

## VoiceThread: Create and Grade Assignments

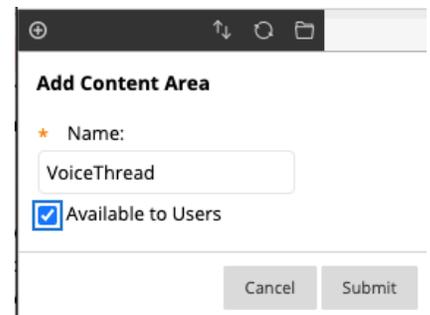
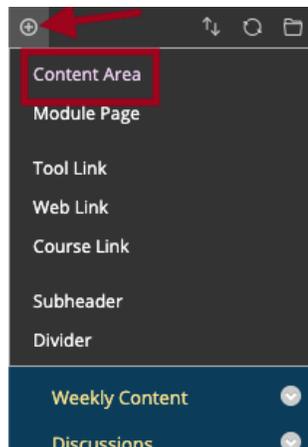
VoiceThread's Assignment Builder tool allows you to create graded VoiceThread activities which link to Blackboard's Grade Center.

### Set up VoiceThread Access in Blackboard

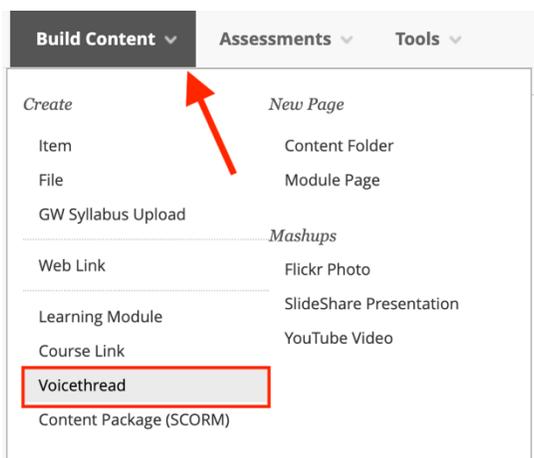
1. In your Blackboard course, open the **Content Area** (e.g., Assignments) where you want students to access the VoiceThread assignment.

To create a new Content Area for VoiceThread:

- a. Click the **+** symbol at the top left of the Course Menu and select **Content Area**.
- b. Enter a **Name**, check the box to make it **Available to Users**, and click **Submit**.



2. In your chosen *Content Area*, click **Build Content** in the menu bar and choose **VoiceThread**.



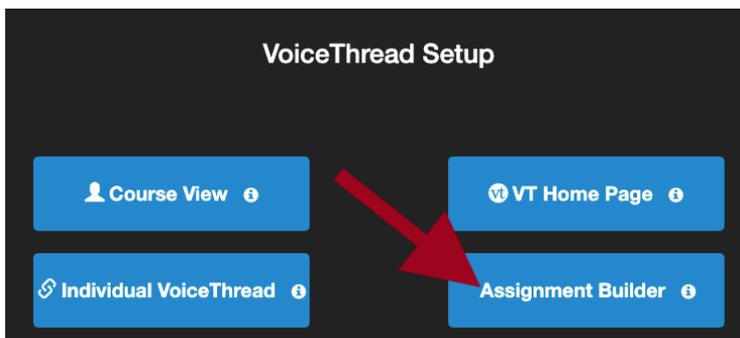
3. On the *Create VoiceThread* page, enter a **Name** and **Description** for the VoiceThread link.
4. In the *Grading* section, select **Yes** for **Enable Evaluation** and enter the **Points Possible**.
5. Click **Submit**. To begin setting up your assignment, click on the link you just created.

