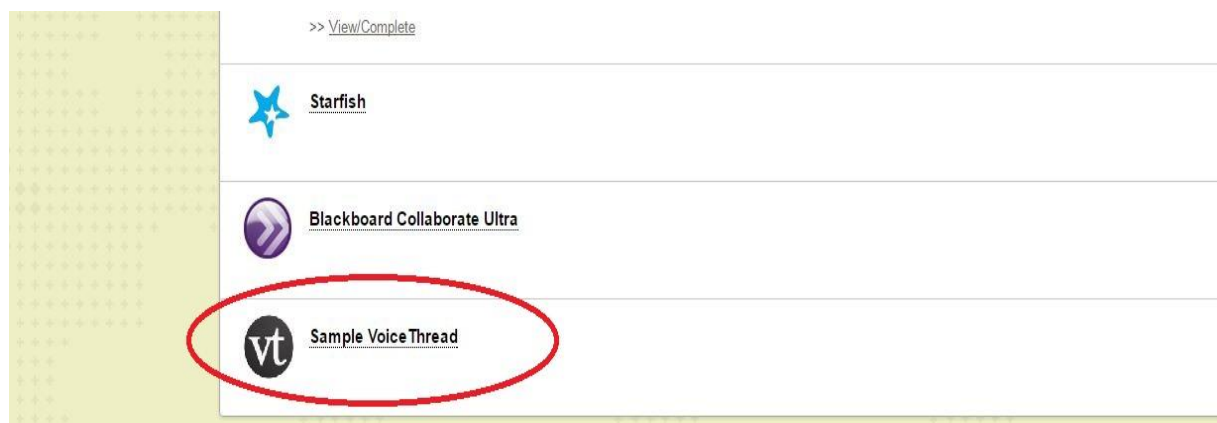## What is VoiceThread?

VoiceThread is an interactive collaboration and sharing tool that enables students to build online presentations by adding images, documents, and videos, and other media to which other users can add comments for discussion. Your instructor may assign you a VoiceThread activity as part of your course practice activities and graded assignments.

When you have a Voice Thread Assignment?

When your instructor has added a VoiceThread Assignment to your course, you will see a VT link in your course content similar to the example below:

For this assignment, your Professor may ask you to:

a) **Create a new VoiceThread**
b) **View an existing Voice Thread, submit comment(s) and discuss with the instructor and other students**
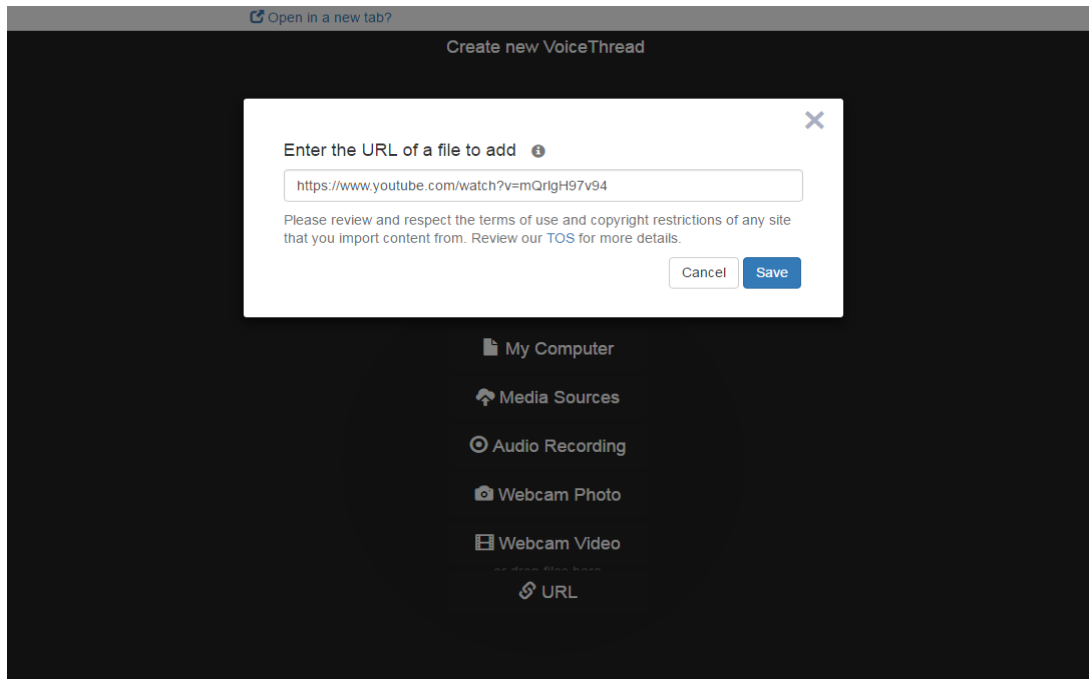c) **Simply view an existing VoiceThread**

Step-by-Step - Create a VoiceThread

1) When your instructor gives you an assignment to create a new VoiceThread, it may be very helpful to have a general outline or design storyboard for how you want your VoiceThread to appear. You may be including Powerpoint slides, graphics, audio, video, etc. In any case, it is helpful to have a general design idea, possibly even sketching it out on paper, and to also have the media resources ready as you prepare to begin your VoiceThread Presentation.

