

instructional support

Enhancing Teaching and Learning through Technology

Using Wimba Voice Tools through MyPCC or WebEasy - Student Guide


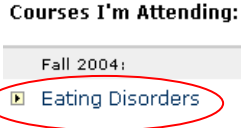
Support

- Student Helpdesk: 977-8222 or shd@pcc.edu
- Online Support Site: 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/
3. 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 class Voice Discussion Board

1. If the voice discussion is in MyPCC, log on to MyPCC. Then click on the tab "My Courses" and click on the correct course. The link could be on the home page in the lower right corner. If not, click on "Links" from the left-side menu. 
2. Alternatively, your instructor might provide you a link to the Voice discussion board on a web site (e.g. <http://www.pcc.edu/staff/instructorname>) 

To use the Voice Discussion


1. Click on the Voice Discussion link in either MyPCC or your instructor's web page.
2. If you see a Security Warning window, Click on **Yes (or OK or Run)** and wait for the Voice Discussion window to open.




3. Enter your screen name (e.g. your first and last name and



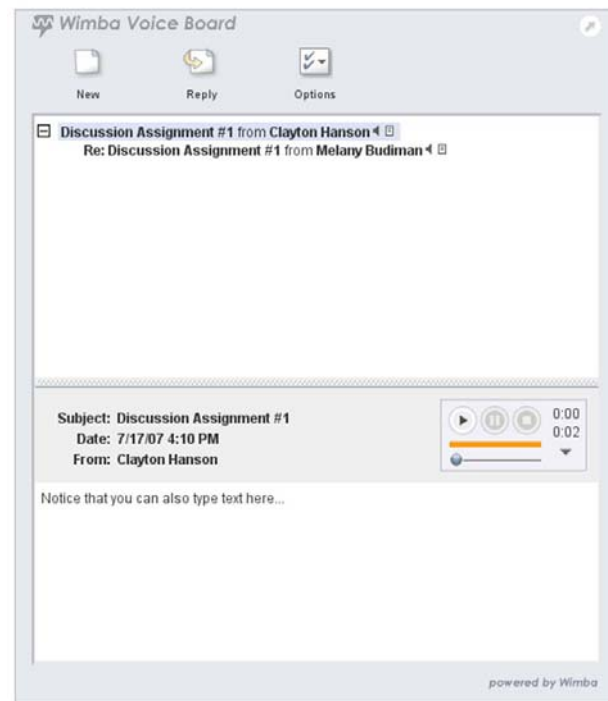
click on **Submit**.

4. You will see the following screen:  Click on the first message in the top window, if more information is available, it will be shown in the bottom pane.

Click  to listen to the voice message.

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

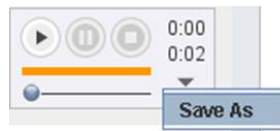
Voice Discussion



[Setup Wizard](#)

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


Select where you want to save the audio file as an spx, mp3, or wav






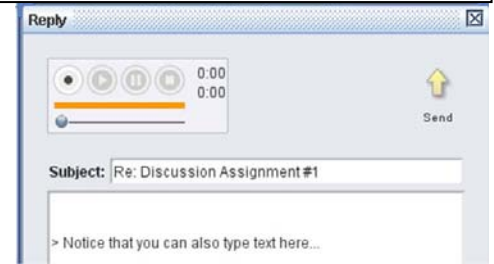
file and enter a file name. You can save the file. Click **Save** when ready.



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


- To reply to the message:** select the message you would like to reply

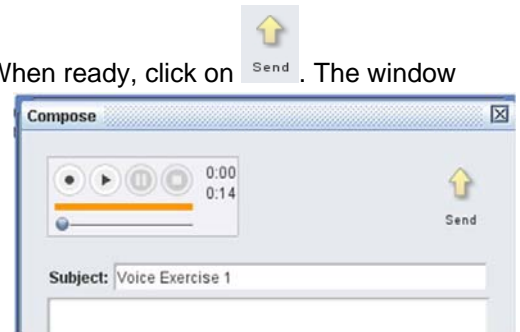
to from the top window and click on the Reply  button.

- 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 your recording, click on . If you are not satisfied, record the message again by clicking on the  record button. You will be asked if you want to override the previous message. Click **Yes** and recording mode will begin.

- The Subject line is already there, 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 the "+" to expand the reply to see your posting. If you still don't see it, refresh the browser.




- 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 send a Voice Email

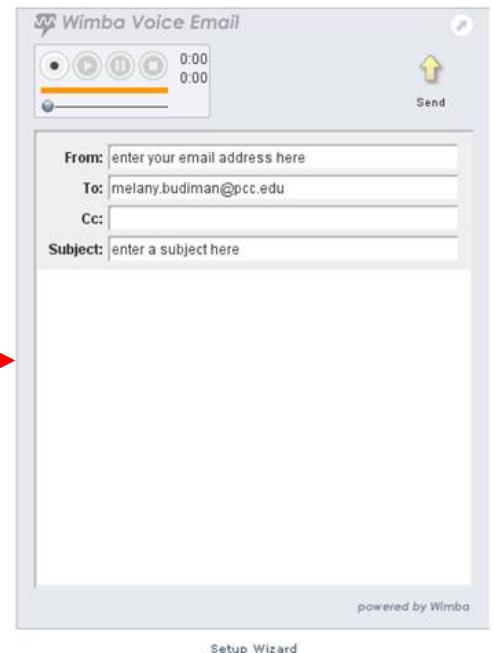
- Click on the Voice Email link in either MyPCC or your instructor's web page.
- You may see a Security Warning window. Click on **Yes (or OK or Run)**. Wait for the Voice email window to open.




- You will get the following screen: 


- "To" fields may already be filled in with your instructor's email address. You must add a subject line and your email address, but adding an email text is optional.

- 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 your recording, click on .

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

- If you are not satisfied, record the message again by clicking on the  record button.

- When you are satisfied with your recording, click on **Send**.