Wimba Voice Tools Manager

Version 5.2

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User Guide

Introduction

Wimba Voice Tools

Wimba Voice Tools is a suite of applications that allows you to record and send voice over the Internet.

The 6 Voice Tools are:

- **Voice Board**: Post and listen to voice messages within discussion boards
- **Voice Presentation**: Add web content alongside vocal messages
- **Wimba Podcaster**: Create or upload podcasts for user subscription
- **Voice Email**: Send and listen to voice through email messages
- **Voice Direct**: Communicate with users in real-time, in a virtual room, using voice and text
- **Voice Recorder**: Record and listen to voice on a web page

You may create an unlimited number of instances of each tool.
Wimba Voice Tools Manager

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

You may also have access to the Oral Assessment Builder (OAB), which enables you to create, manage, assign, and grade vocal assessments.

Note: If you have integrated Voice Tools with a Course Management System (CMS), you do not need to access the Voice Tools Manager. However, you always need the Manager to access the Oral Assessment Builder.

Account Roles

Each user who accesses the Voice Tools Manager belongs to one of the following privileged groups:

1. **Users** have the lowest access privileges and receive access to specific Voice Tools; they are typically students.
2. **PowerUsers** create and manage their own Voice Tools; they are typically instructors.
3. **Administrators** create and manage all Voice Tools, Users, Groups, and the Manager itself.

My Manager

You should have received your Voice Tools Manager URL and account information. Upon login, the My Manager tab at the top of the page is highlighted. From here, you can access all available Voice Tools.

To Access a Voice Tool Instance

1. Click the link for the Voice Tool of your choice
2. Click the **View** (eye) icon to the right of the desired instance

You may also change your password and/or interface language (English or French).

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
2. The **Profile Information** screen will appear. 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 in the lower right

*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 instances of Voice Tools. The same process applies to all six tools.

To Create a New Voice Tool Instance
1. Click the link for the Voice Tool of your choice
2. Click the **New** button in the center of the screen

To Edit Settings of an Existing Instance
1. Click the link for the Voice Tool of your choice
2. Click the name of the desired instance
3. A new page will appear; select the appropriate category on the left-hand side of the screen

To Copy a Voice Tool Instance
1. Click the link for the Voice Tool of your choice
2. Click the **Copy** icon to the right of that instance

A separate, identical instance will be created — preserving all content and settings from the original instance. Any changes made to an original, or new, instance will not affect the other instance.

To Delete a Voice Tool Instance
1. Click the link for the Voice Tool of your choice
2. Click the **Delete** icon to the right of the desired instance

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

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

If you are an Administrator, or have access to the Oral Assessment Builder (OAB), more than one tab will be available at the top of the page.
Voice Board

Overview

A threaded, voice-based discussion board that can also be used for one to one vocal exercises

Introduction

You have likely used message boards before, outside of instructional design. But have you ever had the opportunity to add a vocal contribution to these boards, or engage in a private conversation utilizing both voice and text?

Voice Boards take communication to the next level, simply 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

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 may 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 will be 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 may be helpful to track student progress over time, reviewing their first posts at the top of the Board.

Allow users to start a new thread
By default, both students and instructors can compose new, top-level threads to a Voice Board. Deselect this setting to restrict this student ability. It will 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 will contain 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 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 speak. This may be useful if you plan to use the Voice Board as a timed assessment tool.

Resource's allowed document bases
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. This allows pages within these domains to publish applets.
(i.e., http://www.wimba.com/*)

Note: The Voice Tools 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 may set access controls to determine who exactly may view (read) messages 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 Voice Tools Manager account is necessary. Users will be prompted to enter a Screen Name to access the Voice Board.
• "Any logged-in user" (registered users): Anyone with a Voice Tools 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 will be 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 Voice Tools Manager and access a Voice Board. However, you may also publish it on 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

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.
4. The Voice Board will load in a new window.

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 will only be available to students under the following conditions:

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

Click the New button to compose a new thread. A new Compose window will appear.

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

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

Preparing Your Microphone (Optional)
Several optional features allow you to change your recording device and enhance your audio quality.

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

Note: These settings will not be preserved when you reload or change a Voice Board.

Recording 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 will cease. All audio you have recorded up to that point will be preserved.
2. Click Pause (two bars) to pause recording; click this button again to resume recording your message
3. Click Stop (square) when you have completed your message
4. Click Play (green triangle) to listen to your message. Click Record to re-record.

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

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

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

**Posting a Message**

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

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

**Replying to a Message**

By default, both students and instructors have the ability to reply to messages -- however, this privilege may be disabled for students.

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

A new window will open. 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
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 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 post on the Board (including messages from other instructors and any student).

**Deleting a Message**

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

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

A confirmation prompt will pop-up, asking if you wish to delete the message. Click the **Yes** button to delete the message (deleting a thread will also remove 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 tool settings.

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

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

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

**An email will be sent to the addresses specified, containing the following:**

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

The forwarded message will contain links to listen to the audio from the post, as well as any associated text. The message will not contain any attachments; all recorded messages reside on the Voice Tools server.
Saving Message Audio

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

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

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 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 Board.

Options

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

Play on Click

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

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

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

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

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

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

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

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

Expand/Collapse All

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

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

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

Refresh

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

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

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

Beyond the scope of standard Voice Board functionality, additional features are available to PowerUsers who wish to explore further possibilities when using Voice Boards.

