VoiceThread
Faculty
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Introduction
VoiceThread is an online tool for having conversations around media such as images or videos. Your class can participate in the conversation via webcam, microphone, or typed text. VoiceThread is integrated with D2L Brightspace and is available for all KSU courses. This booklet will educate users on how to use KSU’s web-based version of VoiceThread for management. The booklet will also provide instructions on the use of VoiceThread in D2L Brightspace.

Learning Objectives
After completing the instructions in this booklet, you will be able to:

• Access KSU’s version of VoiceThread
• Customize your VoiceThread homepage
• View VoiceThreads
• Create new VoiceThreads
• Edit a VoiceThread
• Comment on a VoiceThread
• Doodle on a VoiceThread
• Share a VoiceThread
• Manage your groups and contacts
• Add Captions to a VoiceThread
• Use VoiceThread in D2L Brightspace
Accessing KSU’s VoiceThread
Follow the instructions below to access the standalone version of VoiceThread for Kennesaw State University.

2. Click the Sign in link in the top-right corner.

3. Login using your KSU NetID and password.

![Figure 1 - Sign in](image1.png)

![Figure 2 - Sign in](image2.png)
VoiceThread Interface

1. **Home** – Takes you to the homepage.
2. **Browse** – A place to find VoiceThreads that were created and published by other VoiceThreaders.
3. **Create** – Where you go to create new VoiceThreads.
4. **Menu Icon** – You can narrow your view by clicking here and selecting a specific filter.
5. **Search** – Allows you to search for specific VoiceThreads (ex. subject, keyword, title, or author).
6. **Sidebar Tab** – Contains all of the groups to which you belong.
7. **Recent Comments/Activity** – This number indicates how many comments have been recorded on your VoiceThreads since you last looked.
8. **User & Settings** – Allows you to manage your account.

Figure 3 - VoiceThread Interface
Customize Your VoiceThread Homepage
Follow the instructions below to customize your homepage.

**Page Layout**
When you login to VT, you will see all of your VoiceThreads in large thumbnail mode.

![Large thumbnail mode](image1)

![List icon](image2)

You can change the layout by clicking on the **menu icon** in the top-left corner of the page, and then selecting **List** from the **View Type** section at the bottom of the menu.

![Single list mode](image3)

This will display your VoiceThreads in a single list with smaller thumbnail images.
Selecting a Theme
The default theme for your VT home page is a dark theme with a black background. You have the ability to change it to a light theme with a white background.

1. Click on your email address in the top-right corner of the page.

![Figure 7 - Email Address]

2. Click Display Preferences from the menu.

![Figure 8 - Display Preferences]

3. Click the theme you wish to use and click save.

![Figure 9 - Choose Theme]
Using the Sidebar

1. On the left side of the VT home page, click the **sidebar icon** to slide out the sidebar.

   ![Sidebar](image)

   **Figure 10 - Sidebar**

2. The sidebar contains all of your filters and the Groups to which you belong.

   ![Filters and Groups](image)

   **Figure 11 - Filters and Groups**

If you no longer want to view the items in the sidebar, you can click the same icon to collapse it. Your
preference for having the sidebar open or closed will be remembered each time you access your VT home page.

Removing a VoiceThread
The VoiceThreads that you have created and that have been shared with you will appear on the Home page. To remove a VoiceThread that you created, you will need to delete it completely.

Deleting a VoiceThread
1. Using your mouse, hover over the VoiceThread thumbnail that you would like to delete.
2. In the window that appears, click the delete button in the bottom-right corner.

![Figure 12 – Deleting a VoiceThread](image)

3. In the window that appears click the Delete button to confirm the deletion. The VoiceThread will be deleted but will remain in the owner’s trash can for up to 90 days.

![Figure 13 - Confirm Deletion](image)
4. During the time a VoiceThread is in the trash, the owner of the VoiceThread may opt to restore it or permanently delete it by selecting it and clicking the Restore or Delete button. Even if someone else has deleted the VoiceThread, only the owner may restore or completely delete the file.

![Figure 14 - Owner’s Trash: Delete Permanently or Restore](image)

Removing a VoiceThread that was Shared with You

1. Using your mouse, hover over the VoiceThread thumbnail that you would like to remove.
2. Click Remove. If a VoiceThread is shared with a group you are a member of, you will not be able to remove it.

