



***Wimba Modules and Blocks  
for Moodle 1.7 - 1.9***

Version 4.0

**User Guide**

## ***Wimba Modules and Blocks User Guide***

<b>Getting Started</b>	<b>1</b>
Introduction	1
<b>Adding a Wimba Classroom Activity Module (Topic or Weekly Format)</b>	<b>2</b>
Creating a Wimba Classroom	2
Linking to a Wimba Classroom	3
<b>Adding a Wimba Classroom Activity Module (Social Format)</b>	<b>4</b>
Creating a Wimba Classroom	4
Linking to a Wimba Classroom	5
<b>Managing Wimba Classrooms</b>	<b>6</b>
Accessing the Management Interface	6
Specifying Wimba Classroom Settings	8
<b>Wimba Classroom MP4 Archives</b>	<b>11</b>
About MP4 Archives	11
Creating MP4 Archives	12
Downloading MP4 Archives	13
MP4 Archive Settings	14
<b>Adding a Wimba Voice Activity Module (Topic or Weekly Format)</b>	<b>15</b>
Creating a Voice Authoring Resource	15

Creating a Voice E-Mail Resource _____	16
Creating a Voice Board, Voice Podcaster, or Voice Presentation _____	17
Linking to a Voice Board, Voice Podcaster, or Voice Presentation _____	18
<b>Adding a Wimba Voice Activity Module (Social Format) _____</b>	<b>19</b>
Creating a Voice Authoring Resource _____	19
Creating a Voice E-Mail Resource _____	20
Creating a Voice Board, Voice Podcaster, or Voice Presentation _____	21
Linking to a Voice Board, Voice Podcaster, or Voice Presentation _____	22
<b>Managing Wimba Voice Features _____</b>	<b>23</b>
Accessing the Management Interfaces _____	23
Specifying Voice Board Settings _____	25
Specifying Voice Podcaster Settings _____	27
Specifying Voice Presentation Settings _____	28
<b>Wimba Voice Blocks _____</b>	<b>29</b>
Adding a Voice Authoring Block _____	29
Adding a Voice E-Mail Block _____	30
<b>Using Gradebook Integration with Wimba Voice Boards _____</b>	<b>31</b>
About Gradebook Integration for Wimba Voice Boards _____	31
Adding Gradebook Integration to Existing Voice Boards _____	31
Adding Gradebook Integration when Creating New Voice Boards _____	32

Grading Voice Boards \_\_\_\_\_ 32

Removing Gradebook Integration from a Voice Board \_\_\_\_\_ 33

**Disclaimer** \_\_\_\_\_ **34**

# Wimba Modules and Blocks User Guide

## Getting Started

### Introduction

Wimba Modules and Blocks enable institutions to easily enhance their Moodle courses by allowing seamless access to complementary applications. These integration components allow instructors and students to access up to six tools from within the Moodle environment:

- **Wimba Classroom:** a live virtual classroom supporting multi-way audio, video, application sharing, polling, and content display.
- **Voice Authoring:** a recorded message that a user can play back anytime, usually accompanying content within a web page.
- **Voice Board:** a threaded, voice-based discussion board that can also be used for one to one vocal exercises.
- **Voice E-Mail:** an e-mail with standard text, plus a vocal element.
- **Voice Podcaster:** a feature that allows for the creation and subscription of podcasts.
- **Voice Presentation:** a presentation consisting of web content alongside voice messages.

Wimba Modules feature:

- **Single Sign On:** Students and instructors seamlessly access Wimba features within Moodle. They do not need to log in again or type a URL.
- **Integrated creation and management of Wimba features:** Instructors can easily create and manage their features using the Moodle interface. There is no need to access and learn a new administration interface.
- **Consistent look, feel, and navigation:** Wimba features look like, and can be used as, any other Moodle feature. Consequently, there is almost no learning curve.
- **Calendar integration:** Calendar entries can be created for Wimba features, enabling direct access from the calendar.

In order to access these features, your Administrator must first install and configure the appropriate Wimba Module(s) and Blocks on your Moodle server.

Documentation of all Wimba products is available on Wimba's website: <http://www.wimba.com/services/support/>.

# Adding a Wimba Classroom Activity Module (Topic or Weekly Format)

## Creating a Wimba Classroom

### To Create a Wimba Classroom

1. Within a Topic or Weekly Format course, click the **Turn editing on** button.
2. Click the **Add an activity** drop-down menu.
3. Select **Wimba Classroom**. The Adding a new Wimba Classroom page appears.
4. Enter a title for the room link in the **Activity Name** field.
5. Select the appropriate area where you wish the link to appear in the **Topic** (or **Week**) field.
6. Click the **Associated Room** drop-down menu and select **New room**. A pop-up window appears.
7. Enter a relevant room title and click **OK**.
8. Review the optional fields:
  - **Visible to students:** Leave Show selected, or choose Hide, to set room availability.
  - **Add a calendar event:** Check this box to link to this room from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
9. Click **Create**. A permanent link appears in the Topic (or Week) you specified.  
Click this link any time you wish to launch this Wimba Classroom.

To modify Wimba Classroom settings, refer to *Managing Wimba Classrooms*.

## Linking to a Wimba Classroom

### To Link to a Wimba Classroom

1. Within a Topic or Weekly Format course where you created at least one Wimba Classroom, click the **Turn editing on** button.
2. Click the **Add an activity** drop-down menu.
3. Select **Wimba Classroom**. The Adding a new Wimba Classroom page appears.
4. Enter a title for the room link in the **Activity Name** field.
5. Select the appropriate area where you wish the link to appear in the **Topic** (or **Week**) field.
6. Click the **Associated Room** drop-down menu and select the room to which you wish to link.
7. Review the optional fields:
  - **Visible to students:** Leave Show selected, or choose Hide, to set room availability.
  - **Add a calendar event:** Check this box to link to this room from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
8. Click **Create**. A permanent link appears in the Topic (or Week) you specified.  
Click this link any time you wish to launch this Wimba Classroom.

