


Blackboard Voice Tools

The following options can be set for each tool at the time of creation, or edited later by clicking the double chevron  to the right of the title of a tool and selecting **Edit** in the menu that appears.

Please Note

You may receive the message:

“APPLET SHOULD BE THERE, BUT BLACKBOARD COLLABORATE SERVER IS DOWN”

In order to resolve the issue, please do the following:

For Internet Explorer

Step 1) If this message appears, "Do you want to view only the web content that was delivered securely?"

Click **NO**

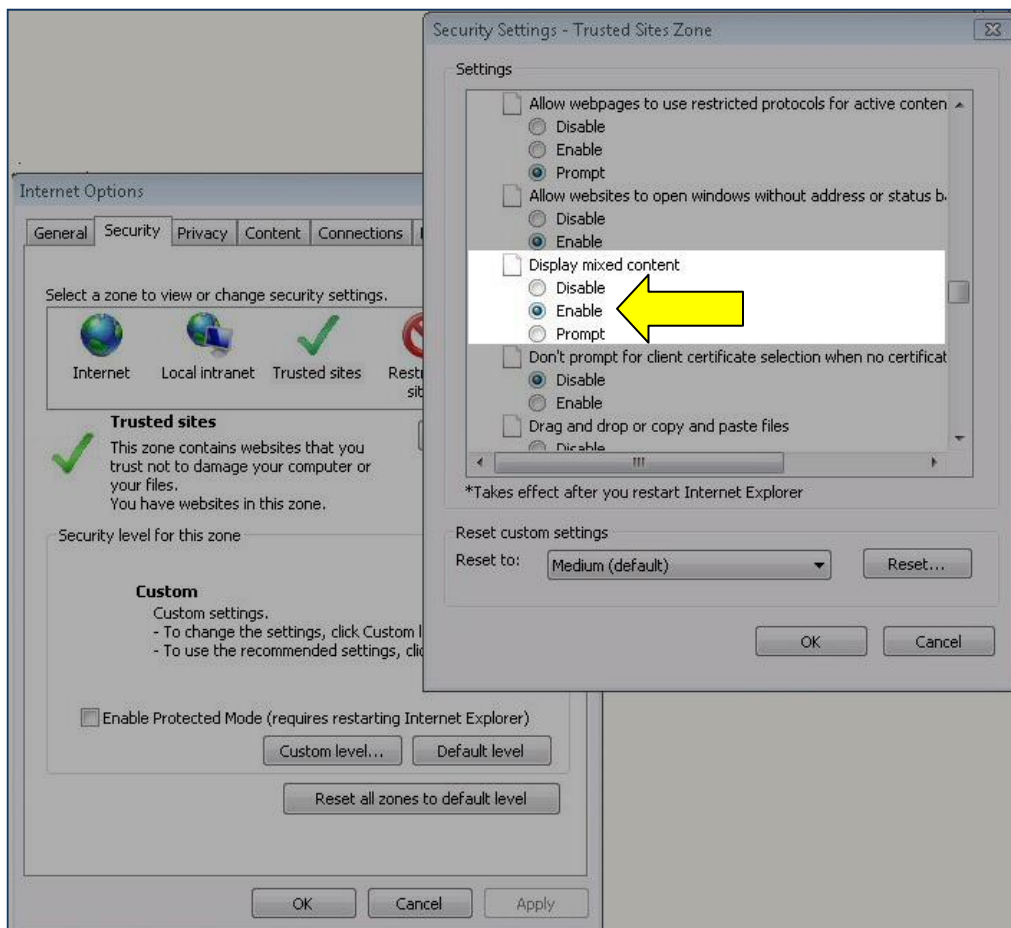
Step 2) In the gear menu, select **Internet Options**.

Step 3) Click the **Security tab**.

Step 4) Click the **Custom Level** button.

Step 5) In the Miscellaneous section, under *Display mixed content*, select **Enable**.

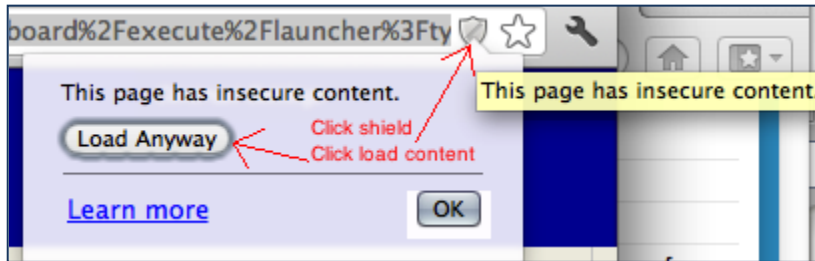
Step 6) Click **Ok** to close the Settings Dialogue and the Internet Options windows.



