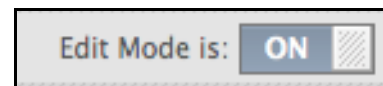
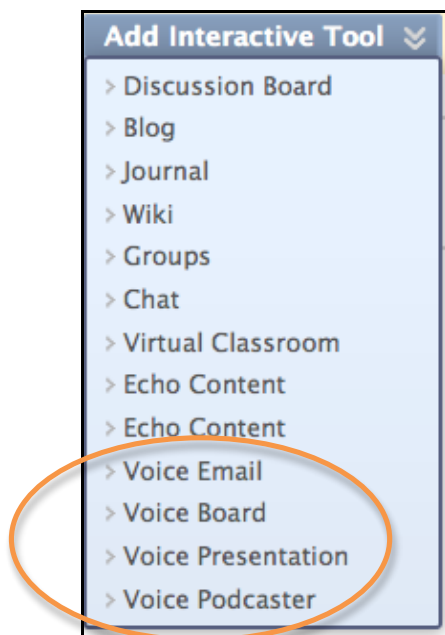




Blackboard: Wimba Voice Tools

Wimba Voice Tools allow students and instructors to record and send voice over the Internet. Voice tools available in Blackboard include:

- **Wimba E-mail**
- **Wimba Voice Board**
- **Wimba Voice Presentation**
- **Voice Podcaster**



Follow these steps for using Wimba tools:

1. Log into Blackboard and set the Edit Mode toggle to On.
2. Enter a content area such as Assignments.
3. Choose the individual Wimba Voice Tool from the dropdown list under Add Interactive Tool.
4. Complete the information requested.
5. Submit.

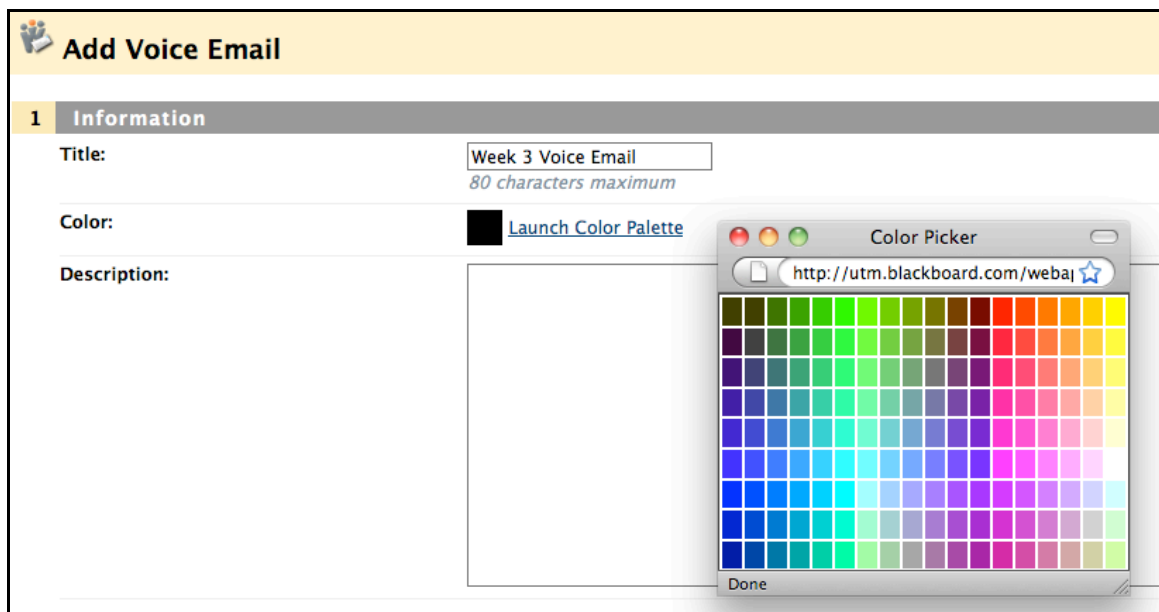
1) Voice E-mails

Students and instructors may send voice e-mail messages to each other. Recipients reply with a voice mail by clicking on the link in the email.

Information, Settings, Email Recipients, Options, Submit.

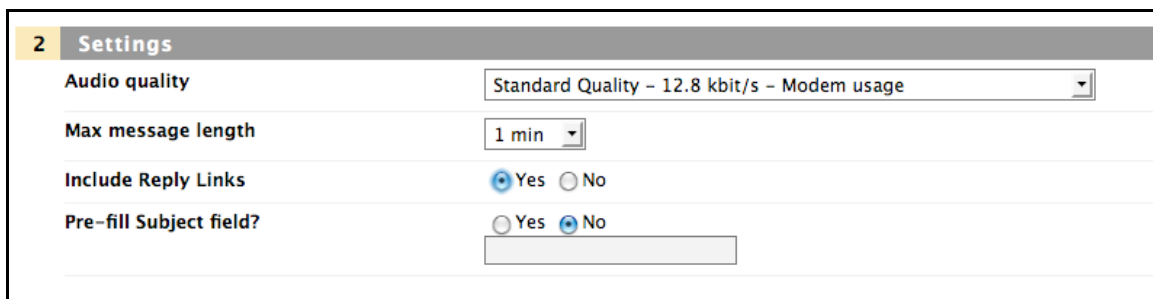
1. Information

Add an appropriate title and description. Description text will appear below the Title and above the Voice Email form. Adding color from the Color Palette can enhance your assignment.



