

# instructional support

Enhancing Teaching and Learning through Technology

## Using Wimba Voice Tools through Blackboard – Student Guide

### Support

- Blackboard Helpdesk: 977-8222 or [shd@pcc.edu](mailto:shd@pcc.edu)
- Online Support Site: [www.pcc.edu/resources/help-desk/](http://www.pcc.edu/resources/help-desk/)

### What you need to access your class

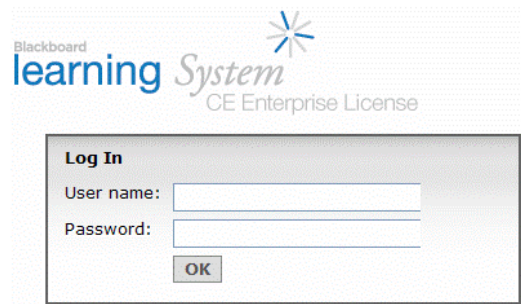
1. Computer with Internet access from the Library, CRC, or from home.
2. A World Wide Web browser: Internet Explorer (6.x or 7.x), Mozilla Firefox 2.x or Safari. If you do not have one of these browsers, go to the Student Support Site for information on how to get one.  
[www.pcc.edu/resources/help-desk/](http://www.pcc.edu/resources/help-desk/)
3. User Name & Password (see below).
4. Note: If you have trouble using Voice Tools on your computer, you might need to install Java software from <http://java.com>. The Student Helpdesk (977-8222) can help with this.

### To Find your User Name & Password

1. Go to the Web address <http://pconline.blackboard.com>
2. Click on “**Your Username / Password**”.
3. Follow the instructions on the page. (You only need to do this **once**, not every time you use Blackboard.)
4. You may login to your class area directly from this page. Just click the “**log into Blackboard**” or “**Log In**” from the menu on the right.

### To Enter your Blackboard Class

1. If you know your User Name & Password, go directly to the Web address <http://pconline.blackboard.com>
2. Click on “**Log in to Blackboard**”.
3. Enter your **User Name & Password** and click **OK**.
4. This will take you to a list of your Blackboard courses. Click on the class title to enter your class.

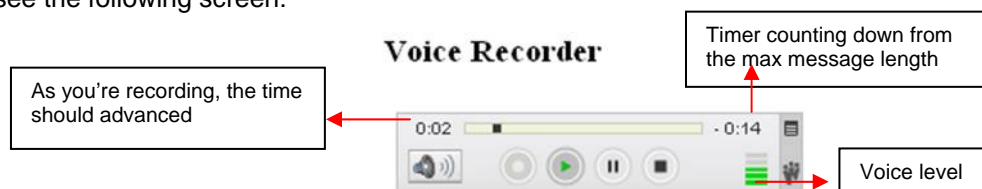




### To use the Voice Recorder

1. Click on the Voice Recorder icon/link or wherever you see the screenshot in #3.
2. If you see a Security Warning window. Click on **Yes** and wait for the Voice Recorder to open.

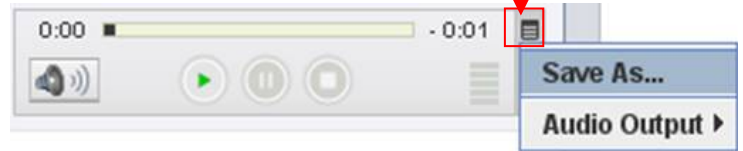


3. You will see the following screen:



- To listen to the recording, click on .
- To save the voice message, click on  and select 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.





## To use the Voice Board

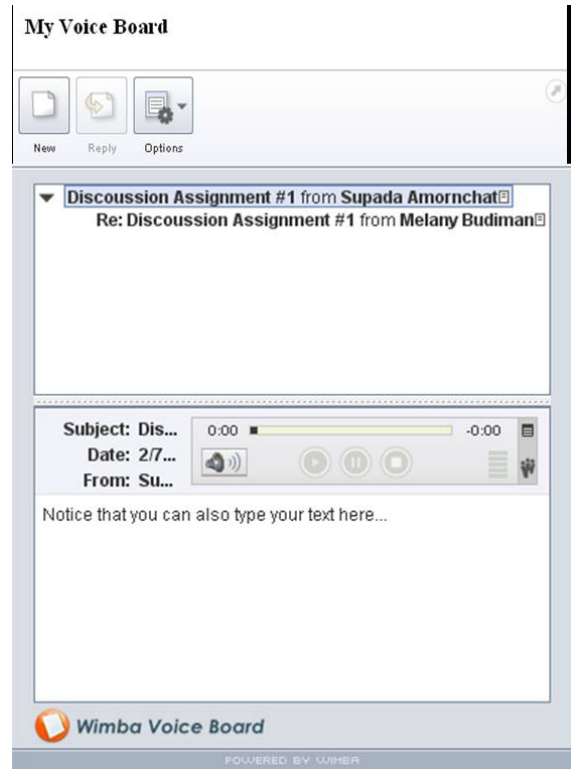
- Click on the Voice Board icon.
- If you see a Security Warning window. Click on **Yes** and wait for the Voice Board to open.




- You will see the following screen:  Click on the posting message in the top window and the information will be shown in the bottom window. Click on  to listen to the voice message.

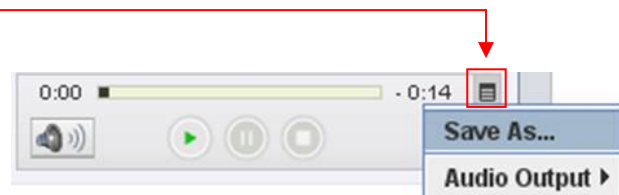
Note: A message that has one or more replies will have a  sign next to it. (Click on  to see the replies.)