For Google Chrome

Step 1) Select the shield icon in the upper right corner of the address bar.

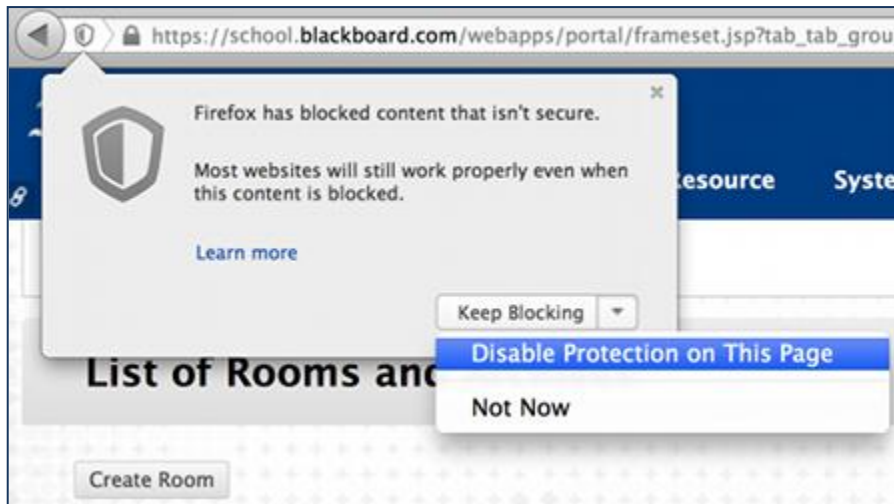
Step 2) Click **Load Content**



For Firefox

Step 1) Click on the shield icon in the upper left corner of the address bar.

Step 2) Using the drop-down arrow, select **Disable Protection on This Page**



Please Note

When clicking on each feature, the following message may appear:



Please select, **Run**. You may also check the box so that the message “Do not show this again” which will prevent the message from appearing again.

Voice Board Settings

To Add a Voice Board to the Tools Area

1. Click the **Voice Board** link in the Tools Area. The Voice Board List page opens.
2. Click the **Add Board** link. The Create Voice Board page appears.
3. See below for detailed explanation of these settings.
4. Click the **Submit** button. The confirmation page appears.
5. Click the **OK** button. The Voice Board is created and appears in the list of Voice Boards.

Information Area

1. Information	
1 Title:	<input type="text"/> <i>80 characters maximum</i>
2 Color:	<input type="color" value="black"/> Black
3 Description:	<input type="text"/>

- 1. Title**
Give the Board an appropriate name.
- 2. Color**
The title of the Voice feature will appear in this color.
- 3. Description**
Text entered here appears below the Title and above the Voice Board.

Settings Area

2. Settings	
1 Audio quality	Standard Quality - 12.8 kbit/s - Modern usage
2 Max message length	3 min
3 Display short message titles	<input type="checkbox"/>
4 Display messages in chronological order	<input type="checkbox"/>
5 Allow students to forward messages	<input type="checkbox"/>
6 Allow students to start a new thread	<input checked="" type="checkbox"/>
7 Make discussion threads private	<input type="checkbox"/>
8 Grade	<input checked="" type="checkbox"/> Points possible 100.0

1. Audio quality

Adjust the quality of recording depending on the environment in which the Voice Board will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time, but previously posted messages will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

2. Max message length

Adjust the maximum recording length allowed for users to post messages.

3. Display short message titles

When checked, the Voice Board provides less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.

4. Display messages in chronological order

When checked, the Voice Board displays the oldest messages first (at the top).

5. Allow students to forward messages

When checked, students can forward messages from the Voice Board via email. The Voice Board only accepts addresses external to Blackboard.

6. Allow students to start a new thread

When checked, students can start a new thread (a series of messages) on the Voice Board. Otherwise, only the instructor can start a new thread.

7. Make discussion threads private

When checked, students cannot view each other's threads. The instructor can still view all threads. This is a powerful feature for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.

8. Grade

When checked, instructors can assign grades for each student that accesses the board, which are integrated with the Blackboard Gradebook System. The

Points possible field determines the maximum possible grade for scoring.

Please Note:

There are additional general settings under "Options" that may be selected.

*When you have set the desired options, click **Submit**.

