# Table of Contents

Table of Contents .................................................................................................................. i

## Chapter 1 Preface

- Purpose of this Guide ........................................................................................................... 2
- Help and Other Resources ................................................................................................... 2
  - Technical Support ............................................................................................................. 2
  - Documentation and Training Materials .......................................................................... 2
  - Community ...................................................................................................................... 2
- Product Feedback .............................................................................................................. 3

## Chapter 2 Adding a Voice Authoring Feature to a Content Area ........................................ 5

## Chapter 3 Adding a Voice Authoring Feature to the Tools Area .......................................... 7

- Voice Board ....................................................................................................................... 7
- Voice Email ....................................................................................................................... 7
- Voice Podcaster ................................................................................................................ 8

## Chapter 4 Settings ............................................................................................................. 9

- Voice Board Settings ........................................................................................................ 9
  - Information Area ............................................................................................................. 9
- Settings Area .................................................................................................................... 10
- Voice Presentation Settings .............................................................................................. 11
  - Information Area ........................................................................................................... 11
Voice Podcaster Options .......................................................................................................................... 12
Information Area .................................................................................................................................. 12
Settings Area ........................................................................................................................................ 13
Voice Email Settings ............................................................................................................................ 14
Information Area .................................................................................................................................. 14
Settings Area ........................................................................................................................................ 14
Email Recipients .................................................................................................................................... 15

Chapter 5 Using Voice Authoring Mashups ......................................................................................... 17
Adding Voice Authoring Mashups to a Content Area ......................................................................... 17
Adding Voice Authoring Mashups in the Text Editor ......................................................................... 18
Recording a Voice Authoring Message ................................................................................................ 19

Chapter 6 Using Gradebook Integration with Voice Boards ................................................................. 21
Adding Gradebook Integration to Existing Voice Boards .................................................................. 21
Adding Gradebook Integration when Creating New Voice Boards ................................................ 22
Grading Voice Boards ......................................................................................................................... 22
Removing Gradebook Integration from a Voice Board ......................................................................... 22

Chapter 7 Basic Administration ........................................................................................................... 25
Enabling and Disabling Voice Authoring Features ........................................................................... 25

Chapter 8 Copying, Exporting, and Archiving Courses with Voice Authoring Content ................. 27
Creating an Exact Copy of a Course with Voice Authoring Content ............................................... 27
Copying Voice Authoring Content to a New Course ....................................................................... 28
Exporting and Importing Courses with Voice Authoring Content ................................................. 29
Archiving Voice Authoring Content ................................................................................................. 31

Copyright ............................................................................................................................................... 33
Trademarks ........................................................................................................................................... 33
Chapter 1

Preface

Blackboard’s Building Blocks program enables institutions to easily enhance their Blackboard courses by allowing seamless access to Blackboard Collaborate features. The Building Block for Blackboard Collaborate Voice Authoring allows instructors and students to access up to five features from within the Blackboard environment:

- **Voice Authoring Mashups**: a feature that incorporates audio recordings alongside course content.
- **Voice Board**: a threaded, voice-based discussion board that can also be used for one to one vocal exercises.
- **Voice Email**: an e-mail with standard text, plus a vocal element.
- **Voice Presentation**: a presentation consisting of web content alongside voice messages.
- **Voice Podcaster**: a feature that allows for the creation and subscription of podcasts.

The Voice Authoring Building Blocks feature:

- **Single Sign On**: Students and instructors seamlessly access Blackboard Collaborate features within Blackboard. They do not need to log in again or type a URL.
- **Integrated creation and management of Voice Authoring features**: Instructors can easily create and manage their Voice Authoring features using the Blackboard interface. There is no need to access and learn a new administration interface.
• **Consistent look, feel, and navigation:** Blackboard Collaborate features look like, and can be used as, any other Blackboard feature. Consequently, there is almost no learning curve.

In order to access these features, your Blackboard System Administrator first needs to install and configure the appropriate Building Block on your Blackboard server. Refer to the *Blackboard Collaborate Building Block for Voice Authoring Configuration Guide* for information on installing the Building Block and setting up access for courses on the Blackboard server.