The screenshot shows the 'Add Voice Email' interface. The 'Information' tab is active. The 'Title' field is filled with 'Week 3 Voice Email' and has a note '80 characters maximum'. The 'Color' field is currently black, and a 'Launch Color Palette' link is visible. A 'Color Picker' window is open, displaying a grid of various color swatches for selection.

2. Settings - You may want to change the default settings.



The screenshot shows the 'Settings' tab. The 'Audio quality' dropdown is set to 'Standard Quality - 12.8 kbit/s - Modem usage'. The 'Max message length' dropdown is set to '1 min'. The 'Include Reply Links' radio button is selected for 'Yes'. The 'Pre-fill Subject field?' radio button is selected for 'No'.

- **Audio quality** - Adjust the quality of recording depending on the environment in which Voice E-mail will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time (messages that have already been recorded will be preserved within the archives)



- in their original encoding). The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
- **Max Message Length** - Adjust the maximum recording length allowed for users to record messages.
 - **Include Reply Links:** If **Yes** is selected, students may reply to Voice E-mails by sending another Voice E-mail. If **No** is selected, Voice E-mail recipients may only respond via standard E-mail.
 - **Pre-fill Subject Field?** - Enter a subject line students cannot modify when sending messages from this Voice E-mail form. This setting can be changed at any time, but messages that have already been sent will contain this subject line.

3 Email Recipients	
Instructors	<input checked="" type="radio"/>
Students	<input type="radio"/>
All	<input type="radio"/>

3. E-mail Recipients - Select the recipient of messages sent from this Voice Email form. You can specify Instructors, Students, or All (All Instructors and All Students). The external E-mail addresses of the recipient group you choose will automatically populate the “To” Field.

- **Voice E-mail to Instructors:** Automatically creates a Voice E-mail form with the “To” field filled with the E-mail addresses of all individuals who can access this course’s Control Panel and have an email address listed in Blackboard.
- **Voice E-mail to Students:** This will automatically generate a Voice E-mail form, with the “To” field populated with all students enrolled in this course who have an E-mail address listed in their Blackboard profile.
- **Voice E-mail to All:** Crafts a Voice E-mail form, with the “To” field populated with all individuals associated with this course (inclusive of the groups all Students and all Instructors) who have an E-mail address listed in Blackboard.

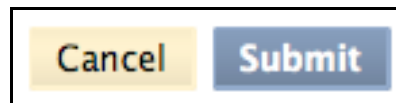


4. Options - there are four options for completing the information:

4 Options	
Make the content available	<input checked="" type="radio"/> Yes <input type="radio"/> No
Open in new window	<input type="radio"/> Yes <input checked="" type="radio"/> No
Track number of views	<input type="radio"/> Yes <input checked="" type="radio"/> No
Choose date and time restrictions	<input type="checkbox"/> Display After <input type="text" value="1/13/2011"/> <input type="text" value="01:43 AM"/>
	<small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small>
	<input type="checkbox"/> Display Until <input type="text" value="1/13/2011"/> <input type="text" value="01:43 AM"/>
	<small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small>

- **Make the content available** – click Yes to allow students to see the content.
- **Open in new window** - click to have content open in a new window. Keep in mind that some browsers employ pop-up blockers that may cause distractions for your users.
- **Track number of views** - select to use in assessing students.
- **Choose date and time restrictions** – select dates for presenting or ending the availability of the tool.

5. Submit to complete the process.



The content area appears with the Voice Email listed at the bottom of the items (if any). As with other content items, you may move the item to a different order by clicking and holding on the arrow to the left of the item.

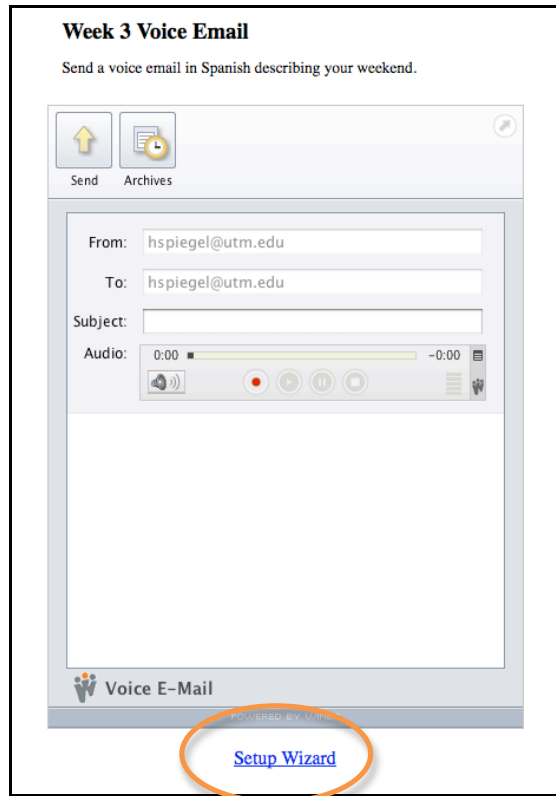
Course Materials ▾

Build Content ▾ **Create Assessment** ▾ **Add Interactive Tool** ▾ **Assign Textbook** ▾

