



# Wimba Voice Podcaster

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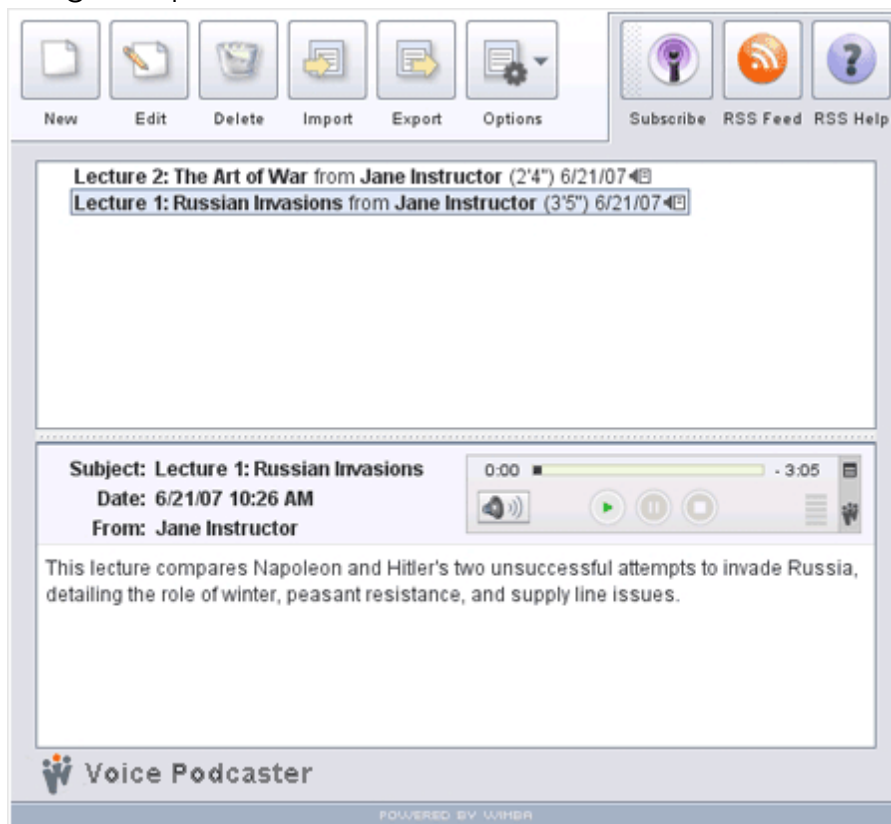
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## About Voice Boards

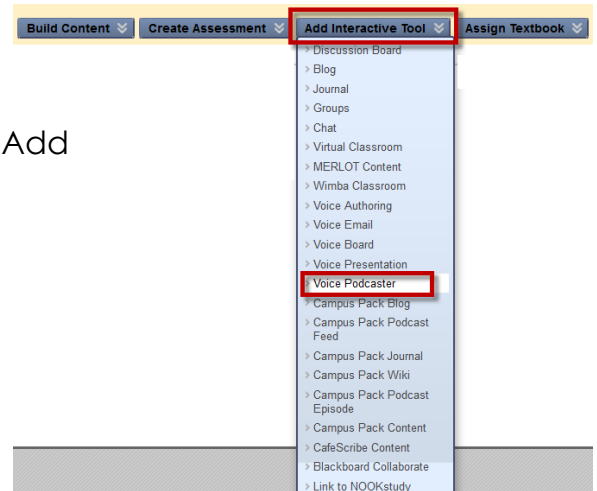
### Overview

Wimba Podcaster is a complete, start-to-finish podcasting application. It allows you and your students to author vocal recordings and distribute them over the Internet using syndication feeds. All .mp3 files are hosted on the Wimba Voice server, which also automatically creates the RSS feed. Users can play messages directly within Voice Podcaster, download audio from the feed, or subscribe using their preferred RSS reader.



### Voice Board Creation

1. In a Content Area in Blackboard, choose Add Interactive Tools > Voice Podcaster.



Settings:

## 2 Settings

**Display short message titles**

**Allow students to post to podcast**

**Audio quality** Standard Quality - 12.8 kbit/s - Modem usage

**Podcast auto-published after** 5 min   
Teacher can edit his last post before it is published

### Display short message titles

By default, message titles contain the following information:

- Subject
- Name of individual who posted the message
- Length of recording
- Posting date

If you select short message titles, only the subject line and the name of the individual who created the message are displayed.

### Allow users to post to podcast

By default, only instructors can create new podcast messages. Enabling this setting extends this ability to students as well.

### Podcast auto-published after

By default, messages are automatically published (reach the syndicated feed) 5 minutes after posting. You may adjust this to a shorter or longer duration.

### Audio Quality

The default setting (Standard Quality) suits the needs of most users. You can adjust the quality to match the speed of your users' internet connections. Standard Quality streams audio messages at a rate of approximately 13 kilobits per second (kbps).

## Using Voice Podcaster

### Accessing Voice Podcasters

Once a Voice Podcaster is created and you are satisfied with its settings, it is ready for immediate use.

