

## How to Use Wimba Voice Board

After you have created your Wimba Voice Board, it is now ready for you and your students to use for discussions.

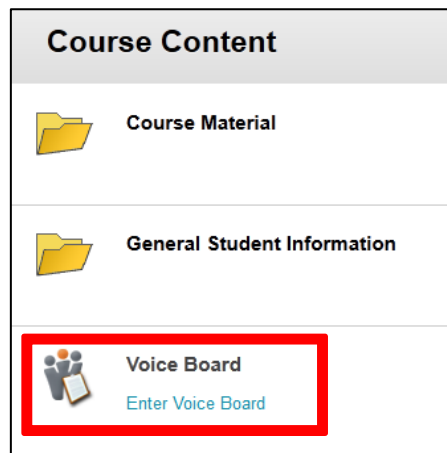
In this document, you will learn how to:

- Choose your audio settings
- Create a new post
- Reply to an existing post
- Edit and/or delete an existing post
- Import and/or export audio files
- Publish posts online
- Set options

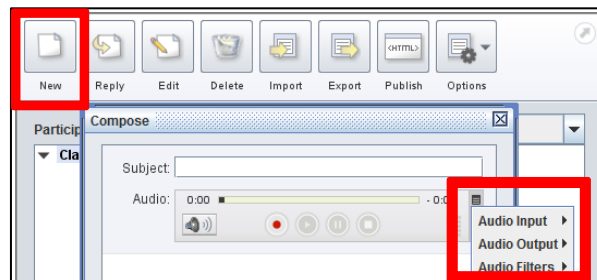
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### Choose your Audio Settings:

1. Go to your **Voice Board**.
2. Click on **Enter Voice Board**.

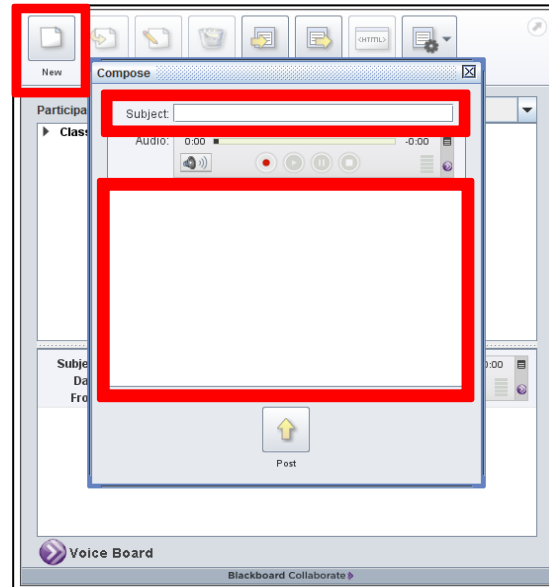


3. Click on **New**. A new window will show up.
4. Go to the controls button on the right to choose your **Audio Input** and **Audio Output**
5. Use the **Audio Filters** for **Noise Reduction** or **Auto Gain Control**.

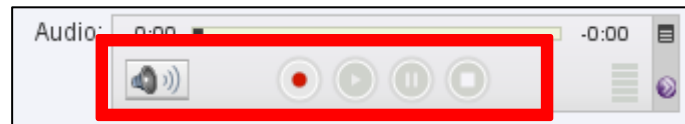


## Create a New Post:

1. To create a new post, click **New**.
2. Fill in the **Subject** line.
3. Write a **Description** in the box below the audio controls.



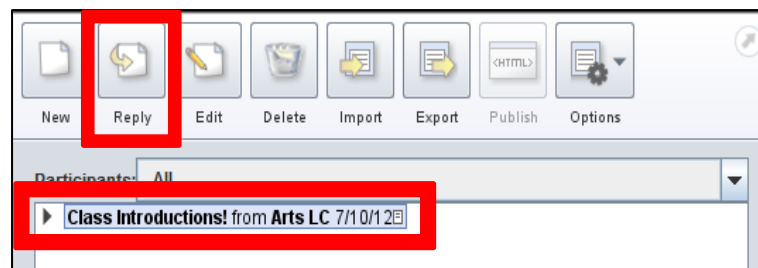
4. Adjust the volume using the **Volume** icon.
5. **Record** your message and press **Stop** when you are finished. You can also **Pause** and **Play** your message through your recording.
6. Click **Post** on the bottom of the window.