Week 3 Voice Email ▾
[Send Voice Email to Instructors](#)

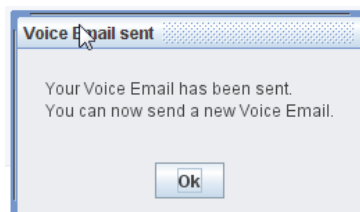
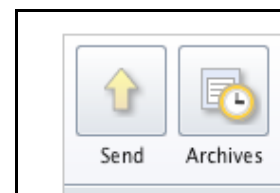
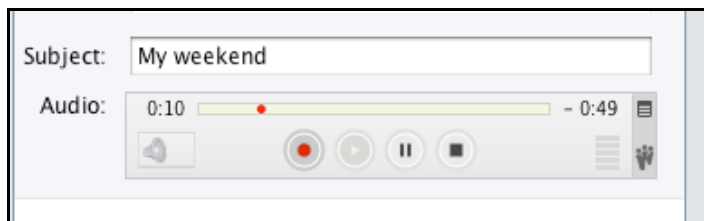
Sending the Voice Mail

1. The student will click the link to send the Voice Email. If needed, the Setup Wizard can be used to test the computer's sound system.



2. Text can be typed into the text box below the Wimba toolbar.

3. Press the red record button to record your voice message; press the stop button to end recording. Click Send to send your message. A message appears : "Voice E-mail sent."





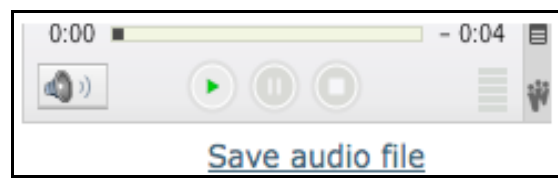
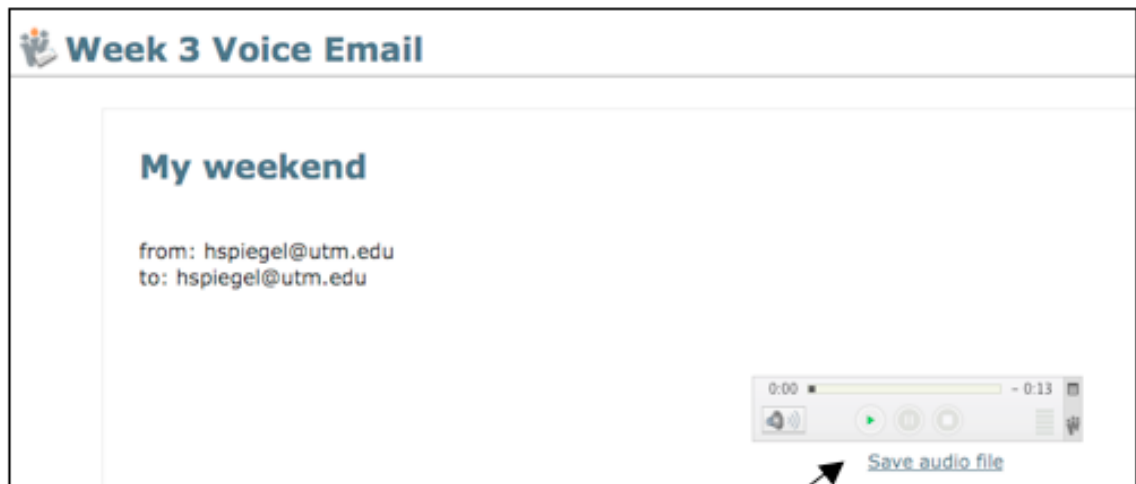
Sending a Reply

1. When the recipient opens the e-mail message in their inbox, there will be several options:

- [Click here to listen to your message](#)
- [Reply with your voice](#)
- [Reply all](#)
- [New Voice E-mail.](#)



2. In order to listen to the instructor's voice message, the recipient must choose, "Click Here to listen to your message." The voice mail interface displays. The voice email is played by clicking the green play button.

