

## **Blackboard: Wimba Voice Tools**

### **What is Wimba Voice Tools?**

Wimba Voice Tools is a suite of applications that allow you to record and send voice over the Internet. Voice tools currently available in Blackboard include: 1)Voice E-mail 2)Voice Board 3) Voice Presentation 4) Voice Announcements, and 5) Voice Recorder/Voice Authoring.

Follow these steps for using Wimba tools:

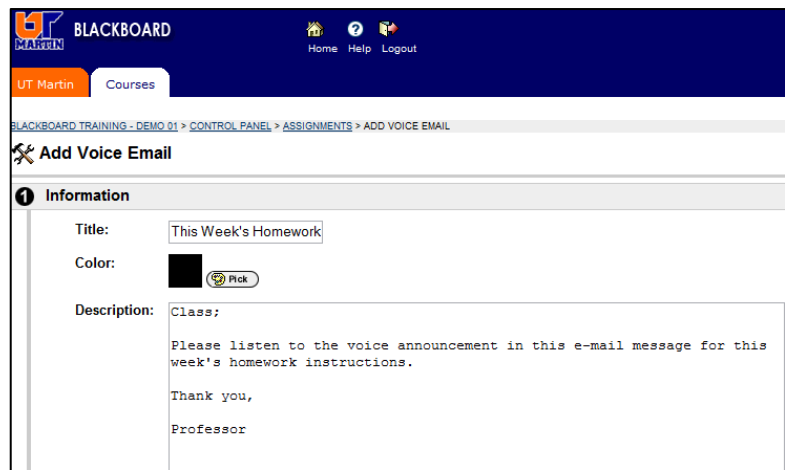
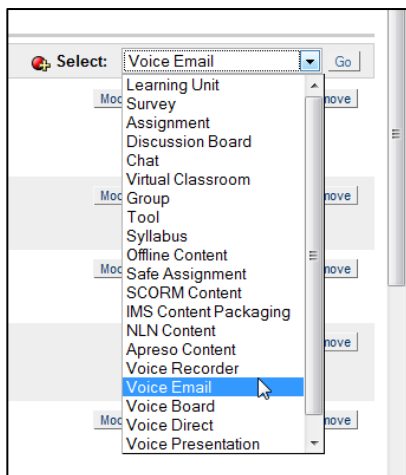
1. Log into Blackboard and access the Control Panel.
2. Enter into a content area of your choice, such as Assignments.
3. Choose the individual Wimba Voice Tool from the dropdown list (located at the top right hand of the page).

### **1)Voice E-mails**

**Introduction:** Students and instructors may send vocal e-mail messages to anyone and recipients simply reply by sending their own voice e-mail.

Follow these steps to create a voice e-mail:

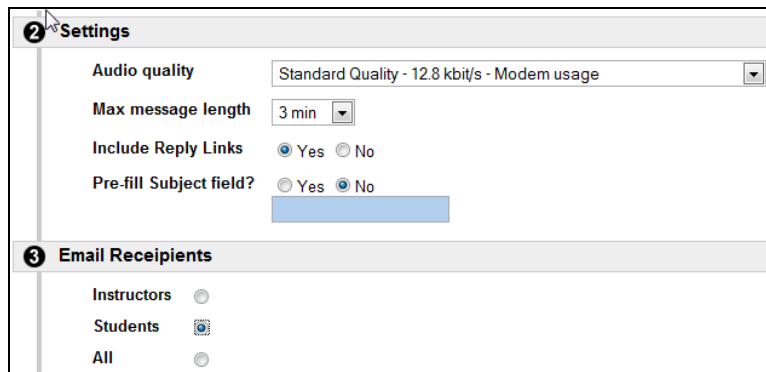
1. Choose Voice E-mail from the dropdown list (located at the top right hand of the page).
2. Click Go.



5. Enter a title for your Voice E-mail. For example, you might want to call it *"This Week's Homework"* or *"Voice E-mail to Students"*. You may also type a description for your message.

**Description:** Text entered here will appear below the title and above the Voice E-mail form.

## 6. Adjust Settings, E-mail Recipients, and Options:



The screenshot shows a web interface with two main sections. The first section, titled 'Settings', contains four items: 'Audio quality' with a dropdown menu set to 'Standard Quality - 12.8 kbit/s - Modem usage'; 'Max message length' with a dropdown menu set to '3 min'; 'Include Reply Links' with radio buttons for 'Yes' (selected) and 'No'; and 'Pre-fill Subject field?' with radio buttons for 'Yes' and 'No' (selected). The second section, titled 'Email Recipients', contains three radio buttons: 'Instructors', 'Students' (selected), and 'All'.

