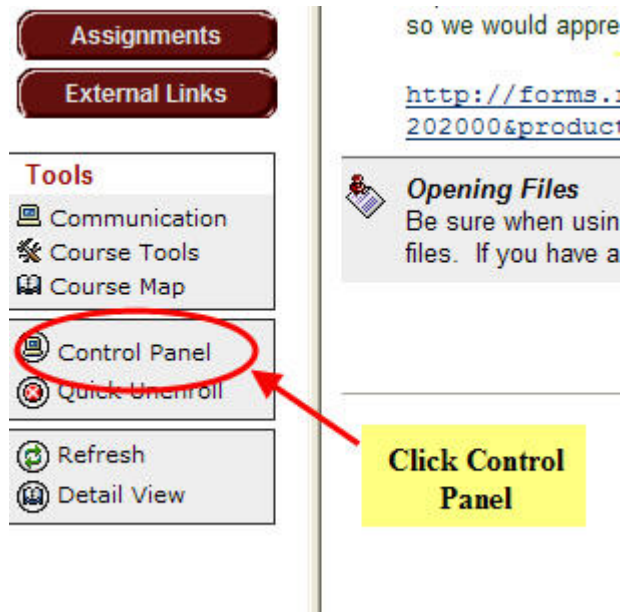


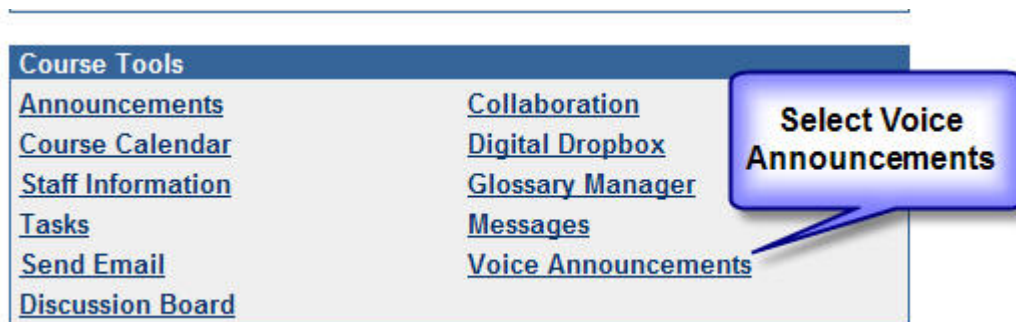
Wimba Voice Announcements

Below are instructions for using Wimba Voice Announcements in your Blackboard class.

1. Log into your Blackboard course.
2. Click Control Panel from the Tools menu on the left side of the screen.



3. Select Voice Announcements under the Course Tools area.



4. Type a subject for your voice announcement in the text box next to subject. You can type the voice message you will be posting in the text box next to message, however, this is not required.

Add Voice Announcement

1 Information

Subject





Message

Type a subject for your voice announcement.

Type the voice message you will be posting. (This is not required)

5. In section 2 you will record your announcement. Click the Record button under Vocal message on the ??????. Speak into your microphone to record the message.

2 Vocal Message

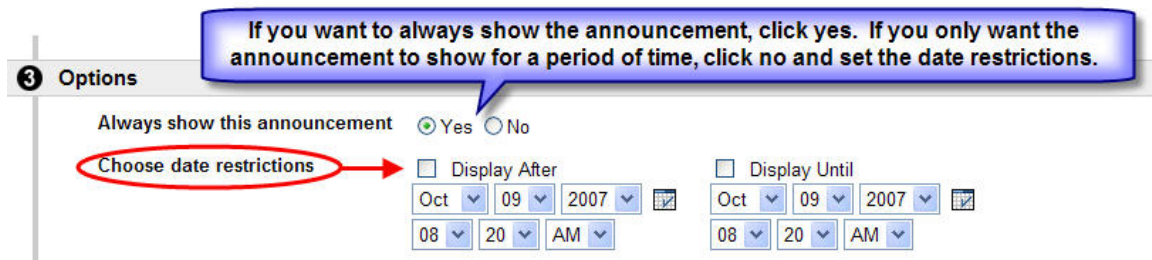
Record     0:00
0:00

Click the Record button to start recording your announcement.

6. When your finished recording click the Stop button.



7. Check the availability options for your voice announcement in the section under “Options”. If you want to always show the announcement, click yes. If you only want the announcement to show for a period of time, click no and set the date restrictions.



8. Under “Submit” click Submit when you are finished.



9. Your announcement will appear on your announcement page. Click play to listen to your announcement.

The screenshot shows a web interface for announcements. At the top left, there is a header "Announcements" with a book icon. Below it is a button labeled "Add Announcement". A navigation bar contains two tabs: "VIEW TODAY" (selected) and "VIEW LAST 7 DAYS". A date range "October 02, 2007 - October 09, 2007" is displayed. A blue callout bubble points to the date range with the text "Your voice announcement will appear on your announcement page." Below the navigation bar, an announcement is listed for "Tue, Oct 09, 2007 -- Permanent -- Hello". The text of the announcement reads: "Item is not available. Welcome to MS 4336 for the Spring 2008 semester. I am Michelle Giles and I will be your instructor for the course. If you need to get in touch with me, please call me at 713-942-3499 or email me at gilesl@stthom.edu. I am looking forward to a great semester." To the right of the text are "Modify" and "Remove" buttons. Below the text is an audio player interface with a play button circled in red. A blue callout bubble points to the play button with the text "Click Play to listen to your announcement." The audio player shows a progress bar and time markers for 0:00 and 0:28.