

instructional support

Enhancing Teaching and Learning through Technology

Getting Started with Voice Tools for WebEasy, MyPCC or SPOT

Reasons to use Voice Tools

- Give students the opportunity to practice aural and vocal communication skills outside of class time in order to improve those skills.
- Promote sense of community and bonding among your students.

To check to see if your computer has the software needed to use Voice Tools

Visit <http://pcc.horizonwimba.com/pcc/diagnostic/main> and run the diagnostic test.

Voice Tools Support

- Greg Kaminski (gkaminsk@pcc.edu, 977-4570)
- Andy Freed (afreed@pcc.edu, 977-8225)
- Andre Temkin (SE) (andre.temkin@pcc.edu, 788-6130)
- Jim Johnstone (RC) (jjohnsto@pcc.edu, 614-7265)
- Melany Budiman (SY) (melany.budiman@pcc.edu, 977-4459)
- Clayton Hanson (CA) (clayton.hanson@pcc.edu, 978-5198)

Tools Available (This handout covers Voice Boards and Voice Email.)

1. Voice Board (for threaded voice discussion accessible to whole class - asynchronous)
2. Voice Email (students send a vocal email message to instructor)
3. Voice Recorder (to add vocal instructions or information to a web page)
4. Voice Direct (a chat tool for live discussion – synchronous)

How to get an Account

You can link to the voice tool from your MyPCC Course Tools class area, your WebEasy page, or other webpage. In order to do this, **email Andy Freed (afreed@pcc.edu)** to request a HorizonWimba Voice Tools account. WebEasy accounts may be requested at <http://www.pcc.edu/resources/web/staff/webeasy-request.html>


A few of the main differences in where Voice Tools are used:

	Blackboard	MyPCC	WebEasy	Spot
Private Access (for your class only)	x	x		
No login – open to the world			x	x
Students have separate login	x (Blackboard login)			
Students use “guest” login, type in their name		x	x	x
Allows for a vocal reply to a Voice Email message		x	x	x
Requires Blackboard account for instructor	x			
Requires HorizonWimba account for instructor		x	x	x

Using Voice Tools from MyPCC Course Tools, WebEasy, or Spot To use the Voice Board

1. Log on to the HorizonWimba site. Open your web browser and go to <http://pcc.horizonwimba.com/pcc/>
2. To log on, enter your complete PCC email address and HorizonWimba password (initially "pcc123"). (Be sure to change your password later under "Edit my profile".)
3. Click on the **My Manager** tab.
4. Click on the **Voice Board** link.
5. To start a new voice board, click on **New**.
6. Enter a **name** for your voice board, e.g. "Voice Discussion-Assignment 1". You can write in the Description field or leave it blank. You don't have to put the Assignment 1 instruction in the Description field.
7. Click on **Create** at the bottom of the page. You will return to the previous page.

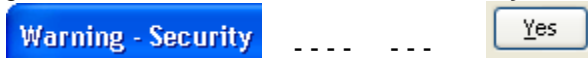
Note: At this point, you're not done yet. You have only created a container to store your voice board, **not** the first message in the voice board.

8. Click on the name of the voice board you just created.
9. Click on **Settings** on the left-hand side menu.
 - a. Decide on the appearance of the voice board by choosing whether to display short message titles and whether or not to display in chronological order.
 - b. Decide if students should be able to compose a new message ("Allow users to start a new thread") or only reply to messages. Leave "Allow users to forward a message" unchecked.
 - c. If the box for "Make discussion threads private" is checked, students can only view their own replies and replies to them from the instructor, but the instructors can compose new threads and view all replies
 - d. Leave the Audio Quality at Standard, but decide on the maximum message length. Click the **Apply** button to save your setting.
10. Click on **Basic rights** on the left-hand side menu.
 - a. Select "Any user" from the drop-down menu of can read/post messages.
 - b. Click the **Apply** button.
11. Click on **Publish** on the left-hand side menu.
 - a. **Select and copy the URL Pointing to the Voice Board.** (the first URL given)
URL pointing to the Voice Board

 - b. You are done with creating the container for your Voice Board.
12. Go to your course in MyPCC Course Tools or WebEasy or Spot page where you would like to link the Voice Board to. Create a new link and paste the URL above.

