

# Wimba Voice Tools with Blackboard Training

**Duration:** 1 hour

**Format:** Online (conducted by Horizon Wimba within our Live Classroom product, using the phone for audio).

*If you do not have access to Live Classroom, we recommend conducting this training using an overhead projector, connected to a computer with an Internet connection.*

**Optimal Number Trainees:** up to 5

**Recommended Maximum Trainees:** 10

Wimba Voice Tools Training provides Instructors with a solid orientation in creating Voice Tools within Blackboard, as well as Best Practices for these Tools. Trainees should also complete follow-up practice exercises.

We have provided this script, which you can use and adapt for your own needs.

Accompanying slides are denoted by **red font**; trainer instructions are denoted by *italic font*.

Tips for the Trainer (Horizon Wimba staff, or if you have access to Live Classroom.

If you do not have access to Live Classroom, please skip to "I. Introduction"):

- Log into the room with a username/password that provides Presenter privileges.
- Place your picture in the Branding Frame.
- Before the session begins, post the **Wizard Slide**, which asks people to exit the room and run the Live Classroom Setup Wizard, if they haven't already.
- Frequently monitor the Text Chat area and Participant Frame, for questions and hand-raises.

## **I. Introduction**

*Welcome trainees, gather names, and briefly introduce yourself.*

*If you are using Live Classroom:*

- a. Welcome to today's session. The technology being utilized is our very own Live Classroom product. This format will include application sharing to display the Blackboard interface, as well as a number of web pages that will open in a separate browser window on your computer.

*We recommend using a pen/paper to jot down the names of your trainees, so you can call on them later.*

*If you are NOT using Live Classroom:*

*Welcome participants, collect names, and skip to Section 2: Welcome Home.*

### **1. Getting Started (if you are using Live Classroom)**

*Introduce ground rules and your training agenda.*

- a. I'd like to give you some guidelines for participating, before we get started today. They will help us have a smooth, efficient training session.
- b. To ask a question at any time, either type in the Text Chat area or raise your hand (and I will call on you to speak).
- c. The Hand Raising button is located next to the Yes/No buttons, above the Participant Frame where your names are listed.
- d. I am now going to start an archive, or recording of this session, in case you'd like to review it at a later time. You'll receive a link for the archive later on. Please standby and remain silent for just a moment.

*Click the "Start" button at the top of the Presenter's Console. Wait for the pop-up window to appear, displaying that the archive has been started.*

*Display **Title Slide**.*

- e. Welcome to the Wimba Voice Tools with Blackboard Training. My name is <insert your name here> and I'm <insert your job title>. It is my pleasure to conduct today's training.
- f. To begin, I'd like to understand why you're attending our training session today.

*Display **Open-Ended Poll**.*

- g. You're looking at an Open-Ended Poll. Please type in your response and click the "Submit" button below.

*Display poll results and briefly discuss any interesting, unique, or common responses.*

- h. In today's session, we'll review and discuss how to create Voice Tools within Blackboard, as well as Best Practices for each Tool. The agenda for our session consists of the following:

Display **Today's Agenda Slide**.

1. Introduction: Welcome Home
  2. Where Tools Reside
  3. Voice Recorder
  4. Voice Email
  5. Voice Boards
  6. Voice Direct
  7. Altering Tools After Creation
  8. Setup Wizard: Preparing Your Computer
- i. This session does NOT cover System Administration of the Voice Tools within Blackboard. Today, we will focus on using the Tools from the Instructor's perspective.
  - j. Before we start learning about the Tools, do you have any questions? Remember, you can ask your question by typing it in the Text Chat area or by raising your hand.

*Wait a moment for people to ask their questions, before proceeding.*

## **2. Welcome Home**

*Introduce the Voice Tools integration and provide an overview of the Tools.*

Display **Introduction: Welcome Home Slide**.

- a. Today, we're going to talk about just how easy it is to add Voice Tools to a Blackboard course. It's the sweet ease of using a drop-down menu to add items to a Content Area, such as Assignments, or creating a Voice Board that lives in the Communication Area.
  - i. Using a familiar interface, I will demonstrate how to create each Voice Tool; you'll even have a chance to try interactive demos of the Tools.
  - ii. There will be time for questions at the end of this session, however you are always welcome to ask questions at any point following the procedure we have established.

