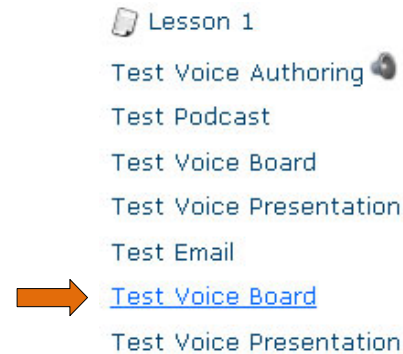


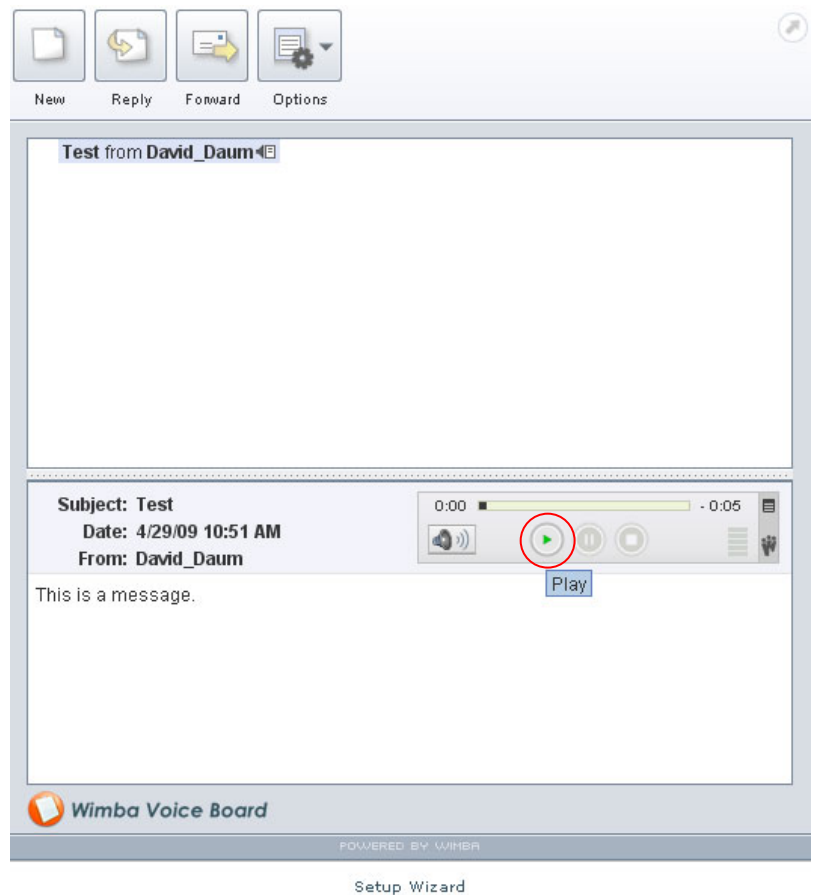
Voice Board

This guide will help you learn to use Wimba's Voice Board tool. This tool is used as a threaded voice discussion board.

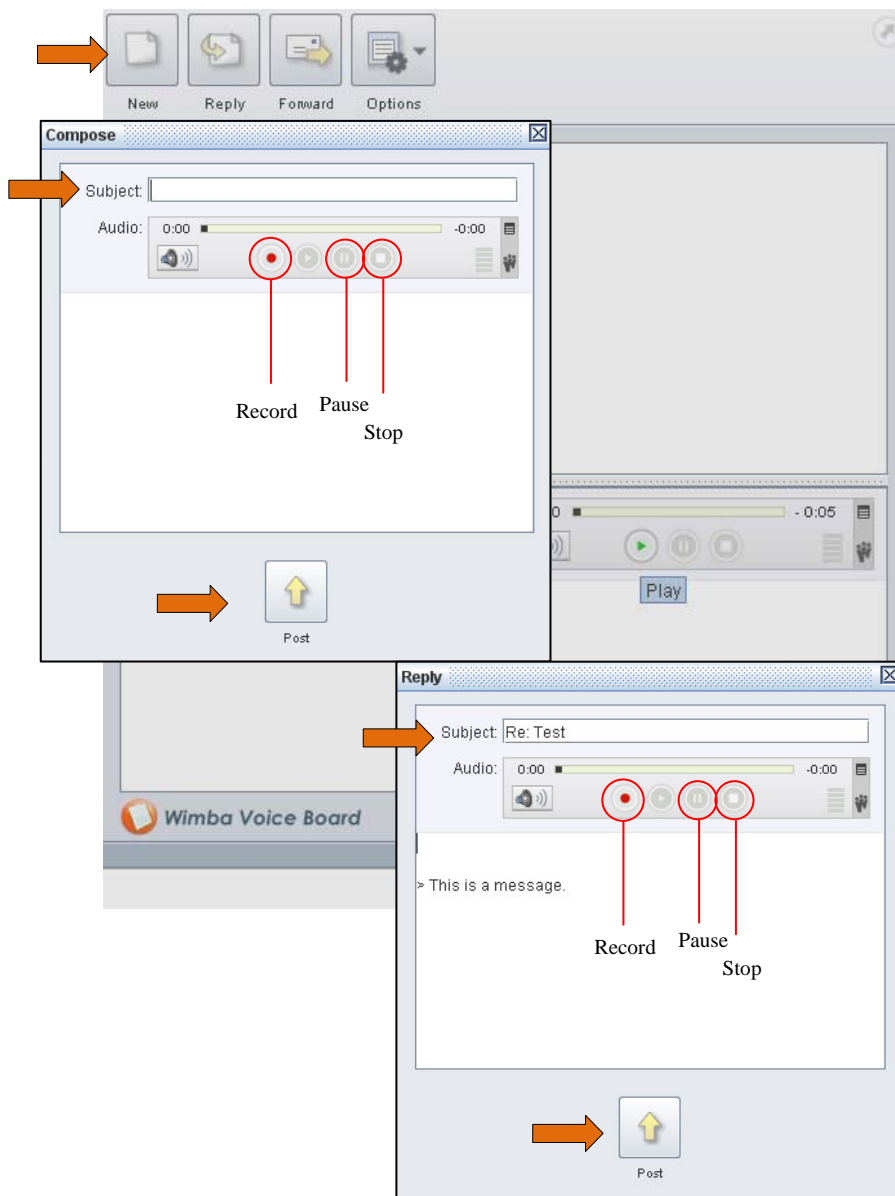
1. To start using your voice board tool, click on the link to the *Voice Board* on your courses home page or in your lesson.



2. When the new voice board tool window appears, you can:
 - 1) Listen to posts by your teacher or other students: select the post and click the green *Play* button.
 - 2) Click on *New* to create a post, or
 - 3) Select the message you want to reply and click on *Reply*.



3. When you click on *New* to create a post or click on *Reply* to reply a previous message, a pop up window will appear.
4. Add a subject line.
5. Click on the red *Record* button to record your message.
6. You may add text as well in the blank area to enhance your message.
7. When you are finished, click *Post*.



8. You can also forward a message to an e-mail address. First select the message, and then click the *Forward* button. Fill out the e-mail address you want to forward it to and click *Send*.

