

Using Wimba Voice Board in your WebCT Course



The Voice Board is a threaded message board, a lot like the WebCT Discussions tool, but with audio capabilities. Users can click on a message to hear the author's voice, and reply with their own voice messages. You can include multiple voice boards with different purposes or for specific users.

Adding Voice Board to WebCT

1. In your WebCT course, click Add Page or Tool.
2. Choose Voice Board.
3. Complete the form – number one is the title that will appear with the icon, number two is the title and description that will appear when students click on the icon.
4. Choose the appropriate audio quality and maximum recording length.
5. Choose whether messages should display in chronological order. If you leave this blank, the newest message will appear first.
6. Next to threading options, you can choose to be the only one who can start new threads which will be seen by all users of this board, allow students to start new threads which can be seen by all users, or you can create threads where you are the only one who will see replies.
7. Choose the location for the Voice Board tool in your course.
8. Click Add.

The screenshot shows the 'Designer Options' window for adding a 'Voice Board'. The breadcrumb trail is 'Homepage > Add Page or Tool > Add Voice Board'. The form is titled 'Add Voice Board' and contains the following fields and options:

- 1. Enter a title for this item: [Text input field]
- 2. Voice Boards Settings
 - Title: [Text input field with 'Voice Board' entered]
 - Description: [Text input field]
 - Audio quality: [Dropdown menu with 'Standard Quality - 12.8 kbit/s - Modem usage' selected]
 - Max record length: [Dropdown menu with '3 min' selected]
 - Display short message titles
 - Display in chronological order
 - Threading options: [Dropdown menu with 'Instructors or students start new public threads' selected]
- 3. Decide where to show the link to this item.
 - On the Course Menu, visible on all pages. Link will appear as text.
 - On an Organizer Page: [Dropdown menu with 'Homepage' selected]
 - Link shows item title
 - Link shows icon (select below)
 - Use default icon
 - Use custom icon
 - Choose icon: [Text input field] [Browse...]
- 4. Add this item to your course.

At the bottom of the form are 'Add' and 'Cancel' buttons.

Release a Voice Board Tool to Specific Students Only

1. In Designer Options, click on the Voice Board Tool you would like to limit to certain students.
2. Scroll down to the Selective Release options.
3. Click Select for the student list.
4. Select the students you would like to have access to the Voice Direct tool.
5. Click Update, then click Update again.

Using Voice Boards in WebCT

1. In the View tab, click on the Voice Board icon you would like to use.
2. Click on the Setup Wizard icon to make sure your computer is ready to use the Voice Board tool.
3. Note that you can “detach” the voice board from the WebCT window using the small arrow at the top right.
4. Click the New icon to start a new thread.
5. The Compose window will appear, where you can record (small black circle), stop recording (small black square), and play back your recording (small black triangle). You can also type a subject line and text message. Click Send to post your message.
6. To read a message, click the message title. The message title shows whether or not the message includes audio, text, or both. After clicking the message title, you will see the text, if any, in the lower portion of the window, along with an audio player to play the audio, if any.
7. Click the reply button to send a reply. Replies will appear under the original post, and indented. A plus sign next to a message indicates a reply underneath. Click the plus sign to view the reply title.
8. WebCT course designers have options that students do not have, such as editing messages and deleting messages, forwarding messages to e-mail addresses, importing messages from other Voice Board tools, and exporting. Publish is another icon that is not available to students. Click this icon to copy the HTML code to paste on a Web page. ****Important:** If you choose this option, a Wimba administrator in EITS or CTL must allow your Web server to call our Voice Tools server.
9. Finally, the Options button is available to all users. Click on this icon, then Play on Click to play audio messages when you click on the message title rather than when you click the play button.

