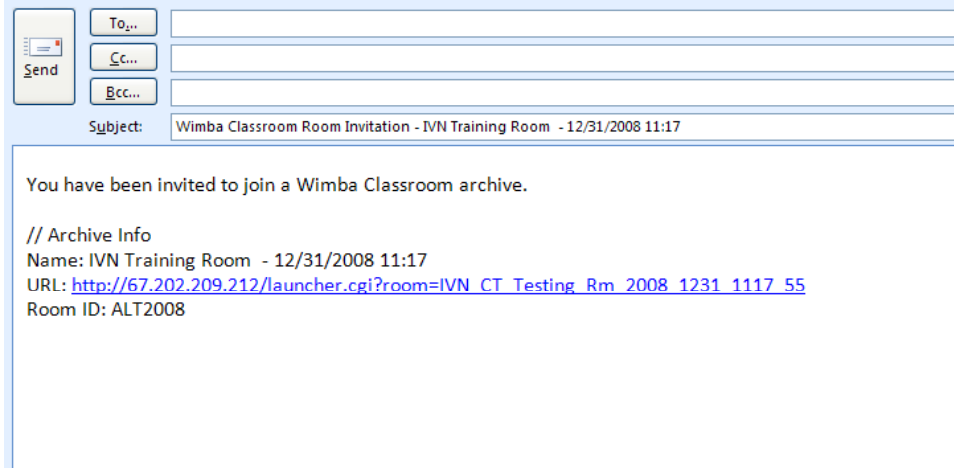
Click on NEXT. This will send the information to e-mail.

All you need to do is fill in the e-mail addresses of the participants and send it out.

Make sure the Room ID is provided. If not, list it. This will allow participants access.



The screenshot shows a window titled "Invite". Under the heading "Archive Information", there is a "Subject" field containing "Wimba Classroom Room Invitation - IVN Train" and a "Message" field containing "You have been invited to join a Wimba Classroom archive.". At the bottom of the window are two buttons: "Cancel" and "Next" with a right-pointing arrow.



The screenshot shows an email composition form. On the left is a "Send" button. To its right are three buttons: "To...", "Cc...", and "Bcc...", each followed by an empty text input field. Below these is a "Subject:" label followed by the text "Wimba Classroom Room Invitation - IVN Training Room - 12/31/2008 11:17". The main body of the email contains the text: "You have been invited to join a Wimba Classroom archive.", followed by " // Archive Info", "Name: IVN Training Room - 12/31/2008 11:17", "URL: [http://67.202.209.212/launcher.cgi?room=IVN\\_CT\\_Testing\\_Rm\\_2008\\_1231\\_1117\\_55](http://67.202.209.212/launcher.cgi?room=IVN_CT_Testing_Rm_2008_1231_1117_55)", and "Room ID: ALT2008".