2) Then, once ready to get started, click on the VT assignment link that your instructor will have added to your course.

3) Select **Create new VoiceThread**. You will then be prompted to Add Media from various sources that may include PowerPoint slides, audio, video, photos, etc. *NOTE: Other media*
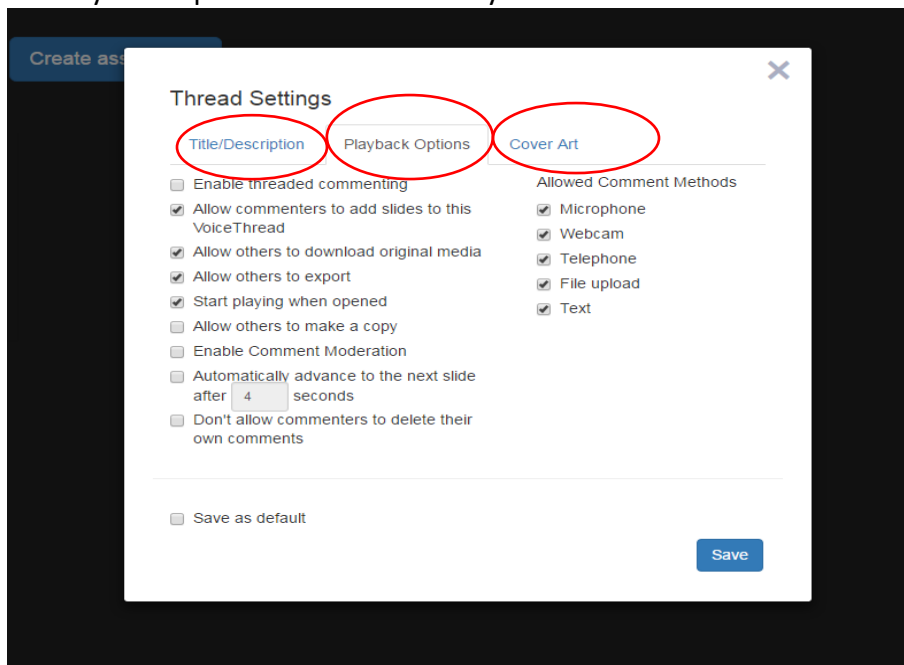
1

sources such as existing VoiceThreads, materials from Khan Academy, Flickr, and public media sources from the New York Public Library can also be included by choosing Media Sources.

In this example, a YouTube Video is being uploaded by entering the "URL" and selecting Save.

After entering the URL, you are prompted to provide a Title, Description, and other details. In addition, Playback Options settings can be changed and Cover Art can be uploaded. After you changed the settings you wish to change, press Save. Your Professor may want you to select the Playback Options → Automatically advance to the next slide after __ seconds.
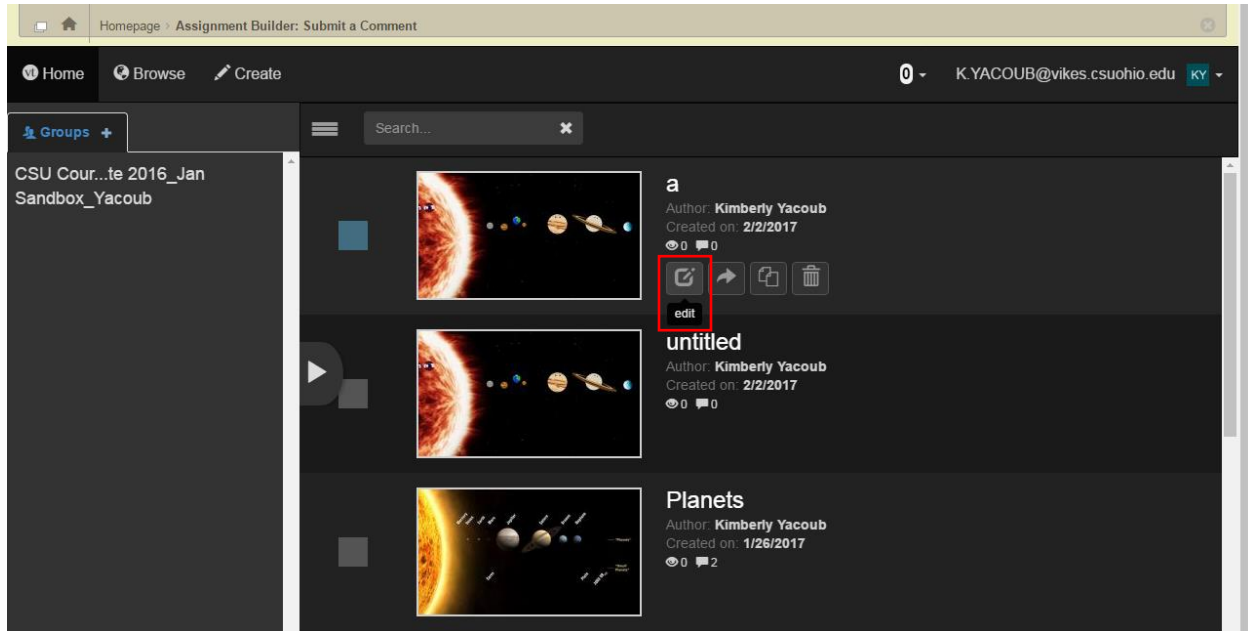

