



***Wimba Collaboration Suite Express Building Blocks  
for Blackboard 6.0 - 9.0***

Version 3.4

**User Guide**

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# Wimba Collaboration Suite Express Building Blocks User Guide

## Getting Started

### Introduction

Blackboard's Building Blocks program enables institutions to easily enhance their Blackboard courses by allowing seamless access to Wimba features. Wimba's Building Blocks allow instructors and students to access three features from within the Blackboard environment:

- **Wimba Classroom Express:** a live virtual classroom supporting multi-way audio, 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.

The Wimba Building Blocks feature:

- **Single Sign On:** Students and instructors seamlessly access Wimba features within Blackboard. 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 Blackboard 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 Blackboard feature. Consequently, there is almost no learning curve.
- **Blackboard calendar integration:** Calendar entries can be created for Wimba Classroom Express, enabling direct access from the calendar.
- **Content Push:** Files stored within Blackboard Content Areas can easily be transferred to Wimba Classroom Express.

In order to access these features, your Blackboard System Administrator first needs to install and configure each Wimba Building Block on your Blackboard server. Refer to the *Installation and Configuration Guide* for information on installing the Building Blocks and setting up access for courses on the Blackboard server.

Documentation for all Wimba products is available at: <http://www.wimba.com>

# Adding a Wimba Feature to a Content Area

Anyone who has access to the Control Panel can create Wimba features in a Content Area.

## To Add a Wimba Feature to a Content Area in Blackboard 6.0 - 8.0

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. Using the left navigation bar, or from the Content Areas menu of the Control Panel, select the Content Area where you wish to add a feature.
4. On the Content Area page, a small drop-down menu may be available in the upper right-hand corner. If it is not, click the **Edit View** link that appears in this location.
5. Click the **Select** drop-down menu. Several Wimba features appear in the list. As part of Wimba Collaboration Suite Express, you have access to three of these features: Voice Authoring, Voice Board, and Wimba Classroom.

If additional Wimba features appear in this menu, please speak with your Blackboard Administrator for removal. For more information about these features, refer to the *Wimba Collaboration Suite* page at the end of this Guide.

6. Select the feature you wish to add to the Content Area.
7. Click the **Go** button to the right of the pull-down menu.

## To Add a Wimba Feature to a Content Area in Blackboard 9.0

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select a course from the Course List.
4. Using the left navigation bar, or from the Content Areas menu of the Control Panel, select the Content Area where you wish to add a feature.
5. Enable Editing (if it is already enabled) by setting the Edit Mode toggle at the top-right corner of the page to **ON**.
6. Click the **More** drop-down menu. Several Wimba features appear in the list. As part of Wimba Collaboration Suite Express, you have access to three of these features: Voice Authoring, Voice Board, and Wimba Classroom.

If additional Wimba features appear in this menu, please speak with your Blackboard Administrator for removal. For more information about these features, refer to the *Wimba Collaboration Suite* page at the end of this Guide.

7. Select the feature you wish to add to the Content Area.

# Wimba Classroom Express Creation

## To Specify Wimba Classroom Express Settings

1. **Title:** Give the link to your Room a relevant name.
2. Optionally modify the Blackboard **Options** relevant to this feature's link.
3. Click **Submit**. A confirmation page appears.
4. Click **OK** to return to the Content Area where you created this Wimba feature.
5. A new icon appears for Wimba Classroom Express. Click the **Wimba Classroom** link below its title.
6. A launcher page appears. Click the **Edit Settings** button from its top toolbar.
  - a. **Room Information**
    1. Give the Room an appropriate name in the **Title** box (it automatically defaults to the Course Name).
    2. Type a **Description** of the Room. This appears on the Wimba Classroom Express launcher page and is visible to students.
    3. Select a Room **Type:**
      - Choose **Presentation tools are available only to instructors** if you would like only Instructors, Course Builders, and Teaching Assistants to be able to present in Wimba Classroom Express.
      - Choose **Presentation tools are available to both students and instructors** to enable any Blackboard user associated with your course (Instructors, Course Builders, Teaching Assistants, Students, and Guests) to present in Wimba Classroom Express.

