

Using Wimba Voice E-Mail in your WebCT Course



Voice E-Mail allows you to send e-mail from your WebCT course, including text and embedded audio. It's a lot like regular e-mail, but with the ability to easily embed your voice.

Adding Voice E-Mail to WebCT

1. In your WebCT course, click Add Page or Tool.
2. Choose Voice E-Mail.
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. Pre-fill the To, CC, BCC, Subject, and Text areas if you like.
6. Under each text area, you may choose to Disable a box to prevent students from changing that box and/or hide a box to prevent students from seeing it.
7. Select “Include Reply Links” for reply links inside the voice e-mail. If you include reply links, the recipient has the option to create a reply using the voice e-mail tool and/or creating a brand-new voice e-mail.
8. Choose the location for the Voice E-Mail tool in your course.
9. Click Add.

The screenshot shows the 'Designer Options' window for adding a 'Voice E-Mail' tool. The breadcrumb trail is 'Homepage > Add Page or Tool > Add Voice E-Mail'. The form is titled 'Add Voice E-Mail' and contains the following sections:

- 1. Enter a title for this item:** A text input field.
- 2. Voice E-Mail Settings:**
 - Title:** 'Voice E-Mail' (text input)
 - Description:** (text input)
 - Audio quality:** 'Standard Quality - 12.8 kbit/s - Modem usage' (dropdown menu)
 - Max record length:** '3 min' (dropdown menu)
 - To:** (text input) with checkboxes for 'Disable' and 'Hide'.
 - Cc:** (text input) with checkboxes for 'Disable' and 'Hide'.
 - Bcc:** (text input) with checkboxes for 'Disable' and 'Hide'.
 - Subject:** (text input) with checkboxes for 'Disable' and 'Hide'.
 - Text:** (text input) with checkboxes for 'Disable' and 'Hide'.
- Additional Settings:**
 - Include Reply Links
- 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: 'Homepage' (dropdown menu)
 - Link shows item title
 - Link shows icon (select below)
 - Use default icon
 - Use custom icon
- 4. Add this item to your course.**

Release a Voice E-Mail tool to Specific Students Only

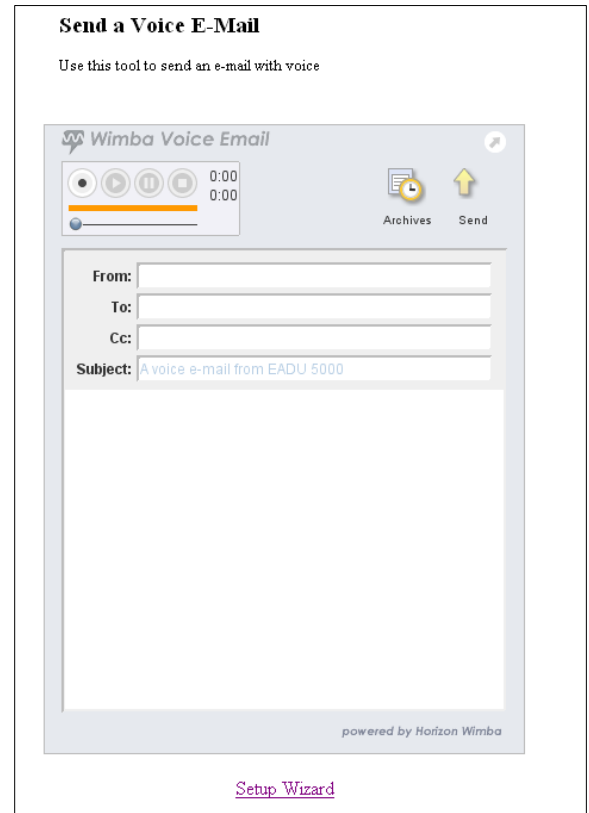
1. In Designer Options, click on the Voice E-Mail Tool you would like to limit to certain students.
2. Scroll down to the Selective Release options.
3. Click Select for the student list.
4. Select the students you would like to have access to the Voice Direct tool.
5. Click Update, then click Update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

Using Voice E-Mail in WebCT

1. In the View tab, click on the Voice E-Mail icon you would like to use.
2. Click on the Setup Wizard link to make sure your computer is ready to use Voice E-Mail.
3. Complete the available text fields, including a text message in the large, open box.
4. Click the record button (the small black circle) to begin recording.
5. Click the stop button (the small black square) to end recording.
6. Click the play button (the small black triangle) to review your message.
7. Click record again to overwrite your message.
8. Click send.

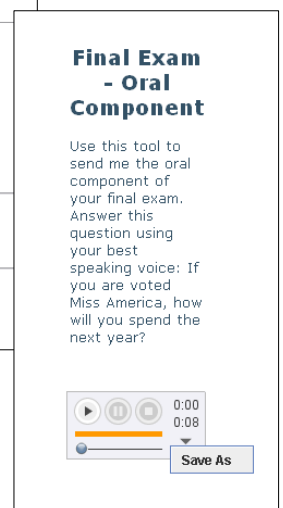
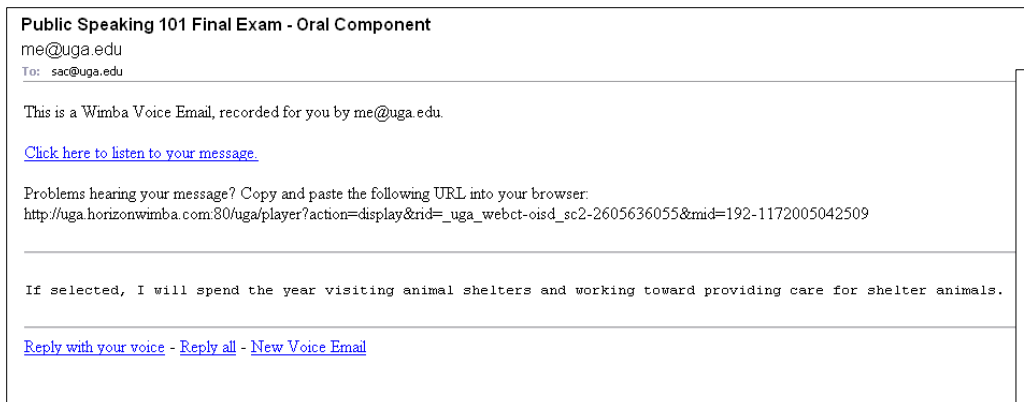
The Archives icon allows you to review voice e-mail messages sent by you. Only WebCT users logged in as a course designer have access to the Archives icon.

You can add multiple Voice E-Mail tools to your course, each with different settings.



Receiving a Voice E-Mail

When you receive a voice e-mail, it will look similar to the screen shown below. You can click to view the voice e-mail player, or use the URL that appears. You will also see the text of the message, if any, and reply links if you chose to make those available.



The voice e-mail player (right) will appear in your Web browser. Note that you can click the down arrow in the bottom right corner of the player to save the voice message to your computer.