WIMBA VOICE BOARD
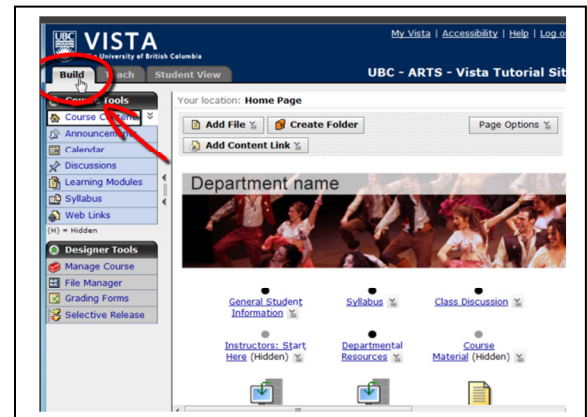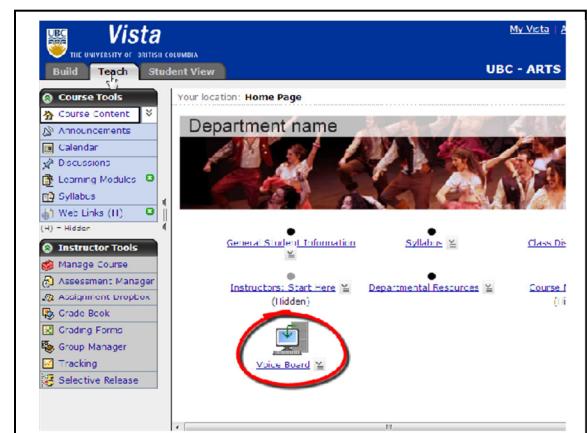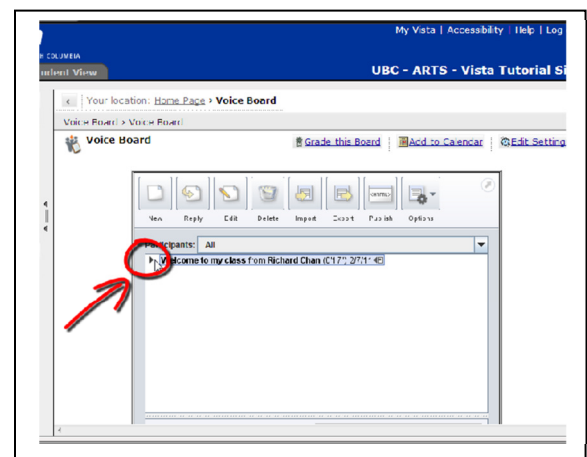*Discussion management tools.*

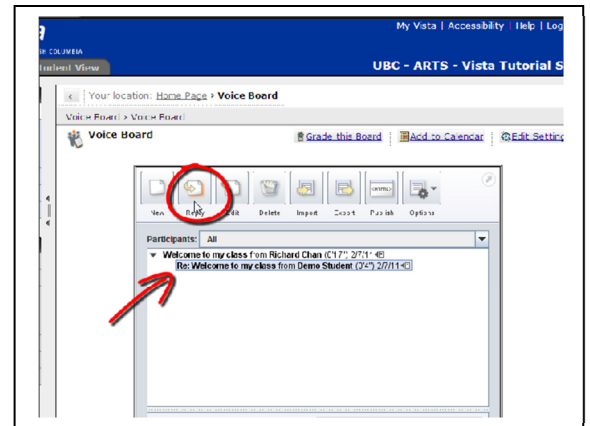**Replying to a Post:**

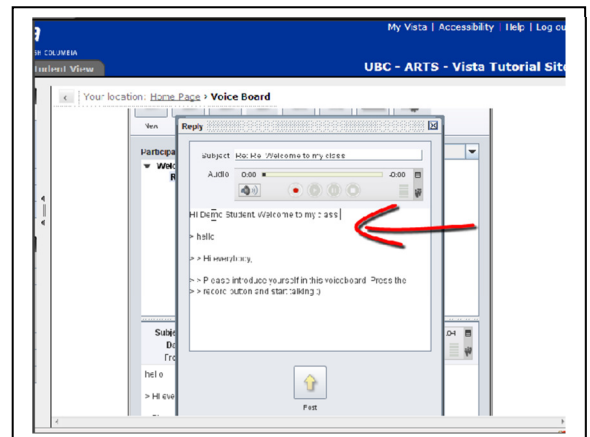*1.* Switch to the Build tab.

