Horizon WIMBA on Blackboard

These materials will provide you with information on a number of tools are available in WIMBA including:
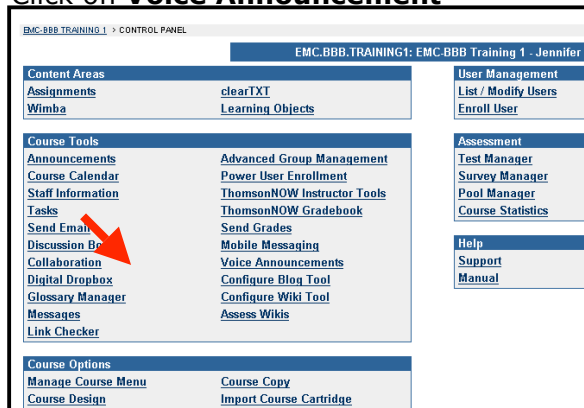
- Horizon WIMBA Voice Announcement
- Horizon WIMBA Voice Recorder
- Horizon WIMBA Voice Email
- Horizon WIMBA Board
- Horizon WIMBA Direct
- Horizon WIMBA Voice Presentation
- Wimba Podcaster

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:

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- To create a **Voice Announcement**:

- From the **Control Panel**
- Under **Course Tools**
- Click on **Voice Announcement**

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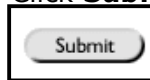- Click the **Record Button**

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

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- Click the **Play Button** to listen

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

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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:
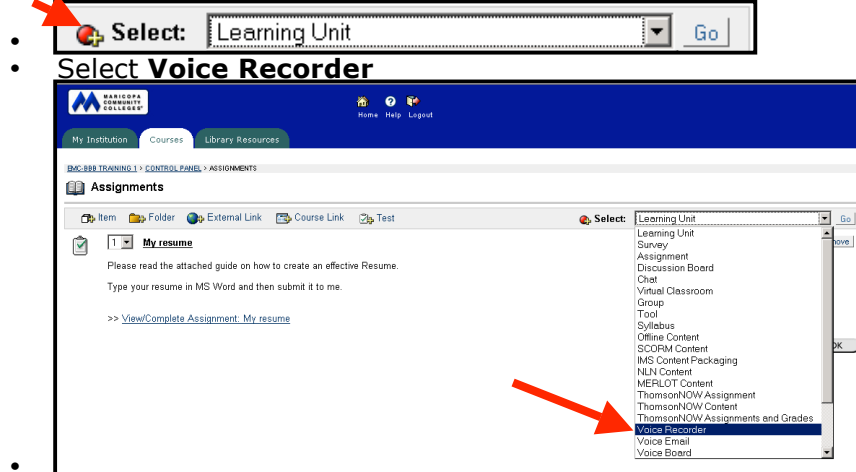
Example of Voice Recorder

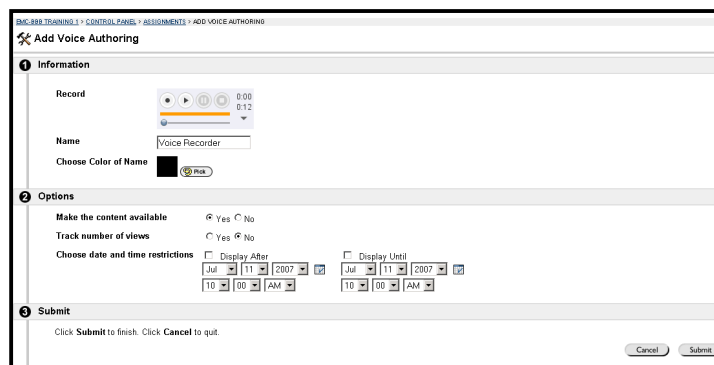To hear the information, they simply press the play button.

