



Wimba Voice

Version 6.0

User Guide

Wimba Voice User Guide	1
Introduction	1
About Wimba Voice	1
Wimba Voice Manager	2
Account Roles	3
My Manager	3
Getting Started	4
Voice Board	5
About Voice Boards	5
Voice Board Creation	5
Settings and Access Control	6
About Voice Board Settings and Access Control	6
Information	6
Settings	6
Basic Rights	8
Privileged Users and Groups	9
Statistics	9
Publish	9
Using Voice Boards	10
Accessing Voice Boards	10
Composing a New Thread	11
Replying to a Message	12
Reviewing a Message	12
Editing a Message	13
Deleting a Message	13
Forwarding a Message	13
Saving Message Audio	14
Filtering Posts by User	14
Detaching a Voice Board	14
Options	15
About Voice Board Options	15
Play on Click	15
Continuous Play	15
Expand/Collapse All	15
Refresh	16

Advanced Features	16
Importing	16
Exporting	17
Publishing Individual Messages	18
Reordering Messages	18
Voice Presentation	19
About Voice Presentation	19
Creating a Voice Presentation	19
Settings and Access Control	20
About Voice Presentation Settings and Access Control	20
Information	20
Settings	20
Basic Rights	21
Privileged Users and Groups	22
Statistics	22
Publish	22
Using Voice Presentation	23
Accessing Voice Presentations	23
Posting a New Slide	24
Posting a Comment	25
Reviewing a Slide	26
Editing a Slide	26
Deleting a Slide	26
Saving Audio	26
Reordering Slides	27
Options	28
About Voice Presentation Options	28
Play on Click	28
Continuous Play	28
Expand/Collapse All	28
Refresh	29
Importing	29
Exporting	30
Voice Podcaster	32
About Voice Podcaster	32

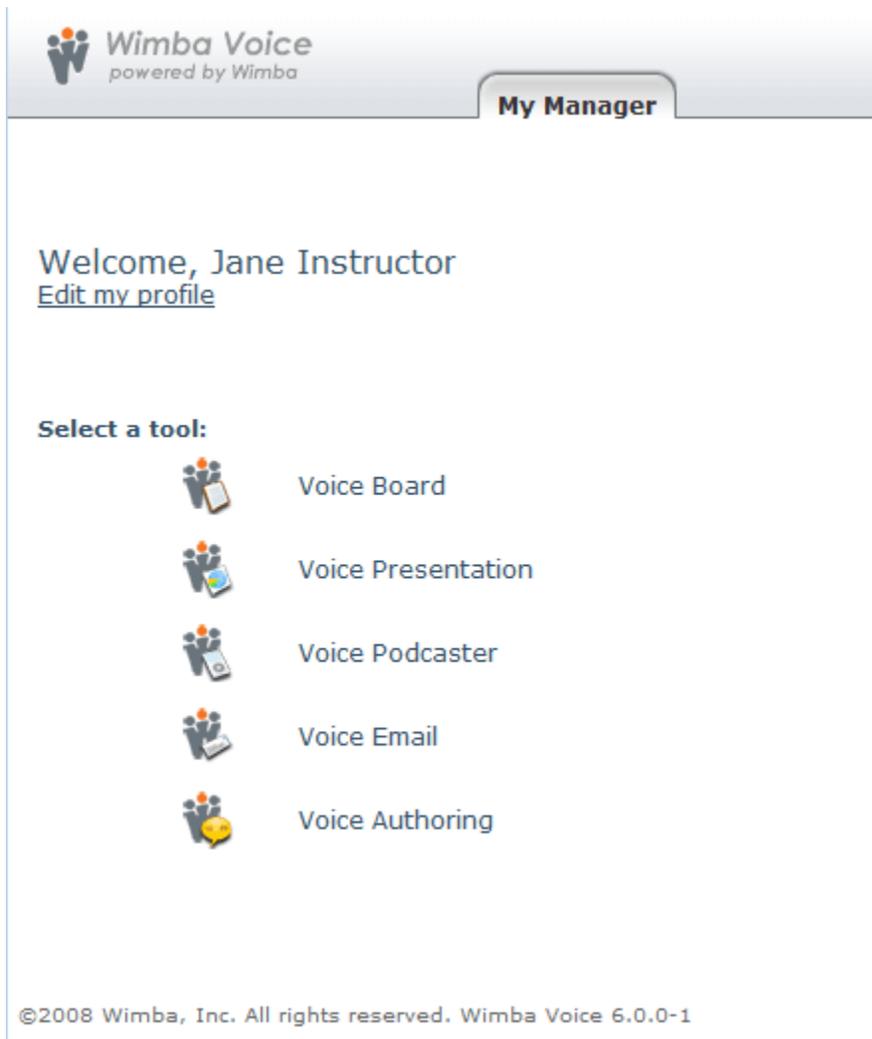
Voice Podcaster Creation	33
Settings and Access Control	33
About Voice Podcaster Settings and Access Control	33
Information	33
Settings	34
Publish	35
Using Voice Podcaster	35
Accessing Voice Podcasters	35
Creating a New Podcast Message	36
Reviewing a Message	37
Playback Options	38
Editing a Message	38
Deleting a Message	39
Subscribing to Podcasts	39
Importing	39
Exporting	40
Saving Message Audio	42
Voice Email	43
About Voice Email	43
Voice Email Creation	44
Settings and Access Control	44
About Voice Email Settings and Access Control	44
Information	44
Settings	44
Public Access	46
Privileged Users and Groups	46
Archives	46
Statistics	47
Publish	47
Using Voice Email	47
Accessing Voice Email	47
Creating a Message	48
Voice Email Receipt	49
Accessing Archives	49
Detaching a Voice Email Form	50

Voice Authoring	51
About Voice Authoring	51
Voice Authoring Message Creation	52
Settings and Access Control	52
About Voice Authoring Settings and Access Control	52
Information	52
Settings	53
Public Access	53
Privileged Users and Groups	53
View All Messages	54
Using Voice Authoring	54
Accessing Voice Authoring	54
Voice Authoring/ Voice Player	54
Saving Message Audio	57
Voice Authoring Publishing	57
Product Feedback	59
Disclaimer	60

Wimba Voice User Guide

Introduction

About Wimba Voice



The screenshot shows the Wimba Voice user interface. At the top left is the logo "Wimba Voice powered by Wimba". To the right of the logo is a button labeled "My Manager". Below the header, the user is greeted with "Welcome, Jane Instructor" and a link to "Edit my profile". A section titled "Select a tool:" lists five options, each with an icon of three people and a device:

- Voice Board
- Voice Presentation
- Voice Podcaster
- Voice Email
- Voice Authoring

At the bottom of the interface, the copyright notice reads: "©2008 Wimba, Inc. All rights reserved. Wimba Voice 6.0.0-1".

Wimba Voice is a suite of applications that allows you to collaborate by recording and sharing voice content over the Internet.

Wimba Voice consists of the following 5 features:

- **Voice Board:** Post and listen to voice messages within discussion boards
- **Voice Presentation:** Annotate web pages with voice messages
- **Voice Podcaster:** Create or upload podcasts for user subscription
- **Voice Email:** Send and listen to voice content through email messages
- **Voice Authoring:** Record and listen to voice content on a web page

You can create an unlimited number of instances of each Wimba Voice feature.

Wimba Voice Manager

The Wimba Voice Manager is a web-based interface that allows you to create, manage, and access Wimba Voice features.

Note:

If you have integrated Wimba Voice with a Course Management System (CMS), you do not need to access the Wimba Voice Manager.

Account Roles

Each user who accesses the Wimba Voice Manager belongs to one of the following groups, each of which has its own set of access privileges:

- **Users** have the lowest access privileges and receive access to specific Wimba Voice features; they are typically students.
- **PowerUsers** can create and manage their own Wimba Voice features; they are typically instructors.
- **Administrators** can create and manage all Wimba Voice features, Users, Groups, and the Manager itself.

My Manager

You should have received your Wimba Voice Manager URL and account information. When you log in, the **My Manager** tab at the top of the page is highlighted. From here, you can access all available Wimba Voice features.

To Access a Wimba Voice Feature

1. Click the link for the desired Wimba Voice feature.
2. Click the **View** (eye) icon to the right of the desired instance.

To Modify Your Profile

1. Click the **Edit my profile** link, located under the Welcome message, toward the upper left-hand corner of the screen. The Profile Information screen appears.
2. If you wish to change the interface language, select either **en** (English) or **fr** (French) from the Language drop-down menu.
3. To change your password, enter your current password in the Old password field. Enter your new password in both the Password and Confirm password fields.
4. Click the **Update profile** button.

Note:

If you do not remember your password, a **Forgot your password?** link may be available on the Manager login page.

Getting Started

If you are a PowerUser or Administrator, you may create, edit, copy, and delete Wimba Voice features. The same processes apply to all five features.

To Create a New Wimba Voice Feature

1. Click the link for the desired Wimba Voice feature.
2. Click the **New** button in the center of the screen. A new instance is created.

