How to Create a VoiceThread for SPS Students

Links to more help with VoiceThread:
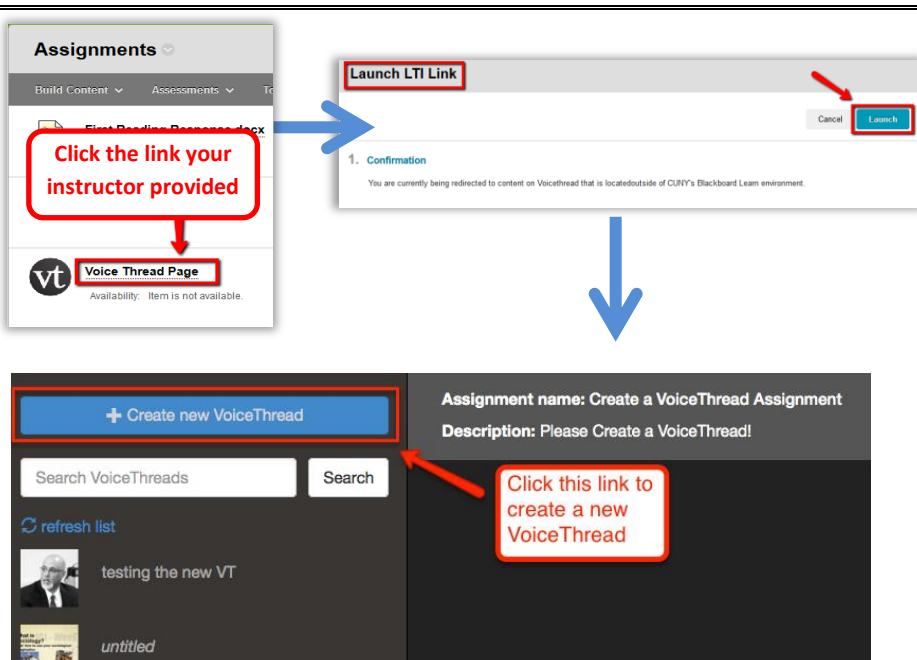- General support area   https://voicethread.com/support/howto/Basics/
- VoiceThread Tutorials   http://voicethread.com/#c28
- Printable Guides   http://voicethread.com/support/guides/

You can also **contact VoiceThread directly for support** via email or by phone here: http://voicethread.com/contact/