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)
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- Select **Voice Recorder**

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- Click **Go**
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- Under **Add Voice Authoring**

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- Click the **Record Button**

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

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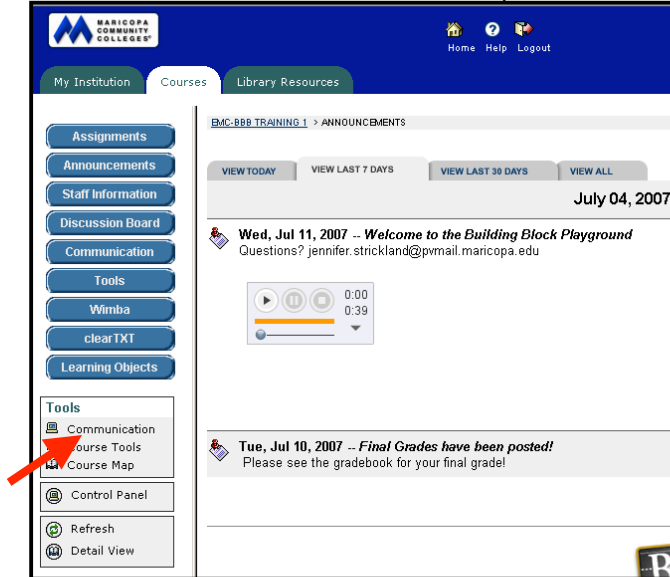- Click the **Play Button** to listen

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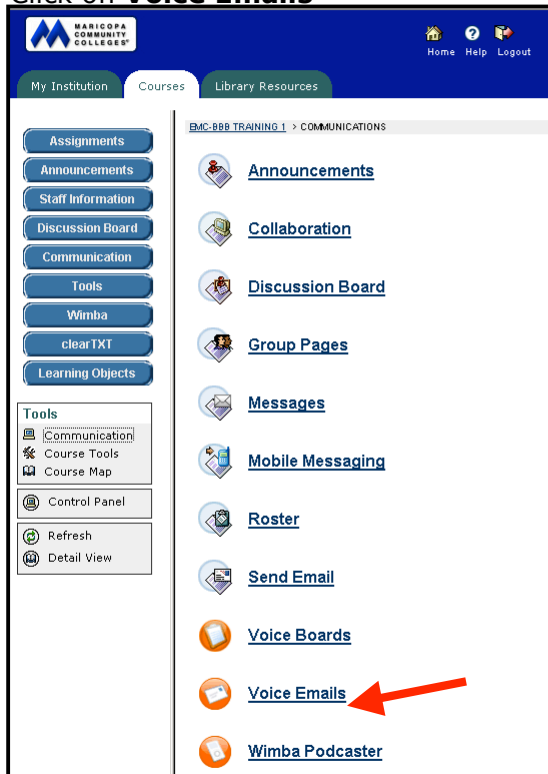- Click **Submit** to publish your Voice Announcement

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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.

<u>From inside the Blackboard Course, under tools,</u> click on **Communication**

<u>Click on **Voice Emails**</u>

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.

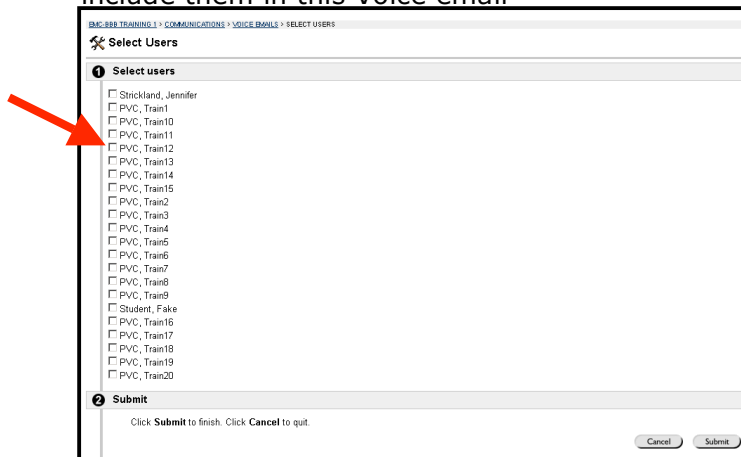To send a Voice Email **click the option of recipients** you intend to send this to

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

Click **submit**

To create your Voice email

Enter a **Subject** to your email
- Click the **Record Button**
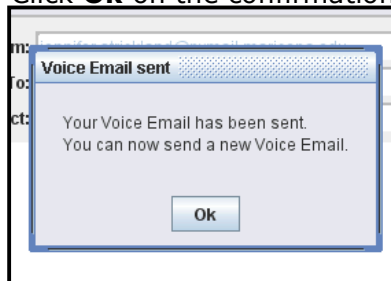