Importing

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

Supported formats include:

- **MP3**: Mpeg 1, layer 3 at 32, 44 or 48kHz (mono or stereo)
- **PCM/WAV**: 8bit or 16bit at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **Ogg Speex**: at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **GSM/WAV**: 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **WVB**: Previously exported Wimba Voice Board file

To Import Content

1. Click the **Import** button at the top of a Voice Board.
2. A new window will open. Browse for the file on your hard drive or network drive.
3. Select the appropriate file.
4. Click the **OK** button at the bottom of the **Import** window.
5. An **Import Progress** window will appear as the file is uploaded.
6. A confirmation message will appear once the import has finished.
7. A new thread will appear on the Board titled, “Imported message:” with a timestamp. This title may be edited.
8. Expand this thread to access the audio/message(s) associated with the imported file.

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 Boards.

Exporting

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

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

Voice Board content can be downloaded in the following formats:
• Wimba Voice Board (.wvb)
• Speex audio in archive (.zip)
• WAV audio in archive (.zip)
• MP3 audio in archive (.zip)

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

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

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

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

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

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

**Publishing Individual Messages**

Individual Voice Board messages can be published on the web. This feature is only available to instructors.

To publish audio clips, click the appropriate message from the top half of the Voice Board, followed by the **Publish** button at the top of the Board.

A new window will open. 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.
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. Drop the post/thread in its new location. Posts will be instantly reordered.

To move a post so it becomes a reply of another post or thread, simply drag the post to a message or thread of your choice. A valid destination 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 post, along with all replies, to a desired new location using the methods described above.

Note: To enable playback on the webpage, the website's domain must be listed or added to the Voice Tools server configuration file. Please speak to your Server Administrator for additional assistance.
Voice Presentation

Overview
A presentation consisting of web content alongside voice messages

Introduction
Voice Presentation allows you to associate web-based content with a voice recording.

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.

Voice Presentation Creation

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

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, optional info.

A Description is useful for posting important text, such as a due date 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. 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

Allow users to comment on slides
By default, both students and instructors can provide commentary on slides. Deselect this setting to restrict this student ability, 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
If slide comments are private, only one-on-one communication between an instructor and a student is allowed. If this option is selected:

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

Private comments allow for an instructor-student dialogue hidden from the other students. An instructor can use this option to build assessments to which each student individually responds. The instructor can then respond to each student and securely provide grades and comments.
**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 speak. This may be useful if you plan to use Voice Presentation as a timed assessment tool.

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

**Resource’s allowed document bases**

A list of authorized web pages where PowerUsers and Administrators may embed (also known as publish) this Voice Presentation.

URLs must begin with either an http:// or https:// prompt, and end with a trailing slash and an asterisk. This allows pages within these domains to publish applets.

(i.e., http://www.wimba.com/*)

*Note: The Voice Tools 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 (read) messages and post (compose) 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 Voice Tools Manager account is necessary. Users will be prompted to enter a Screen Name to access the Presentation.
- “Any logged-in user” (registered users): Anyone with a Voice Tools 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
  (Caution: Users given this right will be able to create, edit, and delete posts)
- **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 will be 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 Voice Tools Manager and access your Voice Presentation. However, you may 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**

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 Boards.
4. The Presentation will load in a new window.

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
The New button, located in the upper left-hand corner of the Voice Presentation, allows new slides to be created. This button is only available to instructors.

Click the New button to create a new slide. A new Compose window will appear.

Adding a recording to a slide is optional – however, this may greatly enhance displayed content.

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

Preparing Your Microphone (Optional)
Several optional features allow you to change your recording device and enhance your audio quality.

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

Note: These settings will not be preserved when you reload or change a Voice Presentation.

Recording 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 will cease. All audio you have recorded up to that point will be preserved.

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

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

During playback (or when a message is paused), you may hold down your mouse button and drag the Slider Control to rewind or fast-forward to a particular point in the message.
Adding Text to a Message
To enter text to accompany your recording, click and type in the large text field at the bottom of the Compose window. Typing a message is optional, but may provide helpful information (such as instructions or an assessment question for users), or text that complements your recording.

Posting a 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.

A new window will open. 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
2. The slide (and its text) will appear in the message pane at the bottom of the Presentation. Web content will appear on the right-hand side of the window.
3. To listen to an audio message, click the **Play** button within the Audio applet.

4. To raise/lower volume, click the **Volume Control** button, in the lower left-hand corner of the applet.

5. To change your playback device, click the **Menu** icon (small striped square), in the upper right-hand corner of the applet.

6. Select **Audio Output**, followed by the device of your choice.

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

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

**Editing a 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/or **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. Use with caution, as 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 local hard drive.

**To Save Audio**

1. Click the appropriate 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), followed by **Save as**.

3. A new window will appear. Use the **Save In** drop-down menu to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
4. Use the Files of Type drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.

5. Enter an appropriate name in the File Name box and click the Save button.

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. Slides will be instantly reordered.

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…) will be preserved when the item is moved. 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

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

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

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

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 will 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.

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

To Enable Continuous Play

1. Click the Options button
2. Select Continuous Play
3. Select and start the desired message from the top half of the 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, 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...
3. A new window will open. Browse for the file on your hard drive or network drive.
4. Select the appropriate file.
5. Click the OK button at the bottom of the Import window.
6. An Import Progress window will appear as the file is uploaded.
7. A confirmation message will appear once the import has finished.
8. A new thread will appear on the Presentation titled, “Imported message:” with a timestamp. This title may be edited.
9. Expand this thread to access the audio/message(s) associated with the imported file.

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.

Note: If you import an entire Voice Presentation file, its contents will be nested within an "Imported message:" thread. You may move (reorder) individual messages outside of this thread, so they are top-level messages. This will restore a slide's original Title and URL.

