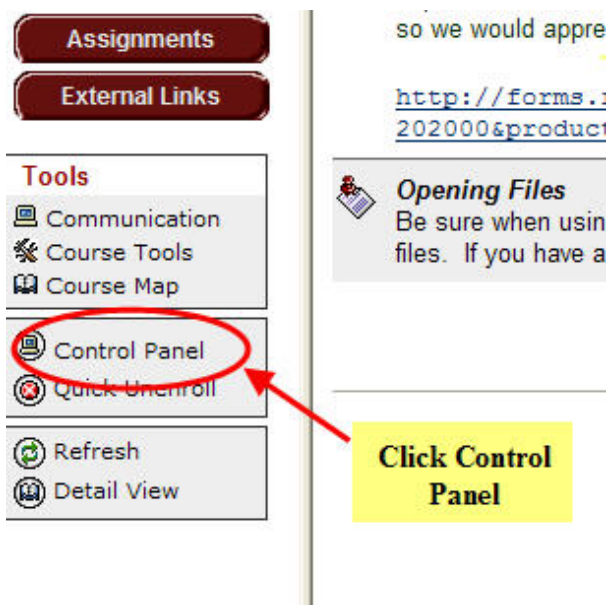


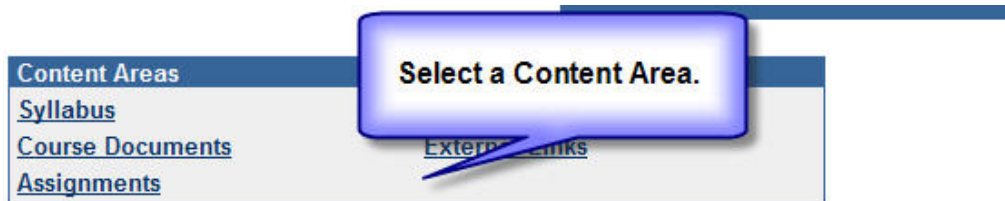
## Wimba Voice Direct

Below are instructions for using Wimba Voice Direct in your Blackboard class. In order to use Voice Direct you must first add it to your course. Listed below are the steps to add Wimba Voice Direct to your course.

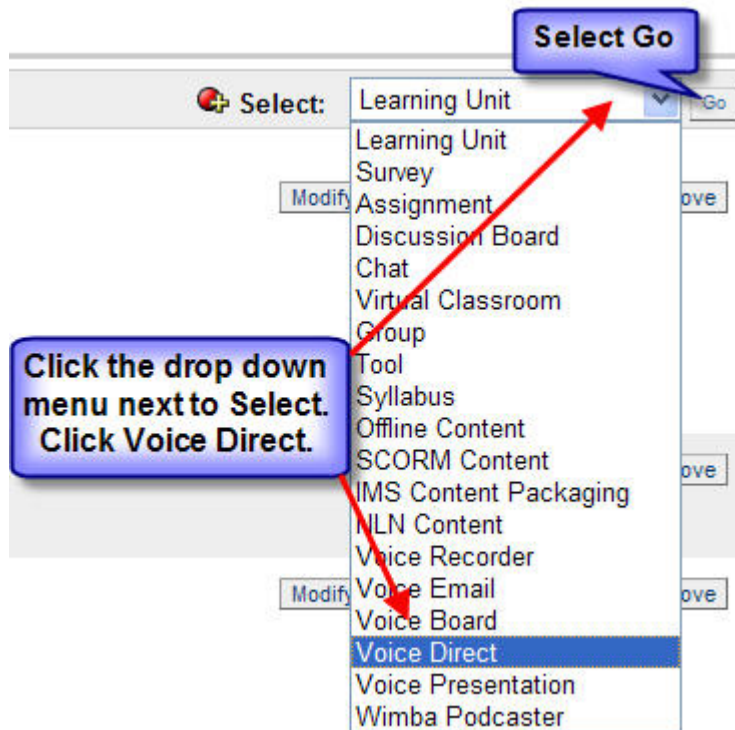
1. Log into your Blackboard course.
2. Click Control Panel from the Tools menu on the left side of the screen.