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- Speak your Voice email
- Click the **Stop Button**

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- Click the **Play Button** to listen

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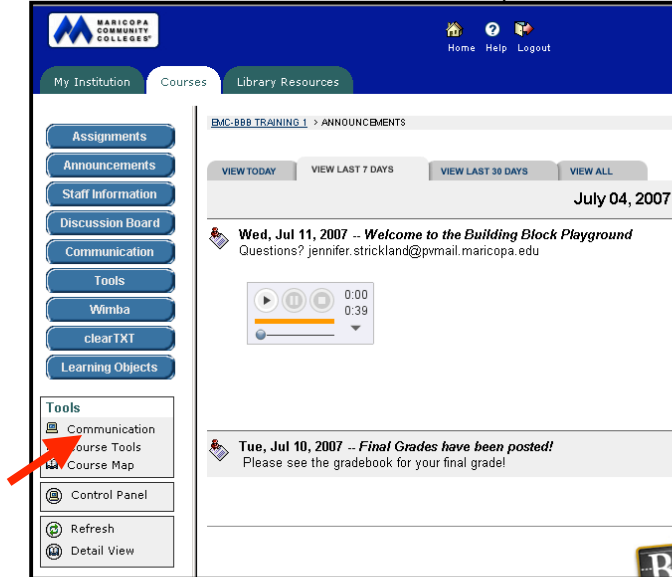- Click **Ok** on the confirmation
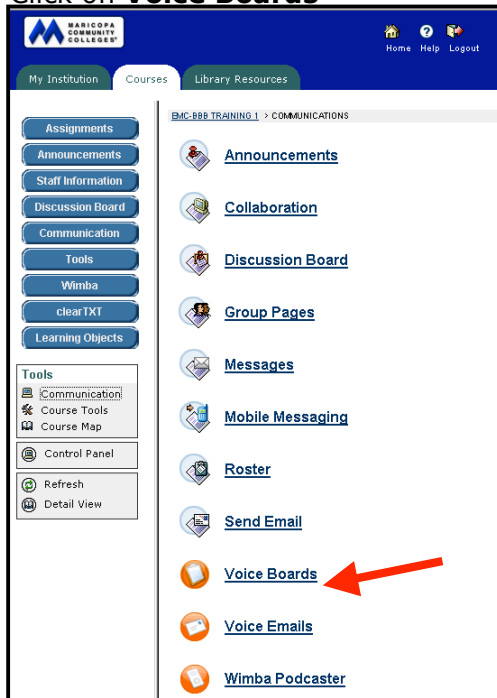

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Horizon WIMBA Board

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)

Click **Submit**

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

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

Click **New**

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

- Click the **Record Button**

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

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

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- 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
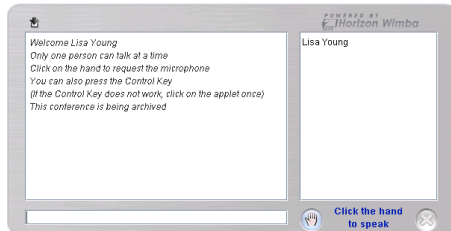

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- To reply; Click **Reply**

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- 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.