Display **A Familiar Landscape Slide**.

- b. This interface should look pretty familiar, except this Blackboard course has been integrated with the Wimba Voice Tools. 4 new options are available in the drop-down menu located in the upper right-hand corner of any Content Area.

Display **Voice Tools Overview Slide**.

- c. Let's discuss these 4 unique tools:
  - i. Voice Recorder allows instructors to embed vocal messages and announcements into Blackboard pages.
  - ii. Voice Email brings a vocal element to what would normally be a text-based email.

- iii. Voice Boards are not your average message board. They're a threaded, voice-based powerhouse of a discussion board.
- iv. Voice Direct is our synchronous web conferencing system, which allows live, multi-way communication between individuals, in addition to text chat.

Display **Where Tools Reside Slide.**

- d. Voice Tools can live in 2 areas within Blackboard.
  - i. All 4 tools may reside in a Content Area (such as the Assignments, Course Documents, and Course Information pages).
  - ii. Voice Boards and Voice Email can also be accessed in the Communication Area, which acts as a home base for back and forth contact between students and instructors.
  - iii. We'll start in the Content Areas and then make our way to the Communication Area.

## **II. Content Areas**

### **1. Voice Recorder**

Display **Introduction to Voice Recorder Slide.**

- a. So what is Voice Recorder? It's a vocal message created by instructors for the benefit of their students; an opportunity to speak important announcements in the language of your choice; the ability to provide assignments and messages using your voice.
- b. Voice Recorder also affords you the ability to create Voice Announcements. What's special about Voice Announcements is that they can only appear in the Announcements Area within Blackboard.

Display **Voice Announcements Slide.**

- c. You might establish a policy with your students that they should frequently check the Announcements Area for important vocal notices. After all, they will likely be taken to this page upon log-in, so it's a nice opportunity to ensure students are using their Blackboard course!
- d. Let's first add Voice Recorder to a Content Area and pretend I'm a Spanish instructor; I want to inform my class that we are planning a trip to a Mexican restaurant.

*If you are using Live Classroom, START Application Sharing in a New Window. Open a browser on your computer, navigate and log-in to your Blackboard server.*

*If you are not using Live Classroom, open up a browser and log-in to your Blackboard server. Follow the steps below, as you convey them to trainees.*

- e. The first step is to navigate to your Blackboard server and log-in as an instructor.

- i. In the "My Courses" area, click the link for the course you wish to update.
  - ii. Click any Content Area in the navigation bar, located on the left-hand side of the screen. We will click "Assignments."
  - iii. Click the "Edit View" link in the upper right-hand corner of the page.
  - iv. Choose "Voice Recorder" from the Select drop-down menu and click the "Go" button to the right.
  - v. Recording controls will load up. Click the black circle, which is the Record button. Speak into your microphone or headset to record your message.
  - vi. Take note of the time meters on the right-hand side of the controls. The top value indicates your current position. The bottom value displays your max message length.
  - vii. Click the black square to stop recording. Notice the bottom time meter now reflects the total duration of your recording.
  - viii. By clicking the black triangle, I can hear my recording. You also have the option of re-recording your message simply by clicking the Record button.
  - ix. Enter an appropriate title in the "Name" box. We will call this one, "Class Dinner."
  - x. Leave "Yes," the default option for "Make the content available" selected, so that this Voice Recorder applet appears for students. If you were not ready to post, but wanted to record the message ahead of time, you would select "No."
  - xi. You can also select appropriate time/date restrictions for releasing this applet, as you see fit.
  - xii. Click "Submit" in the lower right-hand corner, and then click "OK" on the following page.
- f. Notice that back on the Assignments page, this Voice Applet is now available, but only with playback controls. By clicking Play, I can hear my recording.
- i. If you wish to save the recording to your hard drive, click the downward arrow located in the lower right-hand corner of the applet. Then click "Save As." You may save the file in a number of audio formats, including .mp3.
  - ii. Students only have the ability to play your last recorded message and save it to their hard drive. Permission to record is exclusive to users with Instructor rights.
- g. Now, let's create a Voice Announcement. I'll need a volunteer.

