

Horizon WIMBA on Blackboard

These materials will provide you with information on a number of tools are available in WIMBA including:

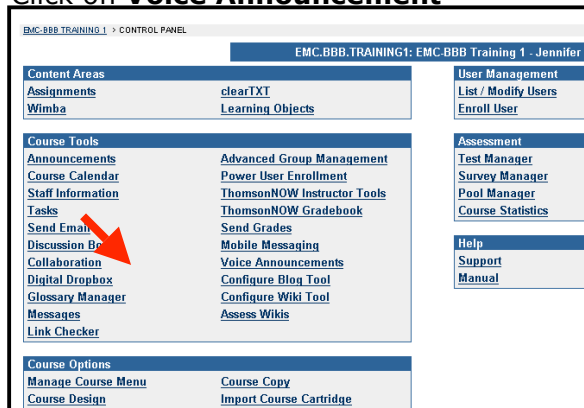
- Horizon WIMBA Voice Announcement
- Horizon WIMBA Voice Recorder
- Horizon WIMBA Voice Email
- Horizon WIMBA Board
- Horizon WIMBA Direct
- Horizon WIMBA Voice Presentation
- Wimba Podcaster

Horizon WIMBA Voice Announcement

Horizon WIMBA Voice Announcement allows you to create an item the Announcement Area of Blackboard that is sound. When created, students will see:



- To create a **Voice Announcement**:
- From the **Control Panel**
- Under **Course Tools**
- Click on **Voice Announcement**






EMC.BBB.TRAINING1 > CONTROL PANEL > VOICE ANNOUNCEMENTS > ADD VOICE ANNOUNCEMENT

Add Voice Announcement

- Information**

Subject:

Message:
- Vocal Message**

Record:    0:00 / 0:00
- Options**

Always show this announcement: ☐ Yes ☒ No

Choose date restrictions:

☐ Display After: Jul 11 2007 09:30 AM

☐ Display Until: Jul 11 2007 09:30 AM
- Submit**

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

- Type in a **Subject Title**
- Type in any text you would like to accompany the announcement
- Click the **Record Button**



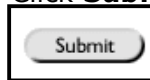
-
- Speak your Voice Announcement
- Click the **Stop Button**



-
- Click the **Play Button** to listen



-
- Repeat until you are satisfied with your announcement
- Select your Announcement preferences
- Click **Submit** to publish your Voice Announcement



-

Horizon WIMBA Voice Recorder

Horizon WIMBA Voice Recorder allows you to create a voice/sound item in a Content Area of Blackboard. When created, students will see:

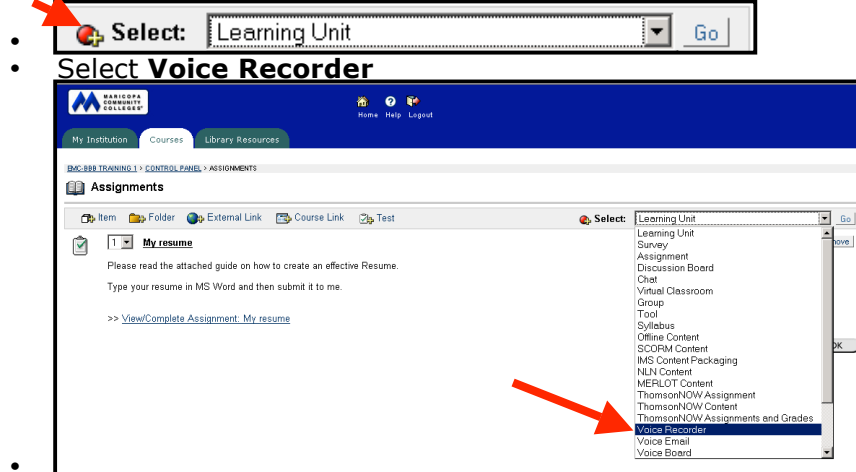
Example of Voice Recorder




To hear the information, they simply press the play button.

