Wimba Tutorial – Using Voice Presentation

Introduction text
This tutorial will show you how to use the Voice Presentation Tool. This 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 Teach tab.

   ![Image of Teach tab]

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

Making a Wimba Voice Presentation

1. Once you are in the Voice Presentation click on New on the tool bar on top of the page.
2. Next, add a subject and a URL link for your presentation

   Subject: Practice Presentation
   URL: http://www.myspace.com

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 presentation. Click the **Post** arrow when you are finished.
5. You can edit or delete a Voice Presentation by selecting the specific presentation that you would like to work with and then click on the **Edit** or **Delete** buttons on the toolbar.

6. Both instructors and students can add comments to Voice Presentations by clicking on the **Comment** button.