

ECAMPUS TRAINING

PRONTO INSTANT MESSAGING GETTING STARTED

2008/2009



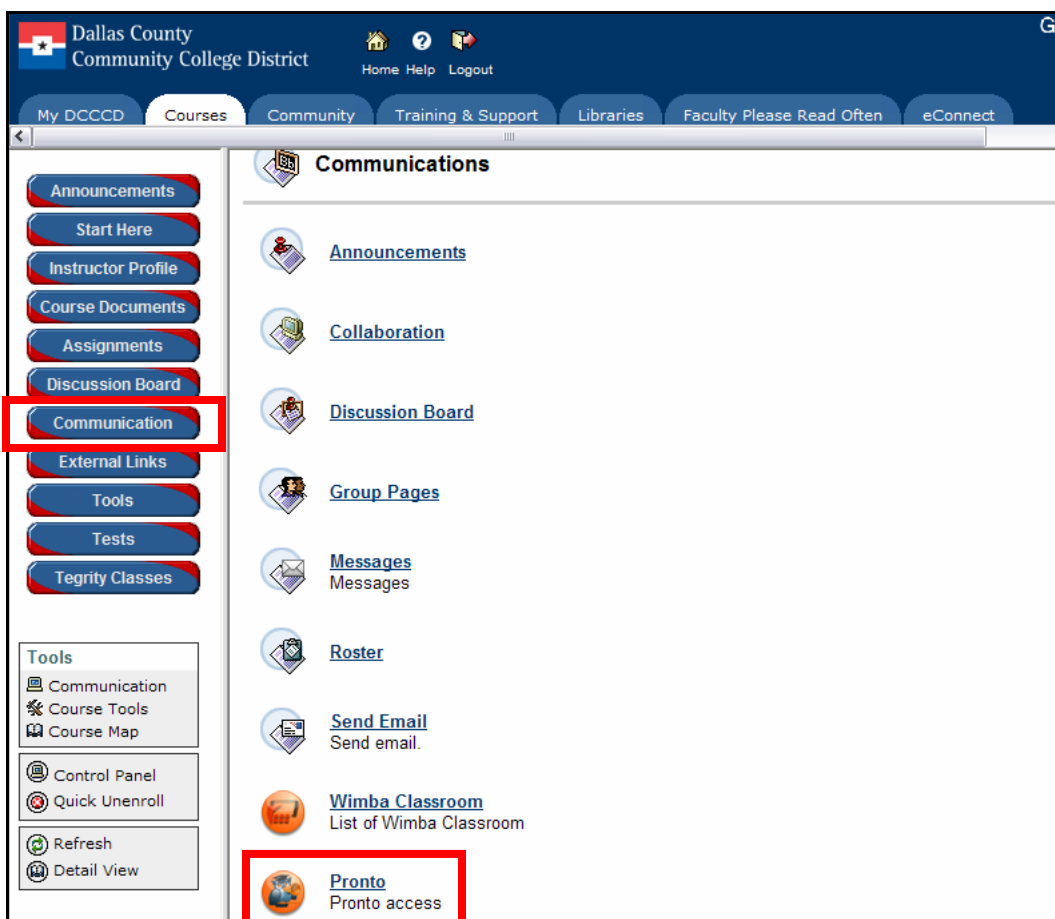
Pronto Overview

Wimba Pronto is an instant messaging program that allows Instructors and students to instantly chat with each other using text, audio, or video. Students and Instructors can also share applications on their desktops with each other.

Creating an Account

Before you can use Pronto, you need to sign up for an account.

1. Sign in to eCampus.
2. Select one of your courses or organizations.



3. Select **Communication**.
4. Select **Pronto**.

If you do not have the Pronto button, you need to enable Pronto in the course.

- Select the **Control Panel**.

The screenshot shows the Pronto Control Panel menu. The 'Manage Tools' option is highlighted with a red box. A red arrow points from the 'Manage Tools' option to the next screenshot.

