Wimba Voice Tools
Give your online classes a voice

Building Block 3.3

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Introduction

Wimba Voice Tools provide you with the flexibility of adding audio to your Blackboard course. For example, you want to create an announcement about an upcoming exam. You want the students to not only “see” the announcement but also “hear” it. Or, you’re teaching a foreign language class and you want students to speak the foreign language when participating in a discussion board. Voice Tools do copy to other courses!

Equipment: You will need a microphone to use the Voice Tools within Blackboard. An inexpensive headset with microphone will do fine. Students will need speakers to hear the audio. If you would like them to add audio, they will need a microphone as well.

Voice Announcements

Voice Announcement allows you to create an announcement with audio.

To add a voice announcement:
1. Enter the course in Blackboard
2. Click Control Panel
3. Click Voice Announcement in Course Tools menu
4. Enter Subject
5. Enter Message
6. Click to record
7. Speak into the microphone

Note: If you need to pause, click then click to continue
8. Click
9. Click to hear your message

Note: If you are not satisfied with the message, you may re-record the message.
10. Select Options
11. Click Submit
12. Click OK

Voice Authoring

Voice Authoring allows you to create a message in a content area of Blackboard.

To add voice to a content area:
1. Click Control Panel
2. Click the location (example: Course Documents) in the Content Areas box
3. Select Voice Authoring in the dropdown menu
4. Click
5. Click to record
6. Speak into the microphone

Note: If you need to pause, click then click to continue
7. Click
8. Click to hear your message

Note: If you are not satisfied with the message, you may re-record the message.
9. Enter **Title**
10. Choose **Color** (optional)
11. Select **Options**
12. Click **Submit**
13. Click **OK**

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### Voice Email

You can send voice email to your students.

#### Send Voice Email

1. Click **Communication** on the left menu
2. Click **Voice Email**
3. Select the person or group you wish to send voice email to
   
   **Note:** If you choose **select users**, you will need to select the student(s).
4. Enter **Subject**
5. Click to record
6. Speak into the microphone
   
   **Note:** If you need to pause, click \( \bigcirc \) then click \( \bigcirc \) to continue
7. Click \( \bigcirc \)
8. Click \( \bigcirc \) to hear your message
   
   **Note:** If you are not satisfied with the message, you may re-record the message.
9. Enter text in the body of the email (optional)
10. Click \( \bigcirc \)

11. Click **OK**

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### Add Voice Email

You can also add Voice Email to a content area. To add voice email to a content area:

1. Click **Control Panel**
2. Click **Course Information** or another link in the **Content Areas** box
3. Select **Voice Email** in the dropdown menu
4. Click \( \bigcirc \)
5. Enter **Title**
6. Choose **Color** (optional)
7. Enter **Description**
8. Select **Audio quality** – the default setting for **Standard** is usually fine
9. Select **Max message length** – recommended setting this is 30 seconds or 1 minute
10. Select **Include Reply Links** – allows your students to reply to your email
11. Select **Pre-fill Subject field** – saves you from doing it later
12. Select **Email recipients**
13. Select **Options**
14. Click **Submit**

You should now see this in your Course Information menu (or whichever area you chose).

Click on **Send Voice Email to Students** (or faculty/users). Now you can record your audio starting with step 5 in **Send Voice Email** above.

**Sent Email Archive**
To view your archive of sent emails:

1. Click **Send Voice Email to Students** below the name of your email
2. Click **Archives**
3. Expand the archives until you find the email you want to view
4. Click on the email
5. Play message – click 
6. Archive message – click and below text box, click **Save the audio file on your disk**
   **Note:** The audio file is in .wav format.
7. Delete message – click **Delete** and **Yes**
   **Note:** This cannot be undone.

**Voice Email Access**
You may also access voice email through the **Communication** link on the left menu, then **Voice Email**.
**Note:** Before selecting who you would like to send voice email to, you have an option of making these selections available to students. The default is set for the students to have access to send voice email to you and other students.

**Voice Board**
Voice Boards are similar to a discussion board except you can add audio.
1. Click **Control Panel** on the left menu
2. Click the location (example: Course Documents) in the **Content Areas** box
3. Select **Voice Board** in the dropdown menu
4. Click **Go**
5. Enter **Title**
6. Pick **Color** (optional)
7. Enter **Description**
8. **Select Settings**  
   Note: **Max message length** – recommended setting is 30 seconds or 1 minute  
   Note: **Audio quality** – the default setting for **Standard** is usually fine

9. Select **Options**
10. Click **Submit**
11. Click **OK**

**Compose a Posting**
1. Click **Enter Voice Board** in the content area where you placed the Voice Board

2. Click
3. Enter **Subject**
4. Enter text (optional)
5. Click **○** to record
6. Speak into the microphone
   
   **Note:** If you need to pause, click **II** then click **○** to continue

7. Click
8. Click **≈** to hear your message
   
   **Note:** If you are not satisfied with the message, you may re-record the message.

9. Click

**Reply to Posting**
You can reply to postings the same way students reply to a posting. To reply:
1. Click **Enter Voice Board** in the content area where you placed the Voice Board
2. Click the thread you would like to reply to
3. Click
4. Enter **Subject**
5. Enter text (optional)
6. Click **○** to record
7. Speak into the microphone

   **Note:** If you need to pause, click **II** then click **○** to continue

8. Click
9. Click **≈** to hear your message
   
   **Note:** If you are not satisfied with the message, you may re-record the message.

10. Click
Export
You have the option to Export a thread to your computer. To export a thread:
1. Click **Enter Voice Board** in the content area where you placed the Voice Board
2. Click the thread you would like to export
3. Click
4. Select what you want to export
5. Click **Next**
6. Name the file and select where you want to save it
7. Click **Save**
   *Note:* The audio file is in the export format you selected.