### To Access a Voice Podcaster

1. Log in to Blackboard. Navigate to the content area where the voice board is located.
2. Click the **Voice Podcaster** link. *\*If you do not have a microphone plugged in you will get an error message.*

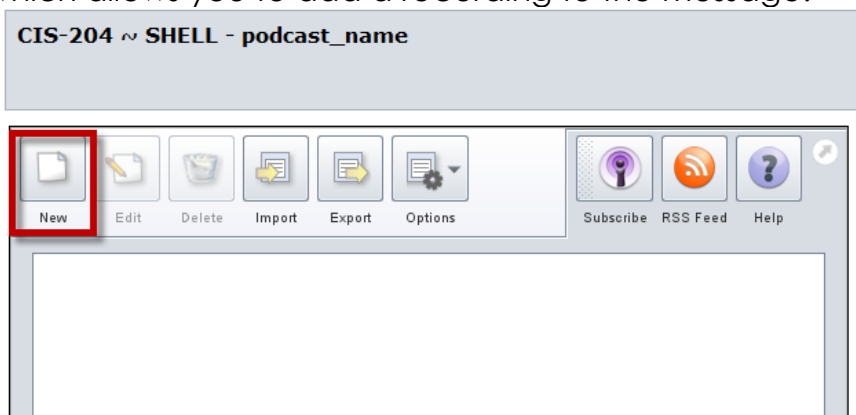


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Voice Podcaster

### Creating a New Podcast Message

You can create a new Podcast message by clicking the **New** button, located in the upper left-hand corner of the Voice Podcaster. By default, this option is available only to instructors, but may be enabled for students within the feature's settings. When you create a new message, the Compose window appears, which allows you to add a recording to the message.



### Subject

Enter a relevant title for your thread in the Subject field. This field is required.

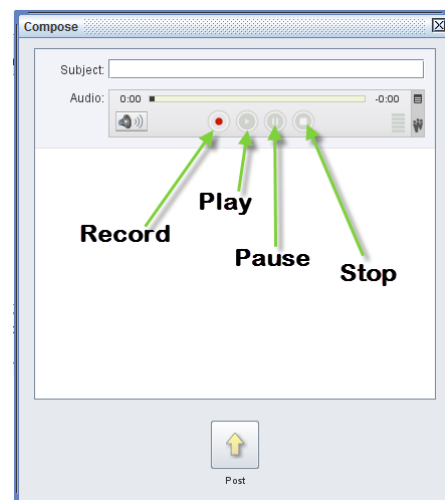
### To Prepare Your Microphone (Optional)

1. Click the **Menu** icon (small striped square), located in the upper right-hand corner of the Audio applet.
2. Select **Audio Input**, followed by the device of your choice.
3. Select **Audio Filters**. By default, the two filters (Auto Gain to normalize voice and Noise Reduction to minimize background noise) are selected. You may enable/disable these as you see fit.

### To Record a Message

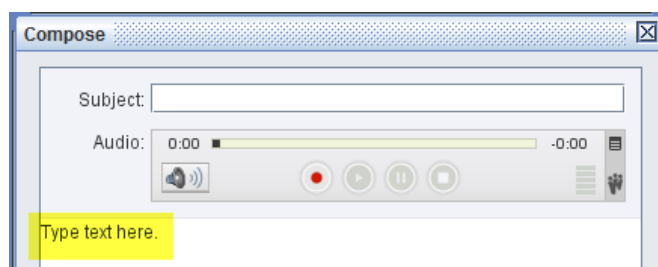
1. Click the **Record** button (red circle) and speak into a microphone or headset connected to your computer to record your message. The Time Indicator on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time. If you reach the maximum audio 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.
5. Click **Record** if you wish to re-record.



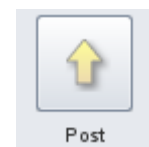
### Adding Text to a Message

To enter text to accompany your recording, click and type in the large text field at the bottom of the Compose window. Typing a message is optional, but may provide helpful information (such as instructions or an assessment question for users), or text that complements your recording.



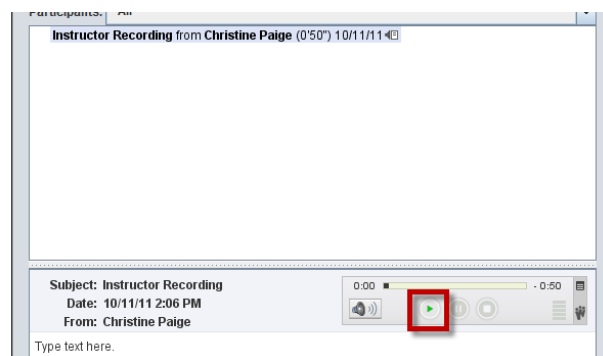
### Posting a Message

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. If you do not wish to post this message, click the **Close (X)** button in the upper right-hand corner of the Compose window (Windows), or the red button in the upper left-hand corner (Mac), followed by the **Yes** button in the Confirm window.



