

Wimba Voice Tools with WebCT CE 4.1 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 WebCT CE 4.1, 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 WebCT 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 WebCT 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.

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 WebCT, 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 Authoring
 4. Voice Email
 5. Voice Boards
 6. Voice Direct
 7. Altering Tools After Creation
 8. Selective Release
 9. Setup Wizard: Preparing Your Computer
- i. This session does NOT cover System Administration of the Voice Tools within WebCT. 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 WebCT course. It's the sweet ease of using the Actions Menu to add links to an Organizer Page, or creating a Voice Tool accessible directly from the Course Menu.
 - 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 WebCT course has been integrated with the Wimba Voice Tools. As you can see, 4 new options are available in the Communication Tools list.

Display **Voice Tools Overview Slide**.

- c. Let's discuss these 4 unique tools:
 - i. Voice Authoring (also known as Voice Recorder) allows instructors to link to vocal messages within the WebCT environment.
 - 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 WebCT.
 - i. All 4 tools may be linked off of an Organizer Page (such as your WebCT Homepage). You may also wish to create special Organizer Pages to access each Voice Tool, or multiple tools.
 - ii. The tools can also be added to the Course Menu for even quicker navigation and access.
 - iii. We'll start by placing links to the tools on Organizer Pages and then make our way to the Course Menu.

II. Know Your Voice Tools

1. Voice Authoring

Display **Introduction to Voice Authoring Slide.**

- a. So what is Voice Authoring? It's a vocal recording 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. Let's add a link to Voice Authoring on an Organizer Page 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 WebCT server.

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

- c. The first step is to navigate to your WebCT server and log-in as a Designer.
 - i. In the "Courses" area, click the link for the course you wish to update.
 - ii. You will be taken to the Course Homepage.
 - iii. Click the "Add page or tool" button in the Actions Menu on the right-hand side of the screen.
 - iv. You will be taken to the "Add Page or Tool" Menu.
 - v. Select "Voice Authoring" from the "Communication Tools" list.

- vi. The first box requests a title for this item. This is the name of the link that will appear on the Organizer Page, not the title of the actual Voice Authoring applet. We will call this one, "Class Dinner."
 - vii. Under "Voice Authoring Settings," you can now specify a name for the applet itself. We'll make it identical to the item title.
 - viii. The "Description" field is optional, however you may wish to utilize a second line of text that will appear below the applet's title. I will leave it blank.
 - ix. 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.
 - x. Select the Max Record 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, you can record a message up to 3 minutes in length.
 - xi. We decided to place the link to this applet on the Course Homepage. Click the empty box to the left of "On an Organizer Page," and leave "Homepage" in the drop-down menu.
 - xii. Checking this box automatically populates the two boxes below it. You can remove the link's title by unchecking the first of these two boxes. You can also customize the icon for this link, or leave it as its default. I am going to leave both of these options checked. The default icon is helpful in identifying this Voice Tool as unique content new to your WebCT interface.
 - xiii. The last step is to click the "Add" button at the bottom of the page.
- d. You will be taken to the Organizer Page you specified – in this case, the Course Homepage.
 - e. A new icon and link now appear with the title you entered during the creation process.
 - f. Let's go ahead and create our recording.
 - i. Click the "View" tab towards the upper left-hand corner of this page.
 - ii. You're now looking at the student perspective of the Course Homepage. Go ahead and click the link below the Voice Authoring icon.
 - iii. Recording controls will load up. Click the black circle, which is the Record button. Speak into your microphone or headset to record your message.

- iv. 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 record length.
- v. Click the black square to stop recording. Notice the bottom time meter now reflects the total duration of your recording.
- vi. 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.
- vii. After you have finished recording and you are happy with your results, this audio clip is now saved automatically within your course.
- viii. 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.
- ix. As a final step, click the "Homepage" link in the breadcrumb bar, below the word "View," towards the upper left-hand corner of the page.
- x. If you were to click the link for this applet again, you could listen to your recording, or re-record it as often as you would like – though each time you do so, you overwrite your previous recording.
- xi. When students click a link to Voice Authoring, they will 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 Designer rights.

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

- g. How would you use Voice Authoring? 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.

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

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

- j. Take a moment to review this information.
- k. Are there any questions about Voice Authoring?

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. I'm going to need another volunteer to create a Voice Email.

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 WebCT 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.
- e. The first step is always to navigate to your WebCT server and log-in as a Designer.
 - i. Within WebCT, click the "Add page or tool" button.
 - ii. Select "Voice E-Mail" from the "Communication Tools" list.
 - iii. Provide a title for the link to this Voice Tool. We'll call it "Field Trip RSVP."
 - iv. While we're at it, let's give the Voice Email the same title. Keep in mind that this is not the Subject Line of the email. We can specify that later.
 - v. For the description, let's inform students with another line of text to "Respond by February 8th!"
 - vi. Audio Quality is set to Standard Quality, which is fine.
 - vii. Select the Max Record Length. Again, if you choose 3 minutes, that's the maximum duration for each message recorded within this Voice Email form.
 - viii. You are now presented with a number of familiar fields resembling an email message. What's important to recognize is that you're designing an email form.
 - ix. Enter the recipient email address or addresses to appear in the "To" field of this Voice Email form.
 - x. Check off the box next to "Disable" if you do not want students to alter the addresses or text you enter.
 - xi. Select "Hide" to remove a field. You should also choose this option if you plan to populate a field and do not want students to see what you have entered. Email messages will still go to

any addresses entered in the "To," "CC," and "BCC" fields, even if the field is hidden or disabled.