**Purpose of this Guide**

This guide provides information aimed at instructors and other course designers within a Blackboard Learn environment. By following these instructions, course designers can create, edit, backup, and restore Blackboard Collaborate Voice Authoring content linked to their courses. This guide does not provide information on the use of Voice Authoring features. For detailed information on how to use these features once they have been linked to your course, refer to the *The Blackboard Collaborate Voice Authoring User Guide.*

**Help and Other Resources**

**Technical Support**

Blackboard Collaborate technical support and the support Knowledge Base are available through the Support Portal:

http://support.blackboardcollaborate.com

**Documentation and Training Materials**

Documentation and training materials (for all Blackboard Collaborate products) are available on the On-Demand Learning Center, which can be reached as follows:

- In your browser, enter the following address:
  
  http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center.aspx

**Community**

We encourage Blackboard Collaborate users of all levels to join our Collaborati User's Group (https://www.coursesites.com/s/_Collaborati), a new community in which users can share their experiences, ideas, research, and best practices with their peers via forums and user-generated blogs.
Product Feedback

Blackboard Collaborate welcomes your comments and suggestions. If you have an idea for a new feature or enhancement, or would like to send other feedback, please send an email to BBCollaborateFeedback@blackboard.com.

Your feedback will be sent directly to our Product Management Team.
Chapter 2

Adding a Voice Authoring Feature to a Content Area

Anyone who has access to the Control Panel can create Blackboard Collaborate Voice Authoring features in a Content Area.

To Add a Voice Authoring Feature to a Content Area

1. Log in to Blackboard.
2. Click the Courses tab.
3. Select a course from the Course List.
4. Using the left navigation bar, select the Content Area where you wish to add a feature.
5. Enable Editing (if it is not already enabled) by setting the Edit Mode toggle at the top-right corner of the page to ON.
6. Click the menu. The available Blackboard Collaborate features appear in the list, with the exception of the Voice Authoring feature. For more information about Voice Authoring, refer to *Using Voice Authoring Mashups* on page 17.

7. Select the feature you wish to add to the Content Area. A new page opens where you can specify available options for this feature. Choose your desired settings and click Submit. For details about each setting, refer to the appropriate section:

- *Voice Board Settings* on page 9
- *Voice Presentation Settings* on page 11
- *Voice Podcaster Options* on page 12
- *Voice Email Settings* on page 14
Chapter 3

Adding a Voice Authoring Feature to the Tools Area

Anyone who has access to the Control Panel can create Voice Boards, Voice Email, and multiple instances of Voice Podcaster in the Tools Area.

**Voice Board**

**To Add a Voice Board to the Tools Area**

1. Click the **Voice Board** link in the Tools Area. The Voice Board List page opens.
2. Click the **Add Board** link. The Create Voice Board page appears.
3. Set the desired options for the Voice Board. Refer to **Voice Board Settings** on page 9 for a detailed explanation of these settings.
4. Click the **Submit** button. The confirmation page appears.
5. Click the **OK** button. The Voice Board is created and appears in the list of Voice Boards.

**Voice Email**

To Send Voice Email from Tools Area:
1. Click the **Voice Email** link.

2. Click the appropriate recipient link, based on to whom you wish to send a Voice Email:
   
   a. **Send a Voice Email to all students in this course**: This automatically generates a Voice Email form, with the “To” field populated with all students enrolled in this course who have an email address listed in their Blackboard profile.

   b. **Send a Voice Email to all instructors of this course**: Automatically creates a Voice Email form with the “To” field filled with the email addresses of all individuals who can access this course’s Control Panel and have an email address listed in Blackboard.

   c. **Send a Voice Email to all people enrolled in this course**: Crafts a Voice Email form, with the “To” field populated with all individuals associated with this course (inclusive of the groups all Students and all Instructors), who have an email address listed in Blackboard.

   d. **Select users to whom you wish to send a Voice Email**: This option allows you to check off the individual(s) whom you wish to contact from a list of all individuals (inclusive of all students and all instructors) associated with this course, who have a valid email listed in Blackboard. Once you have selected the appropriate user(s), click **Submit**.

   e. **Select users to whom you wish to send a Voice Email with Bcc recipients**: This option is similar to the **Select users to whom you wish to send a Voice Email** above, except that the Voice Email recipients will be addressed as Bcc recipients. The names and email addresses of Bcc recipients are invisible to other recipients of the email, even to other Bcc recipients.

