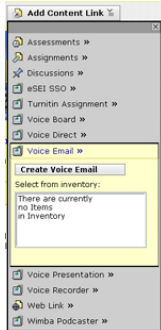


Wimba Voice Tools

All of the Wimba Voice Tools can be added from the “Add Content Link” option from the Build tab within the WVU eCampus system. To use these tools, navigate to the page on which you’d like to add a voice tool and select the specific tool from the menu. You will be given the option to create a new voice tool as depicted below (in this example, I’ve selected the “Voice Email” option):



Select the create option and provide a name for the tool, then follow the directions described below within the specific tool descriptions.

Note that Voice Email, Voice Board and Voice Direct should be used in place of the eCampus Mail, Discussions and Chat tools respectively if you’d like to incorporate audio into these tools.

Voice Email – enables you and your students to add audio to an email message.

A screenshot of the 'Create Voice Email' form. It has sections for 'General Settings' (Title, Description), 'Audio settings' (Audio Quality, Max message length), and 'Detailed settings' (Reply Links). There are 'Continue' and 'Cancel' buttons at the bottom. A red asterisk indicates a required field.

Once you choose the “Create Voice Email” option and name the voice email tool, you’ll be presented with the screen to the left.

Within the Audio settings section, you may change the audio quality and/or the maximum message length.

A screenshot of the 'Voice Email' tool interface. It shows a 'Launch Voice Email' button, a 'Voice Email Example' card, and a 'Setup Wizard' link. The 'Setup Wizard' link is highlighted with a red box and text: 'Run the Setup Wizard to make sure that your computer is ready to use the Voice Email.'

From the Teach tab, choose the link for your new voice email tool and you’ll see the screen to the left.

You should choose the Setup Wizard link the first time that you enter the tool to ensure that everything is configured correctly.

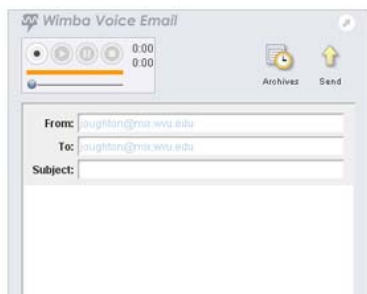
A screenshot of the 'Select Email Addresses (Step 1 of 2)' screen. It has a section 'Select people you want to send Voice Email' with radio button options: 'Send to Teachers of this section', 'Send to Students enrolled in this section', 'Send to All people enrolled in this section', and 'Select among people enrolled in this section'. Below this is a list of names with checkboxes: Garcia, Jessica; Green, Andy; Stepanek, Lindsay; Dellinger, Amanda; Newsome, Erica. There are 'Continue' and 'Cancel' buttons at the bottom.


Once things are configured correctly, choose the “Launch Voice Email” option and you’ll be presented with the screen to the left.

Choose the recipients that you’d like to receive your email and select the “Continue” option.


Wimba Voice Tools

Voice Email Example



To record your audio clip click on the  icon from the window displayed to the left.

Click the  icon to stop recording and the  icon to playback the clip.

If need be, you can re-record the clip. Once you are satisfied with the clip, enter your “Subject,” message and choose the  icon to send the audio-enhanced email.

Voice Board– *enables you and your students to add audio to a discussion board posting.*

Create Voice Board

Once you choose the “Create Voice Board” option and name the voice board tool, you’ll be presented with the screen displayed to the left.

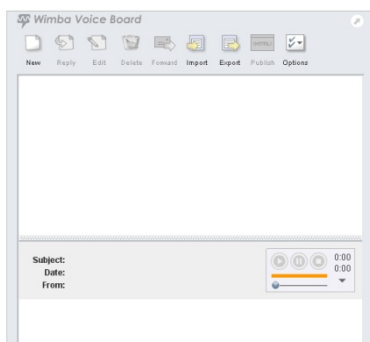
Within the Audio settings section, you may change the audio quality and/or the maximum message length. Within the Detailed settings section, you may configure the use of the discussion board.



From the Teach tab, choose the link for your new voice board tool and you’ll see the screen to the left.