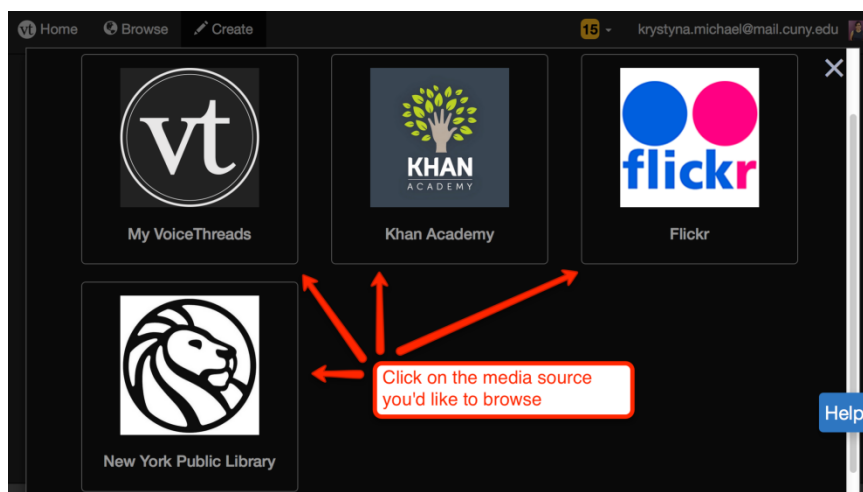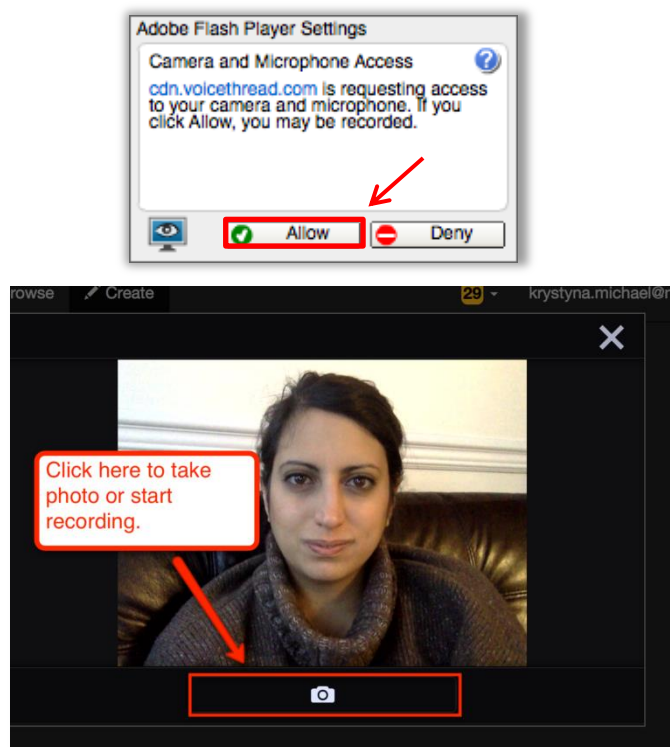| <u>Step 1</u>	
To **create your own VoiceThread,** click on the VoiceThread link your instructor has provided in your Blackboard course site. On the next page, click "Launch". You will be taken to a VoiceThread assignment page. Click "Create new VoiceThread" in the upper left hand corner of this page. A new tab will open to allow you to create your VoiceThread.	
<u>Step 2</u> When you click **on "Create new VoiceThread**," you will be taken to the "Create" tab in a new window. The first thing you'll do is **add slides to your VoiceThread**. To add your first slide, click the **"Add Media" button**. A slide can hold many types of media, from documents and images to videos and audio. (Files that are not supported include: zip, .swf, .html, and .txt.) There are five sources you can choose from: "My Computer," "Media Sources," "Webcam Photo," "Webcam Video," and "URL" (Step 5). Click the **"My Computer" button** to open a file manager window that allows you to locate files on your hard drive.	
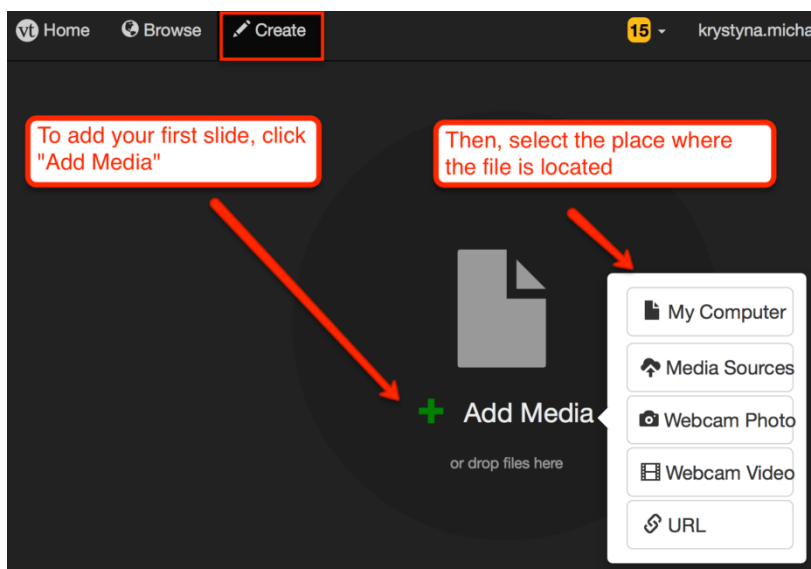
|	
Step 3 The **"Media Sources"** button allows you to browse videos from the Kahn Academy, images from the New York Public Library, on Flickr and your own VoiceThreads for images and other files you'd like to include. Click on the tile corresponding to the media source to browse and then click "Import" when you find the file you want.	
