

[ Tech Topic—Wimba Voice Presentation Tool ]

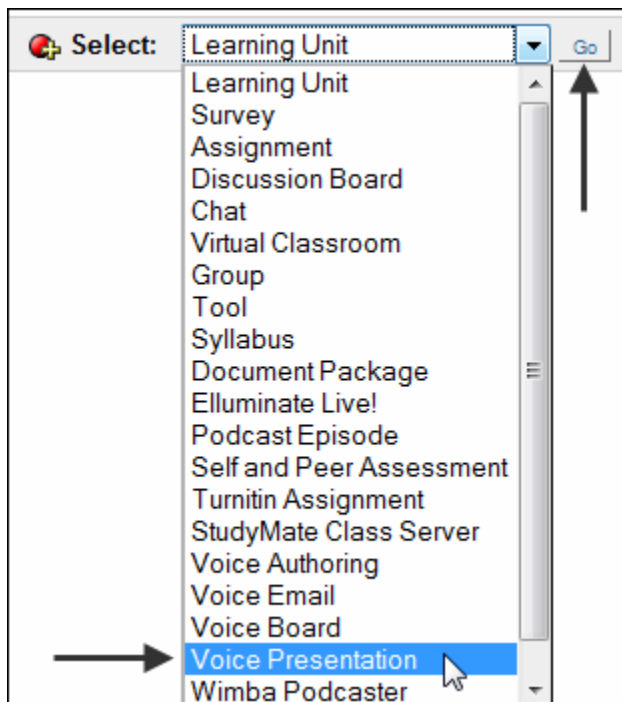
**The Voice Presentation Tool**

The Voice Presentation tool allows instructors to associate web content with voice commentary. It can be used to create a web-based, audio “slide show”, an audible guided tour of web-based resources and documents, and can be configured to accept audible student replies to instructor questions.



To create a Voice Presentation:

1. Login to Blackboard and enter the course content area where you wish to place a voice presentation. This can be any area except the Announcement area
2. Click “Edit View” in the upper right of the content area screen;
3. Click the “Select” drop-down;
4. Choose “Voice Presentation”;
5. Click “Go”.



The following screen will appear:

### Add Voice Presentation

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#### 1 Information

Title:   
*80 characters maximum*

Color:

Description:

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#### 2 Settings

Audio quality:

Max message length:

Allow students to comment on slides:

Make slide comments private:

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#### 3 Options

Make the content available:  Yes  No

Track number of views:  Yes  No

Choose date and time restrictions:  Display After  Display Until

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#### 4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

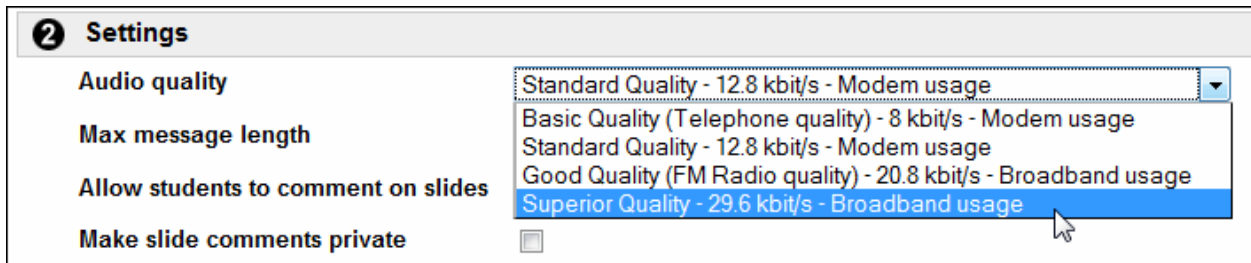
### 1. Information

Title and Information are optional. If you do not provide a title, the default “Voice Presentation” title will be supplied. The Description area is useful for giving students instructions on what to do or listen and look for during the presentation.

