Voice Authoring Overview
A Voice Authoring message can be embedded directly into a web page to welcome students, build assessments, and add emotion and tone to your online courses.

Record a Message
1) Click the Record button (red circle) and speak into the microphone or headset connected to your computer. The Time indicator on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time. If you reach the maximum audio message length, recording stops automatically.
2) Click Pause (two bars) to pause recording; click this button again to resume recording your message.
3) Click Stop (square) when you have completed your message.
4) Click Play (green triangle) to listen to your message. Click Record if you wish to re-record.

Play a Message
Both students and instructors can listen to messages using the playback controls.

1) To listen to an audio message, click the Play button with the Audio applet.
2) To raise/lower volume, click the Volume Control button, in the lower left-hand corner of the applet.
3) To change your playback device, click the Menu icon (small striped square), in the upper right-hand corner of the applet. Select Audio Output, followed by the device of your choice.

The information in this handout is an excerpt from the Voice User Guide. The full user guide can be found at https://www.csi.edu/facultyAndStaff_/resources/blackboard/PDFs/VoiceUserGuide.pdf.