Step 4 The **"Webcam Photo" and "Webcam Video"** buttons allow you to take a still photograph or a video using your webcam. This photograph or video will be the central media for this slide. When using these options, you may need to click "Allow" on the Flash permissions box. Then, click the button below your image to take a photo or begin recording a video. If you are making a video, you will see a countdown, after which your video will begin filming. After the recording is complete, the image or video will process and appear as a slide in your VoiceThread.	
Step 5 The **"URL" button** allows you to import media using a URL. This will only work if you have the direct link to the file. Links to media-sharing websites like YouTube will not work.	
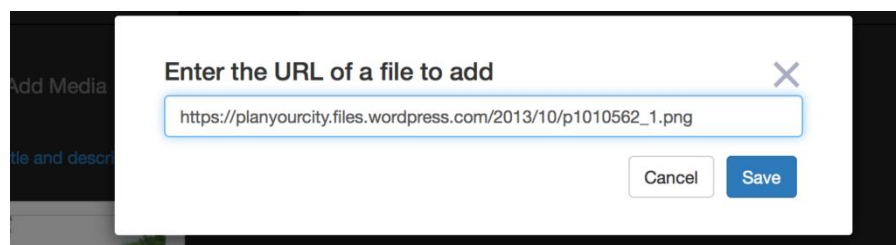
Step 6	
After you choose your first slide, it will appear on the "Create" page. To add more slides, click "Add Media" button in the upper left hand corner of the screen and select your file.	
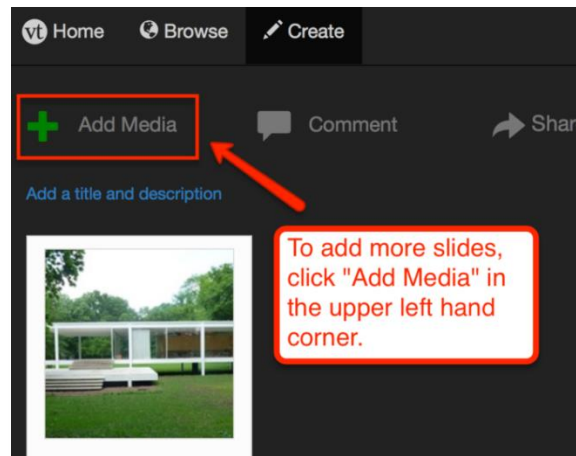
Step 7	
Add as many slides as you need for your VoiceThread. Each slide will appear on the "Create" page in the order in which it was uploaded. You can **change the order of the slides** in your VoiceThread by clicking and dragging a slide to a new position. The new order will be saved automatically.	
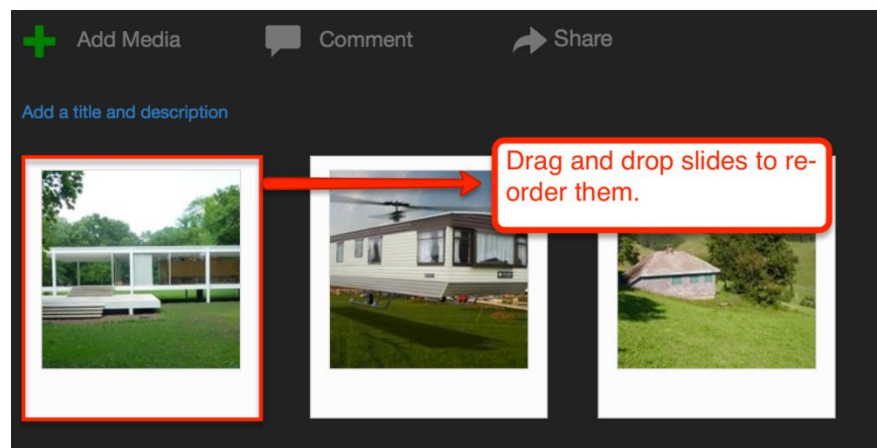
| **Step 8**	
To **edit slides,** click on the slide you'd like to edit. This will open the "Edit Page" (see next step).	

