

Horizon Wimba EduVoice/WebLab 4.0

Voice Tools Server Users Guide

Horizon Wimba EduVoice/WebLab 4.0: Voice Tools Server Users Guide

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Part I. What's Horizon Wimba EduVoice/WebLab?

Maybe you've never heard of Horizon Wimba before, or maybe you've used Horizon Wimba Voice Tool applets (Voice Board, voice Email, etc.) but have never used the Manager to manage them before. This manual is for you. Welcome to the beginning.

The chapters in this manual are organized in increasing order of difficulty and decreasing order of importance. In other words, the first two or three chapters are the easiest and most important, and it gets less important (and more difficult) from there.

This guide aims at giving users a good understanding of the management of the Voice Tools from within the Manager. Nevertheless, this guide does not cover how the tools are managed in the Horizon Wimba Bridge for Blackboard or in the PowerLinks for WebCT. Once these extensions are installed, users do not need to access the Manager any more. Everything is performed through the third-party interface. Therefore, the documentation for these extensions is available separately.

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Chapter 1. Getting Started with the Manager

Abstract

This chapter will get you started on the basics of the Manager.

The Manager

The Manager does two things:

- It allows a large number of users to use EduVoice/WebLab through a manageable system of accounts.
- It gently guides you through the use of Voice Tools.

Your account includes certain *permissions*, or access rights to certain uses of the server. Your system administrator is in charge of making sure that you have all the permissions you need. If he has not done that, tell him to do it for you!

Your Account

You probably got an e-mail recently informing you that an account had been created for you in the Manager. If you did, all the information you need is in that e-mail. If you did not receive such an e-mail, ask the administrator to create an account for you.



Tip

You may also be able to create your own account. But if you do this, you must still ask the system administrator to give you the proper permissions.

Try logging into the Manager. To do this, click on the link in the e-mail you received. Or alternatively, open your web browser and enter the name of the server on which the Voice Tools Server is running. Enter your e-mail address and password.



Tip

If the Manager rejects your password, there may be a link on the page to have it e-mailed to you. If this does not work, contact your administrator.

Once logged in, you may want to check that your personal information (name, etc.) was correctly entered into the Manager. If it was not, tell your administrator to correct it. You may also want to change your password to something that you will find easy to remember, but that other people will not find easy to guess.

Chapter 2. Getting Started

Abstract

This chapter will walk you through the basics of using Horizon Wimba applications

“My Manager”

When you first login, you are directed to the “My Manager” area. This is your personal area. At the top left you have access to your personal information, as well as the ability to change your account password.


If your institution has purchased the OAB, you will see at the bottom left the assessments that are waiting for you to grade them. Obviously, there are not any yet. We will see how to create and assign assessments in Chapter 3, *Oral Assessment Builder (OAB)*.

On the right you will see the Voice Boards and Voice Direct conferences that you most recently visited. Obviously, you haven’t visited any of these things yet. This is what we are going to see next.

Your First Voice Direct Conference

Abstract

Voice Direct allows you to hold a “conference call” via a computer and over the Internet (or a local network). You can create as many conferences as you like. People can enter and leave it as they please. Moreover, all conferences can be archived for future consultation. We will now see how to create your first Voice Direct conference.

1. Login to the Manager.
2. Go to the Communication page by clicking on the Communication tab at the top of the pages.
3. Choose Voice Direct->Administration of your Conferences and click the microphone button near the top left ().



What if I do not see Voice Direct?

This indicates that your institution has not purchased Voice Direct.



What if I see Voice Direct but not Administration of your Conferences?

You are not a power user. You must ask your administrator to make your account a power user account.

4. Enter a name for this conference. Let’s call it “My first conference”. Then click Create.

5. Congratulations: the system should be confirming you that you have just created your first Voice Direct conference! You can now adjust some settings for this conference.
6. Click on the Basic Rights link. You are now asked who can participate in the conference. Set both “Participate” and “Talk” to *No Access Control* for now. (We will see later how to tighten control over who can get involved.) Then click Apply.
7. The only thing left to do is make it available to other people. The easiest way to do this is to go back to the Option menu using the breadcrumb bar: click on Option, then choose the Publish link.

This area will provide you with a URL (“link” or “web address”) that provides instant access to the conference you just created. You can give this URL to anyone you want. In addition, you will find cut-and-paste JavaScript code: insert this code into any web page, and your conference will appear right on the page.



What if I see This web page is not allowed to contain ...?

