

## Enhance Your Course with Voice Tools

Enhance your online course with Voice Tools. Listed below are some ideas for each tool.

### Using Voice Boards

- Create a “Community” Voice Board for students.
  - ⇒ Allow students to post or reply to messages about topics outside of class discussion.
  - ⇒ Post it in a separate “Community” Folder.
  
- Provide vocal feedback on assignments.
  - ⇒ Create a Voice Board called “Assignment Feedback” at the beginning of the semester for each student. Each student can refer to this board after the instructor has graded an assignment.
  - ⇒ Use Selective Release to release each Voice Board only to the appropriate student.
  - ⇒ Inform students that they can visit their “Assignment Feedback” Voice Boards anytime for feedback on returned assignments
  
- Ask students to copy/paste an excerpt and vocally record feedback on the excerpt.
  - ⇒ Useful in humanities courses.
  
- Ask students to vocally record a heading of a text excerpt that you have posted.
  - ⇒ Useful in foreign language courses.
  
- Create an exercise, assignment, or assessment.
  - ⇒ Each top-level post you create is a question within the assignment.
  - ⇒ Make discussion threads private
  - ⇒ The text within the posting is as an open-ended question.
  - ⇒ Supplement your test with a voice recording, within the posting (for additional instructions or information about your question).
  - ⇒ Do not allow students to view message posted by one another.
  
- Hold online discussions in foreign languages.
  - ⇒ Practice speaking, listening, and writing in a foreign language by using the text and audio tools.
  
- Allow student groups to collaborate on projects or discuss topics.
  - ⇒ Create a Voice Board for each group.
  - ⇒ Use Selective Release to release each Voice Board only to the appropriate group.
  
- Construct answers to questions through collaborative sharing and discussion.
  - ⇒ Announce a discussion topic or problem to solve, as a posting.

- ⇒ Students reply to the posting, with their answers. Vocal collaboration may add more meaning to the conversation. Answers can be expressed more clearly, and sensitive issues can be handled more appropriately.
- ⇒ Thoughts and answers to the discussion topic are generated through collaboration.
- Include an audio message in an announcement
  - ⇒ Use the Publish option to insert your audio message into your announcement.
- Use Voice Boards combined with graphics to generate descriptions from students.
  - ⇒ Useful in foreign language courses.
  - ⇒ Have students describe persons, rooms, activities, etc.
  - ⇒ Allow students to listen to each others' postings before contributing.
- Create a "Get-to-know-you" Voice Board.
  - ⇒ Have students post descriptions of their personalities, their likes and dislikes.
  - ⇒ Good for students to become acquainted in online learning environment.
- Annotate a complex diagram or graph with a clear, vocal explanation.
  - ⇒ Useful for science and engineering courses.
  - ⇒ Use the Publish option to insert your audio message into your Web page.
- Make general music listening exercises available.
  - ⇒ Import a music selection to include as a discussion topic.
  - ⇒ Ask students to evaluate the piece of music.

### **Using Voice E-mails**

- Notify students of an upcoming assignments or event through Voice E-mail.
  - ⇒ Use voice to elaborate on the assignment, to give encouragement to students, or to convey what students will gain out of completing the assignment.
  - ⇒ Select "Students enrolled in this section" as the first step upon launching Voice Email.
- Create an exercise, assignment, or assessment using Voice E-mail.
  - ⇒ Enable reply links so students may respond directly to you.
- Offer feedback and respond to students in more real and human ways.
  - ⇒ Students can better interpret feedback listening to tone of voice.
  - ⇒ Struggling students may especially benefit from a more personal approach.
- Send general assignment critiques to all students with a single Voice E-mail.
  - ⇒ Summarize general observations and trends observed across all student assignments.
  - ⇒ This method does not require creating a Voice E-mail for each student.

- Hold private vocal critiques between teacher and individual students.
  - ⇒ Teachers and students can correspond privately through Voice E-mail.
  - ⇒ Provides a contrasting avenue of communication from publicly available message boards.
- Give students feedback on pronunciation.
  - ⇒ Especially useful in foreign language courses.
  - ⇒ Select a group of specific words or sounds to record and send back instructor.

### **Using Voice Recorder**

- Provide a vocal welcome/introduction of the course or a specific learning module to all students.
- Create a listening glossary of professional vocabulary and technical jargon that may be difficult to pronounce.

### **Using Voice Direct**

- Create an “Office Hours” Voice Direct conference.
  - ⇒ Offer students the ability to schedule office hours with the instructor during a weekly time slot.
- Create a “Study Group” Voice Direct conference.
  - ⇒ Students can use this room to work on group assignments and study for upcoming exams.
  - ⇒ Encourage students to schedule meetings on their own.
  - ⇒ Study Groups can be archived for later review by the students.
  - ⇒ Use Selective Release to release a separate conference for each group.
- Recruit a volunteer and archive a mock dialogue between people.
  - ⇒ Useful for FAQs in the form of a mock-dialogue between teacher and student.
  - ⇒ Useful for foreign language classes to create a mock conversation.
  - ⇒ Archives become study tools for students.
- Practice speaking skills in a live environment.
  - ⇒ Useful for foreign language, speech, debate courses or courses where role-playing is important (e.g., clinical environment).
  - ⇒ Real-time communication provides necessary contrast to public message boards.
- Hold student interviews in groups or pairs.
  - ⇒ Useful in foreign language and business courses.
  - ⇒ Students interview one another, perhaps in a foreign language.
  - ⇒ Interviews can be archived for review by instructor.