Step 9

On the **Edit Page**, you can enter a title and link. When participants are viewing your VoiceThread, the title will appear at the bottom of the slide. If someone clicks the title, the URL you have entered into the links field will open in a new tab or window.

Use **the arrows** in the upper right and left hand corners to rotate the image. Note: video, Word and PDF files cannot be rotated.
The **replace button** allows you to change the image on a slide without losing the comments already recorded on it. Clicking the replace button will open a dialogue box in which you can choose a new file from your computer. Note: You can only replace slides with files from your computer, not from the other media sources.
Click **"Save"** when done.
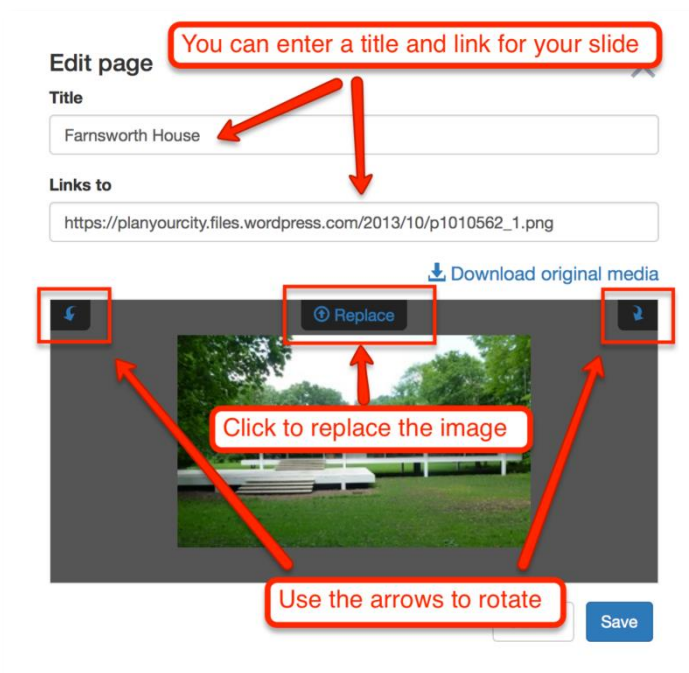
Step 10

The **"Comment"** button at the top of the "Create" page allows you to record comments on the slides before publishing. Click on "Comment" to bring up the first slide. To leave comments click on the icon at the bottom of the slide corresponding to the type of comment you'd like to leave.
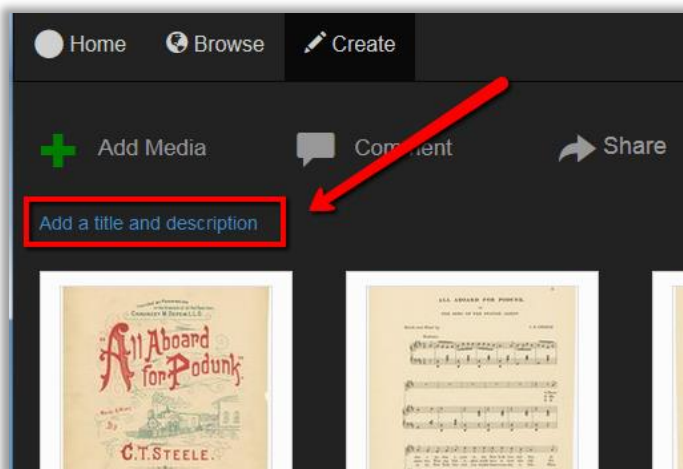
You can add comments by: text, phone, microphone, webcam, and by uploading an audio file from your computer (see Steps 20-21). You may need to click "Allow" on the Flash permission box before leaving a comment.

Note: After you share the VoiceThread with your class, you and your classmates & professor will use the same steps outlined here to comment on the slides.