2. Click on your Voice Board.

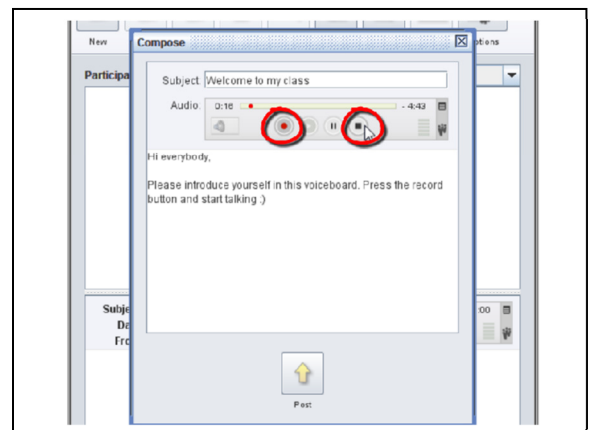3. Click on the arrow to expand the post to view all replies.

4. To reply to a post, click on the post you want to reply to (it will be highlighted in blue), then click "reply".

5. A new pop-up window will appear. Type in your reply in the space provided.

6. To record a message, click on the red recording button. When you are done, click on the stop button.
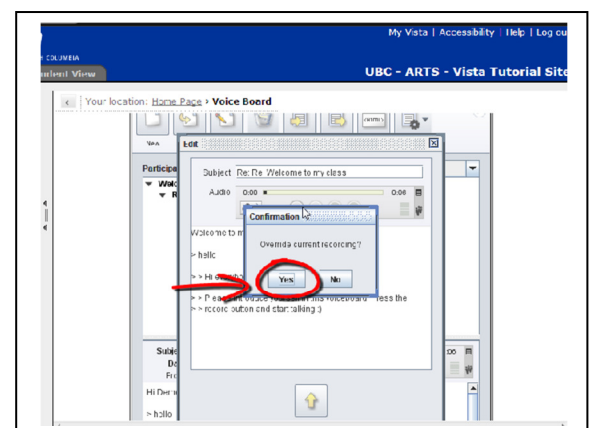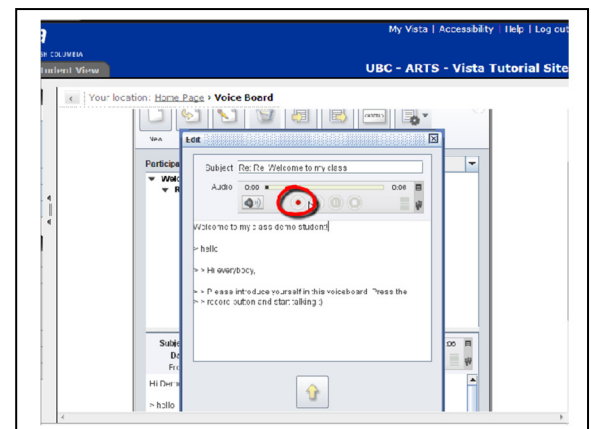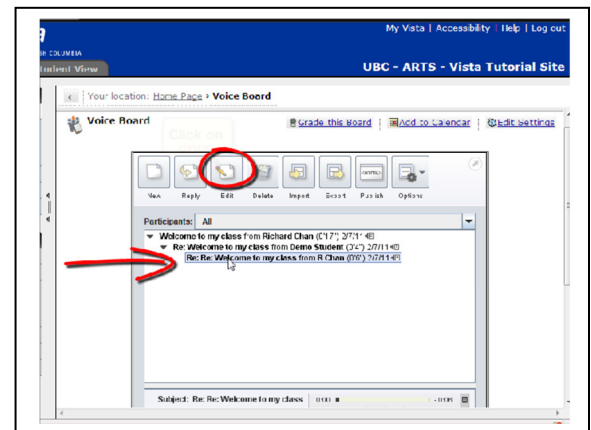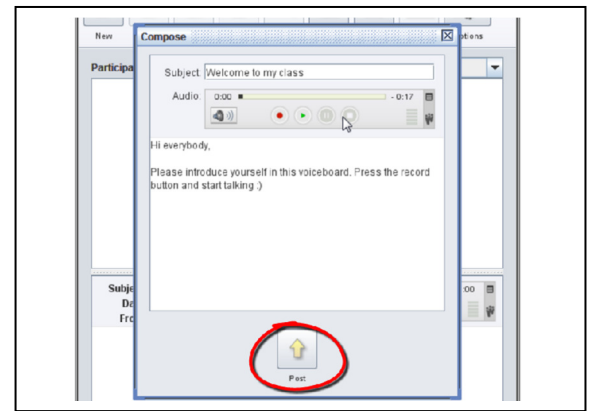
7. Once you are done, click "Post".
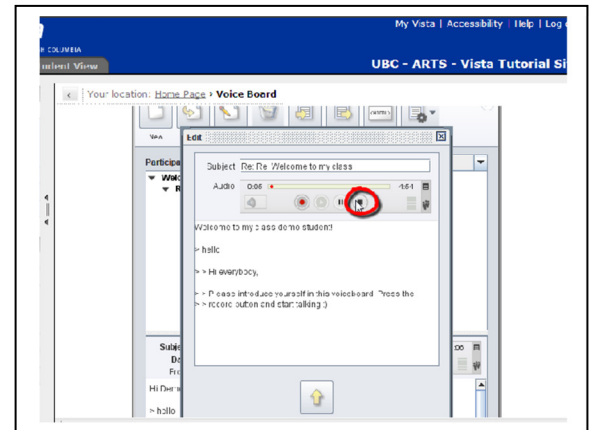

