

## Creating a Voice Recording with Voice Tools

Voice Recording (or Voice Authoring) in Blackboard using Wimba's Voice Tools enables instructors to deliver vocal content to students. Voice recordings can be used to welcome students, introduce topics, deliver commentary, and provide feedback within your Blackboard course sites.

Voice Recordings can be added to *Content Areas*. To begin, access the Control Panel of a Blackboard course site.

1. Access the **Control Panel**
2. Select a *Content Area* (e.g. *Course Documents*) within the *Content Areas* module

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My Institution Courses System Admin

COURSES > BLACKBOARD COURSE SITE > CONTROL PANEL

BBCS-01: Blackboard Course Site - Justin Busch (Instructor)

Content Areas		User Management	
<a href="#">Course Information</a>	<a href="#">Assignments</a>	<a href="#">List / Modify Users</a>	<a href="#">Enroll User</a>
<a href="#">Course Documents</a>	<a href="#">External Links</a>	<a href="#">Create User</a>	<a href="#">Remove Use</a>
		<a href="#">Batch Create Users</a>	<a href="#">Manage Gro</a>

Course Tools		Assessment	
<a href="#">Announcements</a>	<a href="#">Discussion Board</a>	<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
<a href="#">Course Calendar</a>	<a href="#">Collaboration</a>	<a href="#">Survey Manager</a>	<a href="#">Gradebook \</a>
<a href="#">Staff Information</a>	<a href="#">Digital Dropbox</a>	<a href="#">Pool Manager</a>	<a href="#">Course Stati</a>
<a href="#">Tasks</a>	<a href="#">Voice Announcements</a>		
<a href="#">Send Email</a>			

Course Options		Help	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>	<a href="#">Support</a>	
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>	<a href="#">Manual</a>	
		<a href="#">Contact System Administrator</a>	

3. From the *Select* pull-down menu, select **Voice Recording** and click **Go**

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COURSES > BLACKBOARD COURSE SITE > CONTROL PANEL > COURSE DOCUMENTS

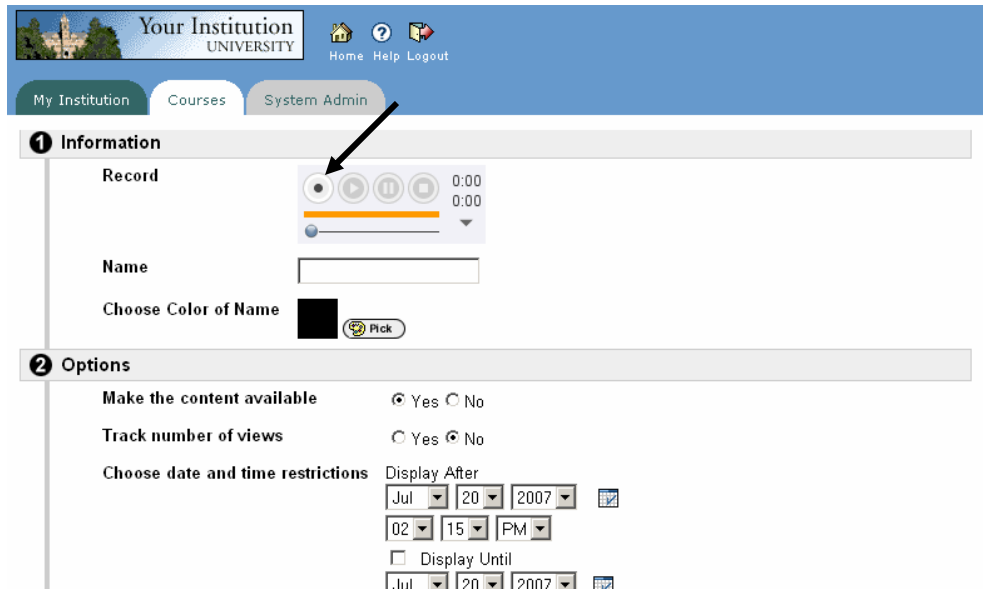
Course Documents

Folder empty

Add Item Folder External Link Course Link Test Select: Voice Board GO

- Learning Unit
- Survey
- Assignment
- LRN Package
- Safe Assignment
- Voice Recorder**
- Voice Email
- Voice Board
- Voice Direct
- SCORM Content
- IMS Content & Packaging

4. Click the **Record** (circle) button to begin recording your voice and click the **Stop** (square) button to end the recording
5. Click the **Play** (arrow) button to review what was recorded
6. Type a title for the Voice Recording in the *Name* field
7. Select *Options* for displaying and tracking the recording
8. Click **Submit** to finish



Students access and control the voice recording using the **Play** (arrow), **Pause** (two bars), and **Stop** (square) buttons in the *Controller* displayed within your course site.

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