For your protection, only certain web servers can serve Voice Tools’ copy-and-paste JavaScript code. This is to prevent unauthorized people from copying your code and using it elsewhere. If your web server is not among the list of servers enabled on your Voice Tools Server, the code will not work. Contact your Voice Tools Server administrator to enable your server to host the JavaScript.

Your First Voice Board

Abstract

You can create as many Voice Boards as you want — one for each week, one for each assignment, one for each student, etc. The Manager helps you manage your Voice Boards. We will now see how to create your first Voice Board.

1. Login to the Manager.
2. Go to the Communication page by clicking on the Communication tab at the top of the pages.
3. Choose Voice Boards/Voice Presentations->Administration of your Boards and Presentations.



What if I do not see Voice Boards/Voice Presentations?

This indicates that your institution has not purchased Voice Boards.



What if I see Voice Boards/Voice Presentations but not Administration of your Boards and Presentations?

You are not a power user. You must ask your administrator to make your account a power user account.

- 4.



-).
5. Enter a name for your Voice Board. For example, you might want to call it “my first Voice Board”.
 6. Click the Create button.
 7. Congratulations: the system should be confirming you that you have just created a Voice Board! You can now adjust its settings.
 8. Click on the Basic Rights link. You are now asked who can contribute to the Voice Board. Set both “Read Messages” and “Compose Messages” to *No Access Control* for now. (We will see later how to tighten control over who can get involved.) Then click Apply.
 9. The only thing left to do is make it available to other people. The easiest way to do this is to go back to the Options link using the breadcrumb bar: click on Options, then choose the Publish link.

This section will allow you to make it available as you did previously, you can make this Voice Board available to anyone using a simple URL, or you can insert it into a web page.



What if I see This web page is not allowed to contain ...?

For your protection, only certain web servers can serve Voice Tools’ copy-and-paste JavaScript code. This is to prevent unauthorized people from copying your code and using it elsewhere. If your web server is not among the list of servers enabled on your Voice Tools Server, the code will not work. Contact your Voice Tools Server administrator to enable your server to host the JavaScript.

Chapter 3. Oral Assessment Builder (OAB)

Abstract

The Oral Assessment Builder enables an instructor to create, manage, assign and grade vocal assessments through the Voice Tools Server. The Oral Assessment Builder is not a full featured Assessment Software. Although, it focuses on the vocal interaction between the Instructor and the Student. Horizon Wimba assessments are most often used in second and foreign-language courses, but they have applications wherever oral communication competency needs to be assessed.

Your Voice Tools Server administrator will need to create user accounts in the Voice Tools Server for each of your students and put them into groups before you can assign assessments to them.

Managing Questions

Abstract

OAB allows you to create, edit and otherwise manage *questions*, or exercises that students must complete. As we will see later, these questions can be combined to form assessments.

To create or manage questions, login to the Manager and go to the *Question management page*: Click on the Oral Assessments tab to see the list of actions, and click on Manage Your Questions to open the List of Questions page. From here you can create, edit, delete, export and import questions.



Note

If you do not see the Oral Assessments tab, this may mean one of two things:

1. You are not a power user. You must ask your system administrator to make you a power user.
2. Your institution has not purchased OAB.



Note

Administrator users should also see, on the same line as Manage Your Questions, another link named All Questions. If they click on this link, they will see all the questions available on this system.

Creating a Question

To create a new question, go to the Question management page (Oral Assessments tab, then Manage Your Questions link). Choose the type of question from the pull-down menu on the right, then click on the New Question link to the left of the drop-down menu.

Question Types

The Oral Assessment Builder offers several types of questions. Here is a brief description of them, starting with the simplest.

1. **Voice Dialog.** This base type simply has a question to which the student must respond. It's a standard free-response question, but oral instead of written. The question has four parts:

- **A name and a title (required).** The *name* is the unique identifier, and is used for administration (organizing questions into assessments). The *title* is what the student sees when completing an assessment.
- **A picture (optional).** A picture can help illustrate your question. You may change the width and/or height, or leave the image at its default size. Note that you must use an image format that your users' web browsers understand. Recommended formats include PNG, GIF and JPEG. Bitmap images (BMP) are *not* recommended.
- **A description (optional).** This is just text that describes the question (or possibly the image).
- **Voice prompt (optional but recommended).** This is where you record your question. Click the record button to begin your message (do not forget to hit the stop button to finish the recording before moving on). Alternatively, you may upload a message in one of the following formats:
 - **MP3:** Mpeg 1, layer 3 at 32, 44 or 48kHz mono or stereo
 - **PCM/WAV.** 8bit or 16bit at 8, 11, 16, 22, 32, and 44 kHz mono or stereo
 - **Ogg Speex (NOT Ogg Vorbis).** at 8, 11, 16, 22, 32, and 44 kHz mono or stereo
 - **GSM/WAV.** at 8, 11, 16, 22, 32, and 44 kHz mono or stereo

