

Horizon Wimba Voice Tools

Version 5.1

User Guide

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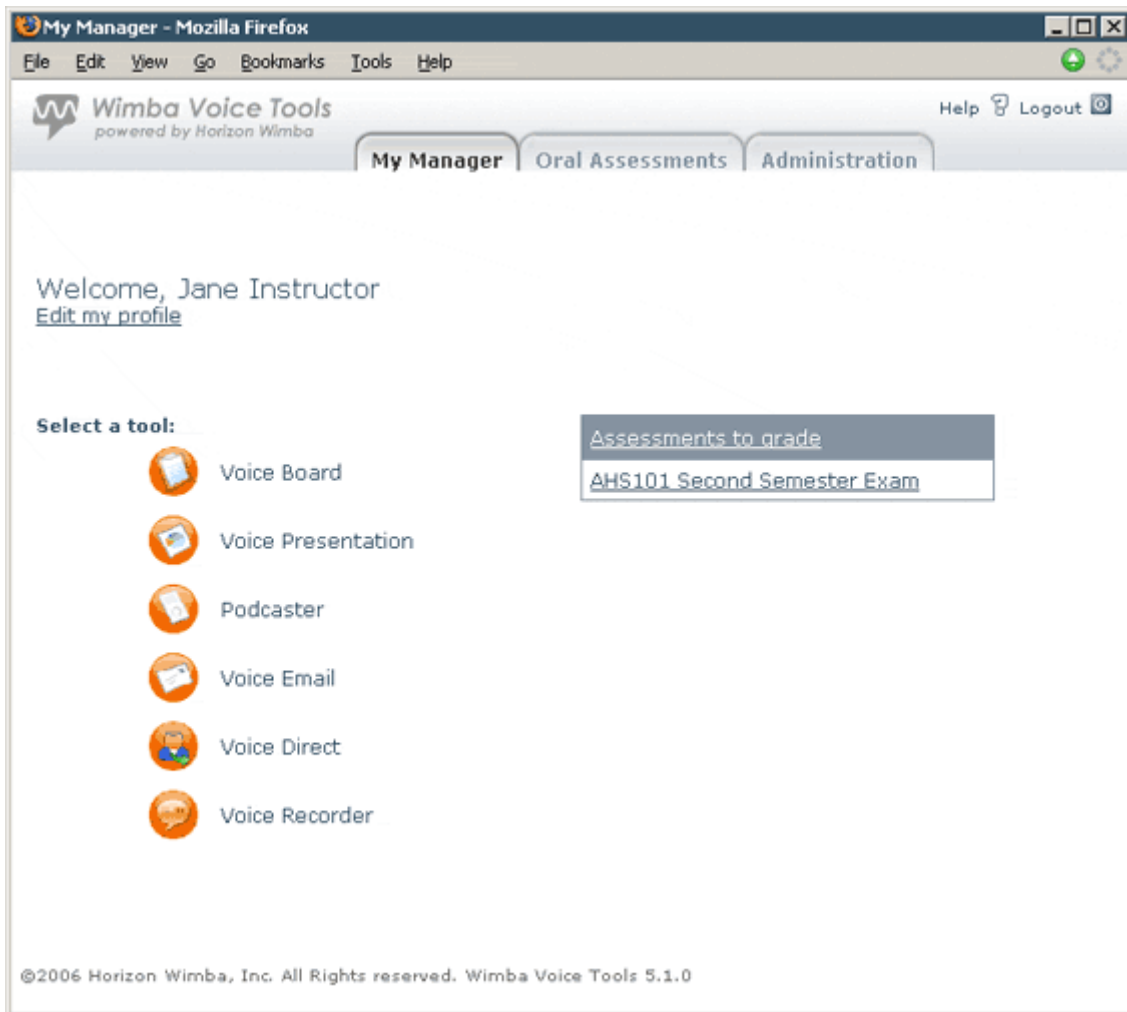
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Wimba Voice Tools Manager 5.1 User Guide

Introduction

Wimba Voice Tools



Wimba Voice Tools is a suite of applications that allow you to record and send voice over the Internet. The 6 Voice Tools are:

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- **Voice Boards:** Post and listen to voice messages within discussion boards.
 - **Voice Presentation:** Add web content alongside vocal messages.
 - **Podcaster:** Create podcasts or upload podcasts for users to subscribe to.
 - **Voice Email:** Send and listen to voice through email messages.
 - **Voice Direct:** Communicate with users in real-time in a virtual room, using voice and text.
 - **Voice Recorder:** Record and listen to voice on a web page.

You may create an unlimited number of “instances” of each tool (such as 20 Voice Boards and 10 Voice Direct conference rooms).

Wimba Voice Tools Manager

The Voice Tools Manager is a web-based interface that allows you to create, manage, and access your Voice Tools.

You may also have purchased the *Oral Assessment Builder (OAB)*, which enables you to create, manage, assign and grade vocal assessments.

Note: *If you have integrated Voice Tools within your Blackboard or WebCT environment by installing the Building Block or PowerLink, you do not need to access the Voice Tools Manager. However, you always need the Manager to access the Oral Assessment Builder.*

Account Roles

Each user who accesses the Voice Tools Manager has a user account and belongs to 1 of 3 privileged groups:

1. **Users** have the lowest access privileges and receive access to specific instances of Voice Tools; they are typically students.
2. **PowerUsers** can create and manage their own Voice Tools but do not see anyone else’s; they are typically instructors.
3. **Administrators** can create and manage all Voice Tools and users.

Getting Started

You should have received your Voice Tools Manager URL and login information. Once you log in, you are directed to your personal area. The *My Manager* tab at the top of the page is highlighted. From here, you can access all available Voice Tools.

If you are a *PowerUser* or *Administrator*, you may also create, edit, and delete instances of your voice tools. The same procedures apply for each of the 6 tools. Here is an important overview to help you get started right away. We also review details for each Voice Tool in this guide.

To create a new instance of a Voice Tool

1. Click the Voice Tool of your choice.

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2. Click the *New* button.

To edit settings of an existing instance

1. Click the Voice Tool of your choice.
2. Click the name of the instance you wish to edit.
3. A new page will appear; select the appropriate category you wish to alter on the left-hand side of the screen.

To delete an existing instance

1. Click the *Delete* icon to the right of that instance.

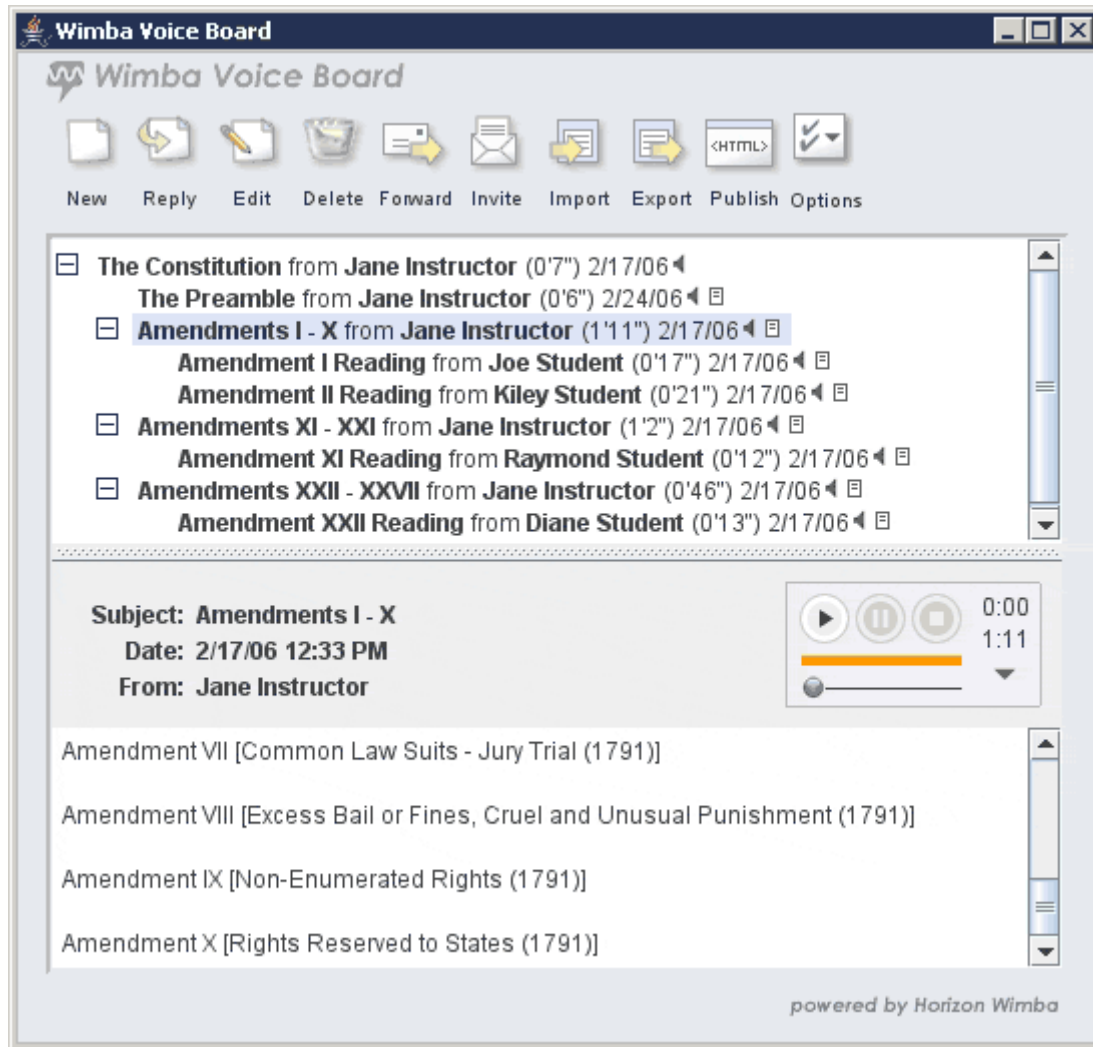
Note: Alternately, you may use the checkbox to the left of any instance, followed by the *Delete Selected* link at the bottom of the *Tool* list.

When creating and managing Voice Tools, you can use the navigation links at the top of each page (the "*breadcrumb*") to move through the Manager.

If you are an *Administrator*, or have purchased the *Oral Assessment Builder (OAB)*, you will see additional tabs at the top of the page. We also review these tabs in this guide.

Voice Board

Threaded, voice-based discussion board that can also be used for one to one vocal exercises.



