

Wimba Voice Tools

There are three Wimba voice tools available in WebCT: Wimba Voice Recorder, Wimba Board and Wimba Podcaster. Instructor can record messages using the voice recorder tool, create asynchronous audio discussions using the Wimba Board tool or podcast instructional speech using the Wimba Podcaster. Students can listen to recorded messages, participate in oral discussion or download instructional speech to iPods.

1. Using Wimba Voice Recorder

A Voice Recorder message can be created on a Home Page or a Learning module.

To create a voice message:

1. In the Build Tab click Add Content Link
2. Click Voice Recorder
3. Click Create Voice Recorder
4. Type the name of the recorder for example Announcement.
5. Click Continue

Create Voice Recorder

General Settings

* Title

Description

Audio settings

Audio Quality

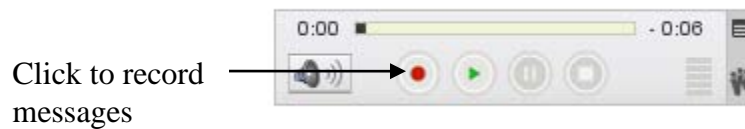
Max message length

6. Select Audio Quality. *The default setting (**Standard Quality 12.8 Kbits/s will suit most of the users.**) will suit most needs and work well for high and lower-bandwidth users alike.*
7. Pull down the Max message length and select maximum duration of recording. *We would suggest message length between **3-5min.***


8. Click Continue.

To record a message to a voice recorder:

1. In the Teach Tab click on the voice recorder item like Announcement.
2. Click Launch Voice Recorder



3. Click the record button to begin recording
4. Click Stop button to end recording

 Watch a flash tutorial on [Voice Recorder](http://www.wimba.com/support/assets/free_resources/VoiceRecorder/VoiceRecorder.html):
http://www.wimba.com/support/assets/free_resources/VoiceRecorder/VoiceRecorder.html

2. Using Wimba Board

A Voice Board can be created on a Home Page or a Learning module.

To create a voice message:

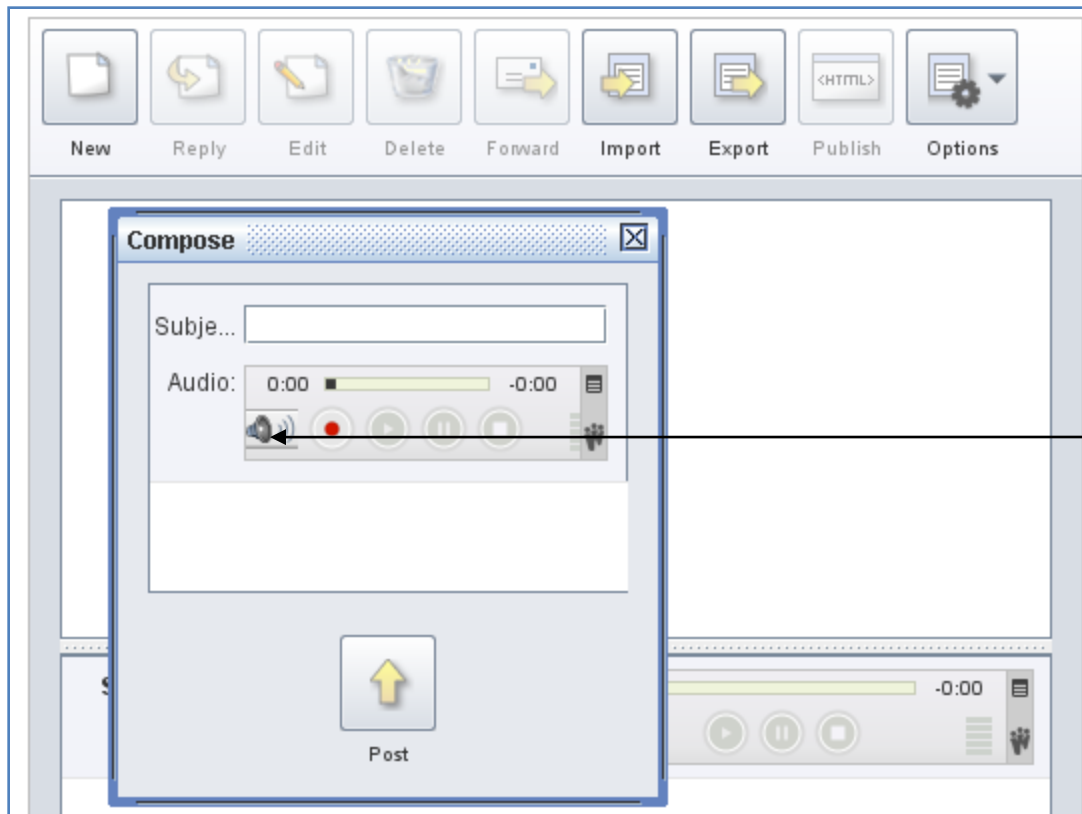
1. In the Build Tab click Add Content Link
2. Click Voice Board
3. Click Create Voice Board
4. Type the name of the board for example CNN Debate on YouTube
5. Click Continue

General Settings	
* Title	<input type="text" value="CNN Debate on YouTube"/>
Description	<input type="text"/>
Audio settings	
Audio Quality	<input type="text" value="Standard Quality - 12.8 kbit/s - Modem usage"/>
Max message length	<input type="text" value="5 min"/>
Detailed settings	
Display short message titles	<input checked="" type="checkbox"/>
Display messages in chronological order	<input type="checkbox"/>
Allow students to forward a message	<input type="checkbox"/>
Allow students to start a new thread	<input checked="" type="checkbox"/>
Make discussion threads private	<input type="checkbox"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

6. Select Audio Quality. *The default setting (**Standard Quality 12.8 Kbits/s will suit most of the users.**) will suit most needs and work well for high and lower-bandwidth users alike.*
7. Pull down the Max message length and select maximum duration of recording. *We would suggest message length between **3-5min.***
8. Select discussion posting options like displaying message titles/order, starting a new thread and making private threads.
9. Click Continue.