MP3 provides high sound quality but consumes too much bandwidth to be streamed in real-time. The Voice Tools Server automatically converts it to a more appropriate format, but this has two important ramifications:

- **Sound quality is reduced.** Speech will still be understandable but it will sound like it was recorded over a telephone.
- **Uploading will take a long time.** It may take a minute or more. Because MP3 is a bulky format, the time to transfer over the network is considerable. (Think about how long it would take to download the file.) Additionally, the server will take some time to perform the conversion.

If you have a strong need of MP3-quality sound, contact Horizon Wimba technical support (help@horizonwimba.com).

2. **Fill in the Blank.** This question is based upon a Voice Dialog, so it includes everything found in that type of question. Additionally, it includes one or more sentences with blanks that students must fill in. To add a new sentence with a blank, click the New Sentence button.

3. **Multiple Choice Question.** This question is like a Voice Dialog, but with the addition of multiple

choice questions (MCQs). The question can include as many MCQs as you like. To add a new one, click the New Sentence button. When you are entering the question, select the radio button to the left of the correct answer.

4. **Vocal Multiple Choice Question.** This question is like a multiple choice question, but the student must choose between several vocal answers rather than textual answers.
5. **Pairing Question.** This question is similar to a multiple choice question, but with multiple questions and answers, each answer corresponding to a single question. The student must match each question with its corresponding answer.

Once you have entered the question as you like it, click the Save button at the bottom of the page. If you do not want to store the question, click Cancel.



Note

If you have entered an already existing question name, a red message is displayed to alert you that your question has been renamed. The new name will be the name you gave followed by a number.

Creating questions is 80% of question management. If you want the executive summary, skip to the section called “Managing Assessments”.

Editing a Question

To edit a question, go to the Question management page and click on the edit button on the same line as the question you wish to edit. Make any changes you wish and then click Save.



Note

After you edit a question, the question is automatically updated in all assessments. However, if you have assigned an assessment before changing the question, the question in the assignment will be remain unchanged. This is because someone might have already completed the assignment, and it would be unfair to change a question after the person has answered it. Nevertheless, the question will be updated in the assessment and ready for the *next time* you assign that same assessment.

Copying a Question

The purpose of copying a question is *not* to include it in several assessments (you can include the same question in multiple assessments without making a separate copy for each one), but rather to allow you to create multiple similar questions with slight variations.

To copy a question, go to the Question management page and click on the edit button on the same line as the question you wish to copy. You will be invited to make changes to the question. Remember that you are making changes to a copy, not the original.



Note

When you copy a question, you must give it a new name. (Remember that you are not changing the original question, just creating a slightly different copy.) If you forget to give

the question a new name, it will be renamed automatically.

Deleting a Question

To delete a question, go to the Question management page and click the delete button to the right of the question you want to delete. You will be asked for confirmation before deleting.

When you delete a question, it is automatically removed from all assessments you have created — except for assessments which you have already assigned.

Exporting a Question

To permit exchange and possibly backup, questions can be exported from the server and stored in a local file.

To export a question, go to the Question management page and click the export button next to the question you want to export.

The question is stored as a zip file that includes the text, audio and image parts of the question. It is advised not to change the contents of this zip file.

Importing a Question

It wouldn't make sense to be able to export questions without being able to import them again. To import a question, go to the Question management page and enter the name of a zip file containing an exported question in the box at the bottom of the page. Then click import. The question is automatically created and inserted into your question list.



Note

If the question you import has the same name as an already existing question, it will be renamed.

Managing Assessments

The entire purpose of creating questions is to compile them into assessments. An *assessment* is an ordered set of exercises which students are invited to complete and instructors may grade. To manage assessments, login to the Manager and go to the *Assessment management page*.

Creating an Assessment

Creating an assessment is easy.

1. Login to the Manager and go to the Assessment management page: Click on the Oral Assessments tab to see the list of actions, and click on Manage Your Assessments to open the List of Assessments page.
2. Click the New Assessment button at the top left corner of the list.
3. Enter a title and unique name for this assessment. (Assessment names must be unique just like question names.)