Introduction

You have likely used messages boards before, outside of instructional design. But have you ever had the opportunity to add a vocal contribution to these boards, or engage in a private conversation utilizing both voice and text?

Voice Boards take communication to the next level, simply by adding voice to an intuitive, conversational interface.

Voice Board Creation

You can create as many Voice Boards as you want — one for each week, one for each assignment, one for each student.

To create a Voice Board:

1. Log in to the Manager
2. Click *Voice Board & Voice Presentation*
3. Click the *New* button in the center of the screen
4. Enter a name for your Voice Board
For example, you might want to call it “My First Voice Board” or “Module 1”.
5. Click the *Create* button

Settings and Access Control

You may adjust settings to modify the behavior and appearance of your Voice Board. From the list of Voice Boards, click the name of the instance you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The *Information* area allows you to modify the name of your Voice Board, as well as add an optional *Description* which will appear below the Board name and above the applet. Descriptions are useful for posting important text, such as a due date or instructions, above your Voice Board.

Settings

Display short message titles

By default, message titles contain a wealth of information:

- Subject line
- Name of individual who posted the message
- Length of recording (if audio is associated with the message)
- Posting date

If you select to view short message titles, only the subject line and the name of the individual who posted the message will be displayed.

Display messages in chronological order

By default, messages are displayed in the order in which they were posted to the Voice Board, with the newest messages at the top of the Board.

If you select to view messages in chronological order, the oldest messages will appear at the top of the Board, and the newest at the bottom. This may be helpful to track student progress over time, reviewing their first posts at the top of the Board.

Allow users to start a new thread

By default, both students and instructors can compose new, top-level threads to a Voice Board. Deselect this setting to restrict this student ability, allowing them only the ability to reply to messages. It will not limit student-to-student interaction unless you make the Voice Board threads private, which will be discussed below.

Allow users to forward a message

Granting this privilege allows users to send any post to an external email address. The email will contain a link to any audio associated with the post, as well as its text and a note the student can type before sending.

Make discussion threads private

If discussion threads are private, only one-on-one communication between an instructor and a student is allowed. If this option is selected:

- Only instructors can compose new threads
- Students can only view their own replies and replies from their instructor
- Instructors can view all replies

Private threads allow for an instructor-student dialogue that is hidden from the other students. An instructor can use this option to build quizzes to which each student individually responds. The instructor can then respond to each student and securely provide grades and comments.

Voice Boards can be reused year after year, their content repurposed whenever necessary.

Audio Quality

The default (*Standard*) audio quality will suit most needs. However, you may adjust the quality higher or lower, depending on your users' connectivity to the Internet. Standard Quality streams audio messages at a rate of approximately 13 kilobits per second (kbps), which works well for users on high and lower-bandwidth connections alike.

Max audio message length

You may also adjust the maximum duration for which someone may speak. This may be useful if you plan to use the Voice Board as a timed assessment tool.

After you have finished adjusting settings, click *Apply* in the lower right-hand corner of the page.

Basic Rights

In the *Basic Rights* area, you may set access controls to determine who exactly may view (Read Messages) and post (Compose Messages) in your Voice Board.

- **Any user:** anyone has access; no Voice Tools Manager account necessary. They will need to enter a screen name to participate in the Voice Board.
- **Any logged-in user:** Anyone with a Voice Tools Manager account has access.

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- **Only privileged users:** Only certain users and/or groups (that you specify in *Privileged users* and *Privileged groups* sections) have access.

Click *Apply* to save your settings. If you selected *Only privileged users*, click the *Privileged users / Privileged groups* links on the left-hand side of the page to specify which users / groups have rights to the board.

Note: If you selected *Any user* or *Any logged-in user*, you do not need to click the *Privileged users* and *Privileged groups* options. You may click ahead to the *Publish* section.

Privileged Users and Groups

If you choose *Only privileged users* for your Voice Board, you need to grant access to specific users and / or groups (otherwise, click ahead to *Publish*).

To select users, type the login email of the user to grant access and select the appropriate level(s) of access:

- **Read:** view messages
- **Post:** view and create new messages
- **Admin:** *PowerUser* rights when using Voice Board (**caution:** *Users given this right will be able to edit and delete posts*)
- **Notified:** receive email notifications of Voice Board modifications

Note: *Providing a User account with Admin rights may be useful if you would like a Teaching Assistant to have PowerUser privileges within the Board, but not the right to actually create a Voice Board.*

Click *Apply* to save your changes. Repeat the process to add other users.

To set Group privileges, click *Privileged groups* on the left and choose the appropriate level(s) of access from the list of Groups displayed.

Publish

Registered users may log into the Voice Tools Manager and access your Voice Board. However, you may also want to publish it on a web page.

Follow the on-screen instructions to copy and paste the appropriate code from the *Publish* page to distribute a link to the Voice Board, create a link on a web page (using HTML code), or insert the Voice Board directly within a web page.

Using Voice Boards

Once a Voice Board is created and you are satisfied with its settings, it is ready for immediate use.

To access a Voice Board

1. Log-in to the Manager

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2. Click *Voice Board*
 3. Click the *View* icon located to the right of any instance from the list of Voice Boards.
 4. The Voice Board will load in a new window.

Hint: You can resize the top and bottom halves of the Voice Board; just drag the grey bar (above the message pane) up or down.

Composing a New Thread

The *New* button, located in the upper left-hand corner of the Voice Board, allows new threads to be added to a Voice Board. This button is always available for instructors, but will only be available to students under the following conditions:

- **Users are allowed to start new threads**
- **Discussion threads have not been made private**

Click the *New* button to compose a new thread. A new *Compose* window will appear with audio controls in its upper left-hand corner.

Creating a Message

Recording a message

1. Click the *Record* button (circle) and speak in to a microphone or headset connected to your computer to record your message.
2. Click *Pause* (two bars) to pause recording; click this button again to resume recording your message.
3. Click *Stop* (square) when you have completed your message.
4. Click *Play* (triangle) to listen to your message. Click *Record* to record the message again.

If you reach the maximum audio message length, recording will cease. All audio you have recorded up to that point will be preserved.

Adding a recorded message to a Voice Board message is optional – however, the ability to do so is at the core of this applet.

Adding text to a message

In addition to recording a message, you must also enter a relevant title for your thread in the *Subject* line box. This field is required.

To write a message to accompany your recording, click and type in the large text field at the bottom of the *Compose* window. Typing a message is optional, but may provide helpful information (such as instructions or an assessment question for users), or text that complements your recording.

Posting a message

When you are satisfied with your recording and you have entered a subject line (as well as any appropriate text), click the *Send* button in the upper right-hand corner of the *Compose* window.

Replying to a Message

To reply to a message, click the appropriate message from the top half of the Voice Board, followed by the *Reply* button in the upper left-hand corner.

A new window will open. The process for creating a reply is identical to that of a new thread; the only difference is that any text associated with the message to which you are replying appears inline in the large text field at the bottom of the message. You can leave this text for reference, delete, or overwrite it.

Reviewing a Message

To review a message, click its title in the top half of the Voice Board. The message, along with any associated text, will appear in the message pane at the bottom of the Voice Board. To listen to an audio message, click the *Play* button on the right-hand side of the message.

Messages with text (but with no audio recording) show a white paper icon to the left of the message title.

Messages with audio (but with no text in the message body) display a black speaker icon to the right of the title.

Messages that contain both audio and text in the message body display both a speaker and a paper icon to the right of the title.

Editing a Message

If you wish to modify an existing message posted to the Board, click the *Edit* button at the top of the Board. A new window will appear, providing the ability to record/re-record an audio message, as well as alter any text and even the subject line. Editing is only available to individuals with instructor level privileges, who may edit any post on the Board (including messages from other instructors and any student).

Deleting a Message

Entire threads, as well as single messages, can be deleted from a Voice Board at any time. Use with caution, as these messages cannot be recovered. This feature is only available to individuals with instructor level privileges.

To delete a message or thread, click the appropriate message or thread in the top half of the Voice Board, followed by the *Delete* button at the top of the Board.

A confirmation prompt will pop-up asking if you wish to delete the message. Click *Yes* to delete the message (deleting a thread will also remove all threads associated with it). Click *No* to cancel.

Forwarding a Message

A single message or top-level message of a thread can be forwarded to an external email address to share this post (perhaps with someone who does not have access to the Voice Board). Instructors always have the ability to forward messages. Students only have access to this feature if the privilege was granted within the tool settings.

To forward a message, click the appropriate message or thread in the top half of the Voice Board, followed by the *Forward* button at the top of the Board.

A new window will open. Specify the complete email address(es) of the individual(s) to whom you wish to send your message, separated by a comma or semi-colon. You can add optional text as a note to this forwarded message by clicking and typing in the large text field at the bottom of the window.

Click the *Send* button in the upper left-hand corner of the window when ready to forward this message.

An email will be sent to the addresses specified, containing the following:

- All text associated with the Voice Board message
- Any text entered as a note in the Forward window

The forwarded message will contain links to listen to the audio from the post, as well as any associated text. The message will not contain any attachments; all recorded messages reside on the Voice Tools server, so there is no need to worry about rejected attachment types or large messages cluttering inboxes.

Detaching a Voice Board

Voice Boards can be detached and viewed outside of the browser window, allowing you to maximize or expand the Voice Board interface. To detach a Voice Board, click the *Detach* button (diagonal arrow) in the upper right-hand corner of the Voice Board.

To reattach the Board, simply close the detached window by clicking the small *X* in its upper right-hand corner. Alternately, you can click the body of the original browser window to reattach the Board.

Advanced Features

Beyond the scope of standard Voice Board functionality, additional features are available to *PowerUsers* who wish to explore further possibilities when using Voice Boards.

Importing

In addition to recording new messages, instructors also have the ability to import content directly to a Voice Board. This includes pre-recorded audio files, a single or multiple Voice Board messages / threads, or even an entire Voice Board!

Supported audio formats include:

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- **MP3:** Mpeg 1, layer 3 at 32, 44 or 48kHz (mono or stereo)
 - **PCM/WAV:** 8bit or 16bit at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
 - **Ogg Speex** (NOT Ogg Vorbis): at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
 - **GSM/WAV:** 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)

Note: *Previously exported Voice Board Files contain a .wvb file format extension.*

To import content

1. Click the *Import* button at the top of a Voice Board.
2. A new window will open.
3. Browse for the file on your hard drive or network drive.
4. Select the appropriate file.
5. Click the *OK* button at the bottom of the *Import* window.
6. An *Import Progress* window will appear as the file is uploaded.
7. A confirmation message will appear once the import has finished.
8. Click *OK* to complete the process.
9. A new thread will appear on the Board titled, "*Imported message.*" This title may be edited.
10. Expand this thread to access the audio/message(s) associated with the imported file.

