

Wimba Voice:

Listen • Learn • Lead



Wimba
people teach people

Blackboard Enterprise Edition

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Wimba Voice: Listen • Learn • Lead

The table below provides an "at-a-glance" overview of the topics, objectives, and activities included in this manual, along with the estimated time to complete each part.

Time	Objectives	Agenda
30 minutes	<ul style="list-style-type: none"> • Get to know your learning consultant and other session participants • Discuss individual session goals and expectations • Assess the workshop agenda and examine workshop handouts 	<ul style="list-style-type: none"> <input type="checkbox"/> Introductions <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Agenda Review <input type="checkbox"/> Discuss Learning Objectives <input type="checkbox"/> Examine Handouts
Part One: Listening to Wimba Voice		
2 Hours	<ul style="list-style-type: none"> • Wimba Voice Orientation • The Recording Interface • The Wimba Voice Features 	<ul style="list-style-type: none"> <input type="checkbox"/> Overview <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice <input type="checkbox"/> Test Your Knowledge <input type="checkbox"/> Lessons Learned
Part Two: Learning with Wimba Voice		
2 Hours	<ul style="list-style-type: none"> • Finding Your Voice • The Basics of Instructional Design 	<ul style="list-style-type: none"> <input type="checkbox"/> Overview <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice <input type="checkbox"/> Test Your Knowledge <input type="checkbox"/> Lessons Learned
Part Three: Leading through Wimba Voice		
2 Hours	<ul style="list-style-type: none"> • Take the Lead 	<ul style="list-style-type: none"> <input type="checkbox"/> Overview <input type="checkbox"/> Practice <input type="checkbox"/> Lessons Learned
Part Four: The Wimba Voice Experience		
30 Minutes	<ul style="list-style-type: none"> • What's Next? 	<ul style="list-style-type: none"> <input type="checkbox"/> Review

How to Use This Manual

This manual will take you through the Wimba Voice experience by introducing you to each of the features, giving you an opportunity to listen to samples, and encouraging you to create your own Wimba Voice activity using two or more of the features. Training is divided into three parts, each containing the following sections:

At-a-Glance Chart – a checklist of the topics, objectives, and activities for each part

Details – narrative and visual explanations of the functionality and Best Practices of the Wimba Voice features

Quicklets – quick, one-page how-to lists for the functions of the Wimba Voice features

In each Quicklet, you will find:

1-2-3

How-to Steps: Easy-to-follow instructions



Wimba Use Case: Suggestions for how to use the feature



Key to Success: Tips, reminders, and Best Practices



Listen – hear examples of the Wimba Voice features



Try it – an opportunity to practice



Test Your Knowledge – an assessment of your Wimba Voice knowledge and skills development (answer keys for each assessment can be found in the Appendix)



Notes – a place to jot down your own thoughts, ideas, and observations

The Wimba Experience includes:

- Wimba Voice Terminology
- Answer Keys
- Basic Administration

My Wimba Voice Login Information

My Wimba Consultant: _____

To access Wimba Voice from within our Course Management System (CMS),
I can use this URL: _____

To access Wimba Voice outside the (CMS),
I can use this URL: _____

For Technical Support from my institution, I can contact:

Name: _____

Telephone Number: _____

Email: _____

For 24x7 Technical Support from Wimba:

866.350.4978 (US & Canada) 0800.007.6788 (UK)

703.956.3816 (Other) technicalsupport@wimba.com

If I have suggestions for how to improve Wimba Voice, I can send my product enhancement at: <http://www.wimba.com/company/contact/> then select "Product Feedback."

Wimba Voice:

• Listen •



Wimba
people teach people

Part One: Listening to Wimba Voice

As a student in a course using Wimba Voice features, you can interact with the instructor and other students in an asynchronous environment. In this section of the training, you will gain an understanding of what your students will need to know to interact with the Wimba Voice features in your course.

Topic	Objectives	Activities
Wimba Voice Overview Estimated Time to Complete: 60 minutes	<ul style="list-style-type: none">• Wimba Voice Orientation• The Recording Interface• The Wimba Voice Features	<ul style="list-style-type: none"><input type="checkbox"/> Identify components of the recording interface<input type="checkbox"/> Discover the Wimba Voice features inside the CMS
Practice	<ul style="list-style-type: none">• Practice adding Wimba Voice features to a course	<ul style="list-style-type: none"><input type="checkbox"/> Enable the Wimba Voice features<input type="checkbox"/> Add each of the Wimba Voice features to a course
Lessons Learned	<ul style="list-style-type: none">• Review components of Wimba Voice• Review common functions of each feature• Present lessons learned	<ul style="list-style-type: none"><input type="checkbox"/> Test Your Knowledge: Wimba Voice Overview<input type="checkbox"/> Discuss lessons learned

Wimba Voice Overview

In Part One, we will explore Wimba Voice. First, let's make sure you have everything you need.

Readiness Checklist:

- Wimba Voice Training Manual
- Headset with integrated microphone
- Computer connected to the Internet
- Online course in which you can practice the activities included in this manual

Now that you have everything you need to complete this training, let's get started.

What is Wimba Voice?

Wimba Voice consists of 5 features that bring the power of the human voice to an online learning environment by:

Appealing to Different Learning Styles

Not every student learns the same way, and not every topic lends itself to a particular teaching method. While standard teaching and learning technologies enable instructors and students to communicate primarily through visual images and text, multimodal learning promotes the use of new media and learning methods to achieve different objectives. Wimba Voice helps instructors speak to students with varied learning styles or special needs.

Energizing Online Discussions

Retention is highest when students are able to practice new concepts, analyze alternative viewpoints, and explain their own conclusions. Participation in online discussion forums provides opportunities for active learning. By introducing a vocal element to online discussions using Wimba Voice, students are required to become actively engaged with the course content and, through conversation with their peers, negotiate the meanings of the content.

Empowering Teachers

Teachers engaged in flexible learning often feel constrained by restrictions imposed on online teaching and learning by the text-based nature of most online communication. Written text, even with visual support, limits the range, type of learning activity, and communication that can be delivered online. Wimba Voice offers teachers a broader spectrum of methods for teaching online.

Enabling Language Learning

Language instructors have traditionally used audio in the classroom. Audio clips of foreign language speakers provide students with opportunities to learn vocabulary and sharpen their listening and comprehension skills. Wimba Voice enhances language instruction in the online learning environment by allowing instructors to easily post customized audio clips and for students to post practice recordings.

Wimba Voice Building Block

Blackboard's Building Blocks Program enables institutions to easily enhance their Blackboard courses by allowing seamless access to complementary applications. The Wimba Voice Building Block allows instructors and students to access the Wimba Voice features from within the Blackboard environment:



Voice Authoring: a recorded message that a user can play back anytime, usually accompanying content within a web page.



Voice Board: a threaded, voice-based discussion board that can also be used for one to one vocal exercises.



Voice Email: an e-mail with standard text, plus a vocal element.



Voice Presentation: a presentation consisting of web content alongside voice messages.



Wimba Podcaster: a feature that allows for the creation and subscription of podcasts.

Note: In order to access these features, your Blackboard System Administrator must first install and configure the Wimba Voice Building Block on your Blackboard server. Once the Wimba Voice Building Block has been installed and configured, you may need to enable the Wimba Voice features in your Blackboard courses. Refer to *Basic Administration* in the Appendix for additional details.



