# 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:

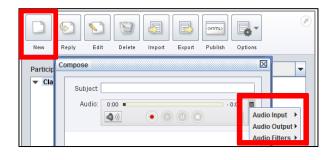
- Choose your audio settings
- Create a new post
- Reply to an existing post
- Edit and/or delete an existing post
- Import and/or export audio files
- Publish posts online
- Set options

## **Choose your Audio Settings:**

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

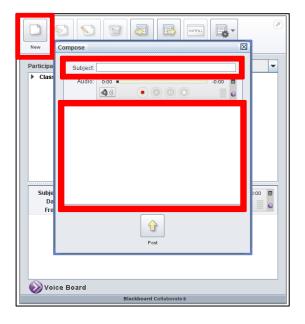


- 3. Click on New. A new window will show up.
- 4. Go to the controls button on the right to choose your Audio Input and Audio Output
- 5. Use the Audio Filters for Noise Reduction or Auto Gain Control.



## **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.

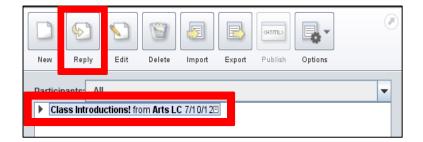


- 4. Adjust the volume using the **Volume** icon.
- 5. **Record** your message and press **Stop** when you are finished. You can also **Pause** and **Play** your message through your recording.
- 6. Click **Post** on the bottom of the window.



## **Reply to an Existing Post:**

 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.)



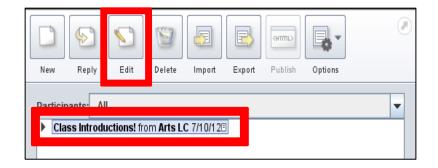
2. Record your message

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

New         Reply         Edit         Delete         Import         Export         Publish         Options	Ø				
Participa Reply	X -				
Clase     Subject: Re: Class Introductions!					
Audio: 0:00 -0:00 =					
<ul> <li>Record a 30 second introduction about yourselves. Tell us</li> <li>your name, where you were born, any hobbies, and why you</li> <li>are taking this course.</li> </ul>	):00				
Record : born, an	were				
Voice Board					
Blackboard Collaborate »					

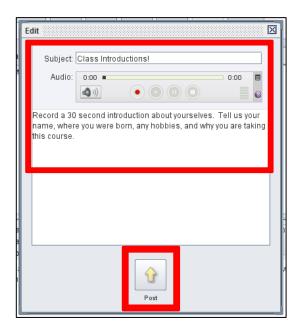
## Edit and/or Delete an Existing Post:

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



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

- 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.

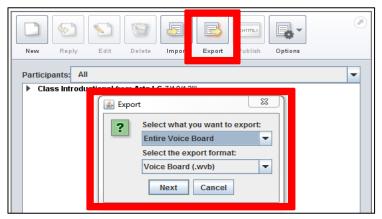
New	Reply	Edit	Delete	Import	Export	CHTTL> Publish	Options
	ants: All s Introdu	ctions! fr				s messagi	e?

## Import and/or Export Audio Files:

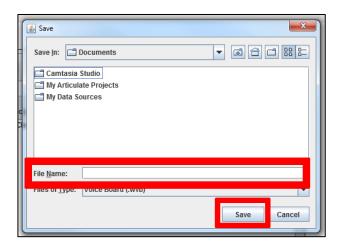
- 1. To import an audio file into the Voice Board, click on Import.
- 2. A new window will appear. Select the file from your computer and press OK.

New     Reply     Edit     Delet     Import     Export     Publish     Options					
Import X					
Please select the file(s) you want to import					
Look In: Documents					
🚍 Camtasia Studio					
My Articulate Projects     My Data Sources					
File Name:					
Files of Type:       Supported files (mp3, wav, spx, wvb) smaller than 10MB.					
Place content in a top-level "imported Messages" thread Ok Cancel					
Voice Board					
Blackboard Collaborate >					

- 3. To export an audio file onto your computer, click on **Export**.
- 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.
- Select the Export Format.
   Choose from voice board, speex audio in archive, WAV audio in archive, or MP3 audio in archive.
- 6. Click Next.

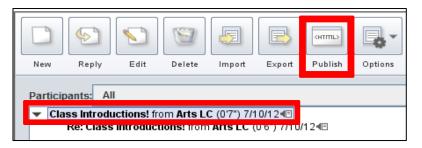


- Choose where to save the file on your computer and enter the File Name.
- 8. Click Save.



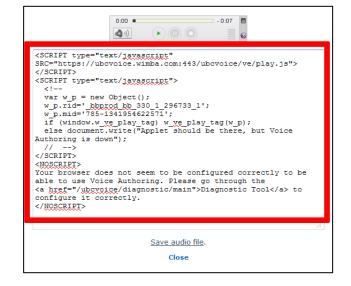
## **Publish Posts Online:**

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



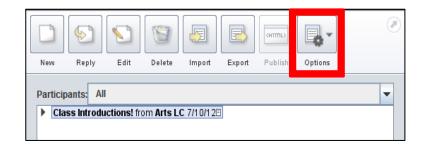
- 3. **Select** and **Copy** the code below the Wimba media player.
- 4. **Paste** the code into a webpage that supports HTML

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.

Γ	Play on click
	Continuous Play
	Expand All
	Collapse All
	Refresh