You may also import a previously exported Wimba Voice Board (.wvb) file directly from the Manager interface by clicking the *Import* button in the center of the screen.

Exporting

Voice Board content need not remain exclusively online. Single and multiple messages, top-level threads, and entire Voice Boards can be exported for preservation, re-purposing, or importing to another Voice Board.

Exporting content allows instructors to utilize course material every semester within new Voice Boards, as well as develop a repository of audio and text, which can be shared with other faculty members using Voice Boards.

Voice Board content can be downloaded in the following formats:

- Wimba Voice Board (.wvb)
- Speex audio in archive (.zip)
- WAV audio in archive (.zip)
- MP3 audio in archive (.zip)

Note: *The Wimba Voice Board (.wvb) file format is only playable within a Voice Board. This format is recommended if you plan to import content to another Voice Board.*

To export content

1. Click the *Export* button at the top of a Voice Board.
2. A new window will open.

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3. Use the *Select what you want to export* drop-down menu at the top of the window to choose the appropriate content.
 4. Use the *Select the export format* drop-down menu to determine your desired data output.
 5. Click the *Next* button to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
 6. Enter a name in the *File Name* box.
 7. Click the *Save* button at the bottom of the window.

Note: *Opening a Voice Board without clicking any message on the Board, followed by the *Export* button, will allow you to export either an entire Voice Board or all top-level messages (from the *Select what you want to export* drop-down menu).*

Clicking an individual message or thread allows you to export either of the two options above, as well as that selected message/thread.

To export multiple individual messages or threads

1. Select the first message of your choice.
 - To select the next consecutive message(s) / thread(s), hold down the *Shift* key on your keyboard and then click the next message(s)/thread.
 - To select a non-consecutive message(s)/thread(s) you wish to export at the same time, hold down the *Control* key on your keyboard and then click the appropriate message(s)/thread(s).
2. Follow the instructions above to export the content.

You may also export an entire Wimba Voice Board directly from the Manager interface by clicking the *Export* button to the right of the appropriate resource from the list of Boards.

Publishing Individual Messages

Individual Voice Board messages can be published on the web. This feature is only available to instructors.

To publish audio clips, click the appropriate message from the top half of the Voice Board, followed by the *Publish* button at the top of the Board.

A new window will open. You can review the recording by clicking the *Play* button at the top of the window.

This window also displays a large box containing Java script. Copy and paste this code into an HTML page on your website and the Voice Board posting will display on that page.

Note: *To enable playback on the webpage, the website's domain must be listed or added to the Voice Tools server configuration file. Please speak to your Server Administrator for additional assistance.*

Saving Message Audio

Audio associated with any message can be downloaded to your local hard drive.

To save audio

1. Click the appropriate message from the top half of the Voice Board.

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2. In the lower right-hand corner of the Voice Player applet, click the *Save* button (downward pointing arrow), followed by *Save as*.
 3. A new window will appear. Use the *Save In* drop-down menu to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
 4. Use the *Files of Type* drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.
 5. Enter an appropriate name in the *File Name* box and click *Save*.

Options

We have developed a more time-efficient manner for reviewing posts on a Voice Board. Rather than first selecting a message and then clicking its *Play* button, you can choose to play messages automatically when clicking on them.

To enable this setting, click the *Options* button in the upper right-hand corner of a Voice Board and then select *Play on click*. The next time you click on a message containing audio, playback will begin automatically.


Reordering Messages

Messages can be reorganized using simple drag-and-drop functionality. Drag the post of your choice above or below another post or thread. Drop the post in its new location. Posts will be instantly reordered.

To move a post so it becomes a reply of another post or thread, drag that post and highlight the post or thread of your choice by mousing over it.

Entire threads may also be relocated. Dragging and dropping a thread will move the top-level post, along with all replies, to a desired new location using the methods described above.

Voice Presentations



The screenshot shows a web browser window titled "Wimba Voice Presentation - Microsoft Internet Explorer". The main content area displays a news article from "Le Monde.fr" with the headline "L'équipe de Romano Prodi va demander le retrait des troupes d'Irak". The article text includes: "Le chef du gouvernement italien a présenté jeudi le programme de son exécutif. Il a notamment affirmé qu'il avait 'l'intention de proposer au Parlement le retour des soldats' encore présents en Irak." and "Cadrage M. Prodi forme un gouvernement pléthorique". Below the article, there are sections for "L'examen de la proposition de loi sur le génocide arménien reporté" and "Le regain d'inflation fait chanceler les Bourses mondiales". The left sidebar contains a navigation menu with items like "Introduction", "Assignment 1: news summary", and "Assignment 2: Write a personal story". At the bottom of the sidebar, there are buttons for "New", "Comment", "Edit", "Delete", and "Import".

Voice Presentations are special types of Voice Boards that allow you to associate a web page with each message. This allows you to create an online vocal slide show.

Creating a Voice Presentation is very similar to creating a Voice Board: in the *Creation* page of the Voice Board, click the *Presentations* link above the list of Voice Boards.

Voice Presentations are managed and accessed similarly to normal Voice Boards. Instructors post to the Presentation using the *New* button in its lower right-hand corner. Students may be enabled to add Comments (using the *Comment* button at the bottom of the Presentation), which can be made private within the Presentation settings.

Podcaster

Creation and subscription tool for podcasts.

The screenshot shows a web browser window titled "http://10.0.0.62:8080 - Voice Board - Mozilla Firefox". The main content area is titled "Wimba PodCaster".

At the top left, there is an "Export" button with a document icon. At the top right, there is a "Subscribe" section with "RSS feed" and "1-click" buttons.

The main content area lists two podcast items:

- Lecture 2 - The Art of War from Terry Dale (0'0") 1/11/06
- Lecture 1 - Russian Invasions from Terry Dale (0'0") 1/11/06

Below the list, there is a section for the selected item "Lecture 1 - Russian Invasions":

- Subject:** Lecture 1 - Russian Invasions
- Date:** 1/11/06 3:30 PM
- From:** Terry Dale

To the right of this information is a media player interface with play, pause, and stop buttons, and a progress bar showing 0:00 / 0:00.

Below the media player, there is a text description: "This lecture compares Napoleon and Hitler's two unsuccessful attempts to invade Russia, detailing the role of winter, peasant resistance and supply line issues."

At the bottom right of the main content area, it says "powered by Horizon Wimba".

At the bottom center, there is a "Setup Wizard" button.

At the bottom left, there is a status bar that says "Applet board started".

Introduction

Podcaster allows you and your students to create vocal recordings or upload digital recordings and distribute them over the Internet using syndication feeds. Essentially, it allows you to easily create and subscribe to podcasts.

Podcaster Creation

You can create as many Podcasters as you want — for different topics that you'd like students to subscribe to. If you'd like to create only 1 series of podcasts, then 1 Podcaster should fulfill your needs.

To create a Podcaster:

1. Log in to the Manager
2. Click *Podcaster*
3. Click the *New* button in the center of the screen
4. Enter a name for your Podcaster.
For example, you might want to call it “Class Podcaster” or “Podcasts for Language Practice”.
5. Click the *Create* button

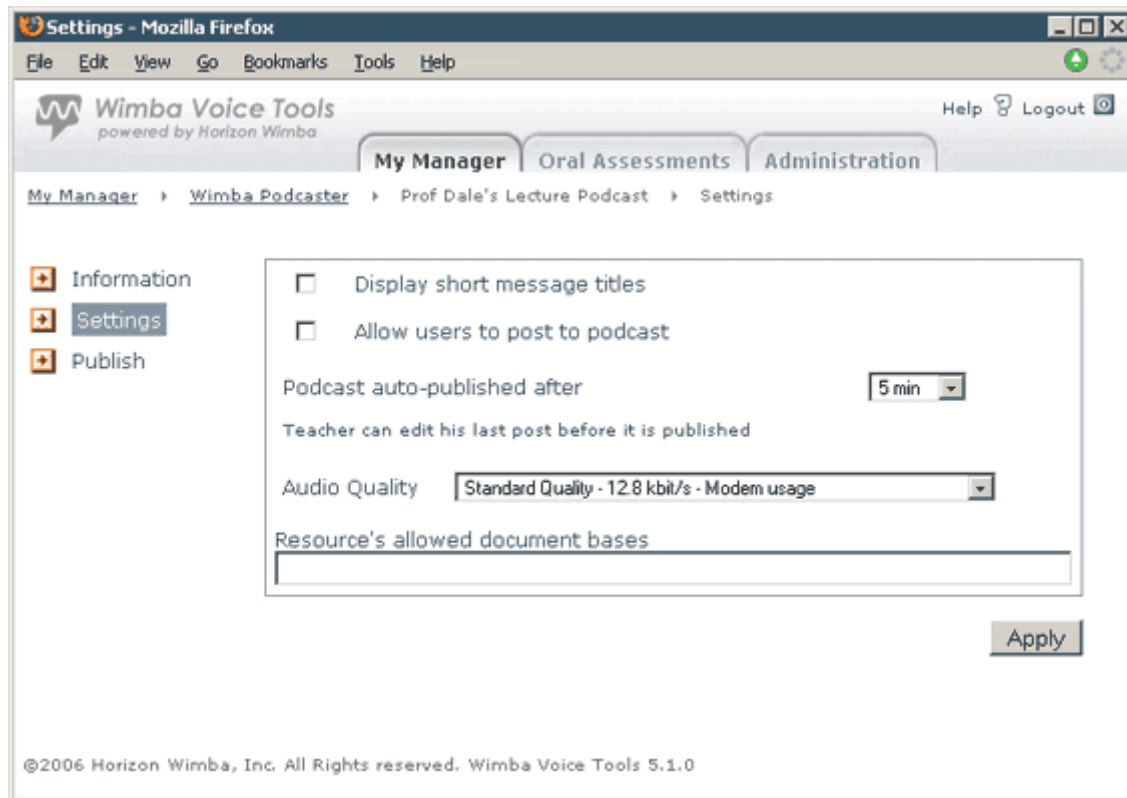
Settings and Access Control

You may adjust settings to modify the behavior and appearance of your Podcaster. From the list of Podcasters, click the name of the instance you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The *Information* area allows you to modify the name of your Podcaster, as well as add an optional *Description*. *Descriptions* are useful for posting important text, such as instructions or background information to keep in mind when listening to the podcasts.