*If using Live Classroom, give the first person that volunteers Cursor Control.*

*If you are not using Live Classroom, pass your mouse to the first volunteer.*

- h. The first step is to click the "Control Panel" icon on the left navbar. Remember, Voice Announcements can only live in the "Announcements" Area.
  - i. In the Control Panel, click the "Voice Announcements" link, located in the Course Tools Menu.
  - ii. You will taken to the "Add Voice Announcement" page.
  - iii. Enter a Subject. Let's indicate the following: "No class on the 15th!"
  - iv. Use the Message field to add additional text, which will appear below the Subject, and above the applet. We will type, "Please listen for important info!"
  - v. Now, click the Record button and speak your message. Click Stop once done recording. You can use the Play button to review your message or click Record to overwrite your previous recording.
  - vi. You can indicate if you'd like this message to always appear, or select the appropriate dates for it to appear on the Announcements page.
  - vii. Once satisfied with your settings, click "Submit."
  - viii. Back on the Announcements Page, click the small link for the Control Panel at the top of the page.
  - ix. In the Course Tools Menu, select "Announcements." This gives your tool an opportunity to generate.
  - x. On the Announcements page, you'll see your tool now appears prominently.

*If using Live Classroom, take back Cursor Control. Minimize the shared window.*

- i. How would you use Voice Recorder? Go ahead and share with the group some practical uses you feel would benefit both you and your students.

*If you are using Live Classroom, encourage participants to type their ideas in to the Text Chat Area. If you are not using Live Classroom, ask your participants to offer their suggestions vocally, or call on them individually. Make note of ideas you feel would be useful to include in future presentations.*

- j. Thanks for the great suggestions! I'm making note of these to hold on to for future use.
- k. Here are just a handful of Practical Uses we've gathered internally, as well as from helpful clients such as yourselves.

Display **Voice Recorder: Practical Uses I & II Slides**.

- I. Take a moment to review this information.
- m. Any questions about creating Voice Recorder applets?

## 2. Voice Email

Display **Introduction to Voice Email Slide**.

- a. Voice Email takes the written word to the next level by combining typical email features with a recorded element.
- b. And while only teachers can create the Voice Email form, these emails can be sent by both student and instructor alike!
- c. Let's create a Voice Email. I'm going to need another volunteer. Who wants to take control?

*If you are using Live Classroom, return to your shared browser. Give the first person that volunteers Cursor Control.*

*If you are not using Live Classroom, resume use of the browser logged in to your Blackboard server. Pass your mouse to the first volunteer. Follow the steps below, as you convey them to trainees.*

- d. Let's say I want to create an email form for students to confirm that they will attend our field trip.
  - i. Within Blackboard, click any Content Area. We will choose "Course Information."
  - ii. Click "Edit View" in the upper-right.
  - iii. Select "Voice Email" from the drop-down menu and click "Go."
  - iv. Enter an appropriate title in the "Name" box. We will call this one, "Field Trip RSVP." Keep in mind that this is not the Subject Line of the email. We can specify that shortly.
  - v. For the description, let's inform students with another line of text to "Respond by the 8th!"
  - vi. Audio Quality is set to Standard Quality, which is quite good and will stream well for users on dial-up connections. I would not recommend changing this setting, as the audio quality is very good.
  - vii. Select the Max Message Length. This is the maximum amount of time for which you may record your message. If you leave this at its default value of 3 minutes, that's the maximum duration for each message recorded within this Voice Email form.
  - viii. Reply links give individuals the ability to respond to your voice email, using either their voice and/or text. It is generally useful to include this option, so we'll select "Yes."
  - ix. You can pre-fill the subject line of every message sent from

this Voice Email form. All you have to do is select "Yes" for this option and enter the desired subject line. Please note that if you choose to pre-fill the subject line, it cannot be modified by students. You can always go back and modify the tool to change this subject. We will choose "Yes," and type "Field Trip Response."