3. Click **Submit**. A Voice Email automatically generates and populates the “To” field with the email addresses of only the individual(s) you chose.

   **Tip**: Check/uncheck the box at the top of this page to make these options visible/invisible to students.

---

**Voice Podcaster**

**To Add a Voice Podcaster to the Tools Area**

1. Click the **Voice Podcaster** link in the Tools Area.

2. Click the **Add Voice Podcaster** link. The Create Voice Podcaster page appears.

3. Set the desired options for the Voice Podcaster. For a detailed explanation of these settings, refer to **Voice Podcaster Options** on page 12.

4. Click the **Submit** button. The confirmation page appears.

5. Click the **OK** button. The Podcaster is created and appears in the list of Voice Podcasters.
Chapter 4

Settings

The following options can be set for each tool at the time of creation, or edited later by clicking the double chevron ➔ to the right of the title of a tool and selecting **Edit** in the menu that appears.

**Voice Board Settings**

**Information Area**

<table>
<thead>
<tr>
<th></th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Title:</td>
</tr>
<tr>
<td></td>
<td>80 characters maximum</td>
</tr>
<tr>
<td>2</td>
<td>Color: Black</td>
</tr>
<tr>
<td>3</td>
<td>Description:</td>
</tr>
</tbody>
</table>
1. **Title**
   Give the Board an appropriate name.

2. **Color**
   The title of the Voice feature will appear in this color.

3. **Description**
   Text entered here appears below the Title and above the Voice Board.

### Settings Area

<table>
<thead>
<tr>
<th></th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Audio quality</td>
</tr>
<tr>
<td>2</td>
<td>Max message length</td>
</tr>
<tr>
<td>3</td>
<td>Display short message titles</td>
</tr>
<tr>
<td>4</td>
<td>Display messages in chronological order</td>
</tr>
<tr>
<td>5</td>
<td>Allow students to forward messages</td>
</tr>
<tr>
<td>6</td>
<td>Allow students to start a new thread</td>
</tr>
<tr>
<td>7</td>
<td>Make discussion threads private</td>
</tr>
<tr>
<td>8</td>
<td>Grade</td>
</tr>
</tbody>
</table>

1. **Audio quality**: Adjust the quality of recording depending on the environment in which the Voice Board will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time, but messages that have already been posted play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

2. **Max message length**: Adjust the maximum recording length allowed for users to post messages.

3. **Display short message titles**: When checked, the Voice Board provides less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.

4. **Display messages in chronological order**: When checked, the Voice Board displays the oldest messages first (at the top).

5. **Allow students to forward messages**: When checked, students can forward messages from the Voice Board via email. The Voice Board only accepts addresses external to Blackboard.

6. **Allow students to start a new thread**: When checked, students can start a new thread (a series of messages) on the Voice Board. Otherwise, only the instructor can start a new thread.

7. **Make discussion threads private**: When checked, students cannot view each other’s threads. The instructor can still view all threads. This is a powerful feature for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.
8. **Grade**: When checked, instructors can assign grades for each student that accesses the board, which are integrated with the Blackboard gradebook system. The 'Points possible' field determines the maximum possible grade for scoring.

When you have set the desired options, click **Submit**. A confirmation page appears. Click **OK** to return to the Content Area where you created this feature.

---

*Note: These settings can be modified from within a Voice Board by clicking the Edit Settings button.*

---

**Voice Presentation Settings**

**Information Area**

1. **Title**
   
   Give your Voice Presentation a relevant name.

2. **Color**
   
   The link to the Voice feature will appear in this color.

3. **Description**: Text entered here appears below the Title and above the Voice Presentation.

