



## ***Wimba Voice***

Version 5.3

### **User Guide**

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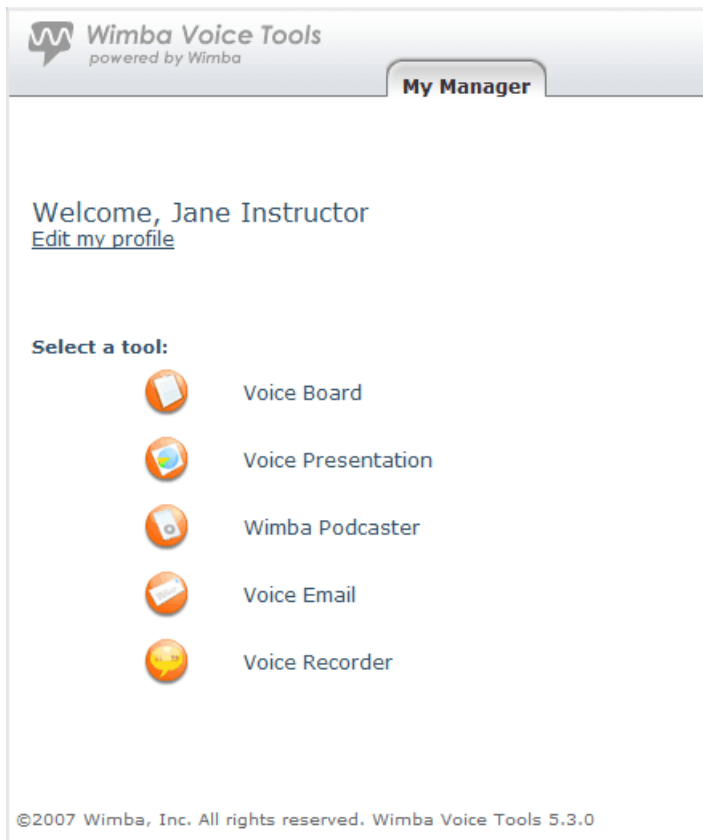
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# Wimba Voice User Guide

## Introduction

### About Wimba Voice



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

#### Wimba Voice consists of the following 5 features:

- **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 Recorder:** Record and listen to voice on a web page

You may create an unlimited number of instances of each feature.

## Wimba Voice Manager

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

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

## Account Roles

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

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

## My Manager

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

### To Access a Wimba Voice Feature Instance

1. Click the link for the Wimba Voice feature 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 Wimba Voice features. The same process applies to all five features.

### To Create a New Wimba Voice Feature Instance

1. Click the link for the Wimba Voice feature 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 Wimba Voice feature 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 Wimba Voice Feature Instance

1. Click the link for the Wimba Voice feature 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 Wimba Voice Feature Instance

1. Click the link for the Wimba Voice feature 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 feature list, to delete one or more instances.