![Figure 15 - Removing a VoiceThread](image)

Identities

Identities allow you to record comments under different images and names. You can create as many identities as you need, but all identities are still tied to your VoiceThread account and email address. Follow the instructions below to create identities.

Creating a New Identity
From the VT Home page
1. Click on your email address in the top-right corner of the page.
2. Click My Identities from the menu.

Figure 16 - My Identities
3. In the window that appears, click the **green +** to add a new identity.

![Figure 17 - My Identities](image1)

4. In the window that appears, enter the **name** of the new identity.
5. Upload an image from your computer or take a photo with your webcam.
6. Click **Save**.

![Figure 18 - Add Identity](image2)

7. Click **Done**.
From an open VoiceThread

1. Click your **current identity** in the top-right corner of the VoiceThread.

![Figure 20 - Current Identity](image)

2. In the window that appears, click the **green +** to add a new identity.

![Figure 21 - Add Identity](image)

3. Enter the **name** of the new identity next to the image.
4. Click the **arrow** to upload an image from your computer or click the **camera** icon to use your webcam to take a photo.
5. Click **Save**.
6. In the window that appears, click **Done**.

![Figure 22 - Enter Identity](image)

**Note:** If you do not create an identity, one will be assigned to you automatically.

Viewing VoiceThreads

The following section explains the different ways in which you can view VoiceThreads.

**Locating a VoiceThread**

When you open your VT Home page, you’ll see all of your content by default. You can then narrow your view by clicking on the menu in the top-left corner and clicking on a specific filter. This shows you only the VoiceThreads that belong in the filter you’ve selected.

After you have selected a filter, you can then sort the VoiceThreads that appear on the page by selecting a sorting option from the same menu.

You can also search within the selected filter by using the search bar at the top of the page. Once you’ve found the VoiceThread you wish to view, just click on it to open it.
Figure 23 - Locating a VoiceThread
Getting around a VoiceThread
When you open a VoiceThread, you can listen to comments, record your own comments, and access settings for the VoiceThread.

1. **Menu** - Access more information and settings for this VoiceThread.
2. **Comment Search** - Search through the comments on the slide or search by commenter name.
3. **Detailed View** - Click this button to open the expanded view of your VoiceThread conversation.
4. **Slide Title** - Title of VoiceThread appears here.
5. **Identity** - See which Identity you’re currently using and click on it to select a different one.
6. **Closed Captions** - Turn on closed captioning.
7. **Fullscreen** - View VoiceThread in full screen mode.
8. **Close Button** - Close the VoiceThread.
9. **Conversation Channel** - Click on a person’s Identity image to listen to that person’s comment.
10. **Private or Threaded Comments** - Private comment that can only be viewed by the person who recorded the comment.
11. **Play Button** - Click here to begin playing the VoiceThread.
12. **Playback Speed** - Increase or decrease speed of playback for comments.
13. **Timeline** - Use the timeline to scrub through the various comments on this slide.
14. **Comment Button** - Click here to open the comment fan and record a new comment.
15. **Slide Timestamp** - Shows full duration of the slide and where you are within it.
16. **Postcard View** - Click here to see all slides in this VoiceThread at once.
17. **Navigation Arrows** - Use the arrows to view other slides.
18. **Zoom** - Use these buttons to zoom in or out of the slide to see in more detail.
19. **Link Button** – Button that takes you directly to the link.

**Listening to and Viewing Comments**
When you first open a VoiceThread, it may begin playing by default.

**Playing Comments**
1. You can play and pause the Voice Thread at any time by using the play/pause button in the bottom-left corner. All comments play back in order.

![Figure 25 - Play/Pause](image)

2. You can drag the scrubber ball along the timeline at the bottom of the VoiceThread to move forward and backward more quickly.

![Figure 26 - Scrubber ball](image)

**Note**: Each comment is represented by a different segment in the timeline.

**To Jump to a Specific Comment**
1. Click on the commenter’s **Identity image** on the left side of the page.

![Figure 27 - Comment](image)
2. Click on the *segment of the timeline* that represents the comment.

You can move the comment bubble around on the screen so that it plays in the location that is most convenient for viewing the slide. You can also resize the comment bubble to see more text at once when viewing text comments, and if you’re viewing a video comment, it allows you to enlarge the video.