4. In the list on the left, select a question which you want to include in the assessment.
5. Press the Add button (located between the two list boxes).
6. Repeat the previous two steps until you have all the questions you want.
7. To change the order of the questions in the assessment, select a question and click Move up or Move down as appropriate.
8. Click Save to create the new assessment.

Assigning an Assessment

Every assessment assignment must be made to a group defined in the Manager; you may not merely assign an assessment to students one-by-one. Note that only an administrator can create groups in the Voice Tools Server, so if you are not an administrator, you must ask an administrator to create the groups you need.

To assign an assessment, login to the Manager and go to the Assessment management page. Choose an assessment and click the Assign button to the right of it. Select the appropriate group from the pull-down menu (the group of students to whom the assessment should be assigned). Click Save to assign the assessment.



Assignment Dates

You are also invited to enter the date on which the assessment is assigned and the date by which it must be completed. However, this information is not required and is not used by the server; it is intended only as a reminder to you and your students.



Assigning to Multiple Groups

When assigning an assessment, you must select a single group from the pull-down menu; you cannot select multiple groups. However, once you click Save, you may assign the same assessment to another group.

But how do my students complete the assessment?

To complete an assessment, the student logs into the Manager, and is immediately brought to the My Manager area. The assessments that he needs to complete are listed at the bottom left. He may begin completing an assessment by simply clicking on it.



Tip

Only “non-power-users” can complete assessments. Power users and administrators are expected to assign and grade assessments; they are not invited to complete assessments.

Grading an Assessment

There are two ways in which to select how to grade assessments. The most obvious is located at the bot-

tom-left of the My Manager area, which is what you see when you first login. However; you would normally want to grade one group (class) at a time.

1. To do this, click on the Oral Assessments tab to see the list of actions, and click on Assessments to Grade to open the List of Assessments to Grade page.
2. Then, click the Assessments button to the right of the group whose assessments you want to grade. You will see a list of all the assessments you have assigned to this group.
3. Click the Members button next to the assessment you want to grade. You will then see the list of members of the group, together with either the option to grade the assessment or the grade you have already assigned.

When grading an assessment, you do not have to correct multiple choice or fill-in-the-blank questions; this is done for you. However, you may add your (vocal) comments on any question. At the end, you are invited to assign a grade. This grade can be a letter (e.g., A for outstanding, B for good) or a number or percentage (such as 7/10 or 85%).

Once you have graded an assessment, the student who completed it will automatically be able to review his answers and your comments.

Reviewing a graded Assessment

Usually, when an instructor has graded an entire class, he may want to review the grades of all the students in the class. This is possible by following the instructions below:

1. Click on the Oral Assessments tab to see the list of actions, and click on Assigned Assessments to open the List of Groups page. This page lists all the groups that have been assigned assessments.
2. Click on the link Assessments to the right of the groups you want to reach the list of all the assignments for this specific group of users.
3. Click on the link Members to the right of the assessment you want to review to reach the list of members of this group. To the right of their name, instructors can see the grade given to the assignment once it has been graded.

Instructors can also review each user's assignment from this page by clicking on the link View to the right of the user's name.

Editing an Assessment

To edit an assessment, click on the Oral Assessments tab to see the list of actions, and click on Manage Your Assessments to open the List of Assessments page. Then, locate the assessment you want to change and click the edit button.

When you edit an assessment, all you can do is rearrange (add or remove) the questions on it. To change the *content* of a question, edit the question itself and it will be automatically updated in the assessment.

Editing and deleting assessments is similar to editing and deleting questions in that it has no effect on assignments that you have assigned before making the change. That is, if you created an assessment and assigned it to Bob, Bob won't see any changes that you made after you assigned the assessment to him. However, if you edit the assessment and *then* assign it to Sue, Sue will see the change.

Deleting an Assessment

To delete an assessment, click on the Oral Assessments tab to see the list of actions, and click on Manage Your Assessments to open the List of Assessments page. Then, locate the assessment you want to delete and click the delete button.

As with editing, if you assign an assessment and then delete it, the assignment will remain. To unassign an assessment, see below.

Deleting (Unassigning) an Assignment

You may “delete” (undo) an assignment by clicking on the Oral Assessments tab to see the list of actions, and click on Assigned Assessments to open the Assigned Assessments page.

Then, click on the Assessments button to the right of relevant group, and clicking the Delete button to the right of the assessment you want to unassign. In this case, note that it is the *assignment* that is deleted, *not* the assessment.

Part II. More In-Depth

If you have already read the previous chapters, you already know enough to use EduVoice/WebLab very effectively. The following chapters will help you to refine your skills and use EduVoice/WebLab to the fullest.

