

# Wimba User Guide

## Getting Started

### Introduction

Wimba's BlackBoard component allows instructors and students to access the following features from within the Blackboard environment:

- **Voice Authoring:** a recorded message that a user can play back anytime, usually accompanying content within a web page
- **Voice Board:** a threaded, voice-based discussion board that can also be used for one to one vocal exercises
- **Voice Email:** an e-mail with standard text, plus a vocal element
- **Voice Direct:** a live voice and chat application
- **Voice Presentation:** a presentation consisting of web content alongside voice messages
- **Wimba Podcaster:** a feature that allows for the creation and subscription of podcasts

Documentation of all Wimba products is available on Wimba's website: <http://www.wimba.com/support>

# Adding a Wimba Feature to a Content Area

Anyone who has access to the Control Panel can create Wimba features in a Content Area.

1. Log-in to Blackboard.
2. Select a course to modify from the *My Courses* list.
3. Using the left navigation bar, or from the *Content Areas* menu of the Control Panel, select the Content Area where you wish to add a feature.
4. On the Content Area page, a small drop-down menu may be available in the upper right-hand corner. If it is not, click the **Edit View** link that appears in this location.
5. Click the **Select** drop-down menu. The features you have purchased from Wimba will appear in the list. They are: Voice Recorder (Authoring), Voice Email, Voice Board, Voice Direct, Voice Presentation, and Wimba Podcaster.
6. Select the feature you wish to add to this Content Area.
7. Click the **Go** button to the right of the pull-down menu.

## Voice Recorder (Authoring) Creation

1. Record your message using the Voice Authoring **Record** controls:
  - a. Click the **Record** button (red circle) and speak into a microphone or headset connected to your computer to record your message.
  - b. Click **Pause** (two bars) to pause recording. Click this button again to resume recording your message.
  - c. Click **Stop** (square) when you have completed your message.
  - d. Click **Play** (green triangle) to listen to your message. Click **Record** to re-record the message.
2. **Title:** Entering a fitting name for this applet.
3. Optionally modify the Blackboard *Options* relevant to this feature's link.
4. Click the **Submit** button once you are satisfied with your recording.
5. A confirmation page will appear. Click the **OK** button to return to the Content Area where you created this Wimba feature.

## Voice Email Creation

1. **Title:** Give your Voice Email an appropriate name.
2. **Description:** Text entered here will appear below the Title and above the Voice Email form.
3. **Audio quality:** Adjust the quality of recording depending on the environment in which Voice Email will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time (messages that have already been recorded will be preserved within the archives in their original encoding. The default setting of *Standard Quality (12.8 kbits/s)* works well for most situations.
4. **Max message length:** Adjust the maximum recording length allowed for users to record messages.
5. **Include Reply Links:** If Yes is selected, students may reply to Voice Emails by sending another Voice Email. If No is selected, Voice Email recipients may only respond via standard email.
6. **Pre-fill Subject field:** Enter a subject line students cannot modify when sending messages from this Voice Email form. This setting can be changed at any time, but messages that have already been sent will contain this subject line.
7. **Email Recipients:** Select the recipient of messages sent from this Voice Email form. You can specify All Instructors, All Students, or All (inclusive of All Instructors and All Students). The external email addresses of the recipient group you choose will automatically populate the "To" Field.
8. Click the **Submit** button in the lower right-hand corner.
9. A confirmation page will appear. Click the **OK** button to return to the Content Area where you created this Wimba feature.

## Voice Board Creation

1. **Title:** Give the Board an appropriate name.
2. **Description:** Text entered here will appear below the Title and above the Voice Board.
3. **Audio quality:** Adjust the quality of recording depending on the environment in which the Voice Board will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted will play in their original encoding. The default setting of *Standard Quality (12.8 kbits/s)* works well for most situations.
4. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
5. **Display short message titles:** When checked, the Voice Board will give less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.
6. **Display messages in chronological order:** When checked, the Voice Board displays the oldest messages first (at the top).
7. **Allow students to forward messages:** When checked, students will be able to forward messages from the Voice Board via email. The Voice Board will only accept addresses external to Blackboard.
8. **Allow students to start a new thread:** When checked, students will be able to start a new thread (a series of messages) on the Voice Board. Otherwise, only the instructor can start a new thread.
9. **Make discussion threads private:** When checked, students cannot view each other's threads. The instructor can still view all threads. This is a powerful feature for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.
10. Click the **Submit** button.
11. A confirmation page will appear. Click the **OK** button to return to the Content Area where you created this Wimba feature.