To modify Wimba Classroom settings, refer to *Managing Wimba Classrooms*.

# Adding a Wimba Classroom Activity Module (Social Format)

## Creating a Wimba Classroom

### To Create a Wimba Classroom

1. Within a Social Format course, click the **Turn editing on** button.
2. Within the Social Activities Block, click the **Add an activity** drop-down menu.

**Note:**

If the Social Activities Block is not available, use the Blocks drop-down menu to add it.

3. Select **Wimba Classroom**. The Adding a new Wimba Classroom page appears.
4. Enter a title for the room link in the **Activity Name** field.
5. Click the **Associated Room** drop-down menu and select **New room**. A pop-up window appears.
6. Enter a relevant room title and click **OK**.
7. Review the optional fields:
  - **Visible to students:** Leave Show selected, or choose Hide, to set room availability.
  - **Add a calendar event:** Check this box to link to this room from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
8. Click **Create**. A permanent link appears in the Social Activities Block. Click this link any time you wish to launch this Wimba Classroom.

To modify Wimba Classroom settings, refer to *Managing Wimba Classrooms*.



## Linking to a Wimba Classroom

### To Link to a Wimba Classroom

1. Within a Social Format course where you created at least one Wimba Classroom, click the **Turn editing on** button.
2. Within the Social Activities Block, click the **Add an activity** drop-down menu.

**Note:**

If the Social Activities Block is not available, use the Blocks drop-down menu to add it.

3. Select **Wimba Classroom**. The Adding a new Wimba Classroom page appears.
4. Enter a title for the room link in the **Activity Name** field.
5. Click the **Associated Room** drop-down menu and select the room to which you wish to link.
6. Review the optional fields:
  - **Visible to students:** Leave Show selected, or choose Hide, to set room availability.
  - **Add a calendar event:** Check this box to link to this room from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
7. Click **Create**. A permanent link appears in the Social Activities Block.  
Click this link any time you wish to launch this Wimba Classroom.

To modify Wimba Classroom settings, refer to *Managing Wimba Classrooms*.

# Managing Wimba Classrooms

## Accessing the Management Interface

Following the creation of your first Wimba Classroom Activity Module, a Wimba Classrooms link appears in the Activities Block on the Course homepage. This link points to a list of all rooms and archives associated with this Course.

**Note:**

If the Activities Block is not visible, add it using the Blocks drop-down menu.

This list provides Teachers and Administrators with a management interface to modify room settings, add content, and create additional rooms. Archives (recorded sessions from a room) automatically appear nested below each room in the list.

### To Modify Settings and Add Content

1. Within a course where you created at least one Wimba Classroom, click the **Wimba Classrooms** link within the Activities Block. The list of rooms and archives loads.
2. Click the title of the room/archive of your choice.
3. Select the appropriate icon in the toolbar of the list:
  - a. **Launch:** Access a selected room/archive in a new window, test your content, and actually conduct your class.
  - b. **Add Activity:** Link to any room from a Topic/Week (or from the Social Activities Block, within a Social Format course).
  - c. **New:** Build a new Wimba Classroom. For more information, refer to *Specifying Wimba Classroom Settings*.
  - d. **Content:** Click here to open a new browser window. From this window, you may use more advanced tools for managing Wimba Classroom content. Refer to *Wimba Classroom Documentation* for additional details.
  - e. **Reports:**
    - **Poll Results:** View results of any Wimba Classroom polls published in this room/archive. Refer to *Wimba Classroom Documentation* for additional details.
    - **Tracking:** View attendance data for this room/archive.
  - f. **Settings:** These settings are detailed in *Specifying Wimba Classroom Settings*.
  - g. **Delete:** Permanently delete a selected room/archive.

Additional features include:

- **Search** box: Search for a specific room/archive by its title.
- **Instructor View** menu: Switch to **Student View** to see what your students will see when accessing the list of rooms and archives.
- **Dial-in Info** icon: Located to the right of a room/archive's Status Icon. This displays Phone-Only User dial-in and PIN information. Instructors can review this information for Instructors and Students. Students see only Student relevant info.

**Note:**

This information is also available to Instructors within the Access section of the Settings panel.

- **Status Icons:** Located to the far right of each room/archive title. Green indicates that students can access the room/archive; red indicates it is hidden.

Double-click this icon to launch the room/archive (you may also double-click the entire row, or select the room and click the **Launch** icon, as detailed above). Room status can only be changed from within the Settings panel.

**Note:**

Archives are unavailable by default.

### **To Make An Archive Available to Students**

1. Within the list of rooms and archives, click the title of the archive you wish to open.
2. Click the **Settings** icon.
3. Click the **Access** tab.
4. Place a check in the **Available** box.
5. Click **Save All**.

# Specifying Wimba Classroom Settings

## To Specify Wimba Classroom Settings

1. Within a course where you created at least one Wimba Classroom, click the **Wimba Classrooms** link within the Activities Block. The list of rooms and archives loads.
2. Click the title of the room/archive of your choice.
3. Click the **Settings** icon in the top toolbar of the list.
4. Complete the requested information in the following tabs:

### a. Room Info

1. **Title:** Name your Wimba Classroom.
2. **Description** (optional): Enter a description that is helpful to you. Students do not have access to the Description text.
3. **Type:** Select **Presentation tools are available to both students and instructors** if you would like to provide students with presenter-level access to your room (by default, Presentation tools are available only to instructors is selected).

