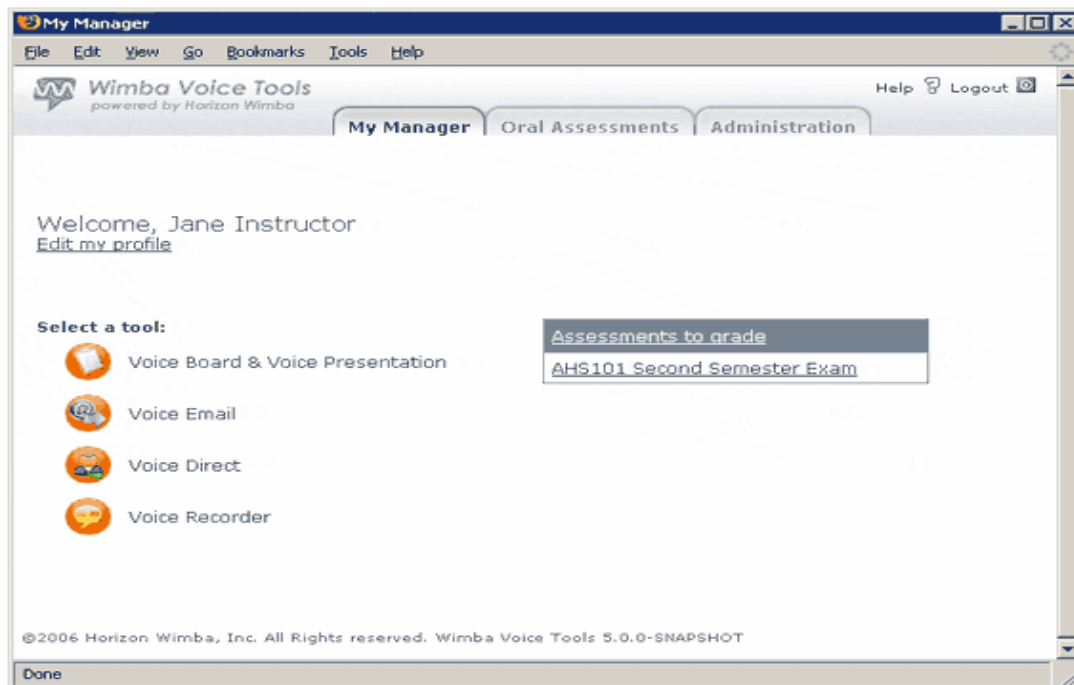


Introduction to Wimba

Wimba Voice Tools

Wimba Voice Tools is a suite of applications that allow you to record and send voice over the Internet. The 5 Voice Tools are:

- **Oral Assessment Builder:** Design questions and assessments to evaluate students' listening comprehension and speaking in the target language.
- **Voice Boards:** Post and listen to voice messages within discussion boards.
- **Voice Email:** Send and listen to voice through email messages.
- **Voice Direct:** Communicate with users in real-time in a virtual room, using voice and text.
- **Voice Recorder:** Record and listen to voice on a web page.



Getting Started

Before you can use Wimba, you need to get your classes set up. Start by going to the Modern Languages website- <http://modernlanguages.cua.edu/Technology/ir.cfm> Download

the "Wimbaclass.xls" spreadsheet and fill it out with the email address, first name, and last name of the student. Send it to azhandeh@cua.edu as an attachment. Please use the following format for the last name: **Lastname** (only first letter capitalized, for example: **Azhandeh**).

Once you are ready to begin using Wimba, click on the link that is located on the Modern Languages website (above). Enter your username (your full email address) and your password (your last name) to log in. It is recommended that instructors change their password to protect their privacy. Once you have logged in, you will be taken to a page called the Wimba Manager. From there you can begin using Wimba's various voice tools.

Oral Assessments Builder

This tool allows instructors to create and assign oral assessments to their students, in order to create an assessment; you need to start by creating questions in Wimba. Below is a description of the various types of questions and a brief explanation of how to get started.

Voice Dialog

A standard free-response question that is oral instead of written. The question has 5 parts:

Name (required): the unique identifier used for administration (organizing questions into assessments).

Title (required): the question title users see when completing an assessment.

Image (optional): a picture can help illustrate your question.