### b. **Student Privileges**

**Note:**

For this, and all settings below, click the arrow icon beneath each heading to reveal options

1. **Voice**
  - **Enable students to speak by default:** controls whether student microphones are turned on when they enter Wimba Classroom Express
  - **Enable students to use the phone:** controls students' use of the phone simulcast option
2. **Text Chat:** these options control how students use the different forms of text chat (only applies if **Presentation tools are available only to instructors**)

### c. **Room 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. **When presentation tools are available only to instructors** (only applicable if this option is selected in the **Type** setting above):
  - **Enable students to use the eBoard by default:** controls student access to the eBoard (virtual white board) when they enter Wimba Classroom Express
  - **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
3. **When presentation tools are available to both students and instructors** (only applicable if this option is selected in the **Type** setting above):
  - **Enable On-The-Fly PowerPoint Import:** allows anyone who enters the room to upload PowerPoint Presentations

d. **Access Settings**

1. **Maximum Users:** places a limit on the amount of users (including the instructor) who can enter the room. Wimba Classroom Express has a 50 user limit.
2. **Guest access:** allows Wimba Classroom Express to be accessible external to your Blackboard server (recommended for guest lecturers, or to extend access to individuals without Blackboard access)

7. Click **Submit**.

# Voice Authoring Creation

## Preparing Your Microphone (Optional)

Several optional features allow you to change your recording device and enhance your audio quality.

1. Click the **Menu** icon (small striped square), located in the upper right-hand corner of the audio applet.
2. Select **Audio Input**, followed by the device of your choice
3. Select **Audio Filters**. By default, the two filters (**Auto Gain** to normalize voice and **Noise Reduction** to minimize background noise) are selected. You may enable/disable these as you see fit.

**Note:**

These settings are not preserved when you reload or change a Voice Authoring message.

## To Record and Save a Message

1. Click the **Record** button (red circle) and speak into a microphone or headset connected to your computer to record your message

The **Time Indicator** on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time.

If you reach the maximum audio message length, recording ceases. All audio you have recorded up to that point is preserved.

2. Click **Pause** (two bars) to pause recording; click this button again to resume recording your message
3. Click **Stop** (square) when you have completed your message
4. Click **Play** (green triangle) to listen to your message. Click **Record** to re-record.

**Notes:**

During review, you may change your playback device by clicking the **Menu** icon. Select **Audio Output**, followed by the device of your choice.

During playback (or when a message is paused), you may hold down your mouse button and drag the **Slider Control** to rewind or fast-forward to a particular point in the message.

5. **Title:** Entering a fitting name for this applet.
6. Optionally modify the Blackboard *Options* relevant to this feature's link.
7. Click **Submit** once you are satisfied with your recording. A confirmation page appears.
8. Click **OK** to return to the Content Area where you created this Wimba feature.

# Voice Board Creation

## To Specify Voice Board Board Settings

1. **Title:** Give the link to your Voice Board a relevant name.
2. Optionally modify the Blackboard **Options** relevant to this feature's link.
3. Click **Submit** button. A confirmation page appears.
4. Click **OK** to return to the Content Area where you created this Wimba feature.
5. A new icon appears for the Voice Board. Click the **Enter Voice Board** link below its title.
6. The Voice Board loads. Click the **Edit Settings** link towards the upper left-hand corner of the screen.
7. **Title:** Give the Board an appropriate name (it automatically defaults to the Course Name).
8. **Description:** Text entered here appears below the Title and above the Voice Board.
9. **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.
10. **Display messages in chronological order:** When checked, the Voice Board displays the oldest messages first (at the top).
11. **Allow students to start a new thread:** When checked, students can start a new thread (a series of messages) on the Voice Board. Otherwise, only the instructor can start a new thread.
12. **Allow students to forward messages:** When checked, students can forward messages from the Voice Board via email. The Voice Board only accepts addresses external to Blackboard.
13. **Make discussion threads private:** When checked, students cannot view each other's threads. The instructor can still view all threads. This is a powerful feature for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.
14. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
15. **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 play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.
16. Click **Submit**.

