

## **VOICE BOARD – IMPORTING – EXPORTING FILES**

Say you have a test or series of questions you would like to re-use for a subsequent course and you don't want the old student responses.

Open old course and enter the voice board

Export – at "select entire VB" down arrow to **choose the top level messages only**

Export format – Wimba Voice Board (.wvb)

Next – choose where to save

Name file

File type – wvb ok

Save

Open new course

Create tab for Voice Board, if needed

Click on VB and edit view (top right)

At select learning unit, down arrow to VB – GO

Title it – give description of assignment – submit

Enter VB – import

Choose where file is

Choose file

OK

It will retrieve file in same order you had it in the original class

If you check the box for place content in top level imported messages thread then your content will be in the reverse order of what you had in the other class