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## Reply to an Existing Post:

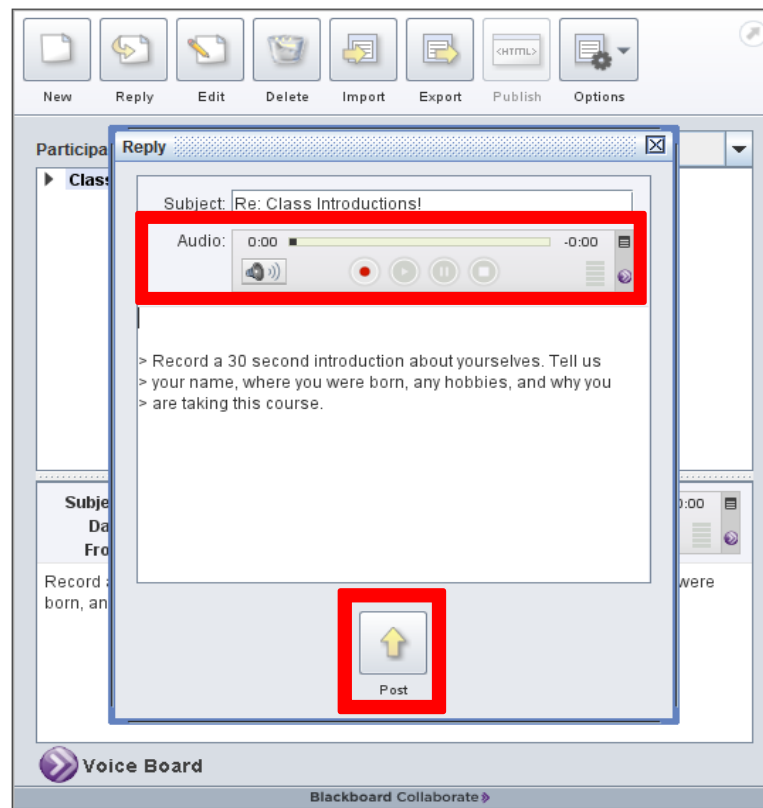
1. To reply to a post, go to the message and press **Reply**.  
(You can see all of the messages by clicking on the arrow to the left of the post.)



2. **Record** your message

## Learning Connect

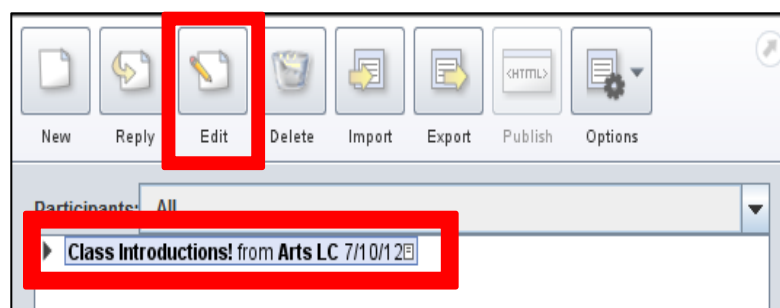
3. **Stop** when you are done.
4. Include a **Description** above the original message.
5. Click **Post**.



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## Edit and/or Delete an Existing Post:

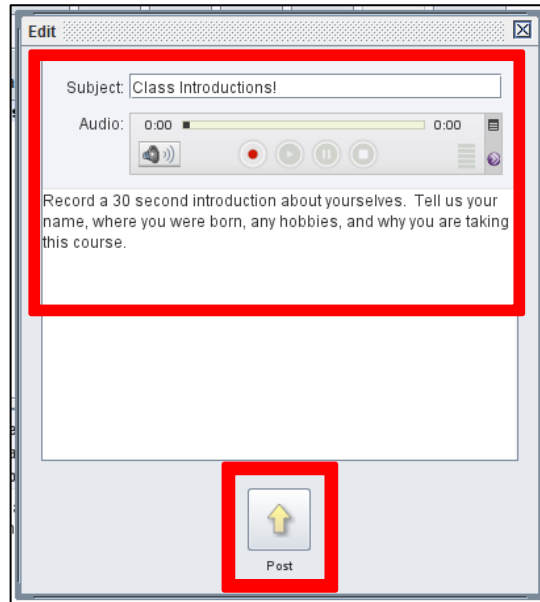
1. To edit your post, click on the message and press **Edit**.