# Accessing Wimba Features from the Communication or Tools Area

All users can access a link to the Wimba Classroom Express and Voice Board associated with a course.

## To Access Wimba Features from the Communication Area in Blackboard 6.0 - 8.0

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. Access the Tools Area.
4. Click the appropriate link.

## To Access Wimba Features from the Tools Area in Blackboard 9.0

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. Access the Tools Area.
4. Click the appropriate link.

## Voice Board

Access to the Voice Board associated with your Blackboard course is available within the Communication Area (also known as the Tools area in Blackboard 9.0) by clicking the **Voice Board** link.

Individuals with access to the Control Panel may modify Board settings and interact with the applet using Instructor-level privileges.

## Wimba Classroom Express

Access to the Wimba Classroom Express associated with your Blackboard course is available within the Communication Area (also known as the Tools Area in Blackboard 9.0) by clicking the **Wimba Classroom** link.

This link leads to a launcher page where all users may enter Wimba Classroom Express. Individuals with access to the Control Panel may modify room settings and add content.

# Modifying the Features, Adding Content & Scheduling

After creating Wimba features, you can modify them, add content, and associate scheduling. Before you can make any changes, you must enable editing for the course that you wish to modify.

## To Enable Editing for a Course in Blackboard 6.0 - 8.0

1. Select a course to modify from the My Courses list.
2. Access the desired Content Area.
3. If the "Display" View appears, click the **Edit View** link in the top right-hand corner of the page.

## To Enable Editing for a Course in Blackboard 9.0

1. Select a course to modify from the My Courses list.
2. Access the desired Content Area.
3. If the Edit Mode in the top right-hand corner of the page set to OFF, click the toggle to set it to **ON**.

## Wimba Classroom Express

### To Modify Wimba Classroom Express

1. Click the **Wimba Classroom** link below the Wimba Classroom Express icon.

A launcher page appears, displaying a number of options (described below).

A Guest Access Link appears only to Instructors, Teaching Assistants, and Course Builders, if this feature is enabled in the room settings.

2. **Enter Room:** Click here to launch Wimba Classroom Express in a new window, test your content, and actually conduct your class.
3. **Open/Close this Room:** If this is set to Closed, the link to the Room still shows up in the Content Area, but students are unable to enter.

You may also click the circular status icon -- green for Open, red for Closed -- located to the left of the room/archive name to Open/Close it.

4. **Add to Calendar:** Wimba Classroom Express can be added to the Blackboard Calendar the same way as any other content. However, if you wish to schedule recurrence, you must first add Wimba Classroom Express to the Calendar, and then add recurrence within the Calendar itself.

5. **Add to Announcements:** A link to this Room can be added to the Announcements page. Settings are identical to Announcement creation.
6. **Add & Manage Content:**
  - a. **Add Blackboard content to the room:** You have the ability to upload (or move) content from a Content Area directly into a Room. This content can then be used as slides in your Wimba Classroom Express presentation.
    - Expand the Content Area folders to find the content that you would like to import.
    - Click on the specific content file
    - Select the Wimba Classroom Express folder to which to add your content. You have the option to add it to an existing folder or a new folder. Use the Delete folder content option if you wish to overwrite a file (or set of files) within the folder.
  - b. **Add & Manage Room Content:** Click this link to open a new browser window. From this window, you may use more advanced tools for managing Wimba Classroom Express content.
7. **Edit Settings:** These settings are detailed in *Adding a Wimba Feature to a Content Area – Wimba Classroom Express Creation*.
8. **Advanced:**
  - a. **Poll Results:** Click this link to view the results of any Wimba Classroom Express polls that were published in this Room.
  - b. **Tracking:** Click this link to view attendance data for this Room.