- Instruction on how to create a link in MyPCC Course Tool is available at: <http://www.pcc.edu/resources/instructional-support/tools/mypcc/documents/is-course-tools.pdf> (page 7).

- Instruction on how to create a link in WebEasy is available at: http://www.pcc.edu/resources/instructional-support/tools/webeasy/documents/is_webeasy.pdf (page 4-5).

13. Click on that link you just created from inside Course Tool or from your webpage to open the Voice Board and record the first voice message. Be sure to click on **Yes** for the **Security Warning** window.



14. You will begin to record your first voice board message. As the instructor, enter your wimba login and password in the lower half of the screen.


Note: Students must enter their name in the "Screen name:" box in order to begin.




 An "Authentication" window with two sections. The top section is titled "Enter a screen name (e.g. your first and last name):" and contains a "Screen name:" text box and a "Submit" button. The bottom section is titled "Or enter your login information:" and contains "Login:" and "Password:" text boxes (with "email@pcc.edu" and "*****" respectively) and a "Submit" button. Red brackets on the right side group the screen name field and the login/password fields.

Anybody can go to the Voice Board by entering anything in the Screen Name. Make sure to ask your student to enter their full name.



Instructor must login using Wimba login and password information to have full control access in the voice board area.




15. Click  to create the first voice board message.

16. Click  to begin recording your message. Notice that you can pause the recording and continue by clicking the  button. When finished, click on  to stop recording.



 A "Compose" window with a recording interface at the top. It includes a play button, a pause button, and a stop button, each with a 0:00 timer. Below these is a progress bar. To the right is a yellow "Send" button with an upward arrow. Below the recording controls is a "Subject:" field containing "Discussion Assignment #1" and a text area with the placeholder "Notice that you can also type text here...".

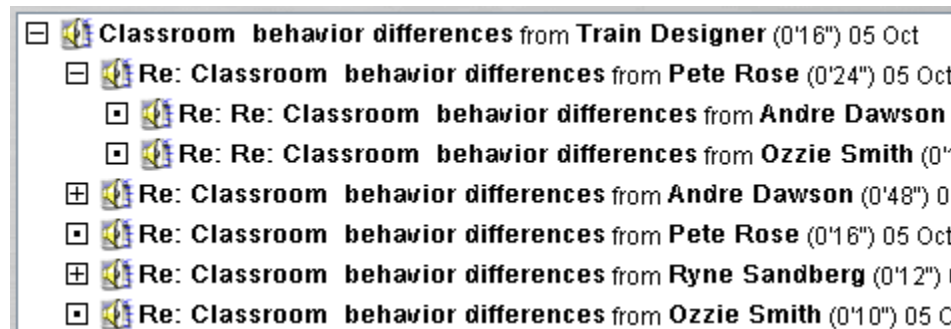
17. To listen to the recording, click on . If not satisfied, record the message again by clicking on the  button. You will be prompted to override the previous message. Click **Yes** and recording will begin.

18. Be sure to add a subject. In the box below the Subject, you can provide your Assignment instruction (For

example: Listen to the recording and record your answer). When ready, click on the  button. The window will close and you will see your message posted.


19. To open your message, click on it so that it is highlighted. It will appear in the bottom part of the window.

Click  to listen, and then  to record a response. A message that has one or more replies will have a "+" sign next to it. (Click on the "+" to see the replies.)




20. You can edit your own recording. Select the message and click . Click  and click **Yes** to re-record

your message. Click  when ready.

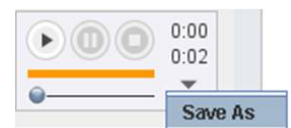
21. To reply to the message, select the message you would like to reply from the top window and click .

22. Use  button to forward the message, enter recipient email and click .

23. To delete a message, select the message you would like to delete and click  (If the message have some replies below it, they will be removed as well).

24. To save the voice message, click the down-arrow below the time and click on **Save As**.

Select where you want to save the file and enter a file name. You can save the audio file as an spx, mp3, or wav file. Click **Save** when ready.