**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.

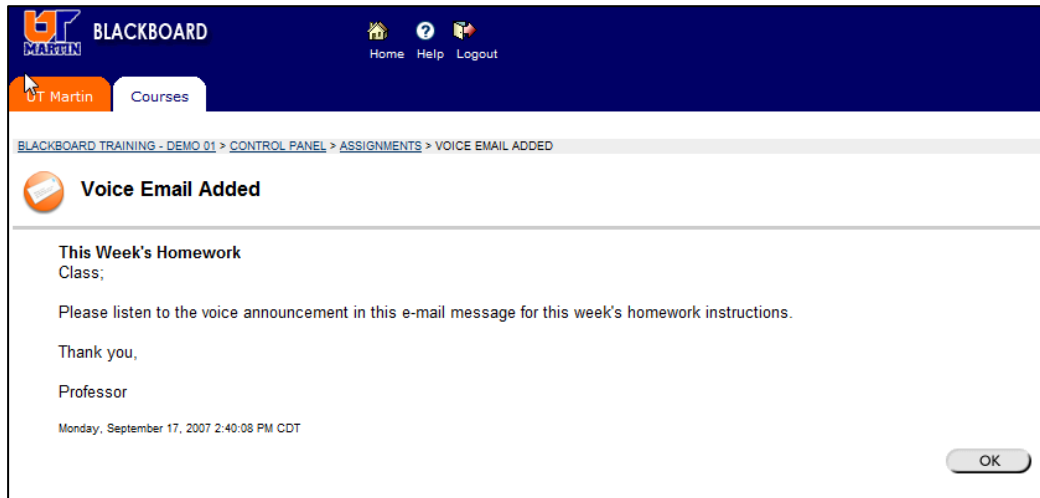
**E-mail Recipients:** Select the recipient of messages sent from this Voice Email form. You can specify Instructors, Students, or All (inclusive of All Instructors and All Students). The external E-mail addresses of the recipient group you choose will automatically populate the "To" Field.

**Voice E-mail to 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 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 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.

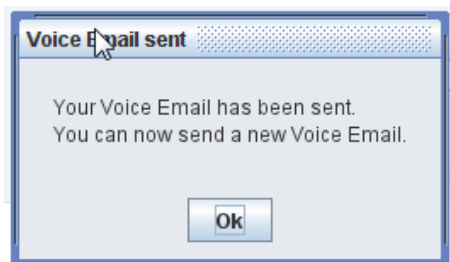
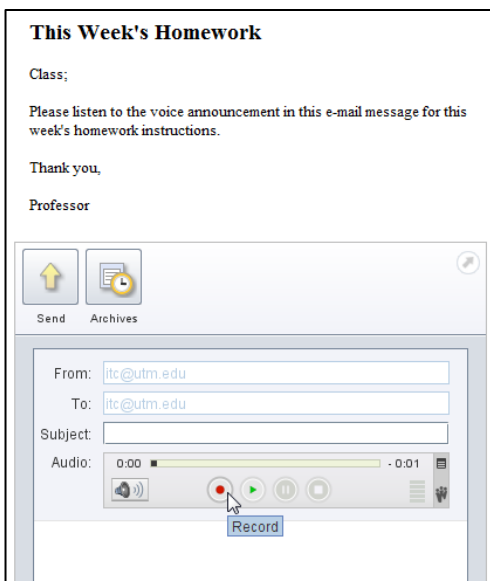
7. When settings and options are correct, click Submit. You should receive a “Voice E-mail Added” message as shown below:



8. Click O.K. Your e-mail will then be added to the list of Assignments. Click, “Send Voice E-mail to Students” link located below the subject. This will bring up the E-mail, and allow you to type text in addition to record your voice message.