Settings



Display short message titles

By default, message titles contain a wealth of information:

- Subject line
- Name of individual who posted the message
- Length of recording (if audio is associated with the message)
- Posting date

If you select to view short message titles, only the subject line and the name of the individual who created the podcast will be displayed.

Allow users to post to podcast

By default, only instructors can create new posts within the Podcaster. Selecting this setting will allow students to create new posts as well.

Podcast auto-published after...

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.

Note: Make sure to keep in mind that users who have downloaded an entry of the podcast will not see any modification you might perform on a Podcast.

Audio Quality

The default (*Standard Quality*) audio quality will suit most needs. However, you may adjust the quality higher or lower, depending on your users' connectivity to the Internet. *Standard Quality* streams audio messages at a rate of approximately 13 kilobits per second (kbps), which works well for users on high and lower-bandwidth connections alike.

Publish

Registered users may log into the Voice Tools Manager and access your Podcaster. However, you may also want to publish it on a web page. Follow the on-screen instructions to copy and paste the appropriate code from the *Publish* page to distribute a link to the Podcaster, create a link on a web page (using HTML code), or insert the Podcaster directly within a web page.

Using Podcasters

Once a Podcaster is created and you are satisfied with its settings, it is ready for immediate use.

To access a Podcaster

1. Log-in to the Manager
2. Click *Podcaster*
3. Click the *View* icon located to the right of any instance from the list of Podcasters.
4. The Podcaster will load in a new window.

Hint: You can resize the top and bottom halves of the Podcaster; just drag the grey bar (above the message pane) up or down.

Subscribing to Podcasts

You and/or users may subscribe to your series of podcasts created within the Podcaster in one of 2 ways:

- Click the *1-click* button at the top right of the Podcaster.
Note: Only iTunes users may use this option.
- Click the *RSS feed* button at the top right of the Podcaster. A new window will appear. Copy and paste the URL from this window into your podcasting application.

Once you are subscribed, your podcasting application will automatically download new podcasts created within the Podcaster

Recording a New Podcast

The *New* button, located in the upper left-hand corner of the Podcaster, allows new podcasts to be created. This button is always available for instructors, but will only be available to students if *Allow users to post to podcast* is selected within the *Settings* section.

Click the *New* button to create a new podcast. A new *Compose* window will appear with audio controls in its upper left-hand corner.

Recording voice to a podcast

1. To record a podcast, click the *Record* button (circle) and speak in to a microphone or headset connected to your computer to record your message.
2. Click *Pause* (two bars) to pause recording; click this button again to resume recording your message.
3. Click *Stop* (square) when you have completed your message.
4. Click *Play* (triangle) to listen to your message. Click *Record* to record the message again.

If you reach the maximum audio message length, recording will cease. All audio you have recorded up to that point will be preserved.

Adding text to a podcast

In addition to recording your voice, you must also enter a relevant title for your podcast in the *Subject line* box. This field is required.

To write a message to accompany your recording, click and type in the large text field at the bottom of the *Compose* window. Typing a message is optional, but may provide helpful text that complements your recording. This text will appear in the *Description* field for iTunes users once the podcast is downloaded.

Posting and distributing a podcast

When you are satisfied with your recording and you have entered a subject line (as well as any appropriate text), click the *Send* button in the upper right-hand corner of the *Compose* window. Your podcast will be published within the time duration noted in the *Settings* section of your Podcaster. After this duration, subscribed users will have access to your podcast, and any edits to your podcast will not reach your users.

Importing Audio to Create a New Podcast

In addition to recording new messages, instructors also have the ability to import audio in order to create a podcast. The pre-recorded audio files must use one of the following formats:

- **MP3:** Mpeg 1, layer 3 at 32, 44 or 48kHz (mono or stereo)
- **PCM/WAV:** 8bit or 16bit at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **Ogg Speex** (NOT Ogg Vorbis): at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **GSM/WAV:** 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)

To import audio

1. Click the *Import* button at the top of the Podcaster.
2. A new window will open.
3. Browse for the file on your hard drive or network drive.
4. Select the appropriate file.
5. Click the *OK* button at the bottom of the Import window.
6. An *Import Progress* window will appear as the file is uploaded.
7. A confirmation message will appear once the import has finished.
8. A new post will appear in the Podcaster, titled with the name of your file. This title may be edited.

Reviewing a Podcast

To review a podcast, click its title in the top half of the Podcaster. The post, along with any associated text, will appear in the pane at the bottom of the Podcaster. To listen to the audio, click the *Play* button on the right-hand side of the post.

Editing a Podcast

You can modify an existing podcast only before it has been auto-published. To modify a podcast, select your podcast and click the *Edit* button at the top of the Podcaster. A new window will appear, providing the ability to record/re-record an audio message, as well as alter any text and even the subject line.

Deleting a Podcast

Individual podcasts can be deleted from the Podcaster at any time. However, keep in mind that users who have already downloaded your podcast will continue to retain it on their computers. Users who newly subscribe to the Podcaster after you have deleted your podcasts will not automatically download these deleted posts.

This feature is only available to individuals with instructor level privileges.

To delete a podcast, click the appropriate podcast in the top half of the Podcaster, followed by the *Delete* button at the top of the Podcaster.

A confirmation prompt will pop-up asking if you wish to delete the podcast. Click *Yes* to delete it.

Exporting and Downloading Audio

Podcasts can be directly exported onto your local hard drive, bypassing podcasting applications such as iTunes. You may also preserve and import an entire Podcaster and import it into a Voice Board.

Podcaster content can be downloaded in the following formats:

- Wimba Voice Board (.wvb)
- Speex audio in archive (.zip)
- WAV audio in archive (.zip)
- MP3 audio in archive (.zip)

Note: *The Wimba Voice Board (.wvb) file format is only playable within a Voice Board. This format is recommended if you plan to import content to a Voice Board.*

To export content

1. Select the podcast(s) you wish to Export.
Note: *To select multiple podcasts, hold down the Control key on your keyboard and then click the appropriate podcasts.*
2. Click the *Export* button at the top of a Podcaster.
3. A new window will open.
4. Use the *Select what you want to export* drop-down menu at the top of the window to choose the appropriate content. Note that you may select all messages.
5. Use the *Select the export format* drop-down menu to determine your desired data output.
6. Click the *Next* button to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
7. Enter a name in the *File Name* box.
8. Click the *Save* button at the bottom of the window.

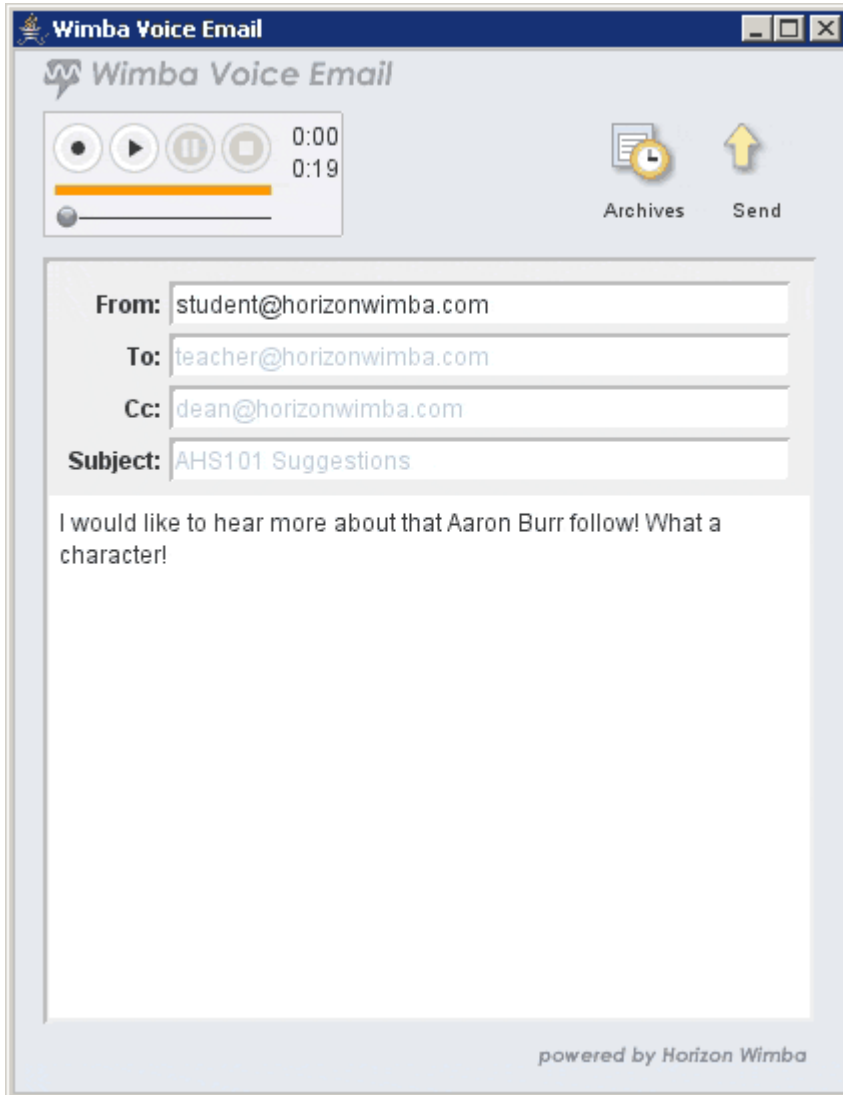
Audio from a podcast can also be downloaded to your local hard drive with the following instructions.

To save audio

1. Click the appropriate message from the top half of the Podcaster.
2. In the lower right-hand corner of the Voice Player applet, click the *Save* button (downward pointing arrow), followed by *Save as*.
3. A new window will appear. Use the *Save In* drop-down menu to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
4. Use the *Files of Type* drop-down box to select the file format you wish to save. You may select *.wav*, *.spx*, or *.mp3*.
5. Enter an appropriate name in the *File Name* box and click *Save*.

Voice Email

E-mail with standard text, plus a vocal element.



Introduction

You have likely composed thousands of email messages and they have all had one element in common – text. How often has tone been misconstrued because of this? Voice Email adds the emotion and candor, mood, expression and inflection of human voice to electronic, asynchronous correspondence.

Voice Email Creation

The Voice Email applet is a form which, once built, can be used and re-used to send messages to external email addresses.