- x. The next option is to specify the recipient. If you'd like only teachers to receive email messages from this form, leave "Instructors" selected. If you are preparing this email to go to students, select "Students." In the event both groups should receive this email, select "All." We will leave this set to "Instructors."
  - xi. Like Voice Recorder, you can decide if you'd like this content to be available, as well as specify time/date parameters. We will make this Voice Email available.
  - xii. You can also have this Voice Email open in a new window. If you are displaying additional content that refers to an assignment within Blackboard, you may want the Email to appear in a separate window.
  - xiii. Click "Submit" in the lower right-hand corner, and then "OK" on the following page.
- e. This Voice Email is now available. By clicking the link that appears below the name of this new Blackboard object, we will load up the Email applet.
  - f. You'll notice the From field is populated with the email address of the person logged in. This cannot be modified. As well, the To field is populated based on the recipients you chose. Since we chose Instructors, this displays the email addresses of all teachers associated with this Blackboard course. This field also cannot be modified.
  - g. Try clicking the Subject Line. Since we pre-filled it when creating this form, we cannot modify this Subject. If you had not pre-filled it, a flashing cursor would be available. That is the sender's cue to enter the Subject Line of their choice.
  - h. You can also type in a message in the large, white body in the bottom portion of the Voice Email.
  - i. Now we get to the fun part! Just like with Voice Recorder, to record a message, click the solid black circle located in the upper left-hand corner of the email message. When you're done recording, hit the Stop button. You can review your message by hitting the Play button. If you're not happy with your message, hit the Record button and try again.
    - i. Once you're ready to send the message, go ahead and click "Send." This will send an actual email, outside of Blackboard, to all individuals listed in the "To" field.
    - ii. After sending, you can reuse this email form right now, or in the future, to send subsequent messages.

- j. Archives are even available for tracking to see who's sent voice email. Simply open the Voice Email applet, followed by the "Archives" button. All messages are displayed as a threaded Voice Board. These are only available to instructors and you have the ability to delete any message you wish.

*If using Live Classroom, take back Cursor Control. Minimize the shared window.*

- k. Okay, so this is fun enough to watch – but I know you're dying to create your first Voice Email. Well, here goes! I'm going to push a web page and leave the rest up to you!

*Push a web page that points to the Voice Email Product Demo on HorizonWimba.com. At the time this document was written, it is located at: <http://www.horizonwimba.com/demos/voiceemail.php>*

- l. Go ahead and fill out the From and To fields with your email address to send yourself a Voice Email. Be sure to record a short message if you've got a microphone or headset available and then click "Send." You don't need to check your email now, but be sure to do so following this training to see things from the recipient perspective.

*Give your trainees 2 minutes or so to practice on the Demo.*

- m. So how would you use Voice Email? Go ahead and share with the group some practical uses you feel would best serve you and your students.

*If you are using Live Classroom, encourage participants to type their ideas in to the Text Chat Area. If you are not using Live Classroom, ask your participants to offer their suggestions vocally, or call on them individually. Make note of ideas you feel would be useful to include in future presentations.*

- n. Great work! Here are just a handful of ways to build successful communication that we've come up with here, as well as from other Horizon Wimba clients.

*Display **Voice Email: Practical Uses I & II Slides**.*

- o. And that is the beauty of Voice Email. Any questions, folks?

### **3. Voice Boards**

*Display **Introduction to Voice Board Slide**.*

- a. Voice Boards are not your typical message board. Instead, they're a back and forth, threaded communication tool relying heavily on voice. It's not just text; it's an async conversation.
- b. Like Voice Email, only instructors can create a Voice Board – but students and teachers can interact with the Boards, reading one another's posts and responding with text and voice.
- c. Guess what? I need another volunteer! Who wants to drive?

*If you are using Live Classroom, return to your shared browser. Give the first person that volunteers Cursor Control.*

*If you are not using Live Classroom, resume use of the browser logged in to your Blackboard server. Pass your mouse to the first volunteer. Follow the steps below, as you convey them to trainees.*