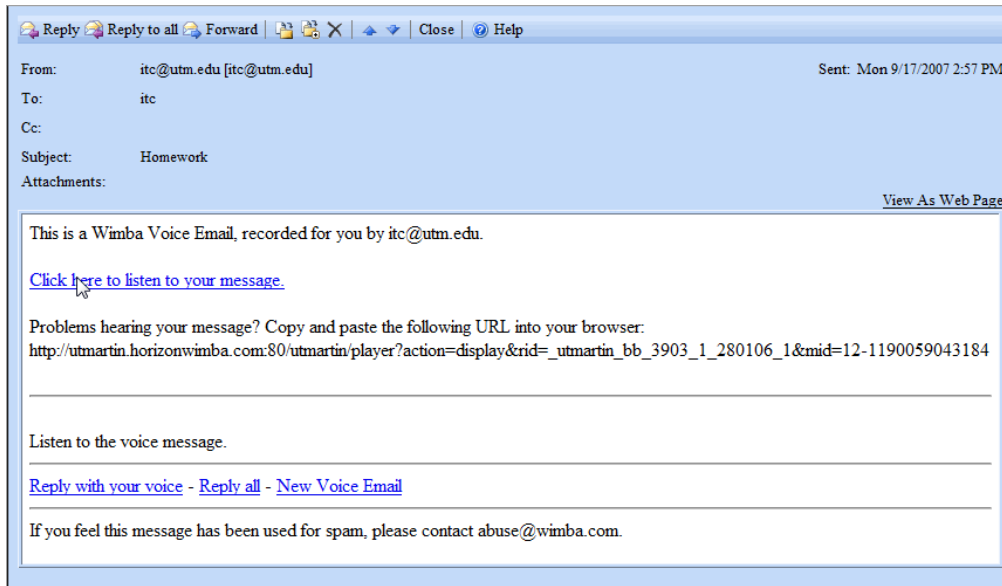


9. Press the red record button to record your voice message; press the stop button to end recording. Click send to send your message. You will receive a “Voice E-mail sent” message upon sending.

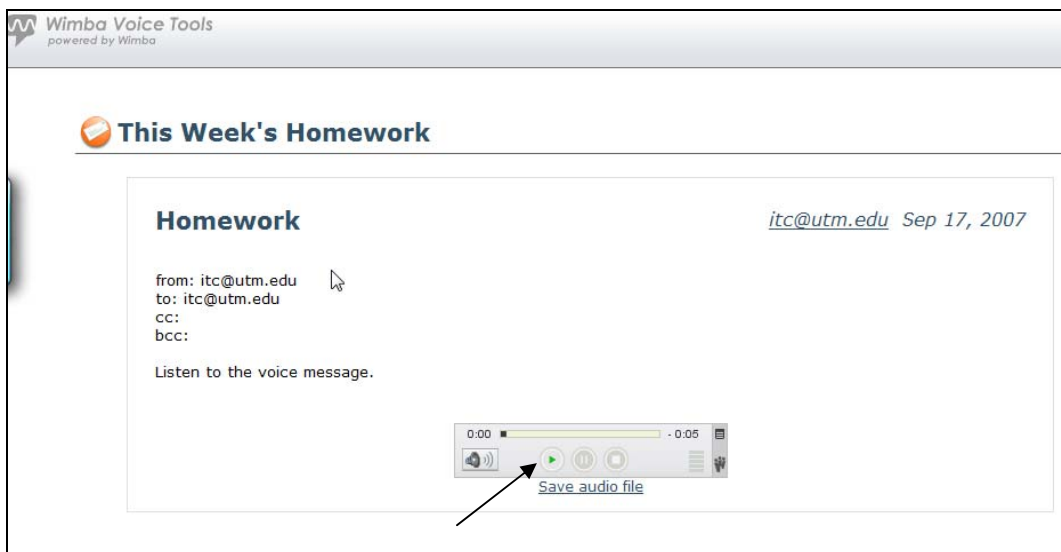


10. When your students click on the e-mail message in their inbox, they will see the following window. Options include:

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



11. In order to listen to the instructor’s voice message, students must choose, “Click Here to listen to your message”. Students can play the recording by clicking the green play button.



## **2)Voice Board**

**Introduction:** You have likely used messages boards before. But have you ever had the opportunity to add a vocal contribution to these boards, or engage in a private conversation utilizing both voice and text? *Voice Boards* take communication to the next level, simply by adding voice to an intuitive, conversational interface.

### **Voice Board Creation**

You can create as many Voice Boards as you want — one for each week, one for each assignment, or one for each student.

Follow these steps to create a Voice Board:

1. Choose Voice Board from the dropdown list (located at the top right hand of the page) and click Go.
2. Enter a title for your Voice Board. For example, you might want to call it “Discussion of Reading Assignment 1”.



### **Voice Board: Settings and Options**

You may adjust settings to modify the behavior and appearance of your Voice Board. From the list of Voice Boards, click the name of the instance you wish to modify.

#### **Settings**

##### ***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***

You may also adjust the maximum duration for which someone may speak. This may be useful if you plan to use the Voice Board as a timed assessment tool. After you have finished adjusting settings, click *Apply* in the lower right-hand corner of the page.

##### ***Display short message titles***

If you select to view 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. If you select to view messages in chronological order, the oldest messages will appear at the top of the Board, and the newest at the bottom.