To Edit Settings of an Existing Feature

1. Click the link for the desired Wimba Voice feature.
2. Click the name of the desired instance. A new page appears.
3. Select the appropriate category on the left-hand side of the screen.

To Copy a Wimba Voice Feature

1. Click the link for the desired Wimba Voice feature.
2. Click the **Copy** icon to the right of the desired instance.

A separate, identical instance is created, preserving all content and settings from the original instance. Any changes made to the original instance do not affect the copy and changes made to the copy do not affect the original.

To Delete a Wimba Voice Feature

1. Click the link for the desired Wimba Voice feature.
2. Click the **Delete** icon to the right of the instance that you wish to delete.

Note:

Alternately, you can click the checkbox to the left of any instance, followed by the **Delete Selected** link at the bottom of the feature list to delete one or more instances.

Tip:

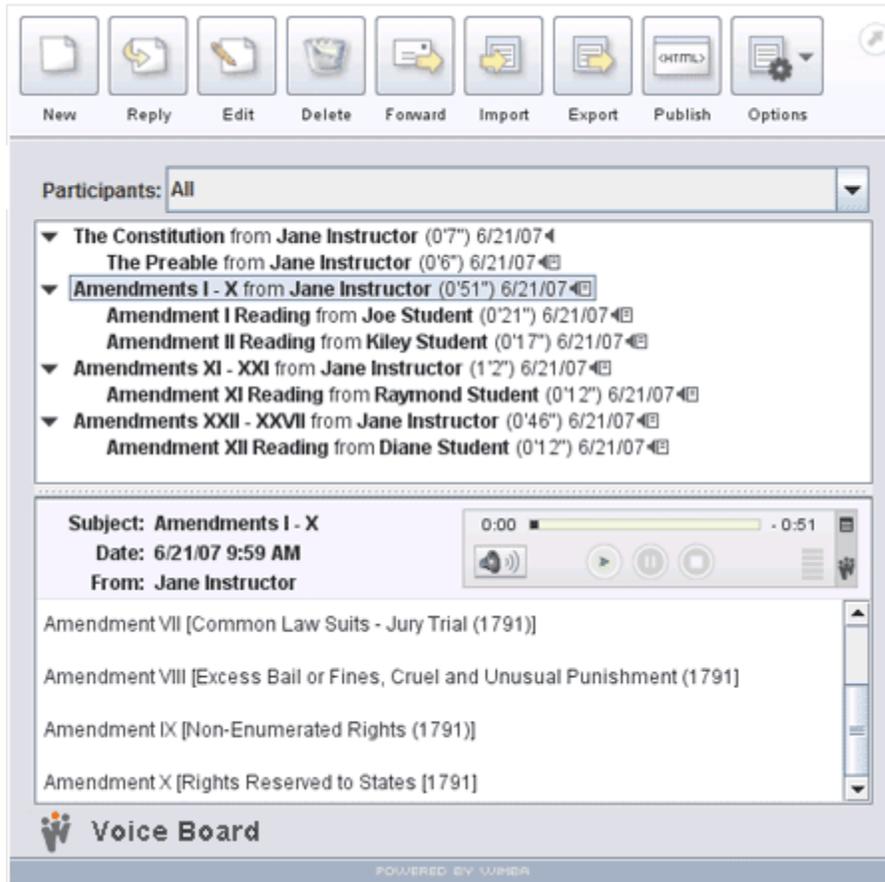
When creating and managing Wimba Voice features, you can use the navigation links at the top of each page (the "breadcrumb" bar) to move through the Manager.

Voice Board

About Voice Boards

Overview

The Voice Board feature is a threaded, voice-based discussion board. While you may have used message boards before, Voice Boards take communication to the next level by adding voice to an intuitive, conversational interface.



Voice Board Creation

To Create a Voice Board

1. Log in to the Manager as a PowerUser or Administrator.
2. Click the **Voice Board** link.
3. Click the **New** button in the center of the screen.
4. Enter a Name for your Voice Board.
5. Click the **Create** button. A new Voice Board is created.

Settings and Access Control

About Voice Board Settings and Access Control

You may adjust settings to modify the behavior and appearance of your Voice Board. From the list of Voice Boards, click the name of the instance you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The Information area allows you to modify the Name of your Voice Board and specify additional, optional info. A Description is useful for posting important text, such as a due date or instructions. This text appears below the Board name and above the applet. You can enter the URL of the page where you will host your Voice Board. A link to this page will appear in emails users receive, if they choose to be notified when a new message is posted. An Instructor may also select which individuals are notified within the Privileged Users / Groups areas. If you make any modifications to this area, click the **Apply** button in the lower right-hand corner.

Settings

Display short message titles

By default, message titles contain a wealth of information:

- Subject
- Name of individual who posted the message
- Length of recording (if audio is associated with the message)
- Posting date

If you select short message titles, only the subject line and the name of the individual who posted the message are displayed.

Display messages in chronological order

By default, messages are displayed in the order in which they were posted to the Voice Board, with the newest messages at the top of the Board. If you select to view messages in chronological order, the oldest messages will appear at the top of the Board, and the newest at the bottom. This can be helpful for tracking student progress over time.

Allow users to start a new thread

By default, both students and instructors can compose new, top-level threads to a Voice Board. You can deselect this setting to restrict this student ability. This does not limit student-to-student interaction, unless you make the Voice Board discussion threads private or also do not allow users to reply to messages (described below).

Allow users to forward a message

Granting this privilege allows users to send any post to an external email address. The email contains a link to any audio associated with the post, as well as its text and a note the student can type before sending.

Allow users to reply to messages

By default, both students and instructors can reply to any message posted to a Voice Board. Deselect this setting to restrict this student ability. Depending on the other settings you choose, you can either:

- Make a Board "read-only," where users cannot post messages
(if you neither **allow users to start a new thread** nor **allow users to reply to messages**)
- Only allow users to compose top-level threads
(if you only **allow users to start a new thread**)

Note:

This second option will only function on public boards (where discussion threads are not private).

Make discussion threads private

If discussion threads are private, only one-on-one communication between an instructor and a student is allowed. If this option is selected:

- Only instructors can compose new threads
- Students can only view their own replies and replies to them from the instructor
- Instructors can view all replies

Private threads allow for an instructor-student dialogue that is hidden from other students. An instructor can use this option to build assessments to which each student individually responds. The instructor can then privately respond to each student and securely provide grades and comments. Voice Boards can be reused each semester, their content re-purposed whenever necessary.

Audio Quality

The default setting (**Standard Quality**) will suit most needs. However, you may adjust the quality higher or lower, depending on your users' connectivity to the Internet. **Standard Quality** streams audio messages at a rate of approximately 13 kilobits per second (kbps), which works well for users on high and lower-bandwidth connections alike.

Max audio message length

You may adjust the maximum duration for which someone may record audio. This may be useful if you plan to use the Voice Board for timed assessment.

Resource's allowed document bases

This section displays a list of authorized web pages where PowerUsers and Administrators may embed (also known as publish) this Voice Board. URLs must begin with either an `http://` or `https://` prompt, and end with a trailing slash and an asterisk (i.e., `http://www.wimba.com/*`). This allows pages within these domains to publish applets.

Note:

The Wimba Voice server itself also contains a master list of **Allowed URLs**, set by an Administrator. If you include a URL not in the master list, only this resource may be published on the specified URL.

After you have finished adjusting settings, click the **Apply** button in the lower right-hand corner.

Basic Rights

In the **Basic Rights** area, you can set access controls to determine exactly who may view (read) and post (compose) messages to your Voice Board. By default, these privileges are both set to "Only privileged users." Three options are available:

- "Any user" (guest access): anyone has access; no Wimba Voice Manager account is necessary. Users are prompted to enter a Screen Name to access the Voice Board.
- "Any logged-in user" (registered users): Anyone with a Wimba Voice Manager account has access.
- "Only privileged users" (designated users): Only certain users and/or groups (that you specify the Privileged users and Privileged groups areas) have access.

Click the **Apply** button to save your settings. If you selected "Only privileged users," click the **Privileged users / Privileged groups** links on the left-hand side of the page to specify which users / groups have rights to the Board.

Note:

If you select "Any user" or "Any logged-in user," you do not need to click the *Privileged users / Privileged groups* links. You may proceed to the *Publish* area.

Privileged Users and Groups

If you chose "Only privileged users" for your Voice Board, you need to grant access to specific users and / or groups (otherwise, click the **Publish** link). To select users, type the login email of the user to grant access and select the appropriate level(s) of access:

- Read: View messages
- Post: View and create new messages
- Admin: PowerUser rights when using Voice Board
(Caution: Users given this right will have full PowerUser rights -- including message editing and deletion)
- Notified: Receive email notifications of Voice Board modifications

Note:

Providing a User with *Admin* rights may be useful if you would like a Teaching Assistant to have *PowerUser* privileges within the Board, but not the right to actually create a Voice Board.