### b. Media

1. **Student Privileges** (available for rooms where Presentation tools are available only to instructors):
  - **Enable students to speak by default:** controls whether student microphones are turned on when participants enter Wimba Classroom.
  - **Enable students to show their video by default:** controls whether students may broadcast video when they enter Wimba Classroom.
  - **Enable students to use the phone:** controls students' use of the telephone simulcast option.
2. **Video Bandwidth:** determines the necessary bandwidth to view/share video, as well as set a ceiling at which participants and presenters can broadcast video.

### c. Features

1. **Status Indicators:**
  - **Enable User Status Indicators:** allows users to select Status Indicator emoticons during a live presentation.
  - **User Status updates appear in chat:** controls whether a textual message appears whenever user status changes occur.
2. **eBoard** (available for rooms where Presentation tools are available only to instructors):
  - **Enable students to use the eBoard by default:** controls student access to the eBoard (virtual white board) when they enter Wimba Classroom.

3. **Breakout Rooms** (available if Presentation tools are available only to instructors is selected in the Type settings above):
    - **Enable Breakout Rooms:** provides access to separate rooms to which instructors may distribute students for group work and practice.
    - **Students can see content created in other Breakout Rooms:** grants students the ability to view content created in other Breakout Rooms from the time they are distributed.
    - **Students in Breakout Rooms can see Main Room folders:** provides students in Breakout Rooms access to Main Room content.
  4. **Presenter Console** (available for rooms where Presentation tools are available to both students and instructors):
    - **Enable Archiving:** allows anyone who enters the room to create a recording of session media and material.
    - **Enable AppShare:** allows anyone who enters the room to use the Application Sharing feature.
    - **Enable On-The-Fly PowerPoint Import:** allows anyone who enters the room to upload PowerPoint presentations.
- d. **Chat** (available for rooms where Presentation tools are available only to instructors): these options control how students use the different forms of text chat.

e. **Access:**

1. **Available:** This box must be checked in order for a room to be visible to students.
2. **Dial-in information:** Displays Phone-Only User dial-in and PIN information.

**Note:**

This information is also available by clicking the **Dial-in Info** icon, located to the right of any room, within the list of rooms and archives.

3. **Maximum Users:** Places a limit on the amount of users (including the instructor) who can enter the room. This is set to **Unlimited** by default.
4. **Enable Guest Access:** You may allow users who are not registered in your course to enter the room via an external link (provided when selecting this option).

f. **MP3 & MP4:**

1. **Availability:**

- **Allow Students to Download Archives as MP3:** makes MP3s of Classroom archive audio available for all archives associated with the Classroom
- **Allow Students to Download Archives as MP4:** makes MP4 videos of archive content available for all archives associated with the Classroom

2. **MP4 Settings:**

- **What content is most important in your MP4?** controls which content types are given display priority when MP4 archives are generated. Since only one type of content is displayed in MP4 archives at a time, these settings allow you to choose what is and is not included.
  - **AppShare, slide and eBoard content:** displays this content in MP4 archives before displaying video camera content
    - **Do not include video camera content:** excludes all video camera content from MP4 archives, even if no other content is present.
  - **Video camera content:** displays this content in MP4 archives before displaying AppShare, slide, or eBoard content
- **Encoding Quality:** controls the video encoding quality for MP4 archives. It is recommended that you leave this set to 'Standard' in most cases; the 'High Quality' setting produces files that are substantially larger in size and, due to their higher resolution, are not compatible with most portable media players.
  - **Low:** Bitrate: 64 kbps; Resolution: 320x240
  - **Standard:** Bitrate: 128 kbps; Resolution: 640x480
  - **High:** Bitrate: 384 kbps; Resolution: 1024x768

g. **Advanced:**

1. **Advanced Room Settings:** Additional room preferences.
  2. **Advanced Media Settings:** More in-depth media-related options. Refer to Wimba Classroom Documentation for further details about advanced room and media settings.
5. Click **Save All** to save these settings.

# Wimba Classroom MP4 Archives

## About MP4 Archives

The Wimba Classroom MP4 Archive feature allows instructors to convert Classroom archives into MP4 videos and make them available for students to download. This makes Classroom archives easier to distribute and access and because MP4 videos can be played by a wide range of applications and portable media players, students can easily take Classroom content with them for review while on the go. Instructors can create MP4 archives from existing Wimba Classroom archives (created in Wimba Classroom 5.0.4 or later), or set MP4s to be automatically generated whenever new archives are created. Classroom audio, video, AppShare, slide, and eBoard content can be included in MP4 archives; text chat, breakout rooms, web sites, and external files are not included. It is also possible to allow students to download only the audio portion of an archive as an MP3 file.

## Creating MP4 Archives

Instructors can create MP4 Archives from existing Classroom archives (created in Wimba Classroom 5.0.4 or later), or automatically generate MP4s when creating new archives. In order to allow students to download an archive as an MP4, you must make sure that the archive access is open. Instructors can download MP4s of archives directly from the archive settings page, without making them available to students. You can enable these settings for all archives in a room, or for individual archives.