## Voice Direct Creation

1. **Title:** Name your conference.
2. **Description:** Text entered here will appear below the Title and above the Voice Direct conference.
3. **Audio quality:** Adjust the quality of recording depending on the environment in which the Voice Direct conference will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time (archives that have already been recorded will be preserved in their original encoding). The default setting of Basic Quality (8 kbits/s) works well for most situations.
4. **Link to:**
  - a. A **Course Default Conference** is a single conference that can be entered from multiple Content Areas within your Blackboard course; select this option to link to a generic Voice Direct Conference.
  - b. A **New Conference** is a unique and specific instance of a Voice Direct conference that can only be entered from the Content Area in which it is created.
5. **Archive Automatically:** If set to Yes, archiving will automatically begin upon entry into the Voice Direct conference. If set to No, the Archive will need to be started manually within the conference by an instructor.
6. Click the **Submit** button in the lower right-hand corner.
7. A confirmation page will appear. Click the **OK** button to return to the Content Area where you created this Wimba feature.

## Wimba Podcaster

1. Click the **Wimba Podcaster** link.
2. Click the **Add** button to create a new Wimba Podcaster that lives in the Communication Area. These settings are the same ones detailed in *Adding a Wimba Feature to a Content Area – Wimba Podcaster Creation*.
3. The **Remove** button will delete the Wimba Podcaster from the Communication Area.
4. Wimba Podcaster settings can be modified as described in *Modifying the Features, Adding Content & Scheduling – Wimba Podcaster*.

## Voice Presentation Creation

1. **Title:** Give your Voice Presentation a relevant name.
2. **Description:** Text entered here will appear below the Title and above the Voice Presentation.
3. **Audio quality:** Adjust the quality of recording depending on the environment in which the Voice Presentation will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been recorded will play in their original encoding. The default setting of *Standard Quality (12.8 kbits/s)* works well for most situations.
4. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
5. **Allow students to comment on slides:** When checked, students will be able to add vocal and/or text comments to each slide within the Voice Presentation.
6. **Make slide comments private:** When checked, students cannot view each other's comments to the Voice Presentation. The instructor can still view all comments. This is a powerful feature for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.
7. Click the **Submit** button in the lower right-hand corner.
8. A confirmation page will appear. Click the **OK** button to return to the Content Area where you created this Wimba feature.

## Wimba Podcaster Creation

1. **Title:** Give your Podcaster a relevant name.
2. **Description:** Text entered here will appear below the Title and above the Podcaster.
3. **Display short message titles:** When checked, the Podcaster will give less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.
4. **Allow students to post to podcast:** When checked, students will be able to add vocal and textual posts to Podcaster. (This option is useful if you would like individual students, or study groups, to have their own podcast). Otherwise, only the instructor can post messages.
5. **Audio quality:** Adjust the quality of recording depending on the environment in which the Podcaster will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted will play in their original encoding. The default setting of *Standard Quality (12.8 kbits/s)* works well for most situations.
6. **Podcast auto publish:** By default, posts will be published (and therefore downloaded to the computers of subscribed users) after 5 minutes of creation. Only during this time may the author edit the text within the post and/or re-record the audio. You may adjust this setting to a shorter or longer duration.
7. Click the **Submit** button in the lower right-hand corner.
8. A confirmation page will appear. Click the **OK** button to return to the Content Area where you created this Wimba feature.

# Adding a Wimba Feature to the Communication Area

Anyone who has access to the Control Panel can create Voice Boards, Voice Email, and multiple instances of Wimba Podcaster in the Communication Area. As well, all users can access a List of Wimba Classrooms (and Archives).

