

Wimba Tutorial – Adding Voice Presentation to Vista

Introduction

This tutorial will show you how to integrate the Wimba Voice Presentation software into a Vista class by using the PowerLink. The Voice Presentation tool is an application that instructors can use for authoring online presentations that utilize both voice and active live web surfing. Voice commentaries can be recorded to PowerPoint presentations (ones previously uploaded to the Internet) or other online resources that otherwise would have to be surfed without guidance.

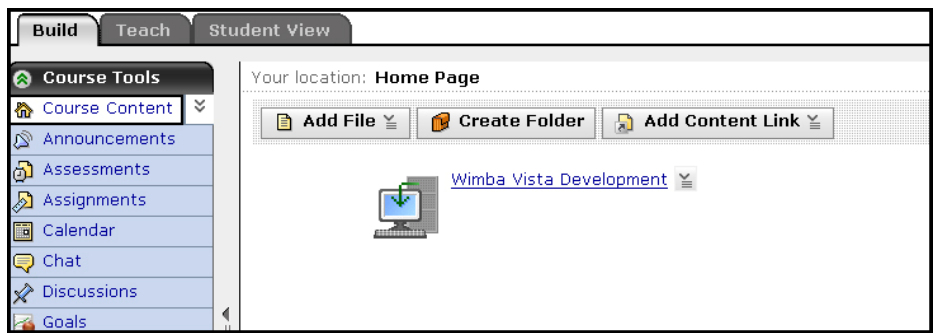
⚠ Notice: Publish in the syllabus or in Vista that you will be offering audio companions for specific web sites utilized during the course and that students may be asked to record their own audio.

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Getting Started

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



⚠ Notice: Have a USB headset ready. Without a headset feedback is unavoidable. Headsets also keep conversations private, try to record in a quiet location where one is not likely to be interrupted.

Turning on Voice Presentation

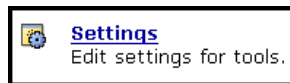
By default the Voice Presentation Tool is not on in Vista. In order to access the Voice Presentation Tool you must first turn it on.

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

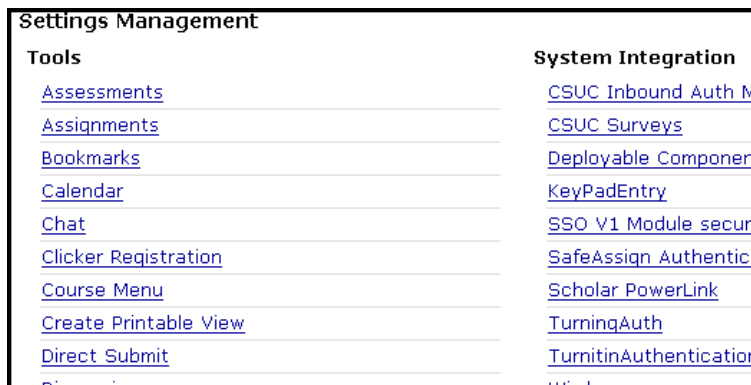
1. In the **Designer Tools** on the bottom left of the page, click on **Manage Course**.



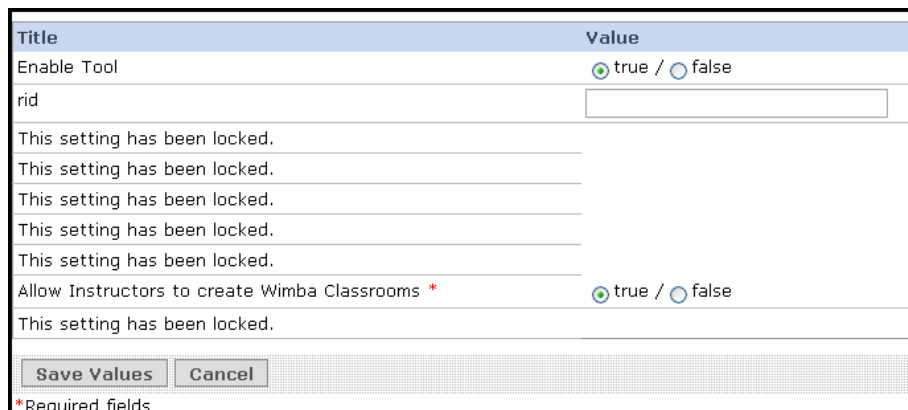
2. Click on **Settings**.