- d. Thanks for letting me sit back and enjoy the ride. Let's use the Voice Board to find out what Spanish speaking countries my students have visited.
  - i. Within Blackboard, we will click "Course Documents."
  - ii. Click "Edit View."
  - iii. Select "Voice Board" from the drop-down menu and click "Go."
  - iv. Enter an appropriate title in the "Name" box. We will call this one, "Around the World."
  - v. We'll use the "Description" box to pose a question: "Where in the world did you speak Spanish?"
- e. Know your options. Let's discuss.
  - i. For Audio Quality, the same advice applies here; leave Standard Quality as the default setting.
  - ii. Select the Max Message Length. You might want to make it shorter to cut off your more longwinded students!
  - iii. Short message titles provide only the author and subject, not the date it was posted, or its length.
  - iv. Chronological order means that posts are listed from oldest to newest. The default option puts the most recent messages at the top of the thread list; this would put them at the bottom.
  - v. Do you want students to forward posts via email? Here you can grant or restrict this privilege.
  - vi. Do you want students to be able to start new threads on the Board, or just have the option to respond to a thread you've created? You might want to give them this creative license.
  - vii. Do you want students to be able to see each other's messages, or keep messages private? If messages are private, this means students can neither compose new threads, nor see one another's replies. Threads are kept private between student and instructor, and only instructors can see all student replies.
  - viii. You can use a single Voice Board to communicate individually to each member of your course. And, in essence, a private Voice Board is the gateway to quickly building online voice assessments.
  - ix. Like every other tool, you can set availability restrictions. You

can also decide whether or not the tool should appear in a new window. We will leave these settings alone, so the tool remains available.

- x Click "Submit" in the lower right-hand corner, and then "OK" on the following page.
- f. Back on the Course Documents page, this Voice Board is now available. Click its link to load it up!
- i. Click the "New" button in the upper left-hand corner of the Voice Board to start a new thread.
  - ii. Type a relevant subject line.
  - iii. To record a message, click the black circle. Let's take this opportunity to provide vocal instructions to students on this assignment.
  - iv. Hit the Stop button to cease recording.
  - v. If you'd like to listen to your message before posting, click the Play button. You can always re-record a message before sending.
  - vi. Let's use the blank message body area at the bottom of this screen to type instructions to students.
  - vii. Click "Send" in the upper right. Your message has now been posted.
- g. To read and listen to this message, click the post's title. This will bring up the message in the bottom portion of the board with playback controls. Like Voice Recorder, you can use the downward arrow in the lower right to save message audio.
- i. To respond to a post, click the "Reply" button in the upper left. A new post window will pop up with recording controls. The process here is identical to creating a new post.
  - ii. Let's close this reply window by clicking the X in its upper right-hand corner.
  - iii. Take note of the other options available to you.
  - iv. The "Edit" button provides instructors an ability to record over previous messages, including those made by students or other instructors. This option is not available to students.
  - v. The "Delete" button removes any post or entire thread you have selected. There is no way to recover a post once deleted. Students cannot delete posts!
  - vi. The "Forward" button lets instructors send an email with a link to any post, as well as a link to save the audio file – it does not send the actual audio file.
  - vii. This Forward feature by default can only be used by

instructors, unless you give students permission in the Voice Boards settings.

- viii. Instructors can import audio files directly to a Voice Board. Simply click the "Import" button and browse your hard drive for a compatible file. Supported files include .spx, .wav, .mp3, and the Voice Board's own .wvb (Wimba Voice Board) format.
- ix. You can export any message, multiple messages, top level threads, and even an entire Voice Board to your hard drive in a number of file formats. Click any message followed by the "Export" button. Select the format of your choice and click "Next." You can then specify where you wish to save the file.
- x. To export multiple consecutive messages, click the first message. Hold down the Shift key and click last message. Then click "Export."
- xi. To export non-consecutive messages, click the first message. Hold down the Control key and select subsequent messages. Then click "Export."
- xii. If you wish to export all top-level threads, or the entire Voice Board, all you need to do is click the "Export" button. In the new window that appears, use the top drop-down menu.
- xiii. Exporting in the Wimba Voice Board (.wvb) format allows you to save messages, or an entire Board, for later import into any Voice Board. Only this format preserves both the audio and text associated with each message. The other formats only export message audio.
- xiv. The "Publish" button provides HTML code to embed a single Voice Board message on a web page. This acts very much like a Voice Recorder applet.
- xv. The "Options" button enables you to listen to messages when clicking their title. Click this button, followed by "Play on click" to engage this feature.