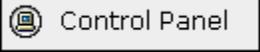
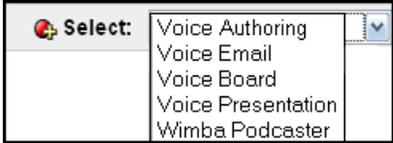
Wimba Voice Samples

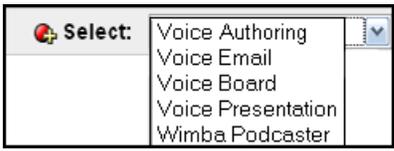
Listen to samples of Wimba Voice features: <http://tinyurl.com/WVSamples>

After launching the Voice Presentation, a prompt appears. Enter your first and last name in the Screen name field and click Submit. This step is only necessary when accessing certain Wimba Voice features external to your CMS.

Adding a Wimba Voice Feature to a Blackboard Course

There are three options for adding a Wimba Voice feature to your Blackboard course. Try all three to discover which one works best for you.

Option One: From the Control Panel	
	1. Click Control Panel .
	2. Click the name of the Content Area to which you wish to add the Wimba Voice feature.
	3. Select the desired Wimba Voice feature from the drop-down menu. 4. Click Go .
Option Two: From the Communication Area	
	1. Click Communication .
	2. Click the desired feature link. Note: Voice Authoring and Voice Presentation cannot be created in the Communication Area.
	3. Click Add .
Option Three: From a Content Area	
	1. Click the name of the Content Area to which you wish to add the Wimba Voice feature.
	2. Click Edit View .
	3. Select the Wimba Voice feature from the drop-down menu.

	<p>4. Click Go.</p>
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Wimba Voice Features

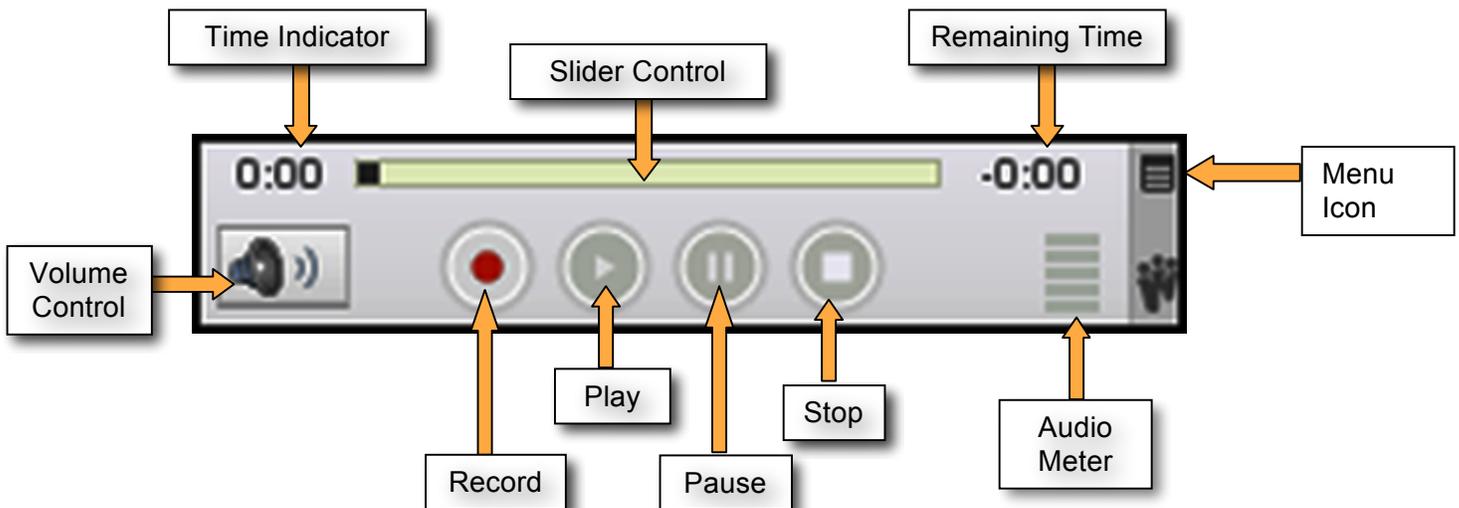
Now that you know how to add the Wimba Voice features to your Blackboard course, let's take a closer look at each feature. The following pages will introduce you to each feature and its unique functionality.

A Word about Audio Quality

You have the option to adjust the quality of recording depending on the environment in which the feature will be used. The higher the quality is set, the more bandwidth that is required. This setting can be changed at any time, but messages that have already been posted play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

Wimba Voice – Recording Interface

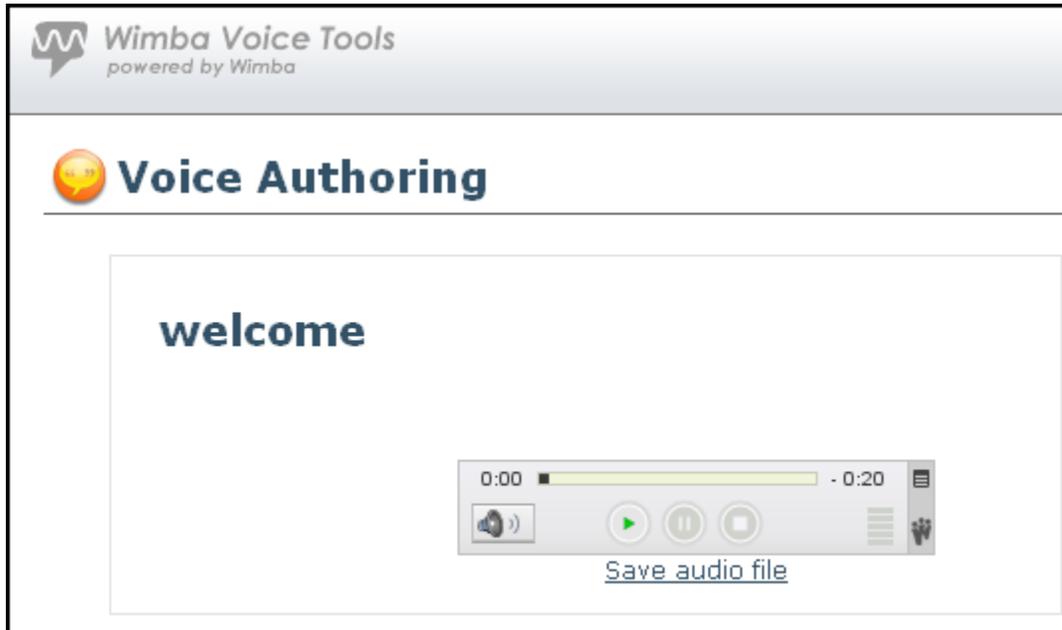
The recording interface is the same for all Wimba Voice features:



Voice Authoring

Overview

A recorded message that a user can play back anytime, usually accompanying content within a web page.

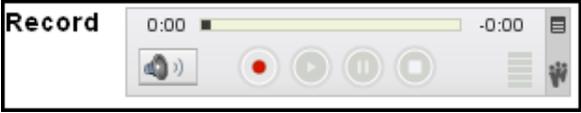
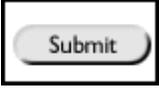


Listen to a sample Voice Authoring message: <http://tinyurl.com/WVAuthoring>

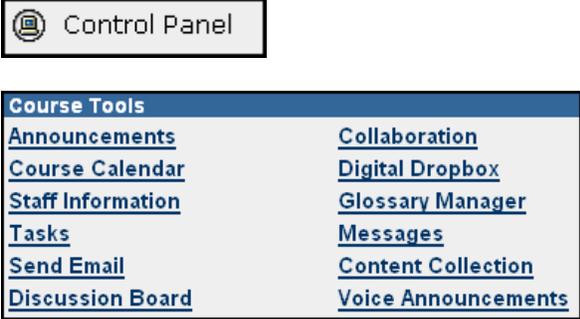
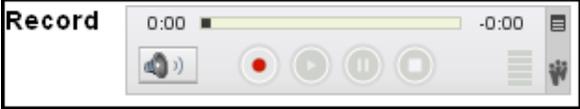
After launching the Voice Presentation, a prompt appears. Enter your first and last name in the Screen name field and click **Submit**.