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

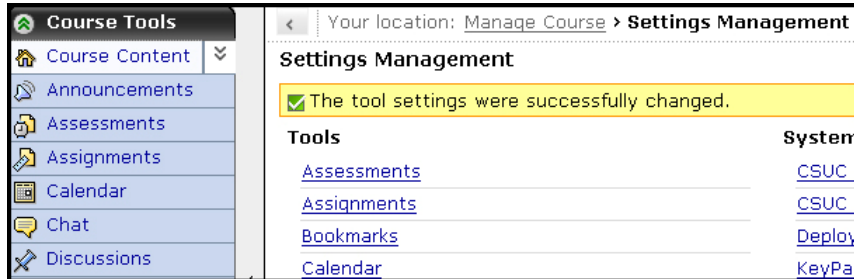


4. To enable this tool, click on the **True** bubble and click on **Save Values**.

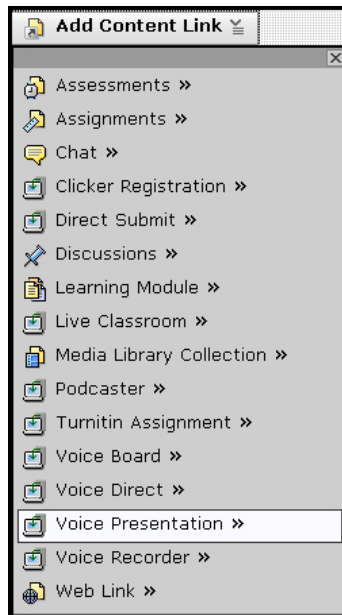


Adding a Voice Presentation

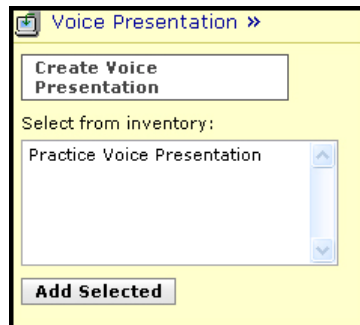
1. After turning on Voice Presentation, go back to your Vista homepage by clicking **Course Content** on the tool bar on the left of the page.



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

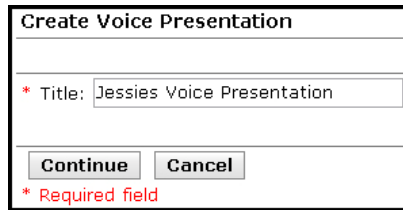


3. Click on **Voice Presentation**, and then click **Create Voice Presentation**.



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

4. Add a title for your Voice Presentation, 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**.



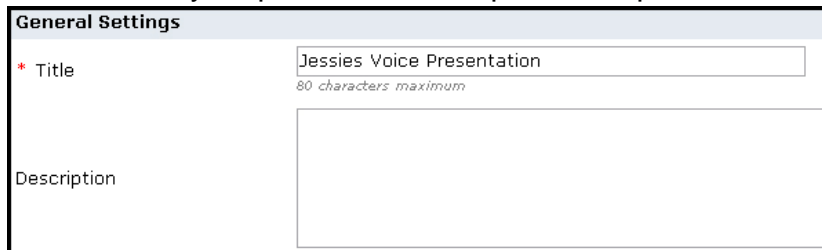
Create Voice Presentation

* Title:

* 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.

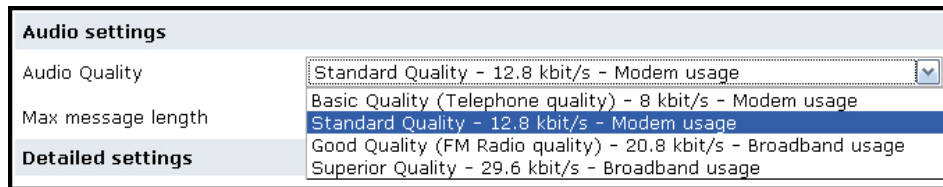


General Settings

* Title
80 characters maximum

Description

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



Audio settings

Audio Quality

Max message length

Detailed settings

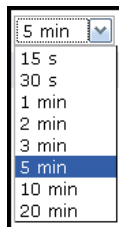
Basic Quality (Telephone quality) - 8 kbit/s - Modem usage

