

Wimba Tutorial – Using Voice Direct

Introduction

This tutorial will show you how to use the Wimba Voice Direct software in a Vista class by using the PowerLink. With this voice tool you can conduct a synchronous virtual conference call, and archive that call. Virtual office hours can also be conducted using Voice Direct.

⚠ Notice: To use this tutorial you must have a previously existing Voice Direct. If you don't have one, look at the tutorial titled "Adding Voice Direct."

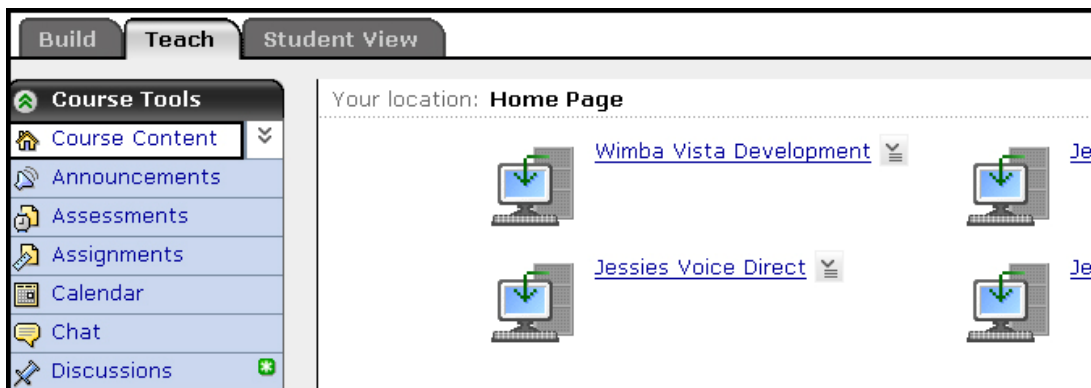
⚠ Notice: Publish in the syllabus or in Vista when times for conferencing with students will be held. Also state that those conversations will be archived.

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Getting Started

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



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

Using Wimba Voice Direct

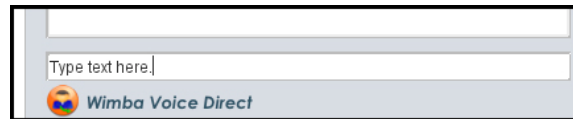
1. To speak: Press the **hand** icon, or the **Ctrl** button on your key board.



2. To end a call: click on the **X** icon.



3. To text chat: Type into the dialog area and press **Enter** on your keyboard to post it.

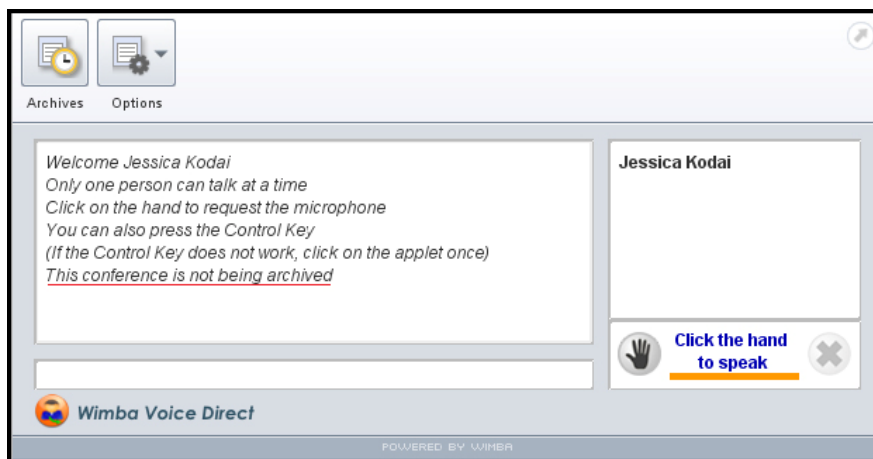


Using the Archives

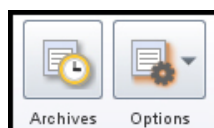
1. Click on **Options** to start or stop archives.