### To Review a Message

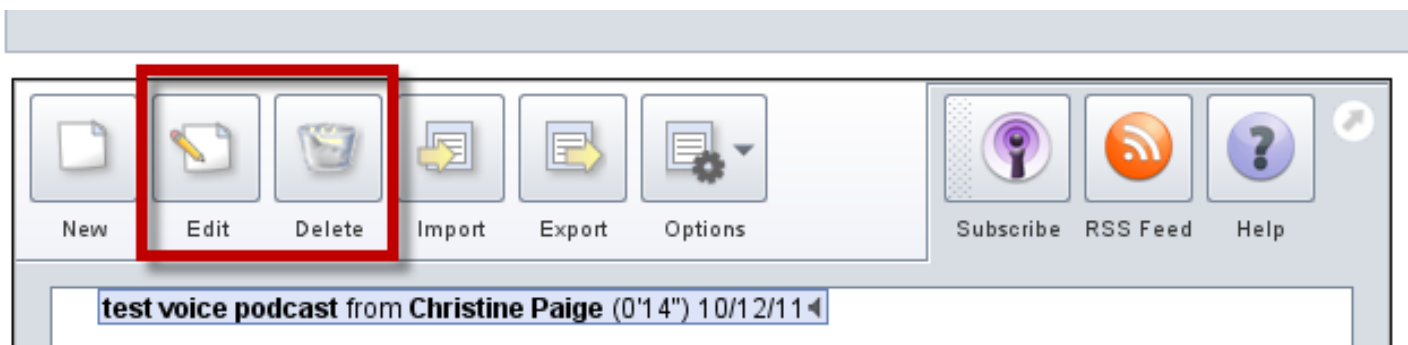
1. Click a message title in the top half of the Voice Podcaster. The message (and its text) appears in the message pane at the bottom of the Voice Podcaster.
2. To listen to a message, click the **Play** button within the Audio applet.
3. During playback (or when a message is paused), you may hold down your mouse button and drag the Slider Control to



rewind or fast-forward to a particular point in the message. The Time Indicator on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time.

### Editing a Message

- If you wish to modify a message, click the **Edit** button at the top of the Voice Podcaster.
- A new window will appear, providing the ability to record/re-record an audio message, as well as alter any text and/or the Subject field.
- Editing is only available to individuals with instructor level privileges, who may edit any message (including messages from other instructors and any student).
- It is strongly recommended that edits are performed before a message is auto-published; otherwise, users who have already downloaded content associated with a message will not have the most recent information on their local machine or portable device.
- Users can always go directly to the Voice Podcaster, or the RSS feed, in the event a message has been modified since auto-publication.

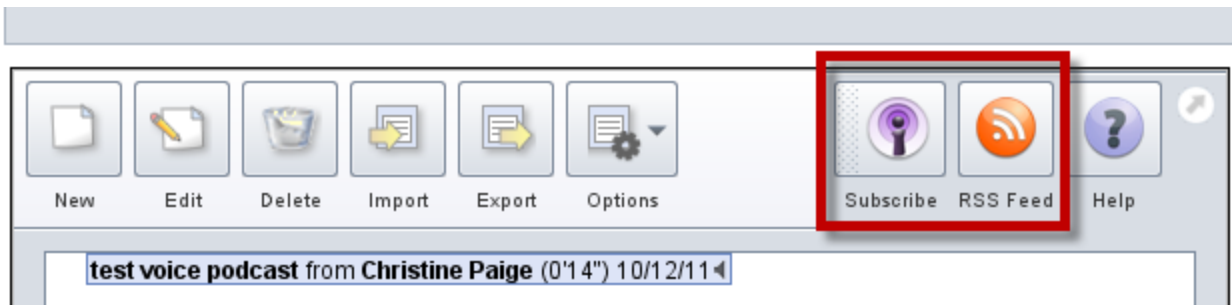


### Deleting a Message

- Individual messages can be deleted from the Voice Podcaster at any time. However, keep in mind that users who have already downloaded a message's content will continue to retain it on their computers.
- Users who subscribe to a Voice Podcaster after any of its content has been deleted will not automatically download former content.
- Deletion is only available to individuals with instructor level privileges.

To delete a message:

- Click the desired message in the top half of the Voice Podcaster
- Followed by the **Delete** button
- A confirmation prompt will pop-up, asking if you wish to delete the message.
- Click the **Yes** button to delete the message. Click **No** to cancel.



### Subscribing to Podcasts

There are three ways to subscribe to an instance of Voice Podcaster:

- Click the **Subscribe** button to subscribe to this podcast in your default podcast reader application.
- Drag the **Subscribe** button into any podcast reader application (such as iTunes, or Juice).
- Click the **RSS Feed** button; a new window opens. Copy/paste the URL that appears in the address bar into your preferred podcast reader application.

Once a user subscribes, his or her podcast reader application automatically downloads new messages created within a Voice Podcaster instance. This content can then be synced to an iPod (or other portable device), if this has been set up within the podcast reader software.