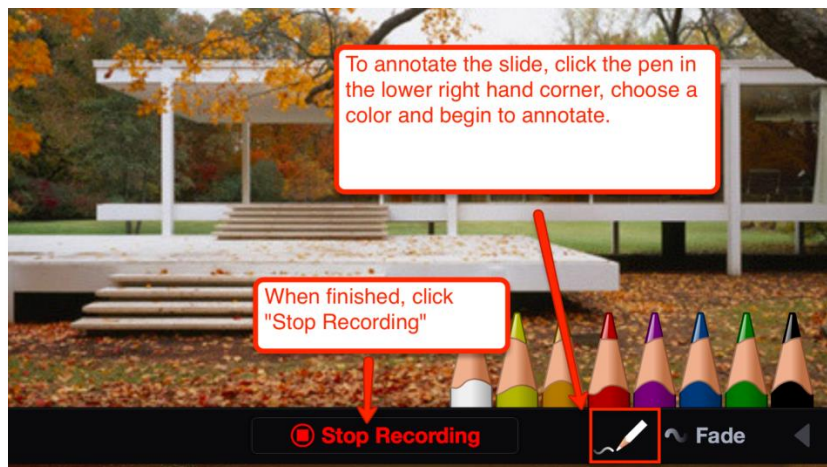|	
Step 11 **Give your VoiceThread a meaningful title:** Click "Add a title and description" in the top-left corner of the Create page. This will open a window for you to add a title, description and tag(s). A title is required, while a description and tags are optional.	
Step 12 **To leave a text comment**, click on the "ABC" icon and type your comment. Leaving an **audio comment** follows similar procedures to leaving **a video comment**. For audio, click the microphone icon; for video, click the camera icon. Begin speaking. When you've finished your comment, click "stop recording." Your comment/video will play back for you so you can decide if you are happy with it. When you've finished leaving a typed, audio or video comment, click "save" to save your comment or "cancel" to discard it.	
Step 13 If you haven't done so already, you will be prompted to add an avatar. Click on the "upload it" button and follow the prompts to browse your computer and add an image.	 *Note: To change your avatar or to upload an image later, click on your email address in the upper right hand corner of any VoiceThread page and click on "My Identities." Click "edit" next to your name and "Select an image" to browse your computer.*

Step 14

If you don't have access to a microphone, **phone commenting** is an alternative way to record audio comments. Click the phone icon, enter your 10-digit phone number, and click "call me." Your phone will ring within a few seconds. When you answer, you will be prompted to record your comment.

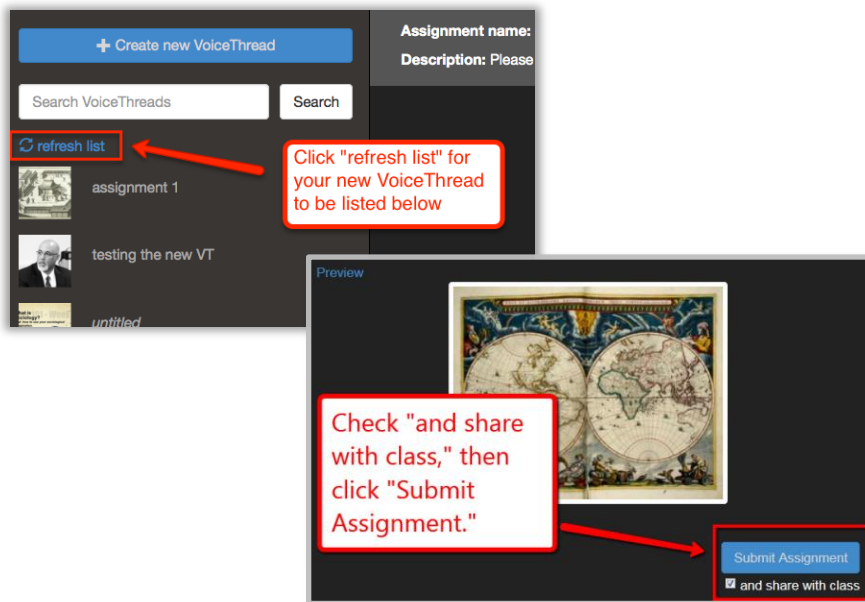Note: phone commenting is currently not available from outside the United States and Canada.

