What is Wimba Voice?
Wimba Voice allows instructors/designers of sections in iCollege to add audio-based discussion topics, audio recordings of instructions for assignments, and to hold virtual office hours using text and audio real-time communication.

Wimba Voice may only be utilized from within an iCollege section. They may not be used from within a template.

Audio records made using the Wimba tools are stored on the Wimba server rather than the File Manager in iCollege.

Audio recorded does roll over from semester to semester when you copy a section as a template. However, this is not necessarily a good thing. With Voice Board, you set up a discussion topic inside of your section; all messages are posted to that discussion topic and stored in a “folder” on the Wimba server. When we turn that section in to a template for the next semester all of the postings are still there because you are still using the same “folder” for those postings on the Wimba server. Then when that template is assigned to 2 or more sections the next semester, the discussion topics from all sections are shared. For example, if a student in section 101 makes a posting to the Voice Board discussion topic it would also show in section 102. It would even show up back in the section you used the last semester since that was the section where the Voice Board discussion topic was originally created. This is all because those 3 sections all access the same “folder” on the Wimba server.

If you don’t want this to happen you can delete the discussion topics each semester and recreate so they aren’t shared across sections. If you choose to do this you could go back to the previous semester and export certain posting and import them into the appropriate sections.

Wimba Voice tools such as Voice Board, Voice Direct, and Voice Recorder can be added to the homepage of your section, to another organizer page, or to a learning module.

To use Wimba you and your students will need a microphone and speakers. A USB headset (which combines the speakers and microphone) is probably the best way to go and can be purchased for approximately $30.
Voice Board

Voice Board is an audio-based discussion tool. You can use Voice Board to add audio-based discussion topics to the homepage, organizer page, or learning modules in your section. Voice Board discussions are NOT real time communication. You could create a Voice Board discussion topic that is private so that students cannot view each other’s threads. The instructor can still view all threads. This is a powerful tool for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.

To Create and Add Voice Board Discussion Topic to the HomePage

1. From the Build tab, click the Add Content Link

2. Click Voice Board.

3. Click Create Voice Board.

4. Enter a title for the new Voice Board discussion topic then click Continue.

5. Enter a description (directions for what to do within this topic), set your max message length (30 seconds up to 5 minutes), choose other options if necessary.
6. Click **Continue**

**To Create and Add Voice Board Discussion Topic to Another Organizer Page**

1. From the Build tab, click the **Add Content Link**
2. **Navigate to the appropriate Organizer Page.**

3. Click **Voice Board**.
To Create and Add Voice Board Discussion Topic to a Learning Module

1. From the Build tab, click the Add Content Link
2. Click Learning Module.
3. Click the title of the learning module you want to add the Voice Board topic to.
4. On the left side, click More Tools.

4. Click Create Voice Board.
5. Enter a title for the new Voice Board discussion topic then click Continue.
   Enter a description (directions for what to do within this topic), set your max message length (30 seconds up to 5 minutes), choose other options if necessary.

Create Voice Board

<table>
<thead>
<tr>
<th>General Settings</th>
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<tbody>
<tr>
<td>* Title</td>
</tr>
<tr>
<td>Chapter 1 Review</td>
</tr>
<tr>
<td>Description</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Audio settings</th>
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</thead>
<tbody>
<tr>
<td>Audio Quality</td>
</tr>
<tr>
<td>Standard Quality - 128 Kbit/s - Modern usage</td>
</tr>
<tr>
<td>Max message length</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Detailed settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display short message titles</td>
</tr>
<tr>
<td>Display messages in chronological order</td>
</tr>
<tr>
<td>Allow students to forward a message</td>
</tr>
<tr>
<td>Allow students to start a new thread</td>
</tr>
<tr>
<td>Make discussion threads private</td>
</tr>
</tbody>
</table>

6. Click Continue.
5. Click **Voice Board**.

6. Click **Create Voice Board**.

7. **Enter a title for the new Voice Board discussion topic** then click **Continue**.

8. **Enter a description** (directions for what to do within this topic), **set your max message length** (30 seconds up to 5 minutes), **choose other options** if necessary.

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**Create Voice Board**

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<tbody>
<tr>
<td>Max message length</td>
<td>30 s</td>
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</tbody>
</table>
9. Click Continue.
10. Move the link to the Voice Board topic to any position within the learning module.