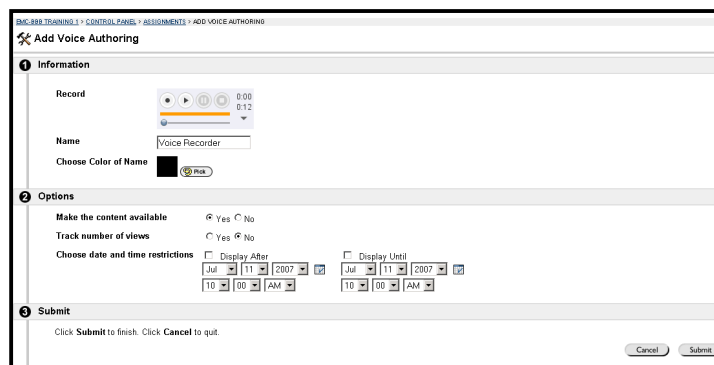
To create a Voice Recorder item:

- Go to the **Control Panel**
- Click on the **Content Area** you are placing this into
- Click on the drop down menu from the **Select** options (upper right hand corner)



- Click **Go**
- 

- Under **Add Voice Authoring**



- Click the **Record Button**



- Speak your Voice Announcement

- Click the **Stop Button**



- Click the **Play Button** to listen



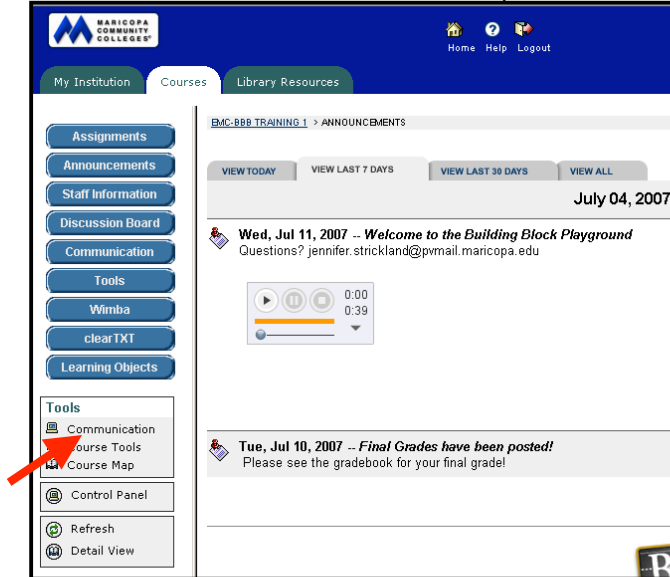
- Repeat until you are satisfied with your announcement
- Enter a Name for the Voice Recorder item
- Select your Voice Recorder preferences
- Click **Submit** to publish your Voice Announcement



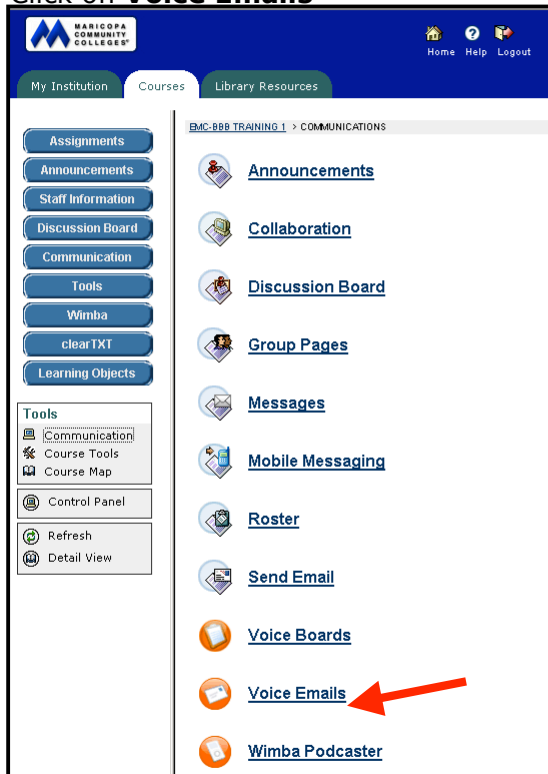
Horizon WIMBA Voice Email

Horizon WIMBA Voice Email provides teachers and/or students to author and/or receive voice emails that they can play on their computer.

From inside the Blackboard Course, under tools, click on **Communication**



Click on **Voice Emails**





If you wish **to make this option available to students** check the **box** that says "Check this box if you want this section to be available to students"


If you wish **to make this option unavailable to students** uncheck the box that says "Check this box if you want this section to be available to students"


☒ Check this box if you want this section to be visible to students.