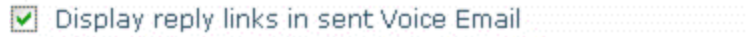


Using Voice Email from MyPCC Course Tools, WebEasy, or Spot

1. Log in to your Horizon Wimba account as described in the previous section.
2. Click on the **My Manager** tab.
3. Click on the **Voice Email** link.
4. To add the voice email tool, click on the **"New"** button.
5. Enter a **name** for your voice board, e.g. "Voice Email". Then click on **Create** at the bottom of the page. You will return to the previous page.
6. Click on the name of the voice email you just created.

7. Click on **Settings** on the left-hand side menu.

- a. Pre-fill any fields as desired, e.g. you can add your email address in the **“To”** field, and the disable the **“To”** field so students can’t change it. You can hide undesired fields, such as **“bcc”**. You might also want to pre-fill the **Subject** field.
- b. Be sure to check the box for **“Display reply links...”** This will enable you to send an audio reply to students.



- c. Leave the Audio Quality at Standard, but decide on the maximum message length.
- d. Click the **Apply** button.

8. Click on **Public Access** on the left-hand side menu.

- a. Check the box for **“Public Access”**.
- b. Click the **Apply** button.

9. Click on **Publish** on the left-hand side menu. **Select and copy the URL Pointing to the Voice Email.** (the first URL given)

◆ **URL pointing to the Voice Email**




<http://pcc.horizonwimba.com/pcc/vmail?action=display&rid=113-1179351779620>



10. Go to your course in MyPCC Course Tools or WebEasy or Spot page where you would like to link the Voice Board to. Create a new link and paste the URL above.

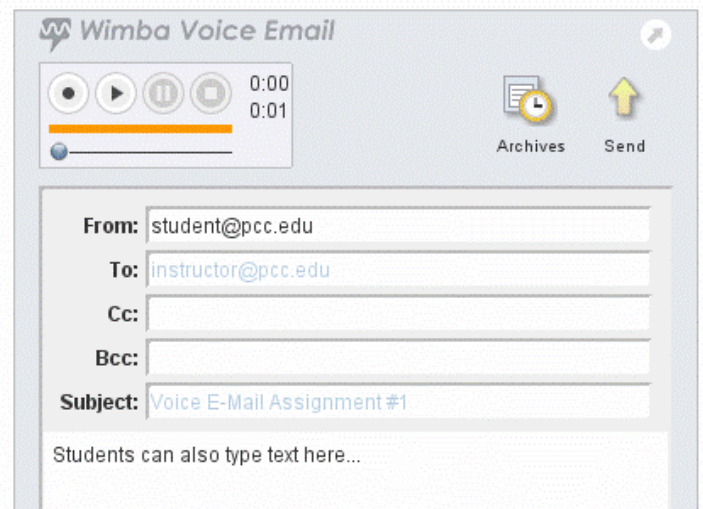
- Instruction on how to create a link in MyPCC Course Tool is available at: <http://www.pcc.edu/resources/instructional-support/tools/mypcc/documents/is-course-tools.pdf> (page 7).
- Instruction on how to create a link in WebEasy is available at: http://www.pcc.edu/resources/instructional-support/tools/webeasy/documents/is_webeasy.pdf (page 4-5).

11. Click on that link you just created from inside Course Tool or from your webpage to open the Voice Email. Be sure to click on **Yes** for the **Security Warning** window.




12. Students need to enter their email address in the **“From”** field. Click  to begin recording. Notice that you can press  to pause the recording. When finished, click  to stop recording.

13. To listen to the recording, click . If you are not satisfied, you can record it again by clicking on the  button. If you decide to re-record, you will be prompted to override the previous message. Click **Yes** and the recording will begin.



14. Other fields, such as To, Cc, Bcc, or Subject can be predefined when you setup the voice email (see step 7

above). Adding text is optional. When ready, click  .

15. With this setup, instructors will receive the voice messages in their PCC email account.

Note: By using Voice Email in this way through HorizonWimba, instructors **can** send an audio reply to students.

Resources

Samples of different ways to link from a web page:

http://spot.pcc.edu/~gkaminsk/voice_board_links.html

Sample of linking from a WebEasy page:

<http://www.pcc.edu/staff/gkaminsk>

Horizon Wimba site, more demos and information:

<http://horizonwimba.com/demos/>