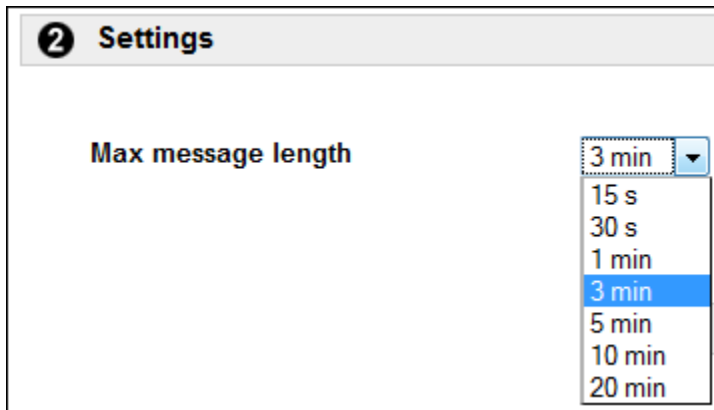
## 2. Settings

There are only four settings on this screen: Audio quality, Max message length, Allow students to comment on slides, and Make slide comments private.

**Audio quality:** We recommend using “Superior Quality – 29.6 kbit/s – Broadband usage”. This is easily handled by even 56k modem connections to the Internet, and will provide a better audio experience for the listener.



**Max message length:** Set this as needed. Possibilities are 15 seconds, 30 seconds, 1 minute, 3 minutes, 5 minutes, 10 minutes and 20 minutes. The default is 3 minutes.



**Allow students to comment on slides:** If this is selected students will be able to add their own comments to the voice panel that accompanies the web resource(s) being displayed. Default is for this to be selected.

**Make slide comments private:** This privacy setting works just like it does in the Voice Board. If it is selected, only instructors can hear each student’s comments. They will not be audible to other students. If not selected (the default) everyone can hear everyone else’s comments.

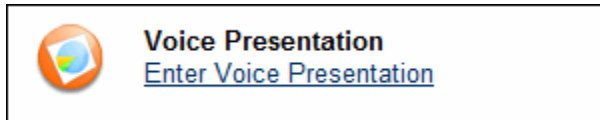
## 3. Options

Normal Blackboard availability and tracking options can be used.