To create the Voice Email form

1. Log in to the Manager
2. Click *Voice Email*
3. Click the *New* button in the center of the screen
4. Enter a name for your Voice Email
For example, you might want to call it "First Assignment" or "Voice Email to Students".
5. Click the *Create* button

Settings and Access Control

You may adjust settings to modify the behavior and appearance of your Voice Email form. From the list of Voice Email resources, click the title of the instance you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The *Information* area allows you to modify the name of your Voice Email form, as well as add an optional *Description* which will appear below the Email name and above the applet. Descriptions are useful for posting important text, such as a due date or instructions, above your Voice Email.

Settings

Email fields

As you prepare your Voice Email, remember that you are building a reusable email form, not a single email. Optional fields allow you to specify the sender and recipients of all messages sent from this Voice Email form, as well as pre-fill the Subject line and Text in the body of the email. Multiple email address may be entered; they should be separated by comma, semi-colon or a carriage return (one address on each line.)

Disable fields

lets you enter text in a field that users cannot modify. It may be useful to Disable the Subject line if you use email filters, as all messages sent from this Email form will contain the same subject.

Hide fields

allows you to remove any field from the Voice Email form. If you wish to BCC yourself on all messages sent from this form, you may consider hiding that field.

Entering text in a hidden field, such as a recipient's email, will still be recognized by the Voice Email form, unbeknownst to the user.

Display reply links in sent Voice Email

Reply links offer recipients the ability to respond to your Voice Email. Without reply links, Voice Email is limited to one-way communication.

These links are available in the body of the actual email. Three types of reply links will always appear, if this option is selected:

- **Reply with your voice:** Click this link to reply to the voice email with both text and voice.
- **Reply all:** Click this link to reply (with text and voice) to all the original recipients of the email.
- **New Voice Email:** Click this link to send a new Voice Email to any email address.

This option is useful for individuals who do not have the ability to create Voice Email forms (such as students).

The archive of the Voice Email will contain all the initial emails sent, as well as all emails sent via the reply links.

Audio Quality

The default (*Standard*) audio quality will suit most needs. However, you may adjust the quality higher or lower, depending on your users' connectivity to the Internet. Standard Quality streams audio messages at a rate of approximately 13 kilobits per second (kbps), which works well for users on high and lower-bandwidth connections alike.

Max message length

You may also adjust the maximum duration for which someone may speak. This may be useful if you plan to use the Voice Email for timed quizzes, or to simply limit the amount of time for each recording.

After you have finished adjusting settings, click *Apply* in the lower right-hand corner of the page.

Public Access

Voice Email applets can be placed in any web page. Anyone able to access your web page could interact with a Voice Email form. In order to successfully publish an applet, *Public Access* must be checked. You may wish to deselect this option if you only plan to distribute links to a Voice Email resource, rather than embed it on a web page.

Privileged Users and Groups

Only the creator of the Voice Email (or an *Administrator*) can edit the resource, as well as see its archives.

To grant Admin access to other *PowerUsers*

1. Specify these individuals by entering their Voice Tools Manager account email address in the *Privileged users* area.
2. Choose whether this PowerUser can view the Voice Email Archives.
3. Click *Apply* to save your changes. Repeat the process to add other users.

Note: *This option is not available for Users (students).*

To set Group privileges, click *Privileged groups* on the left and choose the appropriate level(s) of access from the list of Groups displayed.

Archives

All messages associated with a Voice Email resource can be accessed within a read-only Voice Board. Click the link within this area to launch a Voice Board containing an archive of these voice messages. The *PowerUser* who created this resource, any *Administrator*, or any *PowerUser* who has been granted Admin access, can review and delete archived messages within this Board.

Publish

Voice Email resources can be accessed via a web browser either by providing individuals with a direct URL, or can be published on a web page (if *Public Access* was selected).

Follow the on-screen instructions to copy and paste the appropriate code from the *Publish* page to distribute a link to the Voice Email form, create a link on a web page (using HTML code), or insert the Voice Email resource directly within a web page.

Using Voice Email

Once a Voice Email form is created and you are satisfied with its settings, it is ready for immediate use.

To access Voice Email

1. Log-in to the Manager
2. Click Voice Email
3. Click the View icon located to the right of any instance from the list of Voice Email forms.
4. The Voice Email form will load in a new window.

Creating a Message

Recording a message

1. Click the *Record* button (circle) and speak in to a microphone or headset connected to your computer to record your message.
2. Click *Pause* (two bars) to pause recording; click this button again to resume recording your message.
3. Click *Stop* (square) when you have completed your message.
4. Click *Play* (triangle) to listen to your message. Click *Record* to record the message again.

If you reach the maximum audio message length, recording will cease. All audio you have recorded up to that point will be preserved.

Adding a Subject Line

In addition to recording a message, you must also enter a relevant subject line in the *Subject* line box. This field is required.

It is possible that you may not have the ability to click within the *Subject* line, if this was pre-filled or disabled within the Voice Email settings.

Adding text to a message

To write a message to accompany your recording, click and type in the large text field at the bottom of the applet. Typing a message is optional, but may provide helpful information (such as instructions for students), or text that complements your recording.

If you are unable to click within this field, it may have been disabled within the Voice Email settings.

Populating Recipient Fields

You may have the ability to modify the email fields within the Voice Email applet, provided that these fields were not hidden or disabled within the Voice Email settings.

If you have the ability to click in any of these fields (*From*, *To*, *Cc*, *Bcc*), treat them as you would within any email message. Multiple email address may be entered; they should be separated by comma, semi-colon or a carriage return (one address on each line). Type in the email address(es) of your choice to complete these fields.

If these fields cannot be clicked (the text will be grey, as the fields may have been disabled during the tool creation/modification process), and entries are already present, this indicates to whom the message will be sent (as well as your email address, if the *From* field is greyed out).

If any fields were hidden within the Voice Email settings, specified recipients will still receive all messages sent from this Voice Email form – their email addresses will simply not appear within the applet itself.

Sending a message

When you are satisfied with your recording and you have entered a subject line (as well as any appropriate text), click the *Send* button in the upper right-hand corner of the applet.

Note: *once a message has been sent, its recording cannot be modified!*

The data you entered will disappear once you have clicked the *Send* button (and clicked “OK” to the confirmation prompt that appears). This Voice Email form can then be used immediately, or at a later time, to send additional email messages.

Voice Email Receipt

An email will be sent to the specified addresses, containing the following

- All text associated with the Voice Email message

If the message you sent contains audio, the email will also contain

- A link to access a Voice Recorder applet on a webpage with playback controls to listen to the recorded message. This page will also display the title of the Voice Email, along with a link to save the audio file
- A text link pointing to the page mentioned above

-
- A link to save the audio file to your hard drive or network drive
 - Reply links (see below)

The message will not contain any attachments, only text (and links); all recorded messages reside on the Voice Tools server and will never be sent via email, so there is no need to worry about rejected attachment types or large messages cluttering inboxes.

Accessing Archives

Voice Email archives are captured as vocal posts to a read-only Voice Board, accessible only to instructors when launching Voice Email. Archives are specific to each Voice Email form, so only messages sent from each applet will be available within its archives.

To access archives

- Launch the Voice Email applet whose archives you wish to review
- Click the *Archives* button in the upper right-hand corner of the applet

A new window will open and a Voice Board applet will load. Archives are grouped based on date. Click the plus sign to the left of the date stamps to reach the individual messages associated with each date (accessible by year, then month, and finally day). The controls within these archives are identical to the Voice Board.

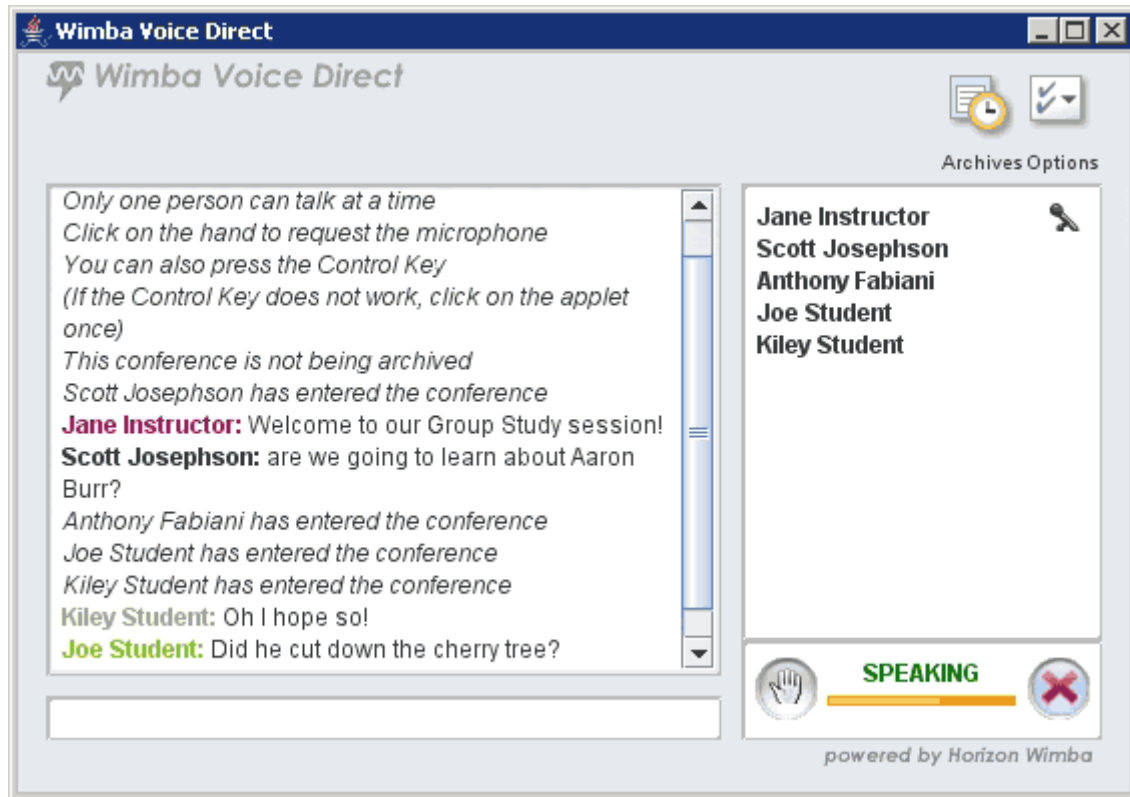
Detaching a Voice Email

Voice Email can be detached and viewed outside of the browser window, allowing you to maximize or expand the Voice Email window. To detach a Voice Email form, click the *Detach* button (diagonal arrow) in the upper right-hand corner of the Voice Email.

