

Wimba Tutorial – Adding Voice Direct to Vista

Introduction

This tutorial will show you how to integrate the Wimba Voice Direct software into a Vista class by using the PowerLink. This tool can conduct a synchronous virtual conference call, archive the call, and conduct virtual office hours.

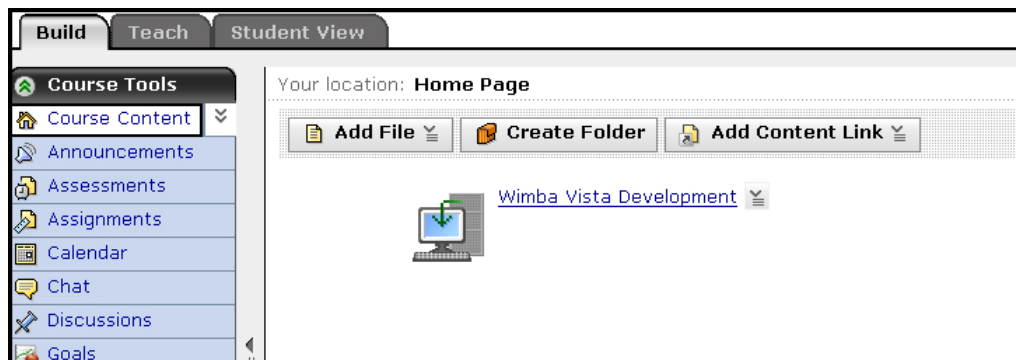
⚠ Notice: Publish in the syllabus or in Vista that you will be using Voice Direct recordings and explain how files can be accessed.

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Getting Started

1. Sign into Vista then choose the **Build** tab.



⚠ Notice: Have a USB headset ready to record. Without a headset feedback is unavoidable. Headsets also keep conversations private.

Turning on Voice Board

By default the Voice Board Tool is not in Vista. In order to access the Voice Board Tool you must first turn it on.

⚠ Warning: If you already have the Voice Board link on your vista page under **Add Content Link**, then please skip this section and go to “Adding Voice Board.”

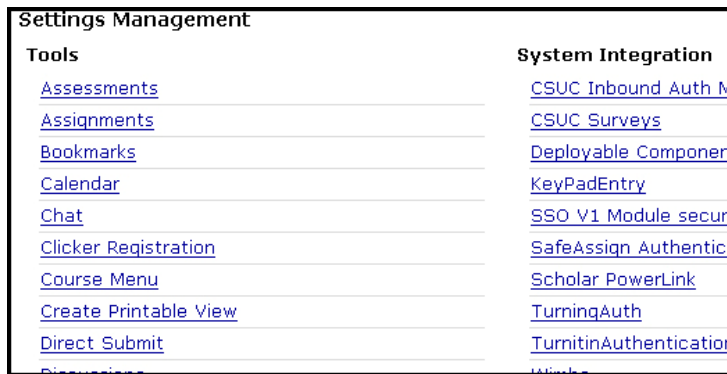
1. In the **Designer Tools** on the bottom left of the page, click on **Manage Course**.



2. Click on **Settings**.



3. Scroll down the **Tools** list and click on **Voice Board**.



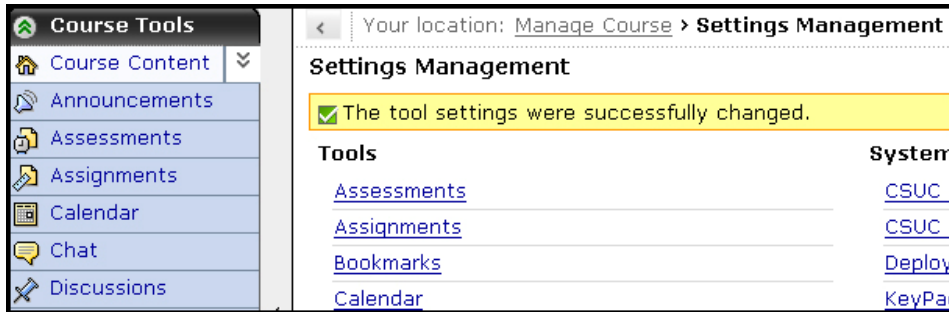
4. To enable this tool, click on the **True** bubble and click on **Save Values**.

Title	Value
Enable Tool	<input checked="" type="radio"/> true / <input type="radio"/> false
rid	<input type="text"/>
This setting has been locked.	
This setting has been locked.	
This setting has been locked.	
This setting has been locked.	
This setting has been locked.	
Allow Instructors to create Wimba Classrooms *	<input checked="" type="radio"/> true / <input type="radio"/> false
This setting has been locked.	
<input type="button" value="Save Values"/> <input type="button" value="Cancel"/>	

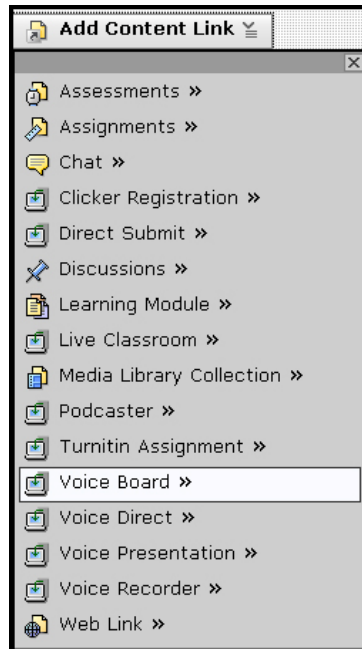
*Required fields

Adding Voice Board

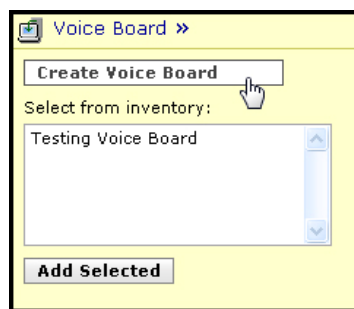
1. After turning on Voice Board, go back to your Vista homepage by clicking on **Course Content** on the tool bar on the left of the page.



