

VoiceThread: Get Started – for Instructors

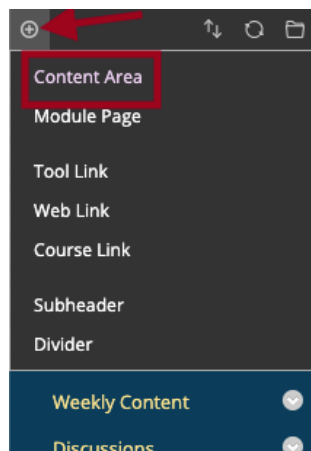
VoiceThread is a collaborative tool that can facilitate online discussion around multimedia. Consult the following steps to begin using VoiceThread in a Blackboard course.

Set up VoiceThread Access in Blackboard

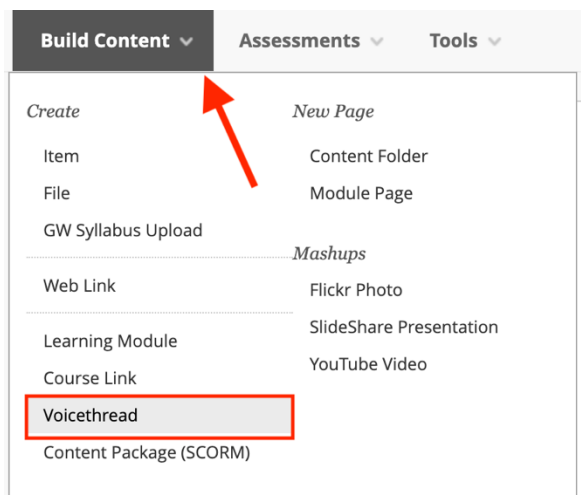
1. In your Blackboard course, open the **Content Area** (e.g., Assignments) where you want students to access the VoiceThread assignment.

To create a new Content Area just 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**.

A screenshot of the 'Add Content Area' dialog box. It has a title bar with a plus icon and some navigation icons. The main area is titled 'Add Content Area'. Below the title, there is a field for 'Name:' with the text 'VoiceThread' entered. Below that, there is a checkbox labeled 'Available to Users' which is checked. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

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

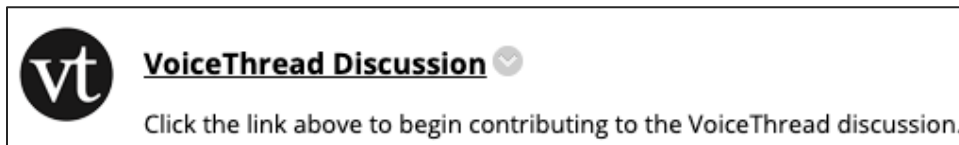


3. On the *Create VoiceThread* page, enter a **Name** and **Description** for the VoiceThread link.
4. Click **Submit**. To begin setting up your assignment, click on the link you just created.

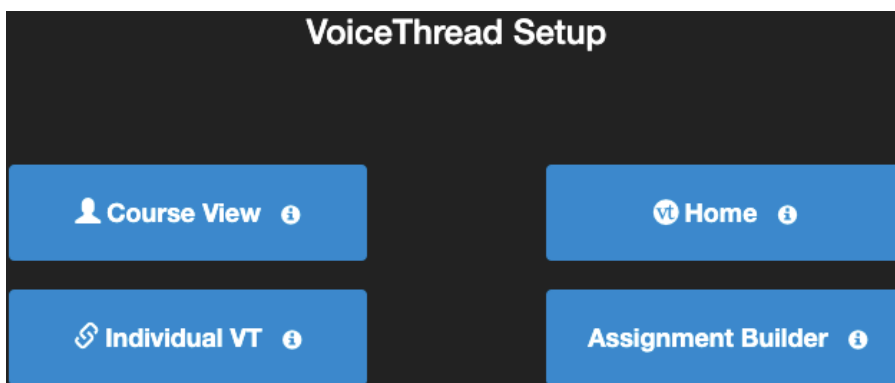
Configure the VoiceThread Activity

You can add as many VoiceThread activities to your Blackboard course as needed. Each time add a new VoiceThread link and configure the activity as described in the steps below.

1. Click on the VoiceThread link in Blackboard.



2. On the VoiceThread Setup page, select the option that is most appropriate for your activity. Students are directed to whatever choice you make.



Note: Once you make your choice, you cannot change it. If you make a mistake during setup, delete the link you just created and start over.

