

How to use on-line submission

Wimba Voice Board

Authentication

Enter a screen name (e.g. your first and last name):

Screen name:

Submit

Or enter your login information:

Login:

Password:

Submit

0:00
0:00

powered by Wimba

Setup Wizard

When you click the relevant link, you will see the authentication screen if your computer is set up correctly. If not, you have to set up your computer. Follow the on-screen instruction.

* If the message saying ‘.....’ appeared, click ‘always trust’.

To check everything is working, click ‘set up wizard’.

Wimba

Wimba Voice Tools Setup Wizard Help

Welcome to the Setup Wizard

The Setup Wizard will guide you through a series of tests to ensure that your computer is ready. Depending on the speed of your computer and your internet connection, the Wizard may take a few minutes to complete.

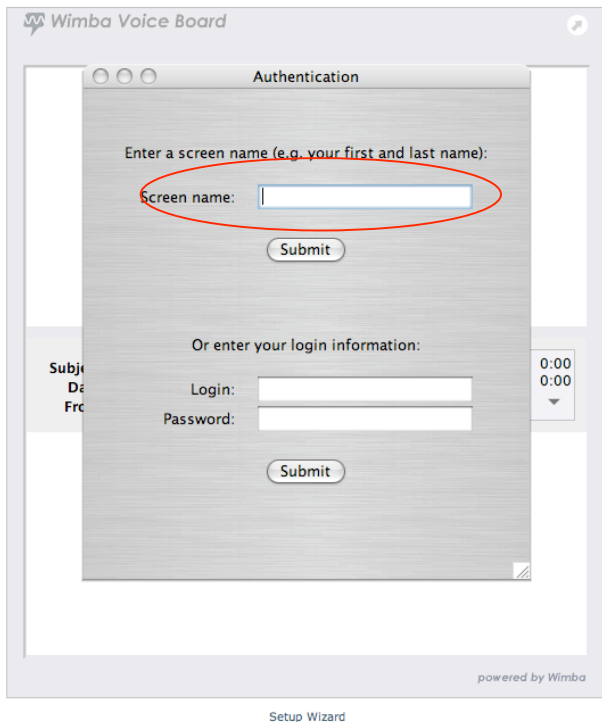
Your progress through the Setup Wizard will be shown on the left.

Wizard Tests

- Java
- Signed Applet
- Connectivity
- Playback
- Recording

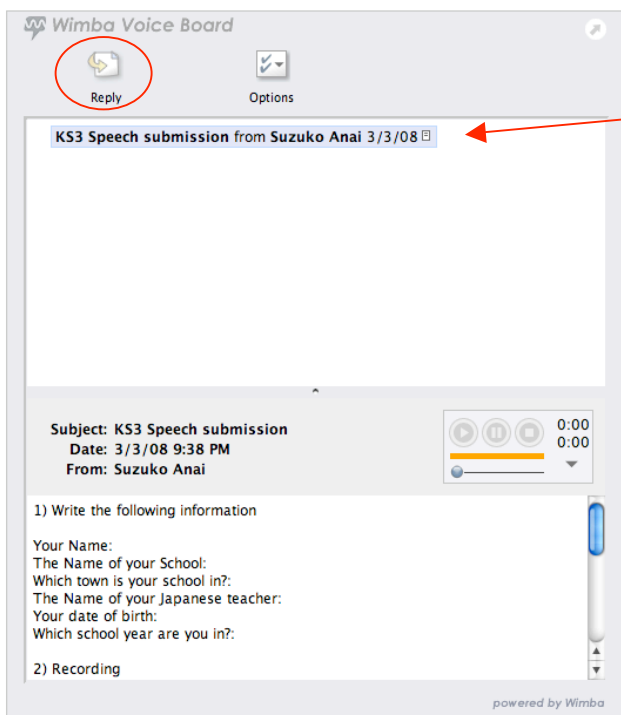
Next

Make sure all boxes are ticked.
It is very important to check your microphone is working correctly so that your speech is recorded properly.



Write **your school name** as your screen name.

Click Submit.