Click the **Voice Authoring** post on the left-hand side of the screen. The Voice Authoring message appears on the right.

Quicklet: Voice Authoring

<p>1</p>		<p>Record:</p> <ul style="list-style-type: none"> A. Click the Record button (red circle) and speak into a microphone or headset connected to your computer to record your message. B. Click Pause (two bars) to pause recording. Click this button again to resume recording your message. C. Click Stop (square) when you have completed your message. D. Click Play (green triangle) to listen to your message. Click Record to re-record the message.
<p>2</p>		<ul style="list-style-type: none"> E. Title: Entering a fitting name for this applet.
<p>3</p>		<ul style="list-style-type: none"> F. Click Submit. G. Click OK.
	<p>A Voice Authoring message can be embedded directly into a web page to welcome students, introduce new topics, build assessments, and add emotion and tone to your online courses.</p>	
	<p>The maximum recording time for a Voice Authoring message is 20 minutes.</p>	

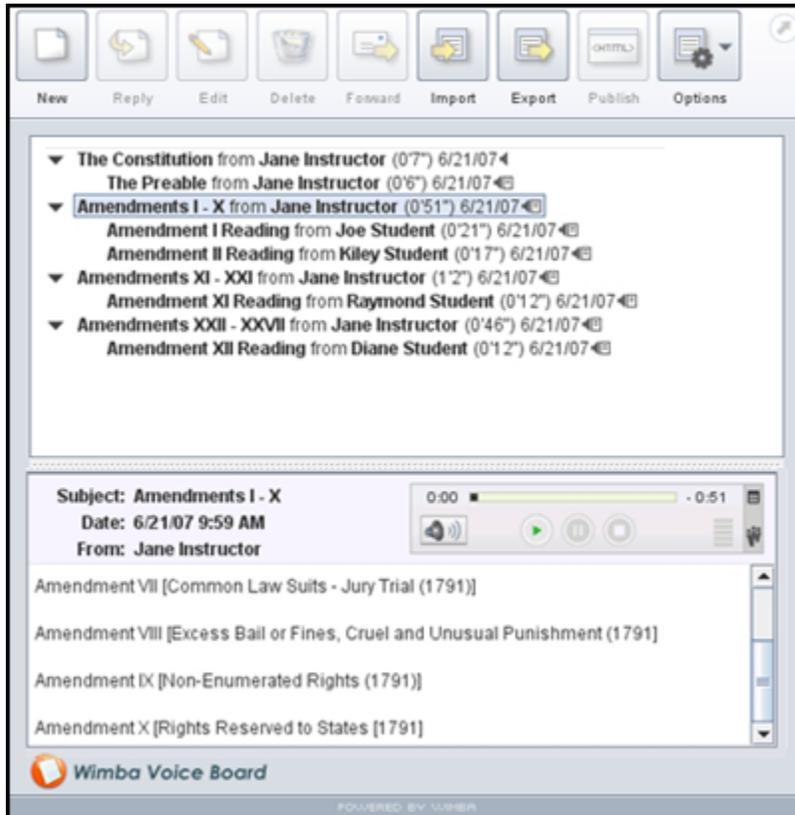
Quicklet: Voice Announcements

<p style="font-size: 48pt; color: orange; text-align: center;">1</p>	 <p>The screenshot shows a 'Control Panel' window with a 'Course Tools' menu. The menu items are: Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, Digital Dropbox, Glossary Manager, Messages, Content Collection, and Voice Announcements. 'Voice Announcements' is highlighted in blue.</p>	<p>A. Click Control Panel.</p> <p>B. Click Voice Announcements in Course Tools.</p>
<p style="font-size: 48pt; color: orange; text-align: center;">2</p>	 <p>The screenshot shows a form with two input fields: 'Subject' and 'Message'.</p>	<p>C. Enter a Subject and the text for your announcement.</p>
<p style="font-size: 48pt; color: orange; text-align: center;">3</p>	 <p>The screenshot shows a recording interface with a 'Record' button, a progress bar from 0:00 to -0:00, and various control icons like play, pause, and stop.</p>	<p>D. Record your message.</p> <p>E. Click Submit.</p> <p>F. Click OK.</p>
	<p>Voice Announcements add a new dimension to the Announcements Area. Consider using a Voice Announcement to introduce a word-of-the-day or to remind students of important events.</p>	
	<p>Later modifications to a Voice Announcement using the Blackboard WYSIWYG editor will cause abnormal behavior in the Announcements Area. If you wish to edit a Voice Announcement, do not use the Modify button. Instead remove it, and then add a new Voice Announcement. The maximum recording time for a Voice Announcement is 20 minutes.</p>	

Voice Board

Overview

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



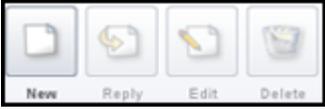
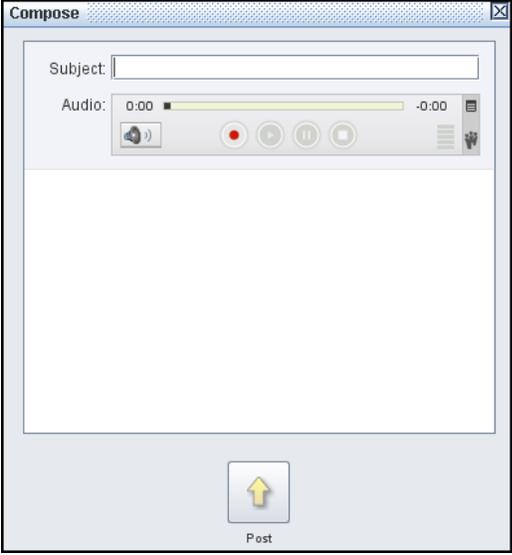
Listen to a sample Voice Board thread: <http://tinyurl.com/WVBoard>

After launching the Voice Presentation, a prompt appears. Enter your first and last name in the Screen name field and click **Submit**.

The Voice Board launches automatically on the right and a prompt of its own appears. Enter your first and last name in the Screen name field and click **Submit**. This step is only necessary when accessing certain Wimba Voice features external to your CMS.

Click the arrow to the left of the thread to expand it.

Quicklet: Creating and Listening to Voice Board Threads

<p style="font-size: 2em; color: orange; text-align: center;">1</p>		<p>A. Click New.</p>
<p style="font-size: 2em; color: orange; text-align: center;">2</p>		<p>B. Compose and record your message.</p> <p>C. Click Post.</p>
<p style="font-size: 2em; color: orange; text-align: center;">3</p>		<p>To listen to messages sequentially:</p> <p>A. Click Options.</p> <p>B. Select Continuous Play.</p>
	<p>Voice Boards take communication to the next level, simply by adding voice to an intuitive, conversational interface.</p>	
	<p>The maximum record time for a Voice Board posting is 20 minutes. Restrict the recording time to encourage students to post clear, concise messages.</p>	

Voice Board Settings: Explained

How do you want your Voice Board to display? Adjust the following settings to suit the needs of your Voice Board:

Title: Give the Board an appropriate name.

Description: Text entered here appears below the Title and above the Voice Board.

Audio quality: Adjust the quality of recording depending on the environment in which the Voice Board will be used.

Max message length: Adjust the maximum recording length allowed for users to post messages.

Display short message titles: When checked, the Voice Board provides less information in the title of the messages making the display more compact.

Display messages in chronological order: When checked, the Voice Board displays the oldest messages first (at the top).