## Voice Authoring

### To Modify a Voice Authoring Resource in Blackboard 6.0 - 8.0

1. Click the **Play** (green triangle) button to listen to your recording.
2. To raise/lower volume, click the **Volume Control** button, in the lower left-hand corner of the applet
3. To change your playback device, click the **Menu** icon (small striped square), in the upper right-hand corner of the applet
4. Select Audio Output, followed by the device of your choice

During playback (or when a message is paused), you may hold down your mouse button and drag the **Slider Control** to rewind or fast-forward to a particular point in the message.

The **Time Indicator** on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time.

5. If you wish to download message audio:

- a. In the upper right-hand corner of the applet, click the **Menu** icon (small striped square), followed by **Save as**. A new window appears.
  - b. Use the **Save In** drop-down menu to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
  - c. Use the **Files of Type** drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.
  - d. Enter an appropriate name in the **File Name** box and click the **Save** button.
6. Click the **Modify** button to the right of the appropriate Voice Authoring applet to modify settings, which includes re-recording your message. These settings are the same as those detailed in *Adding a Wimba Feature to a Content Area – Voice Authoring Creation*.

### **To Modify a Voice Authoring Resource in Blackboard 9.0**

1. Click the **Play** (green triangle) button to listen to your recording.
2. To raise/lower volume, click the **Volume Control** button, in the lower left-hand corner of the applet
3. To change your playback device, click the **Menu** icon (small striped square), in the upper right-hand corner of the applet
4. Select Audio Output, followed by the device of your choice

During playback (or when a message is paused), you may hold down your mouse button and drag the **Slider Control** to rewind or fast-forward to a particular point in the message.

The **Time Indicator** on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time.

5. If you wish to download message audio:
  - a. In the upper right-hand corner of the applet, click the **Menu** icon (small striped square), followed by **Save as**. A new window appears.
  - b. Use the **Save In** drop-down menu to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
  - c. Use the **Files of Type** drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.
  - d. Enter an appropriate name in the **File Name** box and click the **Save** button.
6. Select **Edit** from the drop-down menu to the right of the desired Voice Authoring applet to modify settings, which includes re-recording your message. These settings are the same as those detailed in *Adding a Wimba Feature to a Content Area – Voice Authoring Creation*.

## Voice Board

Wimba Collaboration Suite Express provides a single Voice Board, to which you may link from any Content Area in your course.

### **To Access the Voice Board in Blackboard 6.0 - 8.0**

1. Click the **Enter Voice Board** link below any Voice Board icon to launch the Voice Board associated with your course. Refer to *Using the Voice Board* below for additional details.
2. Click the **Modify** button to the right of the desired Voice Board to modify link settings.

Wimba Collaboration Suite Express provides a single Voice Board, to which you may link from any Content Area in your course.

### **To Access the Voice Board in Blackboard 9.0**

1. Click the **Enter Voice Board** link below any Voice Board icon to launch the Voice Board associated with your course. Refer to *Using the Voice Board* below for additional details.
2. Select **Edit** from the drop-down menu to the right of the desired Voice Board to modify link settings.

# Using the Voice Board

## Composing a New Thread

### Creating a New Thread

The **New** button, located in the upper left-hand corner of the Voice Board, allows new threads to be created. This button is always available for instructors, but is only available to students under the following conditions:

- Users are allowed to start new threads
- Discussion threads have not been made private

Click the **New** button to compose a new thread. A new **Compose** window appears.

Adding a recording to a Voice Board message is optional – however, the ability to do so is at the core of this applet.

### Subject

Enter a relevant title for your post in the **Subject** field. This field is required.

### To Prepare Your Microphone (Optional)

Several optional features allow you to change your recording device and enhance your audio quality.

1. Click the **Menu** icon (small striped square), located in the upper right-hand corner of the audio applet.
2. Select **Audio Input**, followed by the device of your choice
3. Select **Audio Filters**. By default, the two filters (**Auto Gain** to normalize voice and **Noise Reduction** to minimize background noise) are selected. You may enable/disable these as you see fit.