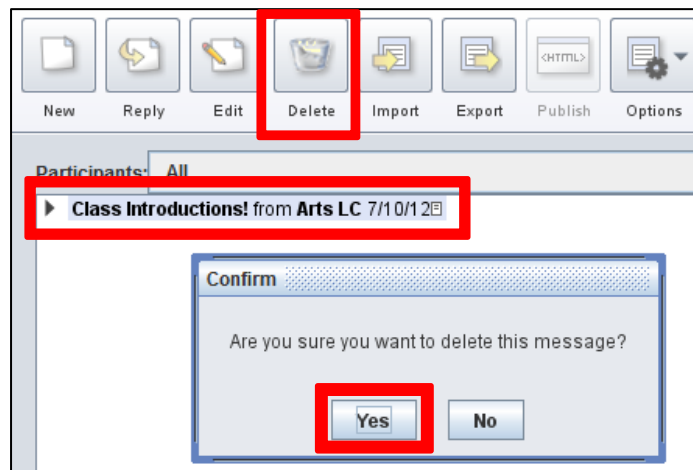
2. Adjust the **Subject** line and **Description** if needed.

## Learning Connect

3. Press **Record** to replace the existing message. A message will pop up asking if you would like to *override* your current recording. Click **Yes**.
4. Press **Stop** when you are done.
5. Click **Post**.

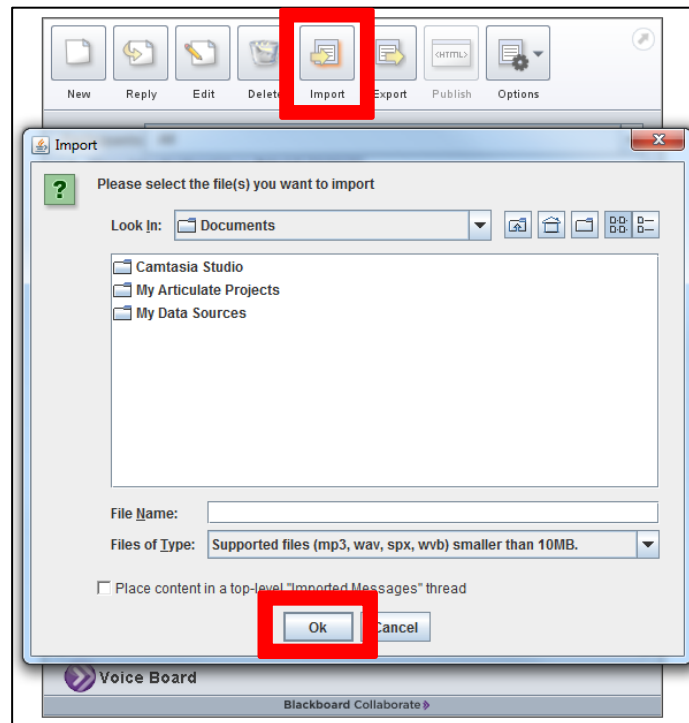


6. You can also remove a post by selecting the message and clicking **Delete**.
7. A message will pop up asking if you would like to delete the post. Click **Yes**.

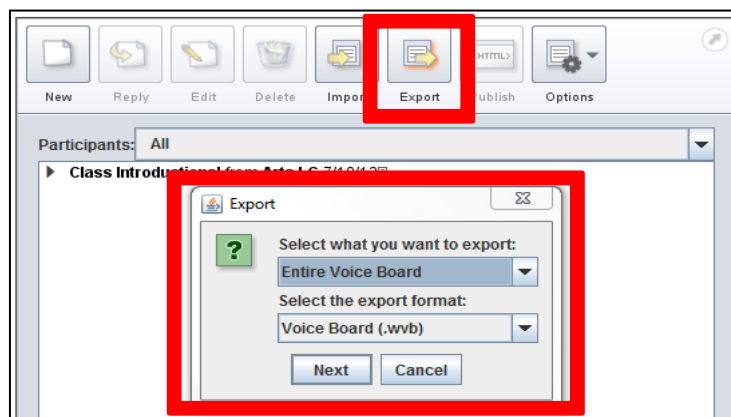


## Import and/or Export Audio Files:

1. To import an audio file into the Voice Board, click on **Import**.
2. A new window will appear. Select the file from your computer and press **OK**.

