

Blackboard Getting Started Guide

Use this guide to help you better understand how your online class works.

Communication Tools: Voice Boards: Part I

Horizon Wimba's voice authoring software tools allow online students and teachers to author and deliver online speaking assignments by speaking through a microphone. It is recommended that students use headsets instead of external microphones and speakers. Quality is generally limited by the performance of the soundcard NOT the headset. Horizon Wimba has 24/7 Help Desk access available. To access go to the following web site: <http://www.horizonwimba.com/technical support> or when necessary you can call 1-866-350-4978.

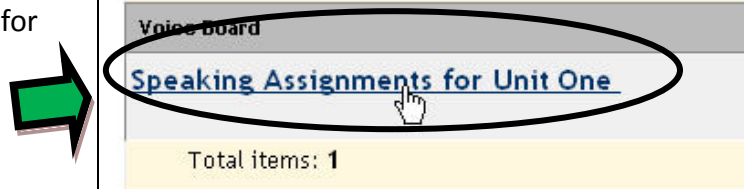
Hint: Make sure your computer is java enabled and ALL pop-up window blockers must be turned off.

Step I: How to Access Voice Boards (often referred to as the Speaking Assignments Tool)

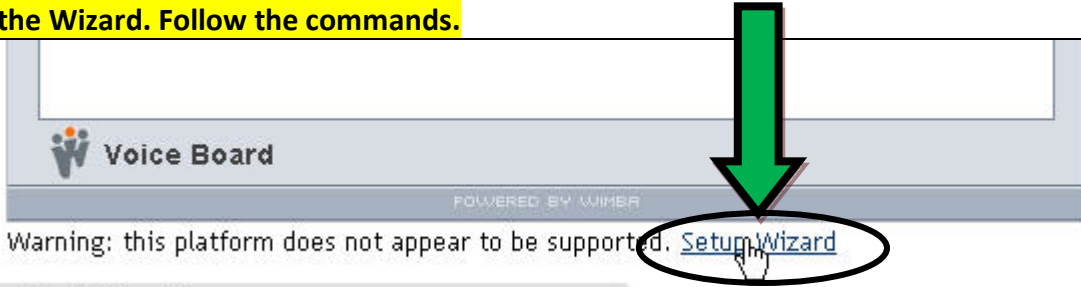
- To enter, open the Speaking Assignments button.



- Next, Select the Voice Board link appropriate for your speaking assignment.



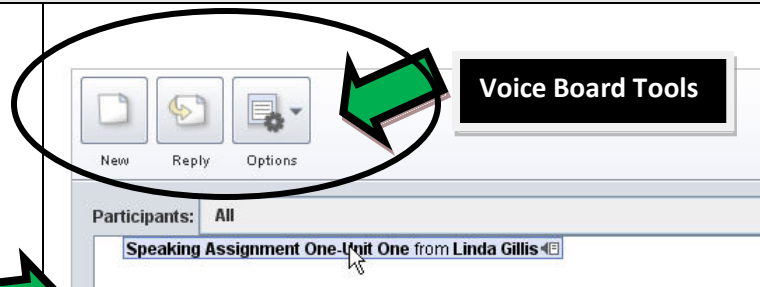
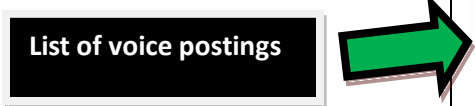
IMPORTANT: The first action you must carry out is to run the Setup Wizard. This is a series of tests that will ensure your computer is ready. Once this is completed you will not have to do this again. Unless you are using a different computer. The most common mistake students make when using voice boards is not running the Setup Wizard. It is located at the very bottom of the board. Scroll to the bottom and Click on the link to the Wizard. Follow the commands.



Step 2: Parts of a Voice Board

A board is divided into two parts.

- The top area is the location of submitted voice postings. These will be listed in chronological order.
- Also, located in the top section are your tools used to submit a speaking assignment.

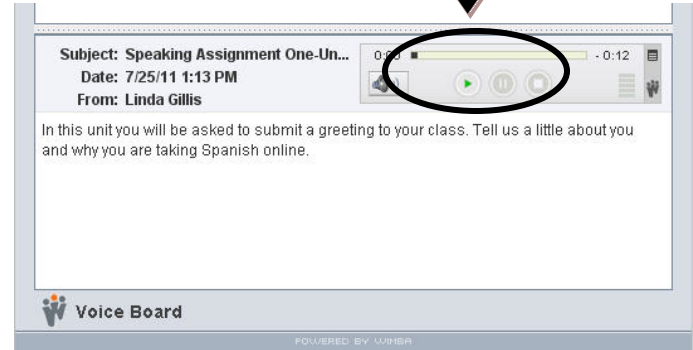


The bottom area of the board is the location of the recording tool used to submit or listen to a voice assignment.

Audio Tools

Step 3: Opening and Listening to a Voice Assignment

1. Locate and open the desired voice board
2. Select from the list the recording from which to listen
3. The message and tool bar will appear on the bottom screen.
4. Select the play button and listen to the recording
5. You may pause, stop, or replay the recording using the tool bar provided
6. In the bottom screen is the script of the recorded message.



Hint: Scripts should always be provided in case there is someone in class who is hearing impaired or whose speakers and/or sound cards are not working properly. This is considered important voice board netiquette.