Allow students to forward messages: When checked, students can forward messages from the Voice Board via email. The Voice Board only accepts addresses external to Blackboard.

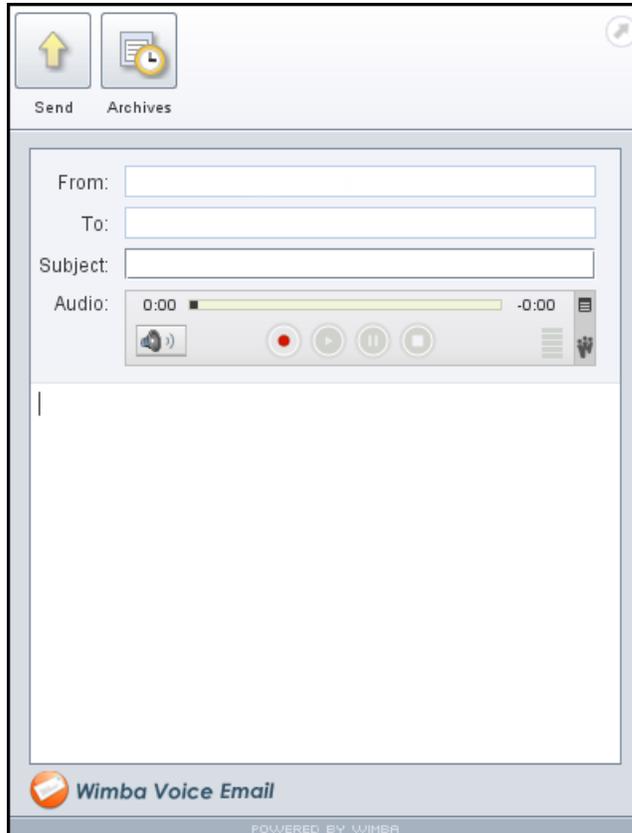
Allow students to start a new thread: When checked, students can start a new thread on the Voice Board.

Make discussion threads private: When checked, students cannot view each other's threads.

Voice Email

Overview

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



The From and To fields will automatically be filled in and grayed out based on the settings you select.

From a Content Area, you can:

- Send email to all students
- Send email to all instructors
- Send email to everyone in the course

Note: At this time, we do not have an example of a Voice Email. Please refer to the screen shots on the next page for an example of how a Voice Email message and archive look.

Sample Voice Email Message

Subject: Wimba Voice Mail
From: [Learning Services](#)
Date: 4:07 PM
To: [Learning Services](#)

This is a Wimba Voice Email, recorded for you by jnowotny@wimba.com.

[Click here to listen to your message.](#)

Problems hearing your message? Copy and paste the following URL into your browser:
<http://training.horizonwimba.com:80/training/player?action=display&rid=123-1186584810974&mid=9-1227053252359>

This is a sample of Wimba Mail. Voice Mail adds the emotion, candor, mood, expression, and inflection of the human voice asynchronous correspondence. The maximum recording time for a Voice Email is 20 minutes.

If you feel this message has been used for spam, please contact abuse@wimba.com.

Sample Voice Email Archive

Delete Export Options

Archives 2008 9/10/08
▶ September 2008 9/10/08
▼ November 2008 11/18/08
▼ Tuesday, 18 11/18/08
Wimba Voice Mail from learning@wimba.com (0'48" 11/18/08)

Subject: Wimba Voice Mail
Date: 11/18/08 4:07 PM
From: Horizon Wimba

0:00 - 0:48

from: learning@wimba.com
to: learning@wimba.com
cc:
bcc:

 Wimba Voice Board
POWERED BY WIMBA

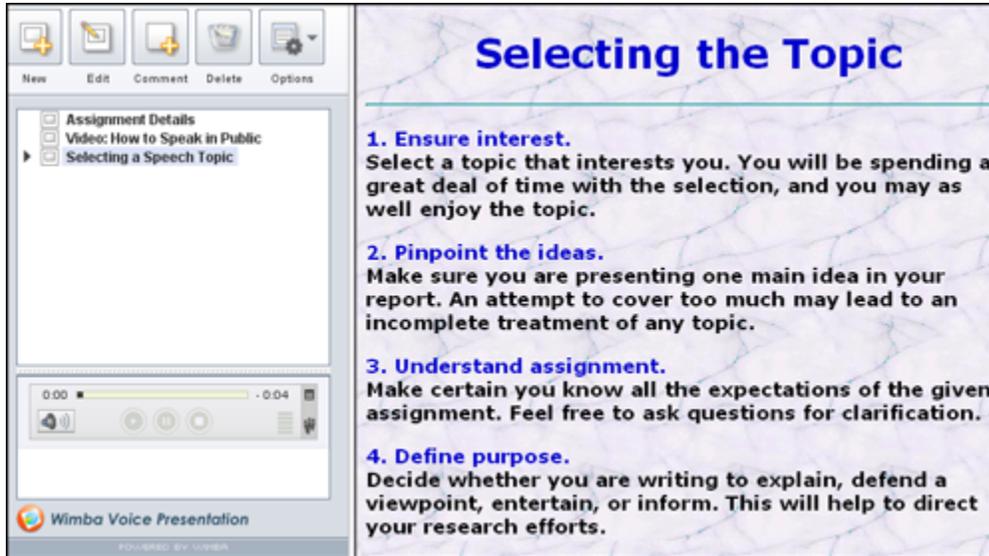
Quicklet: Voice Email

<p>1</p>	<p>Title: <input type="text"/></p>	<p>A. Title: Name your Voice Email form.</p>
<p>2</p>	<p>Max message length 3 min <input type="button" value="v"/> Include Reply Links <input type="radio"/> Yes <input checked="" type="radio"/> No Pre-fill Subject field? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/></p>	<p>B. Max message length: Adjust the maximum recording length allowed for users to record messages.</p> <p>C. Include Reply Links: If “Yes” is selected, students may reply by sending another Voice Email.</p> <p>D. Pre-fill Subject field: Enter a subject line students cannot modify.</p>
<p>3</p>	<p>Instructors <input checked="" type="radio"/> Students <input type="radio"/> All <input type="radio"/></p>	<p>E. Email Recipients: Select the recipient of messages sent from this Voice Email form.</p> <p>F. Click Submit.</p> <p>G. Click OK.</p>
	<p>Voice Email adds the emotion and candor, mood, expression and inflection of human voice to electronic, asynchronous correspondence.</p>	
	<p>To send a Voice Email to individuals, use the Voice Email link in the Communication Area. See <i>Wimba Voice Emails Extension</i> in the Appendix, if you wish to add this ability to a Content Area.</p>	

Voice Presentation

Overview

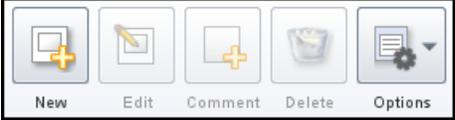
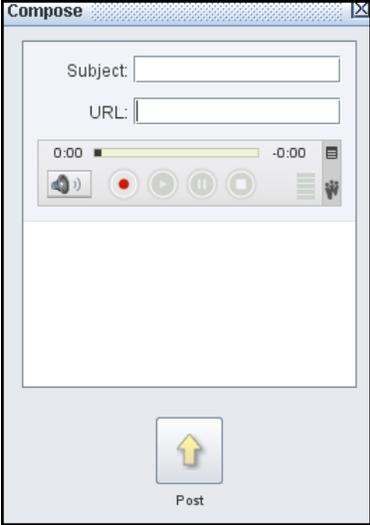
A presentation consisting of web content alongside voice messages.



Listen to a sample Voice Presentation: <http://tinyurl.com/WVPresentation>

After launching the Voice Presentation, a prompt appears. Enter your first and last name in the Screen name field and click **Submit**.

