

**Horizon Wimba Building Blocks
for Blackboard 6.3 – 7.1**

Version 3.0

User Guide

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Horizon Wimba Building Blocks for Blackboard User Guide

Getting Started

Introduction

Blackboard's Building Blocks Program enables institutions to easily enhance their Blackboard courses by allowing seamless access to complementary applications. Horizon Wimba's Building Blocks allow instructors and students to access up to seven tools from within the Blackboard environment:

- **Live Classroom** – a live virtual classroom supporting multi-way audio, video, application sharing, polling and content display
- **Voice Board** – a threaded, voice-based discussion board that can also be used for one to one vocal exercises
- **Voice Email** – an e-mail with standard text, plus a vocal element
- **Voice Recorder** – a recorded message that a user can play back anytime, usually accompanying content within a web page.
- **Voice Direct** – a live voice and chat application
- **Voice Presentation** – a presentation consisting of web content alongside voice messages
- **Wimba Podcaster** – a tool that allows for the creation and subscription of podcasts

The Horizon Wimba Building Blocks feature:

- **Single Sign On:** students and instructors seamlessly access the Horizon Wimba tools within Blackboard. They do not need to log in again or type a URL
- **Integrated creation and management of Horizon Wimba tools:** Instructors can easily create and manage their tools using the Blackboard interface. There is no need to access and learn a new administration interface.
- **Consistent look and feel and navigation:** Horizon Wimba tools look like, and can be used as, any other Blackboard tool. Consequently, there is almost no learning curve to use it.
- **Blackboard calendar integration:** Calendar entries can be created for a Live Classroom, enabling direct access from the calendar to the tool.
- **Content Push:** Files stored within Blackboard Content Areas can easily be transferred to the Live Classroom.

In order to access these tools, your Blackboard System Administrator will first need to install and configure the appropriate Horizon Wimba Building Block on your Blackboard server. Refer to the "Installation and Configuration Guide" for information on installing the Building Block and setting up access for courses on the Blackboard server.

Documentation of all Horizon Wimba products are available on Horizon Wimba's website [<http://www.horizonwimba.com/support>].

Adding a Tool to a Content Area

Anyone who has access to the Control Panel can create all Tools in a Content Area.

1. Log-in to Blackboard.
2. Select a Course to modify from the My Courses List.
3. Using the left navigation bar, or from the Content Areas section of the Control Panel, select the Content Area where you wish to add a Tool.
4. On the Content Area page, a small drop-down menu may be available in the upper right-hand corner. If it is not, click the words "Edit View" that appear in this location.
5. Click the "Select" drop-down menu. The Tools you have purchased from Horizon Wimba will appear in the list. They will include Voice Recorder, Voice Email, Voice Board, Voice Direct, Voice Presentation, Wimba Podcaster and/or Live Classroom.
6. Select the Tool you wish to add to this Content Area.
7. Click the "Go" button to the right of the pull-down menu.

Voice Recorder Creation

1. Record your message using the Voice Authoring controls:
 - a. Click the **Record** button (circle icon) and speak in to a microphone or headset connected to your computer to record your message.
 - b. Click **Pause** (two bars icon) to pause recording. Click this button again to resume recording your message.
 - c. Click **Stop** (square icon) when you have completed your message.
 - d. Click **Play** (triangle icon) to listen to your message. Click Record to re-record the message.
2. **Name:** Entering a fitting title for this applet.
3. **Description:** Text entered here will appear below the Name and above the Voice Recorder applet itself.

Voice Email Creation

1. **Name:** Give your Voice Email an appropriate title.
2. **Description:** Text entered here will appear below the Name and above the Voice Email form.
3. **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 will be preserved within the archives in their original encoding). The default setting of *Standard Quality (12.8 kbits/s)* works well for most situations.
4. **Max message length:** Adjust the maximum recording length allowed for users to record messages.

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5. **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.
 6. **Pre-Fill Subject Line:** 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 will contain this subject line.
 7. **Email Recipients:** Select the recipient of messages sent from this Voice Email form. You can specify All Students, All Instructors, or All (inclusive of all Students and All Instructors). The external email addresses of the recipient group you choose will automatically populate the "To" Field.

