Instructions for using Voice Board on Blackboard:

For Instructors:

In order to use the Voice Board, you need to take following steps:

**Windows 7 users: Make sure your headset is already plugged-in before starting this feature!**

1- Under the gray “Courses” tab, at the right-hand side of the screen, click to make certain that the “Edit Mode” is ON:

![Edit Mode ON](image)

2- Once the “Edit Mode” is ON, a red box with a white plus sign will appear at the top left of the screen:

![Red box with plus sign](image)

3- Click on the plus sign to access the drop down list. Click “Add a Tool Link”.

4- The “Add Tool Link” box will appear. Under “Name,” type “Voice Board” or anything you like. **Type** select “Blackboard Collaborate Voice Board”. Check the “Available to Users” box:
5- Click “Submit”. “Voice board/” will now appear at the bottom of the dropdown list:

![Dropdown list with Voice board option]

6- Click on “Voice board”. It takes you to the list of Voice boards you have created or you can add a “Voice board”

7- When you click on Add Board it takes you

![List of Voice Boards]

8- Create Voice Board:
Information:

Title: The name of Voice Board or the name of “Oral Test”

Description: You may enter a short description about how to answer

Setting:

Check first two options

Check the “Make discussion threads private” option in order for your students to not see each other's responses. “Max Message length” Change it to “10 min” by default it is “5 min”

Click on “Submit”

9- Click on OK

10 -You will be sent to “List of Voice Boards” Page.

11- Once you click on the voice board you have created. You will get two options (a or b)

(a) Click on Voice Board you have created. A Security Warning“ pops up make sure to click on “NO”. You also need to ask you students to click “ No” while taking the
(b) A Pop-Up shows up at the bottom of the page. Click on “Show all Content” After this you need to go back and click again on “Voice board”: You need to ask your students to follow the same step.

10- Java applet is getting started to load and you may get another message asking you to open up Java applet. Click on “RUN”

11- You will see this page then click on “New” and start adding your questions.

12- Click on “Red Circle” and start recording and finally stop it and click on “Post” Below the recording tool bar you can also add a description to your question if you want.