**Settings Area**

2. **Settings**
   
   1. **Audio quality**
   
   2. **Max message length**
      
   3. **Allow students to comment on slides**
   
   4. **Make slide comments private**
1. **Audio quality**

Adjust the quality of recording depending on the environment in which the Voice Presentation will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been recorded play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

2. **Max message length**

Adjust the maximum recording length allowed for users to post messages.

3. **Allow students to comment on slides**

When checked, students can add vocal and/or text comments to each slide within the Voice Presentation.

4. **Make slide comments private**

When checked, students cannot view each other's comments within the Voice Presentation. The instructor can still view all comments. This is a powerful feature for creating private exercises, assessments, and other types of one-on-one exchanges between instructors and students.

When the you have set the desired options, click **Submit**. A confirmation page appears. Click **OK** to return to the Content Area where you created this feature.

---

**Voice Podcaster Options**

**Information Area**

1. **Title**
   
   Give your Podcaster a relevant name.

2. **Color**
   
   The link to the Voice feature will appear in this color.
3. **Description**

Text entered here appears below the Title and above the Podcaster.

**Settings Area**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Display short message titles</td>
<td>[ ]</td>
</tr>
<tr>
<td>2. Allow students to post to podcast</td>
<td>[ ]</td>
</tr>
<tr>
<td>3. Audio quality</td>
<td>Standard Quality - 12.8 kbits/s - Modern usage</td>
</tr>
<tr>
<td>4. Podcast auto-published after</td>
<td>5 min</td>
</tr>
</tbody>
</table>

1. **Display short message titles:** When checked, the Podcaster provides less information in the title of the messages (length of the audio message, date of the posting...) making the display more compact.

2. **Allow students to post to podcast:** When checked, students can add vocal and textual posts to Podcaster. (This option is useful if you would like individual students, or study groups, to have their own podcast). Otherwise, only the instructor can post messages.

3. **Audio quality:** Adjust the quality of recording depending on the environment in which the Podcaster will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time but messages that have already been posted play in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

4. **Podcast auto publish:** By default, posts are published (and therefore downloaded to the computers of subscribed users) after 5 minutes of creation. Only during this time may the author edit the text within the post and/or re-record the audio. You may adjust this setting to a shorter or longer duration.

When you have set the desired options, click **Submit**. A confirmation page appears. Click **OK** to return to the Content Area where you created this feature.
Voice Email Settings

Information Area

1. Title
   Give your Voice Email an appropriate name.

2. Color
   The link to the Voice feature will appear in this color.

3. Description
   Text entered here appears below the Title and above the Voice Email form.

Settings Area

1. Audio quality
   Standard Quality - 12.8 kbit/s - Modern usage

2. Max message length
   3 mins

3. Include Reply Links
   Yes  No

4. Pre-fill Subject field?
   Yes  No
1. **Audio quality**
   Adjust the quality of recording depending on the environment in which Voice Email will be used. The higher the quality is set, the more bandwidth that will be required. This setting can be changed at any time (messages that have already been recorded are preserved within the archives in their original encoding. The default setting of Standard Quality (12.8 kbits/s) works well for most situations.

2. **Max message length**
   Adjust the maximum recording length allowed for users to record messages.

3. **Include Reply Links**
   If Yes is selected, students may reply to Voice Emails by sending another Voice Email. If No is selected, Voice Email recipients may only respond via standard email.

4. **Pre-fill Subject field**
   Enter a subject line students cannot modify when sending messages from this Voice Email form. This setting can be changed at any time, but messages that have already been sent contain this subject line.

### Email Recipients

<table>
<thead>
<tr>
<th>3. Email Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructors</td>
</tr>
<tr>
<td>Students</td>
</tr>
<tr>
<td>All</td>
</tr>
</tbody>
</table>

Select the recipient of messages sent from this Voice Email form. You can specify All Instructors, All Students, or All (inclusive of All Instructors and All Students). The external email addresses of the recipient group you choose automatically populates the “To” Field.