Delete Posting
2. Click **Enter Voice Board** in the content area where you placed the Voice Board
3. Select the thread you would like to delete
4. Click
5. Click **Yes**
   *Note:* This cannot be undone.

Forward Posting
1. Click **Enter Voice Board** in the content area where you placed the Voice Board
2. Select the thread you would like to forward
3. Click
4. **Enter the recipients** email
5. Enter text in the body (optional)
6. Click

*Note:* Voice Boards can also be added to a Course Content area.
Voice Presentation

Voice Presentation is a way to add audio to a web page. Students can comment back to you as well.

Set-up Voice Presentation
1. Click Control Panel
2. Click the location (example: Course Documents) in the Content Areas box
3. Select Voice Presentation in the dropdown menu
4. Click Go
5. Enter Title
6. Pick Color (optional)
7. Enter Description
8. Select Settings
   - Audio quality – the default setting for Standard is usually fine
   - Max message length – recommend setting this at 1 min or 3 min
   - Allow students to comment on slides – selecting this gives the students the capability to add audio to your slides
   - Make slide comments private – You only hear the students comments that are added
9. Select Options
10. Click Submit
11. Click OK

Operate Voice Presentation
You have to set up the presentation by adding the web pages and audio.

Add Web Page
1. Under the name of the voice presentation, click Enter Voice Presentation
2. Click

![New button]

**Note:** Certain web pages are coded to break frames when loaded within the frame of another web page. (example: www.bloomu.edu) Since Wimba Voice Presentation is made up of frames, any web page containing frame breaking code will take over the entire Wimba Voice Presentation. You will not be able to navigate back to the presentation. It is recommended that you test the web page you would like to add before continuing with your presentation.

![Compose window]

3. Enter a **Subject**
4. Enter the **URL**
5. Enter text in the text box
6. Click **Post**

Now the new slide is entered.
Add Audio to Web Page
To add audio to this slide:
7. Click the name of the slide (You’ll notice the web page displays on the right side of
   the screen.)
8. Click Edit
9. Click Record icon

10. Click Yes in the Confirmation box to override the current recording

11. Discuss the web page that you are viewing
12. Click Stop
13. You may review your recording and rerecord if you are not satisfied.
14. Click Post

Repeat steps 1 – 14 to add all of the slides and audio. Each slide will list as you add it.

Play Presentation
Click on each slide name to view the web page and click the play icon to hear the audio.

If you selected to allow your students to add comments, they will have access
   to the comments link. Students can type comments and add audio if they
   have access to a microphone.

To read or listen to the students’ comments, click on the symbol and then click the student name.

Note: The web pages are active when being viewed by you and the student in the
   presentation.
Wimba Podcaster

Wimba Podcaster allows you to create and share audio files with your students. They can download the files to their mp3 players, listen to them within Bb, or in iTunes.

Set-up Wimba Podcast
1. Click Control Panel
2. Click the location (example: Course Documents) in the Content Areas box
3. Select Wimba Podcaster in the dropdown menu
4. Click Go
5. Enter Title
6. Enter Description
7. Choose Color (optional)
8. Select Settings
9. Select Options
10. Click Submit
11. Click OK

Add Audio
You will now add audio to the podcast.
1. Click Wimba Podcaster below the name of the podcast
2. Click
3. Enter Subject
4. Click record icon and speak
5. Click stop when completed
6. Enter text (optional)

Import Audio File
You have the option to import audio files. Supported files include mp3, .wav and .spx.
1. Click Wimba Podcaster below the name of the podcast
2. Click Import
3. Locate the file and select it
4. Click OK

Note: Depending on the size of the file and your internet connection, this may take a few minutes to upload. File size should not exceed 10Mb.
**Export Podcast**
You have the option to export podcasts.
1. Click **Wimba Podcaster** below the name of the podcast
2. Click the name of the audio file you want to export
3. Click **Export**
4. Select what you want to export
5. Select the export format
6. Click **Next**
7. Choose location
8. Enter **File Name**
9. Click **Save**

The dialogue box will close after the file is saved.

**Edit and Delete a Podcast**
To **edit** a podcast:
1. Click **Wimba Podcaster** below the name of the podcast
2. Click the name of the audio file you want to edit
3. Click **Edit**
4. You can re-record and change the subject or text information
5. Click **Post**
To **delete** a podcast:
1. Click **Wimba Podcaster** below the name of the podcast
2. Click the name of the audio file you want to delete
3. Click **Delete**
4. Click **Yes** in the confirmation box

**Listening to Podcast**
You and the students have the same options for listening to the podcasts.
To listen to podcasts:
1. Enter the course in Bb
2. Select the content area (example: Course Documents) in the left menu where the podcast is located
3. Click Wimba Podcaster below the name of the podcast

To listen within Blackboard:
4. Click the name of the podcast
5. Click **in the audio box**

Clicking **allows you to have all podcasts download automatically to your default podcast reader (example: iTunes)**

**Note:** There is a delay between the addition of the podcast in Bb and the download to iTunes.

To **subscribe** using **RSS** feed:
1. Click **Wimba Podcaster** below the name of the podcast
2. Click **RSS Feed**
3. A new browser window will open
4. Choose an application from the drop-down menu
5. Click **Subscribe Now**
To subscribe using iTunes:
   1. Click Wimba Podcaster below the name of the podcast

   2. Click
   3. Select the iTunes application from the drop-down menu

Note: The podcast is listed as Wimba Podcaster.

WARNING
All recordings are listed in the Wimba Podcaster screen. If you add a podcast to the Course Documents area and then add one to the Assignments area, all podcasts will be listed together when the podcaster opens.