**To move the comment bubble**

1. Click the bar at the top of the comment bubble.

![Image](Figure 29 - Move the Comment Bubble)

2. Drag the **bubble** to the desired location.
3. Once it is in the location of your choice, release the **mouse button**.

**Resizing the comment bubble**

1. Click and drag the **bottom-right corner** of the bubble.

![Image](Figure 30 - Resize the Comment Bubble)
2. Once the bubble is the desired size, release the **mouse button**.

**Finding New Comments**

**Using the Activity Feed**

At the top of the VoiceThread Home page, there will be a number to the left of your email address in the top-right corner. This number represents how many new comments there are on Individual VoiceThreads you have shared.

**Note:** Comments made on VoiceThreads associated with an assignment created using Assignment Builder will be accessible only by clicking on the VoiceThread name in the content area of the class.

To view Individual VoiceThread comments from your home page comments:

1. Click on the **number** to the left of your email address.

   ![Figure 31 - Number of New Comments](image)

2. A list of comments will appear. Click any one of the **comments** to view it.
3. Click **See all** at the bottom of the list of comments to open the Activity Feed, which allows you to see all recent comments. They will be organized by the VoiceThreads on which they appear.

   ![Figure 32 - See all Comments](image)

**On-screen Notifications**

From the VT Home page, you will see a yellow speech bubble icon next to any VoiceThread that contains new comments.

1. Click the **VoiceThread** that has new comments.
Note: When you open the VoiceThread, any new comments will be yellow on the timeline. The commenter’s identity image will be outlined in yellow.

2. Click the **comment** to play it. Once you view or listen to it, the new-comment notification will disappear.
Creating a New VoiceThread
You can begin creating a VoiceThread from any VoiceThread page. You can create a VoiceThread by uploading files from your computer, importing media from other VoiceThreads, and using your webcam to create a slide which will be. All slides that you upload to your VoiceThread are saved automatically.

Uploading Files from Your Computer
There are two ways to add files from your computer.
1. Click the Create button at the top of the page.

![Figure 35 - Create](image)

Dragging
1. Locate your files on your computer.
2. Select the files and drag them onto the Create page. The files will upload and process automatically.

Note: You can select all the files at once by holding down the Ctrl key on your keyboard and clicking on each file.

![Figure 36 - Drag Files](image)
Add Media

1. Click Add Media.

![Add Media](image)

Figure 37 - Add Media

2. Click My Computer.

![My Computer](image)

Figure 38 - My Computer

3. Choose the files that you would like to add. The files will upload and process. Once they are ready, they will appear as thumbnails on the Create page.
**Note:** VoiceThread allows the use of images, video, documents, and presentations. File types that are accepted are .jpeg, .gif, .png, .bmp, .mp3, .wav, .doc, .docx, .pdf, .odt, .xls, .xlsx, .ods, .ppt, .pptx, and .odp. VoiceThread supports the video formats QuickTime, .wmv, and .avi.

**Importing Media from other VoiceThreads**
VoiceThread allows you to re-use slides that you have already created in other VoiceThreads.

1. Click the **Add Media** button.

![Figure 39 - Add Media](image)

2. Select **Media Sources** from the menu.

![Figure 40 - Media Sources](image)
3. Click My VoiceThreads.

Figure 41 - My VoiceThreads
4. Select the **category** for the VoiceThreads you would like to view.

![Figure 42 - Categories](image)

5. Browse through your existing VoiceThreads to find the slides you would like to import.

**To select a slide**

1. Using your mouse, hover over the slide, and click the **Import** button.

![Figure 43 - Import](image)

**To select multiple slides**

1. Click all the **slides** you would like to import into the new VoiceThread.
2. Click the **Import selected** button.

![Figure 44 - Import Selected](image)

**Note:** Any comments recorded on the re-used slides will not be imported.
3. Click the X in the top-right corner of the window to close it. The selected media will appear on the Create page.

**Using your Webcam to create a slide**

The webcam option allows you to take a still photograph of yourself, or to record a video directly onto the slide.

**Webcam Photo**

1. Click the **Add Media** button.

![Figure 45 - Add Media](image)

2. Click **Webcam Photo** from the menu.

![Figure 46 - Webcam Photo](image)
1. VoiceThread will request access to your camera and microphone. Click **Allow**.

![Figure 47 - Camera and Microphone Access](image)

2. Your webcam will turn on. When ready, click the **camera** at the bottom of the window to take your picture. The picture will be added to the create page. You can repeat this step to take multiple pictures.