When ready to turn in your assignment to your instructor: You must press *Submit Assignment* for the Professor to see your work! A pop-up window will appear where you should press Submit Assignment again. You will also be able to choose "*and share with class",* if instructed to do so. Once you are done, you can choose "*Return to Course*" and you will be taken back to Blackboard.
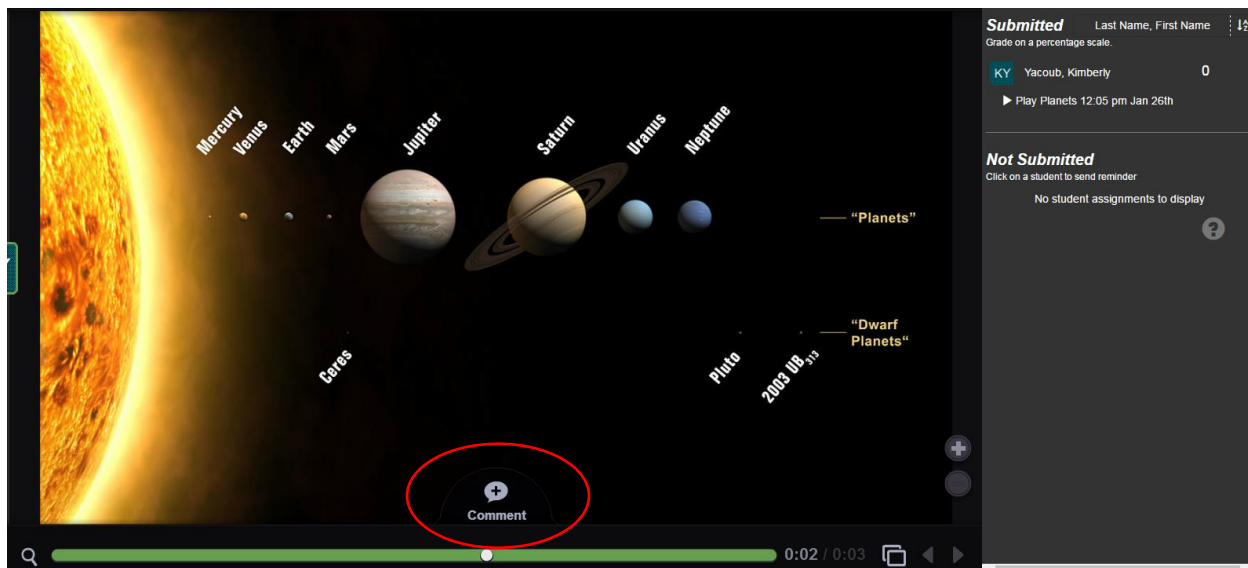
Step-by-Step – Review a VoiceThread and Submit Comments