#### **Note:**

These settings are not preserved when you reload or change a Voice Board.

### To Record a Message

1. Click the **Record** button (red circle) and speak into a microphone or headset connected to your computer to record your message

The **Time Indicator** on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time.

If you reach the maximum audio message length, recording ceases. All audio you have recorded up to that point is preserved.

2. Click **Pause** (two bars) to pause recording; click this button again to resume recording your message
3. Click **Stop** (square) when you have completed your message
4. Click **Play** (green triangle) to listen to your message. Click **Record** to re-record.

**Notes:**

During review, you may change your playback device by clicking the **Menu** icon. Select **Audio Output**, followed by the device of your choice.

During playback (or when a message is paused), you may hold down your mouse button and drag the **Slider Control** to rewind or fast-forward to a particular point in the message.

### **Adding Text to a Message**

To enter text to accompany your recording, click and type in the large text field at the bottom of the **Compose** window. Typing a message is optional, but may provide helpful information (such as instructions or an assessment question for users), or text that complements your recording.

### **Posting a Message**

When you are satisfied with your recording, and have entered a **Subject** (as well as any appropriate text), click the **Post** button at the bottom of the **Compose** window.

If you do not wish to post this message, click the **Close (X)** button in the upper right-hand corner of the **Compose** window (Windows), or the red button in the upper left-hand corner (Mac), followed by the **Yes** button in the **Confirm** window.

## **Replying to a Message**

By default, both students and instructors have the ability to reply to messages.

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

A new window opens. The process for creating a reply is identical to that of a new thread; the only difference is that any text associated with the message to which you are replying appears inline in the large text field at the bottom of the message. You can leave this text for reference, delete, or overwrite it.

For complete details, refer to the *Composing a New Thread* section above.

## Reviewing a Message

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

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

### To Review a Message

1. Click a message title in the top half of the Voice Board
2. The message (and its text appears in the message pane at the bottom of the Board.
3. To listen to an audio message, click the **Play** button within the audio applet
4. To raise/lower volume, click the **Volume Control** button, in the lower left-hand corner of the applet
5. To change your playback device, click the **Menu** icon (small striped square), in the upper right-hand corner of the applet
6. Select **Audio Output**, followed by the device of your choice

During playback (or when a message is paused), you may hold down your mouse button and drag the **Slider Control** to rewind or fast-forward to a particular point in the message.

The **Time Indicator** on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time.

## Editing a Message

If you wish to modify a posted message, click the **Edit** button at the top of the Board. A new window appears, providing the ability to record/re-record an audio message, as well as alter any text and/or the **Subject** field.

Editing is only available to individuals with instructor level privileges, who may edit any post on the Board (including messages from other instructors and any student).

## Deleting a Message

Entire threads, as well as single messages, can be deleted from a Voice Board at any time. Use with caution, as these messages cannot be recovered. This feature is only available to individuals with instructor level privileges.

To delete a message or thread, click the appropriate message or thread in the top half of the Voice Board, followed by the **Delete** button at the top of the Board.

A confirmation prompt pops up, asking if you wish to delete the message. Click the **Yes** button to delete the message (deleting a thread also removes all associated replies). Click **No** to cancel.

## Forwarding a Message

A single message (including a top-level thread) can be forwarded to an external email address to share this post (perhaps with someone who does not have access to the Voice Board). Instructors always have the ability to forward messages. Students only have access to this feature if the privilege was granted within the Voice Board settings.

To forward a message, click the appropriate message or thread in the top half of the Voice Board, followed by the **Forward** button at the top of the Board.

A new window opens. Specify the complete email address(es) of the individual(s) to whom you wish to send your message, separated by a comma or semi-colon. You can add optional text as a note to this forwarded message by clicking and typing in the large text field at the bottom of the window.

Click the **Send** button at the bottom of the window when ready to forward this message.