To reattach the form, simply close the detached window by clicking the small *X* in its upper right-hand corner. Alternately, you can click the body of the original browser window to reattach the Form.

Voice Direct

Live voice and chat application.



Introduction

Conduct a live conversation from the comfort of your home or anywhere, anytime of the day or night, regardless of time zones and long-distance calls. Voice Direct is an online conference center that can act as a classroom, practice arena, tutoring center, or office.

Voice Direct Creation

You can create as many Voice Direct conferences as you want — one for each week, one for each assignment, one for each study group.

To create a Voice Direct conference

1. Log in to the Manager
2. Click *Voice Direct*
3. Click the *New* button in the center of the screen
4. Enter a name for your Voice Direct conference
For example, you might want to call it "Group 1 Practice Room" or "Office Hours".

-
5. Click the *Create* button

Settings and Access Control

You may adjust settings to modify your Voice Direct conference. From the list of Voice Direct resources, click the title of the instance you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The *Information* area allows you to modify the name of your Voice Direct conference, as well as add an optional *Description* which will appear below the conference name and above the applet. Descriptions are useful for posting important text, such as a brief assignment or office hours, above your conference.

Settings

Archive sessions

If checked, archiving will begin automatically upon entry into a Voice Direct conference (by a Student or Instructor). If unchecked, archiving will need to be started manually by an Instructor within the Voice Direct conference.

Archiving is recommended for future reference, student study aids, and an Instructor's ability to monitor progress without the necessity of being logged into every Voice Direct conference.

Audio Quality

The default (*Basic Quality*) audio quality will suit most needs for synchronous conversation. However, you may adjust the quality higher, depending on your users' connectivity to the Internet. *Basic Quality* streams audio messages at a rate of approximately 8 kilobits per second (kbps), which works extremely well for users on high and lower-bandwidth connections alike.

After you have finished adjusting settings, click *Apply* in the lower right-hand corner of the page.

Basic Rights

In the *Basic Rights* area, you may set access controls to determine who exactly may access (Participate) and speak (Talk) within your Voice Direct conference.

- **Any user:** anyone in the world has access; no Voice Tools Manager account necessary.
- **Any logged-in user:** Anyone with a Voice Tools Manager account has access.
- **Only privileged users:** Only certain users and/or groups (that you specify in *Privileged users* and *Privileged groups* sections) have access.

Click *Apply* to save your settings. If you selected *Only privileged users*, click the *Privileged users / Privileged groups* links on the left-hand side of the page to specify which users / groups have rights to the conference.

Note: If you selected *Any user* or *Any logged-in user*, you do not need to click the *Privileged users and Privileged groups options*. You may click ahead to the *Publish* section.

Privileged Users and Groups

If you chose *Only privileged users* for your Voice Direct conference, you need to grant access to specific users and/or groups (otherwise, ignore this section).

To select users, type the login email of the user to receive access and select the appropriate level(s) of access:

- **Participate:** access the conference
- **Talk:** speak within the conference
- **Admin:** PowerUser rights when using Voice Direct
(**caution:** Users (students) given this right will be able to edit and delete posts)

Note: Providing a User account with Admin rights may be useful if you would like a Teaching Assistant to have PowerUser rights within the conference, but not the right to actually create a Voice Direct conference.

Click *Apply* to save your changes. Repeat the process to add other users.

To set Group privileges, click *Privileged groups* on the left and choose the appropriate level(s) of access from the list of Groups displayed.

Archives

All messages associated with a Voice Direct resource can be accessed within a read only Voice Board. Click the link within this area to launch a Voice Board containing an archive of these voice messages. The *PowerUser* who created this resource, any *Administrator*, or any *PowerUser* who has been granted Admin access, can review and delete messages within this Board. Students can access conference archives within the Voice Direct applet itself.

Publish

Registered users may log into the Voice Tools Manager and access their Voice Direct conference. However, you may also want to publish it on a web page.

Follow the on-screen instructions to copy and paste the appropriate code from the Publish page to distribute a link to the Voice Direct conference, create a link on a web page (using HTML code), or insert the conference directly within a web page.

Using Voice Direct

Once a Voice Direct conference is created and you are satisfied with its settings, it is ready for immediate use.

To access Voice Direct

1. Log-in to the Manager
2. Click *Voice Direct*
3. Click the *View* icon located to the right of any instance from the list of Voice Direct conferences
4. The Voice Direct conference will load in a new window

Synchronous Interaction

Voice Direct features a half-duplex system, which means when one person is speaking, they have total control over the floor.

Every individual within the conference can type comments at any time.

Sending a Message

Requesting the microphone

There are two ways to request the microphone within a Voice Direct conference:

- Click the *Request* button (hand icon), located in the lower right-hand portion of the interface
- Hold down the *Control* key on your keyboard as you speak
(Note: if the Control key does not initially respond, click the chat box once -- small white strip in the lower left-hand corner of the interface -- then try again)

If no one has control of the microphone at the time of your request, you will automatically receive control and can begin speaking immediately.

Releasing the microphone

When you have finished speaking, be sure to release the microphone, so others in the conference may have a chance to speak. Release the microphone as follows:

- If you initially clicked the *Request* button (hand icon), click the red *X* button, located in the lower right-hand corner of the interface
- If you are holding down the *Control* key on your keyboard, simply let go of it and you will relinquish control of the microphone

Hand-Raising Queue

If you request the microphone while someone else is speaking, your request is queued until they have released the microphone (including Instructors who wish to speak).

Several changes in the interface indicate you are waiting to gain control of the microphone:

- The word “WAITING,” appears between the hand icon and red X button in the lower right-hand corner of the interface.
- The hand icon is greyed out and cannot be clicked
- A hand symbol appears to the right of your name in the participant list, located in the upper right-hand corner of the interface

If more than one person has requested the microphone, their names are reordered in the participant list, in the order in which they made their request – the name of the person who requested the microphone first will appear directly below the speaker (whose name always appears at the top of the list).

Once the person currently speaking releases the microphone, the first person listed in the hand-raising queue will automatically gain control of the microphone and can start speaking without the necessity of clicking the *Request* button, or holding down the *Control* key.

The hand raise queue will then raise the next person to the position below the current speaker in the name list.

Passing the Microphone

Instructors have the ability to act as Moderator, and give the microphone to anyone logged in to the conference at any time, including themselves. The person to which the instructor is passing the microphone must have their hand raised in order to receive the microphone.

To pass control of the microphone, right-click the name of any user (who has their hand raised) in the participant list. The words *Give microphone* will appear in a small box. Click this option and the person you have selected will then have the ability to speak. The microphone icon, which indicates the current speaker, will automatically appear to the right of their name. A line of text also appears in the messages area, indicating that you have passed the microphone to this individual.

Passing the microphone is useful in many scenarios, including when

- Instructors wish to call on a student
- An individual is spending too much time on the microphone
- An individual makes an inappropriate vocal comment

To take away the microphone from one individual and give it to yourself (the Instructor)

- Click the hand button to request the microphone
- Right-click your own name in the name list
- Click “Give microphone.”

Note: *Students do not have the ability to pass control of the microphone.*

Messages Area

Voice Direct's primary purpose is to serve as tool for real-time, vocal interaction. All communication, however, need not be limited to voice. Chat messages provide an alternate method of dialogue. This feature is available immediately upon entry to both students and instructors and cannot be disabled.

To send a chat message:

- Click the small white box, located in the lower left-hand corner of the interface
- Type your message and hit *Enter* on your keyboard

Your text will appear in the messages area, prefaced by your name (as it appears in the names list). Each individual is randomly assigned a unique color upon log-in.

The messages area also displays text indicating when someone has entered, or exited from, the conference. If someone enters the room before your arrival, you will not see this announcement; instead, their name will appear in the participant list.

Archiving

Voice Direct conferences can be archived for content preservation, reference, tracking, and future use as a study tool.

Sessions can be set to automatically archive (without the need for the archive to be manually started and stopped) within the Voice Direct settings in the Manager. A session is defined as the time one or more individuals log-in to a Voice Direct conference and engage in any vocal or textual interaction.

To manually start an archive

1. First, ensure that your conference has not already been set to archive automatically. This is indicated upon entry to the conference with a line of text that reads, "This conference is not being archived." The converse message, "This conference is being archived," indicates that the archive is already running, and you need not manually start one.
2. Click the *Options* icon, located in the upper right-hand corner of the interface.
3. Select *Start archiving* from the menu that appears.

All interaction that takes place from that moment forward will be captured in an archive.

Archives do not need to be stopped if all participants and instructors exit the conference. You may wish to manually end an archive to conduct private conversation that should not be captured in an archive.

To manually stop an archive

1. Click the *Options* icon, located in the upper right-hand corner of the interface.
2. Select *Stop archiving* from the menu that appears.

All interaction from this moment forward will not be captured in an archive. If the conference is set to automatically archive, selecting this option will disable automatic archiving for the conference, going forward. You will need to either enable archiving again within the Voice Direct settings, or you manually start the archive the next time you enter the conference.

Accessing Archives

Voice Direct archives are captured as vocal and textual posts to a read-only Voice Board, accessible when launching a conference, to both instructors and students. Archives are conference specific, so only text and voice that took place in each individual conference will be available within its archives.

To access archives

1. Launch the Voice Direct conference whose archives you wish to review.
2. Click the *Archives* icon, located in the upper right-hand corner of the interface.

A new window will open and a Voice Board applet will load. Archives are grouped based on date. Click the plus sign to the left of the date stamps to reach the individual messages associated with each date (accessible by year, then month, day, and finally time). The controls within these archives are identical to the Voice Board.

Forwarding a Message

As with Voice Boards, sending messages via the *Forward* button sends an email containing the following:

- All text associated with the post
- Any text entered as a note in the *Forward* window

The forwarded message will contain links to listen to the audio from the post, as well as any associated text. The message will not contain any attachments; all recorded messages reside on the Voice Tools server, so there is no need to worry about rejected attachment types or large messages cluttering inboxes.

Detaching a Voice Direct Conference

Voice Direct can be detached and viewed outside of the browser window, allowing you to maximize or expand the Voice Direct window. To detach a Voice Direct conference, click the *Detach* button (diagonal arrow) in the upper right-hand corner of the conference.

To reattach the conference, simply close the detached window by clicking the small *X* in its upper right-hand corner. Alternately, you can click the body of the original browser window to reattach the Conference.