1) When your instructor gives you an assignment to comment and discuss an existing VoiceThread, place your cursor over the VoiceThread that you would like to submit a comment on. Four options should appear, including Edit, as shown in the box in red below.
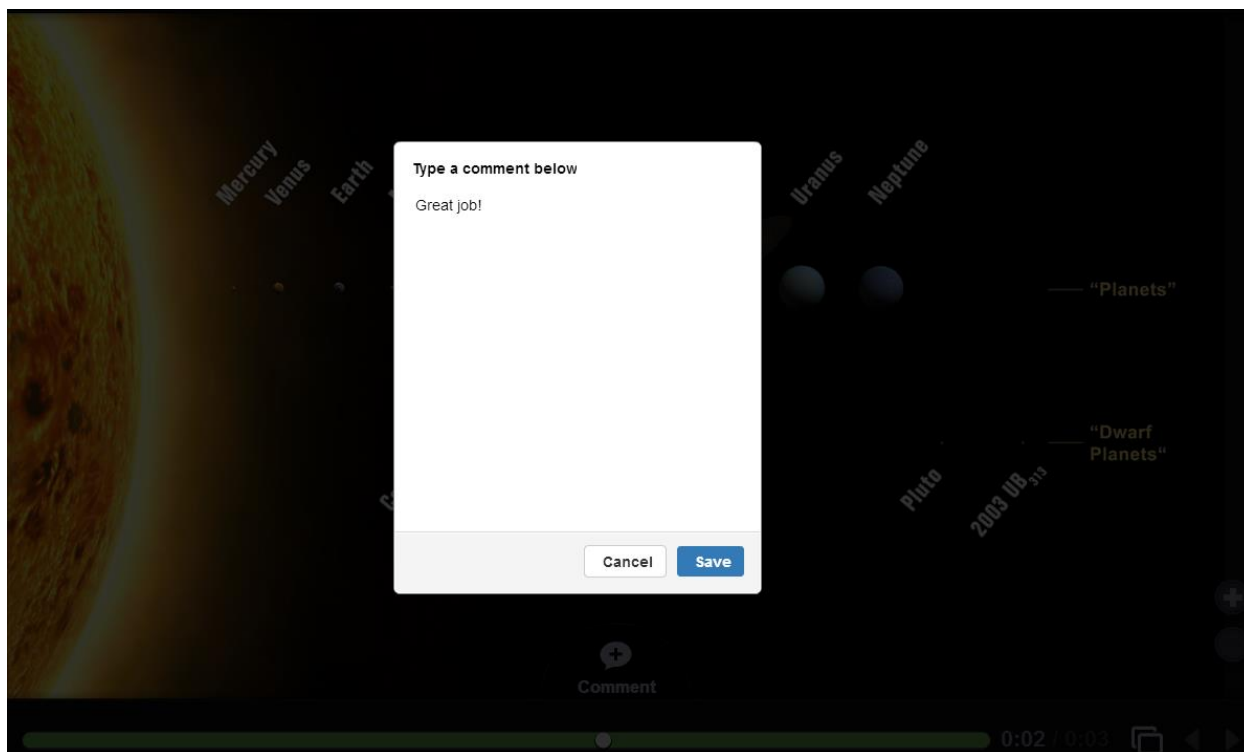

2) Next, Choose Comment near the top of the page. The VoiceThread should now appears. Near the bottom of the page, the word Comment with a + sign should then appear as shown below. The options you have to comment are by Text, Phone, Microphone, Video, or Uploading.

3. In this example, a comment was made via Text. As shown below, the student can type a comment and then "Save" it. The comment will then appear as your initials. By moving your cursor over the comment, the date, time and author of the comment will appear. By clicking on your initials, your comment will appear.

   *Note: You can zoom in to the VoiceThread by click on the + arrow as shown in the Figure above to the right of the word Comment.

4. Once you have viewed and commented on the VoiceThread, you must press **Submit Assignment** once you have finished watching the video. This is how your instructor will know you have completed your work and it is ready to be graded.

Step-by-Step: View a VoiceThread Only

1. A new window with the assignment will pop-up. The VoiceThread will then begin to play. Once you have finished watching the video, you must press "Submit Assignment" which is found on the top left of the screen. You can View VoiceThread in a separate window, view the comments people made by clicking on the initials to the left of the VoiceThread, add comments (See #2 on page 3) and pause + fast-forward. You can also search Commenters by clicking on the magnifying glass to the left of the play/pause button.

2. Once you have viewed the VoiceThread, you must press ***Submit Assignment*** once you have finished watching the video. If you forget to do this, you can always come back to the assignment page and submit later. You will not need to redo your work.

Troubleshooting tips

Instructor is unable to grade your work or you forgot to click "Submit Assignment" after doing your work.

- You may have forgotten to click the "Submit Assignment" button after completing your work. You can simply go back into the assignment and click "Submit Assignment" at a later time. You will not need to re-do your work.

You're not automatically signed in to VoiceThread when you click on a VT link

- Make sure your web browser accepts third-party cookies.

When you click on a VT link, you see a page titled "VoiceThread Account Verification".

This means you already had a VoiceThread account under your email address, and the system is now trying to connect that existing account with your Blackboard profile. You'll only need to complete this step once. To proceed through this page:

- Click on the link that says "Set it here" to set a verification password for your account.
- Proceed through the steps to set a password. This will involve receiving an email from VoiceThread.
- Use that password you just set on the verification page.

For Additional VoiceThread Resources, go to:

(Webinars) https://voicethread.com/workshops/category/workshop-archive/

(Troubleshooting) https://voicethread.com/howto/category/troubleshooting/