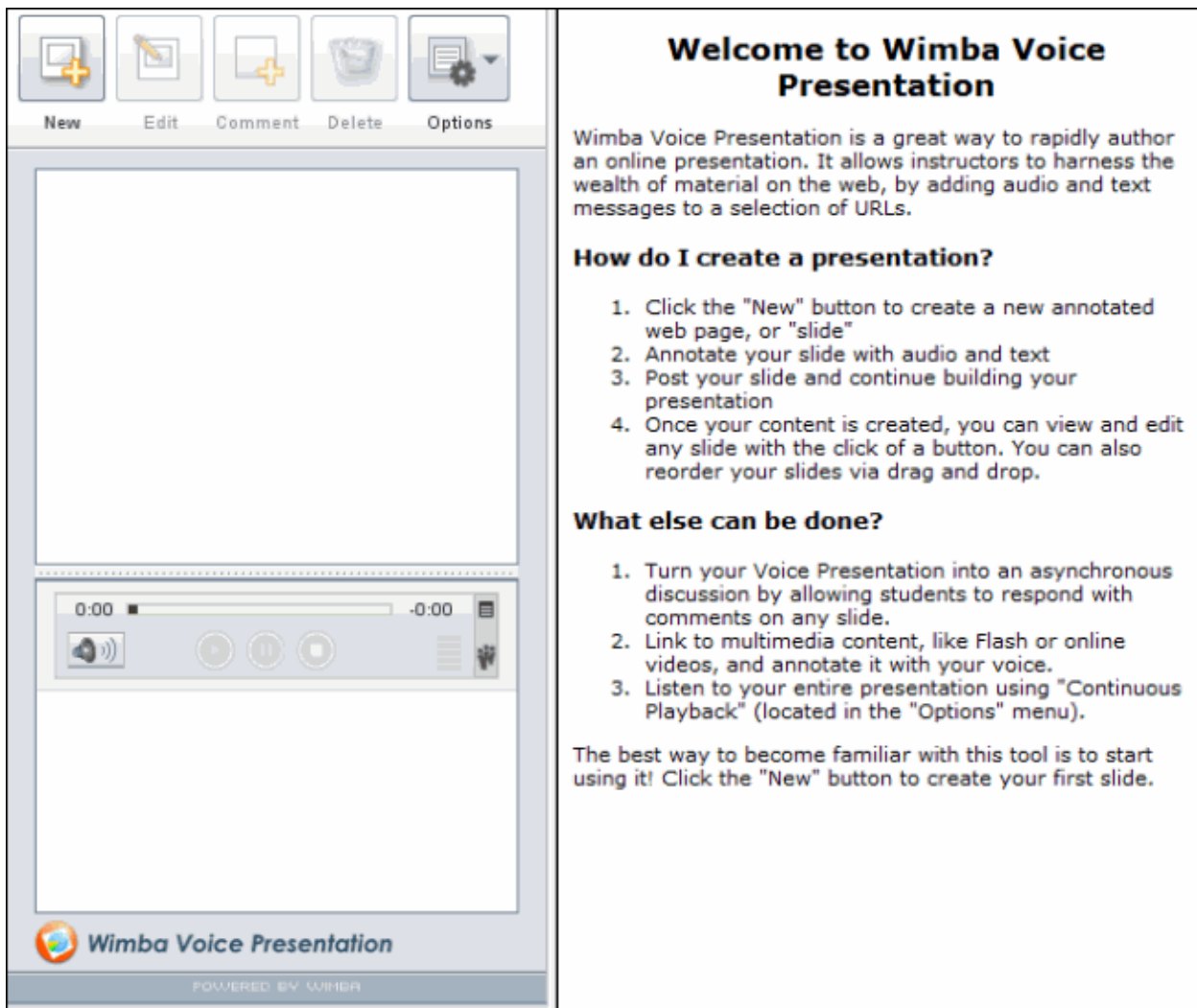
#### 4. Submit.

Click Submit to create the Voice Presentation. Note that you have not yet defined the web resource(s) to be commented upon.

After clicking Submit, the following link will appear in the course content area:

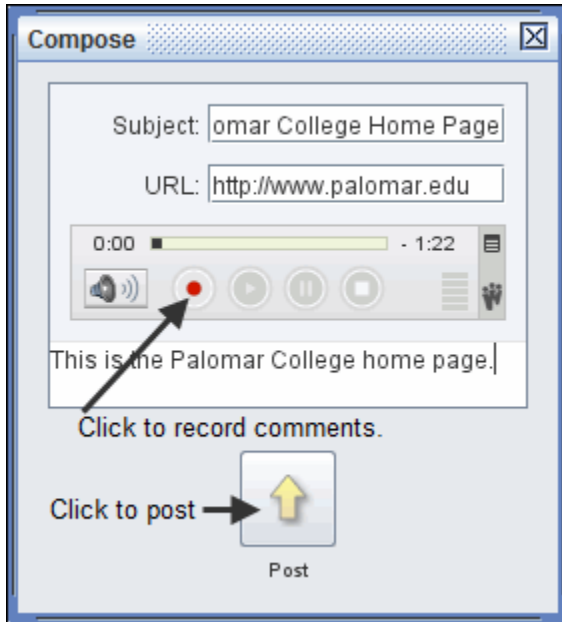


Click the link to enter the presentation. On first entry, you will see the following screen:

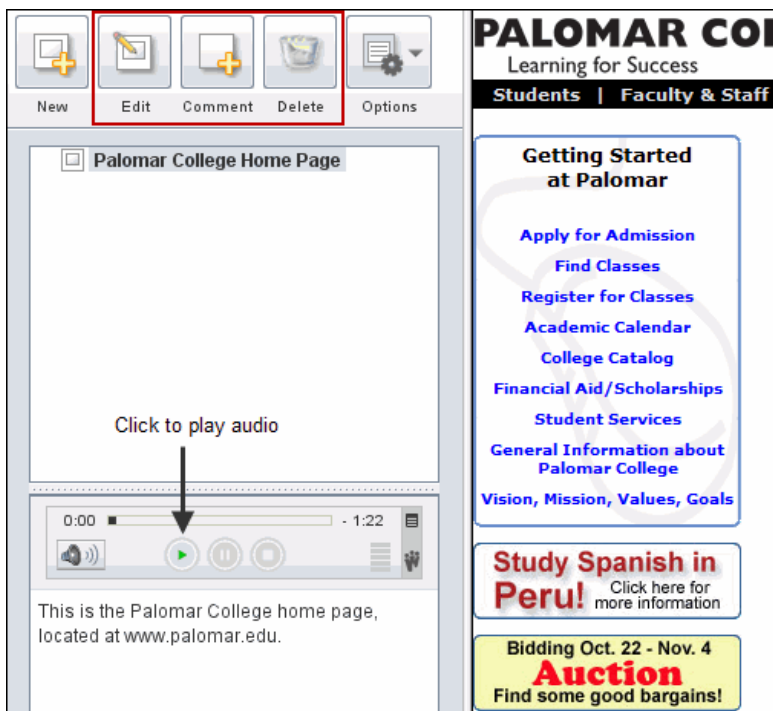
The screenshot shows the Wimba Voice Presentation interface. On the left is a vertical toolbar with five buttons: "New" (a square with a plus sign), "Edit" (a pencil), "Comment" (a square with a plus sign), "Delete" (a trash can), and "Options" (a gear). Below the toolbar is a large empty white rectangular area. At the bottom of this area is a media player control bar with a progress slider from 0:00 to -0:00, a speaker icon, and play, pause, and stop buttons. At the very bottom of the interface is a footer with the Wimba logo and the text "Wimba Voice Presentation" and "POWERED BY WIMBA". On the right side of the interface, there is a text area with a heading "Welcome to Wimba Voice Presentation" and a paragraph of introductory text. Below this is a section titled "How do I create a presentation?" followed by a numbered list of four steps. Another section titled "What else can be done?" follows, also with a numbered list of three items. The final paragraph of text on the right says, "The best way to become familiar with this tool is to start using it! Click the 'New' button to create your first slide."

When this screen first appears, the "New" button will be active (i.e., "lit up"). But the other buttons, except for the "Options" button, will be dimmed out.

Click the New button to add your first web resource, or “slide” as it is called. The following “Compose” dialog box will appear.