Quicklet: Creating a New Voice Presentation Message

<p style="font-size: 48pt; color: orange; text-align: center;">1</p>		<p>A. Click New.</p>
<p style="font-size: 48pt; color: orange; text-align: center;">2</p>		<p>B. Enter a Subject.</p> <p>C. Enter a URL.</p> <p>D. Record your message.</p> <p>E. Click Post.</p>
<p style="font-size: 48pt; color: orange; text-align: center;">3</p>		<p>To Edit a Message:</p> <p>A. Select the message you wish to modify.</p> <p>B. Click Edit.</p> <p>C. Make changes.</p> <p>D. Click Post.</p>
	<p>Voice Presentation allows you to associate web-based content with a voice recording. This provides a resource to create a vocal slide show, web tour, or review of any curricula across disciplines – including web pages, images, and internet-based media.</p>	
	<p>The maximum recording time for a message is 20 minutes.</p> <p>Click Options to import and export Voice Presentations, to expand or collapse the threads, and to refresh the Voice Presentation interface.</p>	

	To view web content while recording, first post your message with the URL and then Edit your post to record.
--	---

Voice Presentation Settings: Explained

Voice Presentation can be extremely interactive. Decide how your Voice Presentation should function by adjusting these settings:

Max message length: Adjust the maximum recording length allowed for users to post messages.

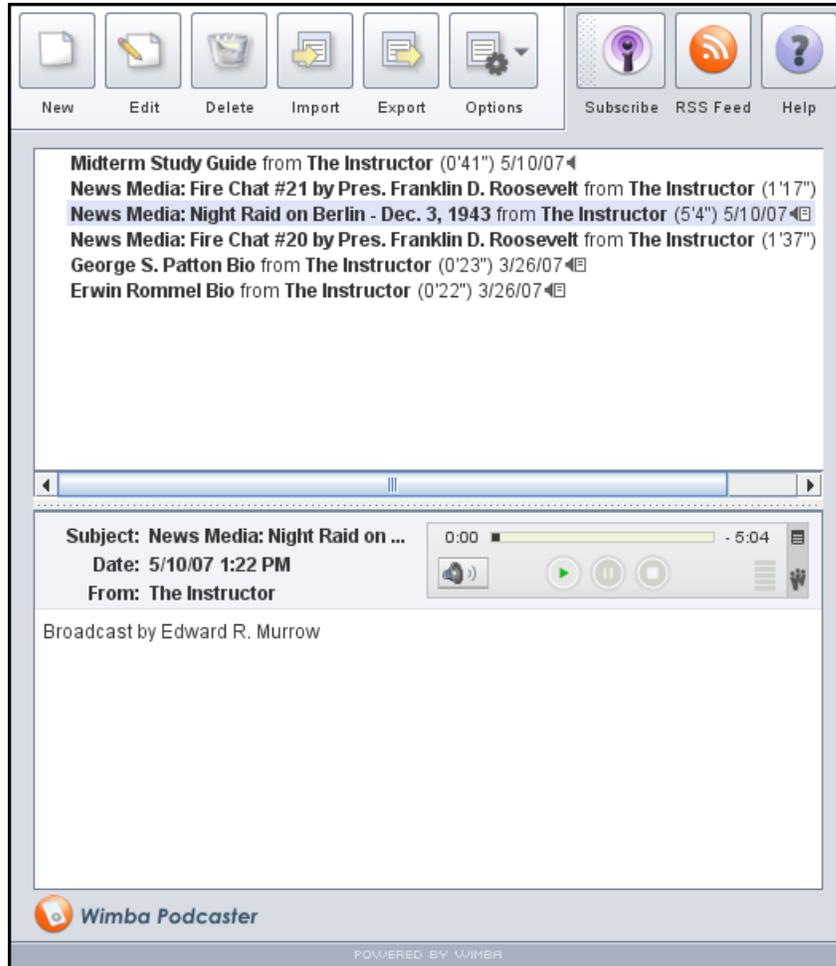
Allow students to comment on slides: When checked, students can add vocal and/or textual comments to each slide within the Voice Presentation.

Make slide comments private: When checked, students cannot view each other's comments within the Voice Presentation. The instructor can still view all comments.

Wimba Podcaster

Overview

An authoring and subscription resource for podcasts.

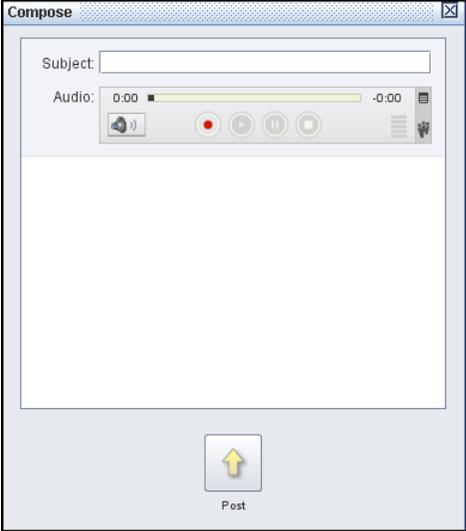
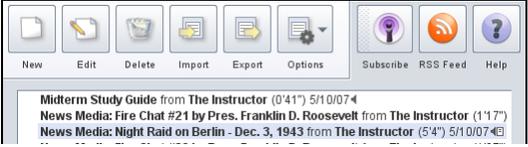


Listen to a sample Wimba Podcaster: <http://tinyurl.com/WVPodcaster>

After launching the Voice Presentation, a prompt appears. Enter your first and last name in the Screen name field and click Submit.

Click the **Wimba Podcaster** post on the left-hand side of the screen. The Wimba Podcaster launches on the right and a prompt of its own appears. Enter your first and last name in the Screen name field and click Submit. This step is only necessary when accessing certain Wimba Voice features external to your CMS.

Quicklet: Wimba Podcaster: Record-Subscribe-Sync

<p style="font-size: 48pt; color: orange; text-align: center;">1</p>		<p>Record</p> <ul style="list-style-type: none"> A. Click New. B. Record your message. C. Click Post.
<p style="font-size: 48pt; color: orange; text-align: center;">2</p>		<p>Subscribe</p> <ul style="list-style-type: none"> A. Select the podcast to which you wish to subscribe. B. Click Subscribe.
<p style="font-size: 48pt; color: orange; text-align: center;">3</p>		<p>Sync</p> <p>Plug your MP3 player into your computer and sync your device with your podcast reader application.</p>
	<p>All .mp3 files are hosted on the Wimba Voice server, which also automatically creates the RSS feed. Users can play messages directly within Wimba Podcaster, download audio from the feed, or subscribe using their preferred RSS reader.</p>	
	<p>The maximum recording time for a message is 20 minutes. Because learning occurs best when information is chunked into digestible segments, break longer lectures into 10, 15, or 20 minute segments.</p>	

Wimba Podcaster Settings: Explained

The following settings may be adjusted to suit your podcast needs:

Display short message titles: When checked, Wimba Podcaster provides less information in the title of the messages, making the display more compact.

Allow students to post to podcast: When checked, students can add vocal and textual posts to Wimba Podcaster. Otherwise, only the instructor can post messages.

Podcast auto publish: By default, posts are published (and therefore downloaded to the computers of subscribed users) after 5 minutes of creation. You may adjust this setting to a shorter or longer duration.



Listening to Wimba Voice: Practice

Step One: Log in to Blackboard and select a course to modify from the My Courses list.

Step Two: Add each of the Wimba Voice features to your course using the chart below as a guide.