1. Log-in to Blackboard.
2. Select a course to modify from the *My Courses* list.
3. Navigate to the *Communication Area*.
4. Click the appropriate link.

## Voice Board

1. Click the **Voice Board** link.
2. Click the **Add** button to create a new Voice Board that lives in the Communication Area. These settings are the same ones detailed in *Adding a Wimba Feature to a Content Area – Voice Board Creation*.
3. The **Remove** button will delete the Voice Board from the Communication Area.
4. Board settings can be modified as described in *Modifying the Features, Adding Content & Scheduling – Voice Board*.

## Voice Email

1. Click the **Voice Email** link.
2. Check/uncheck the box at the top of this page to make this section visible/invisible to students
3. Click the appropriate recipient link, based on to whom you wish to send a Voice Email:
  - a. **Voice Email to all students:** This will automatically generate a Voice Email form, with the “To” field populated with all students enrolled in this course who have an email address listed in their Blackboard profile
  - b. **Voice Email to all instructors:** Automatically creates a Voice Email form with the “To” field filled with the email addresses of all individuals who can access this course’s Control Panel and have an email address listed in Blackboard
  - c. **Voice Email to all people enrolled:** Crafts a Voice Email form, with the “To” field populated with all individuals associated with this course (inclusive of the groups all Students and all Instructors), who have an email address listed in Blackboard
  - d. **Select users:** This option allows you to check off the individual(s) whom you wish to contact from a list of all individuals (inclusive of all students and all instructors) associated with this course, who have a valid email listed in Blackboard. Once you have selected the appropriate user(s), click “Submit.” A Voice Email will automatically generate and populate the “To” field with the email addresses of only the individual(s) you chose.

# Voice Announcements

Voice Announcements are a unique means of vocal communication that only appear within the Announcements Area. Anyone who has access to the Control Panel can create Voice Announcements.

## Voice Announcement Creation

1. Log-in to Blackboard.
2. Select a course to modify from the *My Courses* list.
3. Navigate to the *Control Panel*.
4. From *Course Tools* menu, click **Voice Announcements**.
5. **Subject:** Enter an appropriate subject for your announcement.
6. Enter a **Message** to appear below your Subject and above the Voice Announcement applet.
7. Record your message using the recording controls.
8. At the bottom of the page, click the **Submit** button.

Once your Voice Announcement has been created, you will be taken to the Announcements Area, where your new Announcement will be displayed.

**Note:** *Voice Announcements cannot be re-recorded. If you wish to replace a vocal announcement, remove your original applet (or make it unavailable), and then create a new resource using the instructions above.*

## Modifying the Features & Adding Content

1. Log-in to Blackboard.
2. Select a course to modify from the *My Courses* list.
3. Navigate to the appropriate Content Area.
4. If the "Display" View appears, click the **Edit View** link in the upper right-hand corner of the page.

## Voice Authoring

1. Click the **Play** (green triangle) button to listen to your recording.
2. Click the **Modify** button to the right of the appropriate Voice Authoring applet to modify settings, which includes re-recording your message. These settings are the same ones detailed in *Adding a Wimba Feature to a Content Area – Voice Authoring Creation*.

## Voice Email

1. Click the **Send Voice Email to** link below any Voice Email to launch the Email form and compose messages to the recipients selected during feature creation. Refer to Wimba Voice Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Email form to modify settings. These settings are the same ones detailed in *Adding a Wimba Feature to a Content Area – Voice Email Creation*.

## Voice Board

1. Click the **Enter Voice Board** link below any Voice Board icon to launch and add content to Board. Refer to Wimba Voice Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Board to modify settings. These settings are the same ones detailed in *Adding a Wimba Feature to a Content Area – Voice Board Creation*.

You may alternately click the **Edit Settings** link above a Voice Board, once it has loaded, to reach its settings.

**Note:** Step 2 also applies to Voice Boards created in the Communication Area. Simply navigate to the Communication Area, select **Voice Board**, and complete this step.

## Voice Direct

1. Click the **Enter Voice Direct Conference** link to launch Voice Direct. Refer to Wimba Voice Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Direct conference to modify settings. These settings are the same ones detailed in *Adding a Wimba Feature to a Content Area – Voice Direct Creation*.