Exporting

Voice Presentation content need not 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...
3. A new window will open. Use the Select what you want to export drop-down menu at the top of the window to choose the appropriate 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. (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 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.
Wimba Podcaster

Overview
An authoring and subscription tool for podcasts

Introduction
Wimba Podcaster is a complete, start-to-finish podcasting application.

It allows you and your students to author (and/or upload) vocal recordings and distribute them over the Internet using syndication feeds.

All .mp3 files are hosted on the Wimba Voice Tools server, which also automatically creates the RSS feed. Users can play messages directly within Podcaster, download audio from the feed, or subscribe using their preferred RSS reader.
Wimba Podcaster Creation

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

Settings and Access Control

You may adjust settings to modify the behavior and appearance of your Podcaster. From the list of Podcaster instances, click the name of the one 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 Podcaster 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 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 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
• Posting date

If you select short message titles, only the subject line and the name of the individual who created the message will be displayed.
Allow users to post to podcast
By default, only instructors can create new podcast messages. Selecting this will extend this ability to students.

Podcast auto-published after
By default, messages will be automatically published (reach the syndicated feed) after 5 minutes of 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 Podcaster itself or within the RSS feed.

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.

Resource's allowed document bases
A list of authorized web pages where PowerUsers and Administrators may embed (also known as publish) this Podcaster.

URLs must begin with either an http:// or https:// prompt, and end with a trailing slash and an asterisk. This allows pages within these domains to publish applets.

(i.e., http://www.wimba.com/*)

Note: The Voice Tools 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 Podcaster, create a link on a web page (using HTML code), or embed the Podcaster on a web page.

Using Wimba Podcaster

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

To Access a Wimba Podcaster
1. Log-in to the Manager
2. Click the Wimba Podcaster link
3. Click the View (eye) icon located to the right of any instance from the list of Podcasters
4. The Podcaster will load in a new window
You can resize a Podcaster by dragging the gray bar (above the message pane) up or down.

**Creating a New Podcast Message**

The **New** button, located in the upper left-hand corner of the Podcaster, allows new messages to be created. By default, this option is available only to instructors, but may be enabled for students within the tool’s settings.

Click the **New** button to create a new message. A **Compose** window will appear.

**Subject**

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

**Preparing Your Microphone (Optional)**

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

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

*Note: These settings will not be preserved when you reload or change a Wimba Podcaster.*

**Recording 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 will cease. All audio you have recorded up to that point will be preserved.

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

*Notes:*

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

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

**Adding Text to a Message**

To enter text to accompany your recording, click and type in the large text field at the bottom of the **Compose** window. Typing a message is optional, but may provide helpful information (such as 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 Podcaster
2. The message (and its text) will appear in the message pane at the bottom of the Podcaster.
3. To listen to a message, click the **Play** button within the Audio applet
4. To raise/lower volume, click the **Volume Control** button, in the lower left-hand corner of the applet
5. To change your playback device, click the **Menu** icon (small striped square), in the upper right-hand corner of the applet
6. Select **Audio Output**, followed by the device of your choice

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

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

**Playback Options**

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

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

To enable this setting, click the **Options** button and then select **Play on click**. The next time you click on a message containing audio, playback will begin automatically.

**Continuous Play**
**Continuous Play** allows students and instructors to review all Podcaster messages at once (without the need to select each individual message for playback).

Messages will play from top to bottom, starting with the first message you select and ending with the last message posted.

It is recommended that you also utilize the **Play on click** feature (as detailed above) for even greater ease-of-use.
To Enable Continuous Play
1. Click the Options button
2. Select Continuous Play
3. Select and start the desired message from the top half of the Podcaster

Editing a Message

If you wish to modify a message, click the Edit button at the top of the 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 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 Podcaster itself, or within the RSS feed.

Deleting a Message

Individual messages can be deleted from the 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 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 appropriate message in the top half of the Podcaster, followed by the Delete button at the top of the

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 Wimba 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 will open. Copy/paste the URL that appears in the address bar into your preferred podcast reader application.
Once a user subscribes, their podcast reader application will automatically download new messages created within an instance Podcaster. This content will then sync 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 Podcaster. If your course utilizes more than one 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 Podcaster.
2. A new window will open.
3. Browse for the file on your hard drive or network drive.
4. Select the appropriate file.
5. Click the **OK** button at the bottom of the Import window.
6. An **Import Progress** window will appear as the file is uploaded.
7. A confirmation message will appear once the import has finished.
8. A new message will appear in the Podcaster, titled with the name of your file. This title may be edited.

You may also import a previously exported “Wimba Voice Board” (Podcaster).wvb file directly from the Manager interface by clicking the **Import** button, in the center of the screen, above the list of 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 Podcaster and import it into another Podcaster, Voice Board, or Presentation.

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 appropriate messages.

2. Click the Export button at the top of a Podcaster.

3. A new window will open.

4. 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.

5. Use the Select the export format drop-down menu to determine your desired data output.

6. 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).

7. Enter a name in the File Name box.

8. Click the Save button at the bottom of the window.

   **Note:** Opening a Podcaster without clicking a message, followed by the Export button, will allow 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 Wimba Podcaster directly from the Manager interface by clicking the Export button to the right of the appropriate resource from the list of Podcaster instances.