Editing your post:

8. To edit your post, click on your post, then click "edit".

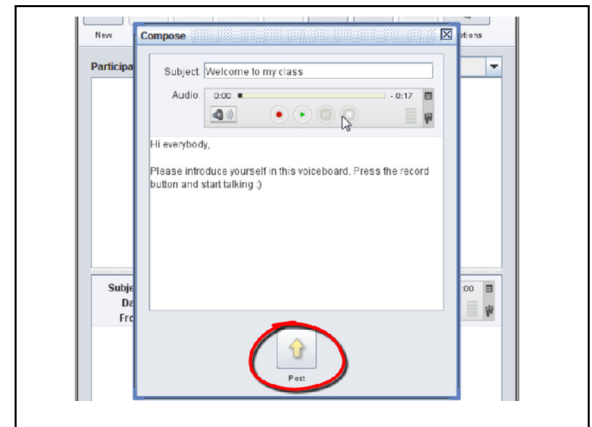9. To replace your recording, click on the red recording button.

10. A pop-up window will appear to ask if you want to override current recording. Click "yes".

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11. Click on the stop button to stop recording.

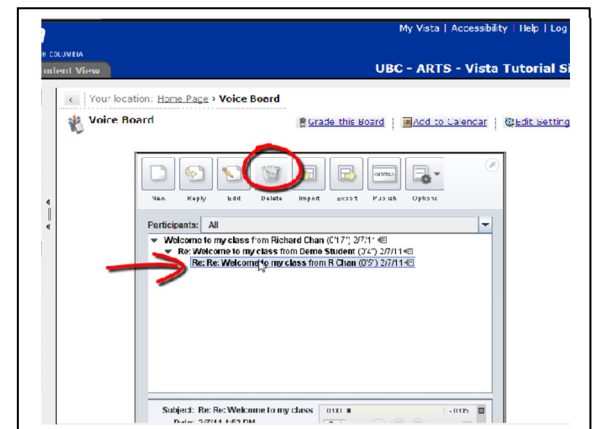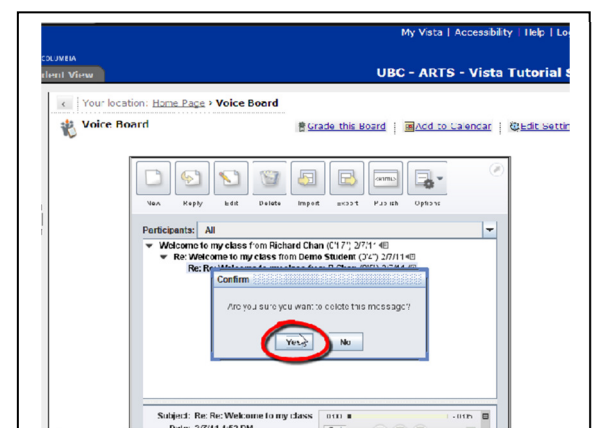12. Once you are done, click "post".