Please enter your phone number

☎ [   ] ✕

Cancel   Call Me
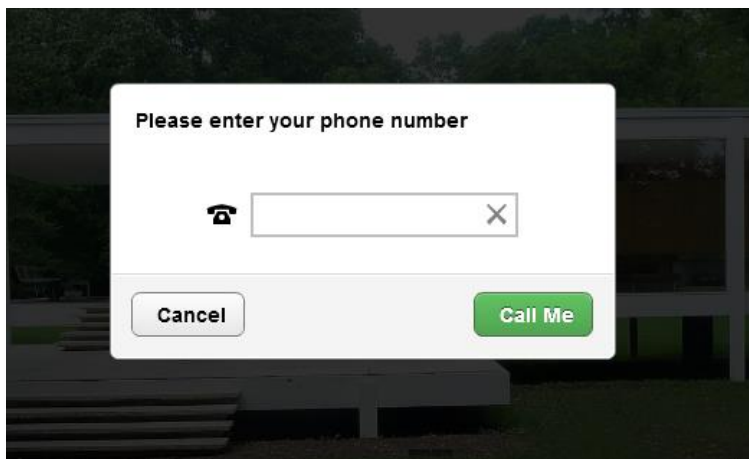
Step 15

While leaving an audio or video comment, you can **mark up** a slide with the "doodle" function to bring attention to a particular part of the image or video. Click on the colored pencil that appears to the right of the "start speaking" button, choose a color, and mark up the slide while you're talking in a voice or video comment.

To annotate the slide, click the pen in the lower right hand corner, choose a color and begin to annotate.

When finished, click "Stop Recording"

■ Stop Recording   ✏   ∿ Fade ◀

Step 16

When you are done adding comments, you need to **submit your VoiceThread.** Do not use the "Share" button on the "Create" page. Instead, return to the original VoiceThread tab (remember, a new tab opened when you clicked "Create new VoiceThread) and refresh the list below the "Create new VoiceThread" button there. The VoiceThread you just created will now appear at the top of the list. Click on its thumbnail, check "and share with class," then click "Submit Assignment."

Note: After submitting, there will be no confirmation. Just leave the page.

+ Create new VoiceThread   Assignment name:
                                  Description: Please

[Search VoiceThreads]   Search

↻ refresh list ←   Click "refresh list" for
                          your new VoiceThread
assignment 1   to be listed below

testing the new VT

untitled

Preview

Check "and share with class," then click "Submit Assignment."
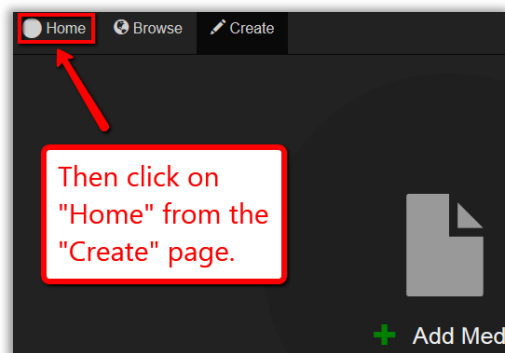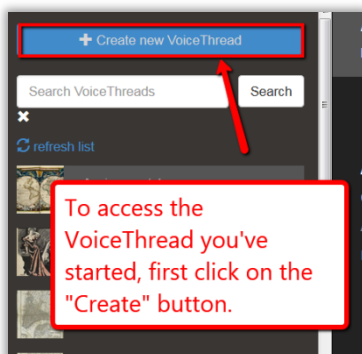
Submit Assignment
☑ and share with class

Editing a VoiceThread

Follow these steps if you don't finish your VoiceThread assignment in one sitting and want to return to it later.

Step 17 To access a VoiceThread you previously started, click on the VoiceThread assignment link provided by your instructor in your course page. Then, click on the "Create new VoiceThread" button in the upper left-hand corner of the next screen. From the "Create" page, click on "Home" in the upper left hand corner.	To access the VoiceThread you've started, first click on the "Create" button. Then click on "Home" from the "Create" page.
Step 18 The "Home" page holds all the VoiceThreads that you've created and that have been shared with you. Find the VoiceThread you'd like to continue working on, hover over it and click on "Edit" in the pop-up window. This will take you back to the "Create" page. Follow Steps 6-15 above to finish creating your VoiceThread and submit it as your assignment (see Step 16).	Hover over your VoiceThread's thumbnail and click on "Edit" in the pop-up window.