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**.

5. Click the **Create** button.

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.

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.*


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.