

Wimba Tutorial – Using Voice Board

Introduction text

This tutorial will show you how to use the Wimba Voice Tool. This tool allows users to create threaded voice discussions in which instructors, as well as students, can post audio messages with accompanying text. This tool is excellent for creating an area for ongoing discussions, and also brainstorming and collaborating on almost any topic in any language. Instructors and students can discuss multiple subjects at once by dividing new topics into their own threads.

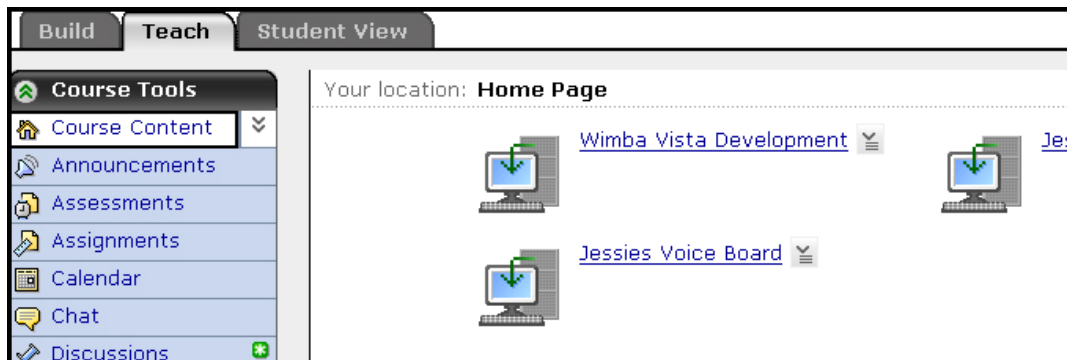
⚠ Notice: Publish in the syllabus or in Vista that you will be using Voice Board recordings and explain how files can be accessed.

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Getting Started

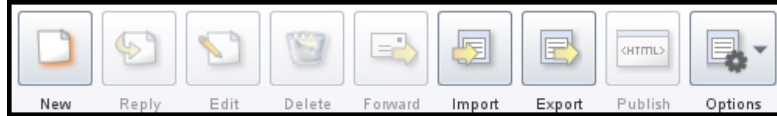
1. Sign into Vista then choose the **Teach** tab.



2. Click on the link to a Voice Board that you have previously created.

Making a Wimba Voice Board Recording

1. Once you are in the Voice Board click on **New** on the tool bar on top of the page.



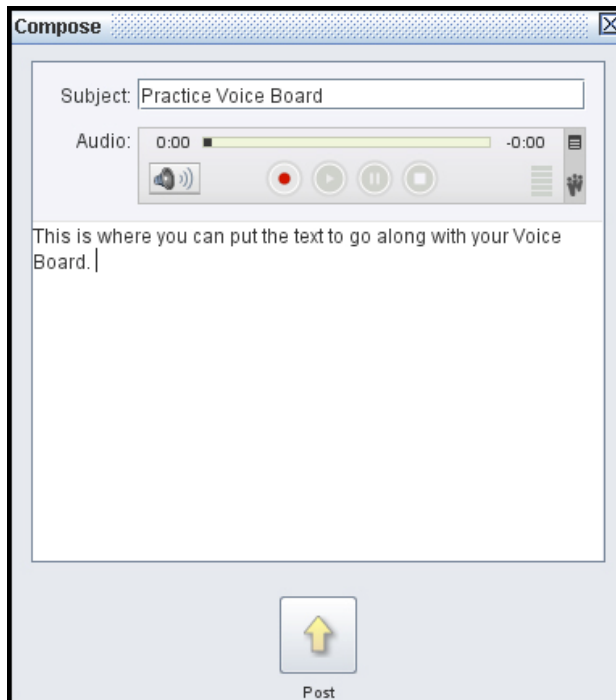
2. Next, add a subject



3. When you are ready to record, click on the red circular **Record** button. When audio is being recorded the bars to the right will light up. When you are finished recording click on the square **Stop** button. If you need to pause during the podcast creation, click on the double bar **Pause** button.