Voice Board Creation

1. **Name:** Give your Voice Board a relevant title.
2. **Description:** Text entered here will appear below the Name and above the Voice Board.
3. **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 messages that have already been posted will be played in their original encoding. The default setting of *Standard Quality (12.8 kbits/s)* works well for most situations.
4. **Max message length:** Adjust the maximum recording length allowed for users to post messages.
5. **Display short title messages:** When checked, the Voice Board will give less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.
6. **Display messages in chronological order:** When checked, the Voice Board displays the messages beginning with older messages first (at the top).
7. **Allow students to forward a message:** When checked, students will be able to forward messages from the Voice Board via email. The Voice Board will only accept addresses external to Blackboard.
8. **Allow students to start a new thread:** When checked, students will be able to start a new thread (a series of messages) on the Voice Board. Otherwise, only the instructor can start a new thread.
9. **Make discussion threads private:** When checked, students cannot view each other's threads. The instructor can still view all threads. This is a powerful tool for creating private exercises, assessments and other types one-on-one exchanges between instructors and students.

Voice Direct Creation

1. **Name:** Title your conference.
2. **Description:** Text entered here will appear below the Name and above the Voice Direct conference.
3. **Audio Quality:** Adjust the quality of recording depending on the environment in which the Voice Direct conference will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time (archives that have already been recorded will be preserved in their original encoding). The default setting of *Basic Quality (12.8 kbits/s)* works well for most situations.
4. **Link To:**
 - a. A **Course Default Conference** is a single conference that can be entered from multiple Content

Areas within your Blackboard course; select this option to link to a generic Voice Direct Conference.

b. A New Conference is a unique and specific instance of a Voice Direct conference that can only be entered from the Content Area in which it is created.

5. **Archive Automatically:** If set to Yes, archiving will automatically begin upon entry into the Voice Direct conference (by a Student or Instructor). If set to No, the Archive will need to be started manually within the conference by an instructor.

Voice Presentation Creation

1. **Name:** Give your Voice Presentation a relevant title.
2. **Description:** Text entered here will appear below the Name and above the Voice Presentation.
3. **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 messages that have already been posted will be played in their original encoding. The default setting of *Standard Quality (12.8 kbits/s)* works well for most situations.
4. **Max message length:** Adjust the maximum recording length allowed for users to post audio.
5. **Allow students to comment on the slides:** When checked, students will be able to add vocal and/or text comments to each slide within the Voice Presentation.
6. **Make comments private:** When checked, students cannot view each other's comments to the Voice Presentation. The instructor can still view all comments. This is a powerful tool for creating private exercises, assessments and other types one-on-one exchanges between instructors and students.

Live Classroom Creation

Choose from the four options – Live Classrooms page, Select Room, Create Room, or Select Archive.

1. Click the **Create Room** button if you wish to create a new Live Classroom.
 - Give the Room an appropriate name in the **Room Title** box.
 - Type a **Room Description** of the Live Classroom. This will appear on the Live Classroom launcher page and will be visible to students.
 - Choose **Instructors lead the presentation** if you would like only the instructor to be able to present in the Live Classroom. Choose **Students and Instructors have the same rights** to enable both students and instructor to present in the Live Classroom.
 - **Settings**
 - **Audio:** this option controls students' use of the phone simulcast option and whether student microphones are turned on when they enter the Live Classroom.
 - **Video:** selecting this feature will allow the instructor to stream Real Video in the Live Classroom. A *RoomID*, necessary for streaming RealVideo, is available when editing the Room's settings following its creation (See *Chapter 5 - Modifying the Tools, Adding Content & Scheduling*). Refer to Live Classroom Documentation for additional details on using Video.

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- **Third-party Conference Call:** use this option if you plan on using a separate conference-call company to handle your audio needs in the Live Classroom.
 - **Chat:** this option controls how student use the different forms of text chat.
 - **eBoard:** this option controls student access to the Live Classroom eBoard (virtual white board.)
 - **Maximum Users:** this option can place a limit on the amount of users (including the instructor) who can enter the room
 - **Access:** this option allows this Live Classroom to be accessible external to your Blackboard server (recommended for guest lecturers, or to extend access to individuals without Blackboard access). A direct launcher link, for use in distributing access information, is available when editing the room's settings following its creation (See *Chapter 5 - Modifying the Tools, Adding Content & Scheduling*).
- Click Submit.
2. Choose Live Classrooms page to build a link to a list all the Live Classrooms and Archives associated with this course.
 3. Choose Select Room if you would like to link to a Live Classroom that has already been created.
 4. Choose Select Archive, if you would like to link to one Archive (an Archive is a previously recorded Live Classroom event or class.) This option is only available once you have created at least one Archive.