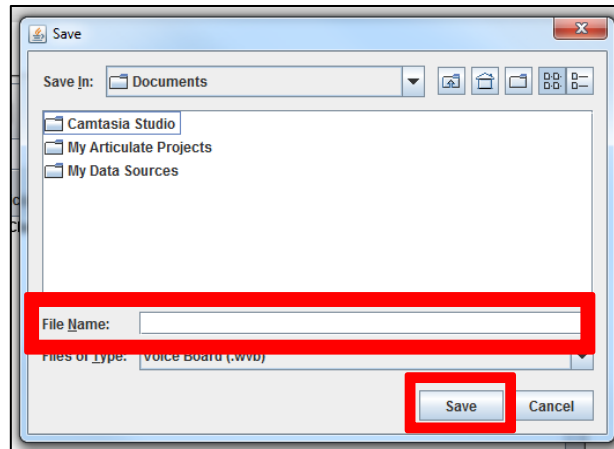


3. To export an audio file onto your computer, click on **Export**.
4. A window will pop up. Choose what you would like to export.  
You can either export the **entire voice board** or **top level messages only**.
5. Select the **Export Format**.  
Choose from **voice board**, **speex audio in archive**, **WAV audio in archive**, or **MP3 audio in archive**.
6. Click **Next**.



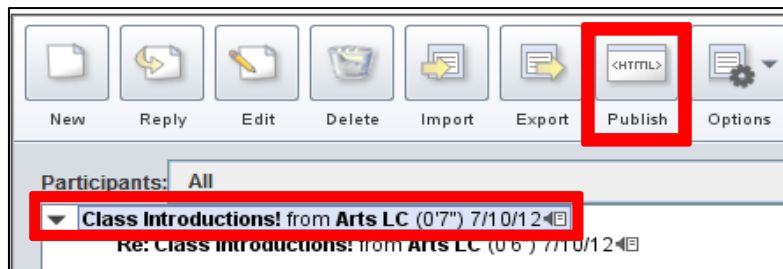
## Learning Connect

7. Choose where to save the file on your computer and enter the **File Name**.
8. Click **Save**.



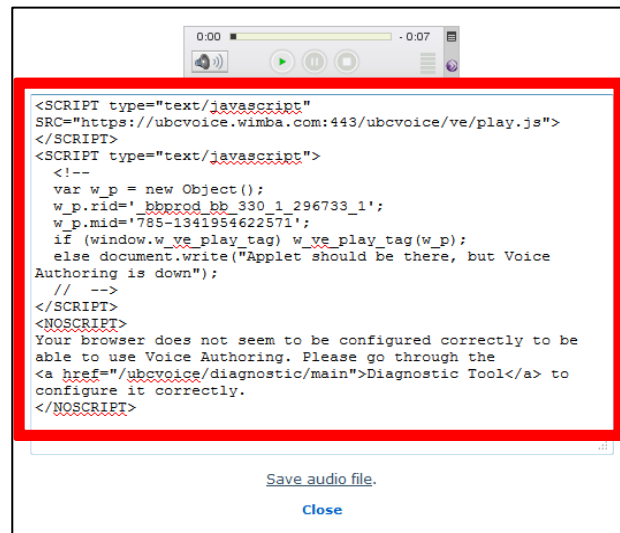
## Publish Posts Online:

1. Select the message you want to publish.
2. Click on the **Publish** icon. You will be redirected to a new window.



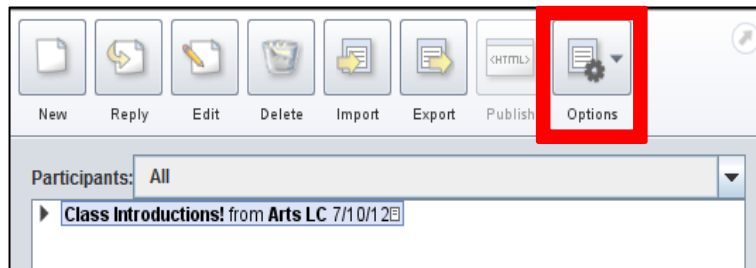
3. **Select** and **Copy** the code below the Wimba media player.
4. **Paste** the code into a webpage that supports HTML

This process embeds the Wimba media player into the webpage.



## Set Options:

1. Click on the **Options** icon.



2. You can set your options so the messages will **play on click or continuously**.
3. You can also choose to **expand all** or **collapse all** posts.