### ***Allow students to forward a 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***

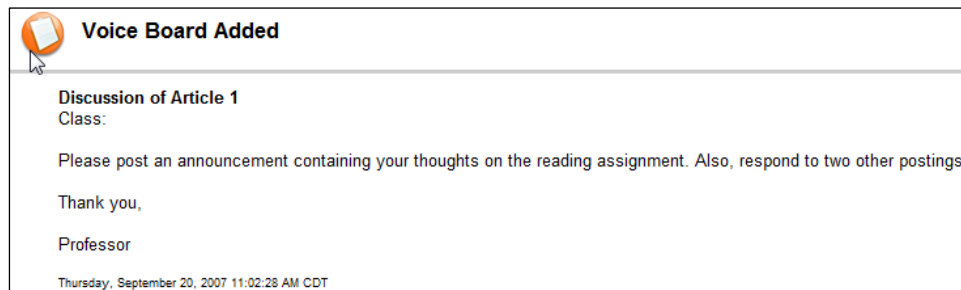
By default, both students and instructors can compose new, top-level threads to a Voice Board. Deselect this setting to restrict this student ability, allowing them only the ability to reply to messages. It will not limit student-to-student interaction unless you make the Voice Board threads private, which will be discussed below.

### ***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:

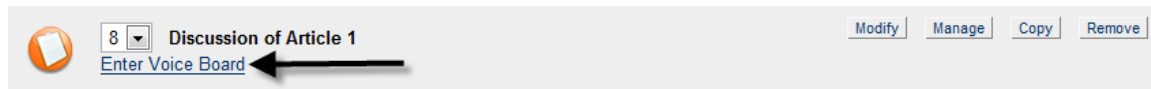
- Only instructors can compose new threads
- Students can only view their own replies and replies from instructor
- Instructors can view all replies

When Settings and Options have been selected, click Submit. You will then see the Voice board Added Message as below.



### **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.

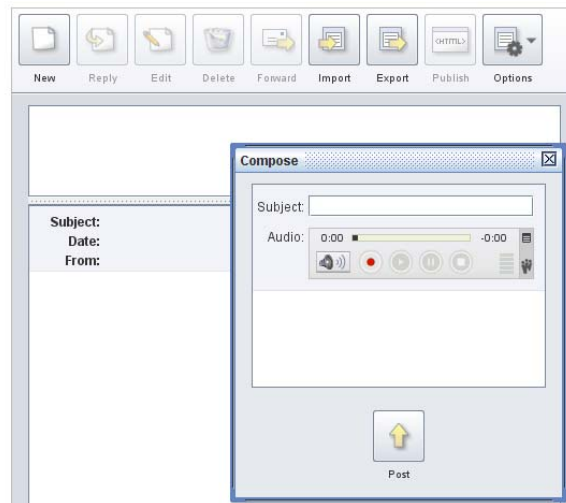


### Composing a New Thread

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.



### Creating a Message

1. Click the *Record* button (circle) and speak in to 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* (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

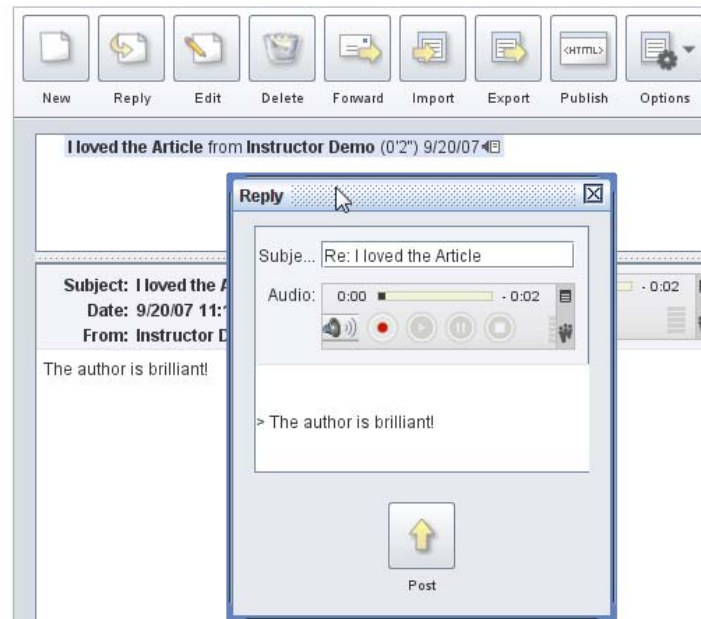
In addition to recording a message, you must also enter a title for your thread in the *Subject* line box. This field is required. Click and type in the large text field at the bottom of the *Compose* window to write a message to accompany your recording.