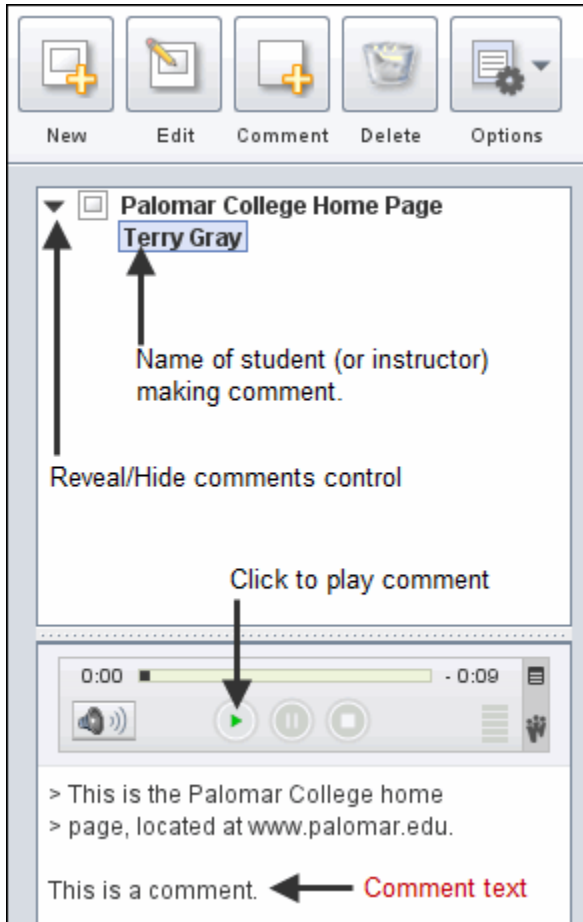


Fill in the Subject field, the URL field (it will be helpful to have a list of URLs in advance from which you can copy and paste), any text you want associated with this “slide” and then click the red, round Record button to record your audio comments. When done, click the Post button. Repeat this process as often as necessary for each slide. The posted “slides” will appear on the following screen and the remainder of the control buttons will be “lit up” so that this item can be edited, a further comment can be added, or it can be deleted.



Only instructors can Edit a slide. If you click the Edit button, you can re-record the message, alter the Subject, the accompanying text, or the URL. Students will not see the Edit button.

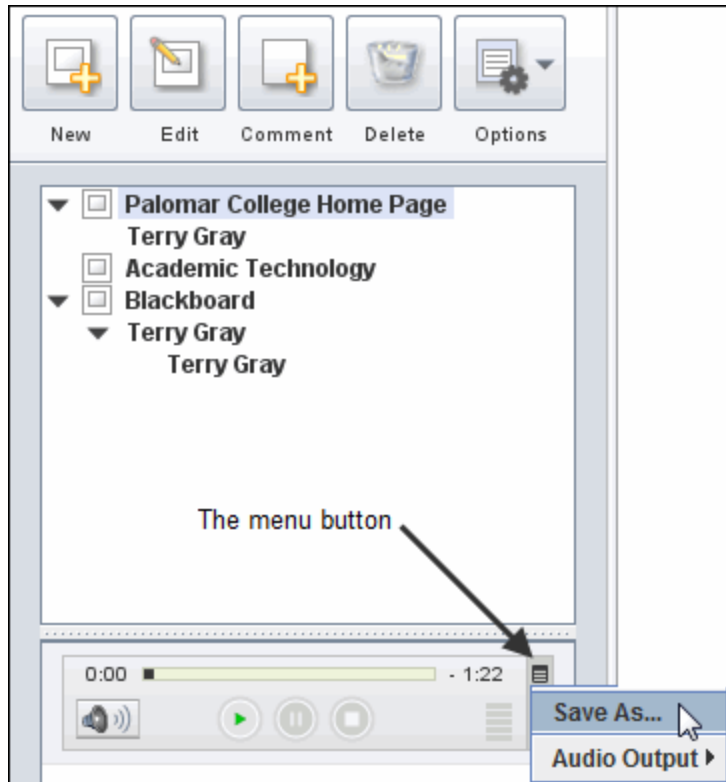
If you have allowed comments on slides in the initial setup, students will see a comment button when they view the presentation, and can click it to record a comment or add text. A comment looks like this.