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

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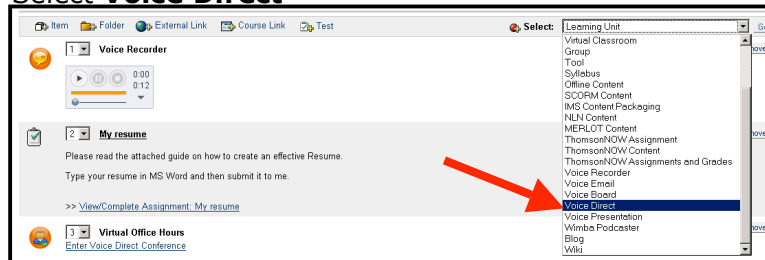
- Go to the **Control Panel**
- Click on the **Content Area** you are placing this into
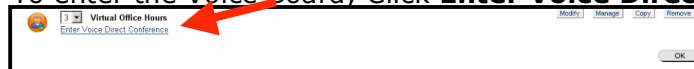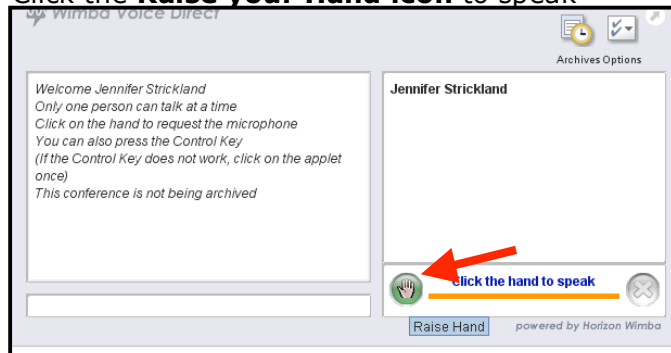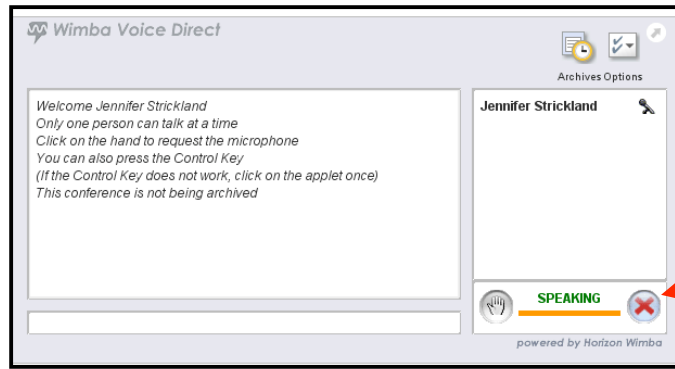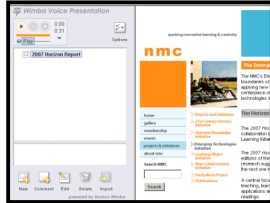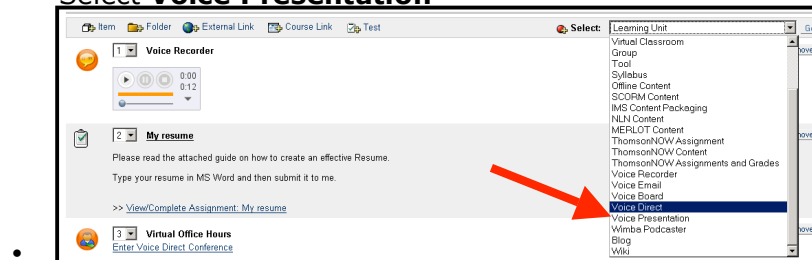- Click on the drop down menu from the **Select** options (upper right hand corner)
-
- Select **Voice Presentation**
-
- Click **Go**
-
- Click **Ok**

- To enter the Voice Presentation area; Go to content area, Click on **Enter Voice Presentation**
- To add a posting; click **New**
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- 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**
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- Speak your Voice Presentation
- Click the **Stop Button**

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- <u>Click the **Play Button** to</u> listen

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- 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.
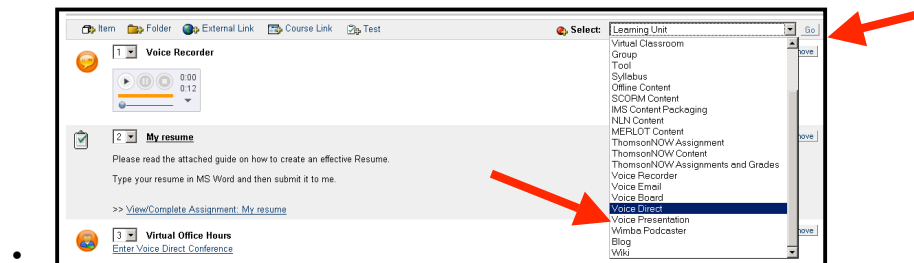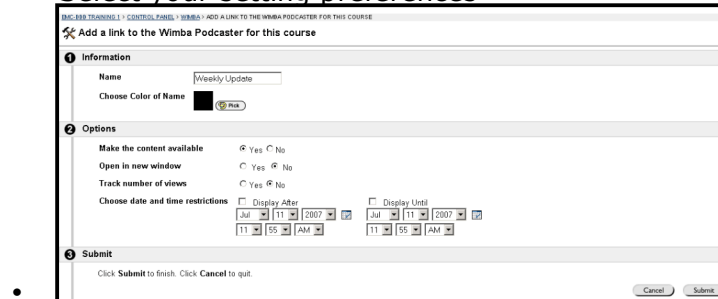