Click the *Browse* button to upload an image from your computer. Be sure to change the width and height immediately following upload to match the dimensions of your image.

Description (optional): Text that describes the question (or possibly the image). This field is useful to provide instructions to your students.

Voice Prompt (optional but strongly recommended): Use the audio controls to record your question.

Multiple Choice Question (MCQ)

This question type builds upon Voice Dialog with the addition of multiple choice questions. It can be utilized as a quiz to include as many multiple choice questions as you like, all of which would refer to the single Voice Prompt associated with this question resource.

Fill in the Blank

This question type is based upon Voice Dialog with the addition of fill in the blank questions. It can be utilized as a quiz to include as many fill in the blank questions as you like, all of which would refer to the single Voice Prompt associated with this question resource

Pairing

This question type is similar to a Multiple Choice Question, but with multiple questions and answers. Each answer corresponds to a single question. The student must match each question with its corresponding answer. You may enter up to 5 questions in the *Question* column. Be sure to indicate the correct answer in the *Answer* column, located to the right of each Question. OAB will shuffle the pairs randomly within the question once it has been added to an Assessment. The shuffled pairings will appear in the same order for each user and only be visible within an Assignment if logged in as a User to which it is assigned.

Vocal Multiple Choice Question (Vocal MCQ)

This question type is similar to a Multiple Choice Question, but the student must choose between several vocal answers rather than textual answers, all of which would refer to the single Voice Prompt associated with this question resource. You may record up to 5 separate answers, upload up to 5 supported audio files or mix and match recordings and uploaded files. Be sure to select the radio button to the left of the correct answer.

Getting started with oral assessments Creating a question:

Once you know which of the five types of questions you wish to use, log in to the Manager. Click the *Oral Assessments* tab, and then click *Create Question*. Follow the prompts for each specific question type.

Editing a question:

Questions can easily be managed to make corrections or changes, including the ability to re-record any messages associated with a question.

- Click the *Oral Assessments* tab
- Click *Manage questions*
- Click the *Edit* (pen) icon located to the right of the question you wish to modify
- Make any changes you wish
- Click *Save* to save your changes. Clicking *Cancel* will return to the previous screen without updating the page.

After you edit a question, the question is automatically updated in all assessments in which it may be included. If you have assigned an assessment before changing the question, the question in the current assignment will be remain unchanged as someone might have already completed the assignment.

Exporting a Question

This option is useful for allowing instructors to exchange questions and create a backup. Once you have created and saved your question, it can be exported from the Voice Tools Manager and stored locally on your hard drive, shared drive, or Intranet.

- From the Manager (main page), click the *Oral Assessments* tab
- Click *Manage questions*
- Click the *Export* (arrow) icon located to the right of the question you wish to save
- The question is downloaded as an .hwq (Wimba Question) file containing all text, audio, and images associated with the question. The contents of this .zip file should not be modified.

Importing a Question

Once another instructor has created questions for an exam, you can use the import function to incorporate that question into your own Wimba manager and have access to it for your own exams or lab assignments. In order to do this, under the *Oral Assessments* tab, go to *Manage questions*. Click the *Browse* button located below *Import a question* at the bottom of the screen.

Oral Assessments

An assessment is an ordered set of questions which students are invited to complete and instructors may grade. In other words, once you have your questions created, you can combine them to create the assessment that you will later assign to your students.

Creating an assessment

- Click the *Oral Assessments* tab
- Click *Create assessment*
- Enter a unique name and title for this assessment
- Select a question from the *Available questions* list on the left, which you wish to include in the assessment
- Press the *Add* button (located between the two list boxes)
- Repeat Steps 5 and 6 until you have all the questions you want
- Click *Save* to create the new assessment
- To change the order of the questions in the assessment, select a question from the *Questions in the assessment* list and click *Move up* or *Move down* as appropriate.
- To remove a question in the assessment, select a question from the *Questions in the assessment* list and click the *Remove* button.
- If you wish to preview a question before, select a question from either list and click the *Review* button.