Adding a Tool to the Communication Area

Anyone who has access to the **Control Panel** can create Voice Boards and Voice Emails in the **Communication Area**. As well, individuals with these privileges can access a List of Live Classrooms. In addition there will be a Wimba Podcaster available for each course.

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the **Communication Area**.
4. Click the appropriate link.

Live Classrooms

This Building Block Tool within the Communication Area is where the Live Classroom List of Rooms and Archives resides.

Voice Boards

1. Click the **Add** button to create a new Voice Board that lives in the **Communication Area**. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Board Creation*.
2. The **Remove** button will delete the Voice Board from the **Communication Area**.
3. Board Settings can be modified as described in *Chapter 5 - Modifying the Tools, Adding Content & Scheduling – Voice Board*

Voice Emails

1. Check/uncheck the box at the top of this page to make this section visible/invisible to Students
2. Click the appropriate recipient link, based on to whom you wish to send a Voice Email:
 - **Voice Email to all Students:** This will automatically generate a Voice Email form, with the “To” field populated with all students enrolled in this course who have an email address listed in their Blackboard profile
 - **Voice Email to all Instructors:** Automatically creates a Voice Email form with the “To” field filled with the email addresses of all individuals who can access this course’s Control Panel and have an email address listed in Blackboard.
 - **Voice Email to all people enrolled:** Crafts a Voice Email form, with the “To” field populated with all individuals associated with this course (inclusive of the groups all Students and all Instructors), who have an email address listed in Blackboard
 - **Select users:** This option allows you to check off the individual(s) whom you wish to contact from a list of all individuals (inclusive of all Students and all Instructors) associated with this course, who have a valid email listed in Blackboard. Once you have selected the

appropriate user(s), click "Submit." A Voice Email will automatically generate and populate the "To" field with the email addresses of only the individual(s) you chose.

Wimba Podcasters

- Click the Wimba Podcaster button to make the Wimba Podcaster appear.

Voice Announcements

Voice Announcements are a unique means of vocal communication that only appear within the Announcements Area. Anyone who has access to the Control Panel can create Voice Announcements.

Voice Announcement Creation

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the **Control Panel**.
4. Under Course Tools, click **Voice Announcements**.
5. **Subject:** Enter an appropriate subject for your announcement.
6. Enter a **Message** to appear below your Subject and above the Voice Announcement applet.
7. **Record** your message using the recording controls.
8. At the bottom of the page, click **Submit**.

Once your Voice Announcement has been created, you will be taken to the **Announcements** Area, where your new Announcement will be displayed.

Note: *Voice Announcements cannot be re-recorded. If you wish to replace a vocal announcement, remove your original applet (or make it unavailable), and then create a new resource using the instructions above.*

Modifying the Tools, Adding Content & Scheduling

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the appropriate **Content Area**.
4. If the “Display View” appears, click **Edit View** in the upper right-hand corner of the page.

Live Classroom (if link leads to a Room or Archive)

1. Click the title link to the right of the Live Classroom icon
2. **Enter Room/Archive** – Click here to launch the Live Classroom in a new window, test your content, and actually conduct your class.
3. **Open/Close this Room/Archive** – If this is set to Closed (indicated by a closed door to the left of its name, and in text to the right), the link to the Room/Archive will still show up in the Content Area, but students will be unable to enter.
4. **Add to Calendar** – Live Classroom can be added to the Blackboard calendar the same way as any other content. However, if you wish to schedule recurrence, you must first add Live Classroom to the Calendar and then add recurrence within the Calendar itself.
5. **Add to Announcements** – Live Classroom can be added as a link on the Announcements page. Settings are identical to Announcement creation.
6. **Add & Manage Content:**
 - *Add Blackboard content to the room* - You have the ability to upload (or move) content from a Content Area directly into a Live Classroom. This content can then be used as slides in your Live Classroom presentation.
 - Expand the Content Area folders to find the content that you would like to import.
 - Expand the Content Area link and click on the specific content file
 - Select the Live Classroom folder to which to add your content. You have the option to add it to an existing folder or a new folder. Use the Delete folder content option if you wish to overwrite a file (or set of files) within the folder.
 - *Add & Manage Room Content* – Clicking this link will produce a new browser window. From this window, you may use more advanced tools for managing Live Classroom content. Refer to Live Classroom Documentation for additional details.
8. **Edit Settings** – These settings are detailed in *Chapter 2 - Adding a Tool to a Content Area – Live Classroom Creation*.
9. **View Records:**
 - **Poll Results** – Click this link to view the results of any Live Classroom polls that were published in this Room or Archive. Refer to Live Classroom Documentation for additional details.
 - **Tracking** – Click this link to view attendance data for this Room or Archive.