3. Click the **X** in the top-right corner of the window to close it.

**Webcam Video**

1. Click the **Add Media** button.

![Figure 48 - Add Media](image)
2. Click **Webcam Video** from the menu.

3. VoiceThread will request access to your camera and microphone. Click **Allow**.

4. After the countdown, your video will begin recording.
5. When you have finished recording click the **Stop Recording** button.

6. A preview of the video will begin to play. Click the **Save** button if you are happy with the video. Otherwise, click **Cancel** and record again.
7. After the video processes, it will be added to the Create page.

**Adding a Title, Description, and Tags**
After adding your slide(s) to your VoiceThread, you will be able to give the VoiceThread a title, description, and tags.

1. Click the **Add a title and description** link underneath the Add Media button.
2. Enter the following:
   a. **Title:** A title is required.
   b. **Description:** A description is optional. This is a good place to describe your VoiceThread in more detail or display the instructions for your students.
   c. **Tags:** Tags are optional. They allow you to search for the VoiceThread by certain keywords on your VT Home page. Tags are not visible on the VoiceThread itself.

![Describe Your VoiceThread](image)

**Figure 54 - Describe the VoiceThread**

**Note:** When you return to the VT Home page, you will see the VoiceThread that you created. If you attempt to return to the Home page, without giving your VoiceThread a title, you will be prompted to do so.

**Cover Art**
Use cover art to change the cover image of your VoiceThread. The cover image will appear on the VoiceThread Home page.

1. After adding a title, description, and tags, click **create cover art** located next to the title.

![Create Cover Art](image)

**Figure 55 - Create Cover Art**
2. The VoiceThread Settings window will appear. Verify that you are on the Cover Art tab. Click the **Upload cover art** link.
3. Browse to find your image.

**Note:** Your cover image should be widescreen format (16:9).

4. Click **Save.** Your cover image will appear next to the VoiceThread title.

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**Editing a VoiceThread**

You have the ability to edit any VoiceThread that belongs to you or to which you have been given editing rights. You can title a slide, add slides, remove slides, copy and delete a VoiceThread at any time. You can also allow someone else to edit your VoiceThread.

**Accessing the Edit Area**

There are two ways to access Edit area. Follow the steps below two access the edit area from the VoiceThread Home page, or from within an open VoiceThread.
From the VoiceThread Home page:
   1. Hover your mouse over the VoiceThread you wish to edit. The overview window will appear.
   2. Click **Edit**.

   ![Edit](image)

   **Figure 57 - Edit**

From an open VoiceThread:
   1. Click on the **menu icon** in the top-left corner.
   2. Click **Edit**.

   ![Menu Icon/Edit](image)

   **Figure 58 - Menu icon/Edit**

**Titling a Slide**
Follow the steps below to add a title to an individual slide. These titles appear at the top of the VoiceThread when it plays.
   1. Go to the **Edit** page of the VoiceThread.
   2. Click the **slide** you want to title.
3. Click the **pencil icon** in the bottom-left corner of the slide thumbnail.

![Figure 59 - Pencil icon](image)

4. Enter your **title**.

![Figure 60 - Title](image)

5. Click **Save**.
Note: You can also add a hyperlink to your title so that your viewers can click on it to be taken to an external webpage. Enter a URL in the Links to field to do this.

Replacing a Slide
Follow the steps below to replace the central media of a slide while preserving the comments that have already been recorded.

1. Go to the Edit page.
2. Click the slide you want to replace.
3. Click the pencil icon in the bottom-left corner of the slide thumbnail.
4. Click the Replace Media link.
5. Select the media that you would like to upload in place of the existing slide.
6. Click Save.

![Replacing a Slide](image1.png)

Adding a Slide to a VoiceThread
Follow the steps below to add a slide to an existing VoiceThread.

1. Go to the Edit page.
2. Click Add Media near the top of the page.
3. Choose how you will add media from the menu.
4. The new slide(s) will be added to the VoiceThread.

Deleting a Slide from a VoiceThread
Follow the steps below to delete a slide from a VoiceThread.
1. Go to the **Edit** page.
2. Click the **slide** you wish to delete.
3. Click the **trash can** icon in the bottom-right corner.