To send a Voice Email **click the option of recipients** you intend to send this to

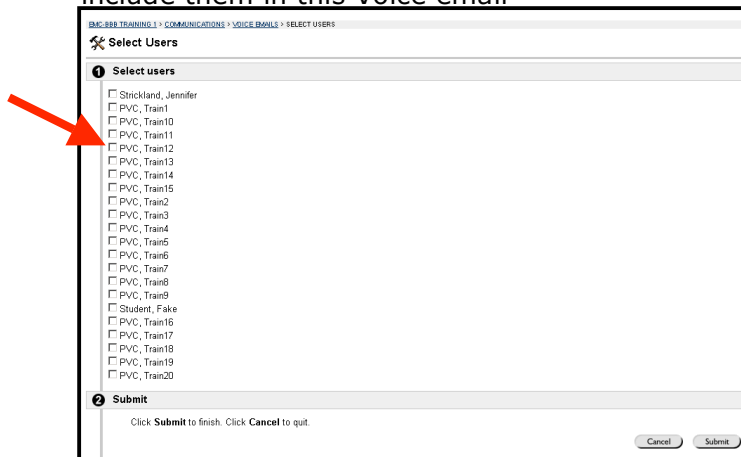
 [Send a Voice Email to all students in this course](#)

 [Send a Voice Email to all instructors of this course](#)

 [Send a Voice Email to all people enrolled in this course](#)

 [Select users to whom you wish to send a Voice Email](#)

If you choose to send to individuals, **click the box next to their name** to include them in this Voice email



EMC-BBB TRAINING 1 > COMMUNICATIONS > VOICE EMAIL > SELECT USERS

Select Users

1 Select users

- ☐ Strickland, Jennifer
- ☐ PVC, Train1
- ☐ PVC, Train10
- ☐ PVC, Train11
- ☐ PVC, Train12
- ☐ PVC, Train13
- ☐ PVC, Train14
- ☐ PVC, Train15
- ☐ PVC, Train2
- ☐ PVC, Train3
- ☐ PVC, Train4
- ☐ PVC, Train5
- ☐ PVC, Train6
- ☐ PVC, Train7
- ☐ PVC, Train8
- ☐ PVC, Train9
- ☐ Student, Fake
- ☐ PVC, Train16
- ☐ PVC, Train17
- ☐ PVC, Train18
- ☐ PVC, Train19
- ☐ PVC, Train20

2 Submit

Click Submit to finish. Click Cancel to quit.

Cancel Submit

Click **submit**

To create your Voice email

Voice Email (EMC-BBB Training 1)

Wimba Voice Email

0:00
0:00

Archives Send

From: jennifer.strickland@gmail.maricopa.edu

To: jennifer.strickland@gmail.maricopa.edu

Subject:

powered by Horizon Wimba

Enter a **Subject** to your email

- Click the **Record Button**



- Speak your Voice email

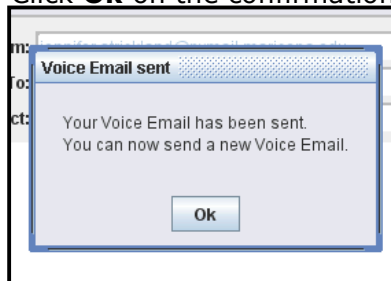
- Click the **Stop Button**



- Click the **Play Button** to listen



- Repeat until you are satisfied with your email
- Click **Send** to send the email
- Click **Ok** on the confirmation