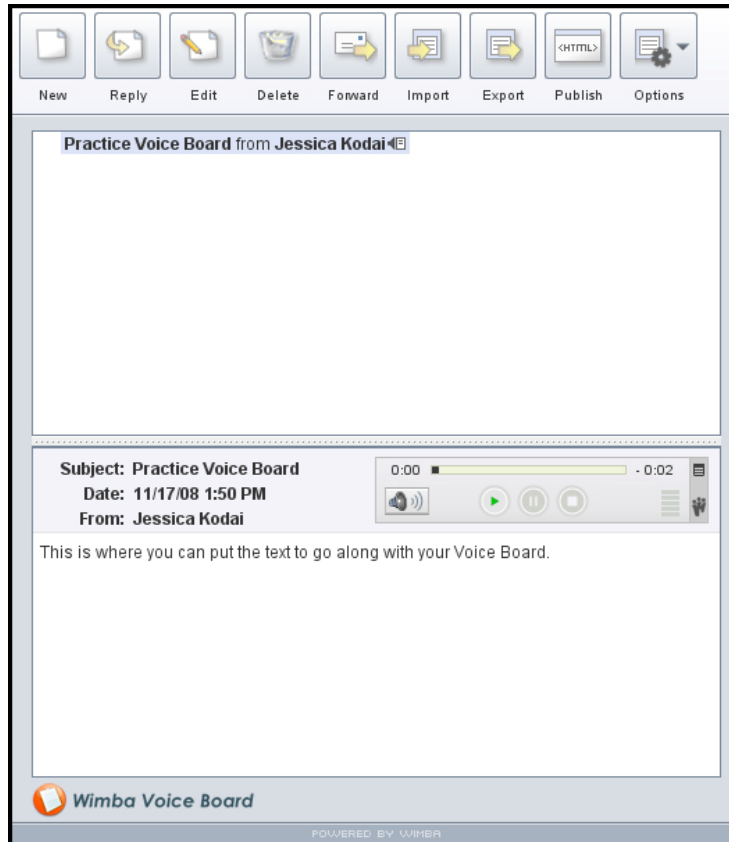


4. Next you may add some text to the podcast. Click the **Post** arrow when you are finished.

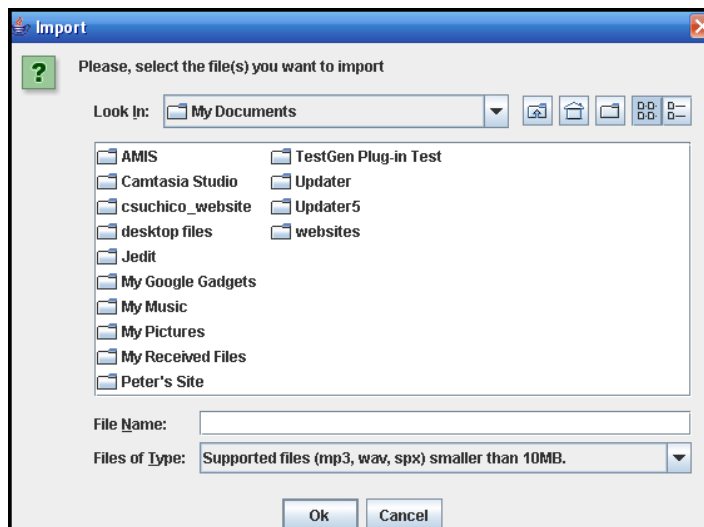


Extras

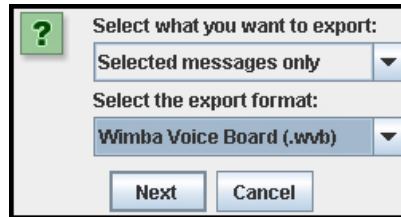
- You can reply to a Voice Board with either audio or text by clicking on the **Reply** button. Editing or deleting a Voice Board can be done by selecting the specific one, and then clicking on the **Edit** or **Delete** buttons.



- The Voice Board tool also imports audio files. Only mp3, wav, and spx that are under 10 meg can be uploaded. Click on **Import** and the following screen will show up.



7. Find and select the audio file that you would like to add and click **Ok**.
8. To export a file click **Export**. Select what Voice Board you want to export from the first drop down list, and then select the export format. Click **Next**.



9. Next choose where to save the file. Then click **Save**.

