➔ What is VoiceThread?

VoiceThread is an interactive collaboration and sharing tool that enables users to add images, documents, and videos, and to which other users can add voice, text, audio file, or video comments. You can post your VoiceThread on your website or save it to an MP3 or DVD.

Video: What is Voice Thread?

➔ Add a VoiceThread to your Course

Video: Using VoiceThread Tutorial

Step-by-Step – Add a VoiceThread Link: (make sure Edit Mode is on)

❶ **Start by going to the Course Content area of your course.**

❷ **Next, select *TOOLS* from Course Content menu and click on *VoiceThread***

❸ **Assign a *Name* to the VoiceThread. Optionally, provide a *Description*.**

❹ **For graded VoiceThread assignments, select *Enable Evaluation* and assign the number of *Points Possible* as well as a *Due Date* (if desired).**

Step-by-Step – Setup VoiceThread Details: (Make sure Edit Mode is on)

❺ **Once you have added a VoiceThread link to your course, you will need to setup the requirements and specific details for the VoiceThread.**

❻ **Click on the   vt   link you created in the previous step.**

❼ **You will then be directed to a VoiceThread Setup Page, where you can choose the VoiceThread option for your course.**

> **Note: There are multiple VoiceThread options discussed here. It is important to note that if you wish to create a graded VoiceThread assignment that will be integrated with your Blackboard Grade Center, you must choose the *ASSIGNMENT BUILDER* option. Please see following descriptions for this and other VT options.**

➔ **Setting up VoiceThread Options for your Students**
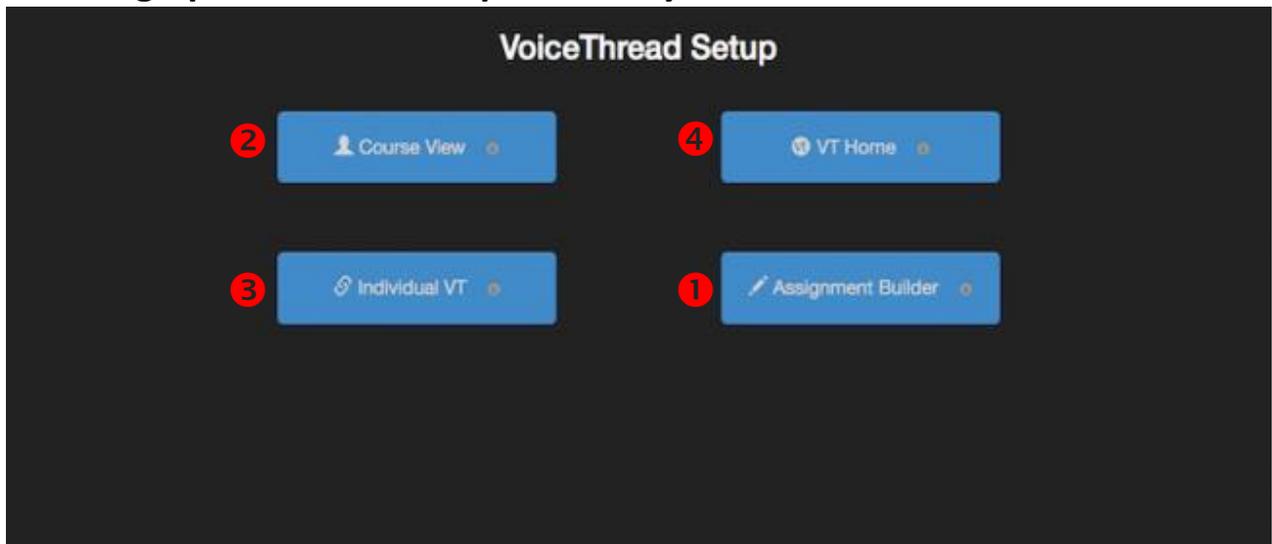
❶ **Assignment Builder:** This option allows you to create a **graded assignment** for students to complete. In order to have the option Assignment Builder, you must have selected *Enable Evaluation* in Step 3 above. For a graded assignment, you can require students to **a) create a VoiceThread** of their own to submit, **b) comment on a VoiceThread** you created, or simply to **c) watch a VoiceThread** from start to finish.
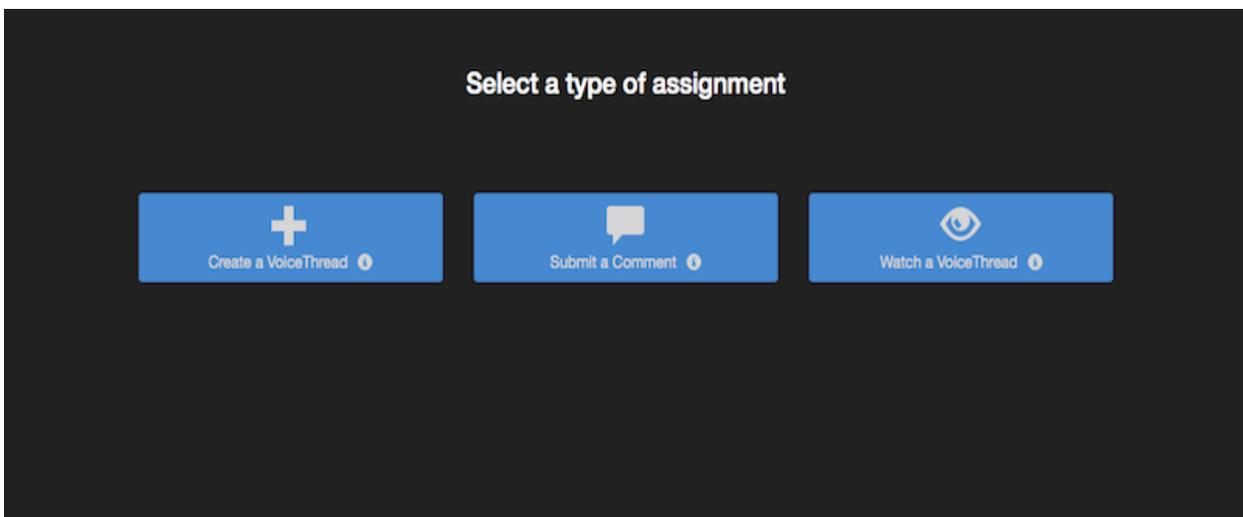
Types of Assignments Descriptions:

a) *Create a VoiceThread*: This options sets up a graded assignment for students to create their own VoiceThread. When setting up this assignment, provide a description of the assignment and indicate if students will be permitted to resubmit the assignment more than once.

b) *Submit a Comment*: Click on the VoiceThread that you would like students to submit a Comment about and indicate other information such as a description for the assignment, the number of comments required and other settings based on your preferences.

c) *Watch a VoiceThread:* Click on the VoiceThread that you would like students to view. Optionally, enter a description for the assignment and other settings as desired.

❷ **Course View Option:** This option displays the collection of VoiceThreads that have been shared with your course. Anything that has not yet been explicitly shared with your course will not appear here. This is a good option when you want students to view and comment on each other's work or if you want to allow students to review all course materials prior to an exam. **There is no grade associated with this option**. It is for viewing and commenting only on multiple VoiceThreads in the course.

❸ **Individual VT:** This option is the best way to create a VoiceThread discussion board or lecture about one specific VoiceThread. Students will not need to look through a collection of VoiceThreads to find the correct one; they will be taken straight to the presentation you wish for them to view. Choose the VoiceThread from the leftside menu and then Click on *Share with Class*. This will be the only VoiceThread they see. **There is no grade associated with this option.** It is for the purpose of viewing a single VoiceThread.