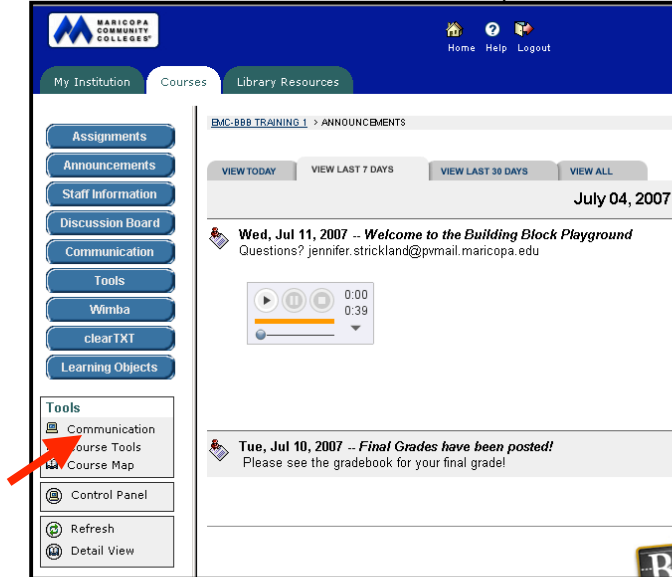
-

Horizon WIMBA Board

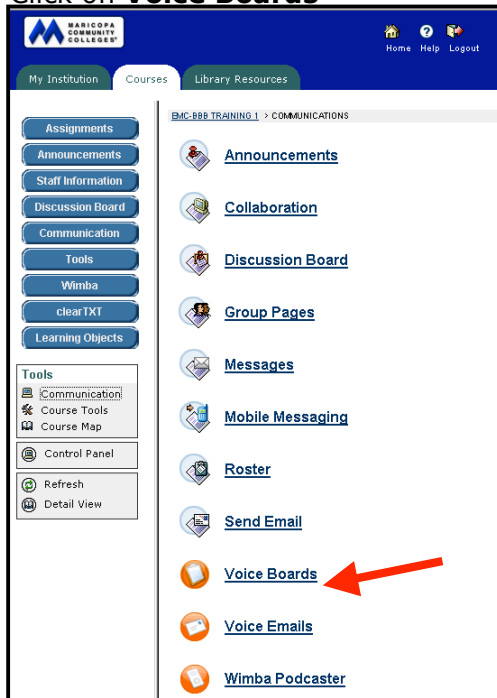
Horizon WIMBA Board is a posting area where students can hold verbal and written discussions on a topic posted by the instructor.

To create a Voice Board

From inside the Blackboard Course, under tools, click on **Communication**



Click on **Voice Boards**



Click **Add**



Enter the name of your Voice Board

Enter a description or instructions

Select your settings for your board and student postings inside the board

(***note**: you can limit the time allowed to record for postings by students the limit options range from 15 seconds to 20 minutes. 20 minutes is the max time allowed for a student to post to the Voice Board)

Create Voice Board

1 Information

Name: Voice Board

Description:

2 Settings

Display short message titles: ☐

Display messages in chronological order: ☐

Allow students to start a new thread: ☒

Allow students to forward messages: ☐

Make discussion threads private: ☐

Max message length: 5 min

Audio quality: Standard Quality - 12.8 kbit/s - Modem usage

3 Submit

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

Cancel Submit

Click **Submit**

To edit the settings, name, or description; Click on **Modify**

List of Voice Boards

Add

1 **Welcome to class!** Modify Remove

By way of introduction, please tell us your name, what you teach, and interesting and an odd tidbit about yourself. Please record your introduction.

2 **My First Job** Modify Remove

Think of your first job. Then, to help us get to know each other please introduce yourself again and then give us clues as to what your first job was without actually telling us. Your job is to try to guess at least 3 other peoples first jobs. Please do not reveal your actual job until we meet in class. Only clues, if someone makes a guess to yours please respond without actually confirming their answer. It's tricky! Give it a try!

3 **Voice Board** Modify Remove

To add the first Voice Posting or thread; **Click on the Board** you are adding to

List of Voice Boards

Add

1 **Welcome to class!** Modify Remove

By way of introduction, please tell us your name, what you teach, and interesting and an odd tidbit about yourself. Please record your introduction.

2 **My First Job** Modify Remove

Think of your first job. Then, to help us get to know each other please introduce yourself again and then give us clues as to what your first job was without actually telling us. Your job is to try to guess at least 3 other peoples first jobs. Please do not reveal your actual job until we meet in class. Only clues, if someone makes a guess to yours please respond without actually confirming their answer. It's tricky! Give it a try!

3 **Voice Board** Modify Remove

Click **New**



Enter a **Subject** to your Voice Board posting

- Click the **Record Button**



- Speak your Voice Board Posting
- Click the **Stop Button**



- Click the **Play Button** to listen



- Repeat until you are satisfied with your posting
- Click **Send** to send the post to the Voice Board

To listen to a Voice Board posting

- Click on **a name**
- Click the **Play** button

Welcome to Voice Board!

Please introduce yourself! Tell us what you teach and where you grew up. The tell us one unique and interesting fact about yourself.