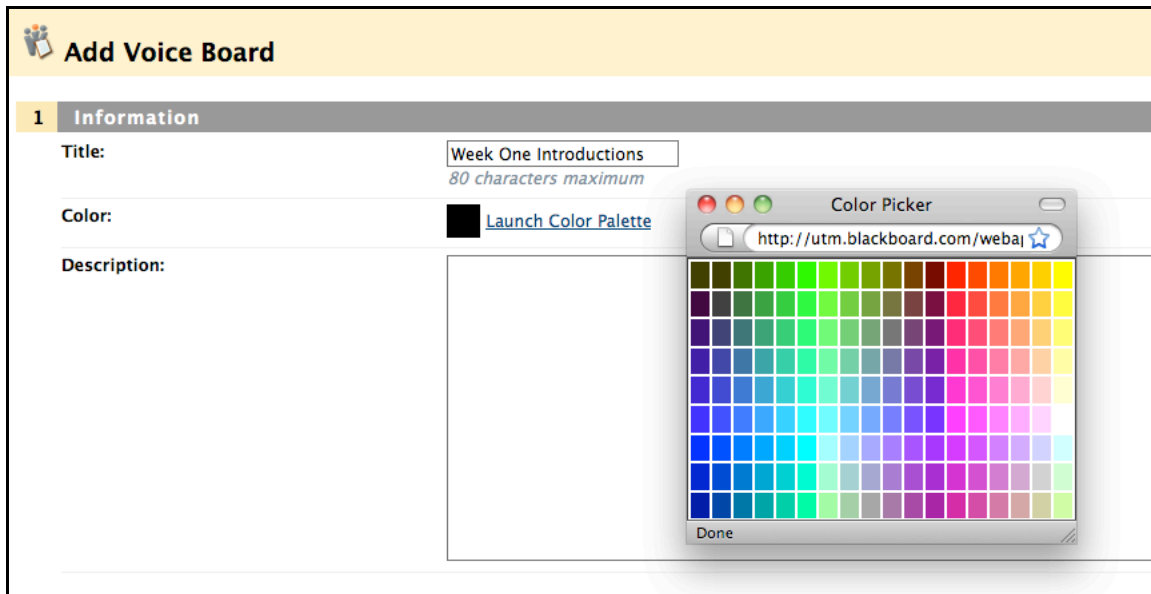


2) Voice Board

A voice board is a threaded discussion board with voice. It can serve as a group board or as a one-on-one vocal exercise.

1. Information

Under Information, enter a title and choose to select a color and description. While not required, your Voice Mail will be more effective with a clear title and description. Choosing to add color with Color Picker will add interest for your users.



Add Voice Board

1 Information

Title:
80 characters maximum

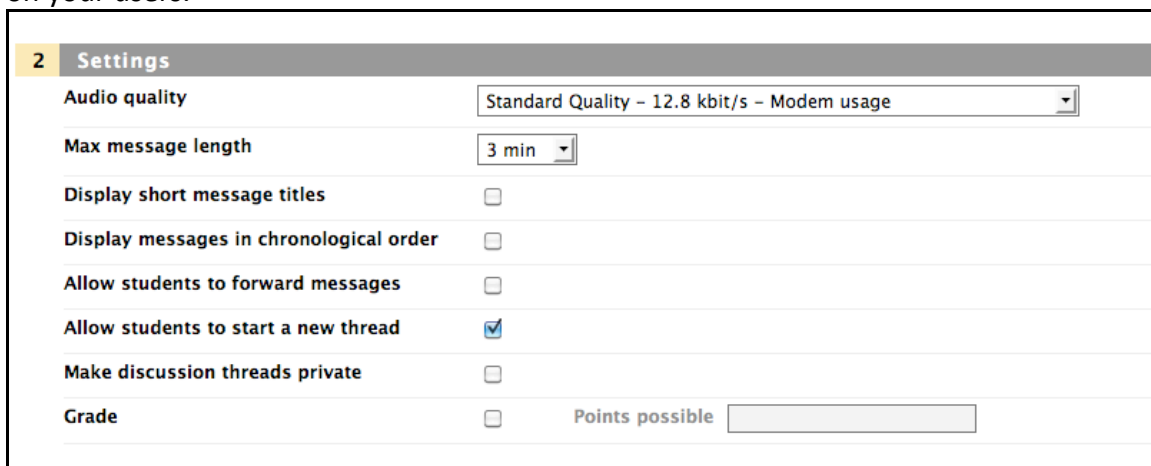
Color: [Launch Color Palette](#)

Description:

Color Picker window: <http://utm.blackboard.com/webaj>

2. Settings

Your settings include eight options for enhancing the impact your Voice Board will have on your users.



2 Settings

Audio quality:

Max message length:

Display short message titles:

Display messages in chronological order:

Allow students to forward messages:

Allow students to start a new thread:

Make discussion threads private:

Grade: Points possible:



- **Audio quality** - The default (*Standard*) audio quality will suit most needs. However, you may adjust the quality higher or lower, depending on your users' connectivity to the Internet.
- **Max audio message length** – Message lengths can be set in increments from 15 seconds to 20 minutes.
- **Display short message titles** - Only the subject line and the name of the individual who posted the message will be displayed.
- **Display messages in chronological order** - By default, messages are displayed in the order in which they were posted to the Voice Board, with the newest messages at the top of the Board. You may choose to select to view messages in chronological order. The oldest messages will appear at the top of the Board, with the newest at the bottom.
- **Allow students to forward message** - Granting this privilege allows users to send any post to an external E-mail address. The E-mail will contain a link to any audio associated with the post, as well as its text and a note the student can type before sending.
- **Allow students to start a new thread** - By default, both students and instructors can compose new, top-level threads to a Voice Board. Deselect this setting to restrict this student ability, allowing only the ability to reply to messages. It will not limit student-to-student interaction unless you make the Voice Board threads private.
- **Make discussion threads private** - If discussion threads are private, only one-on-one communication between an instructor and a student is allowed. Private threads allow for an instructor-student dialogue that is hidden from the other students. An instructor can use this option to build quizzes to which each student individually responds. The instructor can then respond to each student and securely provide grades and comments. If this option is selected:
 - Only instructors can compose new threads
 - Students can only view their own replies and replies from instructor
 - Instructors can view all replies
- **Grade** – Instructors can assign grades for each student that accesses the board, The “Points Possible” determines the maximum possible grade for scoring.



3. Options

There are four items under Options to add to the usefulness of the tool.

3 Options

Make the content available Yes No

Open in new window Yes No

Track number of views Yes No

Choose date and time restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

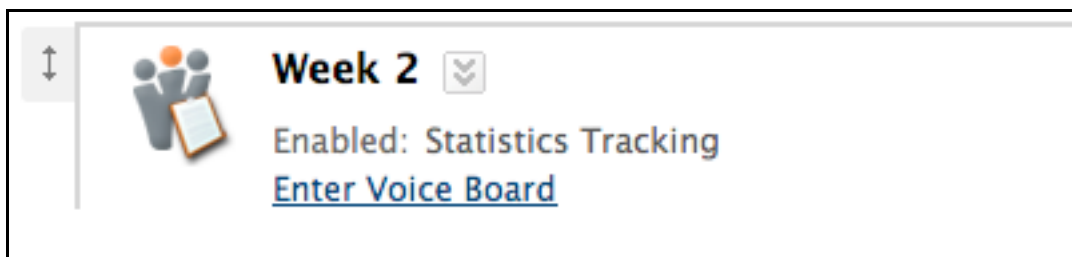
Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- **Make the content available** – Use Yes when you are ready for the users to see the content.
- **Open in new window** – Be aware that this feature may encounter pop-up blockers in your browser. Content will open in a new browser window if checked.
- **Track number of views** – The instructor can follow how often the student has used the tool.
- **Choose date and time restrictions** – Choose to use this feature to time availability of the tool.

Using Voice Boards

Once a Voice Board is created and you are satisfied with its settings, it is ready for immediate use. Enter Voice Board.

