

Adding Voice Announcements using Horizon Wimba

1. Enter the Control Panel & Select Voice Announcements

NORTHERN VIRGINIA COMMUNITY COLLEGE

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COURSES > ELI - USING AUDIO IN INSTRUCTION > CONTROL PANEL

NV280.ELI.001.HT.FA06: ELI - Using Audio in Instruction - Heather Tillberg (Instructor)

Content Areas		User Management	
Workshop Information	External Links	List / Modify Users	Remove Users from Course
Course Information	Adding Wimba	Enroll User	Manage Groups
Course Documents	Critique of Wimba	Assessment	
Integrating Audio		Test Manager	Gradebook
Course Tools		Survey Manager	Gradebook Views
Announcements	Collaboration	Pool Manager	Course Statistics
Course Calendar	Digital Dropbox	Help	
Staff Information	Content System	Support	
Tasks	Check CS Links	Manual	
Send Email	Copy Files to CS	Contact System Administrator	
Discussion Board	Voice Announcements		
Course Options			
Manage Course Menu	Import Course Cartridge		
Manage Tools	Import Package		
Settings	Export Course		
Course Copy	Archive Course		

2. Fill in the title of the Voice Announcement:

Add Voice Announcement

1 Information

Subject

Message

2 Vocal Message

Record

3 Options

Always show this announcement Yes No

Choose date restrictions

Display After

Sep 27 2006

01 55 PM

Display Until

Sep 27 2006

01 55 PM

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

3. Add relevant text that students will see in the Message box:

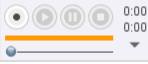
✕ Add Voice Announcement

1 Information

Subject

Message

2 Vocal Message

Record 

3 Options

Always show this announcement Yes No

Choose date restrictions

Display After

Sep 27 2006

01 55 PM

Display Until

Sep 27 2006

01 55 PM

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

4. Press Record and begin to record your voice message:


✕ Add Voice Announcement

1 Information

Subject

Message

2 Vocal Message

Record 

3 Options

Always show this announcement Yes No

Choose date restrictions

Display After

Sep 27 2006

01 55 PM

Display Until

Sep 27 2006

01 55 PM

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

5. Select options as you would when you leave a text announcement. Use “always show this announcement” to make the announcement permanent. Then hit Submit.