Saving Message Audio

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

To Save Audio

1. Click the appropriate message from the top half of the Podcaster.

2. In the upper right-hand corner of the Audio applet, click the Menu icon (small striped square), followed by Save as.

3. A new window will appear. Use the Save In drop-down menu to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).

4. Use the Files of Type drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.

5. Enter an appropriate name in the File Name box and click the Save button.
Voice Email

Overview
Email with standard text, plus a vocal element

From: teacher@wimba.com
To: student@wimba.com
Cc: dean@wimba.com
Subject: AHS101 Suggestions
Audio: 0:00 - 0:20

Share with the class your impressions so far, and what else you’d like to discuss this semester.
Introduction
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.

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

You may 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 will appear 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**
A list of authorized web pages where PowerUsers and Administrators may embed (also known as publish) this Voice Email.

URLs must begin with either an http:// or https:// prompt, and end with a trailing slash and an asterisk. This allows pages within these domains to publish applets.

(i.e., http://www.wimba.com/*)

*Note: The Voice Tools 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) 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 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, as well as see its archives.

**To Grant Admin Access to Other PowerUsers**

1. Specify these individuals by entering their Voice Tools 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.

*Note: This option is not available for Users (students).*

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 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 was selected).

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

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
4. The Voice Email form will load 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 (the text will be gray), 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 relevant 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.

Preparing Your Microphone (Optional)
Several optional features allow you to change your recording device and enhance your audio quality.
1. Click the **Menu** icon (small striped square), located in the upper right-hand corner of the Audio applet.

2. Select **Audio Input**, followed by the device of your choice.

3. Select **Audio Filters**. By default, the two filters (**Auto Gain** to normalize voice and **Noise Reduction** to minimize background noise) are selected. You may enable/disable these as you see fit.

**Note:** These settings will not be preserved when you reload or change a Voice Email form.

**Recording 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 will cease. All audio you have recorded up to that point will be preserved.

2. Click **Pause** (two bars) to pause recording; click this button again to resume recording your message.

3. Click **Stop** (square) when you have completed your message.

4. Click **Play** (green triangle) to listen to your message. Click **Record** to re-record.

**Notes:**

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

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

**Adding Text to a Message**

To enter text to accompany your recording, click and type in the large text field at the bottom of the 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 tool’s settings).

The message will not contain any attachments, only text (and links); all recorded messages reside on the Voice Tools server and will never be 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 will open and a Voice Board applet will load.

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 Direct

Overview
A live voice and chat application

Introduction
Conduct a live conversation from the comfort of your home or anywhere, anytime of the day or night, regardless of time zones and long-distance calls. Voice Direct is an online conference center that can act as a classroom, practice arena, tutoring center, or office.

Voice Direct Creation

To Create a Voice Direct Conference
1. Log-in to the Manager as a PowerUser or Administrator
2. Click the Voice Direct link
3. Click the New button in the center of the screen
4. Enter a Name for your Voice Direct conference
5. Click the Create button
Settings and Access Control

You may adjust settings to modify your Voice Direct conference. From the list of Voice Direct 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 Direct conference, as well as add an optional Description which will appear below the conference name and above the applet.

Descriptions are useful for posting important text, such as a brief assignment or office hours, above your conference.

If you make any modifications to this area, click the Apply button in the lower right-hand corner.

Settings

Archive sessions
If checked, archiving will begin automatically upon entry into a Voice Direct conference (by a student or instructor). If unchecked, archiving will need to be started manually by an instructor within the conference.

Archiving is recommended for future reference, student study aids, and an instructor’s ability to monitor progress without the necessity of being logged into every Voice Direct conference.

Resource’s allowed document bases
A list of authorized web pages where PowerUsers and Administrators may embed (also known as publish) this Voice Direct conference.

URLs must begin with either an http:// or https:// prompt, and end with a trailing slash and an asterisk. This allows pages within these domains to publish applets.

(i.e., http://www.wimba.com/*)

Note: The Voice Tools 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 (Basic Quality) will suit most needs for synchronous conversation. However, you may adjust the quality higher, depending on your users’ connectivity to the Internet. Basic Quality streams audio messages at a rate of approximately 8 kilobits per second (kbps), which works extremely well for users on high and lower-bandwidth connections alike.

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

In the Basic Rights area, you may set access controls to determine who exactly may access (Participate) and speak (Talk) within your Voice Direct conference.

By default, these privileges are both set to “Only privileged users.” Three options are available:

- "Any user" (guest access): anyone has access; no Voice Tools Manager account is necessary. Users will be prompted to enter a Screen Name to access the conference.
- "Any logged-in user" (registered users): Anyone with a Voice Tools 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 conference.

Note: If you select "Any user" or "Any logged-in user," you do not need to click the Privileged users and Privileged groups links. You may proceed to the Publish section.

Privileged Users and Groups

If you chose “Only privileged users” for your Voice Direct conference, you need to grant access to specific users and/or groups (otherwise, ignore this section).

To select users, type the login email of the user to receive access and select the appropriate level(s) of access:

- **Participate**: access the conference
- **Talk**: speak within the conference
- **Admin**: PowerUser rights when using Voice Direct
  (Caution: Users given this right will have full PowerUser rights -- including archive deletion)

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

Click the Apply button 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 Direct resource can be accessed within a “read-only” Voice Board. Click the Archives link to launch a Voice Board containing an archive of these 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.

Students can access conference archives within the Voice Direct applet itself.
**Publish**

Registered users may log into the Voice Tools Manager and access a Voice Direct conference. However, you may also want to embed it on 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 Direct conference, create a link on a web page (using HTML code), or embed the conference on a web page.