Voice Presentation Settings

To Add a Voice Presentation to the Tools Area

1. Click the **Voice Presentation** link in the Tools Area. The Voice Presentation List page opens.

Information Area

1. Information	
1 Title:	<input type="text"/> <i>80 characters maximum</i>
2 Color:	<input type="color" value="black"/> Black
3 Description:	<input type="text"/>

1. Title

Give your Voice Presentation a relevant name.

2. Color

The link to the Voice feature will appear in this color.

3. Description:

Text entered here appears below the Title and above the Voice Presentation.

Settings Area

2. Settings	
1 Audio quality	Standard Quality - 12.8 kbit/s - Modern usage
2 Max message length	3 min
3 Allow students to comment on slides	<input checked="" type="checkbox"/>
4 Make slide comments private	<input type="checkbox"/>

1. Audio quality

Adjust the quality of recording depending on the environment in which the Voice Presentation will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time, but previous posted messages will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

2. Max message length

Adjust the maximum recording length allowed for users to post messages.

3. Allow students to comment on slides

When checked, students can add vocal and/or text comments to each slide within the Voice Presentation.

4. Make slide comments private

When checked, students cannot view each other's comments within the Voice Presentation. The instructor can still view all comments. This is a powerful feature for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.

Please Note:

There are additional general settings under "Options" that may be selected.

*When you have set the desired options, click **Submit**.

Voice Podcaster Options

To Add a Voice Podcaster to the Tools Area

1. Click the **Voice Podcaster** link in the Tools Area.
2. Click the **Add Voice Podcaster** link. The Create Voice Podcaster page appears.
3. See below for explanation of these settings.

4. Click the **Submit** button. The confirmation page appears.
5. Click the **OK** button. The Podcaster is created and appears in the list of Voice Podcasters.

Information Area

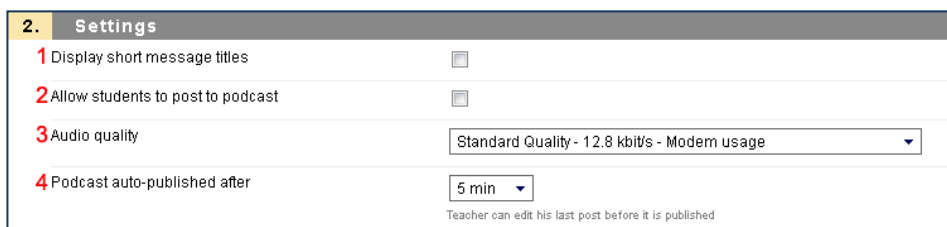
- 1. Title**
Give your Podcaster a relevant name.
- 2. Color**
The link to the Voice feature will appear in this color.
- 3. Description**
Text entered here appears below the Title and above the Podcaster.



The screenshot shows a form titled "1. Information" with three sections:

- 1 Title:** A text input field with a placeholder "80 characters maximum".
- 2 Color:** A color selection interface showing a black color swatch, a dropdown arrow, and the text "Black".
- 3 Description:** A large text area for entering a description.

Settings Area



The screenshot shows a form titled "2. Settings" with four sections:

- 1 Display short message titles:** A checkbox that is currently unchecked.
- 2 Allow students to post to podcast:** A checkbox that is currently unchecked.
- 3 Audio quality:** A dropdown menu set to "Standard Quality - 12.8 kbit/s - Modem usage".
- 4 Podcast auto-published after:** A dropdown menu set to "5 min".

Teacher can edit his last post before it is published

1. Display short message titles

When checked, the Podcaster provides less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.

2. Allow students to post to podcast

When checked, students can add vocal and textual posts to Podcaster. (This option is useful if you would like individual students, or study groups, to have their own podcast). Otherwise, only the instructor can post messages.

3. Audio quality

Adjust the quality of recording depending on the environment in which the Podcaster will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time, but previously posted messages will play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

4. Podcast auto publish

By default, posts are published (and therefore downloaded to the computers of subscribed users) after 5 minutes of creation. Only during this time may the author edit the text within the post and/or re-record the audio. You may adjust this setting to a shorter or longer duration.

Please Note:

There are additional general settings under “Options” that may be selected.

*When you have set the desired options, click **Submit**.

Voice Email Settings

To Add a Voice Email to the Tools Area

1. Click the **Voice Email** link in the Tools Area.
2. Click the **Add Voice Email** link. The Create Voice Email page appears.
3. See below for explanation of these settings.
4. Click the **Submit** button. The confirmation page appears.
5. Click the **OK** button. The Voice Email is created and appears in the content area.