3. Select a Content Area to add your Voice Direct to.



4. Click the down arrow next to Select at the top right of the screen. Select Voice Direct and then click Go.



5. In section 1 type a title for your Voice Direct in the text box next to Title and a description of the Voice Direct in the text box next to Description.

 Add Voice Direct

The image shows the 'Add Voice Direct' form. The 'Information' section is active. It contains three fields: 'Title' with the text 'Student Questions', 'Color' with a black color picker and a 'Pick' button, and 'Description' with the text 'Student questions can be answered here.'. Two callout boxes provide instructions: one pointing to the Title field and another pointing to the Description field.

6. In section 2 set the Settings for your Voice Direct. Use the drop down menu to set the audio quality and max length of your voice message. Check the boxes you want to apply to your Voice Direct.

**2 Settings**

Audio quality: Good Quality (FM Radio quality) - 20.8 kbit/s - Broadband usage

Link to:  Course Default Conference  A New Conference

Archive Automatically:  Yes  No

**Set the Voice Direct settings in Section 2.**

7. In section 3 Options, you will make the Voice Direct available, open in a new window, track number of views, and choose date and time restrictions. Click “Yes” to make the voice direct available.

**3 Options**

**Set the Voice Direct Options**

Make the content available:  Yes  No

Open in new window:  Yes  No

Track number of views:  Yes  No

Choose date and time restrictions

Display After: Oct 15 2007 08 05 AM

Display Until: Oct 15 2007 08 05 AM

8. Click Submit when finished.

**4 Submit**

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

11. You will receive a Voice Direct Added message. Click OK.

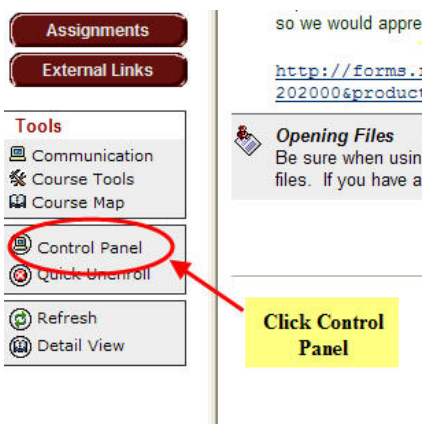


12. Your Voice Direct for your class has been set up in the content area you choose to set it up in. Click OK.

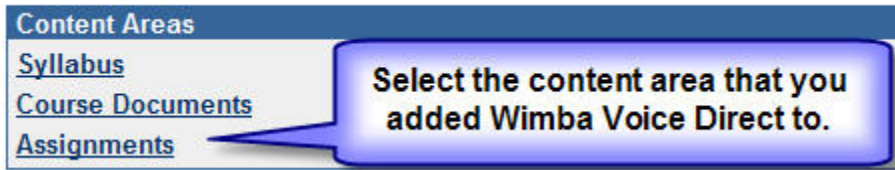


Below are instructions for using Wimba Voice Direct in your Blackboard class. These instructions assume you have already added Wimba Voice Direct to your course.

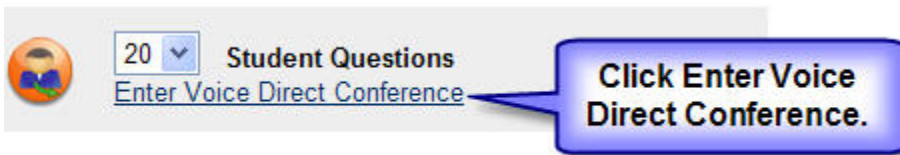
1. Log into your Blackboard course.
2. Click Control Panel from the Tools menu on the left side of the screen.



3. Select the Content Area that you added Wimba Voice Direct to.



4. Click on the Enter Voice Direct Conference Link.



5. The Wimba Voice Direct screen will appear. Click the hand to request the microphone. A list of people currently in the conference will be listed in the box to the left under archive options.

\*Note: Only one person can talk at a time.

## Test

Test



6. You can type a message in the text box. Click the Archive button to archive your Voice Direct Conference. When you are finished with your Voice Direct Conference, click the Close button.