When the you have set the desired options, click **Submit**. A confirmation page appears. Click **OK** to return to the Content Area where you created this feature.
Chapter 5

Using Voice Authoring Mashups

Adding Voice Authoring Mashups to a Content Area

To Add a Voice Authoring Mashup to a Content Area

1. Log in to Blackboard.
2. Click the Courses tab.
3. Select a course from the Course List.
4. Using the left navigation bar, select the Content Area where you wish to add the Voice Authoring Mashup.
5. Enable Editing (if it is not already enabled) by setting the Edit Mode toggle at the top-right corner of the page to ON.
6. Click the Build Content button.
7. In the Mashups list, click Voice Authoring.
Adding Voice Authoring Mashups in the Text Editor

Voice Authoring Mashups can be added to any course area that contains Blackboard’s Visual Text Box Editor (also known as the VTBE, or simply the Text Editor). This provides you with the ability to combine audio recordings with other course elements.

To Add a Voice Authoring Mashup in the Text Editor

1. Log in to Blackboard.
2. Click the Courses tab.
3. Select a course from the Course List.
4. Access a course area that makes use of the VTBE, such as the Create Item page:
   a. Using the left navigation bar, select a Content Area.
   b. Enable Editing (if it is not already enabled) by setting the Edit Mode toggle at the top-right corner of the page to ON.
   c. Click the Build Content button.
   d. In the Create list, select Item. The Create Item page appears.

---

Caution: It is highly recommended that you add and edit any other content first, and create the Voice Authoring Mashup last. Moving the Mashup icon or even editing text on either side of it incurs a high risk of breaking the link to the Voice Authoring playback applet.

---

5. Locate the File Attachment Toolbar. This toolbar appears along the top of the Text Editor, though it may be collapsed. Click the triangle to the left of any toolbar to collapse or expand it.
6. Click the Add Mashup button (). A drop-down menu appears.
7. Click Voice Authoring. The Voice Authoring window opens.
Recording a Voice Authoring Message

To Record and Save a Message

1. **Title**: Enter a fitting name for this applet.
2. Record your message using the Voice Authoring controls.

Use the following controls to record your message:

1. Click the **Record** button and speak into a microphone or headset connected to your computer to record your message.
2. Click **Pause** to pause recording; click this button again to resume recording your message.
3. Click **Stop** when you have completed your message.
4. Click **Play** to listen to your message. Click **Record** if you wish to re-record it.

---

**Tip**: During playback or while a message is paused, click and hold the tracker shuttle and drag it to a new position to rewind or fast-forward to a particular point in the message.

When you have set the desired options, click **Submit**. A confirmation page appears. Click **OK** to return to the Content Area where you created this feature.

For more details on the use of Voice Authoring applets, refer to The Blackboard Collaborate Voice Authoring User Guide.
Chapter 6

Using Gradebook Integration with Voice Boards

Gradebook integration allows instructors to assign a grade for each student that has accessed a particular board. These grades are then automatically integrated with the gradebook system in Blackboard. This feature allows you to use Voice Boards as formalized assessment tools, in addition to tools for teaching and collaboration. You can enable gradebook integration either when creating a new Voice Board, or add it to previously created Voice Boards. You can then assign and modify grades at any time.

Adding Gradebook Integration to Existing Voice Boards

You can add gradebook integration to any previously created Voice Board, allowing you to leverage your existing content as assessment tools.

To Add Gradebook Integration to an Existing Voice Board

1. Locate the desired Voice Board and click its **Modify** button (Tools Area), or select **Edit** from the drop-down menu to the right of the desired Voice Board (Content Area). The Modify Voice Board page opens.
2. Check the Grade box in the Settings area.

<table>
<thead>
<tr>
<th>Allow students to start a new thread</th>
<th>Make discussion threads private</th>
<th>Grade</th>
<th>Points possible</th>
</tr>
</thead>
</table>

3. Enter a value for the maximum possible points in the 'Points possible' field.
4. Click the Submit button. A confirmation page appears.
5. Click the OK button.

Adding Gradebook Integration when Creating New Voice Boards

To add gradebook integration when creating new Voice Boards, simply check the Grade box and enter a value in the 'Points possible' field on the Add Voice Board page.

Grading Voice Boards

Once you have enabled gradebook integration for a Voice Board, you can assign grades for every student enrolled in the course.

