

Creating a Voice Announcement with Voice Tools

Voice Announcements in Blackboard (using Wimba's Voice Tools) enable instructors to deliver vocal announcements to students. Voice Announcements can be used to welcome students, introduce topics, or provide clarification to all students.

Voice Announcements are added to the Announcements tool in a Blackboard course site. To begin, access the Control Panel of a Blackboard course site.

1. Access the **Control Panel**
2. Select the **Voice Announcements** function from the *Course Tools* module

3. Type the title of the announcement in the *Name* field
4. Optionally, you may enter the announcement text in the *Description* text box

The *description* typed by you may contain the script of the announcement or additional information

- Click the **Record** (circle) button to begin recording the announcement and click the **Stop** (square) button to end recording

Announcements can be up to 3 minutes in length.

- Click the **Play** (arrow) button to review what was recorded
- Select *Options* for displaying the announcement for students
- Click **Submit** to finish

Students access and control the Voice Announcements using the **Play** (arrow), **Pause** (two bars), and **Stop** (square) buttons in the *Controller* on the page.

Students can save recordings to their PC using the down arrow in the *Controller*.