### To Set a Course to Automatically Create MP4 Archives from Classroom Archives

1. Click the name of the desired course in the 'Available Courses' area.
2. Click the **Wimba Classrooms** link in the 'Activities' area. The Wimba Classrooms page opens.
3. Select the name of the desired Wimba Classroom from the list.
4. Click the **Settings** button. The Settings page opens.
5. Check the **Automatically Open New Archives** box.
6. Click the **MP3 & MP4** tab.
7. Check the **Allow Students to Download Archives as MP3** (for audio downloads) and **Allow Students to Download Archives as MP4** (for video downloads) boxes.
8. Select the desired options in the MP4 Settings area. These settings are described in the *MP4 Archive Settings* topic in this guide.
9. Click the **OK** button.

### To Modify the MP4 Archive Settings for a Single Archive

1. Click the name of the desired course in the 'Available Courses' area.
2. Click the **Wimba Classrooms** link in the 'Activities' area. The Wimba Classrooms page opens.
3. Click the [+ ] plus icon next to the desired course. The archives associated with the course appear.
4. Select the name of the desired Wimba Classroom archive from the list.
5. Click the **Settings** button. The Settings page opens.
6. Click the **MP3 & MP4** tab.
7. Select the desired options in the Availability and MP4 Settings areas.
8. Click the **Save All** button.



## Downloading MP4 Archives

Once an MP4 archive has been generated, made available, and opened, it can be downloaded from a number of places within your course.

### To Download an MP4 Archive from the list of Wimba Classrooms and Archives Page

1. Click the name of the desired course in the 'Available Courses' area.
2. Click the **Wimba Classrooms** link in the 'Activities' area. The Wimba Classrooms page opens.
3. Click the [+] plus icon next to the desired course. The archives associated with the course appear.
4. Click the **MP4** icon in the 'Download' column of the desired archive.

### To Download an MP4 Archive from the Archive Settings Page (Instructors only)

1. Click the name of the desired course in the 'Available Courses' area.
2. Click the **Wimba Classrooms** link in the 'Activities' area. The Wimba Classrooms page opens.
3. Select the name of the desired Wimba Classroom archive from the list.
4. Click the **Settings** button. The Settings page opens.
5. Click the **MP3 & MP4** tab.
6. Click the **Download Archive in MP4 Format** link.

**Tip:**

The Archive Settings page gives instructors a method for downloading MP4 archives without making them available to students.

**Note:**

If you wish to download an MP3 file of Classroom archive audio, click the MP3 icon instead of the MP4 icon (available only if MP3 downloads have been enabled).

### To Download an MP4 Archive from within a Wimba Classroom Archive

1. Click the name of the desired course in the 'Available Courses' area.
2. Click the **Wimba Classrooms** link in the 'Activities' area. The Wimba Classrooms page opens.
3. Click the [+] plus icon next to the desired course. The archives associated with the course appear.
4. Select the name of the desired Wimba Classroom archive from the list.
5. Click the **Launch** button. The archive opens.
6. Click the **Downloads** menu.
7. Select **Download MP4**.

## MP4 Archive Settings

MP4 archive settings, accessible from the MP3 & MP4 tab on the Archive Settings page, allow you to control which content is included in MP4 archives, the way in which content is prioritized when archives are generated, and MP4 video encoding quality. You can also download MP3s and MP4s directly from the Archive Settings page, which can be useful if you do not want to make downloads available to students.

### Availability:

- **Allow Students to Download Archive as MP3:** makes MP3s of Classroom archive audio available to students
- **Allow Students to Download Archive as MP4:** makes MP4 videos of Classroom archive content available to students

### MP4 Settings:

- **What content is most important in your MP4?** controls which content types are given display priority when MP4 archives are generated, Since only one type of content is displayed in MP4 archives at a time, these settings allow you to choose what is and is not included.
  - **AppShare, slide and eBoard content:** displays this content in MP4 archives before displaying video camera content
    - **Do not include video camera content:** excludes all video camera content from MP4 archives, even if no other content is present
  - **Video camera content:** displays this content in MP4 archives before displaying AppShare, slide, or eBoard content
- **Encoding Quality:** controls the video encoding quality for MP4 archives. It is recommended that you leave this set to 'Standard' in most cases; the 'High Quality' setting produces files that are substantially larger in size and, due to their higher resolution, are not compatible with most portable media players.
  - **Low:** Bitrate: 64 kbps; Resolution: 320x240
  - **Standard:** Bitrate: 128 kbps; Resolution: 640x480
  - **High:** Bitrate: 384 kbps; Resolution: 1024x768

#### **Tip:**

These settings can also be applied simultaneously to all archives associated with a particular room, through the MP4 & MP4 tab on the Classroom Settings page. For more information, see the *Specifying Wimba Classroom Settings* topic in this guide.

# Adding a Wimba Voice Activity Module (Topic or Weekly Format)

## Creating a Voice Authoring Resource

### To Create a Voice Authoring Resource

1. Within a Topic or Weekly format course, click the **Turn editing on** button.
2. Click the **Add an activity** drop-down menu.
3. Select **Voice Authoring**. The Adding a new Voice Authoring page appears.
4. Enter a title for the Voice Authoring resource in the **Activity Name** field.
5. Record your message using the **Voice Authoring** controls:
  - a. Click the **Record** button (red circle) and speak into a microphone or headset connected to your computer to record your message.
  - b. Click **Pause** (two bars) to pause recording. Click this button again to resume recording your message.
  - c. Click **Stop** (square) when you have completed your message.
  - d. Click **Play** (green triangle) to listen to your message. Click Record to re-record the message.
6. Select the appropriate area where you wish the link to appear in the **Topic** (or **Week**) field.
7. Review the optional fields:
  - **Visible to students:** Leave Show selected, or choose Hide, to set feature availability.
  - **Add a calendar event:** Check this box to link to this feature from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
8. Click **Create**. A permanent link appears in the Topic (or Week) you specified. Click this link any time you wish to launch this Voice Authoring resource.