- xii. Fill in the remaining fields as you would in any email.
 - xiii. You can pre-fill a subject line. Disabling this field may be useful as every message you receive from this form would have the same subject, especially if you use email filters.
 - xiv. You can also specify text that appears in every email sent from this form. Or, you can disable the field entirely.
 - xv. 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 check its box.
 - xvi. Let's place the link to this applet on the Course Homepage.
 - xvii. We'll leave the remaining options at their default values.
 - xviii. Click "Add" in the lower left-hand corner to submit.
- f. We are directed back to the Organizer Page where a link to the Voice Email was created.
 - g. Sounds it's like time to create our Voice Email!
 - i. Click the "View" tab to get us out of the Designer Options.
 - ii. Locate the link to our newly crafted tool, and select it to load up the Email applet.
 - h. Try clicking the "From" Field. Notice that a flashing cursor is available. This is your cue to enter your email address.
 - i. So long as you have not hidden the "To" field, you'll notice that the email addresses you entered appear here. If the field has not been disabled, students can modify or delete any address, as well as additional recipients.
 - j. The same goes for the CC and BCC fields.
 - k. Click the Subject Line field. If you left this field blank when creating the form and did not hide or disable the field, you can now enter any subject you'd like.
 - l. You can also type in a message in the large, white body in the bottom portion of the Voice Email, provided that this field has not been hidden. If you disabled this field, only the text you entered would appear in this area, and could not be modified.
 - m. Now we get to the fun part! Just like with Voice Authoring, 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 WebCT, 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.
- n. What's really cool about Voice Email is that you can go into your WebCT course, prepare an email for your students to send, and select yourself as the recipient.
- o. 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 you are using Live Classroom, take back Cursor Control. Minimize the shared window.

- p. 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>

- q. 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.

- r. 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.

- s. 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.

- t. 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 WebCT 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 WebCT, click the "Add page or tool" button.
 - ii. Select "Voice Board" from the "Communication Tools" list.
 - iii. Like before, we begin by specifying a title for this Voice Board's link. Let's simply enter, "First Assignment."
 - iv. Enter an appropriate name in the "Title" box. We will call this one, "Around the World."
 - v. We'll leave the Description box empty.
 - vi. For Audio Quality, the same advice applies here; leave Standard Quality as the default setting.
- e. Know your options. Let's discuss.
 - i. Select the Max Record Length. You might want to make it shorter to cut off your more longwinded students!
 - ii. Short message titles provide only the author and subject, not the date it was posted, or its length.
 - iii. 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.
 - iv. Threading options permit you to specify if a Voice Board should be public or private. The default option grants both students and instructors the ability to compose new public threads, as well as respond to any post. This means all threads and replies can be seen by anyone associated with your WebCT course.

- v. Click the pull-down menu. The option above the default allows only instructors to compose new public threads. Students can respond to any thread and can see one another's replies. They simply cannot compose new threads.
 - vi. The final threading option is probably the most powerful – if only instructors can create new private threads, 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.
 - vii. 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.
 - viii. Let's place the link to this applet on the Course Homepage. While we have been placing all of these tools on the Homepage, keep in mind that these can be posted to ANY Organizer Page.
 - ix. We'll leave the remaining options at their default values.
 - x. Click "Add" in the lower left to make thing official.
- f. By now, you should know what to do. Click that "View" tab.
- i. Locate the link to our newly crafted tool and click it.
 - ii. Click the "New" button in the upper left-hand corner of the Voice Board to start a new thread.
 - iii. Type a relevant subject line.
 - iv. To record a message, click the black circle. Let's take this opportunity to provide vocal instructions to students on this assignment.
 - v. Hit the Stop button to cease recording.
 - vi. If you'd like to listen to your message before posting, click the Play button. You can always re-record a message before sending.
 - vii. Let's utilize the blank message body area at the bottom of this posting screen to type instructions to students.
 - viii. 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 Authoring, 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. 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.
- viii. 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.
- ix. To export multiple consecutive messages, click the first message. Hold down the Shift key and click last message. Then click "Export."
- x. To export non-consecutive messages, click the first message. Hold down the Control key and select subsequent messages. Then click "Export."
- xi. 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.
- xii. 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.
- xiii. The "Publish" button provides HTML code to embed a single Voice Board message on a web page. This acts very much like a Voice Authoring applet.
- xiv. 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 you 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 WebCT.
- 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?

Wait for questions and answer them accordingly.

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 WebCT. 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 WebCT 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 WebCT, click the "Add page or tool" button.
 - ii. Select "Voice Direct" from the "Communication Tools" list.
 - iii. Name that link. Let's call this one, "Group 1 Practice Room."