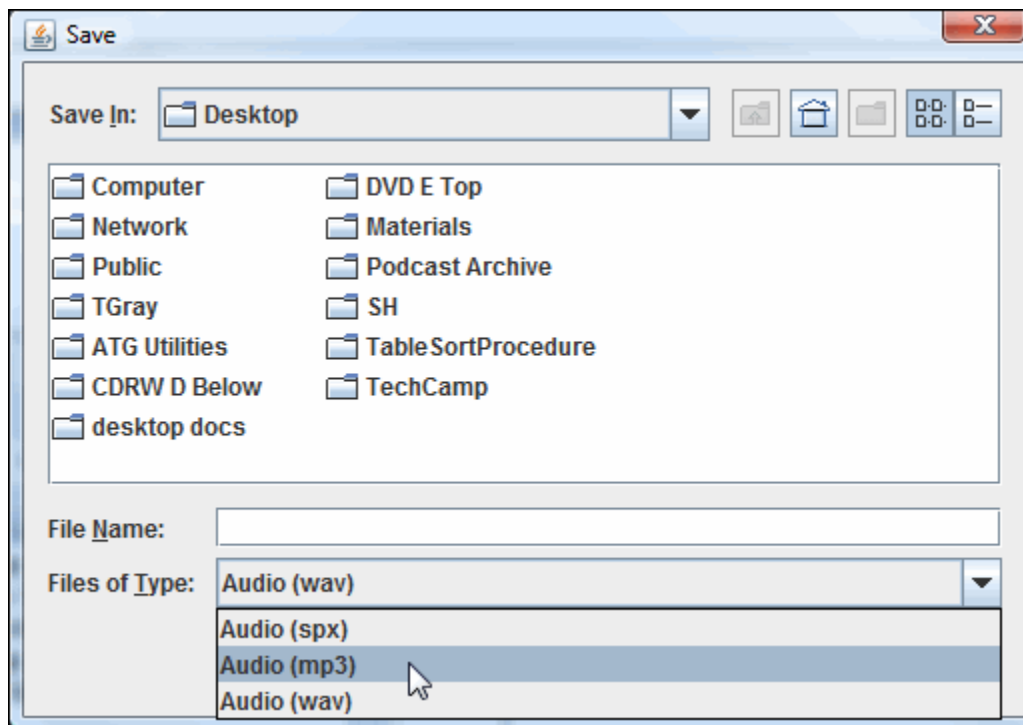
The Delete button is only available to instructors. Once content is deleted, **it cannot be recovered.**

### How to Save an Audio Message from the Voice Presenter

To save any particular message, click it to select it, then click the Menu button (the small square striped button to the right of the audio player). Select Save As...

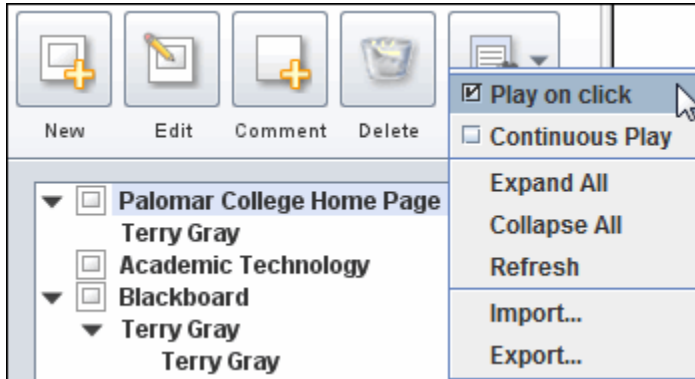


From the java Save dialog box, click the “Files of Type:” drop-down and select the type of file. We recommend mp3. Give the file a name and click Save to save it.



Reorder slides in a presentation by simply dragging and dropping them. Be careful, however, not to drag and drop OVER another slide. Look for the thin, horizontal line to appear under the location you wish to drop the slide and drop it there.

### The Options Button



**Play on click.** Select Play on click if you wish the audio for a slide or comment to a slide to begin playing automatically when its title is clicked. This eliminates the need to click the Play control on the audio player.

**Continuous Play.** Select Continuous Play to review the entire presentation without having to select individual slides. It will begin playing with the first selected slide and continue to the end of the presentation, playing all uncollapsed (visible) subjects.

**Expand All/Collapse All.** Click either to automatically expand all subjects with their related comments, or collapse all of the same.