Note: The **Setup wizard** link will guide you through a series of setup to make sure your computer is ready for voice board.





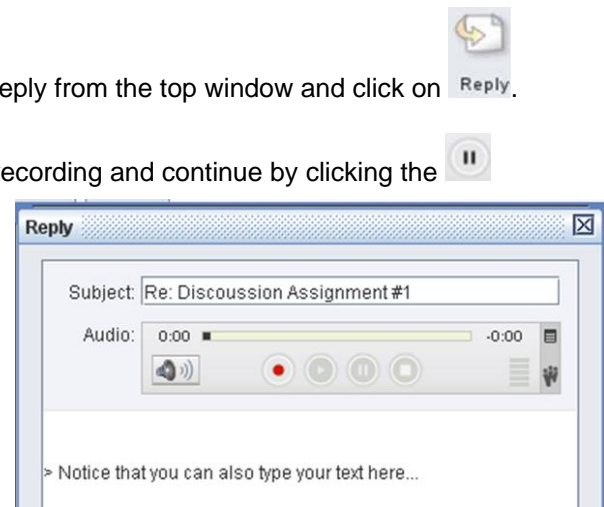
- To save the voice message, click  below the time and click on **Save As**.

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.



- To reply to the message, select the message you would like to reply from the top window and click on  Reply.
- Click on  to begin recording. Notice that you can pause the recording and continue by clicking the  button. When finished, click on  to stop recording.

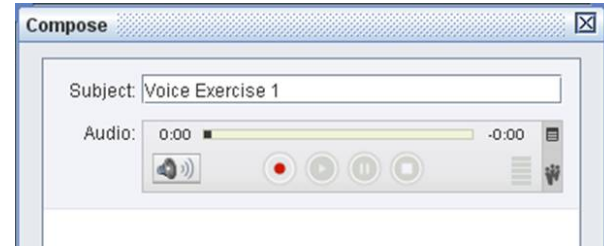
- To listen to the recording, click on . If not satisfied, record the message again by clicking on the  record button. You will be prompted to override the previous message. Click **Yes** and recording will begin.





8. The Subject line is already there and adding message text is optional. When ready, click on . The window will close and you will see your message posted. You may need to click to expand the reply to see your posting. If you still don't see it, refresh the browser. Click to hide the postings.

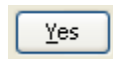
9. You may or may not have the choice to create a new voice thread. If it is available for you, you can click on and compose a new voice thread.



## To use a Voice Email



1. Click on the Voice email icon.
2. You may see a Security Warning window. Click on **Yes**. Wait for the Voice email window to open.



3. You will get the following screen:
4. Select who you would like to send the voice email to and click **Continue**.

### Select Email Addresses (Step 1 of 2)

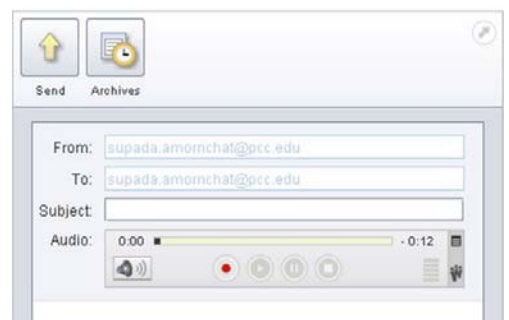
#### Select people you want to send Voice Email

- Send to Teachers of this section
  - Send to Students enrolled in this section
  - Send to All people enrolled in this section
  - Select among people enrolled in this section
- Grayed checkbox means that these users have no email address  
Users with (\*) are designers or instructors


<input type="checkbox"/>	Freed, Andy
<input checked="" type="checkbox"/>	Hanson, Clayton
<input checked="" type="checkbox"/>	Budiman, Melany
<input type="checkbox"/>	Student, Demo

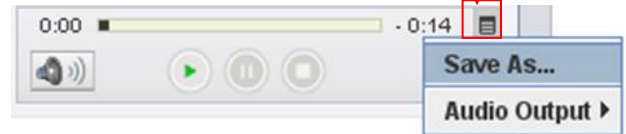
5. Both email address in the "From" and "To" fields are already filled with the email address of the person you chose from the previous screen.
6. Click on to begin recording. Notice that you can pause the recording and continue by clicking on button. When finished, click on to stop recording.
7. To listen to the recording, click on . If not satisfied, record the message again by clicking on button.


### My Voice Email



Note: The **Setup wizard** link will guide you through a series of setup to make sure your computer is ready for voice recording.

- To save the voice message, click on  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.



- You must add a subject line. When ready, click on  .









## To use a Voice Presentation

- Click on the Voice Presentation icon.
- You may see a Security Warning window. Click on **Yes**. Wait for the Voice email window to open.



**Warning - Security**

**Yes**

- You will get the following screen with the PCC Website:
- Click on the **Options** button to select the setting as optional.
  - To import file, select the Import button from the drop down list, the import window will be opened. Select the file that you want to import.
  - To export file, select the Export button from the drop down list, the export window will be opened. Follow the instruction and click on the **Next** button. You can export the audio file as an wvb, speex, wav or mp3 file.
  - Select where you want to save the file and enter the file name.
  - To expand the window, click on  button.
- Click on the **Comment** button to enter the comment window.
- Click on  to begin recording. Notice that you can pause the recording and continue by clicking on  button. When finished, click on  to stop recording.
- To listen to the recording, click on  . If not satisfied, record the message again by clicking on  button.
- To save the voice message, **click on**  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.
- Adding text message is optional. Click on  when ready.