Click the **Apply** button to save your changes. Repeat this process to add other users. To set Group privileges, click the **Privileged groups** link on the left and choose the appropriate level(s) of access from the list of Groups displayed.

Statistics

The Statistics area displays usage information for a Voice Board, including:

- Average number of messages posted per user
- Total number of messages
- Breakdown of the number of messages posted per user
- Percentage of each user's contribution to the Board

An email link is available in the User Name column for all registered users; this link does not appear for anyone who posted to the Board as a Guest ("Any User" access).

Publish

Registered users may log in to the Wimba Voice Manager and access a Voice Board. However, you may also publish a Voice Board to a web page. Follow the on-screen instructions to copy and paste the appropriate code from the Publish page to distribute a link to the Voice Board, create a link on a web page (using HTML code), or embed the Voice Board on a web page.

Using Voice Boards

Accessing Voice Boards

Once a Voice Board is created, and you are satisfied with its settings, it is ready for immediate use.

To Access a Voice Board

1. Log in to the Manager.
2. Click the **Voice Board** link.
3. Click the **View** (eye) icon located to the right of any instance from the list of Voice Boards. The Voice Board loads in a new window.

Tip:

You can resize a Voice Board by dragging the gray bar (above the message pane) up or down.

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 when the following privileges are set:

- 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.

Subject

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

To Prepare Your Microphone (Optional)

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.
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** if you wish to re-record it.

Tip:

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. However, this privilege may be disabled for students. To reply to a message, click the desired message from the top half of the Voice Board, followed by the **Reply** button in the upper left-hand corner. 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 [Composing a New Thread](#).

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) will appear 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

Tip:

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, though note that once deleted, these messages cannot be recovered. This feature is only available to individuals with instructor level privileges. To delete a message or thread, click the desired 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 then appears, 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 feature's settings.

To forward a message, click the desired 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 then 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 you are ready to forward the message.

Emails are 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

Forwarded messages contain links to listen to the audio from the post, as well as any associated text. Messages do not contain any attachments; all recorded messages reside on the Wimba Voice server.

Saving Message Audio

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

To Save Audio

1. Click the desired 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 desired download location.
4. Use the **Files of Type** drop-down box to select the file format you wish to save. Messages can be saved as .wav, .spx, or .mp3. files.
5. Enter the desired name in the **File Name** box.
6. Click the **Save** button. The message audio is saved.

Filtering Posts by User

If you wish to view only the Voice Board posts by a specific user, you can use the filter by user feature. To view only the posts by a specific user, select the user's name from the Participants drop-down menu. User names are listed in alphabetical order. When you select a user's name, all of his or her posts appear, sorted by post date, and the first post is automatically selected. To view all posts again, select **All** from the Participants drop-down menu.

Detaching a Voice Board

Voice Boards can be detached, and viewed outside of the browser window, allowing you to maximize or expand the Voice Board interface. To detach a Voice Board, click the **Detach** button (diagonal arrow) in the upper right-hand corner of the applet. To reattach the Board, simply close the detached window. Alternately, you can click the body of the original browser window to reattach the Board.

Options

About Voice Board Options

You can click the **Options** button to access additional playback and display settings.

Play on Click

The Play on Click feature makes it easier and more time-efficient to review posts. Rather than having to first select a message and then click the Play button, you can choose to have messages play automatically when clicked. To enable this feature, click the **Options** button in the upper right-hand corner of a Voice Board and then select **Play on click**.

Continuous Play

Continuous Play allows students and instructors to listen to the entire content of a Voice Board, without the need to play each message individually. When Continuous Play is enabled, messages play from top to bottom, starting with the first message select and ending with the last message in the Voice Board. Only visible (non-collapsed) messages that contain audio will play. By default, all Voice Board threads are collapsed. If you enable Continuous Play before expanding any threads (manually, or via the Expand All feature), only top-level messages will play.

To Enable Continuous Play

1. Click the **Options** button.
2. Select **Continuous Play**.

To Review an Entire Board

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

Expand/Collapse All

By default, Voice Board content is organized in single, collapsed threads. Expanding all threads allows you to view an entire Voice Board all at once. This feature is especially useful in conjunction with the Continuous Play feature. To display all Voice Board content, click the **Options** button and then select **Expand All**. You can also restore the Voice Board to its original, collapsed state by clicking the **Options** button, and then selecting **Collapse All**.

Refresh

Each time you access a Voice Board, it loads the most up-to-date content. You can refresh the Voice Board applet at any time to review any updates made since it was launched (which can be helpful if you leave the Voice Board open for an extended period of time). To reload a Voice Board, click the **Options** button and then select **Refresh**.

Advanced Features

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, single or multiple Voice Board messages, 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. A new window opens.
2. Browse for the file that you wish to import on your hard drive.
3. Select the desired file.

Note:

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

4. Click the **OK** button at the bottom of the Import window. The Import Progress window appears and the file is uploads and a confirmation message appears when the import is complete.

You may also import a previously exported Wimba Voice Board (.wvb) file directly from the Manager interface by clicking the **Import** button in the center of the screen, above the list of Voice Boards.

Exporting

Voice Board content does not need to 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 or Presentation. Exporting content allows instructors to re-purpose 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.

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 or Voice Presentation. It is recommended that you use this format if you plan to import content to another Voice Board or Voice Presentation.

To Export Content

1. Click the **Export** button at the top of a Voice Board. A new window opens.
2. Select the desired content from the Select what you want to export drop-down menu at the top of the window.
3. Select the desired format from the Select the export format drop-down menu.
4. Click the **Next** button to select the download location of your choice.
5. Enter a name in the File Name field.
6. Click the **Save** button.

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 desired message.
 - To select the next consecutive messages or threads, hold down the **Shift** key on your keyboard and then click the next message/thread.
 - To select a non-consecutive message/thread that you wish to export at the same time, hold down the **Control** key on your keyboard and then click the desired messages or threads.
2. Follow the instructions above to export the content.

You may also export an entire Wimba Voice Board directly from the Manager interface by clicking the **Export** button to the right of the desired resource from the list of Voice Boards.

Publishing Individual Messages

Individual Voice Board messages can be published on the web. This feature is only available to instructors. To publish an audio clip, click the desired message from the top half of the Voice Board, and then click the **Publish** button at the top of the Voice Board. You can review the recording by clicking the **Play** button at the top of the window. This window also displays a large box containing Java script. Copy and paste this code into an HTML page on your web site and the Voice Board posting will display on that page.

Note:

To enable playback on the webpage, the site's domain must be listed or added to the Wimba Voice server configuration file. Contact your Server Administrator for additional assistance.

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 and then drop it in its new location. To move a post so it becomes a reply of another post or thread, simply drag the post to the desired thread or message. Valid destinations are highlighted in yellow as your mouse moves over it. Entire threads may also be relocated by dragging and dropping a thread, along with all replies, to a desired new location using the methods described above.

Voice Presentation

About Voice Presentation

Overview

Voice Presentation allows you to present web content alongside voice messages. This provides a resource to create a vocal slide show, web tour, or review of any curricula across disciplines -- including web pages, images, and internet-based media.



The screenshot displays the Voice Presentation software interface. On the left, a control panel includes buttons for 'New', 'Edit', 'Comment', 'Delete', and 'Options'. Below these are assignment instructions: 'Introduction', 'Assignment 1: News summary', and 'Assignment 2: Write a personal statement'. A video player shows a 0:00 to 0:10 duration with a play button and volume controls. A text prompt reads: 'Please compose and record a summary of one of the front page news stories'. The main content area shows a screenshot of the Le Monde.fr website. The website header includes the logo 'Le Monde.fr', the tagline 'Mise à jour à 16 h 04 - Paris', and a search bar. The navigation menu contains 'actualités', 'perspectives', 'pratique', 'annonces', 'le desk', and 'le kiosque'. The main article headline is '30 000 à 40 000 fonctionnaires ne seront pas remplacés dans le budget 2008'. Below the headline is a photo of François Fillon and a short article snippet. Another article snippet below it is titled 'L'ouverture difficile à accepter pour les députés UMP'.

Creating a Voice Presentation

To Create a Voice Presentation

1. Log in to the Manager as a PowerUser or Administrator.
2. Click the **Voice Presentation** link.
3. Click the **New** button in the center of the screen.
4. Enter a **Name** for your Voice Presentation.
5. Click the **Create** button.

Settings and Access Control

About Voice Presentation Settings and Access Control

You may adjust settings to modify the behavior and appearance of your Voice Presentation. From the list of Voice Presentations, click the name of the instance you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The Information area allows you to modify the Name of your Voice Presentation and specify additional information if desired. A Description is useful for posting important text, such as due dates or instructions. This text appears below the Presentation name and above the applet. You may enter the URL of the page where you will host your Voice Presentation. If you choose to do so, a link to this page appears in emails users receive, if they choose to be notified when a new message is posted. An Instructor may also select which individuals are notified within the Privileged Users / Groups areas. If you make any modifications to this area, click the **Apply** button in the lower right-hand corner to save the changes.