Deleting a post:

13. Click on the post you want to delete (it will be highlighted in blue) and click "delete".
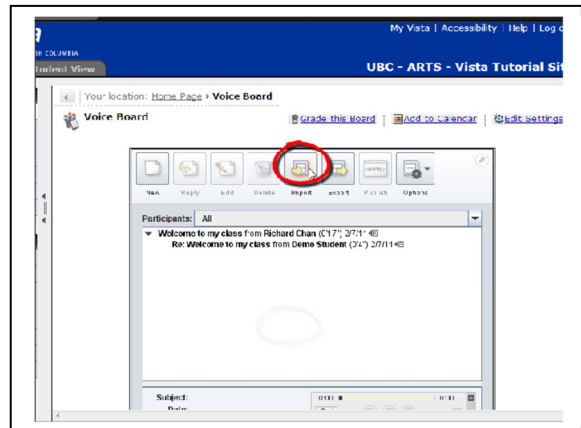

14. A pop-up window will appear asking if you want to delete the message. Click "yes".
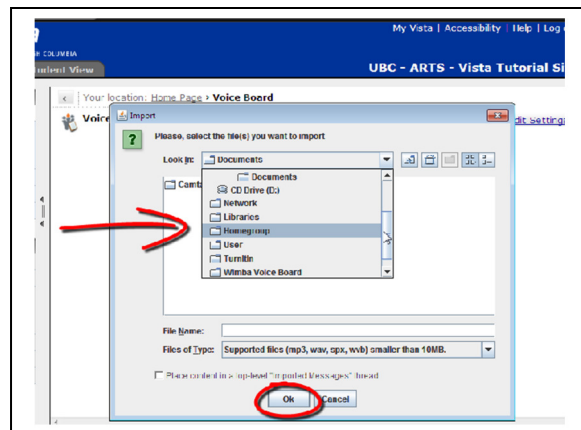
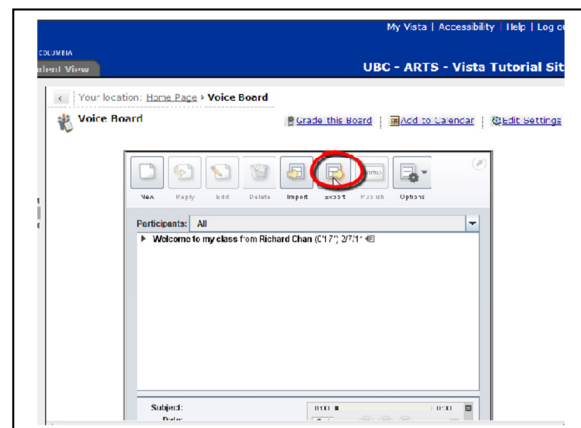**Importing a file:**

15. Click on the "import" icon.

16. A new pop-up window will appear. Select the file you want to import and click "OK" when you are done.

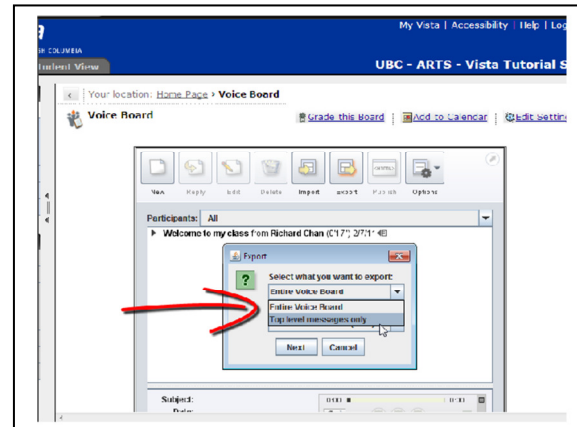   This process will add the file into the Wimba Voice Board.
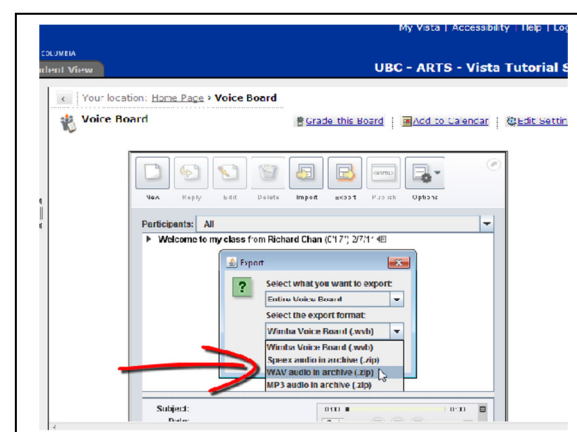