To add a Wimba Podcast audio file

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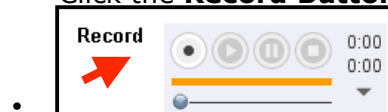- Click on the drop down menu from the **Select** options (upper right hand corner)

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

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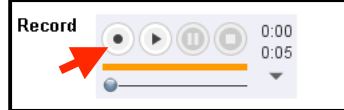- Select your setting preferences

- 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**
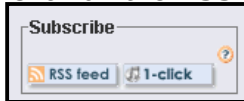

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- Click the **Play Button** to listen

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- 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.
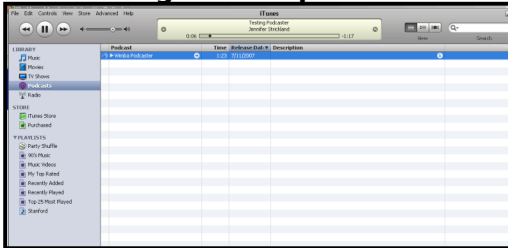
To subscribe via **iTunes**

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

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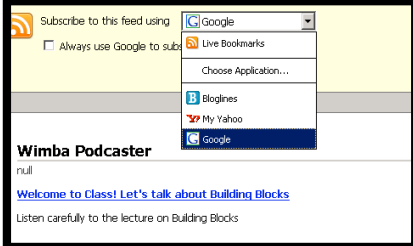- Click on the **RSS button**

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- **Drag and drop** into iTunes

To subscribe via **Google**
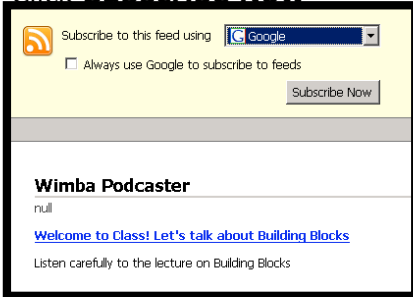
(*note: you need a google account for this option)
- Open the **Wimba Podcast** from your course
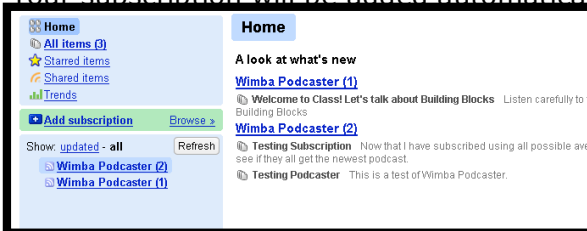- Click on the **RSS button**

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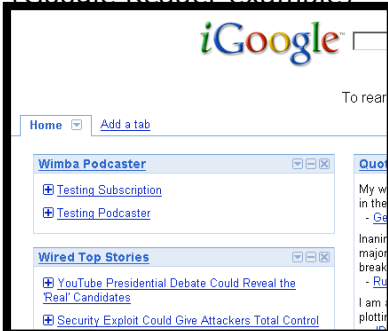- From the reader drop down menu: select **Google**

-
- 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

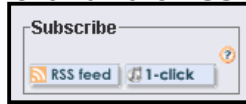-
- (Google Reader example)
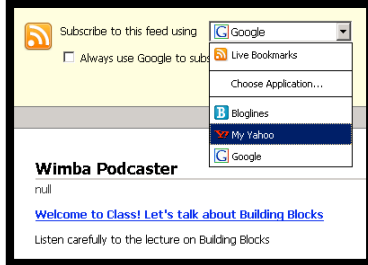

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- (Google Homepage example)

To subscribe via **My Yahoo**

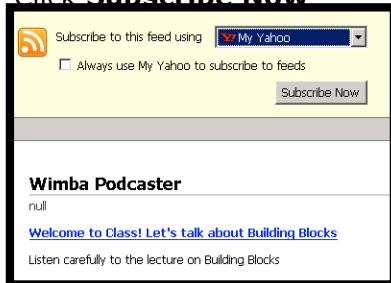(*note: you need a my yahoo account for this option)
- Open the **Wimba Podcast** from your course
- <u>Click on the **RSS button**</u>

-
- 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"