Feature	Try this:
Voice Authoring	<ul style="list-style-type: none"> <input type="checkbox"/> Add a Voice Announcement. <input type="checkbox"/> Start recording, then click Pause. <input type="checkbox"/> Type something in the text area while recording is paused. <input type="checkbox"/> To begin recording again, click Pause to resume. <input type="checkbox"/> Pause the recording again, but this time click Record. What happens?
 My Notes about Voice Authoring:	
Voice Board	<ul style="list-style-type: none"> <input type="checkbox"/> Add a Voice Board within the Communication Area. <input type="checkbox"/> Add a message to the Voice Board that includes both text and audio. <input type="checkbox"/> Reply to your first message using only text. <input type="checkbox"/> Add another reply that includes only audio. <input type="checkbox"/> Listen to all of your postings using Continuous Play. <input type="checkbox"/> Export a copy of the Voice Board to your desktop. <input type="checkbox"/> Add another Voice Board to a Content Area. <input type="checkbox"/> Import the Board you saved to your desktop. <input type="checkbox"/> Forward a message from the Board to yourself or a colleague.
 My Notes about Voice Board:	

Feature	Try this:
Voice Email	<ul style="list-style-type: none"> <input type="checkbox"/> Create a Voice Email within a Content Area. <input type="checkbox"/> Include Reply Links. <input type="checkbox"/> Pre-fill the Subject field. <input type="checkbox"/> Send the message to all instructors in your course. <input type="checkbox"/> Send a Voice Email from the Communication Area. <input type="checkbox"/> What differences do you see between the two options?
<div style="background-color: #ffffcc; padding: 10px;">  My Notes about Voice Email: </div>	
Voice Presentation	<ul style="list-style-type: none"> <input type="checkbox"/> Create a Voice Presentation from the Control Panel; place the Voice Presentation within the Content Area of your choice. <input type="checkbox"/> Allow students to comment on slides. <input type="checkbox"/> Make slide comments private. <input type="checkbox"/> Create a new message. <input type="checkbox"/> Post a comment in reply to your message. <input type="checkbox"/> Edit your original message. <input type="checkbox"/> Locate the Export option. What are your export options?
<div style="background-color: #ffffcc; padding: 10px;">  My Notes about Voice Presentation: </div>	

Feature	Try this:
Wimba Podcaster	<ul style="list-style-type: none"> <input type="checkbox"/> Create a Wimba Podcaster resource within the Content Area of your choice. <input type="checkbox"/> If you have an iPod (or other portable device), subscribe to your podcast and then sync your device. Listen to your podcast on your portable device. <input type="checkbox"/> If you do not have a portable device, export your podcast to your desktop as a MP3 file. Extract the contents of the .zip file and play the podcast in a media application, such as Windows Media Player. <input type="checkbox"/> Import the podcast you saved to your desktop.
 My Notes about Wimba Podcaster:	



Test Your Knowledge: Listening to Wimba Voice

Circle T if the statement is true; circle F if the statement is false.

- T F The Voice Authoring feature has a maximum recording time of 30 minutes.
- T F If the instructor allows it, recipients can record a reply to a Voice Email.
- T F Comments made to Voice Presentation slides can be private.
- T F Wimba Podcaster is only compatible with iPods and iTunes.
- T F Short message titles in Voice Boards limit the amount of information shown in a title.
- T F To continue recording after clicking the Pause button, click the Record button.
- T F You can add multiple Wimba Voice features to a single Content Area.
- T F The play button is an orange Wimba logo.
- T F The recording interface is the same for all Wimba Voice features.

Wimba Voice:

• Learn •



Wimba
people teach people

Part Two: Learning with Wimba Voice

In this part of the training, you will learn the basics of instructional design and then design an instructional activity using two or more of the Wimba Voice features.

Topic	Objectives	Activities
Finding Your Voice Estimated Time to Complete: 2 hours	<ul style="list-style-type: none">• Introduce the basics of instructional design• Demonstrate Wimba Voice features as used in learning activities	<input type="checkbox"/> Review the Wimba Voice Activity Design Template
Practice	<ul style="list-style-type: none">• Implement two or more of the Wimba Voice features into an instructional activity	<input type="checkbox"/> Design an instructional activity using a Wimba Voice feature
Lessons Learned	<ul style="list-style-type: none">• Review• Present lessons learned	<input type="checkbox"/> Test Your Knowledge <input type="checkbox"/> Discuss lessons learned



Finding Your Voice

Let's begin by practicing with each of the Wimba Voice features.

- Log in to Blackboard.
- Select a course in which you can create Wimba Voice feature samples.
(**Hint:** Create a folder in a Content Area and make the folder unavailable to students, so that you can safely create samples in an active course.)
- Create a sample recording using each of the Wimba Voice features.
- Listen to your samples and re-record, if desired.

Now that you have experienced how each of the features work, it's time to put that knowledge to work by creating an instructional activity for your students.

Basics of Instructional Design

A common definition holds that instructional design is “the process by which instruction is improved through the analysis of learning needs and systematic development of learning materials. Instructional designers often use technology and multimedia as tools to enhance instruction.”* In this part of the training, you will assume the role of an instructional designer and use Wimba Voice as the technology to enhance your instruction.

The basics of instructional design include an analysis of audience needs, development of an instructional plan and materials, delivery of content, and an evaluation of each phase of the process. We will address each of the elements of the instructional design process, and you will have the opportunity to create your own activity using the Wimba Voice feature of your choice.

On the following pages, you will find an activity design template, as well as examples and Best Practices for each of the Wimba Voice features

* “Instructional Design.” [Instructional Design](http://www.instructionaldesign.org). Accessed 20 August 2008
<<http://www.instructionaldesign.org>>.

Wimba Voice Activity Design Template

Audience:		
Activity Title:		
Concept/Skill:		
Skill:		
Objective(s):		
Materials Needed:		
Design Elements	Notes	The Wimba Voice Feature(s) I will use:
Introduction (How will you introduce the lesson?)		<input type="checkbox"/> Voice Authoring <input type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation <input type="checkbox"/> Wimba Podcaster
Instructions (What do you want learners to do?)		<input type="checkbox"/> Voice Authoring <input type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation <input type="checkbox"/> Wimba Podcaster
Practice (How will learners practice the concept/skill?)		<input type="checkbox"/> Voice Authoring <input type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation

		<input type="checkbox"/> Wimba Podcaster
Conclusion (What are the learners' reflections?)		<input type="checkbox"/> Voice Authoring <input type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation <input type="checkbox"/> Wimba Podcaster
Assessment (How will you determine if objectives have been met?)		<input type="checkbox"/> Voice Authoring <input type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation <input type="checkbox"/> Wimba Podcaster
Adaptations (For learners with differing abilities.)		<input type="checkbox"/> Voice Authoring <input type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation <input type="checkbox"/> Wimba Podcaster
Evaluation of Activity Design (What worked? What did not?)		