- iv. Here, I'd like to give the conference the same title as its link, so let's copy and paste what we just typed.
 - xv. We'll leave the description blank, but you can always use this area to add additional instruction.
 - xvi. We've talked before about audio quality. For Voice Direct, Basic Quality is the default option and is quite good, particularly for a live conversation.
- d. Next is probably the most important setting – archiving. You might want to maintain a record of who participated within a Voice Direct conference.
 - e. Archives are captured as posts in a read-only Voice Board. Students can neither start or stop an archive, but can view archives for future reference. Let's check "Archive sessions."
 - f. For consistency's sake during today's training, let's place the link to this conference on the Course Homepage.
 - g. We'll leave the last two options at their default values.
 - h. Click "Add" in the lower left to create our conference.
 - i. You know what happens here. Click the "View" tab up top.
 - i. Locate the link to our new conference.
 - ii. Select this link to fire up Voice Direct.
 - iii. 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.
 - iv. We are also told that this conference is being archived.
 - v. 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.
 - vi. Now request the microphone and speak.
 - vii. When you are finished speaking, click the red "X" button in the lower right-hand corner, or let go of the Control key.
 - j. 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.
 - k. 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.

- I. Alright, what are we waiting for? Let's jump in to a 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>

- m. 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.
- n. 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.

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

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

- p. 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 edit, hide, reveal, move, or delete any Voice Tool as you would any item within WebCT.
- b. Simply locate the Tool on its respective Organizer Page, click on it, and hit the appropriate button in the Actions Menu to make changes.

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 WebCT server. Pass your mouse to the first volunteer. Follow the steps below, as you convey them to trainees.

- c. Why hide a tool? Well, it gives you the perfect opportunity to create tools ahead of time and only reveal them whenever relevant. When we explore the "Selective Release" feature, we'll talk about how you can make this process automated, in the event you do not wish to hide and reveal tools manually.
- d. There's also the 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. 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.
- f. Anything you're wondering about modifying, moving, or deleting the Voice Tools?

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

6. Selective Release

Display **Selective Release Slide**.

- a. Whenever you create a tool in WebCT, it's available to every individual enrolled in the course. But let's say you want to divide your class into separate groups and do not wish for every group to see one another's tools. This is the perfect occasion for the "Selective Release" feature.
- b. Is everyone here familiar with this feature? If not, I can explain it further.

Wait for a response from trainees before proceeding further, and explain Selective Release in greater detail, if necessary.

- c. The important point to emphasize here is that you have the

ability to determine access and time sensitivities to all Voice Tools, just as you would any other content within WebCT.

- d. Questions on the Selective Release feature?

Wait for questions and answer them accordingly.

III. Course Menu

Display **Advantages of Course Menu Slide.**

- a. We've dedicated most of today's training to the exploration and creation of Voice Tools on Organizer Pages within WebCT.
- b. From your WebCT experience, I'm sure you know that the Course Menu acts as quick launch pad for course content.
- 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 WebCT server. Pass your mouse to the first volunteer. Follow the steps below, as you convey them to trainees.

- d. Take us one last time to our practice WebCT course.
 - i. Now go ahead and create a new Voice Authoring applet. Follow the steps we reviewed today.
 - ii. Choose whatever settings you'd like, but stop when we get to the hot topic – where to show the link to this item.
 - iii. Select the empty box to the left of the words, "On the Course Menu, visible on all pages."
 - iv. Notice that the link you're adding will appear as text
 - v. You also have the option to place a link to the tool on both an Organizer Page as well as the Course Menu. Let's add this only to the Course Menu.
 - vi. Punch down the "Add" button in the lower left.
- e. We are taken back to the Course Homepage, but there is no new icon linking us to the tool we just created. Where is it?
- f. Well, first things first, let's click the "View" tab.
- g. Now, glance towards the upper left-hand corner of the Homepage for a drop-down menu emblazoned with the words "- Course Menu -" It may also appear in a frame to the left.
- h. Check out the last item in the list and click on it.
- i. Voila! Instant gratification, immediate accessibility. It's your Voice Authoring applet without the icon.

- j. So why use the Course Menu? Let's end Application Sharing and talk about this a bit more.

If using Live Classroom, END Application Sharing.

*Display **Organizer Page v. Course Menu Slide.***

- k. As we've seen with Voice Authoring, you have simplified the process for students. With the simple click of a drop-down menu and the selection of the tool of their choice, all Voice Tools can be reached from this menu.
- l. You'd likely use an Organizer Page to create a Voice Email on a specific assignment or certain topic. But if you'd like students to send you a generic email, a link off the Course Menu best serves this purpose.
- m. What about Voice Boards? Again, the main point is to utilize Organizer Pages for more specific purposes. The Course Menu could house a more general course Board, such as Spanish 102: Suggestion Board.
- n. It's your choice as to where you and your students interact with the 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 Tool 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 WebCT!

IF YOU ARE USING LIVE CLASSROOM, STOP YOUR ARCHIVE.