To Grade a Voice Board

1. Access the Voice Board that you wish to grade. The Voice Board opens.
2. Click the Grade this Board button. The Grade Voice Board page opens.
3. Enter grades for each user in the fields in the Grade column.
4. Click the Submit button. A confirmation page appears.
5. Click the OK button.

Tip: From the Grade Voice Board page, you can click any student's username to open the Voice Board filtered to show only that user's posts. This can be helpful for reviewing posts before assigning grades.

Removing Gradebook Integration from a Voice Board

If you no longer wish to use gradebook integration with a Voice Board, you can remove the feature. Doing so deletes all grades. You can re-enable gradebook integration at any time, but you will not be able to recover previously entered grades.
**To Remove Gradebook Integration from a Voice Board**

1. Locate the desired Voice Board and click its **Modify** button (Tools Area), or select **Edit** from the drop-down menu to the right of the desired Voice Board (Content Area). The Modify Voice Board page opens.

2. Uncheck the **Grade** box in the Settings area.

3. Click the **Submit** button. A pop-up window appears, warning you that removing grade-book integration will delete all existing grades.

4. Click the **OK** button.
Chapter 7

Basic Administration

Enabling and Disabling Voice Authoring Features

You can enable and disable Voice Authoring Features in different areas by using the Tool Availability menu.

To Enable and Disable Features

1. Log in to Blackboard.
2. Select a course to modify from the My Courses list.
3. In the Control Panel, click Customization.
4. Select Tool Availability.
5. Check or uncheck the boxes next to the features that you wish to enable or disable in each area within Blackboard.
6. Click Submit.
Chapter 8

Copying, Exporting, and Archiving Courses with Voice Authoring Content

Creating an Exact Copy of a Course with Voice Authoring Content

Voice Authoring features can be preserved using Blackboard's native Course Copy feature. This includes creating an exact copy of a course containing Voice Authoring features.

To Create an Exact Copy of a Course with Voice Authoring Content

1. Log in to Blackboard.
2. Click the Courses tab.
3. Select the course from the list that you wish to copy.
4. In the Control Panel, click Packages and Utilities.
5. Click Course Copy. The Copy Course page appears.
6. In the Select Copy Type drop-down menu, select Copy Course with Users (Exact Copy).
In the Select Copy Options section, enter the **Destination Course ID** for the new course.

In the **Course Files** section, select one of the following options:

- **Copy Links to Course Files** creates a new course that is identical to the current course, but links to existing Blackboard Collaborate content. Any changes made to the content affects both the current and new courses.

- **Copy links and copies of the content (Include all Course Files)** creates new copies of all content. Changes made to either the new or existing versions of the content will not affect each other.

**Note:** When creating an exact copy of a course including Voice Authoring features, all content is copied, including student replies.

Click **Submit**. The action is queued.

Once the action has been successfully completed, the new course will be available and can be located by the Course ID entered in Step 7.

**Copying Voice Authoring Content to a New Course**

Blackboard Collaborate Voice Authoring features can be preserved using Blackboard's native Course Copy feature. This includes copying Voice Authoring features to a new course.

**To Copy Course Content to a New Course**

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select the course from the list that you wish to copy.
4. In the Control Panel, click **Packages and Utilities**.
5. Click **Course Copy**. The Copy Course page appears.
6. In the Select Copy Type drop-down menu, select **Copy Course Materials into a New Course**.
7. In the Select Copy Options section, enter the **Destination Course ID** for the new course.
8. Check the box(es) next to the Blackboard Collaborate feature(s) you wish to copy, along with any other course content you wish to include.
9. In the **Course Files** section, select one of the following options:
   - **Copy Links to Course Files** creates a new course that is identical to the current course, but links to existing Blackboard Collaborate content. Any changes made to the content affects both the current and new courses.
   - **Copy links and copies of the content (Include all Course Files)** creates new copies of all content. Changes made to either the new or existing versions of the content will not affect each other.

   _Note:_ When copying Voice Authoring features, only top-level content is copied (replies are not copied).

