

How to use Wimba Communication Tools

I. Setting up your computer

1. If your computer does not have a built-in microphone, plug in an external microphone.
2. Go through Wimba Checklist (<http://uccllt.ucdavis.edu/wimba.cfm>).
Important! Make sure you run through #2 *System Diagnostic Check*.

II. Communication Tools

Voice Board – Voice Board allows you to participate in voice discussion forums on various topics. You can post a voice message on the board, listen to others' voice messages, and post replies.

Access the voice board for your class

1. Click the link to the voice board on the ecampus course website for your class. (It may take a moment for the screen to pop up.)
2. If your browser asks whether or not to accept a java applet, click **Yes** or **Accept**.
3. On the Authentication window, type in your name as the screen name (unless you were told to use your Wimba account) and click **Submit**.

Compose a posting

1. Click **New**, and a new window pops up.
2. Type in the subject. In the body of the post, you can type in any accompanying text you'd like.
3. Click ● to start recording a message. Click ■ to stop. Click ▶ to listen to the recorded message.
4. Click **Send**.

Listen to a posting and send a reply

1. If you see + next to postings, click it once to open the thread.
2. Click once the posting you want to listen to. The text and voice message appear on the bottom of the screen.
3. Click ▶ to listen to the message.
4. Click **Reply**.
5. Click ● to start recording a message. Click ■ to stop. Click ▶ to listen to the recorded message.
6. You can also include a text message in your reply.
7. Click **Send**.

Save a posting on your hard drive

1. Click ▼ on the bottom-right corner of the player component.
When **Save As** appears, click on it.
2. Give the file a name and choose the file format and the location where you want to save the file.
3. Click **Save**.



Voice Presentation – Voice Presentation allows you to annotate a website of your choice. You can also post comments on the annotations by others.

Access the voice presentation for your class

1. Click the link to the voice presentation on the ecampus course website for your class. (It may take a moment for the screen to pop up.)
2. If your browser asks you whether or not to accept a java applet, click **Yes** or **Accept**.
3. On the Authentication window, type in your name as the screen name (unless you were told to use your Wimba account) and click **Submit**.

Compose a posting (a link to a webpage + voice annotation)

1. Click **New**, and a new window pops up.
2. Type in the subject. If you want to identify yourself, type in your name in the subject line or the text box.
3. Type in the URL of the website that you want to make a voice annotation.
4. Click ● to start recording. Click ■ to stop. Click ▶ to listen to the recorded message.
5. Click **Send**.

Listen to a posting and post a comment

1. Click once the posting you want to listen to. The linked webpage appears on the right side of the screen. (If you see + next to postings, that means that somebody made comments. Click on it to access the comments.)
2. Click ▶ to listen to the message.
3. Click **Comment**.
4. Add a text comment if you want.
5. Click ● to start recording a message. Click ■ to stop. Click ▶ to listen to the recorded message.
6. Click **Send**.

Save a posting on your hard drive

1. Click ▼ on the bottom-right corner of the player component. When **Save As** appears, click on it.
2. Give the file a name and choose the file format and the location where you want to save the file.
3. Click **Save**.



Voice Email – Voice Email allows you to send an email with a voice message in addition to the text. Messages are saved in the wav or mp3 format. The length of messages you can record is set by your instructor.

Access the voice email for your class

1. Click the link to the voice email on the ecampus course website for your class. (It may take a moment for the voice email screen to pop up.)
2. If your browser asks you whether or not to accept the java applet, click **Yes** or **Accept**.

Compose a message

1. Type in **From**, **To**, **Subject**, and a text message if you want.
2. Click ● to start recording a message. Click ■ to stop. Click ▶ to listen to the recorded message.
3. Click **Send**.

Listen to a message

1. Open the email and click the link to the voice message. The player component appears on your browser.
2. Click ▶ to listen to the message.
3. To save the voice message as a sound file, click **Save audio file**.

Voice Direct (chat tool) --Voice Direct allows you to participate in a live conversation with your classmates and/or instructor without being in the same room.

Access the voice direct for your class

1. Click the link to the voice direct on the ecampus course website for your class. (It may take a moment for the voice board screen to pop up.)
2. If your browser asks you whether or not to accept the java applet, click **Yes** or **Accept**.
3. On the Authentication window, type in your name as the screen name (unless you were told to use your Wimba account) and click **Submit**.

Participating in a voice direct session

1. On the right side of the window, you will see the list of people currently on this session.
2. In a voice direct session, only one person can speak at a time. Click on the **Hand** icon to request the microphone.
3. The microphone will circulate on a first-come, first-served basis (unless your instructor controls it). When you see the microphone next to your name, you can start speaking. Other participants will hear your voice on the headphones. Click **X** when you are done, and the microphone will go to the next person on the list.