To Add an Existing Voice Board Topic to the Homepage
1. From the Build tab, click the Add Content Link
2. Click Voice Board.
3. From the list of available topics, click one or more (by holding down the Control Key) to select the topic(s), and then click Add Selected.
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To Add an Existing Voice Board Topic to Another Organizer Page
1. From the Build tab, click the Add Content Link.
2. Navigate to the appropriate organizer page.
3. Click Voice Board.
4. From the list of available topics, click one or more (by holding down the Control Key) to select the topic(s), and then click Add Selected.

To Add an Existing Voice Board Topic to a Learning Module
1. From the Build tab, click the Learning Module Button.
2. Click the title of the learning module you want to add the Voice Board topic to.
3. Click Voice Board.
4. From the list of available topics, click one or more (by holding down the Control Key) to select the topic(s), and then click Add Selected.

To Post to a Voice Board Topic
1. From the Teach tab, navigate to the homepage, organizer page, or learning module where the link to the Voice Board topic is located.
2. Click the link for the Voice Board topic.
3. Click Launch Voice Board.
4. Click the New button.
5. **Enter a subject for the posting**, click the “red” **Record button** and speak into the microphone (headset), press the “black” **Stop button** to end the recording, then click the “green” **Play button** to listen to the recording.

6. **Enter any additional text** into text area.

7. Click the **Post button**.

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To **Listen to a Posting**

1. From the Teach tab, navigate to the homepage, organizer page, or learning module where the link to the Voice Board topic is located.

2. **Click the link for the Voice Board topic**.

3. **Click Launch Voice Board**.

4. **Click the Subject of the posting** you wish to read. You may need to click the black arrow on the right to expand the discussion thread to view replies.

5. In the bottom half of the screen, click the “green” **Play button** to listen to the recording. Be sure you have your speakers (headset) on!
To Reply to a Posting

1. From the Teach tab, navigate to the homepage, organizer page, or learning module where the link to the Voice Board topic is located.
2. Click the link for the Voice Board topic.
3. Click Launch Voice Board.
4. Click the Subject of the posting you wish to reply to. You may need to click the black arrow on the right to expand the discussion thread to view all the postings.
5. Click the Reply button at the top of the screen.
6. Click the “red” Record button and speak into the microphone (headset), press the “black” Stop button to end the recording, and then click the “green” Play button to listen to the recording.
7. Enter any additional text into text area.
8. Click the Post button.
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To Edit a Posting
1. From the Teach tab, navigate to the homepage, organizer page, or learning module where the link to the Voice Board topic is located.
2. Click the link for the Voice Board topic.
3. Click Launch Voice Board.
4. Click the Subject of the posting you wish to edit. You may need to click the black arrow on the right to expand the discussion thread to view all the postings.
5. Click the Edit button at the top of the screen.
6. Edit the text or re-record your message. Don’t forget to Post your edited message. You can edit a message that was originally posted by a student. This is useful if you need to “remove” a posting to inappropriate content.

To Delete a Posting
1. From the Teach tab, navigate to the homepage, organizer page, or learning module where the link to the Voice Board topic is located.
2. Click the link for the Voice Board topic.
3. Click Launch Voice Board.
4. Click the Subject of the posting you wish to delete. You may need to click the black arrow on the right to expand the discussion thread to view all the postings.
5. Click the Delete button at the top of the screen. Click Yes if you are sure you want to delete the posting.

To Delete an Entire Voice Board Discussion Topic
1. Locate the link for the Voice Board discussion topic that you wish to delete.
2. Then simply remove the link from the homepage, organizer, or learning module.

To Export a Posting from a Voice Board Discussion Topic
1. From the Teach tab, navigate to the homepage, organizer page, or learning module where the link to the Voice Board topic is located.
2. Click the link for the Voice Board topic.
3. Click Launch Voice Board.
4. At the top of the screen, click the Export button.
5. From the Select what you want to export drop down list choose to export the Entire Voice Board (this is a neat thing to do if you want to listen to the postings from your iPod or other mp3 player) or choose Top level messages only (this is a good idea if you only want to bring certain messages from one semester over to the next semester).
6. From the Select the export format drop down list select the appropriate file format for the audio recordings. Choose either Wimba Voice Board (this is good if you are importing the files from one section to another), WAV, or MP3 (great if you plan on listening to these via your iPod).
7. Click Next.
8. Choose where to save the file and a name for the file. Then click Save.
To Import a Posting to a Voice Board Discussion Topic
1. From the Teach tab, navigate to the homepage, organizer page, or learning module where the link to the Voice Board topic is located.
2. Click the link for the Voice Board topic.
3. Click Launch Voice Board.
4. At the top of the screen, click the Import button.
5. Locate the file that was exported from another Voice Board discussion topic and click OK.