### **An email is sent to the addresses specified, containing the following:**

- All text associated with the Voice Board message
- Any text entered as a note in the Forward window

The forwarded message contains links to listen to the audio from the post, as well as any associated text. The message does not contain any attachments; all recorded messages reside on the Wimba Voice Express server.

## Saving Message Audio

Audio associated with any message can be downloaded to your local hard drive.

### To Save Message Audio

1. Click the appropriate message from the top half of the Voice Board.
2. In the upper right-hand corner of the audio applet, click the **Menu** icon (small striped square), followed by **Save as**. A new window appears.
3. Use the **Save In** drop-down menu to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
4. Use the **Files of Type** drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.
5. Enter an appropriate name in the **File Name** box and click the **Save** button.

## Importing

In addition to recording new messages, instructors also have the ability to import content directly to a Voice Board. This includes pre-recorded audio files, a single or multiple Voice Board message(s) / thread(s), or even an entire Voice Board.

Supported formats include:

- **MP3:** Mpeg 1, layer 3 at 32, 44 or 48kHz (mono or stereo)
- **PCM/WAV:** 8bit or 16bit at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **Ogg Speex** (NOT Ogg Vorbis): at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **GSM/WAV:** 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **WVB:** Previously exported Wimba Voice Board file

## **To Import Content**

1. Click the **Import** button at the top of a Voice Board.
2. A new window opens. Browse for the file on your hard drive or network drive.

**Note:**

If you wish to place this content in a special, new thread, put a check in the **Place content in a top-level "Imported Messages" thread** box at the bottom of the Import window.

3. Select the appropriate file.
4. Click **OK**.
5. An **Import Progress** window appears as the file is uploaded.
6. When the import has finished, a confirmation message appears.
7. A new message appears in the Board, titled with the name of your file. This title may be edited.

## **Exporting**

Voice Board content need not remain exclusively online. Single and multiple messages, top-level threads, and entire Voice Boards can be exported to your computer for preservation or for import to another Voice Board.

Exporting content allows instructors to utilize course material every semester within new Voice Boards, as well as develop a repository of audio and text, which can be shared with other faculty members using Voice Boards.

Voice Board content can be downloaded in the following formats:

- Wimba Voice Board (.wvb)
- Speex audio in archive (.zip)
- WAV audio in archive (.zip)
- MP3 audio in archive (.zip)

**Note:**

The Wimba Voice Board (.wvb) file format is only playable within a Voice Board. This format is recommended if you plan to import content to another Board.

### **To Export Content**

1. Click the **Export** button at the top of a Voice Board.
2. A new window opens. Use the **Select what you want to export** drop-down menu at the top of the window to choose the appropriate content.
3. Use the **Select the export format** drop-down menu to determine your desired data output.
4. Click the **Next** button to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
5. Enter a name in the **File Name** box.
6. Click the **Save** button at the bottom of the window.

#### **Note:**

Opening a Voice Board without clicking a message, followed by the **Export** button, allows you to export either an entire Voice Board or all top-level messages (from the **Select what you want to export** drop-down menu).

Clicking an individual message or thread allows you to export either of the two options above, as well as that selected message/thread.

### **To Export Multiple Individual Messages or Threads**

1. Select the first message of your choice.
  - To select the next consecutive message(s) / thread(s), hold down the **Shift** key on your keyboard and then click the next message/thread.
  - To select a non-consecutive message/thread you wish to export at the same time, hold down the **Control** key on your keyboard and then click the appropriate message(s)/thread(s).
2. Follow the instructions above to export the content.

## Options

In addition to the standard Voice Board features, the **Options** button provides additional playback and display abilities to students and instructors.

### **Play on Click**

We have developed a more time-efficient manner for reviewing posts. Rather than first selecting a message and then clicking its **Play** button, you can choose to play messages automatically when clicking on them.

To enable this setting, click the **Options** button in the upper right-hand corner of a Voice Board and then select **Play on click**. The next time you click on a message containing audio, playback begins automatically.