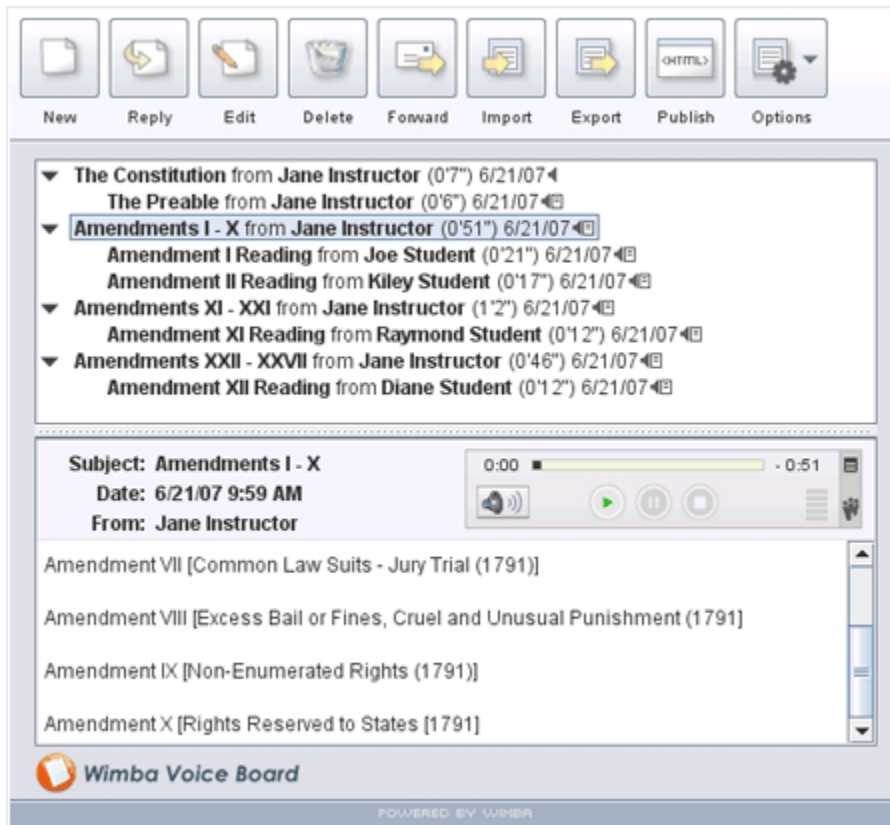
When creating and managing Wimba Voice features, you may use the navigation links at the top of each page (the "breadcrumb" bar) to move through the Manager.

If you are an Administrator, two tabs 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 for timed assessment.

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

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

## Basic Rights

In the **Basic Rights** area, you 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 Wimba Voice 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 Wimba Voice Manager account has access.
- "Only privileged users" (designated users): Only certain users and/or groups (that you specify the **Privileged users** and **Privileged groups** areas) have access.

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

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

## Privileged Users and Groups

If you chose "Only privileged users" for your Voice Board, you need to grant access to specific users and / or groups (otherwise, click the **Publish** link).

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

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

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

Click the **Apply** button to save your changes. Repeat this process to add other users.

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

## Statistics

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

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

An email link 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 Wimba Voice 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 feature's 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 Wimba Voice 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** (NOT Ogg Vorbis): at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **GSM/WAV:** 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **WVB:** Previously exported Wimba Voice Board file

### To Import Content

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

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

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 message will appear in the Board, titled with the name of your file. This title may be edited.

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.

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

## Reordering Messages

Messages can be reorganized using simple drag-and-drop functionality. Drag the post of your choice above or below another post or thread. 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.

# Voice Presentation

## Overview

A presentation consisting of web content alongside voice messages



The screenshot displays a Wimba Voice Presentation interface. On the left, a control panel includes icons for 'New', 'Edit', 'Comment', 'Delete', and 'Options'. Below these are three assignment items: 'Introduction', 'Assignment 1: News summary', and 'Assignment 2: Write a personal statement'. A progress bar shows '0:00' to '0:10'. Below the progress bar is a text prompt: 'Please compose and record a summary of one of the front page news stories'. The main content area on the right shows a screenshot of the Le Monde.fr website. The website header includes the logo 'Le Monde.fr' and the text 'Mise à jour à 18 h 04 - Paris'. A search bar is visible in the top right corner. The website content features a main article titled '30 000 à 40 000 fonctionnaires ne seront pas remplacés dans le budget 2008' with a sub-headline '70 000 fonctionnaires partiront en retraite d'ici l'année prochaine, (...) donc c'est un sur deux, à peu près la moitié, qui ne seront pas remplacés', a expliqué, jeudi, Eric Woerth, ministre du budget. Below the article is a photo of a man in a suit. Other news items are visible, including 'Cadrage François Fillon lance la révision générale des politiques publiques', 'Compte rendu Nicolas Sarkozy fixe les grands objectifs de son mandat', and 'L'ouverture difficile à accepter pour les députés UMP'. The bottom of the interface shows the 'Wimba Voice Presentation' logo and 'POWERED BY LUMEN'.