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Chapter 4. More About Voice Boards



Abstract

You already learned the basics of creating Voice Boards in the section called “Your First Voice Board”. But Voice Boards are highly customizable, lending them to all kinds of uses. We will now see some of these customizations.

Additionally, you can set the quality of the audio encoding the audio files will be recorded in. The Manager allows you to store the audio files in different qualities depending on you users' needs (high quality for language learning or basic quality for phone call training) and network environment (high-bandwidth networks or low-speed modems).



Selecting a Voice Board

To customize a Voice Board, you must first select it in the Manager. To do this, choose Communication->Voice Boards/Voice Presentations->Administrate your Boards and Presentations . You will see all of your Voice Boards, and next to each one, you will see a pencil icon (). Click the  next to the Voice Board you want to customize to select it and go to the related Options page.

Applet Settings

When you created your first Voice Board, we simply skipped this part that allows you to modify the behavior and appearance of your Voice Board. This section explains how you can change that and customize it to better fit your needs.

To change the settings of a Voice Board, go to the Settings page:

1. In the Communication area, select Voice Board and Voice Presentation, and then click on Administrate your Boards and Presentations.
2. Click on the pencil icon of the Voice Board or Voice Presentation you want to customize.
3. In the Options page of your board, click on the Settings menu item to access the configuration page.

This page is divided into two sections: the actual Settings and the Audio settings.

Settings

The Settings section allows you to modify the behavior and the appearance of the Voice Board.

- **Display short message titles.** When checked, the Voice Board gives less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.
- **Display messages in chronological order.** When checked, the Voice Board displays the message beginning with older messages first (at the top).

Audio settings

This section allows you to adjust the quality of recording depending on the environment in which the Voice Board will be used. In general, the better is the quality, the bigger is the need for bandwidth.

- **Audio Quality.** Selects the encoding of the audio recordings in this Voice Board. This setting can be changed at any time, even though messages has already been posted. However, these messages will be played in their original encoding.
- **Max audio message length.** Adjusts the maximal recording length allowed for users to post messages.

Access Control

When you created your first Voice Board, you were told to set everything to “No Access Control”. This means that anyone and everyone can participate. However, you may want to limit participation to a smaller group of people.

To limit who can participate in a Voice Board, select the Voice Board in the Manager and choose Basic Rights. This is where you set “No Access Control” before. Let’s look at access control a little closer.

Access control is highly granular (i.e., you can set it to include and exclude exactly the people you want). In particular, you can separately control who can post to the Voice Board (*Compose*) and who can listen to other people’s contributions but cannot contribute himself (*Read*). You can set each of these to one of:

- **No Access Control.** Anyone in the world can access the Voice Board.
- **Logged Users.** Anyone who can log into the Manager can access the Voice Board.
- **Restricted Access.** Access is granted only to certain users and/or groups. If you set this, you must determine who these users and/or groups are in the Privileged Users and Privileged Groups sections.

So, as you can see, you can strictly control who can view, listen to and post messages in your Voice Boards.



Why cannot I change the Read Messages setting?

The “Read Messages” setting must be more permissive than the “Compose Messages” setting (because it would not make sense to allow a user to post without being able to see what other people have posted). So you must first set “Compose Messages”, then “Read Messages”.



What about Voice Presentations?

A Voice Presentation is a special type of Voice Board that allows you to associate a web page with each message. This allows you to create an online vocal slide show.

Creating a Voice Presentation is very similar to creating a Voice Board: in the Creation page of the Voice Board, select Voice Presentation instead of Voice Board in the Presentation Type drop-down menu.

Voice Presentations are managed and accessed in exactly the same way as normal Voice

Boards.

Chapter 5. More About Voice Direct


Abstract

You already learned the basics of creating Voice Direct conferences in the section called “Your First Voice Direct Conference”. We will now see how to manage and control access to your Voice Direct conferences.


Participating in a Conference

To participate in a conference, you must first have a conference in which to participate. This can be a conference that you created or a conference to which you are invited. To see your choices, login to the Manager, choose Voice Direct and click on the name of a conference. If no conference is listed, the section called “Your First Voice Direct Conference” explains how to create one.

Once you have entered the conference, you will see the Voice Direct applet in a new browser window. On the right, you will see a list of people who are currently participating in the conference. If you are the only person who is participating, of course, you will only see your name. This is okay for right now.