Standard Quality - 12.8 kbit/s - Modem usage

Good Quality (FM Radio quality) - 20.8 kbit/s - Broadband usage

Superior Quality - 29.6 kbit/s - Broadband usage

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



5 min

15 s

30 s

1 min

2 min

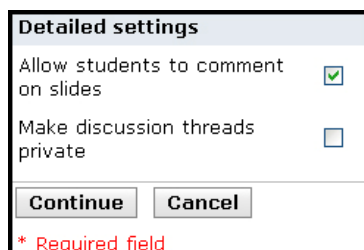
3 min

5 min

10 min

20 min

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



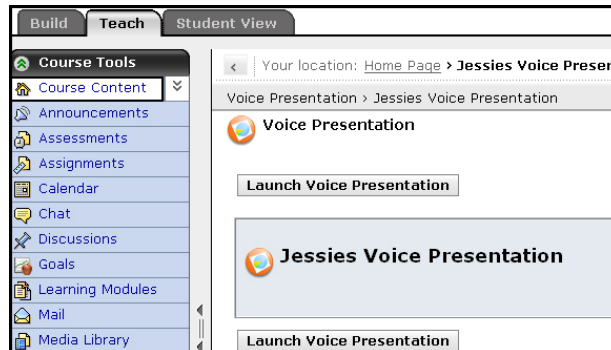
Detailed settings

Allow students to comment on slides

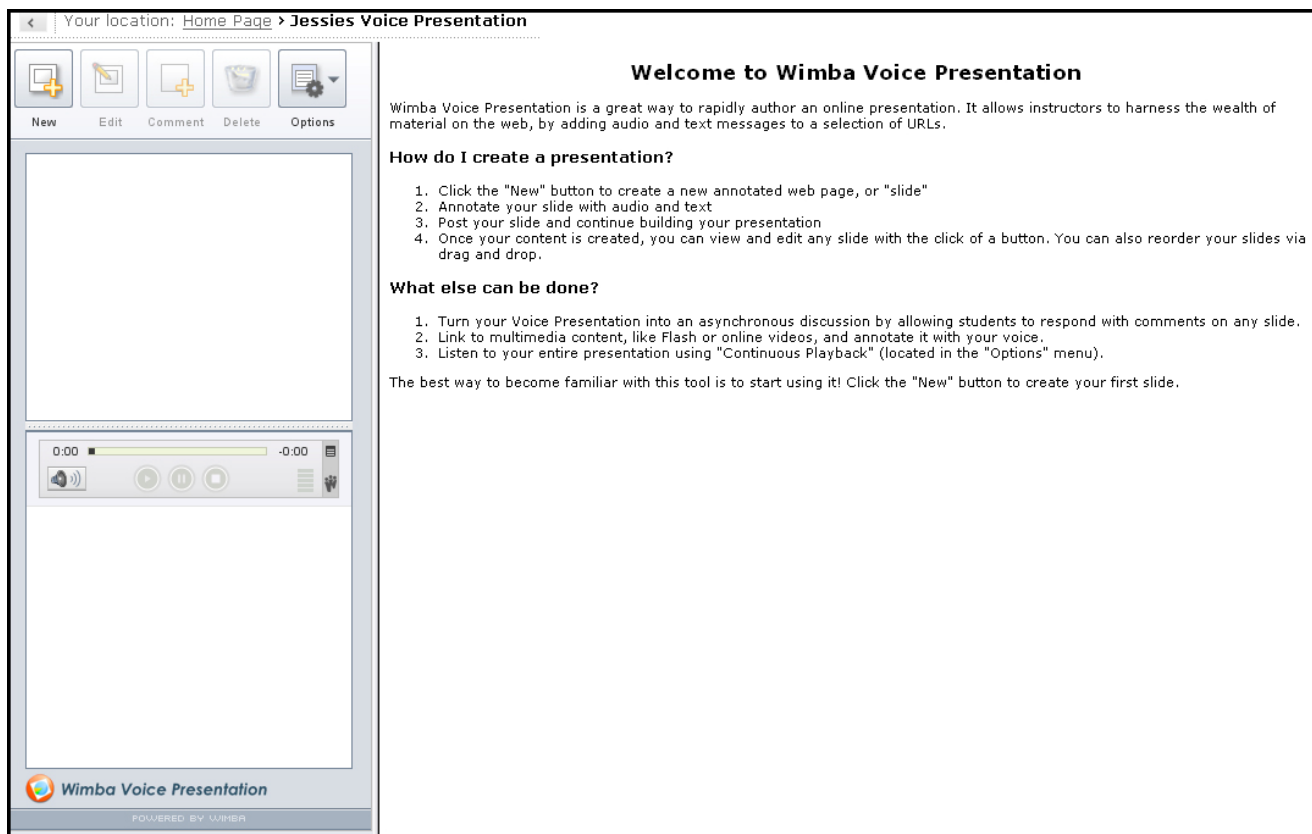
Make discussion threads private

* Required field

- After you have finished with the settings, an icon to your Voice Presentation will appear on your Vista homepage. In order to open and use it you have to move to the **Teach** tab.



- Once in the teach tab you click on **Launch Voice Presentation**. This is what it will look like:



- From here you can start a new presentation by clicking on **New**.

 **Warning:** Users should practice a few times before recording a session.