Voice Recorder

Recorded message that a user can play back anytime, usually accompanying content within a web page (also referred to as Voice Authoring).

AHS101 Announcement Page



Introduction

A Voice Recorder message can be embedded directly into a web page to welcome students, build assessments, and add emotion and tone to your online courses.

Voice Recorder Creation

To begin using Voice Recorder, you will first create a Voice Recorder resource. A resource may be used multiple times to record several messages. Resources are referenced by a Resource ID (rid), while messages are referenced by a Message ID (mid) within the resource to which it belongs.

To create a Voice Recorder resource:

1. Log in to the Manager
2. Click *Voice Recorder*
3. Click the *New* button in the center of the screen
4. Enter a name for your Voice Recorder resource
For example, you might want to call it “Important Message” or “Welcome Students!”.
5. Click the *Create* button

Settings and Access Control

You may adjust settings to modify your Voice Recorder applet. From the list of Voice Recorder applets, click the title of the instance you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The *Information* area allows you to modify the name of your Voice Recorder instance, as well as add an optional *Description* which will appear below the Recorder name and above the applet. Descriptions are useful for posting important text above your Voice Recorder applet.

Settings

Audio Quality

The default (*Standard*) audio quality will suit most needs. However, you may adjust the quality higher or lower, depending on your users' connectivity to the Internet. Standard Quality streams audio messages at a rate of approximately 13 kilobits per second (kbps), which works well for users on high and lower-bandwidth connections alike.

Max audio message length

You may also adjust the maximum duration for all recordings associated with a Voice Recorder instance. This is helpful if you wish to limit the length of your audio messages or allow for longer announcements.

After you have finished adjusting settings, click *Apply* in the lower right-hand corner of the page.

Public Access

Voice Recorder applets can be placed in any web page. Anyone able to access your web page could possibly play or record a message. In order to successfully publish an applet, *Public Access* must be checked. You may wish to deselect this option if you only plan to distribute links to a Voice Recorder applet, rather than embed it on a web page.

Privileged Users and Groups

When a Voice Recorder resource is created, only the *PowerUser* who creates it (or any individual with an *Administrator* account) can modify the resource (known as Admin access). If you wish to grant this access to other *PowerUsers*, you may specify these individuals by entering their Voice Tools Manager account email address in the *Privileged users* area.

Click *Apply* to save your changes. Repeat the process to add other users.

To set Group privileges, click *Privileged groups* on the left and choose the appropriate level(s) of access from the list of Groups displayed.

View All Messages

All messages associated with a Voice Authoring resource can be accessed within a read only Voice Board. Click the link within this area to launch a Voice Board containing an archive of these voice messages. The *PowerUser* who created this resource, any *Administrator*, or any *PowerUser* who has been granted Admin access, can review and delete messages within this Board.

Using Voice Recorder

Once a Voice Recorder resource is created and you are satisfied with its settings, you may now immediately record separate messages associated with the resource.

To access Voice Recorder

1. Log-in to the Manager
2. Click *Voice Recorder*
3. Click the Voice Recorder resource you wish to modify from the list of instances
4. A new page will appear. Select *Voice Recorder / Voice Player* from the left-hand side of the screen.

Voice Recorder / Voice Player

Message ID (mid)

A Message ID acts as a unique identifier referencing a single message within a Voice Recorder resource. Message IDs are composed of one or several groups of uppercase or lowercase letters, digits, hyphens (-) or underscores (_). Groups of characters are separated by periods.

The following are all valid message IDs:

- abc
- abc.xyz
- my.message.id
- 2.pir
- have.a.hay-day

The following are not valid mids:

- .a.b (mids cannot start or end with a period)
- abc..xyz (two periods in a row are not allowed)
- 1/2 (slashes are not allowed)

Periods have special meaning. A message containing a mid of a.b will be considered a message sub-node of the node a. Therefore, if the message referenced by the mid a is deleted, the sub-node message a.b will be deleted as well.

This allows you to create a hierarchy of messages. For example, you could create a hierarchy of messages based on date, and then have the ability to delete groups of messages based on their creation date.

Note: If you leave the Message ID field empty, the system will generate a mid automatically. It is strongly recommended you enter a mid for your own reference, or to create your own hierarchy.

Once you have entered a desired mid, click the *Record a message* button to create a new recording or overwrite a previous recording. Recording controls will load up.

To review a Voice Recorder message, enter its mid and click the *Play a message* button. Playback controls will load up.

Recording a message



Only instructors have the ability to record, or re-record messages. An audio input device, such as a microphone or computer headset (recommended), is required.

To record a message:

- Click the *Record button* (circle) and speak in to a microphone or headset connected to your computer to record your message.
- Click *Pause* (two bars) to pause recording; click this button again to resume recording your message.
- Click *Stop* (square) when you have completed your message.
- Click *Play* (triangle) to listen to your message. Click *Record* to record the message again.

If you reach the maximum audio message length, recording will cease. All audio you have recorded up to that point will be preserved.

Playing a message

AHS101 Announcement Page



Both students and instructors alike can listen to messages.

To listen to a recorded message:

- Click *Play* to listen to the message.
- Click *Pause* to pause the message.
- Click *Stop* to stop listening to the message.

Downloading Message Audio

Audio associated with any message can be downloaded to your local hard drive.

To save audio:

1. Load the appropriate Voice Recorder message.
2. In the lower right-hand corner of the Voice Player applet, click the downward pointing arrow, followed by *Save as*.
3. A new window will appear. Use the *Save in* drop-down menu to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
4. Use the *Files of Type* drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.
5. Enter an appropriate name in the *File Name* box and click *Save*.

Voice Recorder Publishing

Voice Recorder messages can be accessed via a web browser either by providing individuals with a direct URL, or can be published on a web page (if *Public Access* was selected). If you publish to a website, that website's domain must be listed or added to the Voice Tools server configuration file. Please speak to your Server Administrator for additional assistance.

Once a message is recorded, you may prefer to let people only listen to your message. Enter the appropriate mid into the Message ID field on the *Voice Recorder / Voice Player* page and click the *Play a message* button. Anyone accessing the message will only see playback controls.

If you would like a User to have the ability to use the controls to record over a message, enter the appropriate mid into the Message ID field on the *Voice Recorder / Voice Player* page and click the *Record a message* button. Anyone accessing the message will see record and playback controls.

Copy and paste the appropriate code after clicking either the *Play a message* (playback controls) or *Record a message* (recording controls) button to insert the message directly within a web page.

Oral Assessment Builder (OAB)

The Oral Assessment Builder (OAB) enables instructors to create, manage, assign, and grade vocal assessments through the Voice Tools Manager.

If you do not see the Oral Assessments tab

- You are not a *PowerUser*. Ask a Voice Tools Manager *Administrator* to change your permissions, or
- Your institution has not purchased a license for OAB.

Question Creation

OAB allows PowerUsers to create, edit, and manage questions that can be combined to form assessments.

To create a Question:

1. Log in to the Manager
2. Click the *Oral Assessments* tab
3. Click *Create Question*
4. Click the question type you wish to create from the 5 choices (described in the following sections of this guide)

Voice Dialog

A standard free-response question that is oral instead of written.

The question has 5 parts

1. **Name** (required): the unique identifier used for administration (organizing questions into assessments).
2. **Title** (required): the question title users see when completing an assessment.
3. **Image** (optional): a picture can help illustrate your question.

Click the *Browse* button to upload an image from your computer. Be sure to change the width and height immediately following upload to match the dimensions of your image.

Images files must be viewable in a web browser. Recommended image formats include GIF and JPEG. Bitmap images (BMP) are not recommended.

4. **Description** (optional): Text that describes the question (or possibly the image). This field is useful to provide instructions.
5. **Voice Prompt** (optional but strongly recommended): Audio controls to record your question.

To record a message

- Click the *Record* button (circle) and speak in to a microphone or headset connected to your computer to record your message.

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- Click *Pause* (two bars) to pause recording; click this button again to resume recording your message.
 - Click *Stop* (square) when you have completed your message.
 - Click *Play* (triangle) to listen to your message. Click *Record* to record the message again.

If you reach the maximum audio message length, recording will cease. All audio you have recorded up to that point will be preserved.

Uploading a message

Alternately, you may upload a message in one of the following supported formats:

- **MP3:** Mpeg 1, layer 3 at 32, 44 or 48kHz (mono or stereo)
- **PCM/WAV:** 8bit or 16bit at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **Ogg Speex** (NOT Ogg Vorbis). at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **GSM/WAV:** 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)

Click the *Browse* button to upload an audio file from your computer.

Once you have entered the question, click the *Save* button at the bottom of the page. If you do not want to store the question, click *Cancel*.

Multiple Choice Question (MCQ)

This question type builds upon Voice Dialog with the addition of multiple choice questions. It can be utilized as a quiz to include as many multiple choice questions as you like, all of which would refer to the single Voice Prompt associated with this question resource. Its settings are identical to Voice Dialog (described above), with additional functionality.

To add a new question

1. Click the *New question* button
2. Enter up to 5 responses
3. Select the radio button to the left of the correct answer

To remove a question

1. Highlight the appropriate question from the *Quiz* box
2. Click the *Remove* button

To rearrange questions

1. Highlight the appropriate question from the *Quiz* box
2. Click the *Move Up* or *Move Down* button

Fill in the Blank

This question type is based upon Voice Dialog with the addition of fill in the blank questions. It can be utilized as a quiz to include as many fill in the blank questions as you like, all of which would refer to the single Voice Prompt associated with this question resource. Its settings are identical to Voice Dialog (described above), with additional functionality.

To add a new question

1. Click the *New sentence* button
2. Enter the beginning of the sentence in the *First part* field
3. Enter the correct answer in the *Blank* field
4. Enter the end of the sentence in the *Last part* field

To remove a question

1. Highlight the appropriate question from the *Quiz* box
2. Click the *Remove* button

To rearrange questions

1. Highlight the appropriate question from the *Quiz* box
2. Click the *Move Up* or *Move Down* button

Pairing

This question type is similar to a Multiple Choice Question, but with multiple questions and answers. Each answer corresponds to a single question. The student must match each question with its corresponding answer. Its settings are identical to Voice Dialog (described above), with additional functionality.

You may enter up to 5 questions in the *Question* column. Be sure to indicate the correct answer in the *Answer* column, located to the right of each Question. OAB will shuffle the pairs randomly within the question once it has been added to an Assessment. The shuffled pairings will appear in the same order for each user and only be visible within an Assignment if logged in as a User to which it is assigned.