Exporting a file:
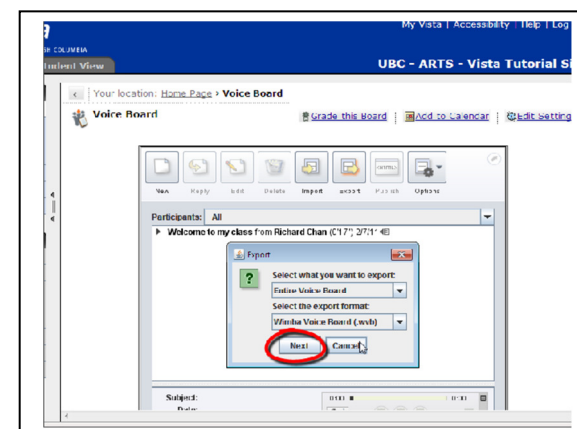
17. Click on the "export" icon.

18. A pop-up window will appear. Select what you want to export.

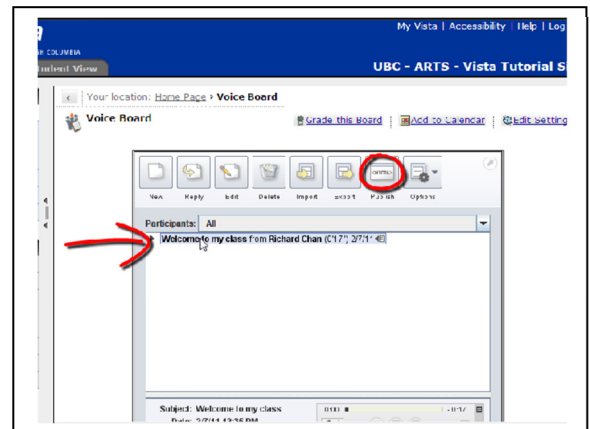19. Choose the export format you want.

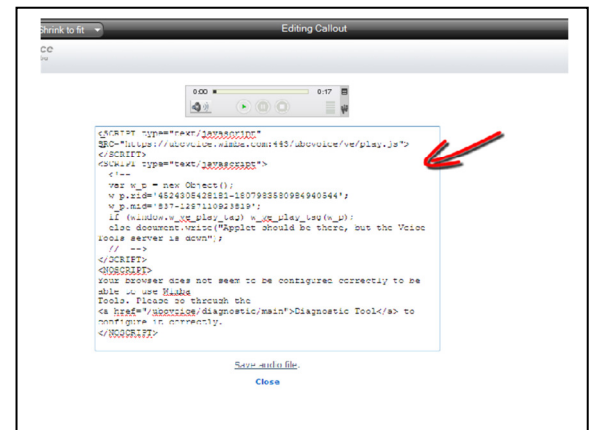20. Click "next." This will save the file onto your computer.

Publishing a message online:

21. Click on the message you want to publish (it will be highlighted in blue) and click on the "publish" icon.

22. You will be directed to a new window with a string of codes (as shown on the right).
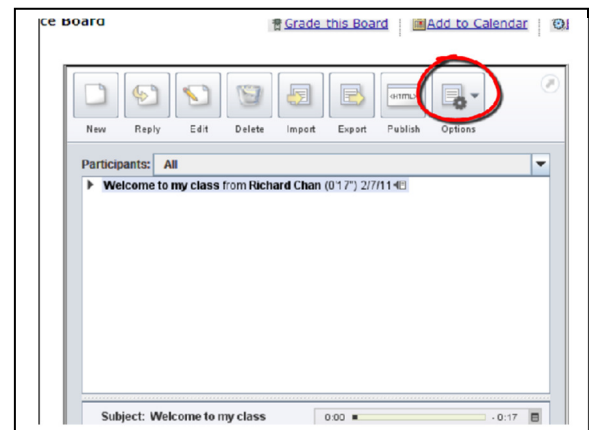

23. Select all the text then right click. Select "copy".

If you are familiar with HTML, you can "paste" this code into Dreamweaver or a webpage that supports HTML. This will embed the Wimba media player into the page so your students can listen to the recording.

Option Settings:

24. Click on the "options" button.

25. You can choose the options of how you want to play your voice clips (play on click, continuous play) and how you want the discussion posts to be displayed (expand all, collapse all).