## 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 for timed assessment.

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

## Basic Rights

In the **Basic Rights** area, you may set access controls to determine who exactly may view (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 Wimba Voice 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 Wimba Voice Manager account has access.
- "Only privileged users" (designated users): Only certain users and/or groups (that you specify the **Privileged users** and **Privileged groups** areas) have access.

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

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

## Privileged Users and Groups

If you chose "Only privileged users" for your Voice Presentation, you need to grant access to specific users and / or groups (otherwise, click the **Publish** link).

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

- Read: View messages
- Post: View and create new messages
- Admin: PowerUser rights when using Voice Presentation  
(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 Wimba Voice 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 and then select **Refresh**.

## Importing

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

Supported formats include:

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

### To Import Content

1. Click the **Options** button.
2. Select **Import...**
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 message will appear in the Presentation, titled with the name of your file. This title may be edited.

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

## Exporting

Voice Presentation content 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

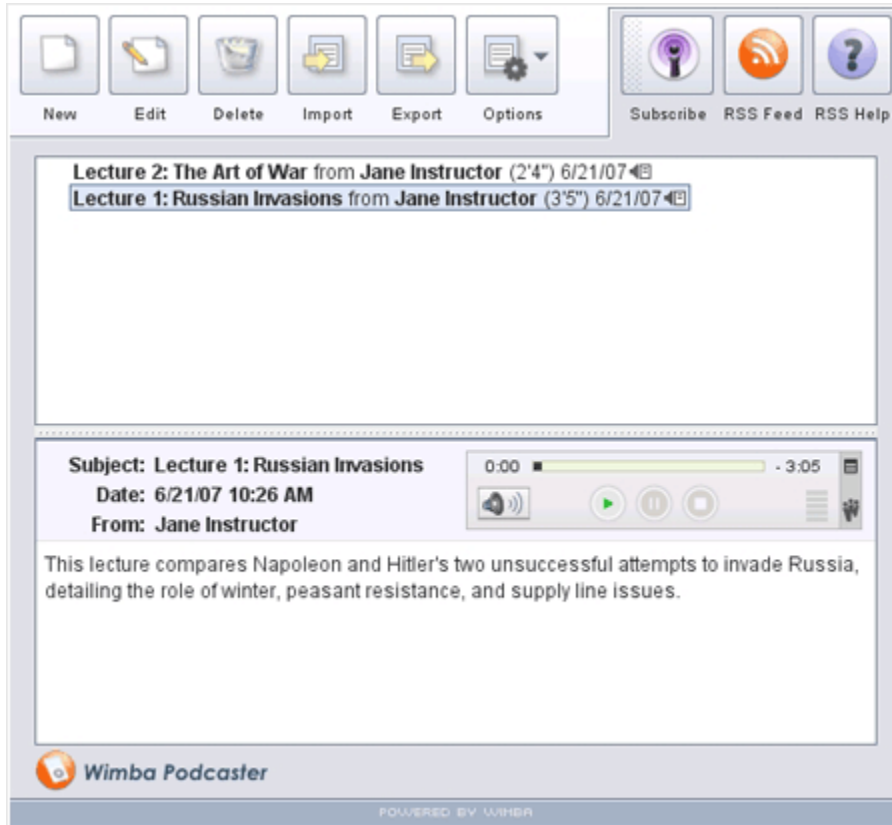
1. Select the first slide of your choice.
  - To select the next consecutive slide(s) / thread(s), hold down the **Shift** key on your keyboard and then click the next slide/thread.
  - To select a non-consecutive slide/thread you wish to export at the same time, hold down the **Control** key on your 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 resource 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 server, which also automatically creates the RSS feed. Users can play messages directly within Wimba 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 Wimba Podcaster
5. Click the **Create** button

