

A Student Guide to Using Wimba Voice Boards

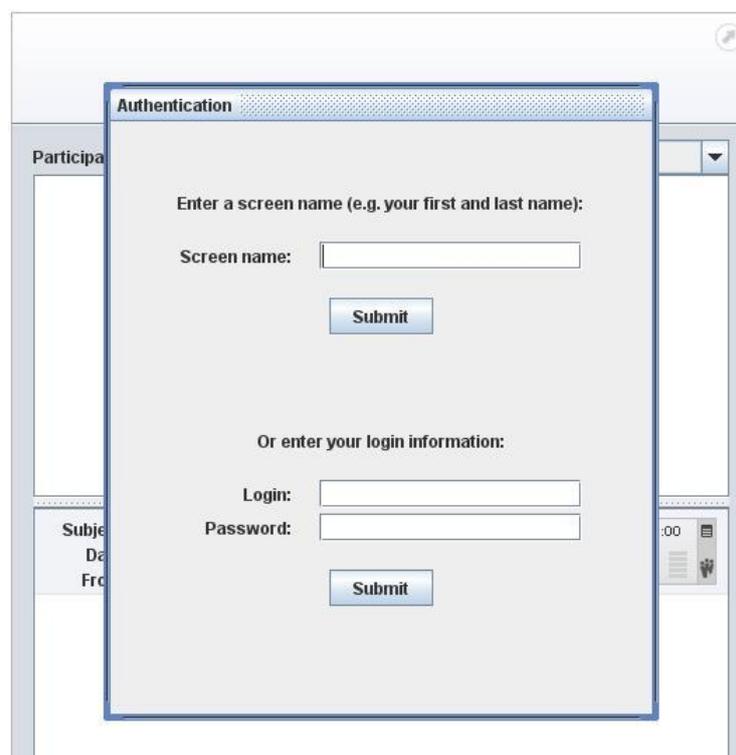
Voice Boards

Voice Boards have similar functionality to a discussion board except messages are spoken rather than written (although voice board messages can have a text included). To use a voice board you must have either a set of headphones with a microphone or suitable built-in facilities on your computer.

Accessing Voice Boards

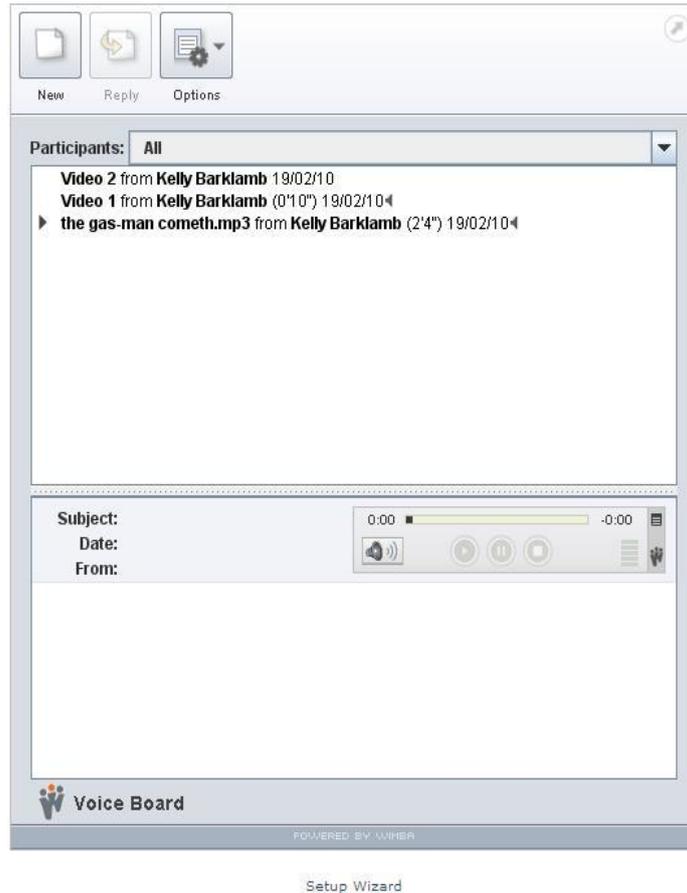
Wimba Voice Boards are hosted remotely but are accessed via a link within your Blackboard course site. This means you can access Voice Boards by simply logging on to Blackboard as usual and following the links provided.

