Voice Authoring Tutorial

Adding Voice through ‘Build Content’

1. Go to the location in which you’d like to post your voice thread.

2. Mouse over the ‘Build Content’ tab.

3. Click on ‘Voice Authoring’, it is located on the far right of the dropdown menu, it is the last option.

4. You may have to wait a few seconds, a pop-up window should appear, click ‘Allow’.
5. Give your recording a title.

6. Click the **red circle** to start recording.

7. When finished, click the **black square**.
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8. You can listen to your recordings by clicking the green arrow or you can re-record by clicking the red circle again. If you re-record, be sure to click the box that says ‘Override Current Recording?’ Click Yes.

9. Click ‘Submit’

10. Your recording will be posted at the bottom of the page, drag and drop accordingly.

Adding Voice to ‘Discussion Board’

1. Create a new thread or open the conversation in which you’d like to post voice.

2. In the text editor, in the bottom row there is a small blue box with an arrow pointing down. Click on that button.

3. In the drop down menu click on ‘Blackboard Collaborate Voice Authoring’
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4. A pop-up will appear, click ‘Allow’

5. Give your recording a title
6. When ready to record press the **red circle**

7. When finished click the **black square**.

8. To preview your recording click the **green arrow**, or to re-record click the **red circle** again. Be sure to click yes to override the previous recording.

9. Click ‘**Submit**’ when finished.

10. Be sure to give your message a ‘Subject’

11. Click ‘**Submit**’
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Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.