## Settings and Access Control

You may adjust settings to modify the behavior and appearance of your Wimba Podcaster. From the list of Wimba 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 Wimba 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 Wimba 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 Wimba 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 Wimba 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 Wimba Voice server itself also contains a master list of **Allowed URLs**, set by an Administrator. If you include a URL not in the master list, only this resource may be published on the specified URL.*

## Publish

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

## Using Wimba Podcaster

Once a Wimba 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 Wimba Podcasters
4. The Wimba Podcaster will load in a new window

You can resize a Wimba 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 Wimba Podcaster, allows new messages to be created. By default, this option is available only to instructors, but may be enabled for students within the feature'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 Wimba Podcaster
2. The message (and its text) will appear in the message pane at the bottom of the Wimba 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 Wimba 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 Wimba Podcaster

## Editing a Message

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

## Deleting a Message

Individual messages can be deleted from the Wimba 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 Wimba 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 Wimba 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 a Wimba Podcaster instance. 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 Wimba Podcaster. If your course utilizes more than one Wimba 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 Wimba Podcaster.
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 message will appear in the Wimba Podcaster, titled with the name of your file. This title may be edited.

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

Wimba 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 Wimba 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 Wimba 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 Wimba Podcaster instances.

## Saving Message Audio

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

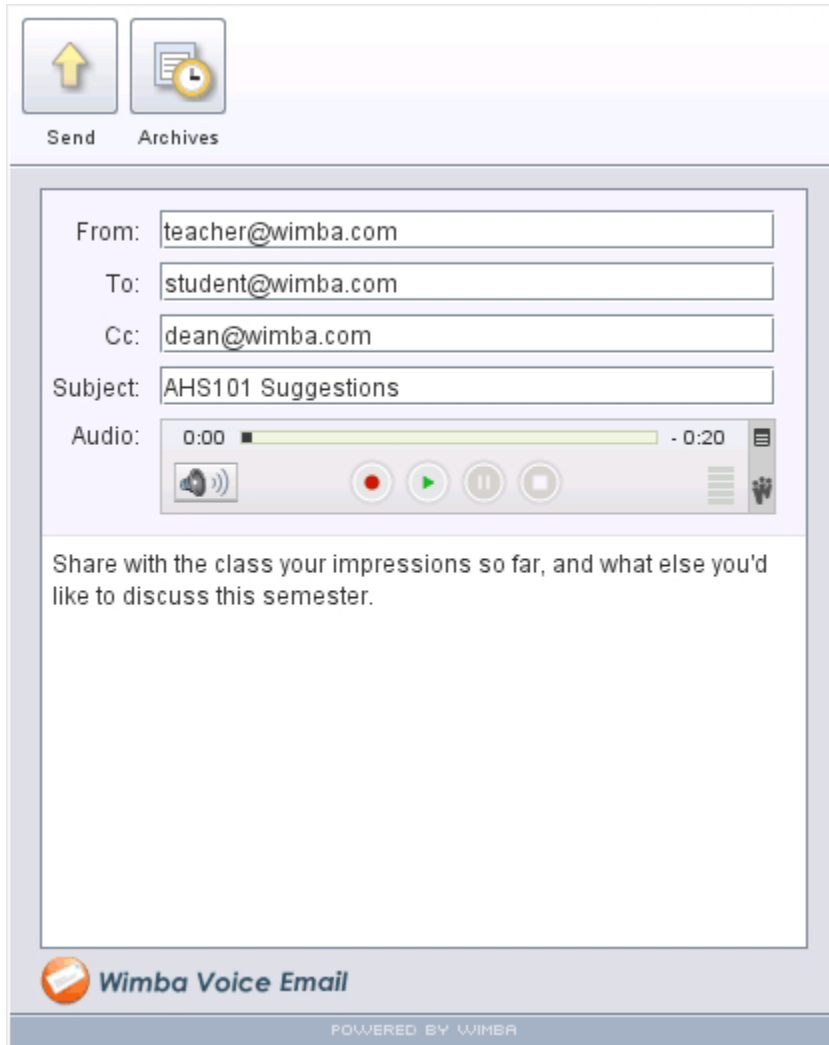
### To Save Audio

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



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

### Audio Quality

The default setting (**Standard Quality**) 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 Wimba Voice Manager account email address in the **Privileged users** area.
2. Choose whether this PowerUser can view the Voice Email Archives.
3. Click Apply to save your changes. Repeat the process to add other users.

**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 to the Email form as a Guest ("Any User" access).

## Publish

Voice Email resources can be accessed via a web browser either by providing individuals with a direct URL, or published on a web page (if **Public Access** 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 feature's settings)

The message will not contain any attachments, only text (and links); all recorded messages reside on the Wimba Voice 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

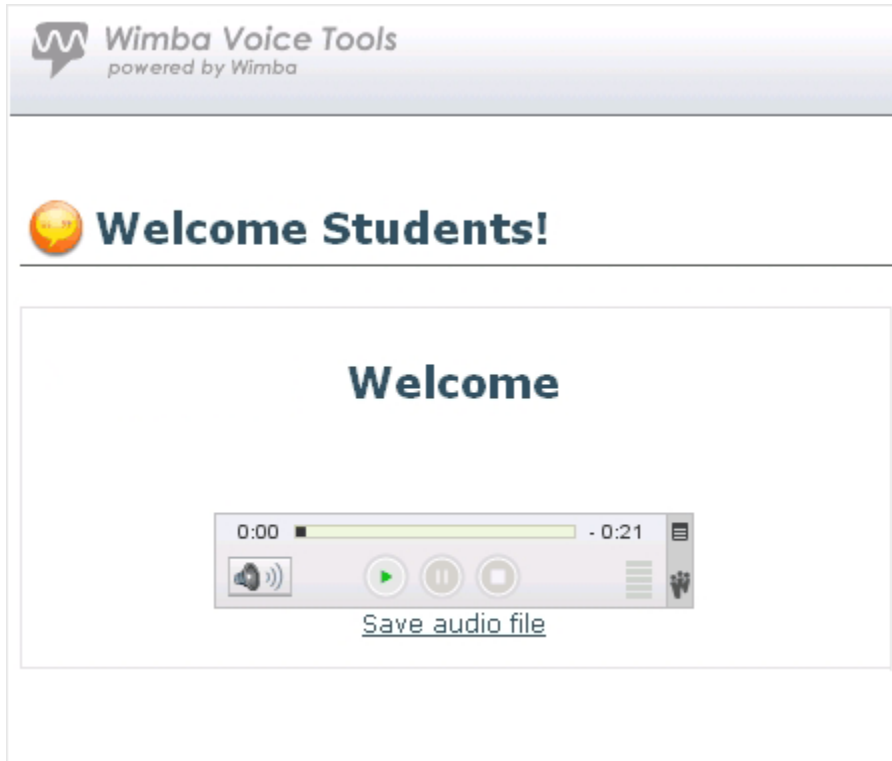
A Voice Email form can be detached, and viewed outside of the browser window, allowing you to maximize or expand the Voice Email window. To detach a Voice Email form, click the **Detach** button (diagonal arrow) in the upper right-hand corner of the applet.

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

### Audio Quality

The default setting (**Standard Quality**) 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 Wimba Voice Manager account email address in the **Privileged users** area.

Click the **Apply** button to save your changes. Repeat this process to add other users.

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

## View All Messages

All messages associated with a Voice 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 Wimba Voice 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

# Product Feedback

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

[Wimba Product Feedback Form](#)

You may also email your suggestions to [feedback@wimba.com](mailto:feedback@wimba.com).

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

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