**Note:** If copying a **Course Default Conference** to another course, it will not be linked to the Conference within the original course where it was created. Instead, a new **Course Default Conference** will be created, available only within the new course (and not accessible from the original course).

## Voice Presentation

1. Click the **Enter Voice Presentation** link below any Voice Presentation to launch and add content to the Presentation. Refer to Wimba Voice Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Presentation to modify settings. These settings are the same ones detailed in *Adding a Wimba Feature to a Content Area – Voice Presentation Creation*.

## Wimba Podcaster

1. Click the **Wimba Podcaster** link below any Podcaster to launch the applet and add content. Refer to Wimba Voice Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Wimba Podcaster to modify settings. These settings are the same ones detailed in *Adding a Wimba Feature to a Content Area – Wimba Podcaster Creation*.

**Note:** Step 2 also applies to instances of Wimba Podcaster created in the Communication Area. Simply navigate to the Communication Area, select **Wimba Podcaster**, and complete this step.

# Basic Administration

## Enabling and Disabling the Wimba Features in Content Areas

If a Wimba feature (treated as a Content Type) is disabled, it will disappear from the “Select” drop-down menu, located in the upper right-hand corner of every Content Area.

**Note:** Any feature previously added to a Content Area will not be hidden as a result of this process.

1. Log-in to Blackboard.
2. Select a course to modify from the *My Courses* list.
3. Navigate to the *Control Panel*.
4. From the *Course Options* menu, click **Manage Tools**.
5. On the *Manage Tools* page, click **Content Type Availability**.
6. Check/uncheck the feature(s) you wish to remove from the Select drop-down list in all Content Areas.
7. At the bottom of the page, click the **Submit** button.

## Enabling and Disabling the Wimba Features in the Communication Area

If a Wimba Voice feature (treated as a Building Block Tool) is disabled, links to create Voice Boards, Voice Email, and instances of Wimba Podcaster will no longer appear in the Communication Area of your Blackboard course. Unlike Content Areas, any Wimba feature previously added to the Communication Area will be hidden until it is re-enabled.

1. Log-in to Blackboard.
2. Select a course to modify from the *My Courses* list.
3. Navigate to the *Control Panel*.
4. From the *Course Options* menu, click **Manage Tools**.
5. On the *Manage Tools* page, click **Building Block Tool Availability**.
6. Check/uncheck the feature you wish to add/remove from the Communication Area.
7. At the bottom of the page, click the **Submit** button.

## Enabling and Disabling Voice Announcements

If Voice Announcements (treated as a Building Block Tool) are disabled, the link to create these Announcements will no longer be available in the Course Tools menu of the Control Panel. Any Voice Announcements that were previously added to the Announcements Area will not be hidden as a result of this process.

1. Log-in to Blackboard.
2. Select a course to modify from the *My Courses* list.
3. Navigate to the *Control Panel*.
4. From the *Course Options* menu, click **Manage Tools**.
5. On the *Manage Tools* page, click **Building Block Tool Availability**.
6. Check/uncheck the Wimba Voice Announcements Extension to make it available/unavailable.
7. At the bottom of the page, click the **Submit** button.

## Linking to Wimba Features from the Course Menu

If you would like to increase visibility to Wimba features, you can link directly to several features from the Course Menu. Options include all features available from the Communication Area: the List of Wimba Classrooms (and Archives), Voice Boards, Voice Email, and Wimba Podcaster.

1. Log-in to Blackboard.
2. Select a course to modify from the *My Courses* list.
3. Navigate to the *Control Panel*.
4. From the *Course Options* menu, click **Manage Course Menu**
5. On the *Manage Course Menu* page, click the **Tool** link in the *Add* bar.
6. On the *Set Area Properties* page, select Wimba Podcaster Extension, Wimba Voice Board Extension, or Wimba Voice Emails Extension from the **Type** drop-down menu.
7. Enter an appropriate title in the **Name** box.
8. At the bottom of the page, click the **Submit** button.