❹ **VT Home:** This option displays all of a student's VoiceThread content in a single view. This includes all VoiceThreads for all of a student's courses that belong to them. This option is useful if you want to create a simple portal into VoiceThread without directing students to any specific content. **There is no grade associated with this option.**

➔ Viewing and Grading Student Assignment Submissions

When students click on the link for a graded assignment, they will see the assignment you've created. They can immediately **a) create or select a VoiceThread to submit for the Create Assignment, b) record comments on your VoiceThread for the Comment Assignment**, or **c) watch the VoiceThread for the Watch Assignment**. As soon as they click on the "Submit Assignment" button, you will be able to grade their work. If the assignment is a graded item, a column will be created in your Full Grade Center and any attempt from a student will appear in Needs Grading.

1. If the assignment was to **Create a VoiceThread** from students, a student's submission will appear on the right-hand side under *Submitted*. Students who have not yet submitted their assignment will appear on the right-hand side under *Not Submitted*.
   a. Please note: If you'd like to avoid clicking through a student's presentation and would prefer that it plays automatically, please let students know to select the Playback Options ➔ Automatically advance to the next slide after ___ seconds.
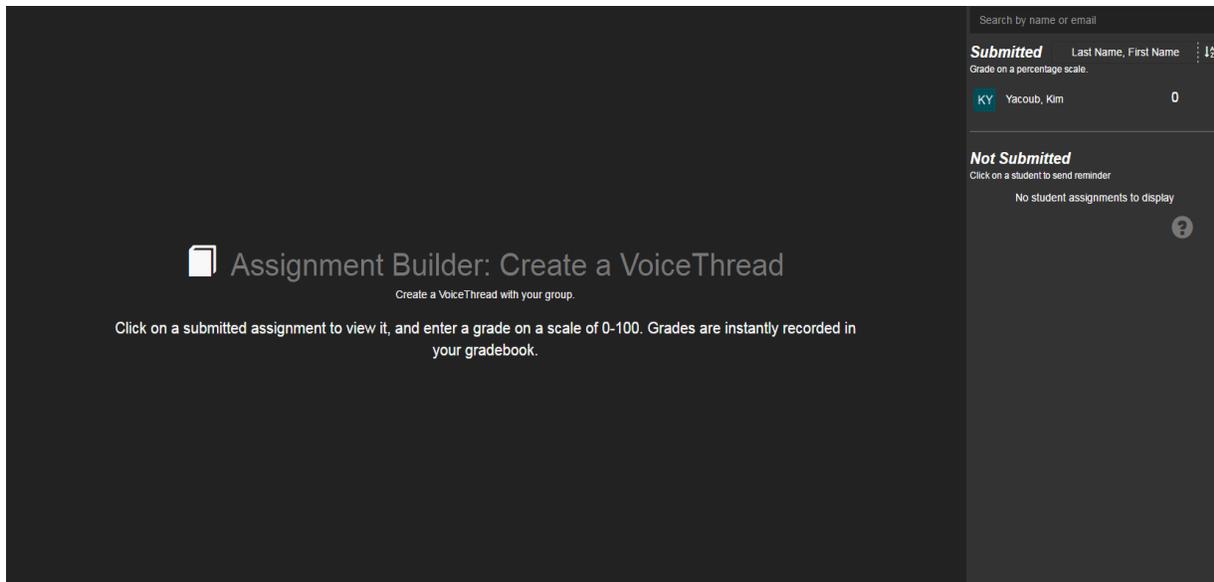
2. Click on a student's name to see their submission. You will see the students VoiceThread submission. You can comment by clicking on Comment as shown below. The options you have to comment are by Text, Phone, Microphone, Video, or Uploading.

3. For example, a comment was made via Text. The instructor 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.

4. In order to grade a student's work, click on the student's name. You can click on each comment below his or her name individually to jump directly to it. Enter a grade on a percentage scale (0-100), and hit "Enter" on your keyboard and "Grade Saved!" will

display in green. This grade will immediately be entered into your Blackboard course Grade Center.

* NOTE: If you have set the assignment to be worth less than 100 points, still grade it on a scale of 0-100, and the score will be adjusted accordingly in your gradebook. If you have students who have not yet submitted their assignments, click "Remind all students" to send an email to everyone who has not yet submitted.

For Additional VoiceThread Resources, go to:

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

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