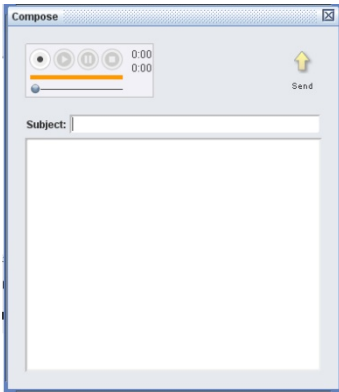
You should choose the Setup Wizard link the first time that you enter the tool to ensure that everything is configured correctly.

Voice Board Example







Once things are configured correctly, choose the “Launch Voice Board” option and you’ll be presented with the screen displayed to the left.

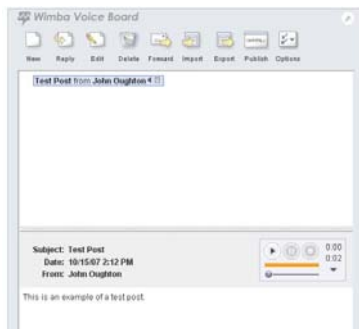
Wimba Voice Tools




Choose the “New” option and you’ll be presented with the window displayed to the left.

To record your audio clip click on the  icon, click the  icon to stop recording and the  icon to playback the clip.

If need be, you can re-record the clip. Once you are satisfied with the clip, enter a “Subject” and your message in the body and then click the  icon to post your audio-enhanced message to the discussion board.



To access others’ messages, click on the posting within the listing and then click the  icon to play the audio component.

Voice Direct—enables you and your students to add audio to a real-time chat.

Once you choose the “Create Voice Direct” option and name the voice direct tool, you’ll be presented with the screen displayed to the left.

Within the Audio settings section, you may change the audio quality.



From the Teach tab, choose the link for your new voice direct tool and you’ll see the screen displayed to the left.

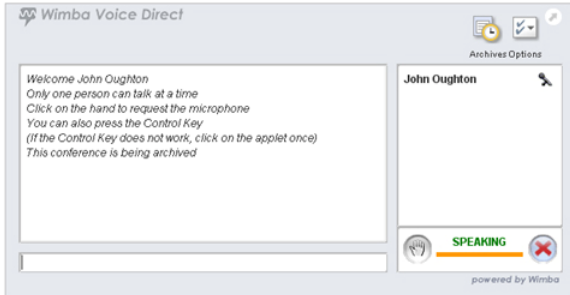
You should choose the Setup Wizard link the first time that you enter the tool to ensure that everything is configured correctly.

Wimba Voice Tools



Once things are configured correctly, choose the “Launch Voice Direct” option and you’ll be presented with the screen displayed to the left.

You can enter a text chat message within the empty text box at the bottom left.


Voice Direct Example



As the instructor, you control who has access to the microphone. Students need to request the

microphone by selecting the hand option (). Once they are finished speaking, they need to click on the  icon. You can then assign the microphone to the next student.

By default the chat session is archived and can be

accessed via the  icon after the session has been completed. The archive will be separated into the text and audio components of the chat session.

Voice Recorder—enables you and your students to record and add audio as a content file.

Create Voice Recorder

General Settings

* Title

Description

Audio settings

Audio Quality

Max message length

* Required field

Once you choose the “Create Voice Recorder” option and name the voice recorder tool, you’ll be presented with the screen displayed to the left.

Within the Audio settings section, you may change the audio quality and/or the maximum message length.





From the Teach tab, choose the link for your new voice recorder tool and you’ll see screen displayed to the left.

You should choose the Setup Wizard link the first time that you enter the tool to ensure that everything is configured correctly.

Wimba Voice Tools

Once things are configured correctly, choose the “Launch Voice Recorder” option and you’ll be presented with the screen displayed to the left.

To record your audio clip click on the  icon.

Click the  icon to stop recording and the  icon to playback the clip.

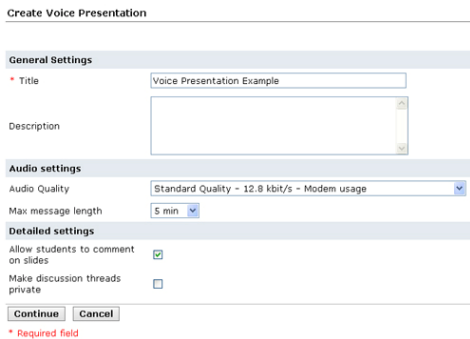
Voice Recorder Example



If need be, you can re-record the clip. Once you are satisfied with the clip, choose the “Save As” option as displayed in the screen shown to the left.