Settings

Allow users to comment on slides

By default, both students and instructors can comment on slides. You can disable setting to prevent students from commenting, allowing them only review slides. If you allow comments, they are visible to all students, unless you make slide comments private (described below).

Make slide comments private

You can choose to make slide comments private, allowing only one-on-one communication between an instructor and a student. When this option is selected:

- Students can only view their own comments and replies from the instructor.
- Instructors can view all comments.

Private comments allow for an instructor-student dialogue that is not visible to other students. An instructor can use this option to build assessments to which each student responds individually. The instructor can then respond to each student and privately provide grades and comments.

Audio Quality

The default setting (Standard Quality) suits the needs of most users. You can adjust the quality to match the speed of your users' internet connections. Standard Quality streams audio messages at a rate of approximately 13 kilobits per second (kbps).

Max audio message length

You can adjust the maximum duration for which someone may speak. This may be useful if you plan to use Voice Presentation for timed assessment. After you have finished adjusting settings, click the **Apply** button in the lower right-hand corner.

Resource's allowed document bases

This lists the authorized web pages where PowerUsers and Administrators may embed (or publish) this Voice Presentation. URLs must begin with either an http:// or https:// prompt, and end with a trailing slash and an asterisk (i.e., `http://www.wimba.com/*`). This allows pages within these domains to publish applets.

Note:

The Wimba Voice server itself also contains a master list of Allowed URLs, set by an Administrator. If you include a URL not in the master list, only this resource may be published on the specified URL.

Basic Rights

In the Basic Rights area, you may set access controls to determine who exactly may view and post messages to your Voice Presentation. By default, these privileges are both set to "Only privileged users." Three options are available:

- "Any user" (guest access): anyone has access; no Wimba Voice Manager account is necessary. Users are prompted to enter a Screen Name to access the Presentation.
- "Any logged-in user" (registered users): Anyone with a Wimba Voice Manager account has access.
- "Only privileged users" (designated users): Only certain users and/or groups (that you specify the Privileged users and Privileged groups areas) have access.

Click the **Apply** button to save your settings. If you selected "Only privileged users," click the **Privileged users / Privileged groups** links on the left-hand side of the page to specify which users / groups have rights to the Presentation.

Note:

If you select "Any user" or "Any logged-in user," you do not need to click the *Privileged users / Privileged groups* links. You may proceed to the *Publish* area.

Privileged Users and Groups

If you chose "Only privileged users" for your Voice Presentation, you need to grant access to specific users and / or groups (otherwise, click the **Publish** link). To select users, type the login email of the user to grant access and select the appropriate level(s) of access:

- Read: View messages
- Post: View and create new messages
- Admin: PowerUser rights when using Voice Presentation
- Notified: Receive email notifications of Voice Presentation modifications

Note:

Providing a User with *Admin* rights may be useful if you would like a Teaching Assistant to have *PowerUser* privileges within the Presentation, but not the right to actually create a Voice Presentation.

Click the **Apply** button to save your changes. Repeat this process to add other users. To set Group privileges, click the **Privileged groups** link on the left and choose the appropriate level(s) of access from the list of Groups displayed.

Statistics

The Statistics area displays usage information for a Voice Presentation, including:

- Average number of messages posted per user
- Total number of messages
- Breakdown of the number of messages posted per user
- Percentage of each user's contribution to the Presentation

An email link is available in the User Name column for all registered users; this link does not appear for anyone who posted to the Presentation as a Guest ("Any User" access).

Publish

Registered users may log into the Wimba Voice Manager and access your Voice Presentation. You can also link to it from a web page. Follow the on-screen instructions to copy and paste the appropriate code from the Publish page to distribute a link to the Voice Presentation or create a link on a web page (using HTML code).

Using Voice Presentation

Accessing Voice Presentations

Once a Voice Presentation is created, and you are satisfied with its settings, it is ready for immediate use.

To Access a Voice Presentation

1. Log in to the Manager.
2. Click the **Voice Presentation** link.
3. Click the **View** (eye) icon located to the right of any instance from the list of Voice Presentations. The Voice Presentation opens in a new window.

Tip:

You can resize a Presentation by dragging the gray bar (above the message pane) up or down.

Posting a New Slide

Creating a New Slide

You can create a new slide by clicking the **New** button, located in the upper left-hand corner of the Voice Presentation. This button is only available to instructors. When you create a new slide, the Compose window appears, which allows you to add a recording to the slide.

Subject

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

URL

Enter the web address of your choice in the URL field, following the http:// prompt. You may point to any content that is web-based (for example, a PDF or Flash file), not just web sites.

Note:

The URL field only accepts addresses that begin with http:// or https://

To Prepare Your Microphone (Optional)

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:

The Audio settings will not be preserved when you reload or change a Voice Presentation.

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 stops automatically.
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 recording.
4. Click **Play** (green triangle) to listen to your message.
5. Click **Record** if you wish to re-record.

Notes:

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

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 Slide

When you are satisfied with your recording, and have entered a Subject and URL (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.

Posting a Comment

By default, both students and instructors have the ability to comment on slides -- however, this privilege may be disabled for students. To leave a comment, click the appropriate message from the top half of the Voice Presentation, followed by the **Comment** button at the top of the applet. The process for posting a comment is similar to that of creating a slide, with two differences:

- Comments do not include a Subject or URL field.
- Text associated with the original slide appears at the bottom of the message.

You can leave this text for reference, delete, or overwrite it. For complete details, refer to [Posting a New Slide](#). Once a comment is posted, the name of the individual who submitted the comment is posted, in place of a Subject.

Reviewing a Slide

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

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

To Review a Slide

1. Click a slide title in the top half of the Voice Presentation. The slide appears in the message pane at the bottom of the Presentation. Web content appears on the right-hand side of the window.
2. To listen to an audio message, click the **Play** button within the Audio applet.
3. To raise/lower volume, click the **Volume Control** button, in the lower left-hand corner of the applet.
4. To change your playback device, click the **Menu** icon (small striped square), in the upper right-hand corner of the applet, then select **Audio Output** and the device of your choice.

Editing a Slide

If you wish to modify a posted slide or comment, click the **Edit** button at the top of the Presentation. A new window will appear, providing the ability to record/re-record an audio message, as well as alter any text, along with the Subject and URL fields. Editing is only available to individuals with instructor-level privileges, who may edit any slide or comment on the Presentation (including slides/comments from other instructors and any student).

Deleting a Slide

Slide "threads" (a slide plus its associated comments), as well as single slides/comments, can be deleted from a Voice Presentation at any time. Please note that once deleted, this content cannot be recovered. This feature is only available to individuals with instructor level privileges. To delete a slide, comment, or slide "thread," click the appropriate item in the top half of the Presentation, followed by the **Delete** button at the top of the applet. A confirmation prompt will pop-up, asking if you wish to delete this content. Click the **Yes** button to proceed (deleting a slide "thread" will also remove all associated comments). Click **No** to cancel.

Saving Audio

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

To Save Audio

1. Click the desired message from the top half of the Voice Presentation.
2. In the upper right-hand corner of the Audio applet, click the **Menu** icon (small striped square).
3. Click **Save as**. A new window appears.
4. Use the **Save In** drop-down menu to select the desired download location.
5. Use the **Files of Type** drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.
6. Enter a name in the **File Name** box.
7. Click the **Save** button.

Reordering Slides

Instructors can reorganize slides using simple drag-and-drop functionality. Drag the slide of your choice above or below another slide or thread. Drop the slide/thread in its new location. To move a slide so it becomes a reply of another slide or thread, simply drag the slide to a slide or thread of your choice. A valid destination will be highlighted in yellow as your mouse moves over it. Entire threads may also be relocated. Dragging and dropping a thread will move the top-level slide, along with all comments, to a desired new location using the methods described above. When reordering, all information within a slide or a comment (Title, Author, URL...) is preserved. However, the information displayed will depend on its place in the Voice Presentation:

- Slides display the Title and will launch the URL in the right-hand pane. The name of the Author is not displayed.
- Comments display the name of the Author. The Title and the URL are not displayed.

Options

About Voice Presentation Options

In addition to the standard Voice Presentation features, the Options button provides additional playback and display abilities to students and instructors. This button allows instructors to import/export Presentation content.

Play on Click

The Play on Click feature makes it easier and more time-efficient to review posts. Rather than having to first select a message and then click the Play button, you can choose to have messages play automatically when clicked. To enable this feature, click the **Options** button in the upper right-hand corner of a Voice Presentation and then select **Play on click**.

Continuous Play

Continuous Play allows students and instructors to review an entire Presentation's content (without the need to select each individual slide for playback). Slides play from top to bottom, starting with the first slide you select and ending with the last slide of the Presentation. Only visible (uncollapsed) messages with associated audio will play. By default, all Presentation threads are collapsed. If you enable Continuous Play before expanding these threads (manually, or via the Expand All feature), only top-level messages will sequentially play.

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 Presentation.