Vocal Multiple Choice Question (Vocal MCQ)

This question type is similar to a Multiple Choice Question, but the student must choose between several vocal answers rather than textual answers, all of which would refer to the single Voice Prompt associated with this question resource. Its settings are identical to Voice Dialog (described above), with additional functionality.

You may either record up to 5 separate answers, upload up to 5 supported audio files, or mix and match recordings and uploaded files. Be sure to select the radio button to the left of the correct answer.

Question Management

PowerUsers have the ability to modify, copy, and delete any questions they have created.

Administrators can manage any questions they have created, in addition to all questions available on this system created by any *PowerUser*.

Editing a Question

Questions can easily be managed to make corrections or changes, including the ability to re-record any messages associated with a question.

To edit a question

1. Log in to the Manager
2. Click the *Oral Assessments* tab
3. Click *Manage questions*
4. Click the *Edit* (pen) icon located to the right of the question you wish to modify
5. Make any changes you wish
6. Click *Save* to save your changes. Clicking *Cancel* will return to the previous screen without updating the page.

After you edit a question, the question is automatically updated in all assessments in which it may be included.

If you have assigned an assessment before changing the question, the question in the current assignment will remain unchanged as someone might have already completed the assignment.

Nevertheless, the question will be updated in the assessment and ready for future assignments of that same assessment.

Copying a Question

The purpose of copying a question is not to include it in several assessments. You can include the same question in multiple assessments without making a separate copy for each one. Instead, this functionality allows you to create multiple, similar questions with slight variations.

To copy a question

1. Log in to the Manager
2. Click the *Oral Assessments* tab
3. Click *Manage questions*
4. Click the *Copy* (paper) icon located to the right of the question you wish to modify
5. You will be taken to the *New question* screen. The page will be populated with the information from the original question you copied.

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6. Give the question a new name

Note: Remember that you are not changing the original question, just creating a slightly different copy. If you forget to give the question a new name, it will be renamed automatically.

7. Make any changes you wish
8. Click *Save* or *Cancel*

Deleting a Question

When you delete a question, it is automatically removed from all assessments you have created — except for assessments which you have already assigned.

To delete a question

1. Log in to the Manager
2. Click the *Oral Assessments* tab
3. Click *Manage questions*
4. Click the *Delete* (trash can) icon located to the right of the question you wish to delete

Exporting a Question

To permit exchange and backup, questions can be exported from the Voice Tools Manager and stored locally on your hard drive, shared drive, or Intranet. Exporting is useful if you wish to share questions with fellow *PowerUsers* or develop an archive of questions for later use.

To export a question

1. Log in to the Manager
2. Click the *Oral Assessments* tab
3. Click *Manage questions*
4. Click the *Export* (arrow) icon located to the right of the question you wish to save

The question is downloaded as a .hwq (Horizon Wimba Question) file containing all text, audio, and images associated with the question. The contents of this .zip file should not be modified.

Importing a Question

Only questions exported from the Oral Assessment Builder may be imported back to the Voice Tools Manager.

To import a question

1. Log in to the Manager
2. Click the *Oral Assessments* tab

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3. Click *Manage questions*
 4. Click the *Browse* button located below *Import a question* at the bottom of the screen
 5. Upload the appropriate .zip file from your hard drive

The imported question is automatically created and inserted into your question list. If the question you import has the same name as an already existing question, it will be renamed.

Assessment Creation

An assessment is an ordered set of exercises which students are invited to complete and instructors may grade.

To create an assessment

1. Log in to the Manager
2. Click the *Oral Assessments* tab
3. Click *Create assessment*
4. Enter a unique name and title for this assessment
5. Select a question from the *Available questions* list on the left, which you wish to include in the assessment
6. Press the *Add* button (located between the two list boxes)
7. Repeat Steps 5 and 6 until you have all the questions you want
8. Click *Save* to create the new assessment

To change the order of the questions in the assessment, select a question from the *Questions in the assessment* list and click *Move up* or *Move down* as appropriate.

To remove a question in the assessment, select a question from the *Questions in the assessment* list and click the *Remove* button.

If you wish to preview a question before, select a question from either list and click the *Review* button.

Assessment Management

PowerUsers have the ability to modify, copy, and delete any assessments they have created.

Administrators can manage any assessments they have created, in addition to all assessments available on this system created by any *PowerUser*.

Editing an Assessment

Assessments can easily be managed in the same manner utilized when initially creating an assessment. When you edit an assessment, all you can do is rearrange (add or remove) the questions associated with it.

To change the content of a question, edit the question itself and it will be automatically updated in the assessment.

To edit an assessment

1. Log in to the Manager
2. Click the *Oral Assessments* tab
3. Click *Manage your assessments*
4. Click the *Edit* (pen) icon located to the right of the assessment you wish to modify
5. Make any changes you wish
6. Click *Save* to save your changes. Clicking *Cancel* will return to the previous screen without updating the page.

Editing assessments is similar to editing questions; it has no effect on assignments assigned before making the change. If you assigned an assessment to Group #1, these Users will not see any changes you make. If you edit the assessment and then assign it to Group #2, these Users will see your changes.

Deleting an Assessment

When you delete an assessment, it is automatically removed from your list of assessments.

To delete an assessment

1. Log in to the Manager
2. Click the *Oral Assessments* tab
3. Click *Manage your assessments*
4. Click the *Delete* (trash can) icon located to the right of the assessment you wish to delete

As with editing, if you assign an assessment and then delete it, the assignment will remain.

Assigning an Assessment

Assessments can only be assigned to Groups defined within the Voice Tools Manager and cannot be assigned to a single student. Only an *Administrator* can create Groups, so if you do not possess these rights, you must request an *Administrator* create the Groups you need.

To assign an assessment

1. Log in to the Manager
2. Click the *Oral Assessments* tab
3. Click *Manage assessments*
4. Click the *Assign* icon located to the right of the assessment you wish to assign
5. Select the appropriate *Group* from the pull-down menu
6. Click *Save* to assign the assessment

Assignment Dates

You are also invited to enter the date on which the assessment is assigned and the date by which it must be completed. This information is optional and is not used by the Manager; it is intended only as a reminder to you and your students.

Assigning to Multiple Groups

When assigning an assessment, you can only select a single *Group* from the pull-down menu. Once you click *Save*, you may assign the same assessment to another *Group*.

Completing an Assessment

Only Users can complete assessments. *PowerUsers* and *Administrators* are expected to assign and grade assessments; they are not invited to complete assessments.

To complete an assessment

1. Log in to the Manager as User
2. Click the title of the assignment you wish to complete from the *Assessments to take* box on the right-hand side of the screen
3. The first question of the assessment will load
4. Respond to each question; use the *Voice Answer* audio controls to record your answer to any Voice Dialog question

Users may also access Assessments by

1. Clicking the *Oral Assessments* tab
2. Selecting *Assessments to take*
3. Clicking the *To be completed* icon to the right of the appropriate assessment

Unassigning an Assessment

PowerUsers may unassign an assessment without deleting the assessment completely.

To unassign an assessment

1. Log in to the Manager.
2. Click the *Oral Assessments* tab
3. Click *Assigned assessments*
4. Click the *Assessments* icon located to the right of the appropriate Group
5. Click the *Delete* icon located to the right of the assessment you wish to unassign

You have now successfully deleted a particular assignment, but not the assessment.

Grading an Assessment

As Users complete Assessments, they will be available for immediate grading by the *PowerUser* who assigned the assessment.

To grade an assessment

1. Log in to the Manager as a *PowerUser*
2. Click the title of the assignment you wish to grade from the *Assessments to grade* box on the right-hand side of the screen
3. The first question of the assessment will load
4. Use the *Voice Comment* audio controls to record vocal feedback

Entries in the *Assessments to grade* box are displayed in the order in which they are completed. The name of the student who completed the assessment appears at the top of the screen once it is loaded.

PowerUsers may also grade assessments by

1. Clicking the *Oral Assessments* tab
2. Selecting *Assessments to grade*
3. Clicking the *Correct* icon to the right of the appropriate assignment, arranged by student and assessment
4. The first question of the assessment will load
5. Use the *Voice Comment* audio controls to record vocal feedback

All question types other than Vocal Dialog are graded automatically. You have the ability to add vocal comments to any question. While these comments are optional, it is strongly recommended that you respond to students with voice for to fully express yourself – conveying your tone, confidence, and message.

After reviewing the final question, you are prompted to enter a grade upon clicking *Assign grade*. This grade can be a letter (i.e., A or B), a number (such as 85), or a percentage (for example, 7/10 or 85%).

Once you have graded an assessment, the student who completed it will automatically be able to review her answers and your comments.

Reviewing a Graded Assessment

When a *PowerUser* has graded an entire class, she may want to review the grades of all students within a particular Group.

Reviewing graded assessments (*PowerUser*)

1. Click the *Oral Assessments* tab
2. Select *Assigned Assessments*
3. Click the *Assessments* icon to the right of the appropriate Group
4. Click the title of the appropriate Assessment
5. The next screen will display the names of all Users within this Group who have completed this particular assessment, along with each student's grade

Instructors can also review each user's assignment from this page by clicking the *View* icon the right of the user's name.

Reviewing graded assessments (User)

Once a PowerUser has graded an assessment, it is available for immediate review by students (Users). For a User to review a graded assessment:

1. Log in to the Manager as a User.
2. Click the *Oral Assessments* tab
3. Select *Graded assessments*
4. If a grade was assigned, it will appear to the right of the appropriate assessment
5. To review correct answers and any vocal feedback, click the *View* icon to the right of the appropriate assessment.

Technical Resources

Voice Tools Setup Wizard

Preparation for all computers utilizing Voice Tools.

An essential first step before using Voice Tools is to run the Setup Wizard on all computers where you plan to launch and interact with Voice Tools.

A link to the Wizard is available on the login page of the Voice Tools Manager and at the bottom of most Voice Tools applets. You may also wish to consult with your Voice Tools Administrator to obtain an external link.

Be sure to run the Wizard if changing computers, and well in advance of your first use of the Voice Tools.

Horizon Wimba Client Resources

In addition to this documentation, a wealth of resources are available at your fingertips by visiting <http://www.horizonwimba.com/support>, including the following:

- Online Public Training
- Training Archives and Materials
- Best Practices Guide
- Practice Exercises
- Voice Tools Technical Support Knowledge Base
- Integration Downloads
- Complete Product Documentation
- And more

Many pages are password-protected. Please speak with your Voice Tools Administrator to obtain the password.