This option will allow you to save the audio file as either .wav or .mp3 (which are much smaller than .wav files) to your local drive. You may then upload the file to your WVU eCampus course and create a link to the audio file.

Voice Presentation—enables you to annotate a series of web pages.

A screenshot of a web form titled 'Create Voice Presentation'. It has several sections: 'General Settings' with a 'Title' field containing 'Voice Presentation Example' and a 'Description' text area; 'Audio settings' with 'Audio Quality' set to 'Standard Quality - 12.8 kbit/s - Modem usage' and 'Max message length' set to '5 min'; and 'Detailed settings' with checkboxes for 'Allow students to comment on slides' (checked) and 'Make discussion threads private' (unchecked). At the bottom are 'Continue' and 'Cancel' buttons. A red asterisk indicates a required field.

Once you choose the “Create Voice Presentation” option and name the voice presentation tool, you’ll be presented with the screen displayed to the left.

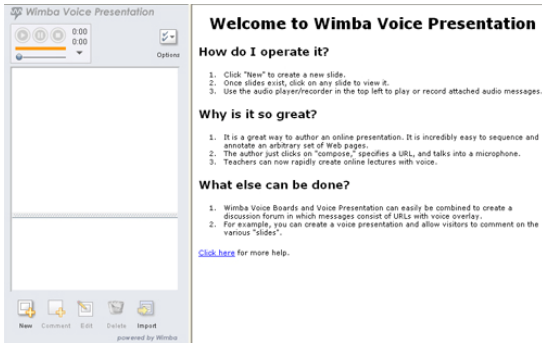
Within the Audio settings section, you may change the audio quality and/or the maximum message length. Within the Detailed settings section, you may choose whether to allow students to comment on slides.



From the Teach tab, choose the link for your new voice presentation tool and you’ll see the screen displayed to the left.


You should choose the Setup Wizard link the first time that you enter the tool to ensure that everything is configured correctly.

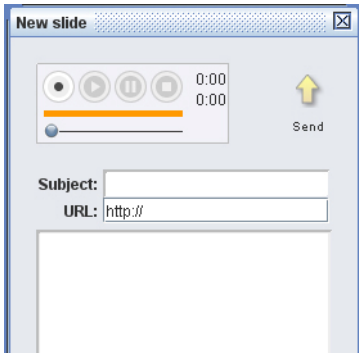
Wimba Voice Tools





Once things are configured correctly, choose the “Launch Voice Presentation” option and you’ll be presented with the screen displayed to the left.



Choose the  option to create a new annotated slide. By choosing this option, you will see the screen displayed at the left.




To record your audio clip click on the  icon.

Click the  icon to stop recording and the  icon to playback the clip.


If need be, you can re-record the clip. Once you are satisfied with the clip, enter a “Subject”, a web address (URL) and description of the slide if desired



and then click the  icon to post your audio-enhanced, annotated slide.



To view an annotated slide, click on the slide name within the listing. The website will appear to the

right and the  icon can be clicked to play the annotation.

Annotations can be commented on by choosing the



 icon.

Wimba Voice Tools

Wimba Podcaster—enables you to create a podcast through which you may periodically distribute audio clips to your students. Students may subscribe to the podcast and automatically receive new clips within a podcast application such as iTunes.

The screenshot shows the 'Create Wimba Podcaster' form. It is divided into three main sections: 'General Settings', 'Audio settings', and 'Detailed settings'. In the 'General Settings' section, the 'Title' field is filled with 'Wimba Podcaster Example' and has a small tip below it: 'Best practice: Use "course_name - podcast_name", eg: "Biology 101 - Extra Help Podcast"'. The 'Description' field is empty. The 'Audio settings' section has 'Audio Quality' set to 'Standard Quality - 12.8 kbit/s - Modem usage'. The 'Detailed settings' section has three checkboxes: 'Allow students to post to podcast' (unchecked), 'Display short message titles' (unchecked), and 'Podcast auto-published after' set to '5 min'. Below these is a note: 'Teacher can edit his last post before it is published'. At the bottom, there are 'Continue' and 'Cancel' buttons, and a red asterisk indicating a required field.

Once you choose the “Create Wimba Podcaster” option and name the wimba podcaster tool, you’ll be presented with the screen displayed to the left.

