Voice Boards
Formerly Wimba Voice Boards

Recording a New Message

1. To record a message click New. Note: you will need a microphone to record a message.
2. Type a Name for your message on the Subject line of the message composition screen. You can also type a Description in the Description area.
3. When you are ready to record a message, click on the Record or Circle icon.
4. After you have finished recording your message, click Stop or Square icon. You can also press the Pause icon to momentarily pause the recording of a message.
5. If you want to re-record your audio message, simply stop recording and select the Record icon again. Click Yes on the message overwrite warning.
6. After you have finished recording your message, and when the audio message is ready to be submitted to the board, select the Post icon.

Reply to an Existing Audio Message

1. Highlight or select the message you wish to reply to (from the list of posted audio messages).
2. Select Reply. The voice record screen will open. The Name and Description of the existing message will automatically be displayed.
3. Select the Record procedure listed above to record your audio reply OR
4. Type your text reply into the empty white space below the recorder
5. Click Post. Your reply message will be posted below the original message.