## Posting a message

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

## 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 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.

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### **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.

### **Inviting to a Voice Board**

If you prefer to share more than a single message, the invitation feature sends a link to a Voice Board via E-mail. Click the *Invite* button at the top of the Board and complete the form that appears. Enter the E-mail address(es) of your choice along with an optional text message. Click *Send* once your message is ready. A text-only E-mail will be sent to all the specified addresses, containing your text message and a link to the Voice Board.

- **All Users:** open invitation to any E-mail address, regardless of whether or not recipient(s) has access to the Voice Tools Manager.
- **Registered Users:** invitation to recipient(s) who has access to the Voice Tools Manager.
- **Privileged Users:** invitation does not apply, as users already have access to the Tool.

### **Detaching/Reattaching a Voice Board**

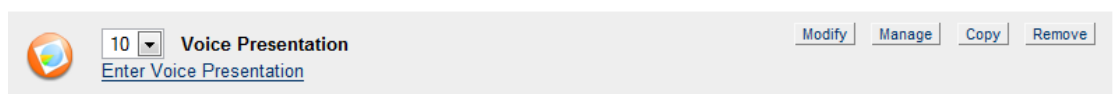
Voice Boards can be detached/reattached and viewed outside of the browser window, allowing you to maximize or expand the Voice Board interface. Detach a Voice Board, clicking the *Detach* button (diagonal arrow) in the upper right-hand corner. To reattach the Board, simply close the detached window by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

## **3) Voice Presentation**

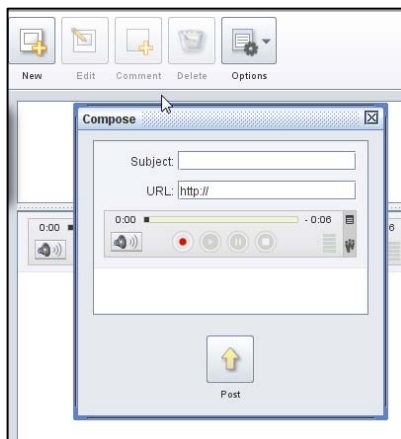
**Introduction:** A presentation consisting of web content alongside voice messages. The instructor and students can display Webpages and record an audio narration of those pages directly online. Viewers can comment on the presentation by typing in text or by recording an audio response.

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 the **Enter Voice Presentation** link below any Voice Presentation to launch and add content.



6. Click the New button to create a new voice presentation. Enter a subject, type any comments and the URL of the webpage you wish to display. Record your audio message by clicking the red record button, then click **Post**. Student may then listen to your comments regarding a particular Webpage and post a comment by clicking the comment button.

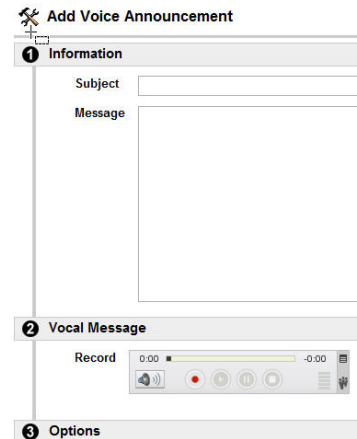
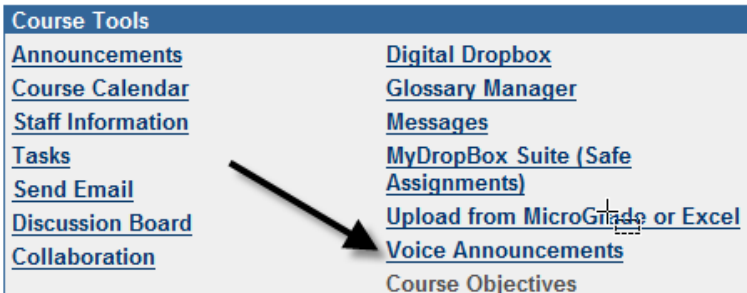


## **4) Voice Announcement**

**Introduction:** Create Announcements in Blackboard with Audio!

Follow these steps to create a Voice Announcement:

1. Log into Blackboard and access the Control Panel.
2. Choose Voice Announcements from the course tools section.
3. Type a subject and message (optional) and record message by choosing the red record button. Hit submit.



## **5) Voice Recorder/Voice Authoring**

**Introduction:** Much like the Voice Announcement tool. To begin using Voice Recorder, you will first create a Voice Recorder resource. A resource may be used multiple times to record several messages.

Follow these steps to use voice recording:

1. Choose Voice Recorder from the dropdown list and click Go.
2. Record message as before, submit, and click play to hear the message.