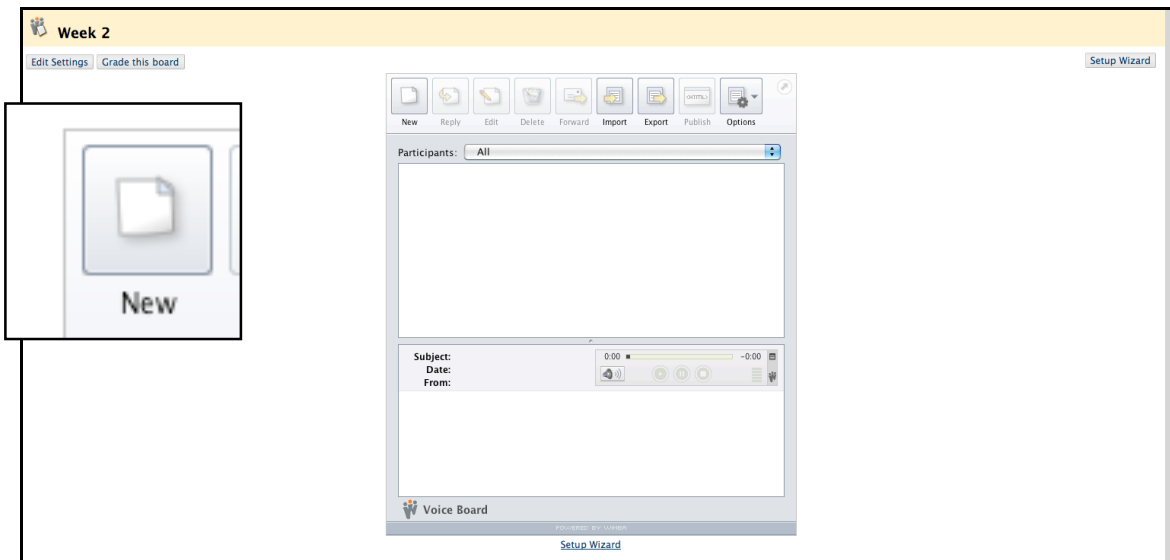


Composing a New Thread

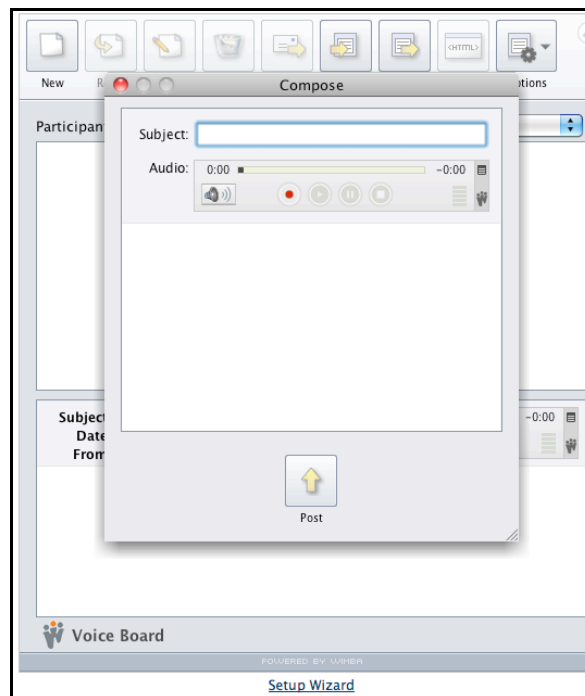
The *New* button, located in the upper left-hand corner of the Voice Board, allows new threads to be added to a Voice Board. This button is always available for instructors, but will only be available to students under the following conditions:

- **Users are allowed to start new threads**
- **Discussion threads have not been made private**

Click the *New* button to compose a new thread.



A new *Compose* window will appear with audio controls.



1. Click the red *Record* button and speak into a microphone or headset connected to your computer to record your message.
2. Click *Pause* (two bars) to pause recording; click this button again to resume recording your message.
3. Click *Stop* (square) when you have completed your message.



4. Click *Play* (green triangle) to listen to your message. Click *Record* to record the message again.

Note: If you reach the maximum audio message length, recording will cease. All audio you have recorded up to that point will be preserved.

Adding text to a message

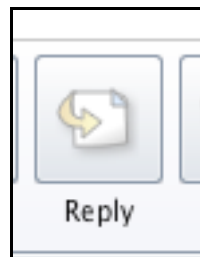
In addition to recording a message, you must also enter a title for your thread in the *Subject* line box. This field is required. Click and type in the large text field at the bottom of the *Compose* window to write a message to accompany your recording.

Posting a message

When you are satisfied with your recording and you have entered a subject line (as well as any appropriate text), click *Post*.

Replying to a Message

To reply to a message, click the appropriate message from the top half of the Voice Board, followed by the *Reply* button in the upper left-hand corner. A new window will open. The process for creating a reply is identical to that of a new thread.



Reviewing a Message

To review a message, click its title in the top half of the Voice Board. The message, along with any associated text, will appear in the message pane at the bottom of the Voice Board. To listen to an audio message, click the *Play* button (small loudspeaker icon) on the right-hand side of the message. Messages with text (but with no audio recording) show a white paper icon to the left of the message title. Messages with audio (but with no text in the message body) display a black speaker icon to the right of the title. Messages that contain both audio and text in the message body display both a speaker and a paper icon to the right of the title.

Editing a Message (instructors only)

If you wish to modify an existing message posted to the Board, click the *Edit* button at the top of the Board (instructors may edit any post, including messages from other instructors and any student). A new window will appear, providing the ability to record/re-record an audio message, as well as alter any text and even the subject line.

Deleting a Message (instructors only)

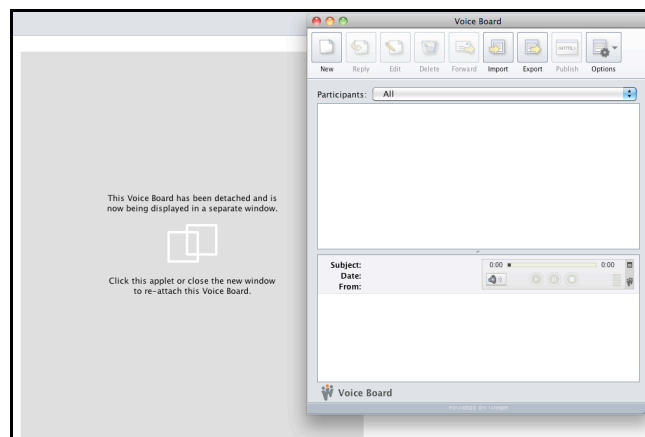
Entire threads, as well as single messages, can be deleted from a Voice Board at any time. To delete a message or thread, click the appropriate message or thread in the top half of the Voice Board, followed by the *Delete* button at the top of the Board (deleting a thread will also remove all threads associated with it).

Forwarding a Message

A single message or top-level message of a thread can be forwarded to an external email address. Instructors always have the ability to forward messages; students have access to this feature only if the privilege was granted within the tool settings. To forward a message, click the appropriate message or thread in the top half of the Voice Board, followed by the *Forward* button at the top of the Board. A new window will open. Specify the complete E-mail address(es) of the individual(s) to whom you wish to send your message. You can add optional text as a note to this forwarded message by clicking and typing in the large text field at the bottom of the window. Click the *Send* button in the upper left-hand corner of the window.