Expand/Collapse All

By default, Voice Presentation content is organized in single, and collapsed, threads. Expanding all threads simplifies review of an entire Presentation, especially when using the Continuous Play feature. To display all Presentation content, click the **Options** button and then select **Expand All**. You may also restore the Presentation 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 Presentation, it loads the most up-to-date content. Instructors and students may refresh the Voice Presentation applet at any time to review any updates made to the Presentation since it was launched (helpful when leaving the Presentation open for a long duration, or to review posts due at a certain time). To reload the Presentation, click the **Options** button and then select **Refresh**.

Importing

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

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" (Presentation) file

To Import Content

1. Click the **Options** button.
2. Select **Import...** A new window opens.
3. Browse for the file on your hard drive.
4. Select the desired file.
5. Click the **OK** button at the bottom of the Import window. An Import Progress window appears as the file is uploaded and a confirmation message appears once the import has finished.

You may also import a previously exported "Wimba Voice Board" (Presentation) (.wvb) file directly from the Manager interface by clicking the **Import** button, in the center of the screen, above the list of Presentations.

Exporting

Voice Presentation content does not need to remain exclusively online. Single and multiple slides, top-level threads, and entire Presentations can be exported to your computer for preservation or import to another Voice Presentation or Board. Exporting content allows instructors to utilize course material every semester within new Voice Presentations, as well as develop a repository of audio and text, which can be shared with other faculty members using Voice Presentation.

Voice Presentation content can be downloaded in the following formats:

- "Wimba Voice Board" (Presentation) (.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 Presentation or Voice Board. This format is recommended if you plan to import content to another Presentation or Board.

To Export Content

1. Click the **Options** button
2. Select **Export...**A new window opens.
3. Use the **Select what you want to export** drop-down menu at the top of the window to choose the desired content.
4. Use the **Select the export format** drop-down menu to determine your desired data output.
5. Click the **Next** button to select the download location of your choice.
6. Enter a name in the **File Name** box.
7. Click the **Save** button at the bottom of the window.

Note:

Opening a Voice Presentation without clicking a slide, followed by the **Export** button, will allow you to export either an entire "Voice Board" (Presentation) 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 slide/thread.

To Export Multiple Individual Slides or Threads

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

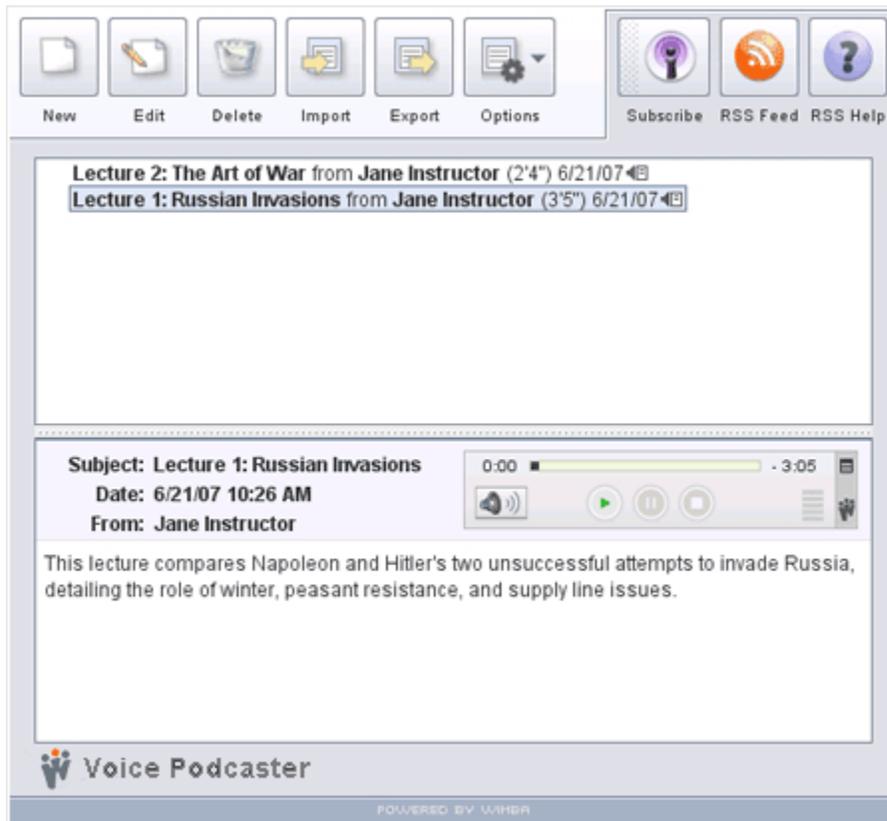
You may also export an entire Voice Presentation directly from the Manager interface by clicking the **Export** button to the right of the appropriate resource from the list of Presentations.

Voice Podcaster

About Voice Podcaster

Overview

Wimba Podcaster is a complete, start-to-finish podcasting application. It allows you and your students to author vocal recordings and distribute them over the Internet using syndication feeds. All .mp3 files are hosted on the Wimba Voice server, which also automatically creates the RSS feed. Users can play messages directly within Voice Podcaster, download audio from the feed, or subscribe using their preferred RSS reader.



Voice Podcaster Creation

To Create a Voice Podcaster

1. Log in to the Manager as a PowerUser or Administrator.
2. Click the **Voice Podcaster** link.
3. Click the **New** button in the center of the screen.
4. Enter a Name for your Voice Podcaster.
5. Click the **Create** button.

Settings and Access Control

About Voice Podcaster Settings and Access Control

You may adjust settings to modify the behavior and appearance of your Voice Podcaster. From the list of Voice Podcasters, click the name of the instance you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The Information area allows you to modify the Name of your Voice Podcaster and specify additional information. A Description is useful for posting important text, such as a due date or instructions. This text appears below the Voice Podcaster name and above the applet. You may enter the URL of the page where you will host your Podcaster. A link to this page appears in emails users receive if they choose to be notified when a new message is posted. Instructors may also select which individuals are notified within the Privileged Users / Groups areas. If you make any modifications to this area, click the **Apply** button in the lower right-hand corner.

Settings

Display short message titles

By default, message titles contain the following information:

- Subject
- Name of individual who posted the message
- Length of recording
- Posting date

If you select short message titles, only the subject line and the name of the individual who created the message are displayed.

Allow users to post to podcast

By default, only instructors can create new podcast messages. Enabling this setting extends this ability to students as well.

Podcast auto-published after

By default, messages are automatically published (reach the syndicated feed) 5 minutes after posting. You may adjust this to a shorter or longer duration.

Note:

Users who have downloaded a podcast message will not automatically see/hear any modifications made to that message after it is published. These modifications will only be available by reviewing the message within the Voice Podcaster itself or within the RSS feed.

Audio Quality

The default setting (Standard Quality) suits the needs of most users. You can adjust the quality to match the speed of your users' internet connections. Standard Quality streams audio messages at a rate of approximately 13 kilobits per second (kbps).

Resource's allowed document bases

This lists the authorized web pages where PowerUsers and Administrators may embed (or publish) this Voice Podcaster. URLs must begin with either an `http://` or `https://` prompt, and end with a trailing slash and an asterisk (i.e., `http://www.wimba.com/`). This allows pages within these domains to publish applets.

Note:

The Wimba Voice server itself also contains a master list of Allowed URLs, set by an Administrator. If you include a URL not in the master list, only this resource may be published on the specified URL.

Publish

Follow the on-screen instructions to copy and paste the appropriate code from the Publish page to distribute a link to the Voice Podcaster, create a link on a web page (using HTML code), or embed the Voice Podcaster on a web page.

Using Voice Podcaster

Accessing Voice Podcasters

Once a Voice Podcaster is created and you are satisfied with its settings, it is ready for immediate use.

To Access a Voice Podcaster

1. Log in to the Manager.
2. Click the **Voice Podcaster** link.
3. Click the **View** (eye) icon located to the right of any instance from the list of Voice Podcasters. The Voice Podcaster opens in a new window.

Tip:

You can resize a Voice Podcaster by dragging the gray bar (above the message pane) up or down.

Creating a New Podcast Message

You can create a new Podcast message by clicking the **New** button, located in the upper left-hand corner of the Voice Podcaster. By default, this option is available only to instructors, but may be enabled for students within the feature's settings. When you create a new message, the Compose window appears, which allows you to add a recording to the message.

Subject

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

To Prepare Your Microphone (Optional)

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 will not be preserved when you reload or change a Voice Podcaster.

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 stops automatically.
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.
5. Click **Record** if you wish 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.

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 verbiage to accompany a message, or "show notes"), 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.

Reviewing a Message

To Review a Message

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

Playback Options

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

Play on Click

The Play on Click feature makes it easier and more time-efficient to review posts. Rather than having to first select a message and then click the Play button, you can choose to have messages play automatically when clicked. To enable this feature, click the **Options** button and then select **Play on click**.

Continuous Play

Continuous Play allows students and instructors to review all Voice Podcaster messages at once (without the need to select each individual message for playback). When Continuous Play is enabled, messages play from top to bottom, starting with the first message you select and ending with the last message posted.

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 Voice Podcaster.