10. Click **Submit**. The action is queued.

   Once the action has been successfully completed, the new course will be available and can be located by the Course ID entered in Step 7.

### Exporting and Importing Courses with Voice Authoring Content

Voice Authoring features can be imported and exported along with other course content using Blackboard's native Course Export/Archive feature.

**To Export Voice Authoring Content**

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select a course from the list for which you have the privilege to export content.
4. In the Control Panel, click the **Packages and Utilities** link.
5. Click **Export/Archive Course**. The Export/Archive Course page appears.
6. Click the **Export** button. The Export Course page appears.
7. In the **Course Files** section, select one of the following options:
   - **Copy Links to Course Files** creates a new course that is identical to the current course, but links to existing Voice Authoring content. Any changes made to the content affects both the current and new courses.
   - **Copy links and copies of the content (Include all Course Files)** creates new copies of all content. Changes made to either the new or existing versions of the content will not affect each other.

   **Note:** When exporting Voice Authoring features, only top-level Voice content is copied (replies are not included).

8. In the **Select Course Materials** section, check the box(es) next to the Blackboard Collaborate feature(s) you wish to copy, along with any other content you wish to include.

9. Click **Submit**. The action is queued.

Once the materials have been successfully exported, you can return to the Export/Archive Course page (by repeating Steps 1-5) and save the .zip file from the list that contains your exported content to your computer.

**To Import Voice Authoring Content to a Course**

1. Log in to Blackboard.
2. Click the **Courses** tab.
3. Select a course from the list for which you have the privilege to import content.
4. In the Control Panel, click the **Packages and Utilities** link.
5. Click the **Import Package/View Logs** button. The Import Package / View Logs page appears.
6. Click **Import Package**. The Import Package page appears.
7. In the Select a Package section, click **Browse** to locate a course package on your computer that contains Voice Authoring content.
8. In the Select Course Materials section, check the box(es) next to the Blackboard Collaborate content you wish to import, as well as any other content to be included.

   **Note:** When importing Voice Authoring features to an existing course, only top-level content is imported, even if you are importing from a course archive.

9. Click **Submit**.

Once the action has been successfully completed, the content options you selected in Step 8 will be available in the course.
Archiving Voice Authoring Content

Blackboard Collaborate Voice Authoring features can be archived along with other course content using Blackboard's native Course Archive feature.

To Archive Voice Authoring Content

1. Log in to Blackboard.
2. Click the Courses tab.
3. Select a course from the list for which you have the privilege to copy.
4. In the Control Panel, click the Packages and Utilities link.
5. Click Export/Archive Course. The Export/Archive Course page appears.
6. Click the Archive button. The Archive Course page appears.
7. In the Course Files section, select one of the following options:
   - **Copy Links to Course Files** creates a new course that is identical to the current course, but links to existing Voice Authoring content. Any changes made to the content affects both the current and new courses.
   - **Copy links and copies of the content (Include all Course Files)** creates new copies of all content. Changes made to either the new or existing versions of the content will not affect each other.

   **Note:** When archiving Voice Authoring features, all content is copied, including student replies. However, when importing course content to an existing course from an archive, only top-level Voice content is imported. Other content can only be accessed by using the Course Restore feature available to administrators.

8. Click Submit. The action is queued.

Once the materials have been successfully archived, you can return to the Export/Archive Course page (by repeating Steps 1-5) and save the .zip file from the list that contains your archived content to your computer.
Copyright

This document contains confidential proprietary information and is protected by law. This doc-ument and the information contained in it are intended for authorized users only and may be used only for the express purpose of legally accessing and using Blackboard Inc. products; any other use, without Blackboard Inc.’s prior written permission, is strictly prohibited.

© 2012 Blackboard Inc. All Rights Reserved.

Trademarks

Blackboard, the Blackboard logo, Blackboard Collaborate, the Blackboard Collaborate logo, Behind the Blackboard, Wimba and Elluminate are trademarks or registered trademarks of Blackboard Inc. or its subsidiaries in the United States and/or other countries. All rights reserved.

All other brand or product names are trademarks or registered trademarks of their respective companies or organizations.