Learning with Wimba Voice - Practice

To view and listen to this example, go to: <http://tinyurl.com/WVSample>

Audience:	5 th graders	
Activity Title:	The Rainforest	
Concept/Skill:	Listening / Oral Presentation / Community Building	
Skill:		
Objective(s):	<ul style="list-style-type: none"> • Listen to the instructor's recording. • Research an animal of the rainforest. • Create a one minute recording summarizing the research. • Listen to and comment on peer recordings. 	
Materials Needed:	None.	
Design Elements	Notes	The Wimba Voice Feature(s) I will use:
Introduction (How will you introduce the lesson?)	Send a Voice Email to all students informing them of the new assignment.	<input type="checkbox"/> Voice Authoring <input type="checkbox"/> Voice Board <input checked="" type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation <input type="checkbox"/> Wimba Podcaster
Instructions (What do you want learners to do?)	<p>Read the Rainforest lesson and listen to the Morpho Butterfly recording.</p> <p>Research a rainforest animal and post a one-minute summary of your research to the Rainforest Voice Board. Listen to your classmates' postings. Record and post a follow-up question to their posting.</p>	<input checked="" type="checkbox"/> Voice Authoring <input checked="" type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation <input type="checkbox"/> Wimba Podcaster
Practice (How will learners practice the concept/skill?)	Students will post a one-minute recording that summarizes their research on a rainforest animal. Students will listen to each other's recordings and then record and post a follow-up question to be answered in class.	<input type="checkbox"/> Voice Authoring <input checked="" type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation

		<input type="checkbox"/> Wimba Podcaster
Conclusion (What are the learners' reflections?)	The follow-up questions will be answered in class. I will include in this discussion questions about the students' reactions to this assignment.	<input type="checkbox"/> Voice Authoring <input checked="" type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation <input type="checkbox"/> Wimba Podcaster
Assessment (How will you determine if objectives have been met?)	I will review all Voice Board postings to determine if the objectives have been met. I will provide a summation of the activity for the students on the Voice Board.	<input type="checkbox"/> Voice Authoring <input type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation <input type="checkbox"/> Wimba Podcaster
Adaptations (For learners with differing abilities.)	None	<input type="checkbox"/> Voice Authoring <input type="checkbox"/> Voice Board <input type="checkbox"/> Voice Email <input type="checkbox"/> Voice Presentation <input type="checkbox"/> Wimba Podcaster
Evaluation of Activity Design (What worked? What did not?)	<ul style="list-style-type: none"> • This assignment was a hit with the students. They liked recording and listening to each other. • Clear instructions need to be included. 	



Test Your Knowledge: Learning with Wimba Voice

Draw a line from the scenario to the Wimba Voice feature that best suits the objectives of the scenario.

You want to provide your students with short, portable lessons that they can review at will.



Voice Authoring

You want to provide private feedback to each student.



Voice Board

You want to share web-based content with your students that includes a voice over of the content.



Voice Email

You want to provide a brief introduction to a new topic.



Voice Presentation

You want students to practice their language skills by engaging in a role-playing activity.



Wimba Podcaster

Wimba Voice:

• Lead •



Wimba
people teach people

Part Three: Leading Through Wimba Voice

Please log in to your Wimba Voice Practice Course.

Topic	Objectives	Activities
Leading Through Wimba Voice Estimated Time to Complete: 2 hours	<ul style="list-style-type: none">Establish the role of Leader through Wimba Voice	<input type="checkbox"/> Review the qualities of effective instructional design
Leader's Practice	<ul style="list-style-type: none">Practice Wimba Voice activity design and delivery in a comprehensive fashionReview the activity for self-evaluation	<input type="checkbox"/> Develop a Wimba Voice Activity <input type="checkbox"/> Add the Activity to an online course <input type="checkbox"/> Review the Activity
Lessons Learned	<ul style="list-style-type: none">Review Best Practices for LeadersPresent lessons learned	<input type="checkbox"/> Complete Leader Practice Self-Evaluation <input type="checkbox"/> Discuss lessons learned

Take the Lead

“Leadership and learning are indispensable to each other.”

- John F. Kennedy

Use the matrix below to reflect upon ways in which you might use Wimba Voice to lead yourself, your students, your colleagues, and your institution to educational success.

How might you use Wimba Voice to:	How I will take the lead:
Deliver innovative instruction?	
Create peer learning opportunities?	
Leverage the features as assessment tools?	
Provide students with personalized feedback?	
Track student progress?	
Construct collaborative learning environments?	
Empower my colleagues to become Wimba Voice champions?	
Encourage my institution to continue to support innovative instruction?	



Leader Practice

- Design a Wimba Voice Activity
- Add the activity to an online course
- Enroll a peer in your course and ask him/her to complete the activity
- Review the activity submissions
- Complete the Wimba Voice Leader Experience Self-Evaluation below

Leader Practice Self-Evaluation
What were your strengths with regard to design and delivery?
Which tasks will require more practice in order to become fluid and comfortable?
If you were to do the activity over again, what would you do differently?
Describe the element of your activity about which you are most satisfied:

Wimba Voice:

• The Wimba Experience •



Wimba
people teach people

The Wimba Voice Experience

Although this is the last part of this training manual, it is just the beginning of your Wimba Voice experience. In order to help you make the most of Wimba Voice, please take a few moments to reflect on the following questions and suggestions.

- How will you incorporate Wimba Voice into your learning environment?
- What is your target date for launching Wimba Voice within your course?
- Which features of Wimba Voice are best suited to help you achieve your learning objectives?
- What methods of evaluation will you use to determine if the learning objectives have been met?
- Who will comprise your support system as you implement Wimba Voice?
- What methods will you use to communicate your successes to your students, your institution, your colleagues, and other Wimba Voice users?

Check our website for free quick materials developed with you in mind:

<http://www.wimba.com/services>

Participate in our community:

<http://www.wimba.com/community/forums/member/login/>

Send product enhancement suggestions to:

<http://wimba.com/company/contact/>

Thank you for your participation in Wimba Voice: Listen • Learn • Lead. We wish you the greatest success in your educational journey with Wimba.

The Learning Services Team

learning@wimba.com



Wimba Voice Terminology

Building Block: The integration component that links a Wimba Voice server with a Blackboard server.

CMS: Course Management System. Sometimes this abbreviation is used interchangeably with LMS (Learning Management System).

Integration: The technical link between a CMS and the Wimba Voice server.

LMS: Learning Management System, such as Blackboard or Vista. Sometimes this abbreviation is used interchangeably with CMS.

Module: The integration component that links a Wimba Voice server with a Moodle server.

MP3: A compressed audio format for the transfer and playback of music on digital audio players; the standard file format for podcasting.

Portal Component: The integration component that links a Wimba Voice server with an ANGEL server.

Power Link: The integration component that links a Wimba Voice server with a Blackboard CE or Vista server.

RSS: Really Simple Syndication. Frequently updated content that you can listen to on your computer or MP3 player.

