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.

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.
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.