![Image of trash can icon](Figure 63 - Trashcan icon)

4. Confirm that you want to **delete** the slide.

![Image of delete confirmation](Figure 64 - Delete Confirmation)

**Note:** When you delete a slide, you also delete any comments recorded on it. If you want to preserve the comments, you will need to replace the slide instead.

**Copying a Voice Thread**

When you copy a VoiceThread you can re-use existing VoiceThread content without having to recreate it. You have the ability to copy VoiceThreads that you own or can edit. Follow the steps below to copy a VoiceThread.

1. From the VoiceThread Home page, using your mouse hover over the **VoiceThread** that you would like to copy.
2. In the VoiceThread overview window, click **Copy**.
3. Give the copy a unique **title**.
4. At the bottom of the window, under *Which comments would you like to keep?*, click the **drop-down menu** to determine what to do with comments that reside on the original VoiceThread.

![Copy VoiceThreads](image)

**Figure 65 - Copying VoiceThread**

**Deleting a VoiceThread**

There are multiple ways to delete a VoiceThread. Follow the steps below to delete a VoiceThread.

**From the Edit page**
1. Navigate to the **Edit** page of the VoiceThread you would like to delete.
2. Click the **Options** menu in the top-right corner.
3. Select **Delete this VoiceThread**.
4. Confirm your deletion.

![Options menu](image)

**Figure 66 - Delete this VoiceThread**

**From the VT Home page**
1. From the VT Home page, hover your mouse over the **VoiceThread** you wish to delete. The overview will appear.
2. Click the **trashcan** button in the bottom-right corner of the overview.
3. Confirm your deletion.

![Image](image1.png)

**Figure 67 - Delete VoiceThread**

**To delete multiple VoiceThreads at once**

1. Go to the VT Home page.
2. Check the **checkbox** in the top-left corner of each VoiceThread you wish to delete to select it.

![Image](image2.png)

**Figure 68 - Delete Multiple VoiceThreads**

3. Hover your mouse over one of the selected VoiceThreads. An overview will appear displaying the number of VoiceThreads selected.
4. Click the **trashcan** button in the bottom-right corner.
5. Confirm your deletion.

![Image](image3.png)

**Figure 69 - Delete**
Note: Deleting an entire VoiceThread will permanently delete all slides and comments recorded on those slides. All deletions are final. You can only delete VoiceThreads you own or that you can edit.

Allowing someone else to edit your VoiceThread
VoiceThread allows you to give another person edit access to your VoiceThreads. That person will be able to add slides, remove slides, or even delete your VoiceThread, so it is important to make sure you trust this person with your work. To learn how to give someone edit access to an individual, see the section on Sharing with an Individual.

Changing Your VoiceThread Settings
The settings for a VoiceThread can be changed at any time. You can alter the settings for VoiceThreads you own or can edit.

1. Go to the Edit page for the VoiceThread.
2. Click the Options menu in the top-right corner.
3. Select Playback Settings from the menu.
4. Choose your settings. See below to learn about each setting.
5. Click Save.
a. **Enable threaded commenting** - Turns on the ability for your participants to start thread conversations.

b. **Allow commenters to add slides to this VoiceThread** - If you have shared a VoiceThread with a person or group and given them commenting access, this option also allows those people to contribute slides to your VoiceThread.

c. **Allow others to download original media** - This option allows viewers of your VoiceThread to download your slides to their computers by right-clicking on the slide and selecting Download Original Media. Comments will not be included.

d. **Allow others to export** - This option allows others to export your VoiceThread. Exporting is currently unavailable in the KSU version of VoiceThread.

e. **Start playing when opened** - Enabling this option means that the comments on your VoiceThread will begin playing automatically when first opened.

f. **Allow others to make a copy** - This option allows you to determine whether others can make a copy of the VoiceThread. This feature is disabled by default.
g. **Enable Comment Moderation** - Turn on Comment Moderation, which allows you to preview all comments on your VoiceThread before revealing them to others.

h. **Automatically advance to the next page** - By default, when the VoiceThread is in play mode, it will play through all of the comments on a slide, and then pause until the viewer manually advances to the next slide. Enable this option if you want the slides to advance automatically instead.

i. **Don’t allow commenters to delete their own comments** - This option means that anyone who records a comment on your VoiceThread will be unable to delete it once saved.

j. **Limit each comment to X minutes and X seconds** - By default, all audio and video comments recorded in VoiceThread can be 60 minutes long. If you’d like to set shorter time limits for your commenters, just enter your desired maximum comment length here.

k. **When recording, go to the next slide every X minutes and X seconds** - Set your slide to advance automatically at pre-set intervals as you are recording.

l. **Allowed Comment Methods** - By default all types of comments are possible for every VoiceThread. To disallow types of comments, uncheck the boxes for each one.

m. **Save as default** - If you’d like the settings you’ve selected to be the default for any new VoiceThreads you create in the future, check this box before clicking “Save”.