**Tip:**

To modify a Voice Authoring resource's settings, or to re-record a message, click the **Update** icon to the right of its link.

## Creating a Voice E-Mail Resource

### To Create a Voice E-Mail Resource

1. Within a Topic or Weekly format course, click the **Turn editing on** button.
2. Click the **Add an activity** drop-down menu.
3. Select **Voice E-Mail**. The Adding a new Voice E-Mail page appears.
4. Enter a title for the Voice E-Mail resource in the **Activity Name** field.
5. Select the appropriate area where you wish the link to appear in the **Topic** (or **Week**) field.
6. Leave Show selected, or choose Hide, to set feature availability within the **Visible to Students** field.
7. Review the following Voice E-Mail settings:
  - a. **Recipients:** Select the recipient of messages sent from this Voice E-Mail form. You can specify all Instructors, all Students, or All (inclusive of all Instructors and all Students). The external e-mail addresses of the recipient group you choose automatically populates the "To" Field.
  - b. **Pre-fill Subject Field:** Enter a subject line students cannot modify when sending messages from this Voice E-Mail form. This setting can be changed at any time, but messages that have already been sent contain this subject line.
  - c. **Include Reply Links:** If Yes is selected, students may reply to Voice E-Mail messages by sending another Voice E-Mail. If No is selected, Voice E-Mail recipients may only respond via standard e-mail.
  - d. **Audio Quality:** Adjust the quality of recording depending on the environment in which Voice E-Mail will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time (messages that have already been recorded are preserved within the archives in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
  - e. **Max message length:** Adjust the maximum recording length allowed for users to record messages.
8. Check the **Add a calendar event** box to link to this feature from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
9. Click **Create**. A permanent link appears in the Topic (or Week) you specified. Click this link any time you wish to launch this Voice E-Mail resource.

**Tip:**

To modify a Voice E-Mail resource's settings, click the **Update** icon to the right of its link.

## Creating a Voice Board, Voice Podcaster, or Voice Presentation

### To Create a Voice Board, Voice Podcaster, or Voice Presentation

1. Within a Topic or Weekly format course, click the **Turn editing on** button.
2. Click the **Add an activity** drop-down menu.
3. Select the Wimba Voice feature of your choice (Voice Board, Voice Podcaster, or Voice Presentation). The Adding a new <Wimba Voice feature> page appears.
4. Enter a title for the feature link in the **Activity Name** field.
5. Select the appropriate area where you wish the link to appear in the **Topic** (or **Week**) field.
6. Click the **Associated** <Wimba Voice feature> drop-down menu and select **New** <Wimba Voice feature>. A pop-up window appears.
7. Enter a relevant feature title and click **OK**.
8. Review the optional fields:
  - **Visible to students:** Leave Show selected, or choose Hide, to set feature availability.
  - **Add a calendar event:** Check this box to link to this feature from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
9. Click **Create**. A permanent link appears in the Topic (or Week) you specified. Click this link any time you wish to launch this resource.

To modify feature settings, refer to *Managing Wimba Voice Features*.

## Linking to a Voice Board, Voice Podcaster, or Voice Presentation

### To Link to a Voice Board, Voice Podcaster, or Voice Presentation

1. Within a Topic or Weekly format course where you created at least one Voice Board, Voice Podcaster, or Voice Presentation, click the **Turn editing on** button.
2. Click the **Add an activity** drop-down menu.
3. Select the Wimba Voice feature of your choice (Voice Board, Voice Podcaster, or Voice Presentation). The Adding a new <Wimba Voice feature> page appears.
4. Enter a title for the feature link in the **Activity Name** field.
5. Select the appropriate area where you wish the link to appear in the **Topic** (or **Week**) field.
6. Click the **Associated** <Wimba Voice feature> drop-down menu and select the feature to which you wish to link.
7. Review the optional fields:
  - **Visible to students:** Leave Show selected, or choose Hide, to set feature availability.
  - **Add a calendar event:** Check this box to link to this feature from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
8. Click **Create**. A permanent link appears in the Topic (or Week) you specified. Click this link any time you wish to launch this resource.

To modify feature settings, refer to *Managing Wimba Voice Features*.

# Adding a Wimba Voice Activity Module (Social Format)

## Creating a Voice Authoring Resource

### To Create a Voice Authoring Resource

1. Within a Social Format course, click the **Turn editing on** button.
2. Within the Social Activities Block, click the **Add an activity** drop-down menu.

**Note:**

If the Social Activities Block is not available, use the Blocks drop-down menu to add it.

3. Select **Voice Authoring**. The Adding a new Voice Authoring page appears.
4. Enter a title for the Voice Authoring resource in the **Activity Name** field.
5. Record your message using the **Voice Authoring** controls:
  - a. Click the **Record** button (red circle) and speak into a microphone or headset connected to your computer to record your message.
  - b. Click **Pause** (two bars) to pause recording. Click this button again to resume recording your message.
  - c. Click **Stop** (square) when you have completed your message.
  - d. Click **Play** (green triangle) to listen to your message. Click Record to re-record the message.
6. Review the optional fields:
  - **Visible to students:** Leave Show selected, or choose Hide, to set feature availability.
  - **Add a calendar event:** Check this box to link to this feature from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
7. Click **Create**. A permanent link appears in the Social Activities Block.  
Click this link any time you wish to launch this Voice Authoring resource.

**Tip:**

To modify a Voice Authoring resource's settings, or to re-record a message, click the **Update** icon to the right of its link.