New

Reply

Options

Toni's Intro from Train3 PVC (0'18") 7/10/07

Hi from Train5 PVC (0'32") 7/10/07

I teach Technology Courses and am from the Midwest. from Train2 PVC (0'30") 7/10/07

I went to.... from Jennifer Strickland (0'20") 7/10/07

Subject: Toni's Intro

Date: 7/10/07 2:29 PM

From: Train3 PVC

0:00

0:18

Hello, I also grew up in the Midwest, and I am one of the few people who actually like cold weather and snow.

powered by Horizon Wimba

- To reply; Click **Reply**



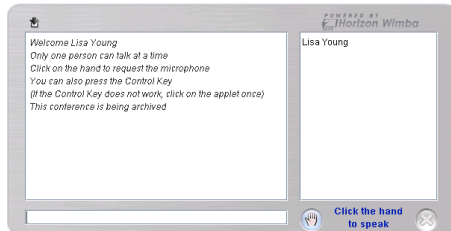
- Record as instructed above.

Horizon WIMBA Direct

Horizon WIMBA Direct provides an opportunity to have voice conferencing where one participant at a time can speak and/or type content. There is an option to archive the discussions/conference for viewing at a later date.

Online Office Hours

Voice Direct can be used for voice conferencing. Jump in and say hi!

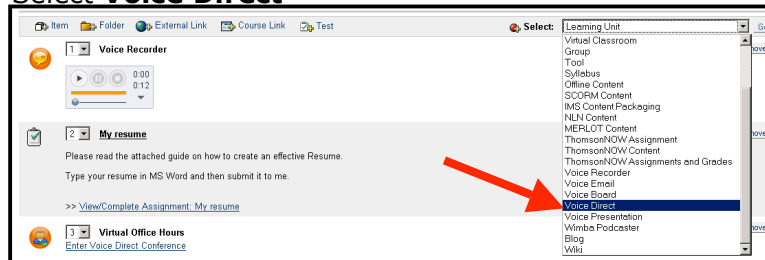


To create a Voice Direct Session:

- Go to the **Control Panel**
- Click on the **Content Area** you are placing this into
- Click on the drop down menu from the **Select** options (upper right hand corner)



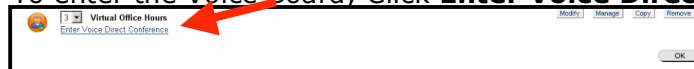
- **Select Voice Direct**



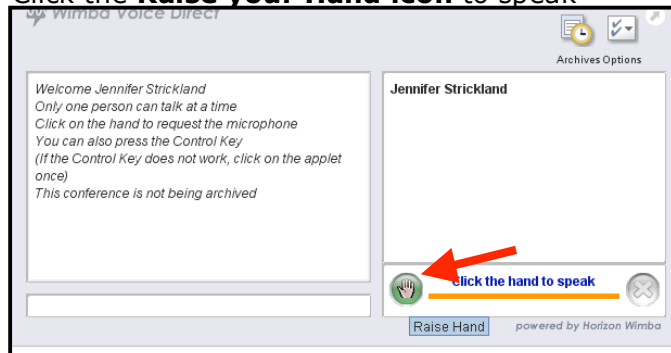
- Click **Go**



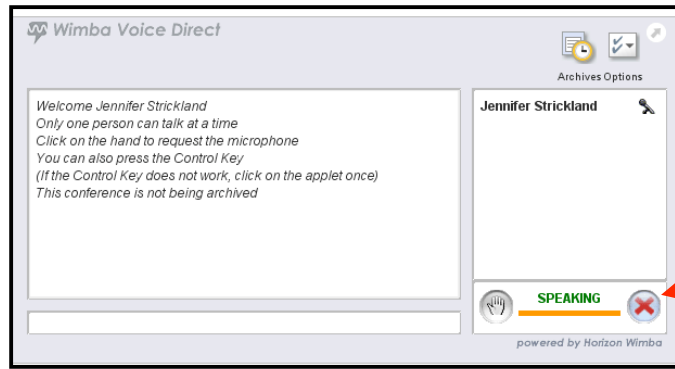
- Under Add Voice Direct; **Enter a name & Description** for the Board
- Select your settings
- Click **Submit**
- To enter the Voice Board; Click **Enter Voice Direct Conference**



- Click the **Raise your Hand icon** to speak



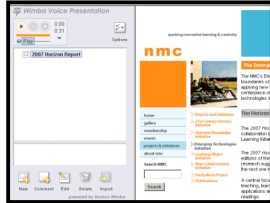
- Click the **Red X** to stop speaking



-
- Click **Close** to exit the Voice Direct chat

Horizon WIMBA Voice Presentation

Horizon WIMBA Voice Presentation provides an opportunity to have voice presentation area where students can speak and/or type content and simultaneously pull up a URL. The presentation allows for users to send comments on the presentation and as the faculty member you decide if those comments are private or public.