Editing a Message

If you wish to modify a message, click the **Edit** button at the top of the Voice Podcaster. A new window will appear, 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 message (including messages from other instructors and any student). It is strongly recommended that edits are performed before a message is auto-published; otherwise, users who have already downloaded content associated with a message will not have the most recent information on their local machine or portable device. Users can always go directly to the Voice Podcaster, or the RSS feed, in the event a message has been modified since auto-publication.

Note:

Users who have downloaded a podcast message will not automatically see/hear any modifications made to that message after it is published. These modifications will only be available by reviewing the message within the Voice Podcaster itself, or within the RSS feed.

Deleting a Message

Individual messages can be deleted from the Voice Podcaster at any time. However, keep in mind that users who have already downloaded a message's content will continue to retain it on their computers. Users who subscribe to a Voice Podcaster after any of its content has been deleted will not automatically download former content. Deletion is only available to individuals with instructor level privileges. To delete a message, click the desired message in the top half of the Voice Podcaster, followed by the **Delete** button. A confirmation prompt will pop-up, asking if you wish to delete the message. Click the **Yes** button to delete the message. Click **No** to cancel.

Subscribing to Podcasts

There are three ways to subscribe to an instance of Voice Podcaster:

- Click the **Subscribe** button to subscribe to this podcast in your default podcast reader application.
- Drag the **Subscribe** button into any podcast reader application (such as iTunes, or Juice).
- Click the **RSS Feed** button; a new window opens. Copy/paste the URL that appears in the address bar into your preferred podcast reader application.

Once a user subscribes, his or her podcast reader application automatically downloads new messages created within a Voice Podcaster instance. This content can then be synced to an iPod (or other portable device), if this has been set up within the podcast reader software.

Note:

Subscriptions only apply to a single instance of Voice Podcaster. If your course utilizes more than one Voice Podcaster, repeat this process within each instance as desired.

Importing

In addition to recording new messages, instructors also have the ability to import audio in order to create a podcast. The pre-recorded audio files must be 10 MB or less in size, and use one of the following audio formats:

- **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)

To Import Audio

1. Click the **Import** button at the top of the Voice Podcaster. A new window opens.
2. Browse for the file on your hard drive.
3. Select the desired file.
4. Click the **OK** button at the bottom of the Import window. An Import Progress window appears as the file is uploaded and a confirmation message appears once the import has finished.

You may also import a previously exported "Wimba Voice Board" (Voice Podcaster) (.wvb) file directly from the Manager interface by clicking the **Import** button, in the center of the screen, above the list of Voice Podcaster instances.

Exporting

Podcast messages can be directly exported onto your local hard drive, bypassing podcasting applications such as iTunes. You may also preserve and import an entire Voice Podcaster and import it into another Voice Podcaster, Voice Board, or Presentation. Voice Podcaster 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 or Voice Presentation. This format is recommended if you plan to import content to a Voice Board or Presentation.

To Export Content

1. Select the podcast message(s) you wish to Export.

Note: To select multiple messages, hold down the **Control** key on your keyboard and then click the desired messages.

2. Click the **Export** button at the top of a Voice Podcaster. A new window opens.
3. Use the **Select what you want to export** drop-down menu at the top of the window to choose the appropriate content. Note that you may select all messages.
4. Use the **Select the export format** drop-down menu to determine your desired data output.
5. 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).
6. Enter a name in the File Name box.
7. Click the **Save** button at the bottom of the window.

Note:

Opening a Voice Podcaster without clicking a message, followed by the **Export** button, allows you to export all messages.

Clicking an individual message allows you to export either all messages or the selected message.

To Export Multiple Individual Messages

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

You may also export an entire Voice Podcaster directly from the Manager interface by clicking the **Export** button to the right of the appropriate resource from the list of Voice Podcaster instances.

Saving Message Audio

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

To Save Audio

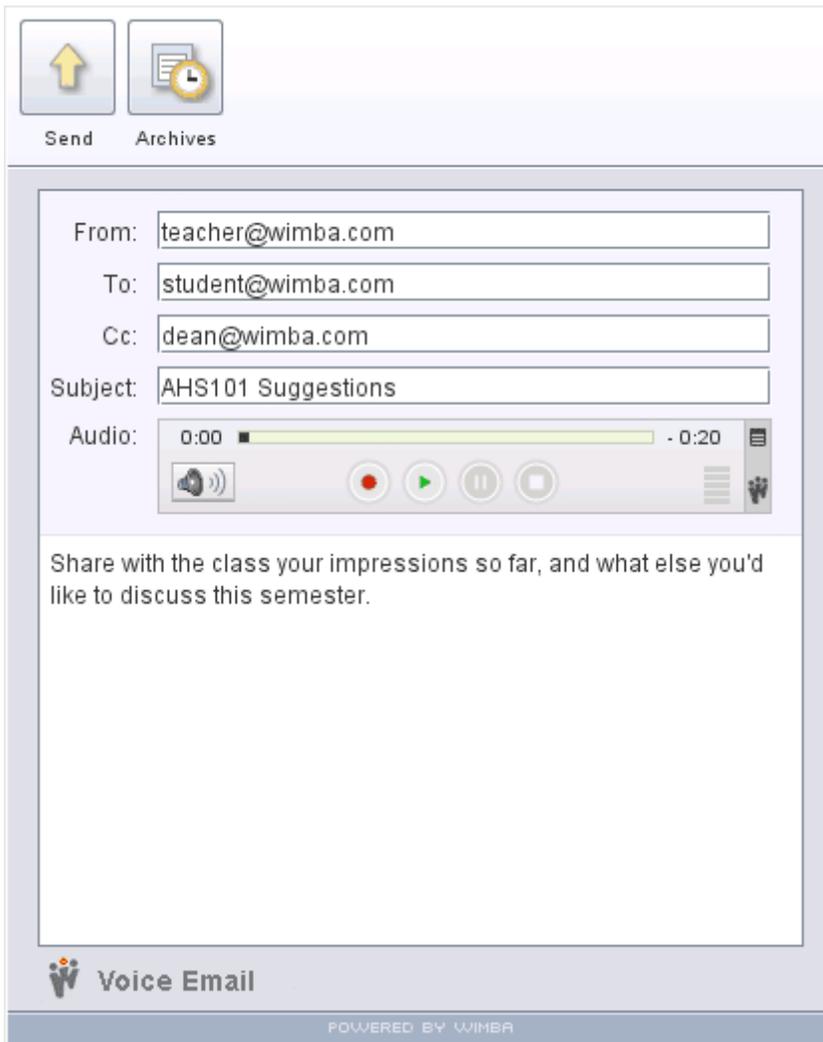
1. Click the desired message from the top half of the Voice Podcaster.
2. In the upper right-hand corner of the Audio applet, click the **Menu** icon (small striped square).
3. Click **Save as**. A new window appears.
4. Use the **Save In** drop-down menu to select the download location of your choice.
5. Use the **Files of Type** drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.
6. Enter a name in the **File Name** box.
7. Click the **Save** button.

Voice Email

About Voice Email

Overview

You have likely composed thousands of email messages and they have all had one element in common – text. How often has tone been misconstrued because of this? Voice Email adds the emotion and candor, mood, expression and inflection of human voice to electronic, asynchronous correspondence.



The screenshot displays a web-based email interface. At the top, there are two buttons: 'Send' with an upward arrow icon and 'Archives' with a document and clock icon. Below these is a message header with the following fields: 'From: teacher@wimba.com', 'To: student@wimba.com', 'Cc: dean@wimba.com', and 'Subject: AHS101 Suggestions'. An audio player is embedded in the message, showing a progress bar from 0:00 to 0:20, a play button, and other controls. The main body of the email contains the text: 'Share with the class your impressions so far, and what else you'd like to discuss this semester.' At the bottom left, there is a logo for 'Voice Email' and at the bottom center, it says 'POWERED BY WIMBA'.

Voice Email Creation

To Create a Voice Email Form

1. Log in to the Manager as a PowerUser or Administrator.
2. Click the **Voice Email** link.
3. Click the **New** button in the center of the screen.
4. Enter a Name for your Voice Email.
5. Click the **Create** button.

Settings and Access Control

About Voice Email Settings and Access Control

You can adjust settings to modify the behavior and appearance of your Voice Email form. From the list of Voice Email resources, click the title of the instance you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The Information area allows you to modify the Name of your Voice Email form, as well as add an optional Description which appears below the Email name and above the applet. Descriptions are useful for posting important text, such as a due date or instructions, above your Voice Email. If you make any modifications to this area, click the **Apply** button in the lower right-hand corner.

Settings

Email fields (From, To, Cc, Bcc, Subject, Text)

As you prepare your Voice Email, remember that you are building a reusable email form, not a single email. These optional fields allow you to specify the sender and recipients of all messages sent from this Voice Email form, as well as pre-fill the Subject and Text in the body of the email. Multiple email address may be entered; they must be separated by comma, semi-colon, or a carriage return (one address on each line).

