Using Voice Tools within Blackboard
Collaborate Voice (formerly known as Wimba Voice) is a suite of applications that allow you to record and share voice content within Blackboard. Collaborate Voice consists of five applications:

1) **Voice Board**: Post and listen to voice messages within discussion boards
2) **Voice Presentation**: Annotate web pages with voice messages
3) **Voice Podcaster**: Create or upload podcasts for user subscription
4) **Voice Email**: Send and listen to voice content through email messages
5) **Voice Authoring**: Record and listen to voice content within a Blackboard content page

**Voice Boards Overview**
The Voice board feature is a threaded, voice-based discussion board.

Create a Voice Board
1) From a Content Area within Blackboard, click on Add Interactive Tool, and then click on Voice Board link.
2) Click the New button in the center of the screen.
3) Enter a name for your Voice Board.
4) Click the Create button. A new Voice Board is created.

Create a New Thread
The New button, located in the upper left-hand corner of the Voice Board, allows new threads to be created. This button is always available for instructors, but is only available to students when the following privileges are set:
- Users are allowed to start new threads
- Discussion threads have not been made private

1) Click the **New** button to compose a new thread. A new compose window opens.
2) Enter a title for your post in the **Subject** field.

Record a Message
1) Click the Record button (red circle) and speak into a microphone or headset connected to your computer to record your message.
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.
Add Text to a Message  
To enter text to accompany your recording, click and type in the large text field at the bottom of the Compose window.

Post a Message  
When you are satisfied with your recording, and have entered a Subject (as well as any appropriate text), click the Post button at the bottom of the Compose window.

Reply to a Message  
By default, both students and instructors have the ability to reply to messages. However, this privilege may be disabled for students. To reply to a message, click the desired message from the top half of the Voice Board, followed by the Reply button in the upper left-hand corner. The process for creating a reply is identical to that of a new thread; the only difference is that any text associated with the message to which you are replying appears inline in the large text field at the bottom of the message.

To Review a Message  
- The following indicators appear to the right of each message title:  
  - Messages with text (but with no audio recording) display a white paper icon  
  - Messages with audio (but no text) display a black speaker icon  
  - Messages that contain both audio and text display both a speak and a paper icon  

1) Click a message title in the top half of the Voice Board  
2) The message (and its text) will appear in the message pane at the bottom of the Board.  
3) To listen to an audio message, click the Play button within the Audio applet.  
4) To raise/lower volume, click the Volume Control button, in the lower left-hand corner of the applet  
5) 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.