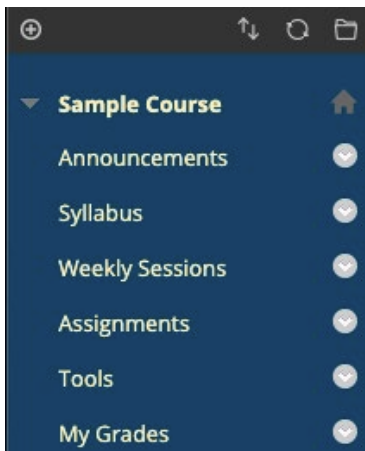


Get Started with VoiceThread – For Instructors

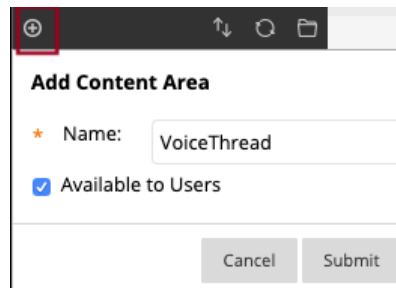
VoiceThread is a collaborative tool that can facilitate online discussion around multimedia. Consult the following steps to begin using VoiceThread in a Blackboard course.

Setup VoiceThread Access in Blackboard

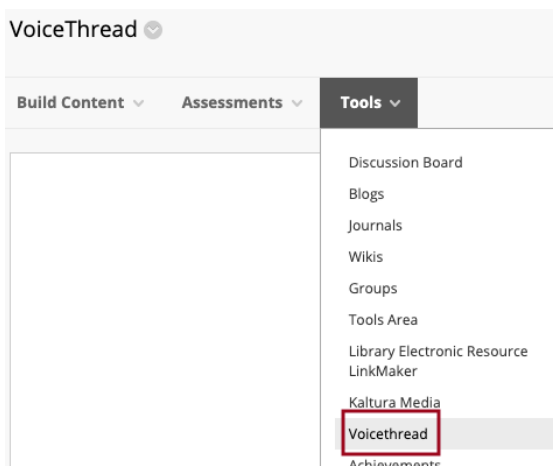
1. Open your Blackboard course and click on the **Content Area** (e.g., Assignments) from which you want students to access VoiceThread.



Note: To create a new area named VoiceThread, click the plus symbol at the top left of the Course Menu and choose Content Area. Enter a Name, check Available to Users, and click Submit.



2. Within the Content Area, click on **Tools** and choose **VoiceThread** from the menu.



3. Enter a **Name** and **Description** for the VoiceThread activity and, if graded, the **Points Possible**.
4. Click **Submit**. To configure the VoiceThread area for your course, click on the link you just created.



VoiceThread Discussion

Click the link above to begin contributing to the VoiceThread discussion.

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.

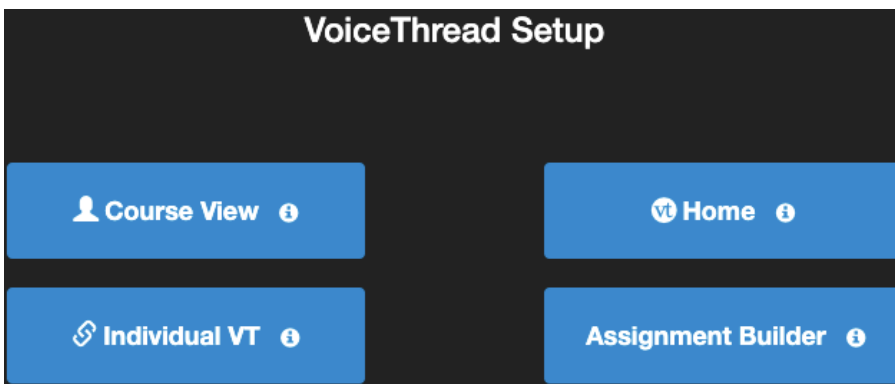
1. Click on the VoiceThread link in Blackboard.



VoiceThread Discussion

Click the link above to begin contributing to the VoiceThread discussion.

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 Create and Grade VoiceThread Assignments (PDF) .

Create a VoiceThread

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

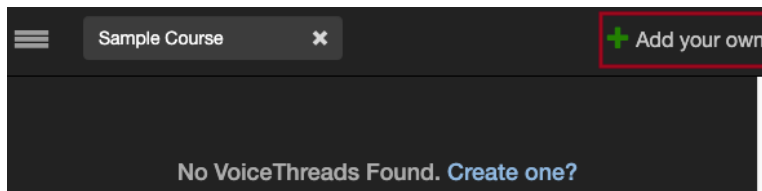
1. Click on the VoiceThread link in Blackboard.



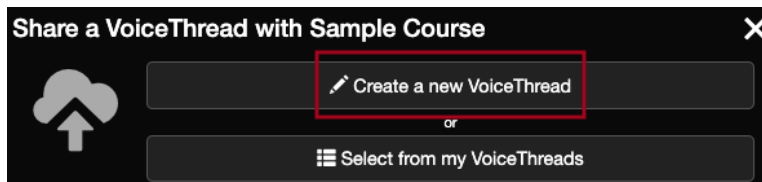
VoiceThread Discussion ▼

Click the link above to begin contributing to the VoiceThread discussion.

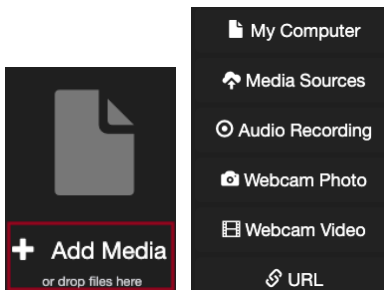
2. On the VoiceThread course page, click **Add your own**.



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

Description

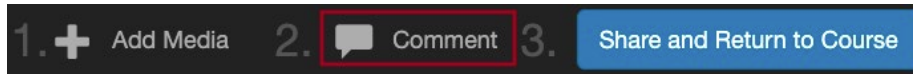
Tags


Save

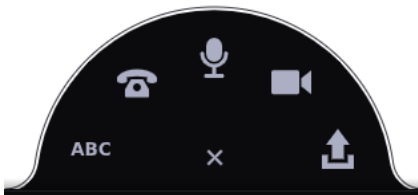
Comment on your VoiceThread

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

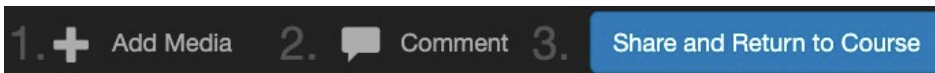


Note: Remember to save each comment when finished.

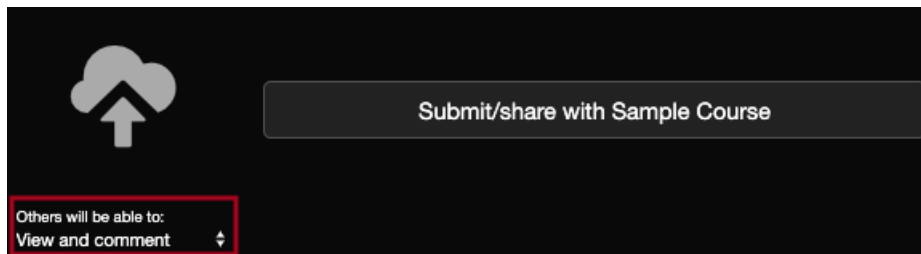
3. When you finish commenting, click the **X** near the top right of the page to close the VoiceThread.

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.



VoiceThread Discussion 

Click the link above to begin contributing to the VoiceThread discussion.