## Creating a Voice E-Mail Resource

### To Create a Voice E-Mail Resource

1. Within a Social Format course, click the **Turn editing on** button.
2. Within the Social Activities Block, click the **Add an activity** drop-down menu.

**Note:**

If the Social Activities Block is not available, use the Blocks drop-down menu to add it.

3. Select **Voice E-Mail**. The Adding a new Voice E-Mail page appears.
4. Enter a title for the Voice E-Mail resource in the **Activity Name** field.
5. Leave Show selected, or choose Hide, to set feature availability within the **Visible to Students** field.
6. Review the following Voice E-Mail settings:
  - a. **Recipients:** Select the recipient of messages sent from this Voice E-Mail form. You can specify all Instructors, all Students, or All (inclusive of all Instructors and all Students). The external e-mail addresses of the recipient group you choose automatically populates the "To" Field.
  - b. **Pre-fill Subject Field:** Enter a subject line students cannot modify when sending messages from this Voice E-Mail form. This setting can be changed at any time, but messages that have already been sent contain this subject line.
  - c. **Include Reply Links:** If Yes is selected, students may reply to Voice E-Mail messages by sending another Voice E-Mail. If No is selected, Voice E-Mail recipients may only respond via standard e-mail.
  - d. **Audio Quality:** Adjust the quality of recording depending on the environment in which Voice E-Mail will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time (messages that have already been recorded are preserved within the archives in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
  - e. **Max message length:** Adjust the maximum recording length allowed for users to record messages.
7. Check the **Add a calendar event** box to link to this feature from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
8. Click **Create**. A permanent link appears in the Social Activities Block. Click this link any time you wish to launch this Voice E-Mail resource.

**Tip:**

To modify a Voice E-Mail resource's settings, click the **Update** icon to the right of its link.



## Creating a Voice Board, Voice Podcaster, or Voice Presentation

### To Create a Voice Board, Voice Podcaster, or Voice Presentation

1. Within a Social Format course, click the **Turn editing on** button.
2. Within the Social Activities Block, click the **Add an activity** drop-down menu.

**Note:**

If the Social Activities Block is not available, use the Blocks drop-down menu to add it.

3. Select the Wimba Voice feature of your choice (Voice Board, Voice Podcaster, or Voice Presentation). The Adding a new <Wimba Voice feature> page appears.
4. Enter a title for the feature link in the **Activity Name** field.
5. Click the **Associated** <Wimba Voice feature> drop-down menu and select **New** <Wimba Voice feature>. A pop-up window appears.
6. Enter a relevant feature title and click **OK**.
7. Review the optional fields:
  - **Visible to students:** Leave Show selected, or choose Hide, to set feature availability.
  - **Add a calendar event:** Check this box to link to this feature from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
8. Click **Create**. A permanent link appears in the Social Activities Block.  
Click this link any time you wish to launch this resource.

To modify feature settings, refer to *Managing Wimba Voice Features*.

## Linking to a Voice Board, Voice Podcaster, or Voice Presentation

### To Link to an Existing Wimba Voice Feature

1. Within a Social Format course where you created at least one Voice Board, Voice Podcaster, or Voice Presentation, click the **Turn editing on** button.
2. Within the Social Activities Block, click the **Add an activity** drop-down menu.

**Note:**

If the Social Activities Block is not available, use the Blocks drop-down menu to add it.

3. Select the Wimba Voice feature of your choice (Voice Board, Voice Podcaster, or Voice Presentation). The Adding a new <Wimba Voice feature> page appears.
4. Enter a title for the feature link in the **Activity Name** field.
5. Click the **Associated** <Wimba Voice feature> drop-down menu and select the feature to which you wish to link.
6. Review the optional fields:
  - **Visible to students:** Leave Show selected, or choose Hide, to set feature availability.
  - **Add a calendar event:** Check this box to link to this feature from your course calendar. If you check this box, enter the relevant date, time, and Duration (Description is optional).
7. Click **Create**. A permanent link appears in the Social Activities Block. Click this link any time you wish to launch this resource.

To modify feature settings, refer to *Managing Wimba Voice Features*.

# Managing Wimba Voice Features

## Accessing the Management Interfaces

Following the creation of your first Voice Board, Voice Podcaster, or Voice Presentation, a link appears in the Activities Block on the Course homepage. A separate link is available for each Wimba Voice feature (Voice Boards, Voice Podcasters, or Voice Presentations). Click each link to display a list of all instances of that feature associated with this Course.

### **Notes:**

- a) If the Activities Block is not visible, add it using the Blocks drop-down menu.
- b) To modify a Voice Authoring or Voice E-Mail resource, click the **Update** icon to the right of its link.

Each list provides Teachers and Administrators with a management interface to modify settings and create additional resources.

### **To Modify Settings and Add Content**

1. Within a course where you created at least one Voice Board, Voice Podcaster, or Voice Presentation, click the appropriate link (**Voice Boards**, **Voice Podcasters**, or **Voice Presentations**) within the Activities Block. The list of resources loads.
2. Click the title of the resource of your choice.
3. Select the appropriate icon in the toolbar of the list:
  - a. **Launch:** Access a selected resource in a new window, add content, and fully utilize the feature.
  - b. **Add Activity:** Link to any resource from a Topic/Week (or from the Social Activities Block, within a Social Format course).
  - c. **New:** Build a new resource. For more information, refer to the appropriate specifying settings section below.
  - d. **Settings:** These settings are detailed in the relevant specifying settings section below.
  - e. **Delete:** Permanently delete a selected resource.

Additional features include:

- **Search Box:** Search for a specific resource by its title.
- **Instructor View Menu:** Switch to **Student View** to see what your students will see when accessing this list.
- **Status Icons:** Located to the far right of each resource's title. Green indicates that students can access the resource; red indicates it is hidden.