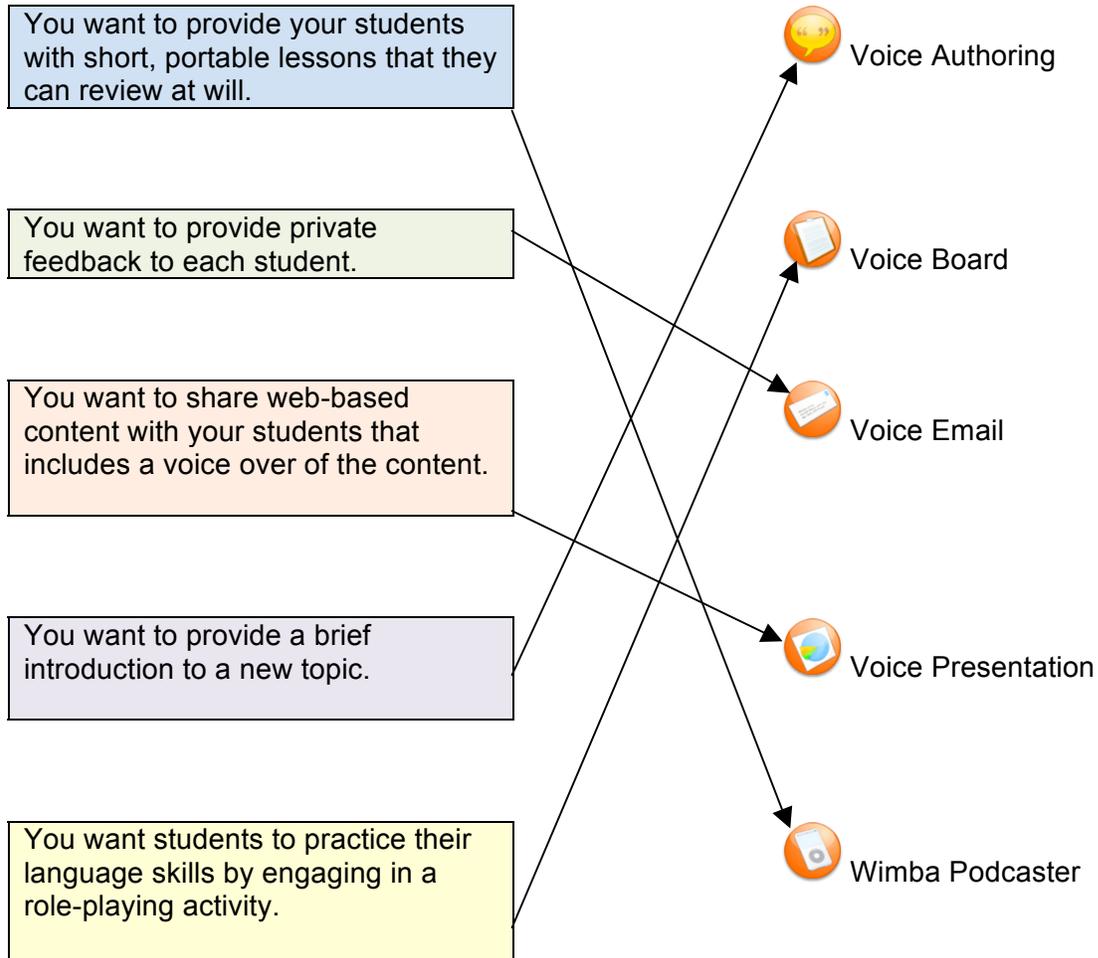
Test Your Knowledge: Listening to Wimba Voice – Answer Key

Circle T if the statement is true; circle F if the statement is false.

- T F The Voice Authoring feature has a maximum recording time of 30 minutes.
False: The maximum record time for Voice Authoring is 20 minutes.
- T F If the instructor allows it, recipients can record a reply to a Voice Email.
True: This setting is available when creating a new Voice Email, or by editing its settings.
- T F Comments made to Voice Presentation slides can be private.
True: This setting is available when creating a new Voice Presentation, or by editing its settings.
- T F Wimba Podcaster is only compatible with iPods and iTunes.
False: Wimba Podcasts can be downloaded as MP3 or WAV files and played using any media application or portable device compatible with these formats.
- T F Short message titles in Voice Boards limit the amount of information shown in a title.
True: Only the title and author of a Voice Board message will appear when the short message titles settings is enabled.
- T F To continue recording after clicking the Pause button, click the Record button.
False: To continue recording, click the Pause button again. Clicking the Record button will record over your initial recording.
- T F You can add multiple Wimba Voice features to a single Content Area.
True: There is no limit to the number of Wimba Voice features you can add to a Content Area.
- T F The play button is an orange Wimba logo.
False: The Play button is a green arrow.
- T F The recording interface is the same for all Wimba Voice features.
True: The recording interface does not change.

Test Your Knowledge: Learning with Wimba Voice – Answer Key

Draw a line from the scenario to the Wimba Voice feature that best suits the objectives of the scenario.



Basic Administration

To Enable and Disable Wimba Features in Content Areas

1. Log in to Blackboard.
2. Select a course to modify from the **My Courses** list.
3. Access the **Control Panel**.
4. From the **Course Options** menu, click **Manage Tools**. The Manage Tools page appears.
5. Click **Content Type Availability**.
6. Check/uncheck the feature(s) you wish to add/remove from the Select drop-down list in all **Content Areas**.
7. Click **Submit**.

Note: Any feature previously added to a Content Area is not hidden as a result of this process.

To Enable and Disable Wimba Features in the Communication Area

1. Log in to Blackboard.
2. Select a course to modify from the **My Courses** list.
3. Access the **Control Panel**.
4. From the **Course Options** menu, click **Manage Tools**. The Manage Tools page appears.
5. Click **Building Block Tool Availability**.
6. Check/uncheck the feature you wish to add/remove from **the Communication Area**.
7. Click **Submit**.

To Enable and Disable Voice Announcements

1. Log in to Blackboard.
2. Select a course to modify from the **My Courses** list.
3. Access the **Control Panel**.
4. From the **Course Options** menu, click **Manage Tools**.
5. On the Manage Tools page, click **Building Block Tool Availability**.
6. Check/uncheck the Wimba Voice Announcements Extension box to make it available/unavailable.
7. Click **Submit**.

To Link to Wimba Features from the Course Menu

1. Log in to Blackboard.
2. Select a course to modify from the **My Courses** list.
3. Access the **Control Panel**.
4. From the **Course Options** menu, click **Manage Course Menu**. The Manage Course Menu page appears.
5. Click the **Tool link in the Add bar**. The Set Area Properties page appears.
6. Select **Wimba Podcaster Extension**, **Wimba Voice Board Extension**, or **Wimba Voice Emails Extension** from the Type drop-down menu.
7. Enter an appropriate title in the Name box.
8. Click **Submit**.

To Add the Wimba Voice Emails Extension to a Content Area

1. Log in to Blackboard.
2. Select a course to modify from the **My Courses** list.
3. Access the **Control Panel**.
4. From the **Content Area** menu, choose the Content Area to which you wish to add the **Voice Emails Extension**.
5. Select **Tool** from the Select drop-down menu.
6. Click **Go**.
7. Select **Wimba Voice Emails Extension** from the Select Tool menu.
8. Click **Next**.
9. Add the Link information.
10. Click **Submit**.

Troubleshooting

Microphone Problems

If you have correctly connected your microphone, but others still cannot hear you, you should ensure that a) your computer's recording controls are set correctly, and b) that your microphone is functioning properly.

To Check Recording Control Settings (PC)

1. Open your **Volume Controls** by selecting: **Start -> Programs -> Accessories -> Entertainment -> Volume Control**.
2. Click the **Options** menu and select **Properties**.
3. Click the **Recording** button.
4. Make sure Microphone has a check mark next to it in the list.
5. Click **OK**.
6. Lastly, make sure the select box is set to a non-muted option in the Microphone section. You may also want to adjust the slider, if volume level is an issue.

To Check Volume Control Settings (Mac OS X)

1. Open your **Sound Preferences** by selecting: **System Preferences -> Sound -> Input**.
2. Make sure that the Input Volume slider is far enough to the right and the correct device is selected for sound input.

Check Microphone Function (PC)

If your volume controls have the proper settings, you should ensure that your microphone is functioning. First ensure that your microphone is turned on (if there is an on/off switch) and properly plugged in. You can then record an audio clip and listen to that clip to ensure that your computer can properly capture your audio:

1. Open your **Sound Recorder** by selecting: **Start -> Programs -> Accessories -> Entertainment -> Sound Recorder**.
2. Click the **Record** button to start your recording.
3. Speak into your microphone for several seconds. As you speak, you should see the audio meter register your voice.
4. Click the **Stop** button to stop your recording.
5. To play back your recording, click the **Play** button. You should hear the audio clip you just recorded. If you can't hear the clip (or did not see the audio meter register your voice), the issue is most likely related to your microphone.

Check Microphone Function (Mac OS X)

If your volume controls have the proper settings, you should ensure that your microphone is functioning. First ensure that your microphone is turned on (if there is an on/off switch) and properly plugged in. You can then use your Sound preferences dialog to determine whether your computer can properly capture audio:

1. Open your **Sound Preferences** by selecting: **System Preferences -> Sound -> Input**.
2. When you speak into the microphone, the Input level volume meter should register your audio. If it does not, the issue is most likely related to your microphone.