Content Areas	Syllabus	Quizzes
	Start Here	Tests
	Course Documents	External Links
	Assignments	Lectures
Course Tools	Announcements	Course Objectives
	Course Calendar	Content Collection
	Staff Information	Check Collection Links
	Tasks	SafeAssign
	Send Email	Self and Peer Assessment
	Discussion Board	Manage Podcast
	Collaboration	Link Checker
	Digital Dropbox	CengageNOW Instructor Tools
	Glossary Manager	CengageNOW Gradebook
	Messages	Course Health Check
Course Options	Manage Course Menu	Course Copy
	Course Design	Import Course Cartridge
	Manage Tools	Import Package
	Settings	Export Course
	Recycle Course	Archive Course
User Management	List / Modify Users	Enroll User
	Create User	Remove Users from Course
	Batch Create Users	Manage Groups
Assessment	Test Manager	Grade Center
	Survey Manager	Performance Dashboard
	Pool Manager	Early Warning System
	Course Statistics	
Help	Support	Contact System Administrator
	Manual	Quick Tutorials

- Select **Manage Tools**.


The screenshot shows the 'Manage Tools' menu. The 'Building Block Tool Availability' option is highlighted with a red box. An 'OK' button is visible in the bottom right corner.

Manage Tools

- ▶ [Tool Availability](#)
- ▶ [Building Block Tool Availability](#)
- ▶ [Content Type Availability](#)

OK

- Select **Building Block Tool Availability**.

 **Building Block Tool Availability**

Tool	Available	Allow Guest
Blackboard Sync Blackboard Sync	<input checked="" type="checkbox"/>	<input type="radio"/>
Change Password Tool Change Password Tool	<input type="checkbox"/>	<input type="radio"/>
CNow CNow	<input checked="" type="checkbox"/>	<input type="radio"/>
Course Quota Application Course Quota Application	<input checked="" type="checkbox"/>	<input type="radio"/>
Health Check Health Check	<input checked="" type="checkbox"/>	<input type="radio"/>
Link Checker Link Checker	<input checked="" type="checkbox"/>	<input type="radio"/>
Personal Trainer Personal Trainer	<input checked="" type="checkbox"/>	<input type="radio"/>
Podcast Podcast	<input checked="" type="checkbox"/>	<input type="radio"/>
Pronto Pronto	<input checked="" type="checkbox"/>	<input type="radio"/>
SafeAssign SafeAssign	<input checked="" type="checkbox"/>	<input type="radio"/>
Self and Peer Assessment Self and Peer Assessment	<input checked="" type="checkbox"/>	<input type="radio"/>
Wimba Classroom List Wimba Classroom List	<input checked="" type="checkbox"/>	<input type="radio"/>

Click **Submit** to finish. Click **Cancel** to quit.

- Select the check box next to **Pronto**.
- Select **Submit**.

NOTE: You will have to select this option in all the eCampus Courses for your Pronto Icon to appear.

Setup continued

[Create a Wimba Pronto account](#) [I already have a Wimba Pronto account](#)

Your Pronto ID will be used for log in and will display to other users. All fields are required.

Choose a Pronto ID: [suggest more...](#)

Email:

Confirm Email:

Password: Note: Passwords are case sensitive and must be at least 6 characters

Confirm Password:

Security Question:

Important! The answer to your security question will be required if you forget your password.

Answer:

I've read and agree to the Wimba Pronto [Terms and Conditions](#) and [Privacy Policy](#)

[Support](#) | [Privacy Policy](#) | [Terms of Service](#) | [Feedback](#)

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5. Type a username to be used as your Pronto Id. **DO NOT USE YOUR eCAMPUS ID BECAUSE STUDENTS CAN SEE YOUR PRONTO ID.**
6. Type your DCCCD email address.
7. Fill in the rest of the form.
8. Select **Submit**.
9. You will receive an email at the address provided. You have 72 hours to select the link in the email to activate your account.

HINT: You might want to use your DCCCD alias for your user name. For example, if your DCCCD address is jdoe@dccd.edu, use jdoe as your Pronto ID.

Download Pronto

After your account is setup, you can select the Pronto link from Communication in one of your eCampus courses and it will allow you to download Pronto.

1. Log in to **eCampus**.
2. Select the Pronto link from one of your courses or organizations.



3. Select the **Download Wimba Pronto** link.
4. Follow the instructions.

TIP: You can install Wimba Pronto on as many computers as you wish, making it easy to keep in touch with friends and classmates, even if you are not at your primary computer.

Once you have installed Pronto, please tell your students to download and install their own Pronto by

- selecting Communication
- selecting Pronto and
- following the instructions provided.

Please remind your students that for security reasons, they should **NOT** use their **DCCCD ID / username for their Pronto ID** since the Pronto ID is visible to all Pronto users.



LeCroy Center

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