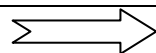


How to Add the Wimba Voice Board to *Insight* using Firefox

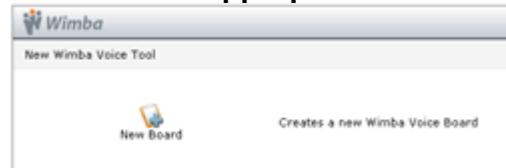
1. Choose Wimba Voice Tool from the Activity Menu.



2. Choose the **NEW** button.



3. Choose the appropriate tool:



4. Give your Voice Board a **Title**. Then decide if you want it **public** or **private** and whether or not you want students to **start new threads**.

Consider the options:

*If your Voice Board is private, only you can see each student's posting.

*If students cannot start threads, you can control the number of threads.

***Private** is good for assessment.

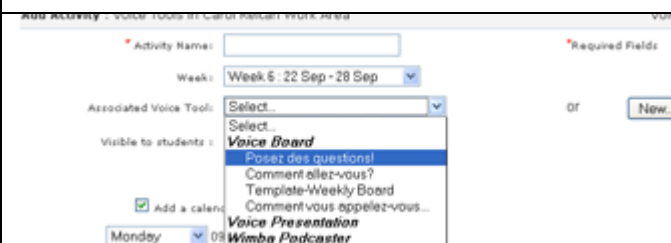
***Public** is good for community building.

5. Click the **Create** button.



9. Do step #1 above.

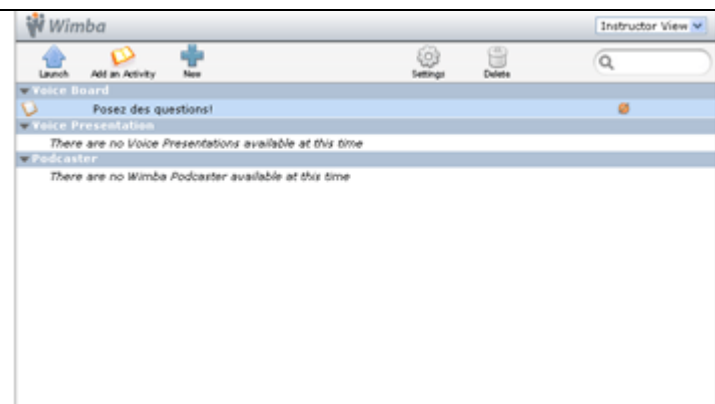
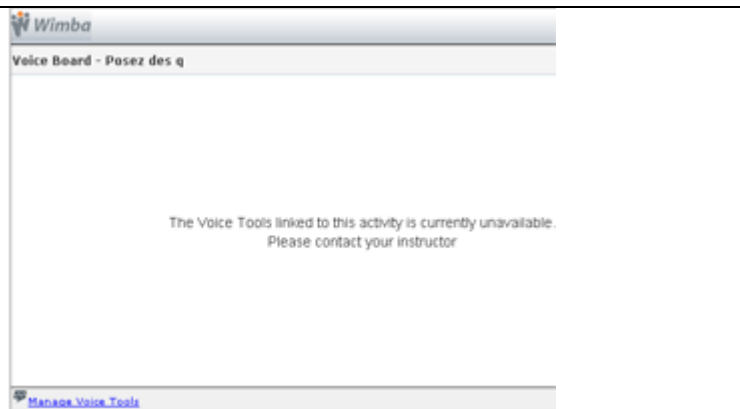
10. Rather than choose **NEW**, this time select the Voice Board title you specified in #4.



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11. You will get an ominous and ungrammatical message saying: *The Voice Tools linked to this activity is currently unavailable. Please contact your instructor.*

12. But DON'T DESPAIR! It is simply a question of setting the start AND end dates for the tool (both are necessary to make it available for students). Click on **Manage Voice Tools** (lower left corner of screen).



13. You should see the name of the tool you've created in the list. The orange ball with a bluish-grey line through it indicates that it is **not available to students**.

14. Now choose "Settings". Then "Access".

15. Click "Available" as well as BOTH a first and last date of availability. Sometimes the last date menu is greyed out. Simply click on "End Date" twice to reveal the drop-down menu.

16. Your Voice Board should now be available.