Upon clicking on the appropriate link you will be presented with a log-in screen, as follows:



The screenshot shows a modal window titled "Authentication" overlaid on a Blackboard interface. The window contains two authentication options. The first option is "Enter a screen name (e.g. your first and last name):" with a text input field labeled "Screen name:" and a "Submit" button below it. The second option is "Or enter your login information:" with two text input fields labeled "Login:" and "Password:", and a "Submit" button below them. The background interface shows a "Participa" button and a "Subject" dropdown menu.

Type your email address (with leicester in full) in the Login: box and your enter your password – **DO NOT USE THE Screen Name BOX** – and press the **Submit** button and you will be presented with the following screen:



Before you reply to a Voice Board entry it is advisable that you test your local computer set-up by clicking on the **Setup Wizard** link at the bottom of the Voice Board screen.

The Setup Wizard will automatically check your computer for the software required to run the Voice Board (which uses a programming language called Java and is available on most computers) and your microphone and speakers or headset. Once this is completed you are ready to use the Voice Board.

Reviewing a Message

A typical Voice Board message is shown in the following diagram:

▼ **welcome** from **Richard** (0'8") 11/01/10 ◀
 ▼ **Re: welcome** from **Dave** (0'3") 16/03/10 ◀📄
 Re: Re: welcome from **Dave** 16/03/10 📄

The following indicators appear to the right of each message title:

- Messages with audio (but with no text) display a black speaker icon
- Messages that contain both audio and text display both a speaker and a paper icon

- Messages with text (but with no audio recording) display a white paper icon

Use the text area to show things that are difficult to speak or understand, such as Web links. You can also use the text area if you do not want to speak.

To Review a Message

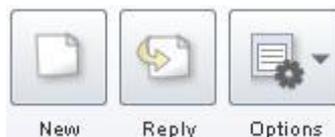
1. Click a message title in the top half of the Voice Board
2. The message (and its text) will appear in the message pane at the bottom of the Board along with the following control panel:



3. To listen to an audio message, click the (green) **Play** button.
4. To raise/lower volume, click the **Volume Control** button (the loudspeaker icon) in the lower left-hand corner.
5. To change your playback device, click the **Menu** icon (small striped square), in the upper right-hand corner.
6. Select **Audio Output**, followed by the device of your choice

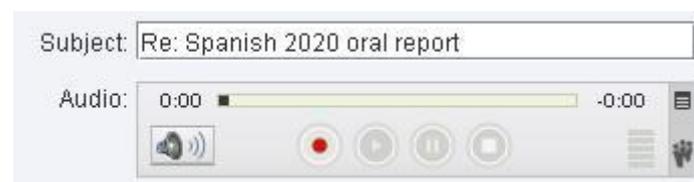
Replying to a Message

To reply to a message, click the desired message from the top half of the Voice Board, followed by the **Reply** button in the upper left-hand corner.



The process for creating a reply is as follows:

To Record a Message



1. Click the **Record** button (red circle) 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** if you wish to re-record it.

Adding Text to a Message

To enter text to accompany your recording, click and type in the large text field at the bottom of the Compose window. Typing a message is optional, but may provide helpful information, or text that complements your recording.

Posting a Message

When you are satisfied with your recording, and have entered a Subject (as well as any appropriate text), click the **Post** button at the bottom of the Compose window. If you do not wish to post this message, click the **Close (X)** button in the upper right-hand corner of the Compose window (Windows), or the red button in the upper left-hand corner (Mac), followed by the **Yes** button in the Confirm window.

Note: you cannot delete or modify a Voice Board posting so make sure you are happy with your recording before it is posted.

16 Mar 2010