Live Classroom (if link leads to a List of Rooms or Archives)

1. Click the name of a **Room/Archive** to access its particular settings, as detailed above in *Live Classroom (if link leads to a Room or Archive)*
2. Click the door icon (in the *Open/Close* column) to make that Room/Archive unavailable or available. If the icon is a closed door, the link to the Room/Archive will still show up in any Content Areas linking to the Room/Archive, but students will be unable to enter. This also controls whether the Room/Archive will be visible to students in this *List of Rooms and Archives* page.
3. Rooms and Archives can be removed by clicking the **Delete** button next to the appropriate item.

Voice Recorder

1. Click the **Play** (triangle icon) button to listen to your recording.
2. Click the **Modify** button to the right of the appropriate Voice Recorder applet to modify settings, which includes re-recording your message. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Recorder Creation*.

Voice Email

1. Click the **Send Voice Email to** link below any Voice Email to launch the Email form and compose messages to the recipients selected during tool creation. Refer to Voice Tools Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Email form to modify settings. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Email Creation*.

Voice Board

1. Click the **Enter Voice Board** link below any Voice Board to launch and add content to the Board. Refer to Voice Tools Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Board to modify settings. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Board Creation*.

Note: Step 2 also applies to Voice Boards created in the Communication Area. Simply navigate to the Communication Area and complete this step.

Voice Direct

1. Click the **Enter Conference** link to launch Voice Direct (chat and speak with your students synchronously). Refer to Voice Tools Documentation for additional details.

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2. Click the **Modify** button to the right of the appropriate Voice Direct conference to modify settings. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Direct Creation*.

Note: *If copying a **Course Default Conference** to another course, it will not be linked to the Conference within the original course where it was created. Instead, a new **Course Default Conference** will be created, available only within the new course (and not accessible from the original course).*

Voice Presentation

1. Click the **Enter Voice Presentation** link below any Voice Presentation to launch and add content to the Presentation. Refer to Voice Tools Documentation for additional details.
2. Click the **Modify** button to the right of the appropriate Voice Presentation to modify settings. These settings are the same ones detailed in *Chapter 2 - Adding a Tool to a Content Area – Voice Presentation Creation*.

Basic Administration

Enabling and Disabling the Horizon Wimba Tools in Content Areas

If a Tool (treated as a Content Type) is disabled, it will disappear from the “Select” drop-down menu, located in the upper right-hand corner of every Content Area.

Note: Any Tool previously added to a Content Area will not be hidden as a result of this process.

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the **Control Panel**.
4. Under Course Options, click **Manage Tools**.
5. On the Manage Tools page, click **Content Type Availability**.
6. Check/uncheck the Tool you wish to remove from the **Select** drop-down list in all Content Areas.
7. At the bottom of the page, click **Submit**.

Enabling and Disabling the Horizon Wimba Tools in the Communication Area

If a Voice Tool (treated as a Building Block Tool) is disabled, links to create Voice Boards or Voice Email will no longer display in the Communication area of your Blackboard course. You can also remove the Live Classrooms List from the Communication Area. Unlike within Content Areas, any Horizon Wimba Tool previously added to the Communication Area will be hidden until it is re-enabled.

1. Log-in to Blackboard.
2. Select a Course to modify from the **My Courses** list.
3. Navigate to the **Control Panel**.
4. Under Course Options, click **Manage Tools**.
5. On the Manage Tools page, click **Building Block Tool Availability**.
6. Check/uncheck the Tool you wish to add/remove from the **Communication Area**.
7. At the bottom of the page, click **Submit**.

Enabling and Disabling Voice Announcements

If Voice Announcements (treated as a Building Block Tool) are disabled, the link to create these Announcements will no longer be available in the Course Tools section of the Control Panel. Any Voice Announcements that were previously added to the Announcements Area will not be hidden as a result of this process.

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1. Log-in to Blackboard.
 2. Select a Course to modify from the **My Courses** list.
 3. Navigate to the **Control Panel**.
 4. Under Course Options, click **Manage Tools**.
 5. On the Manage Tools page, click **Building Block Tool Availability**.
 6. Check/uncheck the **Horizon Wimba Voice Announcements Extension** to make it available/unavailable.
 7. At the bottom of the page, click **Submit**.