Information Area

1. Information	
1 Title:	<input type="text"/> <i>80 characters maximum</i>
2 Color:	<input type="color" value="black"/> Black
3 Description:	<input type="text"/>

- 1. Title**
Give your Voice Email an appropriate name.
- 2. Color**
The link to the Voice feature will appear in this color.
- 3. Description**
Text entered here appears below the Title and above the Voice Email form.

Settings Area

2. Settings	
1 Audio quality	Standard Quality - 12.8 kbit/s - Modem usage ▼
2 Max message length	3 mins ▼
3 Include Reply Links	<input type="radio"/> Yes <input checked="" type="radio"/> No
4 Pre-fill Subject field?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>

1. Audio quality

Adjust the quality of recording depending on the environment in which Voice Email will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time (messages that have already been recorded are preserved within the archives in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

2. Max message length

Adjust the maximum recording length allowed for users to record messages.

3. Include Reply Links

If Yes is selected, students may reply to Voice Emails by sending another Voice Email. If No is selected, Voice Email recipients may only respond via standard email.

4. Pre-fill Subject field

Enter a subject line students cannot modify when sending messages from this Voice Email form. This setting can be changed at any time, but messages that have already been sent contain this subject line.

Email Recipients

3. Email Recipients	
Instructors	<input checked="" type="radio"/>
Students	<input type="radio"/>
All	<input type="radio"/>

Select the recipient of messages sent from this Voice Email form. You can specify All Instructors, All Students, or All (All Instructors and All Students). The external email addresses of the recipient group that you choose automatically populates the “To” Field in the Voice Email.

Please Note:

There are additional general settings under “Options” that may be selected.

*When you have set the desired options, click **Submit**

Adding Voice Authoring Mashups to a Content Area

To Add a Voice Authoring Mashup to a Content Area

1. Log in to Blackboard.
2. Click the My Academics tab.
3. Select a course from the Course List.
4. Using the left navigation bar, select the Content Area where you wish to add the Voice Authoring Mashup.
5. Enable Editing (if it is not already enabled) by setting the Edit Mode toggle at the top-right corner of the page to ON.
6. Click the Build Content button.
7. In the Mashups list, click Voice Authoring

Adding Voice Authoring Mashups in the Text Editor

Voice Authoring Mashups can be added to any course area that contains Blackboard’s Visual Text Box Editor (also known as the VTBE, or simply the Text Editor). This provides you with the ability to combine audio recordings with other course elements.

To Add a Voice Authoring Mashup in the Text Editor




Caution: It is highly recommended that you add and edit any other content first, and **create the Voice Authoring Mashup last**. Moving the Mashup icon or even editing text on either side of it incurs a high risk of breaking the link to the Voice Authoring playback applet.

1. Log in to Blackboard.
2. Click the **My Academics** tab.
3. Select a course from the Course List.

4. Access a course area that makes use of the VTBE, such as the Create Item page:
 - a. Using the left navigation bar, select a Content Area.
 - b. Enable Editing (if it is not already enabled) by setting the Edit Mode toggle at the top-right corner of the page to **ON**.
 - c. Click the **Build Content** button.
 - d. In the Create list, select **Item**. The Create Item page appears.



Note: Text fields that use the Text Editor can be identified by a graphical switch in the upper-right corner of the field labeled **Visual Editor is** (On or Off). The switch enables or disables many capabilities of the Text Editor. Ensure that it is set to **ON**.

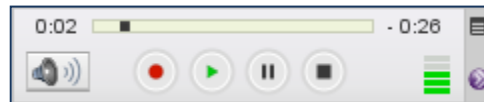
5. Locate the **File Attachment Toolbar**. This toolbar appears along the top of the Text Editor, though it may be collapsed. Click the triangle to the left of any toolbar to collapse or expand it.
6. Click the **Add Mashup** button () . A drop-down menu appears.
7. Click **Voice Authoring**. The Voice Authoring window opens.





Recording a Voice Authoring Message

To Record and Save a Message

1. **Title:** Enter a fitting name for this applet.
2. Record your message using the Voice Authoring controls.

Use the following controls to record your message:



1. Click the **Record** button  and speak into a microphone or headset connected to your computer to record your message.
2. Click **Pause**  to pause recording; click this button again to resume recording your message
3. Click **Stop**  when you have completed your message
4. Click **Play**  to listen to your message. Click **Record** if you wish to re-record it.

When you have set the desired options, click **Submit**. A confirmation page appears. Click **OK** to return to the Content Area where you created this feature.

Tip: During playback or while a message is paused, click and hold the tracker shuttle and drag it to a new position to rewind or fast-forward to a particular point in the message.