Detaching/Reattaching a Voice Board

Voice Boards can be detached/reattached and viewed outside of the browser window, allowing you to maximize or expand the Voice Board interface. Detach a Voice Board, clicking the *Detach* button (diagonal arrow) in the upper right-hand corner. To reattach the Board, close the detached window by clicking the small X in the upper corner.

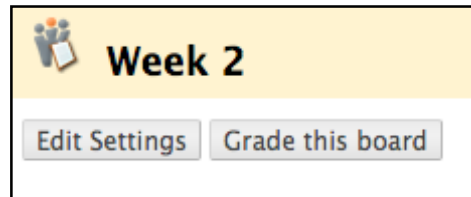




Editing and Grading the Voice Board

Click on Edit Settings at the top left to review settings and make changes.

Click on Grade this board to assign grades to the board.



A screen will display with the student names and an area to insert the grade. The grade is added manually to the Grade Book column for the Voice Board posting.

A screenshot of the "Grade Week 2" interface. It features a yellow header with a speech bubble icon and the text "Grade Week 2". Below the header is a button labeled "Open Voice Board". The main content area is divided into two sections: "1. Grade" and "2. Submit".

In the "1. Grade" section, there is a text prompt: "Assign a grade for this Voice Board. Points possible: 5.0". Below this is a table with the following columns: Last Name, First Name, Username, Posts, Avg. Length, and Grade. The table contains one row of data:

Last Name	First Name	Username	Posts	Avg. Length	Grade
Student	Stu	stu1	0		<input type="text"/>

Below the table, it says "Total items: 1". There are navigation arrows and "Page 1 of 1" on both sides of the table. At the bottom right of the "2. Submit" section, there are "Cancel" and "Submit" buttons.

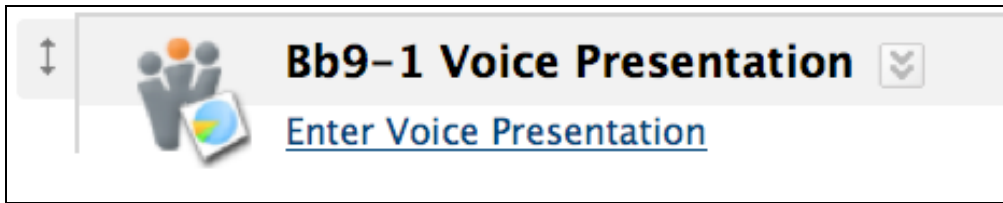
3) Voice Presentation

Introduction: A presentation consisting of web content alongside voice messages. The instructor and students can display web pages and record an audio narration of those pages directly online. Viewers can comment on the presentation by typing in text or by recording an audio response.

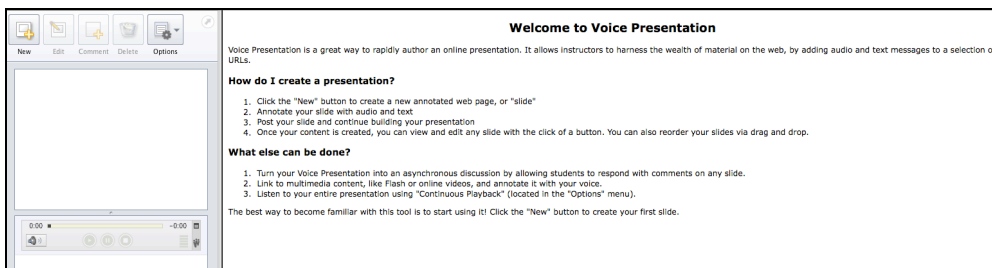
Follow these steps to use voice presentation:

1. Choose Voice Presentation from the dropdown list and click Go.
2. **Title:** Give your Voice Presentation a relevant name.
3. **Description:** Text entered here will appear below the Title and above the Voice Presentation.
4. Options:
 - Allow students to comment on slides:** When checked, students will be able to add vocal and/or text comments to each slide within the Voice Presentation.
 - Make slide comments private:** When checked, students cannot view each other's comments to the Voice Presentation. The instructor can still view all comments.

5. Click **Submit** to add content. Enter the Voice Presentations in the Content area.

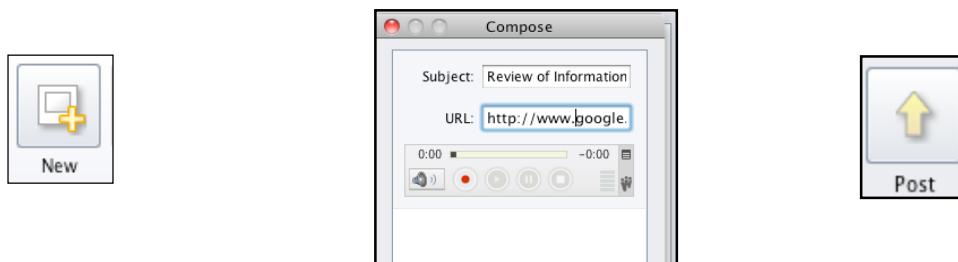


The presentation screen displays.