Double-click this icon to launch the feature (you may also double-click the entire row, or select the room and click the **Launch** icon, as detailed above). Status can only be changed from within the Settings panel.

## Specifying Voice Board Settings

### To Specify Voice Board Settings

1. Within a course where you created at least one Voice Board, click the **Voice Boards** link within the Activities Block. The list of Voice Boards loads.
2. Click the title of the Voice Board of your choice.
3. Click the **Settings** icon in the top toolbar of the list.
4. Complete the requested information in the following tabs:
  - a. **Info**
    1. **Title:** Name your Voice Board.
    2. **Description** (optional): Text entered here appears below the Title and above the Voice Board.
    3. **Type:** By default, students can see one another's posts, and post replies to any message, in a (Public) Voice Board.
      - Select **Students can start a new thread** to enable their ability to compose top-level messages (only applicable to a Public Board).
      - If you select **Private**, 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.
  - b. **Media**
    1. **Audio Quality:** Adjust the quality of recording depending on the environment in which the Voice Board will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
    2. **Max message length:** Adjust the maximum recording length allowed for users to post messages.

### c. Features

1. **Display short message titles:** When checked, the Voice Board provides less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.
  2. **Display messages in chronological order:** When checked, the Voice Board displays the messages beginning with oldest messages first (at the top).
  3. **Allow students to forward messages:** When checked, students can forward messages from the Voice Board via e-mail. The Voice Board only accepts e-mail addresses external to Moodle.
  4. **Allow students to reply to messages:** When checked, students can respond to Voice Board messages posted by the instructor or other students.
  5. **Grade this board:** When checked, instructors can assign grades for each student that accesses the board, which are integrated with the Moodle gradebook system.
  6. **Points Possible:** This field determines the maximum possible grade for scoring.
- d. **Access:** The available box must be checked in order for a Voice Board to be visible to students. You may also specify time/date parameters for this Board's availability to students.
5. Click **Save All** to save these settings.

#### **Note:**

Before you can enable grading for a Voice Board, it must be associated with at least one Moodle activity. If the 'Grade this board' box cannot be checked in the Features tab of the Voice Board settings, return to the Voice Boards list and click the **Add Activity** button to associate the Voice Board with a new activity.

# Specifying Voice Podcaster Settings

## To Specify Voice Podcaster Settings

1. Within a course where you created at least one Voice Podcaster, click the **Voice Podcasters** link within the Activities Block. The list of Voice Podcasters loads.
2. Click the title of the Voice Podcaster of your choice.
3. Click the **Settings** icon in the top toolbar of the list.
4. Complete the requested information in the following tabs:
  - a. **Info**
    1. **Title:** Name your Voice Podcaster.
    2. **Description** (optional): Text entered here appears below the Title and above the Voice Podcaster.
    3. **Allow users to post to podcast:** When checked, students can add vocal and textual posts to Voice Podcaster. Otherwise, only the instructor can post messages.
  - b. **Media**
    1. **Audio Quality:** Adjust the quality of recording depending on the environment in which the Voice Podcaster will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
    2. **Podcast auto publish:** By default, posts are published (and therefore downloaded to the computers of subscribed users) after 5 minutes of creation. Only during this time may the author edit the text within the post and/or re-record the audio. You may adjust this setting to a shorter or longer duration.
  - c. **Features**
    1. **Display short message titles:** When checked, the Voice Podcaster provides less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.
  - d. **Access:** The available box must be checked in order for a Voice Podcaster to be visible to students. You may also specify time/date parameters for this Podcaster's availability to students.
5. Click **Save All** to save these settings.

# Specifying Voice Presentation Settings

## To Specify Voice Presentation Settings

1. Within a course where you created at least one Voice Presentation, click the **Voice Presentations** link within the Activities Block. The list of Voice Presentations loads.
2. Click the title of the Voice Presentation of your choice.
3. Click the **Settings** icon in the top toolbar of the list.
4. Complete the requested information in the following tabs:
  - a. **Info**
    1. **Title:** Name your Voice Presentation.
    2. **Description** (optional): Text entered here appears below the Title and above the Voice Presentation.
    3. **Students can comment the slides:** When checked, students can add vocal and/or text comments to each slide within the Voice Presentation.
    4. **Make slide comments private:** When checked, students cannot view each other's comments within the Voice Presentation. The instructor can still view all comments. This is a powerful tool for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.
  - b. **Media**
    1. **Audio Quality:** Adjust the quality of recording depending on the environment in which the Voice Presentation will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
    2. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
  - c. **Access:** The available box must be checked in order for a Voice Presentation to be visible to students. You may also specify time/date parameters for this Presentation's availability to students.
5. Click **Save All** to save these settings.



# Wimba Voice Blocks

## Adding a Voice Authoring Block

In addition to adding recordings as an Activity Module, the Voice Authoring Block allows you to embed vocal messages and announcements within your course. This Block can be added multiple times to the Course homepage.

### To Add a Voice Authoring Block

1. Within a Topic or Weekly Format course, click the **Turn editing on** button.
2. Click the **Blocks** drop-down menu.
3. Select **Voice Authoring**. The Voice Authoring Block appears.
4. An applet loads displaying the following controls:
  - a. Click the **Record** button (red circle) and speak into a microphone or headset connected to your computer to record your message.
  - b. Click **Pause** (two bars) to pause recording. Click this button again to resume recording your message.
  - c. Click **Stop** (square) when you have completed your message.
  - d. Click **Play** (green triangle) to listen to your message. Click Record to re-record the message.