**Using Voice Direct**

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

**To Access Voice Direct**

1. Log-in to the Manager
2. Click the **Voice Direct** link
3. Click the **View** (eye) icon located to the right of any instance from the list of Voice Direct conferences
4. The Voice Direct conference will load in a new window

**Speaking in a Conference**

Voice Direct features a half-duplex system, which means when one person is speaking, they have total control over the floor.

Any individual within the conference can type comments at any time.

**Requesting the Microphone**

There are two ways to request the microphone within a Voice Direct conference:

- Click the **Request** button (hand), located in the lower right-hand corner of the interface
- Hold down the **Control** key on your keyboard as you speak

*(Note: If the **Control** key does not initially respond, click the **Chat Input** field -- the white small box in the lower left-hand corner of the interface -- then try again)*

If no one has control of the microphone, you can begin speaking immediately.

**Releasing the Microphone**

When you have finished speaking, be sure to release the microphone, so others in the conference may have a chance to speak. To release:

- If you initially clicked the **Request** button (hand icon), click the **Stop** button (X), located in the lower right-hand corner of the interface
• If you are holding down the **Control** key on your keyboard, release this keystroke

**Hand-Raising Queue**

If you request the microphone while someone else is speaking, your request is queued until they have released the microphone (including instructors who wish to speak).

Several changes in the interface indicate you are waiting to gain control of the microphone:

• The word “WAITING,” appears between the **Request** (hand) and **Stop** (X) buttons in the lower right-hand corner of the interface.
• The hand icon is grayed out and cannot be clicked
• A hand symbol appears to the right of your name in the **Participant List**, located on the right-hand side of the interface

If more than one person requests the microphone, their names are reordered in the **Participant List**, in the order in which they made their request; the name of the person who requested the microphone first will appear directly below the speaker (whose name always appears at the top of the list).

Once the current speaker releases their microphone, the first person listed in the hand-raising queue will automatically gain control of the microphone. They can start speaking without the necessity of clicking the **Request** button, or holding down the **Control** key.

The next requestor will then move to the top of the waiting queue (below the current speaker).

**Passing the Microphone**

Instructors have the ability to act as Moderator, and give the microphone to anyone logged in to the conference at any time (including themselves). The person to whom the instructor is passing the microphone must have their hand raised.

To pass control of the microphone, right-click (PC) or **Ctrl**-click (Mac) the name of any user (who has their hand raised) in the **Participant List**. The words **Give microphone** will appear in a small box. Click this option and the person you have selected will then have the ability to speak. The microphone icon, which indicates the current speaker, will automatically appear to the right of their name. A line of text also appears in the messages area, indicating that you have passed the microphone to this individual.

Passing the microphone is useful in many scenarios, including when:

• Instructors wish to call on a student
• An individual is spending too much time on the microphone
• An individual makes an inappropriate vocal comment

**To Grab the Microphone When Someone is Speaking (Instructors Only)**

1. Click the **Request** (hand) button
2. Right-click your own name in the name list
3. Click the words “Give microphone.”

*Note: Students do not have the ability to pass control of the microphone.*
Messages Area

Chat messages provide an alternate method of dialogue. This feature is available immediately upon entry, to both students and instructors, and cannot be disabled.

To Send a Chat Message
1. Click the small Chat Input field, located in the lower left-hand corner of the interface
2. Type your message and press Enter on your keyboard

Your text will appear in the Messages Area, prefaced by your name (as it appears in the Participant List). Each individual is randomly assigned a unique color upon log-in.

The Messages Area also displays text indicating when someone has entered, or exited from, the conference. If someone enters the room before your arrival, you will not see this announcement; instead, their name will appear in the Participant List.

Archiving

Voice Direct conferences can be archived for content preservation, reference, tracking, and future use as a study tool.

Sessions can be set to automatically archive (without the need for the archive to be manually started and stopped) within the Voice Direct settings in the Manager. A session is defined as the time one or more individuals log-in to a Voice Direct conference and engage in any vocal or textual interaction.

To Manually Start an Archive
1. First, ensure that your conference has not already been set to archive automatically. This is indicated upon entry to the conference with a line of text that reads, “This conference is not being archived.”
2. Click the Options button, located in the upper left-hand corner of the interface.
3. Select Start archiving

All interaction that takes place from that moment forward will be captured in an archive.

Archives do not need to be stopped if all participants and instructors exit the conference. You may wish to manually end an archive to conduct private conversation that should not be captured in an archive.

To Manually Stop an archive
1. Click the Options button, located in the upper left-hand corner of the interface.
2. Select Stop archiving

All interaction from this moment forward will not be captured in an archive.

Note: If the conference is set to automatically archive, selecting this option will disable automatic archiving for the conference going forward. You will need to either enable archiving again within the Voice Direct settings, or manually start the archive the next time you enter the conference.
Accessing Archives

Voice Direct archives are captured as vocal and textual posts to a read-only Voice Board, accessible when launching a conference, to both instructors and students. Archives are conference specific, so only text and voice that took place in each individual conference will be available within its archives.

To Access Archives

1. Launch the Voice Direct conference of your choice
2. Click the Archives button in its upper left-hand corner

A new window will open and a Voice Board applet will load.

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.

Note: It is strongly recommended that you utilize the Continuous Play feature, when reviewing Voice Direct archives, accessible by clicking the Board’s Options button.

Detaching a Voice Direct Conference

Voice Direct can be detached, and viewed outside of the browser window, allowing you to maximize or expand the conference window. To detach a Voice Direct conference, click the Detach button (diagonal arrow) in the upper right-hand corner of the applet.

To reattach the conference, 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 conference.
Voice Recorder

Overview
A recorded message that a user can play back anytime, usually accompanying content within a web page.

