Blackboard 9.1 Wimba Voice Board

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

1. Log into your Blackboard course.

2. Select a Content Area to add Voice Board to.

3. Click the drop down arrow next to “Add Interactive Tool” and then select Voice Board.
4. In section 1 type a title for your Voice Board in the text box next to Title and a description of the Voice Board in the text box next to Description.

5. In section 2 set the Settings for your Voice Board. 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 Board.
6. In section 3 Options, you will make the Voice Board available, open in a new window, track number of views, and choose date and time restrictions. Click “Yes” to make the voice board available.

![Options section with selections for availability, opening in new window, tracking views, and setting date and time restrictions.]

7. Click Submit when finished.

![Submit button with instructions to click submit to finish, click cancel to quit.]

8. Your Voice Board for your class has been set up in the content area you chose to set it up in. Click OK.

![Voice Board interface with options for students helping students and entering the voice board.]
Below are instructions for using Wimba Voice Board in your Blackboard class. These instructions assume you have already added Wimba Voice Board to your course.

1. Log into your Blackboard course.

2. Select the Content Area that you added Wimba Voice Board to.

3. Click on the Enter Voice Board Link.

5. A Compose box will pop up. Type a title for your message. Type the message/question in the text box provided. Click the Record button to start recording your voice board message/question. When you are finished recording, you will click the Post button. Click send.

6. Click on the Voice Board message you want to listen to. It will turn blue and also appear in the box below. Click play to listen to the Voice Board posting.
7. After listening to the Voice Board you can pick one of several options such as reply, delete, or forward. For this example we will click reply.

*For this example we will click reply.*

8. Type your response to the Voice Board posting. Click the record button to start recording your reply. When finished recording your reply, click the stop button. Click Send when finished.
9. Click the reply.

10. The reply is now displayed. Click the speaker icon to select the reply to listen to. To listen to the reply, click the play button.

11. Click the back button to return to the content area.