


instructional support

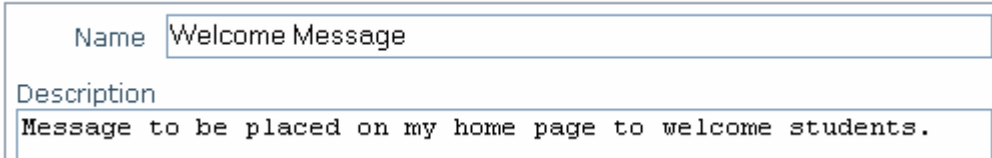
Enhancing Teaching and Learning through Technology

Voice Recorder (a component of Wimba Voice Tools)

This tool allows you to embed a voice explanation to any page inside of Blackboard or to a page on SPOT (in short, anywhere you can access the HTML code. Don't worry, you don't have to know HTML.) From MyPCC Course Tools, WebEasy, and Blackboard you can also create a link to a voice explanation that opens in a new window.

To use Voice Recorder:

1. Log on to the Wimba site. Open your web browser and go to <http://pcc.horizonwimba.com/pcc/>
2. To log on, enter your *complete* PCC email address and Wimba password (initially "pcc123"). (Be sure to change your password later by clicking on "Edit my profile".)
3. Make sure the **My Manager** tab is selected.
4. Click on **Voice Recorder**. This will take you to a screen with a list of all of the voice recordings you have created or that you have access to.
5. To create a new recorded message, click on the **New** button. 
6. Enter a **Name**, e.g. "Welcome Message". The description is optional, but it could be useful to list the intended use.



Name

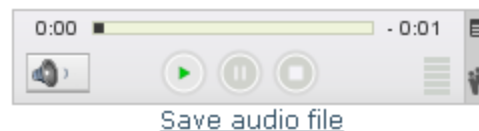
Description

7. Click on **Create** at the bottom of the page.
8. You will be returned to the previous page with a list of your voice recordings. Click on the name of the recording you just created (in this example, "Welcome Message").
9. Click on **Settings** on the left-hand side of the screen.
10. Leave the "Resource's allowed document bases" field blank.
11. Leave the Audio Quality at Standard, but decide on the maximum message length. Click on **Apply** at the bottom of the page.
12. Next, click on **Public access** on the left-hand side of the screen.
13. Make sure that box for **Public Access** is checked and click **Apply**.
14. Make no changes to the **Privileged users**, **Privileged groups** and **View all messages** pages.

- Next, click on **Voice Recorder / Voice Player**: Enter a **Message ID**. (The Message ID is the unique identifier of that message. You can use any combination of letters or digits. They may be separated by a hyphen, underline, or period, **but no spaces**.)
- To enable you to initially record a message, click on the **Record a message** button. After that you will see the tool with the recording buttons.



- To begin recording your message, click on the **circle**. Notice that you can **pause** the recording and then continue. When finished, click on the **square** to stop recording. To listen to your recording, click on the **triangle**. If you're not satisfied with what you have recorded, you can record your message again by clicking on the **circle**.
- Most likely you don't want the tool to appear with the record button visible because students could simply record over your message. So next, click on the **Play a message** button. Now your tool will look like this, and that is how it will appear in your web page.



To create a link to your voice message from MyPCC Course Tools or WebEasy (This is simple, but not as attractive visually since it's only a link that opens in a new window. To embed in a web page, skip to the following section.)

- Select and copy** the URL Pointing to the Voice Message. (the first URL given)

◆ **URL pointing to the Voice Message**

<http://pcc.horizonwimba.com/pcc/player?action=display&rid=149-117985014867>

- Paste it as a link from MyPCC Course Tools, WebEasy, or Spot. (For information on linking from MyPCC Course Tools, see the MyPCC Course Tools handout.) To test your voice email, follow the link you just created in Course Tools, WebEasy, etc.

To embed your voice message in a web page (for use in Blackboard and pages on Spot)

- Select and copy** all of the code in the box at the bottom of the page.
- To embed in pages on Spot, use Composer, Dreamweaver, FrontPage, or another editor. Enter the HTML editing mode for your page, and paste the code in the appropriate place. (Contact your support staff if you need help with this part.) Publish your page in the usual way.
- To embed in a page in Blackboard, click the **Page Options** button on in the upper right corner of the window and select **Edit Header**. Paste the HTML code into the text box area. Check the box that says **Use HTML**, and then **Save**.