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

Voice Recorder Creation
To begin using Voice Recorder, you will first create a Voice Recorder 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 Recorder Resource:

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

Settings and Access Control

You may adjust settings to modify your Voice Recorder resource. From the list of Voice Recorder 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 Recorder 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 Recorder 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
A list of authorized web pages where PowerUsers and Administrators may embed (also known as publish) messages associated with this Voice Recorder resource.

URLs must begin with either an http:// or https:// prompt, and end with a trailing slash and an asterisk. This allows pages within these domains to publish applets.

(i.e., http://www.wimba.com/*)

Note: The Voice Tools 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) 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 also adjust the maximum duration for all recordings associated with a Voice Recorder 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 Recorder 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 Recorder applet, rather than place it on a web page.

Privileged Users and Groups

When a Voice Recorder 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 Voice Tools 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 Recorder 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 Recorder

Once a Voice Recorder resource is created, and you are satisfied with its settings, you may now immediately record separate messages associated with the resource.
To Access Voice Recorder
1. Log-in to the Manager
2. Click the Voice Recorder link
3. Click the Voice Recorder resource you wish to modify from the list of instances
4. A new page will appear. Select the Voice Recorder / Voice Player link from the left-hand side of the screen

Voice Recorder / Voice Player

Message ID (mid)
A Message ID is a unique identifier for each individual message within a Voice Recorder 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.

Preparing Your Microphone (Optional)
Several optional features allow you to change your recording device and enhance your audio quality.

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

*Note: These settings will not be preserved when you reload or change a Voice Recorder message.*

**Recording 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 will cease. All audio you have recorded up to that point will be preserved.

2. Click **Pause** (two bars) to pause recording; click this button again to resume recording your message.

3. Click **Stop** (square) when you have completed your message.

4. Click **Play** (green triangle) to listen to your message. Click **Record** to re-record.

*Notes:*

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

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

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

Voice Recorder Publishing

Voice Recorder messages can be published on a web page (if Public Access was selected).

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 Recorder message within a web page.

To Publish a Voice Recorder Applet with Playback Controls
1. Log-in to the Manager
2. Click the Voice Recorder link
3. Click the Voice Recorder resource you wish to modify from the list of instances
4. A new page will appear. Select the Voice Recorder / 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 Recorder message within a web page.

To Publish a Voice Recorder Applet with Recording Controls
1. Log-in to the Manager
2. Click the Voice Recorder link
3. Click the Voice Recorder resource you wish to modify from the list of instances
4. A new page will appear. Select the Voice Recorder / 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
Oral Assessment Builder (OAB)

The Oral Assessment Builder (OAB) enables instructors to create, manage, assign, and grade vocal assessments through the Voice Tools Manager.

If you do not see the Oral Assessments tab, this means your institution does not have access to the OAB.

Question Creation

Creating questions is the essential first step in assessment creation. Once a repository of questions has been developed, they can then be added to limitless assessments.

To Create a Question
1. Log-in to the Manager as a PowerUser or Administrator
2. Click the Oral Assessments tab
3. Click the Create Question link
4. Click the question type of your choice

Voice Dialog

A standard free-response question that is oral instead of written.

A Voice Dialog Question has 5 parts:

1. **Name** (required): the unique identifier used for administration (organizing questions into assessments).
2. **Title** (required): the question title users see when completing an assessment.
3. **Image** (optional): a picture can help illustrate your question.

   Click the Browse button to upload an image from your computer. Be sure to change the width and height immediately following upload to match the dimensions of your image.

   Images files must be viewable in a web browser. Recommended image formats include GIF and JPEG. Bitmap images (BMP) are not recommended.

4. **Description** (optional): Text that describes the question (or possibly the image). This field is useful to provide instructions.
5. **Voice Prompt** (optional but strongly recommended): Audio controls to record your question.

Preparing Your Microphone (Optional)

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

1. Click the Menu icon (small striped square), located in the upper right-hand corner of the Audio applet.
2. Select Audio Input, followed by the device of your choice

3. Select Audio Filters. By default, the two filters (Auto Gain to normalize voice and Noise Reduction to minimize background noise) are selected. You may enable/disable these as you see fit.

*Note*: These settings will not be preserved when you reload or change a Voice Prompt message.

**Recording 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 will cease. All audio you have recorded up to that point will be preserved.

2. Click Pause (two bars) to pause recording; click this button again to resume recording your message

3. Click Stop (square) when you have completed your message

4. Click Play (green triangle) to listen to your message. Click Record to re-record.

*Notes*:

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

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

**Uploading a Message**

Alternately, you may upload a message in one of the following supported 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)

Click the Browse button to upload an audio file from your computer.

Once you have entered the question, click the Save button at the bottom of the page. If you do not want to store the question, click Cancel.

**Multiple Choice Question (MCQ)**

This question type builds upon Voice Dialog with the addition of multiple choice questions. It can be utilized as a quiz to include as many multiple choice questions as you like, all of which would refer to the single Voice Prompt associated with this question resource. Its settings are identical to Voice Dialog (described above), with additional functionality.
To Add a New Question
1. Click the New question button
2. Enter up to 5 responses
3. Select the radio button to the left of the correct answer

To Remove a Question
1. Highlight the appropriate question from the Quiz box
2. Click the Remove button

To Rearrange Questions
1. Highlight the appropriate question from the Quiz box
2. Click the Move Up or Move Down button

Fill in the Blank

This question type is based upon Voice Dialog, with the addition of fill in the blank questions. It can be utilized as a quiz to include as many fill in the blank questions as you like, all of which would refer to the single Voice Prompt associated with this question resource. Its settings are identical to Voice Dialog (described above), with additional functionality.

