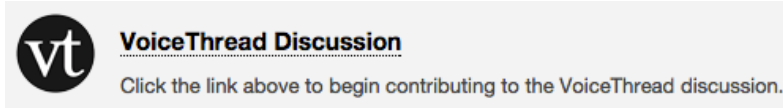


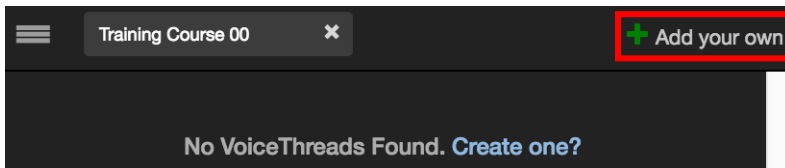
How to Create, Comment on, and Share a VoiceThread

Create a VoiceThread

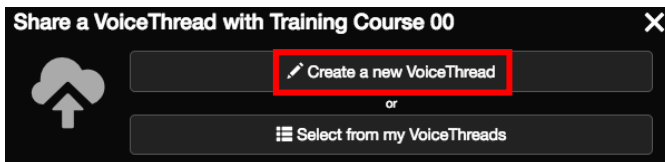
1. Open your Blackboard course and click the link to VoiceThread.



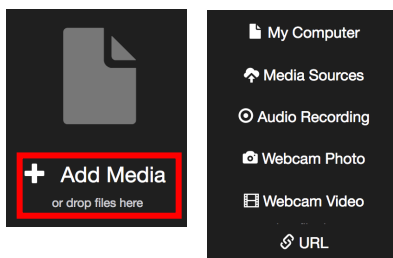
2. On the VoiceThread course page, click **Add your own**.



3. Click **Create a new VoiceThread**.



4. Click **Add Media** and select the content for your VoiceThread.



Note: To upload a file from your computer, like an image or a PowerPoint presentation, choose *My Computer*. Alternatively, you can create new content like a webcam video.

5. In the Thread Settings window, enter a **title** and any other information you'd like to include and click **Save**.

Thread Settings

Title/Description Playback Options Cover Art

Title

My Test Presentation

Description

Enter description

Tags

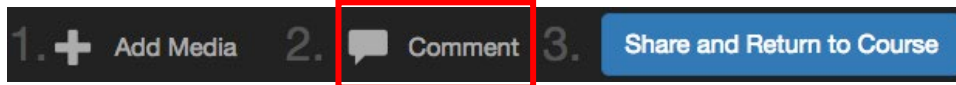
Enter tags

Save

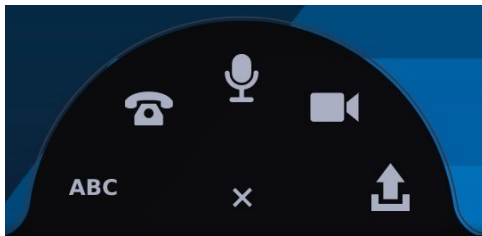
Comment on your VoiceThread

Skip this section if you do not need to comment at this time.

1. Once you upload your media, click **Comment** in the options bar.

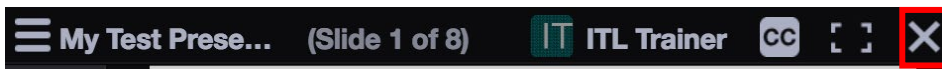


2. Click the + icon near the bottom of the VoiceThread and choose your desired commenting mode. Options include voice, video, text, or file upload.



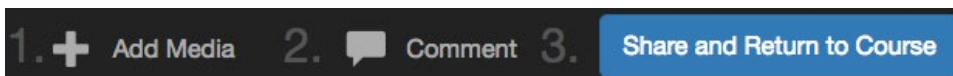
Note: Remember to save your comments when finished.

3. When you finish commenting, click the **X** near the top right of the page to close the VoiceThread.

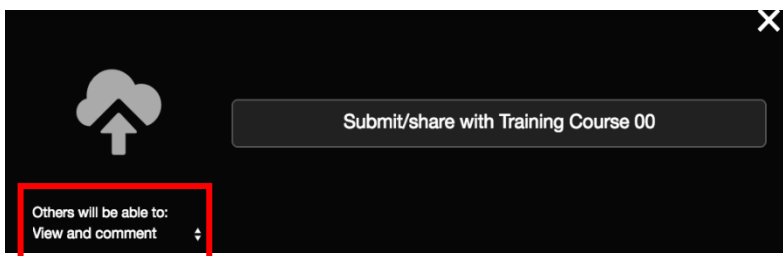


Share your VoiceThread

1. Click the **Share and Return to Course** button in the options bar.



2. Decide what others will be able to do with your VoiceThread and then click **Submit/share**.



Note: By default, others in your course can View and Comment on the VoiceThread.

3. Everyone in the course can now access it through the VoiceThread link in Blackboard.