To post a message to a voice board:

1. In the Teach Tab click on the voice board item like CNN Debate on YouTube.
2. Click Launch Voice Board



3. Click New
4. Click the record button to begin recording
5. Click Stop button to end recording
6. Click Post to post your recording to the board

If you click on a message you have options to Play/Reply/Delete/Edit a message. You can also forward this message to an outside email address. Audio clips can be imported to a voice board or exported from the voice board. Additionally you can also copy the HTML code to insert the audio clip on any page.

 Watch a flash tutorial on [Wimba Board](http://www.wimba.com/support/assets/free_resources/VoiceBoard/VoiceBoard.html):
http://www.wimba.com/support/assets/free_resources/VoiceBoard/VoiceBoard.html

3. Using Wimba Podcaster

A Wimba Podcaster can be made available on a Home Page or a Learning module.

To create a podcaster:

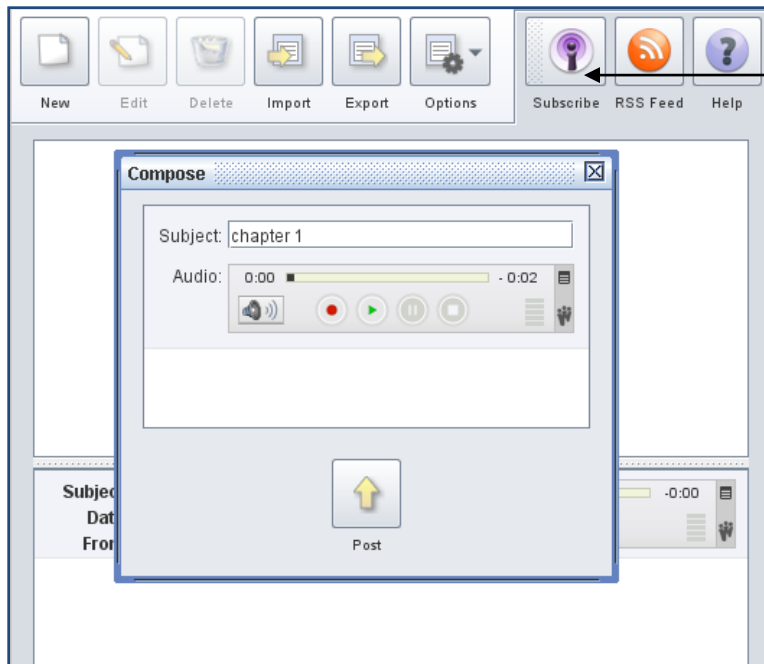
1. In the Build Tab click Add Content Link
2. Click Wimba Podcaster
3. Click Create Wimba Podcaster
4. Type the name of the Podcast for example OLT101_Weekly Summaries
5. Select options for students to post messages, displaying podcasts titles and auto-publishing duration.
6. Click Continue

The screenshot shows a settings dialog box for a Wimba Podcaster. It is divided into three sections: General Settings, Audio settings, and Detailed settings. In the General Settings section, the Title field contains 'OLT101_Weekly Summaries' and the Description field is empty. A note below the title field reads: 'Best practice: Use "course_name - podcast_name", eg. "Briology 101 - Extra Help Podcast"'. The Audio settings section shows 'Standard Quality - 12.8 kbit/s - Modem usage' selected in a dropdown menu. The Detailed settings section includes three options: 'Allow students to post to podcast' (unchecked), 'Display short message titles' (unchecked), and 'Podcast auto-published after' (set to '5 min'). A note below the auto-publishing option reads: 'Teacher can edit his last post before it is published'. At the bottom of the dialog are 'Continue' and 'Cancel' buttons.

General Settings	
* Title	OLT101_Weekly Summaries <small>Best practice: Use "course_name - podcast_name", eg. "Briology 101 - Extra Help Podcast"</small>
Description	
Audio settings	
Audio Quality	Standard Quality - 12.8 kbit/s - Modem usage
Detailed settings	
Allow students to post to podcast	<input type="checkbox"/>
Display short message titles	<input type="checkbox"/>
Podcast auto-published after	5 min <small>Teacher can edit his last post before it is published</small>
Continue Cancel	

To post a message to a Wimba Podcaster:

1. In the Teach Tab click on the Wimba Podcast like OLT101_Weekly Summaries.
2. Click Launch Wimba Podcast.
3. Click New
4. Click the Record button to start recording
5. Click the Stop button to stop recording
6. Click Post to post your recording to the podcaster.



Click to subscribe to a Podcast

To subscribe to Wimba Podcaster click Subscribe. It opens iTunes and downloads audio clips from Wumba Podcast. You may alternatively subscribe to RSS feed by copying and pasting the URL from the RSS feed window.

*👁️ Watch a flash tutorial on [Wimba Podcaster](http://www.wimba.com/support/assets/free_resources/Podcaster/Podcaster.html) :
http://www.wimba.com/support/assets/free_resources/Podcaster/Podcaster.html.*