Assigning an Assessment

- Log in to the Manager
- Click the *Oral Assessments* tab
- Click *Manage assessments*
- Click the *Assign* icon located to the right of the assessment you wish to assign
- Select the appropriate *Group* from the pull-down menu
- Click *Save* to assign the assessment

Grading an Assessment

You can access the assignments you wish to grade two ways. One method is by simply clicking on assignments from the *Assessments to grade* box on the right-hand side of the screen. Entries in the *Assessments to grade* box are displayed in the order in which they are completed. The name of the student who completed the assessment appears at the top of the screen once it is loaded. You may also grade assessments by clicking the *Oral Assessments* tab and selecting *Assessments to grade*. Then, click the *Correct* icon to the right of the appropriate assignment, arranged by student and assessment

All question types other than Vocal Dialog are graded automatically. You have the ability to add vocal comments to any question. While these comments are optional, it is strongly recommended that you respond to students with voice to fully express yourself—conveying your tone, confidence, and message.

After reviewing the final question, you are prompted to enter a grade upon clicking *Assign grade*. This grade can be a letter (i.e., A or B), a number (such as 85), or a percentage (for example, 7/10 or 85%). Once you have graded an assessment, the student who completed it will automatically be able to review her answers and your comments.

Voice Board

Similar to a message board, but you can incorporate voice. **Creating a Voice Board:**

- Click *Voice Board & Voice Presentation*
- Click the *New* button in the center of the screen
- Enter a name for your Voice Board
- Click the *Create* button (once you have created your email, you'll want to set your preferences and then record your message to begin the discussion thread)

Setting Preferences

- Once you have hit the create button you will be redirected to the original screen with a list of message boards.
- Click on the voice board you just created.
- There will be a list of preferences on the left-hand side of the screen.
 1. Information- original name and description of the discussion board that may be modified.
 2. Settings- here you can decide what privileges you want to allow your students. In most scenarios you would want your student to simply reply to your question/thread or maybe add one of their own.
 3. Basic Rights-in the *Basic Rights* area, you may set access controls to determine who exactly may view (Read Messages) and post (Compose Messages) in your Voice Board.
 4. Privileged User/Groups- if you limited your *Basic Rights*, here is where you can choose and assign who specifically has access your thread.
 5. Publish- Your message can now be recorded. Simple click on *Try it*.

Accessing Voice Board

- Once you have created your thread and assigned who has access there are two ways students can access and respond to the *Voice Board*.
 1. Invite- you may invite your students to the message board by sending them an email with a link. This will bring the students directly to the discussion board.
 2. Students can simply log into their Wimba account and access the Voice Board to reply to original thread (when you chose the groups or students under Privileged Users/Groups the *Voice Board* was assigned).

Voice Email

E-mail with standard text, plus a vocal element. **Creating a Voice Email:**

- Click *Voice Email*

- Click the *New* button in the center of the screen
- Enter a name for your Voice Email
- Click the *Create* button (once you have created your voice email, you'll want to set your preferences and then record your message to your students)

Setting Preferences

- After you hit the *Create* button you will be redirected back to the original screen with the list of created emails.
- Click on the email you just created (i.e. named and gave a brief description)
- You should see a list of choices on the left hand side of the screen
 1. Information-this is your original name and description that you may modify.
 2. Settings-
 - a. As you prepare your Voice Email, remember that you are building a reusable email form, not a single email. Optional fields allow you to specify the sender and recipients of all messages sent from this Voice Email form, as well as pre-fill the Subject line and Text in the body of the email. Multiple email address may be entered; they should be separated by comma, semi-colon or a carriage return (one address on each line.)
 - b. Disable/Hidden- Click on these if you don't want the user (i.e. student) to be able to modify information in each field or see the information in each field.
 - c. Display reply links in sent Voice Email
Reply links offer recipients the ability to respond to your Voice Email. Without reply links, Voice Email is limited to one way communication.

*These links are available in the body of the actual email. Three types of reply links will always appear, if this option is selected (specify to your students in the email which link you want them to respond to):

Reply with your voice: Click this link to reply to the voice email with both text and voice.

Reply all: Click this link to reply (with text and voice) to all the original recipients of the email.

New Voice Email: Click this link to send a new Voice Email to any email address.