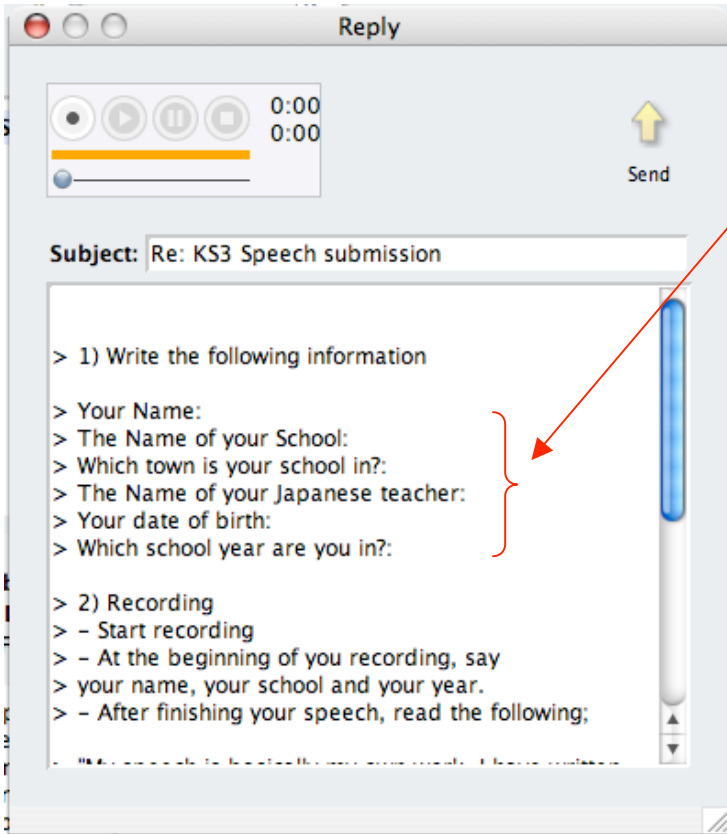


You will see the Voiceboard.

Put your cursor on the line 'KS Speech submission' and double click.

Instructions will be loaded.
Read the instruction carefully.

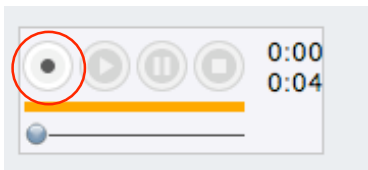
When you are ready, click 'Reply'



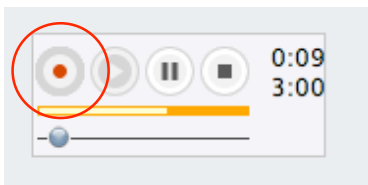
A smaller area will appear on the voiceboard.

First write down all necessary information for your application.

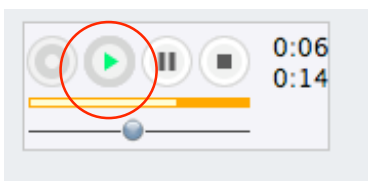
- Your Name:
- The Name of your School:
- Which town is your school in?:
- The Name of your Japanese teacher:
- Your date of birth:
- Which school year are you in?:



Start recording.



Circle turned to red.



Play back.

Recording Speech

- Start recording by clicking the circle.
- At the beginning of you recording, say your name, your school and your year.
- After finishing your speech, read the following;

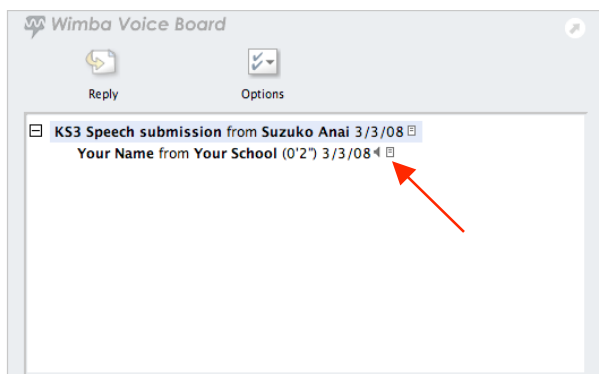
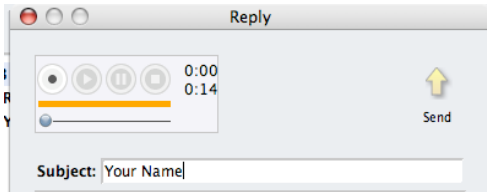
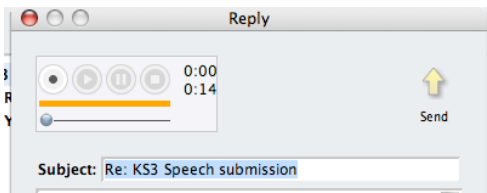
"My speech is basically my own work. I have written the speech myself, and neither my teacher nor anyone else has helped me write sections of my speech. The most help I have received is to correct any mistakes I have made and to help me with my pronunciation."

- Stop recording

During the recording, make sure the orange recording indicator is moving.

- Listen to you speech to make sure it is recorded properly.

If you are not happy with your speech, re-record it by clicking the circle record button.



Submission

The last thing to do before sending your speech is to write the subject.

Delete 'Re:KS Speech submission' and write your name in the subject area.

Click 'Send'.

Well Done! You have submitted your speech.

Check your submission

Your submission appears underneath the first line. If you cannot see your submission, click the + sign at the left.

It should show

Your name

Your school

Duration of your recording

Date of submission

▶ means there is a sound (your speech)

☐ means there is a text (your application information)

Now close the window.

Note to teachers

If you are using one school computer to record several students' speeches, you can now start recording the second student's speech. Subsequent submissions appears underneath each message.

When submitted all students' speeches, you can close the window.

Important!

You can come back to the voiceboard at a different time during the submission period, but cannot see any of the speeches you recorded before.

This is not a fault. Please do not record the speech again.

When your submission appeared as described above, it is OK.

If you have any questions regarding using the voiceboard, please contact
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