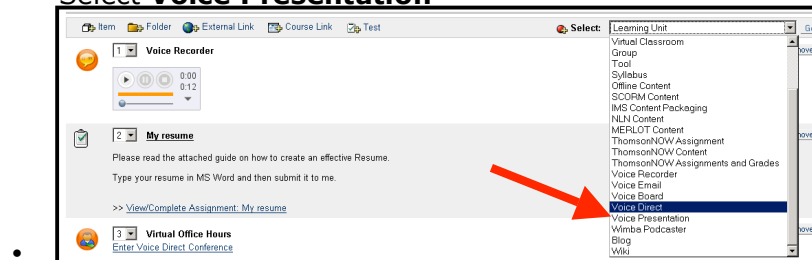


To enable Horizon WIMBA Voice Presentation

- Go to the **Control Panel**
- Click on the **Content Area** you are placing this into
- Click on the drop down menu from the **Select** options (upper right hand corner)



- **Select Voice Presentation**



- Click **Go**



- Click **Ok**

- To enter the Voice Presentation area; Go to content area, Click on **Enter Voice Presentation**

- To add a posting; click **New**



- Enter a subject, any text you wish to be included, and the web address of a website to be included with this presentation.

- To record

- Click the **Record Button**



- Speak your Voice Presentation

- Click the **Stop Button**

- 
- Click the **Play Button** to listen
- 
- Repeat until you are satisfied with your presentation
- Click **Submit** to send the post to the Voice Presentation

Horizon WIMBA Podcaster

Horizon WIMBA Podcaster provides an opportunity to have your voice recordings subscribed to through a variety of audio feed readers such as iTunes, MyYahoo, Google, & Bloglines. Students using any one of these can subscribe to your audio files.

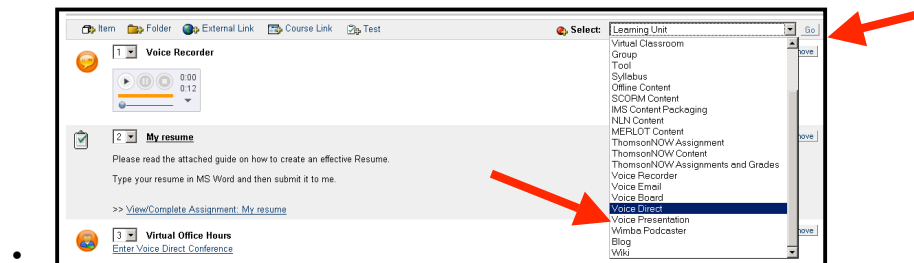


To add a Wimba Podcast audio file

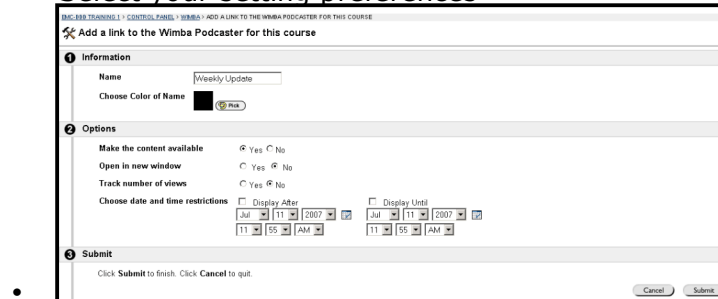
- Go to the **Control Panel**
- Click on the **Content Area** you are placing this into
- Click on the drop down menu from the **Select** options (upper right hand corner)



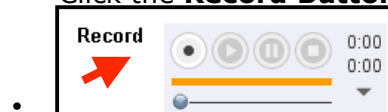
- Select **Wimba Podcaster**
- Click **Go**



- Type a name to your podcast
- Select your setting preferences



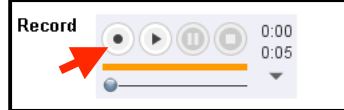
- Click **Submit**
- To record; Visit the content area, Click on Wimba Podcaster under the name you just gave it
- sTo Record; click **new**
- Click the **Record Button**