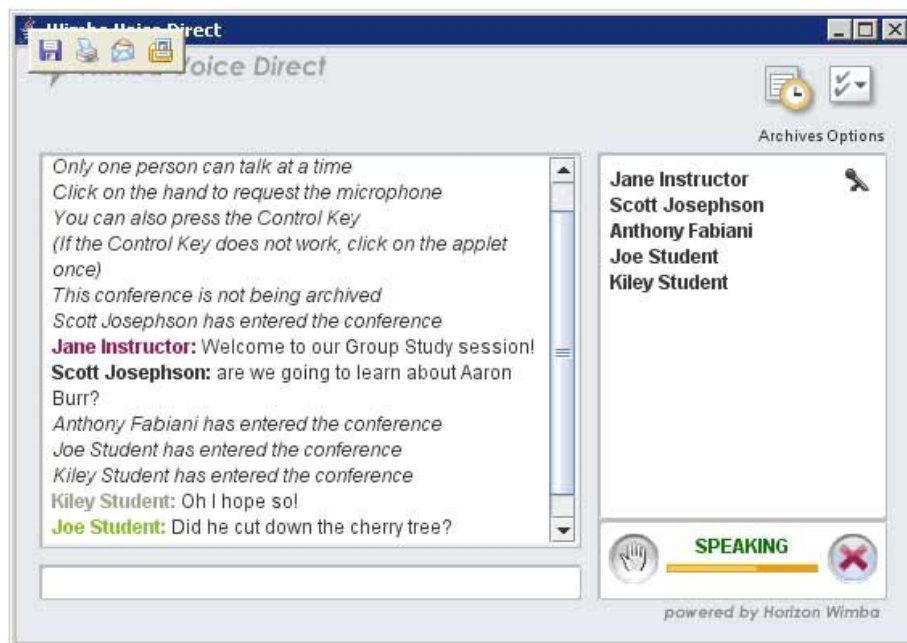
- d. Audio Quality- The default (*Standard*) audio quality will suit most needs. However, you may adjust the quality higher or lower, depending on your users' connectivity to the Internet. Standard Quality streams audio messages at a rate of approximately 13 kilobits per second (kbps), which works well for users on high and lower-bandwidth connections alike.

- e. Max message length- You may also adjust the maximum duration for which someone may speak. This may be useful if you plan to use the Voice Email for timed quizzes, or to simply limit the amount of time for each recording.
 - f. After you have finished adjusting settings, click *Apply* in the lower right-hand corner of the page.
3. Public Access-Voice Email applets can be placed in any web page. Anyone able to access your web page could interact with a Voice Email form. In order to successfully publish an applet, *Public Access* must be checked. You may wish to deselect this option if you only plan to distribute links to a Voice Email resource, rather than embed it on a web page.
 4. Privileged Users and Groups- This allows you to grant administrator access to your email or any archives. As an administrator only you can modify your emails, however, you may grant this privilege to other groups or users.
 5. Archives- This allows you to access all emails as read-only.
 6. Publish-To record your message click on either *Try it* message.

Recording a message:

- Click the *Record* button (circle) and speak in to a microphone or headset connected to your computer to record your message.
- Click *Pause* (two bars) to pause recording; click this button again to resume recording your message.
- Click *Stop* (square) when you have completed your message.
- Click *Play* (triangle) to listen to your message. Click *Record* to record the message again.
- When you are satisfied with your recording and you have entered a subject line (as well as any appropriate text), click the *Send* button in the upper right-hand corner of the applet.
- **Note:** once a message has been sent, its recording cannot be modified!

Voice Direct



Voice Direct is an online conference center that incorporates both text and audio. This means that students can participate by writing and speaking in the target language simultaneously. Voice Direct can be used for many applications ranging from a brief warm-up exercise for lab to an off-campus virtual review session or virtual office hours. **Creating a Voice Direct conference:**

- Click *Voice Direct*
- Click the *New* button in the center of the screen
- Enter a name for your Voice Direct conference
- Click the *Create* button
- See instructions for *Setting Preferences* in *Voice Board*.
- Don't forget to assign the voice direct to your class (see accessing voice boards).

Archive sessions

If checked as an option, archiving will begin automatically upon entry into a Voice Direct conference (by a Student or Instructor). Archiving is recommended for future reference, student study aids, and an Instructor's ability to monitor progress without the necessity of being logged into every Voice Direct conference. For example, if you archive students' textual responses, you can later use these as writing samples for students to self-correct. This is also a good way to keep a record of students' progress throughout the semester.