Voice Authoring
Voice Authoring is a recording tool. You (the instructor) can use Voice Authoring to record directions or pronunciations and post them for the student to listen to. Students do NOT have the ability to do their own recordings with this tool—If you want students to record then you should do a Voice Board discussion topic. You might want to record vocabulary and include that recording inside of a learning module. The advantage to using the Voice Authoring over Audacity (or other tools for recording software) is that you don’t have to install anything. No matter where you are, as long as you can login to Vista you have your Voice Authoring available for use.

To Create and Add Voice Authoring Recording to the HomePage
1. From the Build tab, click the Add Content Link.
2. Click **Voice Authoring**.

3. Click **Create Voice Authoring**.

4. Enter a title for the new Voice Authoring then click **Continue**.

5. Enter a description (directions for what to do within this chat room), select the Max message length (30 seconds up to 5 minutes).

6. Click **Continue**.

7. Click the **Teach tab**

8. Click the icon for the voice authoring on the homepage.

9. Click the Launch Voice Authoring button. (Click Yes to be redirected to a connection that is not secure, if necessary.)

10. Make sure you have the microphone (headset) on.

11. Click the “red” **Record button** and record your audio. Then click the “black” **Stop button**. Click the “green” **Play button** to listen to your recording.

To Create and Add Voice Authoring Recording to an Organizer Page

1. From the Build tab, click the **Add Content Link**.

2. Navigate to the appropriate organizer page.
3. Click **Voice Authoring**.

4. Click **Create Voice Authoring**.

5. **Enter a title** for the new Voice Authoring recording then click **Continue**.

6. **Enter a description** (directions for what to do within this chat room), select the **Max message length** (30 seconds up to 5 minutes).

7. Click **Continue**.

8. Click the **Teach tab**.

9. Click **the icon for the voice recording on the organizer page**.

10. Click the **Launch Voice Recorder button**. (Click **Yes** to be redirected to a connection that is not secure, if necessary.)

11. Make sure you have the microphone (headset) on.

12. Click the “red” **Record button** and record your audio. Then click the “black” **Stop button**. Click the “green” **Play button** to listen to your recording.
To Create and Add Voice Authoring Recording to a Learning Module

1. From the Build tab.
2. Click **Learning Module**.
3. Click the title of the learning module you want to add the Voice Authoring recording to.
4. Click Voice Authoring.
5. Click **Create Voice Authoring**
6. Enter a title for the new Voice Authoring recording then click **Continue**.
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7. **Enter a description** (directions for what to do within this chat room), **select the Max message length** (30 seconds up to 5 minutes).

8. Click **Continue**.
9. Click the **Teach tab**.
10. **Click the icon for the learning module, and then click the link for the voice recording in the learning module.**
11. Click the **Launch Voice Authoring button.** (Click **Yes** to be redirected to a connection that is not secure, if necessary.)
12. Make sure you have the microphone (headset) on.
13. Click the “red” **Record button** and record your audio. Then click the “black” **Stop button.** Click the “green” **Play button** to listen to your recording.

To Add an Existing Voice Authoring Recording to the Homepage

1. From the Build tab then click **Add Content Link.**
2. Click **Voice Authoring.**
3. From the list of available recordings, **click one or more** (by holding down the Control Key) to select the topic(s), and then click **Add Selected.**

To Add an Existing Voice Authoring Recording to an Organizer Page

1. From the Build tab, then click **Add Content Link.**
2. **Navigate to the appropriate organizer page.**
3. Click **Voice Authoring.**
4. From the list of available recordings, **click one or more** (by holding down the Control Key) to select the topic(s), and then click **Add Selected.**
To Add an Existing Voice Authoring Recording to a Learning Module

1. From the Build tab, then click **Add Content Link**.
2. Click **Learning Module**.
3. Click the title of the learning module you want to add the Voice Authoring recording to.
4. Click **Voice Authoring**.
5. From the list of available recordings, click one or more (by holding down the Control Key) to select the topic(s), and then click **Add Selected**.