*If using Live Classroom, take back Cursor Control. Minimize the shared window.*

- h. I'm going to send a web page with a practice Voice Board.

*Push a web page that points to the Voice Board Product Demo on HorizonWimba.com. At the time this document was written, it is located at: <http://www.horizonwimba.com/demos/voiceboard.php>*

- i. When the window loads, enter your name in the "Screen Name" box at the top of the window. This board is embedded on the Horizon Wimba website; you would not see this prompt within Blackboard.
- j. Go ahead and listen to any post on this board; respond to it, or create a new thread of your own! Once you've posted, locate your post and listen to it.

*Give your trainees 2 minutes or so to practice on the Demo Board.*

- k. Before we move on to our final tool, how would you use the Voice Board? Brainstorm aloud; tell me what you think.

*If you are using Live Classroom, encourage participants to type their ideas in to the Text Chat Area. If you are not using Live Classroom, ask your participants to offer their suggestions vocally, or call on them individually. Make note of ideas you feel would be useful to include in future presentations.*

- l. Your ideas are just great. Here is a smattering of Best Practices from us, as well as fellow clients.

Display **Voice Board: Practical Uses I & II Slides**.

- m. Alright folks, that's the Voice Board for you! Any questions?

#### 4. Voice Direct

Display **Introduction to Voice Direct Slide**.

- a. Hold office hours at a designated time. Tutor a struggling student in a 1-on-1 online setting at a mutually convenient time. These are but some advantages of using Voice Direct.
- b. Let's go ahead and build a Voice Direct Conference in Blackboard. Volunteer, please?

*If you are using Live Classroom, return to your shared browser. Give the first person that volunteers Cursor Control.*

*If you are not using Live Classroom, resume use of the browser logged in to your Blackboard server. Pass your mouse to the first volunteer. Follow the steps below, as you convey them to trainees.*

- c. Let's say my Spanish class is divided into different practice groups. Why don't we create Voice Direct conferences for each group?
  - i. Within Blackboard, we will click "Course Information."
  - ii. Click "Edit View."
  - iii. Select "Voice Direct" from the drop-down menu and click "Go."
  - iv. Name your Voice Direct Conference. Let's call this one, "Group 1 Practice Room."
  - v. We'll leave the Description blank, but you can always use this area to add additional instruction.
- d. We've talked before about audio quality and, as discussed, Standard Quality is quite good, particularly for a live conversation.
- e. The interface asks if we'd like to link to a "Course Default Conference," or "A New Conference." If you were to create a Course Default Conference, it would first exist in the area you create it -- in this case, Course Information. If you then went to the Course Documents area, created another Voice Direct conference, and selected "Course Default Conference," these two conferences would then be linked.

- i. When would you use a Course Default Conference? Let's say you go with the idea I proposed earlier of holding office hours. You might want to create a Course Default Conference so students may enter from multiple Content Areas.
- ii. A New Conference, on the other hand, is a separate instance of Voice Direct accessible only in the area in which it is created. So if we only wanted this Practice Room to be available in the Course Information Area, we'd make it a New Conference.
- iii. Let's do just that, so leave "A New Conference" selected.
- f. Next is probably the most important setting – archiving. You might want to maintain a record of who participated within a Voice Direct conference.
- g. Archives are captured as posts in a read-only Voice Board. Students can neither start nor stop an archive, but can view archives for future reference. Let's select "Yes."
- h. Do you want this conference to be available? We'll leave the radio button on "Yes."
- i. As we have seen with the previous two tools, you can determine exactly when this resource is available, as well as if it should open in a new window.
- j. Click "Submit," and then "OK" on the following page to create our Voice Direct conference.
- k. Back in the "Course Information" area, our Voice Direct conference is now available. To launch it, click the link below its name.
  - i. Take note of the directions located on the left-hand side of the conference. One person can speak at a time and, to request the microphone, either hold down the Control key on your keyboard, or click the hand icon in the lower right-hand corner of the conference.
  - ii. We are also told that this conference is being archived.
  - iii. To type a text message, use the small white strip in the lower left-hand corner of the conference interface. Go ahead and type hello and hit enter.
  - iv. Now request the microphone and speak.
  - v. When you are finished speaking, click the red "X" button in the lower right-hand corner, or let go of the Control key.
- l. Click the "Options" button. You would use this menu to manually stop the archive. You can also start an archive if one is not already running. Students will never see this button.
- m. Clicking the Archives button brings up that read-only Voice Board I mentioned. These archives are specific to each Voice Direct conference, accessible to students for review and reference.