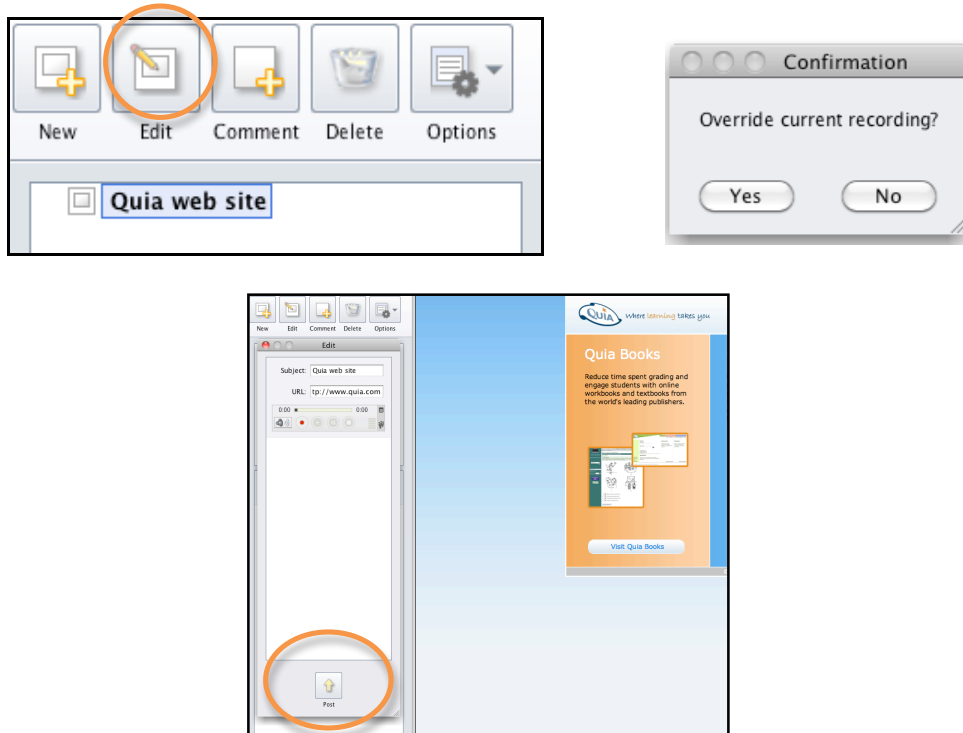


There are two methods of creating the voice presentation. You may record the presentation without the web page visible, or you may create the first slide and post without recording, then, after the web page appears, go back and edit the presentation, adding your recording. Continue adding slides in this way.

6. Click the New button to create a new voice presentation. Enter the Subject and provide the URL of the target web page. You may choose to click the red button and begin recording. Click Post. The web page appears. You can review the post or record a New presentation.

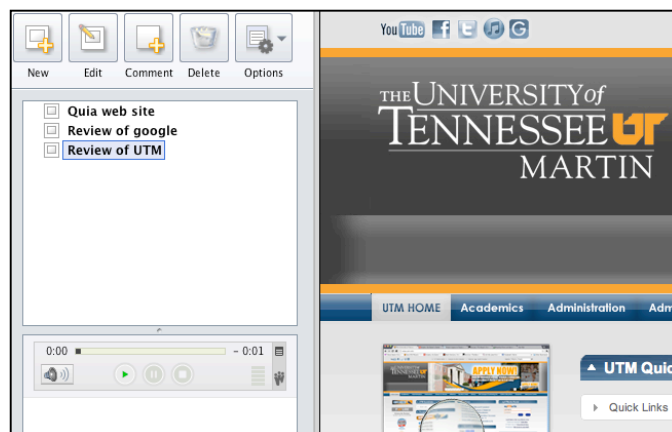


Alternatively, after entering the Subject and URL, do not record, but click Post. The web page displays. Click on Edit. You will choose to Override current recording. Record your comments. Click on Post.



Annotate your slide with audio and text

- Post your slide and continue building your presentation
- Once your content is created, you can view and edit any slide with the click of a button.



Exit out of the presentation window. Click on the presentation in the Blackboard area to view the presentation.



4) Voice Podcaster

The Voice Podcaster is similar to the other Wimba Voice Tools. In addition, students can subscribe to the podcast through iTunes or an RSS feed and listen on mobile devices.

Voice Podcaster Creation

To Specify Voice Podcaster Settings

1. Title: Give your Podcaster a relevant name.
2. Description: Text entered here appears below the Title and above the Podcaster.
3. Display short message titles: When checked, the Podcaster provides less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.
4. Allow students to post to podcast: When checked, students can add vocal and textual posts to Podcaster. (This option is useful if you would like individual students, or study groups, to have their own podcast). Otherwise, only the instructor can post messages.
5. Audio quality: Adjust the quality of recording depending on the environment in which the Podcaster will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
6. Podcast auto publish: By default, posts are published (and therefore downloaded to the computers of subscribed users) after 5 minutes of creation. Only during this time may the author edit the text within the post and/or re-record the audio. You may adjust this setting to a shorter or longer duration.
7. Click Submit. A confirmation page appears.
8. Click OK to return to the Content Area where you created this Wimba feature.