Disable field

Disabling a field prevents users from modifying text you have entered in it. It may be useful to disable the Subject if you use email filters (as this will cause all emails sent from the form to have an identical Subject).

Hide field

Hiding a field allows you to remove it from the Voice Email form. If you wish to Bcc yourself on all messages sent from this form, you may consider hiding this field. Entering text in a hidden field, such as a recipient's email, will still be recognized by the Voice Email form, unbeknownst to the user.

Display reply links in sent Voice Email

Reply links offer recipients the ability to respond to your message via the Voice Email form. Without reply links, Voice Email is limited to a standard email reply. These links are available in the body of the actual email. Three types of reply links will appear, if this option is selected:

- Reply with your voice: Click this link to reply to the Voice Email with both text and voice
- Reply all: Click this link to reply (with text and voice) to all the original recipients of the email
- New Voice Email: Click this link to send a new Voice Email to any email address

This option is useful for individuals who do not have the ability to create Voice Email forms (such as students). Archives of each Voice Email form contain all initial emails sent, as well as every email sent via the reply links.

Resource's allowed document bases

This lists the authorized web pages where PowerUsers and Administrators may embed (or publish) this Voice Email. URLs must begin with either an `http://` or `https://` prompt, and end with a trailing slash and an asterisk (i.e., `http://www.wimba.com/`). This allows pages within these domains to publish applets.

Note:

The Wimba Voice server itself also contains a master list of Allowed URLs, set by an Administrator. If you include a URL not in the master list, only this resource may be published on the specified URL.

Audio Quality

The default setting (Standard Quality) suits the needs of most users. You can adjust the quality to match the speed of your users' internet connections. Standard Quality streams audio messages at a rate of approximately 13 kilobits per second (kbps).

Max message length

You may also adjust the maximum duration for which someone may speak. This may be useful if you plan to use the Voice Email for timed quizzes, or to simply limit the amount of time for each recording.

After you have finished adjusting settings, click the **Apply** button in the lower right-hand corner of the page.

Public Access

Voice Email applets can be embedded on any web page. Anyone able to access your web page could interact with a Voice Email form. In order to successfully publish an applet, **Public Access** must be checked. You may wish to deselect this option if you only plan to distribute links to a Voice Email resource, rather than place it on a web page.

Privileged Users and Groups

Only the creator of the Voice Email (or an Administrator) can edit the form and see its archives.

To Grant Admin Access to Other PowerUsers

1. Specify these individuals by entering their Wimba Voice Manager account email address in the Privileged users area.
2. Choose whether this PowerUser can view the Voice Email Archives.
3. Click **Apply** to save your changes. Repeat the process to add other users.

To set Group privileges, click the **Privileged groups** link on the left and choose the appropriate level(s) of access from the list of Groups displayed.

Archives

All messages associated with a Voice Email resource can be accessed within a read-only Voice Board. Click the **Archives** link to launch a Voice Board containing an archive of these voice messages. The PowerUser who created this resource, any Administrator, or any PowerUser who has been granted Admin access, can review and delete archived messages within this Board.

Statistics

The Statistics area displays usage information for a Voice Email, including:

- Average number of messages sent per user
- Total number of messages
- Breakdown of the number of messages sent per user
- Percentage of each user's contribution in using the form

An email link will be available in the User Name column for all registered users; this link does not appear for anyone who utilized to the email form as a Guest ("Any User" access).

Publish

Voice Email resources can be accessed via a web browser either by providing individuals with a direct URL, or published on a web page (if Public Access is enabled). Follow the on-screen instructions to copy and paste the appropriate code from the Publish page to distribute a link to the Voice Email form, create a link on a web page (using HTML code), or embed the Voice Email form on a web page.

Using Voice Email

Accessing Voice Email

Once a Voice Email form is created, and you are satisfied with its settings, it is ready for immediate use.

To access Voice Email

1. Log in to the Manager.
2. Click the **Voice Email** link.
3. Click the **View** (eye) icon located to the right of any instance from the list of Voice Email forms. The Voice Email form loads in a new window.

Creating a Message

Populating Recipient Fields

You may have the ability to modify the email fields within the Voice Email applet, provided that these fields were not hidden or disabled within the Voice Email settings. If you are able to click in any of these fields (From, To, Cc, Bcc), treat them as you would within any email message. Multiple email address may be entered; they must be separated by comma, semi-colon or a carriage return (one address on each line). If these fields cannot be clicked, and entries are already present, this indicates to whom the message will be sent (as well as your email address, if the From field is grayed out). If any fields are hidden, specified recipients will still receive all messages sent from this Voice Email form – their email addresses will simply not appear within the applet itself.

Adding a Subject Line

Enter a subject line in the Subject field. This field is required. It is possible that you may not have the ability to click within the Subject field, if this is disabled (or pre-filled and hidden) within the Voice Email settings.

To Prepare Your Microphone (Optional)

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 will not be preserved when you reload or change a Voice Email form.

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 stops automatically.
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.
5. Click **Record** if you wish 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.

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 applet. Typing a message is optional, but may provide helpful information (such as instructions for students), or text that complements your recording. If you are unable to click in this field, it may be disabled within the Voice Email settings.

Sending a Message

When you are satisfied with your recording, and have entered a Subject (as well as any appropriate text), click the **Send** button in the upper left-hand corner of the applet.

Note:

Once a message has been sent, its recording cannot be modified.

The data you enter will disappear once you have clicked the **Send** button (and clicked "**OK**" within the confirmation prompt that appears). This Voice Email form can be used immediately, or at a later time, to send additional email messages.

Voice Email Receipt

An email will be sent to the specified addresses, containing all text associated with the Voice Email message.

If the message you sent contains audio, the email will also contain:

- A link to access an audio applet on a web page, with playback controls, to listen to the recorded message. This page will also display the title of the Voice Email, along with a link to save the audio file
- A text link pointing to the page mentioned above
- A link to save the audio file to your hard drive or network drive
- Reply links (if enabled within the feature's settings)

The message will not contain any attachments, only text (and links); all recorded messages reside on the Wimba Voice server and is never sent via email.

Accessing Archives

Voice Email archives are captured as posts within a "read-only" Voice Board, accessible only to instructors. Archives are specific to each Voice Email form.

To Access Archives

1. Launch the Voice Email applet of your choice.
2. Click the **Archives** button in its upper left-hand corner. A new window opens and a Voice Board applet loads.

Archives are grouped based on date. Click the arrow to the left of the date stamps to reach the individual messages (accessible by year, then month, and finally day). The controls of this Board are the same as any standard Voice Board, and contain a sub-set of its features most essential for reviewing archives.

Detaching a Voice Email Form

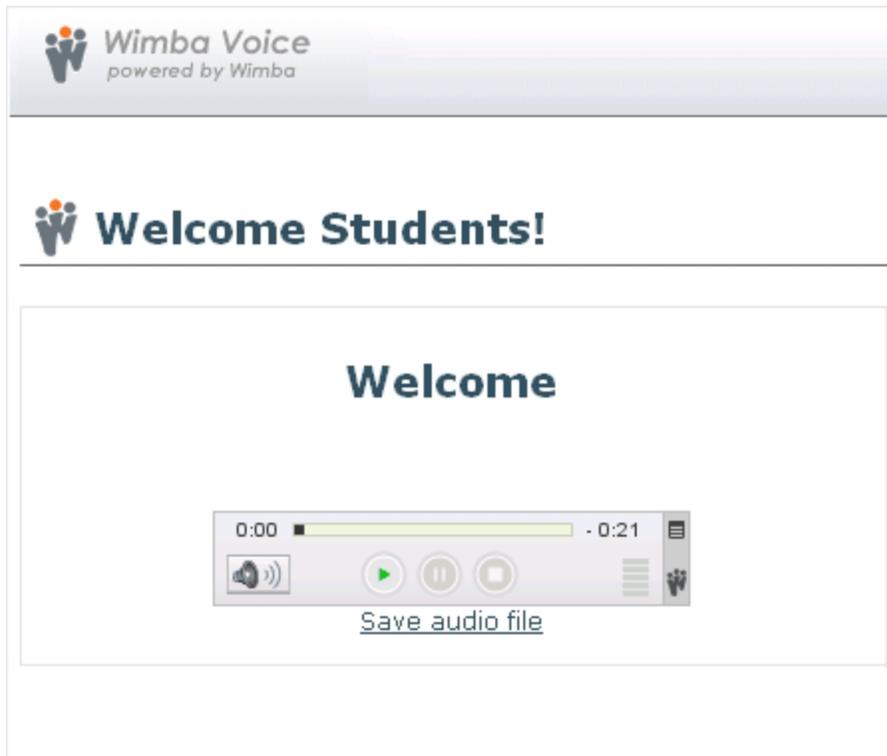
A Voice Email form can be detached, and viewed outside of the browser window, allowing you to maximize or expand the Voice Email window. To detach a Voice Email form, click the **Detach** button (diagonal arrow) in the upper right-hand corner of the applet. To reattach the form, simply close the detached window by clicking the small **Close (X)** button in its upper right-hand corner (Windows), or the red button in the upper left-hand corner (Mac). Alternately, you can click the body of the original browser window to reattach the form.