An important rule of Voice Direct is that only one person can speak at a time. We say that the person with permission to speak “has the microphone”. To request the microphone, click the hand-raised button (). If you are the only person participating in the conference, of course, you will be allowed to

speak immediately. If not, you “raise your hand”, and you will receive the microphone once the current speaker is done.

When you receive the microphone, you will see a microphone icon () appear next to your name.

You can then speak into your computer microphone and everyone else will hear you.


When you are done speaking, do not forget to click  to give back the microphone. This allows

other people to have a turn.



Tip

As a shortcut, you can press and hold the **Ctrl** rather than clicking . Letting go of

the **Ctrl** key is equivalent to clicking .

Textual Discussion

Voice Direct includes the ability to contribute to the discussion by typing. To do this, type text in the text field at the bottom of the Voice Direct window and press the **Enter** key). You will see your text appear in the window on the left.

Unlike speaking, you can contribute text any time, even when you do not have the microphone. This al-

lows you, for example, to type questions directed to the current speaker.

Controlling Who Has the Microphone

As the owner of the conference, you can choose to take the microphone away from the current speaker and give it to anyone you want (including yourself), provided that the person has raised his hand. To do this, right-click on the name of someone whose hand is raised.



Note

Though you can take the microphone for yourself, your hand must be raised first. Do not forget to click the



before trying to take the microphone.

Settings

When you created your first Voice Direct, we simply skipped this part that allows you to modify the behavior and appearance of your Voice Direct conference. This section explains how you can change that and customize it to better fit your needs.

To change the settings of a Voice Direct conference, go to the Settings page:

1. In the Communication area, select Voice Direct, and then click on Administration of your Conferences.
2. Click on the pencil icon of the conference you want to customize.
3. In the Options page of your conference, click on the Settings menu item to access the configuration page.

This page is divided into two sections: the actual Settings and the Audio settings.

- **Enable archiving.** Allows you to archive Voice Direct sessions for future reference. Audio and textual contributions are stored.
- **Applet Settings/Audio Quality.** Like we have seen in the section called “Applet Settings”, you can adjust the audio quality to fit your needs in terms of bandwidth available and audio quality.

Access Control

Suppose you want to set up a private Voice Direct conference for your department. Or maybe you want to set up a sort of announcement channel where anyone can listen, but only certain people can speak. All of this is possible using the Manager’s access control system.

Setting access rights to a Voice Direct conference is very similar to what we did in the section called “Access Control”: Select the Options of your Voice Direct conference and choose Basic Rights. As you can see, you can separately control who can request the microphone and who can listen and type but not speak.

Your can set each of these to one of:

- **No Access Control.** Access is granted to anyone and everyone.
- **Logged Users.** Access is granted to anyone who can log into the Manager.
- **Restricted Access.** Access is granted only to certain users and/or groups. If you set this, you must determine who these people are under the Users and Groups submenus.

For the moment, simply set everything to “No Access Control”. Don’t forget to click Apply.



Why cannot I change the Participate setting?

The “Participate” setting must be at least as permissive as the “Talk” setting (because it would not make sense to allow a user to speak without being able to listen to what other people have said). So you must first set “Talk”, then “Participate”.

Chapter 6. Using Voice Email

Abstract


Horizon Wimba voice Email works much the same way as Horizon Wimba Voice Board: you can have many different instances of voice Email (each available to different people) just like you can have many different Voice Board. Note that, just as a voice Email can contain many messages, you can send many voice Emails from a single instance of voice Email. The relation between voice Email and instances is similar to the relation between telephone calls and telephone booths.

Horizon Wimba voice Email is very flexible, and this chapter will explain. Of course, this chapter is optional, and is only for the “programmer-minded”.

Your First Voice Email

This section explains how to create a simple voice Email instance.

To Create Horizon Wimba Voice Email,

1. Login to the Manager.
2. Go to the Communication page by clicking on the Communication tab at the top of the pages.
3. Choose Voice Email->Administration of your Voice Emails and click the microphone button (), near the top left.



What if I do not see Voice Email?

This indicates that your institution has not purchased voice Email or that you are not a PowerUser.

4. Enter a name for this instance of voice Email. Let’s call it “I like Horizon Wimba voice Email”. Then click Create.
5. Congratulations: the system should be confirming you that you have just created your first voice Email! You can now adjust the settings for this instance.
6. The only thing left to do is make it available to other people the same way you did your Voice Direct conference and your Voice Board.

The easiest way to do this is to go back to the Option menu using the breadcrumb bar: click on Option, then choose the Publish link.

This area will provide you with a URL (“link” or “web address”) that provides instant access to the voice Email you just created. You can give this URL to anyone you want. In addition, you will find cut-and-paste JavaScript code: insert this code into any web page, and your conference will appear right on the page.