- i. Each instance of text and audio is listed as a Voice Board post.
- ii. As an instructor, you have the ability to export messages, as well as delete any text or audio instance associated with an archive. You can also forward any post to the email address of your choice. Like any Voice Board, you can also save message audio by clicking the downward arrow in the lower right-hand corner of the audio applet.
- iii. Fear not, as students cannot export, delete, or forward any posts. They can merely read, listen, and save message audio for their own study purposes.
- iv. Thanks for your help. Let's close up this archive screen, as well as the Voice Direct conference.

*If using Live Classroom, take back Cursor Control. Minimize the shared window.*

- n. Alright, what are we waiting for? Let's jump in to a practice Voice Direct conference.

*Push a web page that points to a Voice Direct conference created specifically for training purposes. At the time this document was written, it is located at:*

*<http://demo2.horizonwimba.com/demo/voicedirect?action=display&rid=118-1109971286306>*

- o. Enter your name in the "Screen Name" box at the top of the window. This box came up because the conference is embedded on a web page.
  - i. Go ahead and type a text message.
  - ii. I'd also like anyone who has a microphone or headset to request the mic. Since one person at a time is the designated speaker, notice how your requests are queued next to your name, on the right-hand side of the interface. When the person who is currently speaking releases the microphone, the next individual in line will automatically gain possession of the mic.
  - iii. Instructors can also right click on anyone's name within the room. An option to "Give Microphone" will appear. This allows you to pass the mic.
  - iv. Try stopping and restarting the archive.
  - v. Take a look at the available archives in this conference.
  - vi. Please close this browser window and bring up the Live Classroom window, if it has been minimized.
- p. How would you put Voice Direct to work best for your needs?

*If you are using Live Classroom, encourage participants to type their ideas in to the Text Chat Area. If you are not using Live Classroom, ask your participants to offer their suggestions vocally, or call on them individually. Make note of ideas you feel would be useful to include in future presentations.*

- q. Nice job! Here are a few ways you can get the most out of going live.

*Display **Voice Direct: Practical Uses I & II Slides.***

- r. And there you have Voice Direct. Any questions?

*Wait for questions and answer them accordingly.*

## **5. Altering Existing Tools**

- a. It's just as simple to alter an existing tool as it is to create one! You can just as easily copy, modify, and delete any Voice Tool as you would any item within Blackboard.
- b. Simply locate the Tool in its respective Content Area and hit the appropriate button to make changes.
- c. I'd like to make one note regarding the Copy feature and Voice Boards. You're more than welcome to copy a Voice Board. However, if you do so, you will retain all posts and archives associated with the Board. This is because you're creating a link to the original Board.
- d. Finally, there is complete obliteration of a Voice Tool. Please use with caution! If you delete any tool, there's no turning back. When you remove a tool, you're also deleting its archives.
- e. Remember, you can always make a tool unavailable if you do not want students to see it.
- f. Not too complicated is it? As you've learned in today's session, our mission is to make tool creation and modification as easy of a process as possible.
- g. Anything you're wondering about copying, deleting, or modifying the Voice Tools?

*Wait for questions and answer them accordingly. Minimize shared window.*

## **III. Communication Area**

*Display **Advantages of Communication Area Slide.***

- a. We've dedicated most of today's training to the exploration and creation of Voice Tools in the various Content Areas within Blackboard.
- b. With the integration of the Wimba Voice Tools, it only makes sense that both Voice Boards and Voice Emails can also make their home in the Communication Area.
- c. So who wants to be our final volunteer?

