Voice Presentation Overview
Voice Presentation allows you to present web content alongside voice messages. This provides a resource to create a vocal slide show, web tour, or review of any curricula across disciplines—including web pages, images, and internet-based media.

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

Create a New Slide
Click the New button, located in the upper left-hand corner of the Voice Presentation. This button is only available to instructors. When you create a new slide, the Compose window appears, which allows you to add a recording to the slide.
(Note: The URL field only accepts addresses that begin with http:// or https://)

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.

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

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.