### To Modify Voice Authoring Block Settings

1. Within a Voice Authoring Block, click **Configuration** icon. The Configuring a Voice Authoring block page appears.
2. Enter a name for this Voice Authoring Block in the **Title** field.
3. Type optional, additional text in the **Description** field.
4. Click **Save changes**.

## Adding a Voice E-Mail Block

The Voice E-Mail Block allows easy access to this Wimba Voice feature with a direct link to e-mail a vocal message to all instructors, all students, all individuals associated with the course, and/or the individual of your choice. This Block can be added multiple times to the Course homepage.

### To Add a Voice E-Mail Block

1. Within a Topic or Weekly Format course, click the **Turn editing on** button.
2. Click the **Blocks** drop-down menu.
3. Select **Voice E-Mail**. The Voice E-Mail Block appears.
4. Four e-mail links are available by default:
  - a. **Send to All**: launches a Voice E-Mail form addressed to all individuals (all students and teachers associated with this course).
  - b. **Send to All Instructors**: launches a Voice E-Mail form addressed to all course instructors.
  - c. **Send to All Students**: launches a Voice E-Mail form addressed to all students enrolled in this course.
  - d. **Select Recipients**: launches a pop-up window where users may select the recipient(s) of their choice, followed by clicking the launch button to display the Voice E-Mail form.

### To Modify Voice E-Mail Block Settings

1. Within a Voice E-Mail Block, click **Configuration** icon. The Configuring a Voice E-Mail block page appears.
2. Select/deselect the recipient box(es) of your choice.
3. Click **Save changes**. Only boxes you selected now appear as links within this Voice E-Mail Block.,

# Using Gradebook Integration with Wimba Voice Boards

## About Gradebook Integration for Wimba Voice Boards

Gradebook integration allows instructors to assign a grade for each student that has accessed a particular board. These grades are then automatically integrated with the gradebook system in Moodle. This feature allows you to use Wimba Voice Boards as formalized assessment tools, in addition to tools for teaching and collaboration. You can enable gradebook integration either when creating a new Voice Board, or add it to previously created Voice Boards. You can then assign and modify grades at any time.

## Adding Gradebook Integration to Existing Voice Boards

You can add gradebook integration to any previously created Voice Board, allowing you to leverage your existing content as assessment tools.

### To Add Gradebook Integration to an Existing Voice Board in Blackboard

1. Click the name of the desired course in the 'Available Courses' area.
2. Click the **Voice Boards** link in the 'Activities' area. The Voice Boards page opens.
3. Select the name of the desired Voice Board from the list.
4. Click the **Settings** button. The Settings page opens.
5. Click the **Features** tab.
6. Check the **Grade this board** box.
7. Enter a value for the maximum possible points in the 'Points possible' field.
8. Click the **Save All** button. The Voice Board list opens and a notification appears indicating that 'The board has been successfully updated.'

#### **Note:**

Before you can enable grading for a Voice Board, it must be associated with at least one Moodle activity. If the 'Grade this board' box cannot be checked in the Features tab of the Voice Board settings, return to the Voice Boards list and click the **Add Activity** button to associate the Voice Board with a new activity.

## Adding Gradebook Integration when Creating New Voice Boards

Before you can enable grading for a Voice Board, it must be associated with at least one Moodle activity. Because of this, you must first create a Voice Board and associate it with an activity before you can enable grading.

### To Add Gradebook Integration when Creating a New Voice Board

1. Create the new Voice Board.
2. Select the created Voice Board in the Voice Boards list.
3. Click the **Add Activity** button.
4. Complete the 'Activity Name' and other fields for the activity.
5. Click the **Create and Return to Course** button. The main course page opens.
6. Click the **Voice Boards** link in the 'Activities' area. The Voice Boards page opens.
7. Select the name of the created Voice Board from the list.
8. Click the **Settings** button. The Settings page opens.
9. Click the **Features** tab.
10. Check the **Grade this board** box.
11. Enter a value for the maximum possible points in the 'Points possible' field.
12. Click the **Save All** button. The Voice Board list opens and a notification appears indicating that 'The board has been successfully updated.'

## Grading Voice Boards

Once you have enabled gradebook integration for a Voice Board, you can assign grades for every student enrolled in the course.

### To Grade a Voice Board

1. Click the name of the desired course in the 'Available Courses' area.
2. Click the **Voice Boards** link in the 'Activities' area. The Voice Boards page opens.
3. Select the name of the desired Voice Board from the list.
4. Click the **Grade** button. The Voice Board grading page opens.
5. Enter grades for each user in Grades column.
6. Click the **Save All** button.

#### **Note:**

Only grade Wimba Voice Boards from the Wimba Voice Board grading page; do not modify grades for Voice Boards from the Moodle 'Grader report' page.

#### **Tip:**

From Voice Board grading page, you can double-click any student's name to open the Voice Board filtered to show on that user's posts. This can be helpful for reviewing posts before assigning grades.

## Removing Gradebook Integration from a Voice Board

If you no longer wish to use gradebook integration with a Voice Board, you can remove the feature. Doing so deletes all grades. You can re-enable gradebook integration at any time, but you will not be able to recover previously entered grades.

### To Remove Gradebook Integration from a Voice Board in Moodle

1. Click the name of the desired course in the 'Available Courses' area.
2. Click the **Voice Boards** link in the 'Activities' area. The Voice Boards page opens.
3. Select the name of the desired Voice Board from the list.
4. Click the **Settings** button. The Settings page opens.
5. Click the **Features** tab.
6. Uncheck the **Grade this board** box.
7. Click the **Save All** button.

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