- Speak your Wimba Podcast
- Click the **Stop Button**



- Click the **Play Button** to listen



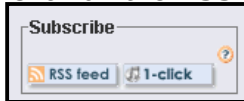
- Repeat until you are satisfied with your podcast
- Click **Send** to send the post to the Wimba podcast
- Return to add future podcasts

**note: Podcasts are limited to 20 minutes and a podcast by definition is an audio file that people can subscribe to. To make subscription valuable content needs to be added and changed on a regular basis.*

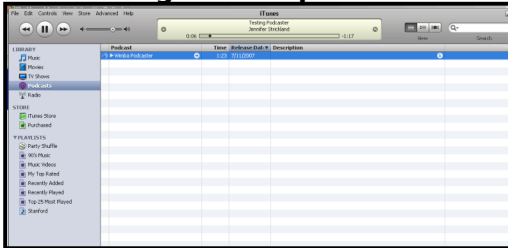
To subscribe via **iTunes**

Students can subscribe by **dragging and dropping the RSS button** to their iTunes application

- Open **iTunes**
- Open the **Wimba Podcast** from your course
- Click on the **RSS button**



- **Drag and drop** into iTunes



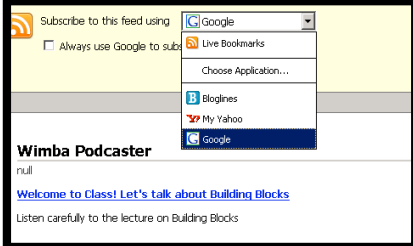
To subscribe via **Google**

(*note: you need a google account for this option)

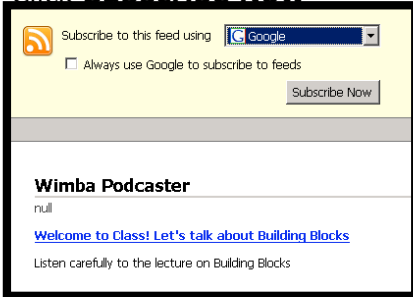
- Open the **Wimba Podcast** from your course
- Click on the **RSS button**



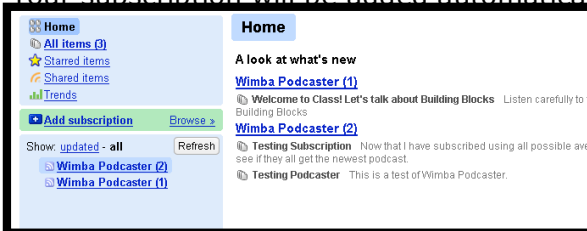
- From the reader drop down menu: select **Google**



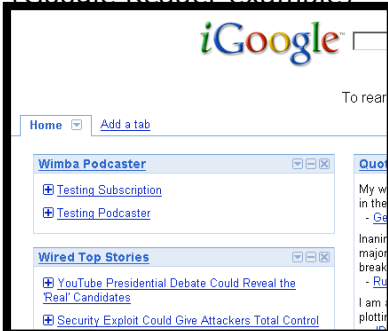
- Click **Subscribe Now**



- Choose either **Google HomePage** or **Google Reader** for your subscription
- Log in if you haven't already
- Your subscription will be added automatically



- (Google Reader example)

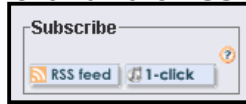


- (Google Homepage example)

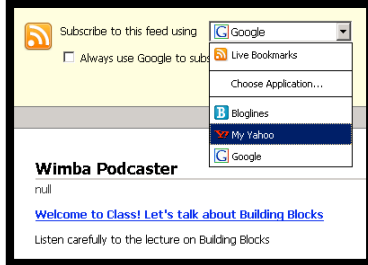
To subscribe via **My Yahoo**

(*note: you need a my yahoo account for this option)

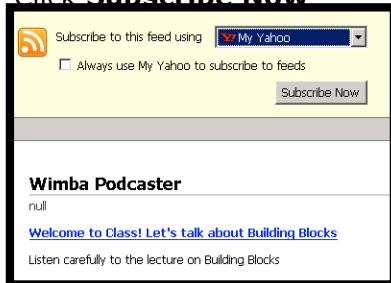
- Open the **Wimba Podcast** from your course
- Click on the **RSS button**



- From the reader drop down menu: select **My Yahoo**



- Click **Subscribe Now**



- Click **Add to My Yahoo**



- Sign in if you have not already done so
- It will be added to your my Yahoo automatically
- Click "go to my yahoo"