2. Once back on the homepage, click on **Add Content Link** at the top center of the page.

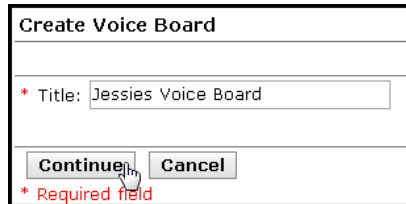


3. Click on **Voice Board**, and then click on **Create Voice Board**.



⚠ Notice: If you already have an existing Voice Board you can add it at this time by selecting the title and clicking **Add Selected**.

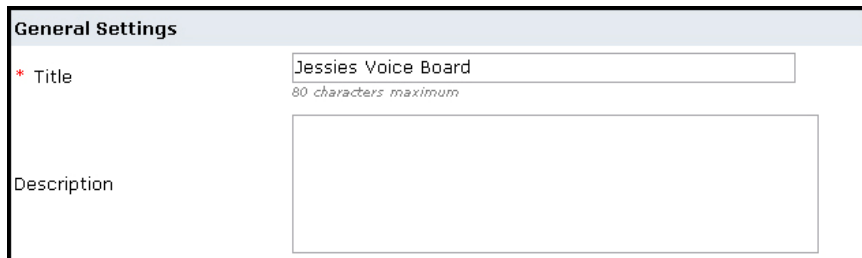
4. Add a title for your voice board, and remember that it cannot have any punctuation. Give it a simple and short name, which will make your files appear more organized and easier to read. When you are finished click **Continue**.



The screenshot shows a dialog box titled "Create Voice Board". It contains a text input field with the text "Jessies Voice Board" and a red asterisk to its left. Below the input field are two buttons: "Continue" and "Cancel". At the bottom left, there is a red asterisk followed by the text "* Required field".

Settings

1. The title is already filled out with the title you previously put in, but filling in a description can be very helpful. This is an optional step.



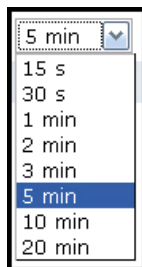
The screenshot shows a form titled "General Settings". It has two main sections: "Title" and "Description". The "Title" section has a text input field containing "Jessies Voice Board" and a note below it that says "80 characters maximum". The "Description" section has a large, empty text area.

2. Next you can adjust the audio settings. Keep the audio quality at **Standard Quality** unless you have a specific need for something else.



The screenshot shows a dropdown menu for "Audio settings". The menu is open, showing several options. The "Standard Quality - 12.8 kbit/s - Modem usage" option is highlighted in blue. Other options include "Basic Quality (Telephone quality) - 8 kbit/s - Modem usage", "Good Quality (FM Radio quality) - 20.8 kbit/s - Broadband usage", and "Superior Quality - 29.6 kbit/s - Broadband usage".

3. The length of your message will vary, it defaults on 5 minutes.



The screenshot shows a dropdown menu for message length. The menu is open, showing several options. The "5 min" option is highlighted in blue. Other options include "15 s", "30 s", "1 min", "2 min", "3 min", "10 min", and "20 min".

- The rest of the detailed settings you can change according to your specific needs. When you are finished click **Continue**.

Detailed settings

Display short message titles

Display messages in chronological order

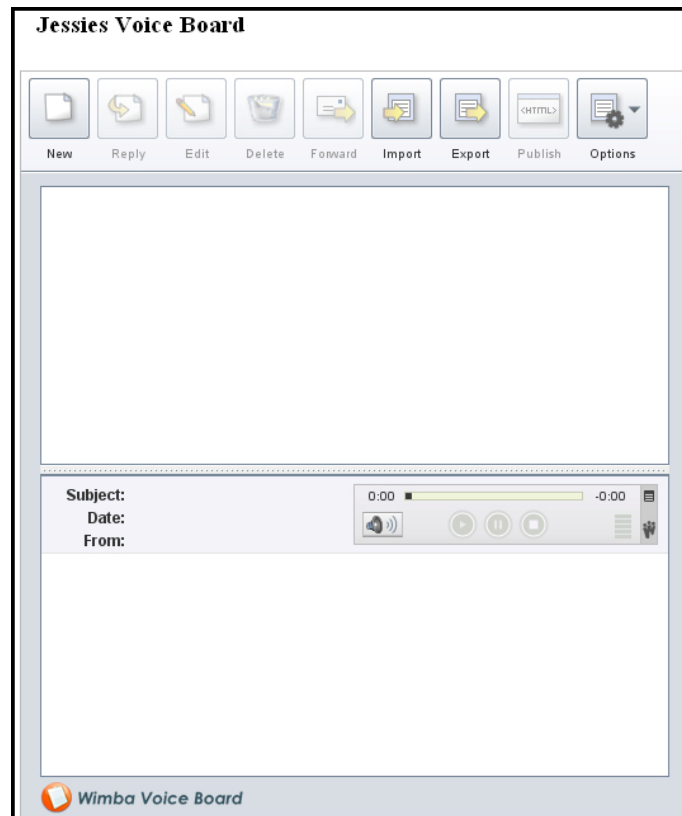
Allow students to forward a message

Allow students to start a new thread

Make discussion threads private

* Required field

- After you have finished with the settings, an icon to your Voice Board will appear on your Vista homepage. In order to open and use it you have to change into the **Teach** tab. The final product will look like this:



 **Warning:** Users should add text to explain the essence of the recording.