
BLACKBOARD: HOW TO ADD A WIMBA VOICE AUTHOR USING THE VTBE

1. Click on the Mashup Tool menu at the right end of the third toolbar in the Visual Text Box Editor.
2. Click on the choice for Wimba Voice Authoring.
3. Wait, while the Java applet for the Wimba voice recorder loads. You will know it is loaded when it looks like this:



4. Type some text into the Name box. (Be careful to follow your naming convention for the course.) This text will show up in the title bar of the player when students are listening to your recording.
5. Make certain your microphone is plugged into your computer properly.
6. To begin recording, click the first round button, with the red circle on it. Your recording has a maximum time limit of twenty minutes. While you are speaking into the microphone, note that there should be green, yellow, and red bars lighting up at the right side of the recorder screen; this indicates that the recorder can hear you.
7. When you are done with your recording, click the fourth round button, with the black square on it.
8. You can review your recording by clicking the second round button, with the green arrow on it. Clicking the red record button again will prompt you to over-write the previous recording.
9. Once you are satisfied with your recording, click the Submit button in the upper or lower right corner of the window.
10. Finally you can click the Submit button at the upper or lower right corner of the screen containing the VTBE.
11. You should see a playback button in the content now, which may be clicked to listen to the audio recording.