## Create a VoiceThread Assignment

1. Click the new VoiceThread link you created in your Blackboard course.



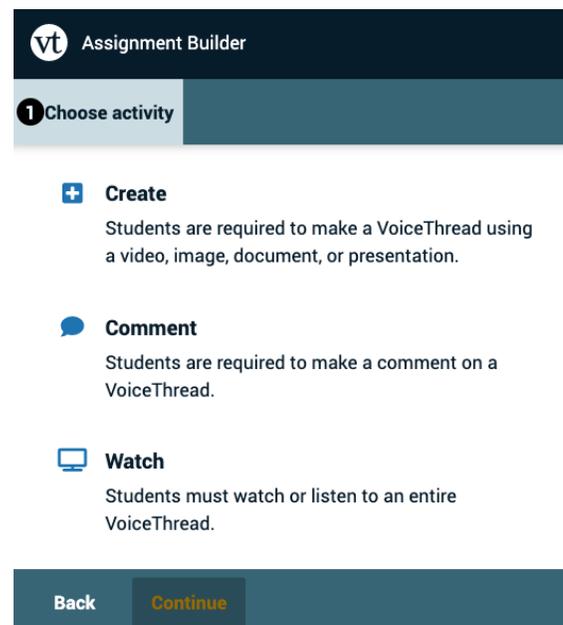
2. On the *VoiceThread Setup* page, select **Assignment Builder**.



**Note:** Once you make your choice, you cannot change it. If you mistakenly choose another option during setup like Course View, delete the link you just created and start over.

3. On the *Assignment Builder* page, select the type of assignment you want to create and click **Continue**.

- **Create:** Require students to create and share their own VoiceThreads.
- **Comment:** Require students to post comments on a VoiceThread you created.
- **Watch:** Require students to watch a VoiceThread you created from start to finish.



4. After you choose the assignment type, complete the on-screen steps to finish the setup process. To see the complete setup instructions for each assignment type, follow the links below.
- [Set up a \*\*Create\*\* a VoiceThread assignment.](#)
  - [Set up a \*\*Comment\*\* on a VoiceThread assignment.](#)
  - [Set up a \*\*Watch\*\* a VoiceThread assignment.](#)

## Edit a VoiceThread Assignment

1. Click the VoiceThread assignment link you created in your Blackboard course.



2. On the *Assignment Overview* page, click the **menu** icon near the top right and select **Edit assignment**.

**Note:** Editing an assignment that is already in progress could make student work inaccessible.

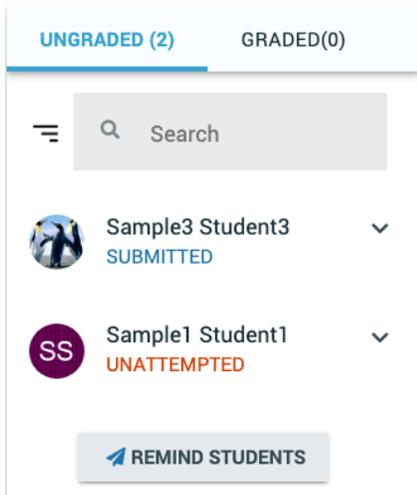
A screenshot of the VoiceThread 'Grading: VoiceThread Assignment' page. The page title is 'Grading: VoiceThread Assignment' and the main heading is 'Assignment overview'. The page is divided into sections: 'INSTRUCTIONS' (Submit your VoiceThread Assignment to share with the class.), 'ASSIGNMENT TYPE' (Create), 'COMMENT REQUIREMENT' (Minimum of 1 comment(s)), and 'GRADE TYPE' (Percentage). On the right side, there is a student entry for 'Sample1 Student1' with a status of 'UNATTEMPTED'. A red arrow points to a menu icon (three vertical dots) in the top right corner of the page. A dropdown menu is open, showing options: 'Assignment options', 'Show assignment details', 'Open in new tab', and 'Edit assignment'. The 'Edit assignment' option is highlighted with a red rectangular box.

## Grade a VoiceThread Assignment

1. Click the VoiceThread link you created in your Blackboard course.



2. On the *Assignment Overview* page, you will see a list of students in the grading panel on the right. If a student is missing, they have not yet accessed the assignment. Students can fall into three categories:



- Submitted:** Students who have submitted their final assignment.
- In progress:** Students who have started working on the assignment but have not yet submitted.
- Unattempted:** Students who have not yet viewed the assignment.

3. Click on a student's name to view their submission, enter a grade into the percentage text box and click **SAVE GRADE**.