Course View	Take students to the main VoiceThread page for your course where they can create new VoiceThreads and view any that have been shared with the class.
Home	Direct students to their homepages where they can access all their VoiceThreads.
Individual VT	Point students directly to a VoiceThread of your choice. With this option, you'll be prompted to select the VoiceThread you want to use.
Assignment Builder	This option takes students to a graded VoiceThread activity, the results of which will be sent back to the Blackboard gradebook. For more information, see VoiceThread: Create and Grade Assignments (PDF) .

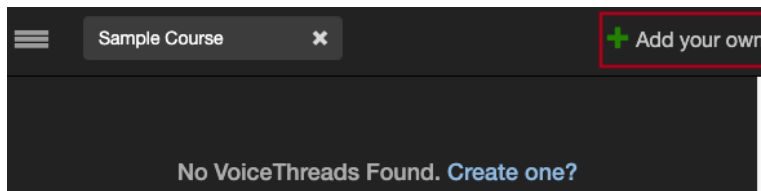
Create a VoiceThread

Note: You can skip this step if you aren't creating a VoiceThread at this time.

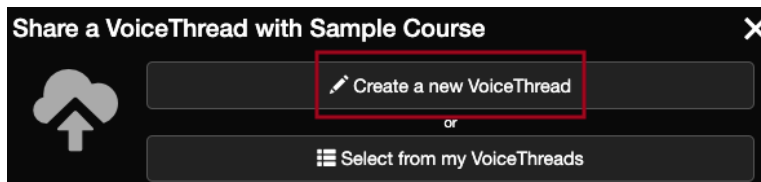
1. Click on the VoiceThread link in Blackboard.



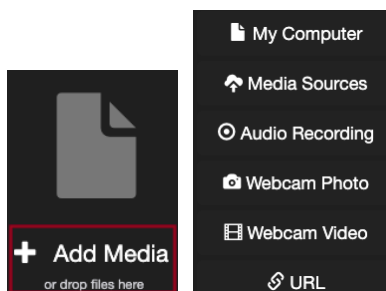
2. On the VoiceThread course page, click **Add your own**.



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 box, 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 VoiceThread Presentation

Description

Enter description

Tags

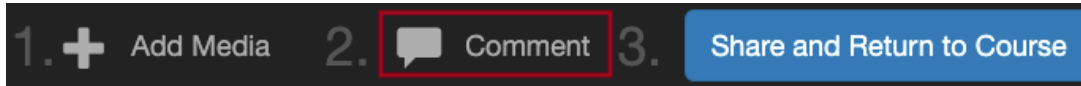
Enter tags


Save

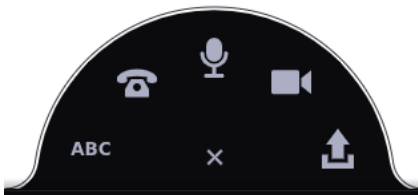
Comment on your VoiceThread

Note: You can skip this step if you aren't commenting on a VoiceThread at this time.

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



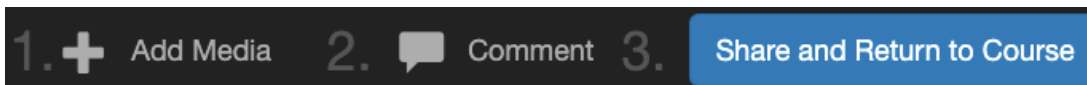
2. On the slide you want to comment, click the Add Comment button  near the bottom of the slide and choose your desired commenting mode. Options include voice, video, text, or file upload. Remember to save each comment when finished.



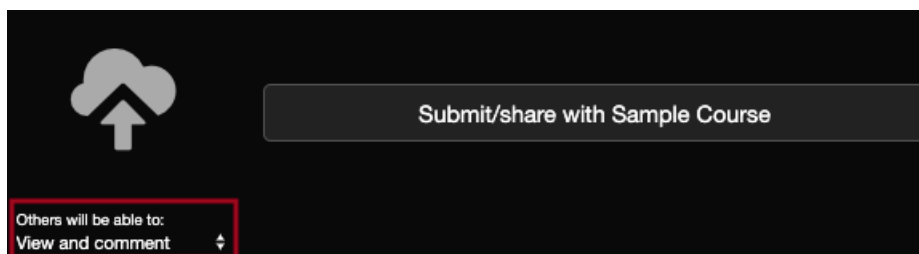
3. When you finish commenting, click the **X** near the top right of the page to close the VoiceThread.

Share your VoiceThread

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



2. Decide what others can 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.