The recipients of voice Email will see a mail containing your textual message as well as a web link to open an audio player with your audio message in. Try sending voice Email to yourself to see what it looks like in your mail client!

Using the Voice Email Applet


Abstract

The Voice Email applet can be placed in any web page. That means that anybody able to access your web page could possibly send a voice Email. However, you may not want to allow all these people to send voice Email using your own server. This is why you can set, enable/disable/hide some fields of the voice Email so that people will not be able to change or edit them. This section explains how to setup a safe voice Email.

Additionally, you will be able to set the audio quality of the recordings. Of course, the better is the recording, the bigger is the audio file...

Setup Fields

After you have created a voice Email instance, you will have to set the different fields you want to make available or not. To change these settings, follow the procedure below.

1. Go in the Administrate your voice Email section to display the list of voice Email you can manage. (You should at least have one since you created one previously).
2. To access the list of options of a particular voice Email, click the pencil () button on its row.
3. To access the fields configuration, click the link Settings. This page allows you to customize the accessibility of some fields of the voice Email instance.

For instance, let's say that you are a teacher and want to make your student reply to your question through a voice Email. You only want people to send an email to you and not be able to use the CC and BCC fields. Moreover, we will pre-fill the Subject field so that users can leave it blank and send it to you or and something else.

4. Enter you email address in the fields To: and check the boxe Disable fields.
5. Check the Disable applet params and Hide fields checkboxes for the Cc: and Bcc: fields.
6. Enter the text "Reply to question #4" in the Subject: field.
7. Finally, click on Apply at the bottom of the page.

Audio Quality

We have seen in the section called "Setup Fields" how to set the fields up, We have now to set the Audio Quality of our Voice Email. The list of different audio qualities appears below the field list. Select the quality which is appropriate to your environment as specified in the list, then click on the button Apply to validate your choice.

The next step is to make it available to other people by publishing it on the Web.

Publishing the Applet

Like we did in the section called “Your First Voice Email”, go to the publish page to get the voice Email HTML code or the web link.

Once you have the voice Email code, simply place it into a web page. Anyone who views that page in a web browser can send voice Email.



Note

For security reasons, there are restrictions on where Horizon Wimba applets can be placed. The administrator controls this using the `network.applets.allowedDocbases` configuration parameter. If the voice Email applet tells you “forbidden URL”, you need to ask the administrator to loosen the restriction.

Using the Voice Email Archives

All Horizon Wimba voice Email are archived on the Voice Tools Server so that you keep track on what is happening with your server. The archives are presented in the same interface as Voice Board.

To go to the archive page, click on the link Archive in the list of options for the voice Email instance. Then click on the link on the page to open a new browser window containing the Voice Board interface that holds the archives of the voice Email. If you have administration rights, you will be able to access and manage them.

Chapter 7. Voice Authoring


Abstract

Horizon Wimba voice authoring allows vocal messages to be recorded and played in a web page using small web components (Java applets). They can be embedded into HTML pages and customized to adopt the “look-and-feel” of your web site. They can be inserted dynamically by a web engine or simply appear in static pages. In addition, you can record your own files with your favorite recorder application and “drop” them into the Voice Tools Server to make them available to players. This feature is called the Drop-in API.

Your First Experience with Voice Authoring

To begin using Voice authoring, you need to create Voice Authoring resources;. A resource is a set of properties that can be reused multiple times to record several messages. Resources are referenced by their *Resource Id (RID)*, while messages are references by their *Message ID (MID)* within the resource which it belongs to.

This section explains how to create Voice Authoring resources, and create a Voice Authoring message in it.

1. To begin using voice authoring, login to the Manager.
2. Go to the Communication page by clicking on the Communication tab at the top of the page.
3. Choose Voice Authoring->Administration of your Voice Messages, to access the list of existing Voice Authoring resources, click the microphone button (), near the top left.

4.



What if I do not see Voice Authoring?

This indicates that your institution has not purchased voice authoring or that you are not a Power User.

5. Enter a name for this instance of voice authoring. Let’s call it “I like Horizon Wimba voice authoring”. Then click Create.
6. Congratulations: the system should be confirming you that you have just created your first voice authoring resource! You can now adjust the settings for this instance.
7. The only thing left to do is make it available to other people the same way you did your Voice Direct conference and your Voice Board.

The easiest way to do this is to go back to the Option menu using the breadcrumb bar: click on Option, then choose the Publish link.