*If you are using Live Classroom, return to your shared browser. Give the first person that volunteers Cursor Control.*

*If you are not using Live Classroom, resume use of the browser logged in to your Blackboard server. Pass your mouse to the first volunteer. Follow the steps below, as you convey them to trainees.*

- d. The first step, as always, is to navigate to your Blackboard server and log-in as an instructor.
- i. Click the "Communication" area in the left navbar.
  - ii. Scroll down to until you see "Voice Boards."
  - iii. Click its link. You will be taken to page housing any Voice Boards created in this area.
  - iv. With the simple click of the "Add" button at the top of this page, you can follow the same procedure to create a Voice Board that lives only in this area.
  - v. You can even modify and remove boards, just as you would within any Content Area.
  - vi. Go ahead and click the "Back" button in the lower right-hand corner of this page.
  - vii. Now click the link for "Voice Emails."
  - viii. Notice that you have the ability to disable Voice Email in the Communication Area for your students. If you'd like them to only send email from specific Content Areas, uncheck this box.
  - ix. Also note that there are four options available to us.
  - x. We can send an email to all students, all instructors, all enrolled (which means all students and all instructors), or to the enrollee of your choice.
  - xi. Let's select that last option.
  - xii. Place a check in the box or boxes next to the person or people you wish to send an email.
  - xiii. Click "Submit" in the lower right-hand corner.
  - xiv. A Voice Email automatically comes up, without any settings to complete.
  - xv. The recipient or recipients you've selected appear in the "To" field. You can now record your audio clip, enter your subject, and any text in the message body.
- e. Why use the Communication Area? Let's end Application Sharing and discuss.

*If using Live Classroom, END Application Sharing.*

*Display **Content Area v. Communication Area Slide**.*

- f. With Voice Email, you're given an option as to whom you wish to send an email – without the need to create a Voice Email form. In a Content Area, you must first build the Voice Email, then select if messages should go to all students, all teachers, or both.

- g. You'd likely use a Content Area to create a Voice Email on a specific assignment or certain topic. But if you'd like students to send you a generic email, for basic course questions or to simply be in contact with you, the Communication area best serves this purpose.
- h. Let's say you've partnered students in pairs. The Communication Area would be the only place where students pick their partner and send them a Voice Email.
- i. What about Voice Boards? Again, the main point is to utilize Content Areas for more specific purposes. The Communication Area could house a more general course Board, such as Spanish 102: Suggestion Board.
- j. It's your choice as to where you and your students interact with these two Voice Tools. You're welcome to use them in both arenas, and I encourage you to explore how these diverse areas would best treat you.

#### **IV. Q & A and Wrap Up**

Display **Voice Tools Setup Wizard Slide.**

- a. If there's one thing you take away from today's training, it's the simplicity of Voice Tools integration.
- b. If there are two things you'll remember, it's for all students and instructors to run the Setup Wizard.
- c. There's only one plug-in necessary for all Voice Tools, and it's the Java Virtual Machine. To ensure your system is ready, launch the Wizard well before the first time you plan to use the Tools.
- d. If you do not have a link to the Wizard, it's available at the bottom of many of the Voice Tools. You may also wish to speak to your Voice Tools Administrator to obtain the link.
- e. I highly recommend running this Wizard on each computer you plan to use. If you run a computer lab, please pass all tests within the Wizard on each computer before your first session.

Display **Any Questions? Slide.**

- f. Any final questions or comments before we conclude?
- g. Thanks for attending today. We have resources to help you reinforce your learning and to practice.

Display *Horizon Wimba "Product Resources" page.*

- h. You may want to bookmark this page, or include it as a link on your resource pages for users. It includes:
  1. Best Practices for voice-enabling your courses
  2. "Follow-Up Exercises", to test your skills.
  3. Complete product documentation
- i. It also includes an archive of today's training material (if you'd

like to use it as review), as well as the scripts and slides we used today (if you'd like to bring this training in-house, at your organization.)

- ii. Some areas are password protected, so if you don't have your organization's password, ask the appropriate person there.

*Push **Questionnaire Poll**.*

- i. Before you leave, we'd also like for you to fill out our Questionnaire. This will give us invaluable information about your experience today, so that we can continuously improve the resources and trainings we give our clients. It will only take a few minutes to complete.
- j. Thanks again for your time and attention today. We hope that you feel excited about using Wimba Voice Tools in Blackboard!

*IF YOU ARE USING LIVE CLASSROOM, STOP YOUR ARCHIVE.*