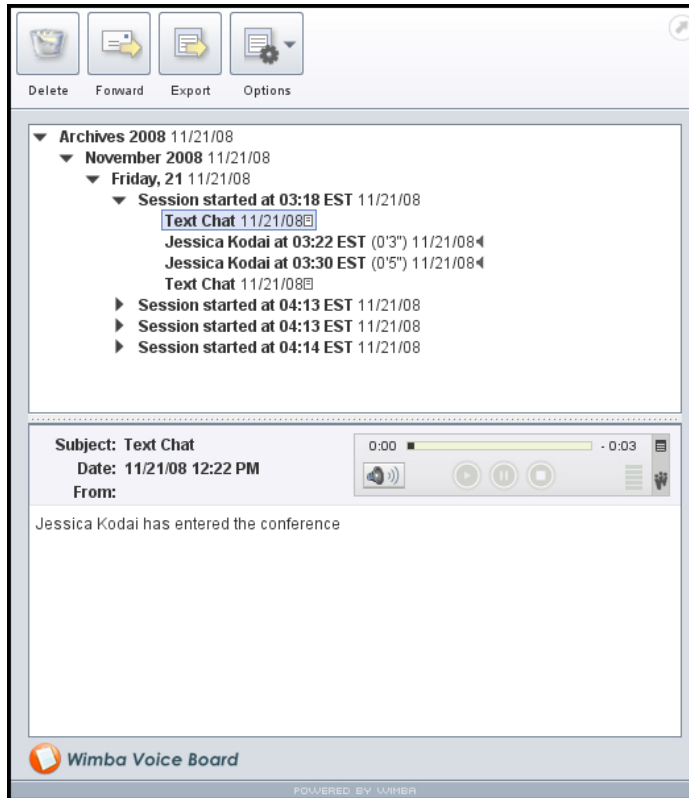
2. You can tell whether or not the conference is being archived by the text in the chat box.



3. To view the archives click **Archives**.



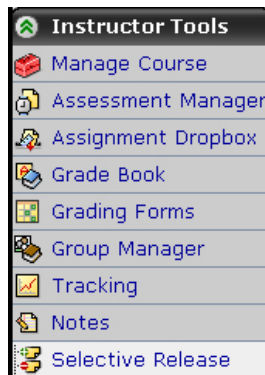
- Select the time and date of the archive that you would like to view.



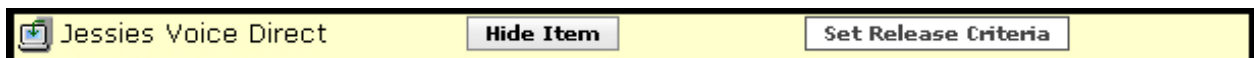
Selective Release in Vista

Selective release allows these Voice Direct conferences to be **private**. Teachers can conduct virtual office hours one-on-one with a student, or meet with groups of students.

- On the lower left side of the page in the **Instructor Tools** box, click **Selective Release**.



- Select **Set Release Criteria**.



- There are many options that you can select for release criteria, for this tutorial click **Add Member Criteria** to add specific student(s) that can view the Voice Direct.

Set Release Criteria for: Jessies Voice Direct

No release criteria have been specified. Please use the controls above to specify release criteria.

- On the top of the page there are two options, **Equals** and **Does not equal**. If you select **Equals** that means that you are **only** opening the Voice Direct to the selected student(s). If you select **Does not equal** that means that you are opening the Voice Direct to every student **except** the ones that you select. Choose which option you would like, select the student(s) that correspond, and click **Save**.

Add Member Criteria

User ID

Equals
 Does not equal

<input type="checkbox"/> User ID ↕	First Name	Last Name
<input type="checkbox"/> wdisney	Walt	Disney
<input type="checkbox"/> lskywalker	Luke	Walker

- Here is a list of the names that you have chosen for the selective release. If you are satisfied with the list, click **Save**.

Set Release Criteria for: Jessies Voice Direct

Move Criteria

UserID Equals wdisney

- Your selective release is now set and only the selected student may enter the Voice Direct.

[UserID Equals wdisney](#)