You are now prompted to enter a MID. This MID will reference this single message within the resource. We will talk more about MIDs in a later section. For now, enter `test.1`.

In the page, there are two links: one to request the recorder for that MID, and the other one for the

player. Click on Record a message to display the recorder.



Tip

If you leave this field empty and create the recorder, the system will generate a MID for you automatically. Hence, you are not *required* to enter a MID. However, you may want to give them by yourself to create your own hierarchy.

8. This area provides you with an applet and a text-area. The applet allows you to record the voice message you want to publish, while the HTML code in the text area will help you to put this same applet in another web page.

Once recorded, you may prefer to let people only listen to your message. To enforce that, we will put the HTML code of the player.

9. To display the player applet and its associated HTML code, click on the link Play a message. The page page that appears is exactly like the previous one, except that it presents the HTML code for the player applet.

Message IDs

Obviously we want to be able to record and play more than just a single message by resource. But how do we indicate which message we want? (Simply saying “play that message I recorded last week” isn’t a very robust system.) The answer is: we apply a unique identifier, a *message ID*, to each message.

In the cut-and-paste code of the recorder and player applets, you may have noticed this line:

```
w_p.mid="test.1";
```

This line indicates that the applet should record or play the message whose message ID is `test.1`. The message ID is unique: if you record a new message as `test.1`, the change is reflected by any player applet that plays message `test.1`, even if the player applet is in another page.



Note

If you record a new message, the change might not seem to take place immediately for some users. This is simply because of web browser caching.

The syntax of message IDs is quite simple. Message IDs are composed of one or several groups of uppercase or lowercase letters, digits, hyphens (“-”) or underlines (“_”). Groups of characters are separated by periods.



Note

The dot character has a special meaning. The message referenced by `a.b` will be considered as a message sub-node of the node `a`. Therefore, if the message referenced by the `mid a` is deleted, the sub-node message `a.b` will be deleted as well.

This allows to create a hierarchy of messages that will depend on the date the message has been created for instance, and to be able to delete groups of messages depending on their creation date.

Example 7.1. Sample Message IDs

The following are all valid message IDs:

- abc
- abc.xyz
- my.message.id
- 2.pir
- have.a.hay-day

The following are *not* valid message IDs:

- .a.b (cannot start or end with a period)
- abc..xyz (two periods in a row are not allowed)
- 1/2 (slashes are not allowed)

Using the Voice Authoring Applet


Abstract

The Voice Authoring applet can be placed in any web page. That means that anybody able to access your web page could possibly play or record a message. However, you may not want to allow all these people to use your own server. This section explains how to setup a safe voice Email.

Additionally, you will be able to set the audio quality of the recordings. Of course, the better is the recording, the bigger is the audio file...

Audio Quality

After you have created a voice authoring resource, you will have to set the audio quality that will be used in the recordings. To change these settings, follow the procedure below.

1. Go in the Administrate your Voice Messages section to display the list of voice authoring you can manage. (You should at least have one since you created one previously).
2. To access the list of options of a particular voice authoring, click the pencil () button on its row.
3. Select the quality which is appropriate to your environment as specified in the list, then click on the button Apply to validate your choice.

The next step is to make it available to other people by publishing it on the Web.

Publishing the Applet

Like we did in the section called “Your First Experience with Voice Authoring”, go to the Publish page to get the voice authoring HTML code. This page allows you to get either the player or the recorder applet depending on what you want to publish on your web site.

Once you have the voice authoring HTML code, simply place it into a web page. Remember that anyone who will see the recorder applet will be able to record over the previous recording.



Note

For security reasons, there are restrictions on where Horizon Wimba applets can be placed. The administrator controls this using the `network.applets.alloweddocbases` configuration parameter. If the voice authoring applet tells you “forbidden URL”, you need to ask the administrator to loosen the restriction.

View all messages

You can view and listen to all the messages that are stored in a Voice Authoring resource in a Voice Board interface. To access to this view, click on the link [View all messages](#) in the Options page of the Voice Authoring resource you want to access.

To go to the archive page, click on the link [Archive](#) in the list of options for the voice authoring instance. Then click on the link on the page to open a new browser window containing the Voice Board interface that holds the archives of the Voice Messages. If you have administration rights, you will be able to access and manage them.

To go further

Voice Authoring takes all its power when used in conjunction with the *Software Development Kit*. This SDK allows third-party Web Applications to manage resources of the Voice Tools Server remotely through Web Services without using the Manager interface.

To know more about the SDK, ask your Horizon Wimba representative.