Within the Audio settings section, you may change the audio quality and/or the maximum message length. Within the Detailed settings section, you may choose to allow students to post to the podcast as well.

The screenshot shows the main interface of the Wimba Podcaster tool. At the top, there is a header with the Wimba logo, the text 'Wimba Podcaster', and two links: 'Add to Calendar' and 'Edit Settings'. Below the header is a 'Launch Wimba Podcaster' button. The main content area is divided into two columns. The left column has a 'Wimba Podcaster Example' section with a 'Launch Wimba Podcaster' button. The right column has a 'Setup Wizard' section with a 'Run the Setup Wizard' link and a note: 'Run the Setup Wizard to make sure that your computer is ready to use the Wimba Podcaster.'

From the Teach tab, choose the link for your new wimba podcaster tool and you’ll see the screen displayed to left.

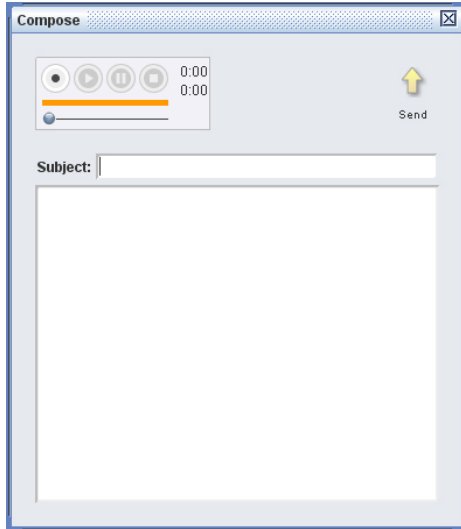
You should choose the Setup Wizard link the first time that you enter the tool to ensure that everything is configured correctly.


Wimba Podcaster Example

The screenshot shows the 'Wimba Podcaster Example' interface. It has a header with the Wimba logo and the text 'Wimba Podcaster'. Below the header is a toolbar with icons for 'New', 'Edit', 'Delete', 'Import', and 'Export'. To the right of the toolbar is a 'Subscribe' section with 'RSS feed' and '1-click' options. The main content area is a large empty box. At the bottom, there is a 'Subject:' field, a 'Date:' field, and a 'From:' field. To the right of these fields is a volume control slider and a play button.

Once things are configured correctly, choose the “Launch Podcaster Example” option and you’ll be presented with the screen displayed to the left.

Wimba Voice Tools




Choose the  icon in order to create a new “podcast” message and you’ll see the screen displayed to the left.

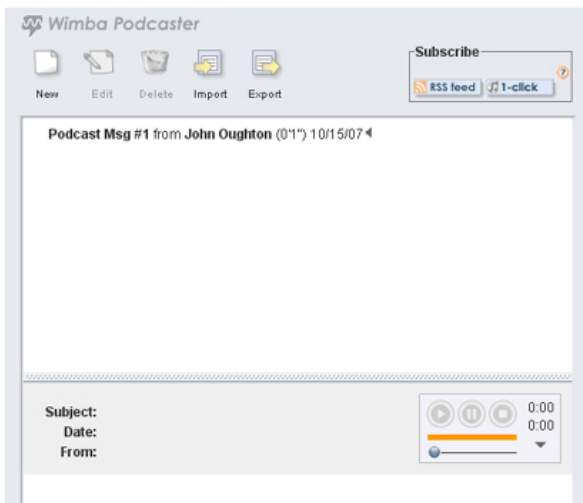
To record your audio clip click on the  icon

Click the  icon to stop recording and the  icon to playback the clip.

If need be, you can re-record the clip. Once you are satisfied with the clip, enter a “Subject” and your

message in the body and then click the  icon to post your audio-enhanced podcast.

Wimba Podcaster Example



Podcasts submissions may be accessed by clicking on the entry (e.g. Podcast Msg #1) within the listing as depicted in the screen displayed to the left.

The  icon can be clicked to play the podcast.

Students may subscribe to the podcast either by choosing the RSS feed or 1-click option as depicted in the first image displayed to the left.



The RSS feed option will provide the student with a web address which they would need to paste into the subscribe option within their podcasting application (e.g., iTunes) as depicted in the second image displayed to the left.

The 1-click option will automatically subscribe the student to the podcast within their podcasting application such as iTunes.