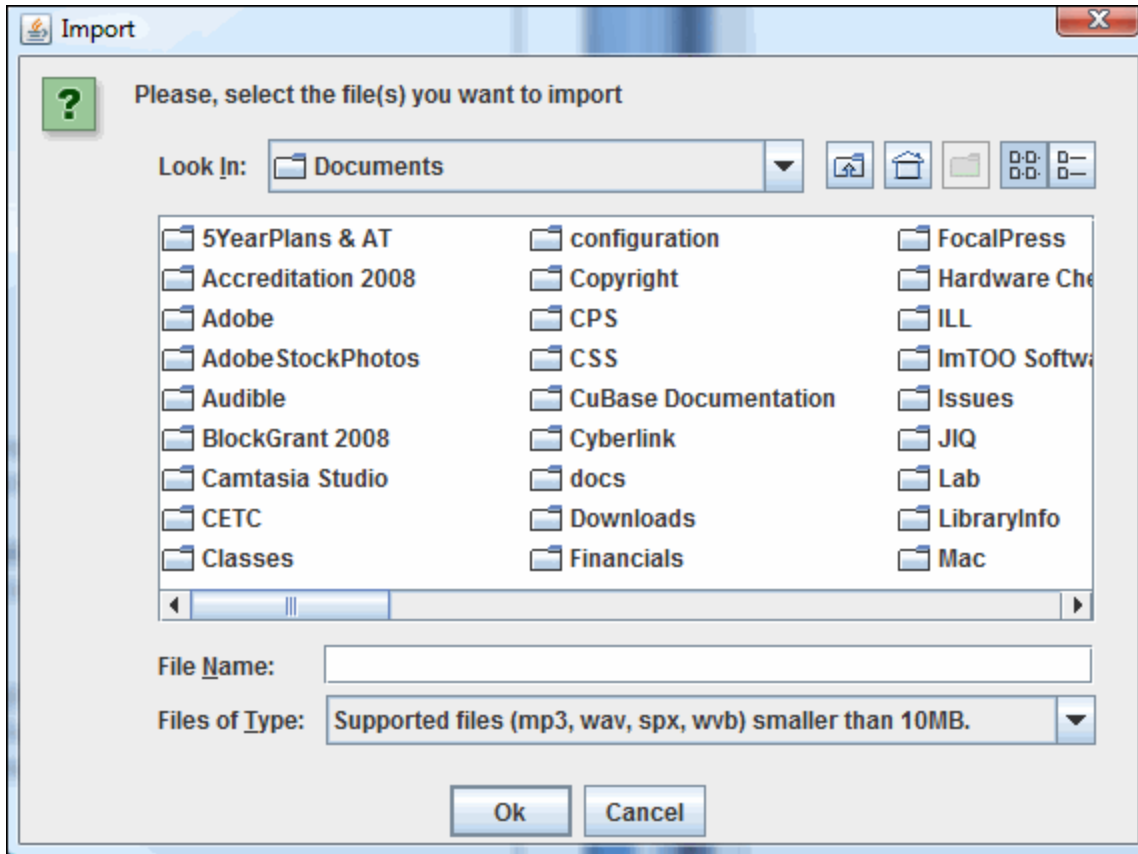
**Refresh.** Click Refresh to see all the latest posts to a Voice Presentation. If students are making multiple, simultaneous comments to a presentation, clicking Refresh will load all the latest ones in the browser.

**Import...** Click Import to import an audio file in one of several supported audio formats:

- mp3
- wav
- ogg speex (spx)
- wvb (Wimba voice board)

There are technical considerations related to these formats. If you have trouble, call Academic Technology. Note that it is possible to import an entire, pre-recorded Voice Presentation in wvb format.

To import an audio file, click the Import... choice. You will see the following java dialog box.



Select the file(s) you wish to import and click OK. Audio files will be imported using their file names. After import, select the audio file and click Edit to modify its name and/or other attributes within Voice Presentation. Note that files larger than 10MB cannot be imported.

**Export...** Export works the same way, and supports the same file formats, in reverse. If you are exporting to move the entire Voice Presentation, use wvb format. If you are exporting to make a backup of the files, use mp3 (zipped) format.