Voice Authoring

About Voice Authoring

Overview

A Voice Authoring message can be embedded directly into a web page to welcome students, build assessments, and add emotion and tone to your online courses.



The screenshot displays a web interface for Wimba Voice. At the top left, the logo features two stylized figures with orange dots above their heads, followed by the text "Wimba Voice" and "powered by Wimba" in a smaller font. Below this, a horizontal line separates the header from the main content area. The main content area contains the text "Welcome Students!" in a large, bold, dark blue font, preceded by the same stylized figure logo. A second horizontal line is positioned below this text. The central focus is a white rectangular box containing the word "Welcome" in a large, bold, dark blue font. Below the text is an audio player control bar. The bar includes a progress indicator showing "0:00" on the left and "- 0:21" on the right. The control bar contains several icons: a speaker icon with sound waves, a play button, a pause button, a stop button, a list icon, and a Wimba logo icon. Below the audio player, the text "Save audio file" is displayed as a link.

Voice Authoring Message Creation

To begin using Voice Authoring, you will first create a Voice Authoring resource. A resource may be used multiple times to record several messages. Resources are referenced by a Resource ID (rid), while messages are referenced by a Message ID (mid) within the resource to which it belongs.

To Create a Voice Authoring Resource:

1. Log in to the Manager as a PowerUser or Administrator.
2. Click the **Voice Authoring** link.
3. Click the **New** button in the center of the screen.
4. Enter a **Name** for your Voice Authoring resource.
5. Click the **Create** button.

Settings and Access Control

About Voice Authoring Settings and Access Control

You can adjust settings to modify your Voice Authoring resource. From the list of Voice Authoring resources, click the title of the instance you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The Information area allows you to modify the Name of your Voice Authoring instance, as well as add an optional Description which will appear below the resource name and above the applet. Descriptions are useful for posting important text above your Voice Authoring applet. If you make any modifications to this area, click the **Apply** button in the lower right-hand corner.

Settings

Resource's allowed document bases

This lists the authorized web pages where PowerUsers and Administrators may embed (or publish) this Voice Authoring resource. URLs must begin with either an `http://` or `https://` prompt, and end with a trailing slash and an asterisk (i.e., `http://www.wimba.com/*`). This allows pages within these domains to publish applets.

Note:

The Wimba Voice server itself also contains a master list of Allowed URLs, set by an Administrator. If you include a URL not in the master list, only this resource may be published on the specified URL.

Audio Quality

The default setting (Standard Quality) suits the needs of most users. You can adjust the quality to match the speed of your users' internet connections. Standard Quality streams audio messages at a rate of approximately 13 kilobits per second (kbps).

Max audio message length

You may also adjust the maximum duration for all recordings associated with a Voice Authoring resource. This is helpful if you wish to limit the length of your audio messages, or allow for longer announcements.

After you have finished adjusting settings, click the **Apply** button in the lower right-hand corner of the page.

Public Access

Voice Authoring applets can be embedded on any web page. Anyone able to access your web page could possibly play or record a message. In order to successfully publish an applet, **Public Access** must be checked. You may wish to deselect this option if you only plan to distribute links to a Voice Authoring applet, rather than place it on a web page.

Privileged Users and Groups

When a Voice Authoring resource is created, only the PowerUser who creates it (or any Administrator) can modify the resource (known as Admin access). If you wish to grant this access to other PowerUsers, you may specify these individuals by entering their Wimba Voice Manager account email address in the Privileged users area. Click the **Apply** button to save your changes. Repeat this process to add other users. To set Group privileges, click the **Privileged groups** link on the left and choose the appropriate level(s) of access from the list of Groups displayed.

View All Messages

All messages associated with a Voice Authoring resource can be accessed within a "read-only" Voice Board. Click the link within the View All Messages area to launch a Voice Board containing an archive of these voice messages. The PowerUser who created this resource, any Administrator, or any PowerUser who has been granted Admin access, can review and delete messages within this Board. The controls of this Board are the same as any standard Voice Board, and contain a sub-set of its features most essential for reviewing these messages.

Using Voice Authoring

Accessing Voice Authoring

Once a Voice Authoring resource is created, and you are satisfied with its settings, you may now immediately record separate messages associated with the resource.

To Access Voice Authoring

1. Log in to the Manager.
2. Click the **Voice Authoring** link.
3. Click the Voice Authoring resource you wish to modify from the list of instances A new page opens.
4. Select the **Voice Authoring/ Voice Player** link from the left-hand side of the screen.

Voice Authoring/ Voice Player

Message ID (mid)

A Message ID is a unique identifier for each individual message within a Voice Authoring resource. Message IDs are composed of one or several groups of uppercase or lowercase letters, digits, hyphens (-) or underscores (_). Groups of characters are separated by periods.

The following are valid message IDs:

- abc
- abc.xyz
- my.message.id
- 2.pi.r
- have.a.hay-day

The following are not valid mids:

- .a.b (mids cannot start or end with a period)
- abc..xyz (two periods in a row are not allowed)
- 1/2 (slashes are not allowed)

Periods have special meaning. A message containing a mid of a . b will be considered a message sub-node of the node a. Therefore, if the message referenced by the mid a is deleted, the sub-node message a . b will be deleted as well. This allows you to create a hierarchy of messages. For example, you could create a hierarchy of messages based on date, and then have the ability to delete groups of messages based on their creation date.

Note:

If you leave the Message ID field empty, the system will generate a mid automatically. It is strongly recommended you enter a mid for your own reference, or to create your own hierarchy.

Once you have entered a desired mid, click the **Record a message** button to create a new recording or overwrite a previous one. Recording controls will load up.

To Prepare Your Microphone (Optional)

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 will not be preserved when you reload or change a Voice Authoring message.

To Record a Message

Only instructors have the ability to record, or re-record messages. An audio input device, such a microphone or computer headset (recommended), is required.

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 stops automatically.
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.
5. Click **Record** if you wish 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.

To Play a Message

Both students and instructors can listen to messages using the playback controls.

1. To listen to an audio message, click the **Play** button within the Audio applet.
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. To review a Voice Authoring message within the Manager (PowerUsers and Administrators only), enter its mid (in the Message ID field) and click the **Play a message** button.

Saving Message Audio

Audio associated with any message can be downloaded and stored outside of the Wimba Voice server.

To Save Audio:

1. Load the desired message.
2. In the upper right-hand corner of the Audio applet, click the **Menu** icon (small striped square).
3. Click **Save as**. A new window opens.
4. Use the **Save In** drop-down menu to select the download location of your choice.
5. Use the **Files of Type** drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.
6. Enter a name in the **File Name** box.
7. Click the **Save** button.

Voice Authoring Publishing

Voice Authoring messages can be published on a web page (if Public Access is enabled). Once a message is recorded, you will likely prefer that people only listen to it, making only playback controls available. This option provides code to provide a direct link to users or embed the Voice Authoring message within a web page.

To Publish a Voice Authoring Applet with Playback Controls

1. Log in to the Manager.
2. Click the **Voice Authoring** link.
3. Click the Voice Authoring resource you wish to modify from the list of instances. A new page opens.
4. Select the **Voice Authoring/ Voice Player** link from the left-hand side of the screen.
5. Enter the appropriate mid into the **Message ID** field.
6. Click the **Play a message** button.
7. Copy the appropriate code at the bottom of the screen.

You may also publish a message with recording controls, allowing any user to overwrite a previously recorded message. This option only provides code to embed the Voice Authoring message within a web page.

To Publish a Voice Authoring Applet with Recording Controls

1. Log in to the Manager.
2. Click the **Voice Authoring** link.
3. Click the Voice Authoring resource you wish to modify from the list of instances. A new page opens.
4. Select the **Voice Authoring/ Voice Player** link from the left-hand side of the screen.
5. Enter the appropriate mid into the **Message ID** field.
6. Click the **Record a message** button.
7. Copy the appropriate code at the bottom of the screen.

Product Feedback

Wimba welcomes your suggestions for improving our products. If you have an idea for a new feature or enhancement, please click here:

[Wimba Product Feedback Form](#)

You may also email your suggestions to feedback@wimba.com.

Your suggestion will be forwarded to Wimba's Product Management team.

Disclaimer

This Online Help Module, as well as the software described in it, furnished under license may only be used or copied in accordance with the terms of such license. The information in this Online Help is furnished for information purposes only, is subject to change without notice, and should not be construed as a commitment by Wimba, Inc. Wimba, Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in this Online Help. Except as permitted by such license, no part of this Help publication may be reproduced, stored in a retrieval system or transmitted in any form by any means, electronic, mechanical, recording or otherwise without the prior written permission of Wimba, Inc. Any references to company names in examples or illustrations are for demonstration purposes only and are not intended to refer to any actual organizations.

Wimba Voice and the Wimba logos and trademarks are property of Wimba, Inc., 10 East 40th St, Floor 11, New York, NY, 10016.