To Add a New Question
1. Click the New sentence button
2. Enter the beginning of the sentence in the First part field
3. Enter the correct answer in the Blank field
4. Enter the end of the sentence in the Last part field

To Remove a Question
1. Highlight the appropriate question from the Quiz box
2. Click the Remove button

To Rearrange Questions
1. Highlight the appropriate question from the Quiz box
2. Click the Move Up or Move Down button

Pairing

This question type is similar to a Multiple Choice Question, but with multiple questions and answers. Each answer corresponds to a single question. The student must match each question with its corresponding answer. Its settings are identical to Voice Dialog (described above), with additional functionality.
You may enter up to 5 questions in the **Question** column. Be sure to indicate the correct answer in the **Answer** column, located to the right of each Question. OAB will shuffle the pairs randomly within the question once it has been added to an Assessment. The shuffled pairings will appear in the same order for each user, and only be visible within an Assignment, if logged in as a User to whom it is assigned.

**Vocal Multiple Choice Question (Vocal MCQ)**

This question type is similar to a Multiple Choice Question, but the student must choose between several vocal answers rather than textual answers, all of which would refer to the single Voice Prompt associated with this question resource. Its settings are identical to Voice Dialog (described above), with additional functionality.

You may record up to 5 separate answers, upload up to 5 supported audio files, or mix and match recordings and uploaded files. Be sure to select the radio button to the left of the correct answer.

**Question Management**

PowerUsers can modify, copy, and delete any questions they have created.

Administrators can manage any questions they have created, in addition to all questions created by any PowerUser.

**Editing a Question**

Questions can easily be managed to make corrections or changes, including the ability to re-record any messages associated with a question.

**To Edit a Question**

1. Log-in to the Manager as a PowerUser or Administrator
2. Click the **Oral Assessments** tab
3. Click the **Manage questions** link
4. Click the **Edit** (pen) icon located to the right of the question you wish to modify
5. Make any changes you wish
6. Click the **Save** button. (Click **Cancel** to return to the previous screen, if you do not wish to submit changes).

After you edit a question, it is automatically updated in all assessments in which it may be included.

If you have assigned an assessment before changing the question, the question in the current assignment will be remain unchanged as someone might have already completed the assignment.

Nevertheless, the question will be updated in the assessment and ready for future assignments of that same assessment.
Copying a Question

The purpose of copying a question is not to include it in several assessments. You can include the same question in multiple assessments without making a separate copy for each one. Instead, this functionality allows you to create multiple, similar questions with slight variations.

To Copy a Question
1. Log-in to the Manager as a PowerUser or Administrator
2. Click the Oral Assessments tab
3. Click the Manage questions link
4. Click the Copy icon located to the right of the question you wish to modify
5. You will be taken to the New question screen. The page will be populated with the information from the original question you copied.
6. Give the question a new name
   
   Note: Remember that you are not changing the original question, just creating a slightly different copy. If you do not give the question a new name, it will be renamed automatically.
7. Make any changes you wish
8. Click the Save button.

Deleting a Question

When you delete a question, it is automatically removed from all assessments you have created -- except for assessments you have already assigned.

To Delete a Question
1. Log-in to the Manager as a PowerUser or Administrator
2. Click the Oral Assessments tab
3. Click the Manage questions link
4. Click the Delete (trash can) icon located to the right of the question you wish to delete

Exporting a Question

To permit exchange and backup, questions can be exported from the Voice Tools Manager and stored locally on your hard drive, shared drive, or Intranet. Exporting is useful if you wish to share questions with fellow PowerUsers, or to develop an archive of questions for later use.

To Export a Question
1. Log-in to the Manager as a PowerUser or Administrator
2. Click the Oral Assessments tab
3. Click **Manage questions** link
4. Click the **Export** (arrow) icon located to the right of the question you wish to save

The question is downloaded as a .hwq (Wimba Question) file containing all text, audio, and images associated with the question. The contents of this .zip file should not be modified.

**Importing a Question**

Only questions exported from the Oral Assessment Builder may be imported back to the Voice Tools Manager.

**To Import a Question**

1. Log-in to the Manager as a PowerUser or Administrator
2. Click the **Oral Assessments** tab
3. Click the **Manage questions** link
4. Click the **Browse** button located below **Import a question** at the bottom of the screen
5. Upload the appropriate .zip file from your hard drive

The imported question is automatically created and inserted into your question list. If the question you import has the same name as an already existing question, it will be renamed.

**Assessment Creation**

An assessment is an ordered set of exercises which students are invited to complete and instructors may grade.

**To Create an Assessment**

1. Log-in to the Manager as a PowerUser or Administrator
2. Click the **Oral Assessments** tab
3. Click the **Create assessment** link
4. Enter a unique name and title for this assessment
5. Select a question from the **Available questions** list on the left, which you wish to include in the assessment
6. Click the **Add** button (located between the two list boxes)
7. Repeat Steps 5 and 6 until you have all the questions you want
8. Click the **Save** button to create the new assessment

To change the order of the questions in the assessment, select a question from the **Questions in the assessment** list and click the **Move up** or **Move down** buttons as appropriate.

To remove a question in the assessment, select a question from the **Questions in the assessment** list and click the **Remove** button.

If you wish to preview a question before, select a question from either list and click the **Review** button.
Assessment Management

PowerUsers can modify, copy, and delete any assessments they have created.