### **Continuous Play**

Continuous Play allows students and instructors to review an entire Board's content (without the need to select each individual message for playback).

Messages play from top to bottom, starting with the first message you select and ending with the last message on the Board. Only visible (uncollapsed) messages with associated audio play.

By default, all Board threads are collapsed. If you enable **Continuous Play** before expanding these threads (manually, or via the **Expand All** feature), only top-level messages sequentially play.

It is recommended that you also utilize the **Play on click** feature (as detailed above) for even greater ease-of-use.

### **To Enable Continuous Play**

1. Click the **Options** button.
2. Select **Continuous Play**.
3. Select and start the desired message from the top half of the Board.

### **To Review an Entire Board**

1. Click the **Options** button.
2. Select **Expand All**.
3. Click the **Options** button again and select **Continuous Play**.
4. Select and start the desired message from the top half of the Board.

### **Expand/Collapse All**

By default, Voice Board content is organized in single, and collapsed, threads. Expanding all threads simplifies review of an entire Board, especially when using the **Continuous Play** feature.

To display all Board content, click the **Options** button and then select **Expand All**.

You may also restore the Board to its original state, which is useful if you only wish to review top-level threads via **Continuous Play**. To do so, click the **Options** button, followed by **Collapse All**.

### **Refresh**

Each time a user accesses a Voice Board, it loads the most up-to-date content.

Instructors and students may refresh the Voice Board applet at any time to review any updates made to the Board since it was launched (helpful when leaving the Board open for a long duration, or to review posts due at a certain time).

To reload the Board, click the **Options** button and then select **Refresh**.

## **Reordering Messages**

Messages can be reorganized using simple drag-and-drop functionality. Drag the post of your choice above or below another post or thread, then drop the post/thread in its new location. Posts are instantly reordered.

To move a post so it becomes a reply of another post or thread, simply drag the post to a message or thread of your choice. A valid destination highlights in yellow as your mouse moves over it.

Entire threads may also be relocated. Dragging and dropping a thread moves the top-level post, along with all replies, to a desired new location using the methods described above.

# Wimba Collaboration Suite

## Wimba Classroom

Wimba Classroom Express offers a taste of live, personal interaction in the online environment by combining interactive technologies with instructional best practices.

**Wimba Classroom** enriches this experience further with the following, additional benefits:

- **Multiple Rooms:** Expand usage beyond a single Wimba Classroom, creating rooms directly within your Blackboard environment, including venues for student collaboration to foster discussion and practice in the absence of an instructor.
- **Follow-The-Speaker Video:** Bring forth a face and vision to your online courses. Voice-detected switching ensures the speaker is always displayed for a more personable and visual Wimba Classroom experience.
- **Archiving:** Record all elements of Wimba Classroom activity and make the archive available for review and reuse, strengthening student comprehension.
- **Application Sharing:** Demonstrate and collaborate using any software program on your computer. Follow-me cursor technology provides your precise view, with an ability to pass cursor and sharing controls at any time.
- **Phone-Only Usage:** Allow both instructor and student participation without an Internet connection, including interactive features to record sessions, raise hands, and answer yes/no questions, using only your telephone.

## Wimba Voice

Wimba Voice Express lends your online classes a voice with two popular features: Voice Authoring and Voice Board.

**Wimba Voice** expands its offerings to include three additional features for a world of endless pedagogical potential:

- **Multiple Voice Boards:** Expand the usage beyond a single Voice Board per course, creating Voice Boards for different topics for active discussion and participation.
- **Voice Email:** Offer private correspondence with a voice directly from your Course Management System.
- **Voice Presentation:** Couple web-based content with speech, to deliver guided voice instruction for any discipline.
- **Wimba Podcaster:** Author, publish, and distribute instructor-led (or student-produced) audio content, for easy integration with any podcast reader application and portable device, via subscription options.

Visit [www.wimba.com/products/wimba\\_collaboration\\_suite/](http://www.wimba.com/products/wimba_collaboration_suite/) for more information about the Wimba Collaboration Suite.

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