Administrators can manage any assessments they have created, in addition to all assessments created by any PowerUser.

Editing an Assessment

Assessments can easily be managed in the same manner utilized when initially creating an assessment. When you edit an assessment, all you can do is rearrange (add or remove) the questions associated with it. To change the content of a question, edit the question itself and it will be automatically updated in the assessment.

To Edit an Assessment

1. Log-in to the Manager as a PowerUser or Administrator
2. Click the Oral Assessments tab
3. Click the Manage your assessments link
4. Click the Edit (pen) icon located to the right of the assessment you wish to modify
5. Make any changes you wish
6. Click the Save button. (Click Cancel to return to the previous screen, if you do not wish to submit changes).

Editing assessments is similar to editing questions; it has no effect on assessments assigned before making the change.

For example, if you assigned an assessment to Group #1, these Users will not see any changes you make. If you edit the assessment, and then assign it to Group #2, these Users will see your changes.

Deleting an Assessment

When you delete an assessment, it is automatically removed from your list of assessments.

To Delete an Assessment

1. Log-in to the Manager as a PowerUser or Administrator
2. Click the Oral Assessments tab
3. Click the Manage your assessments link
4. Click the Delete (trash can) icon located to the right of the assessment you wish to delete

As with editing, if you assign an assessment and then delete it, the assignment will remain.
Assigning an Assessment

Assessments can only be assigned to Groups defined within the Voice Tools Manager and cannot be assigned to a single student. Only an Administrator can create Groups, so if you do not possess these rights, you must request an Administrator create the Groups you need.

To Assign an Assessment
1. Log-in to the Manager as a PowerUser or Administrator
2. Click the Oral Assessments tab
3. Click the Manage assessments link
4. Click the Assign icon located to the right of the assessment you wish to assign
5. Select the appropriate Group from the pull-down menu
6. Click the Save button

Assignment Dates
You are also invited to enter the date on which the assessment is assigned and the date by which it must be completed. This information is optional and is not used by the Manager; it is intended only as a reminder to you and your students.

Assigning to Multiple Groups
When assigning an assessment, you can only select a single Group from the pull-down menu. Once you click the Save button, you may assign the same assessment to another Group.

Completing an Assessment

Only Users can complete assessments. PowerUsers and Administrators assign and grade assessments.

To Complete an Assessment
1. Log-in to the Manager as User
2. Click the title of the assignment you wish to complete from the Assessments to take box on the right-hand side of the screen
3. The first question of the assessment will load
4. Respond to each question; use the Voice Answer audio controls to record your answer to any Voice Dialog question

Users may also access Assessments by following these steps:
1. Click the Oral Assessments tab
2. Click the Assessments to take link
3. Click the To be completed icon to the right of the appropriate assessment
Unassigning an Assessment

Assessments may be unassigned; this process will delete only the assignment, not the assessment itself.

To Unassign an Assessment
1. Log in to the Manager as a PowerUser
2. Click the Oral Assessments tab
3. Click the Assigned assessments link
4. Click the Assessments icon located to the right of the appropriate Group
5. Click the Delete icon located to the right of the assessment you wish to unassign

You have now successfully deleted a particular assignment (not the assessment).

Grading an Assessment

As Users complete Assessments, they will be available for immediate grading by the PowerUser (or Administrator) who assigned the assessment.

To Grade an Assessment
1. Log in to the Manager as a PowerUser or Administrator
2. Click the title of the assignment you wish to grade from the Assessments to grade box on the right-hand side of the screen
3. The first question of the assessment will load
4. Use the Voice Comment audio controls to record vocal feedback

Entries in the Assessments to grade box are displayed in the order in which they are completed. The name of the student who completed the assessment appears at the top of the screen once it is loaded.

PowerUsers may also grade assessments by following these steps:

1. Click the Oral Assessments tab
2. Click the Assessments to grade link
3. Click the Correct icon to the right of the appropriate assignment, arranged by student and assessment
4. The first question of the assessment will load
5. Use the Voice Comment audio controls to record vocal feedback

All question types other than Vocal Dialog are graded automatically. You have the ability to add vocal comments to any question. While these comments are optional, it is strongly recommended that you respond to students with voice for to fully express yourself – conveying your tone, confidence, and message.

After reviewing the final question, you are prompted to enter a grade upon clicking Assign grade. This grade can be a letter (i.e., A or B), a number (such as 85), or a percentage (for example, 7/10 or 85%).
Once you have graded an assessment, the student who completed it will automatically be able to review her answers and your comments.

**Reviewing a Graded Assessment**

When an instructor has graded an entire class, they may wish to review the grades of all students within a particular Group.

**Reviewing Graded Assessments (PowerUser or Administrator)**

1. Log-in to the Manager as a PowerUser or Administrator
2. Click the **Oral Assessments** tab
3. Click the **Assigned Assessments** link
4. Click the **Assessments** icon to the right of the appropriate Group
5. Click the title of the appropriate Assessment
6. The next screen will display the names of all Users within this Group who have completed this particular assessment, along with each student’s grade

Instructors can also review each user’s assignment from this page by clicking the **View** icon the right of the user’s name.

**Reviewing Graded Assessments (User)**

Once a PowerUser has graded an assessment, it is available for immediate review by students (Users). For a User to review a graded assessment:

1. Log-in to the Manager as a User
2. Click the **Oral Assessments** tab
3. Click the **Graded assessments** link
4. If a grade was assigned, it will appear to the right of the appropriate assessment
5. To review correct answers and any vocal feedback, click the **View** icon to the right of the appropriate assessment
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