**Commenting**

There are multiple ways to leave comments on a VoiceThread. They include, 1) Audio from a microphone 2) Text 3) Video from a webcam 4) Audio from a telephone 5) Audio or video from a pre-recorded file.

1. Open the **VoiceThread** that you would like to add comments.
2. Click the **Comment** button, and then navigate to the slide on which you would like to record a comment.

![Figure 71 - Comment](image)

3. At the bottom of the slide you will see a + icon surrounded by your commenting options. If you do not see the options, click on the +.

Follow the steps below to record a comment using one of the options listed.

**Audio from a Microphone**
1. Click the **microphone** button.

![Microphone Figure](image)

**Figure 72 - Microphone**

2. Click **Allow** on the Flash permissions box if prompted.

![Camera and Microphone Access](image)

**Figure 73 - Camera and Microphone Access**

3. After the countdown is complete, begin recording your comment.

4. Once you are done, click **Stop Recording** at the bottom of the screen.

![Stop Recording](image)

**Figure 74 - Stop Recording**

5. The comment will begin playing. Click **Save** to save it or **Cancel** to try again. Your comment will be added to the slide and your identity image will appear on the left side of the page.
Text

1. Click the ABC button.

2. A text box will appear. Type your text comment.

3. Click the Save button. Your comment will be added to the slide and your identity image will appear on the left side of the page.

Note: You can enter a URL in a text comment, and it will be hyperlinked automatically.

Video from a Webcam
1. Click the **camera** icon.

![Figure 77 - Webcam](image)

2. Click **Allow** on the Flash permissions box if prompted.

![Figure 78 - Camera and Microphone Access](image)

3. After the countdown is complete, begin recording your comment.
4. Once you are done, click **Stop Recording** at the bottom of the screen.

![Figure 79 - Stop Recording](image)

5. The comment will begin playing. Click **Save** to save it or **Cancel** to try again. Your comment will be added to the slide and your identity image will appear on the left side of the page.

**Audio from a Telephone**

1. Click the **telephone** icon.

![Figure 80 - Telephone](image)
2. Enter your **10-digit phone number** (US and Canada only).
3. Click **Call Me**.

![Figure 81 - Call Me]

4. When your phone rings, pick it up, and record your comment when prompted.
5. Hang up to save. Your comment will be added to the VoiceThread.

**Audio or Video from a Pre-Recorded File**
1. Click the **upload** icon.

![Figure 82 - Upload]

2. Browse for the video or audio file you wish to upload and select it.
3. Wait for the file to finish processing. You will know it is done because the spinning wheel over your identity image on the left will disappear.

**Multi-slide (M/5) Comments**
An M/5 comment allows you to comment on several slides in one recording. M/5 comments must be recorded using either a microphone or webcam comment.

1. Choose a comment option, microphone or webcam.
2. Once you begin recording, while speaking, navigate to other slides in your VoiceThread using the arrows in the bottom-right corner.

All movements between slides are recorded as part of your comment, so when people listen to
your comment, they will see the slides that you saw as you were recording.

**Editing a Comment**  
VoiceThread allows you to edit text comments that you created.

1. Click your **Identity** on the left of the screen that has the comment that you would like to edit.  
2. Begin playing the text comment you want to edit.  
3. Click on the **pencil** icon at the bottom of the comment bubble.

4. Make your changes.  
5. Click **Save**.

**Note:** Audio and video comments cannot be edited, but you can delete the comment and then re-record.

**Deleting a Comment**  
VoiceThread allows you to delete comments that you created. You can also delete any comment, no matter who recorded it, from a VoiceThread that you own.

1. Begin playing the comment you want to delete.  
2. Click on the **trashcan** icon at the bottom of the comment bubble.
3. Confirm your deletion by clicking the **Delete** button. The comment will be removed from your VoiceThread.

![Figure 85 - Confirm Deletion](image)

### Limits for Comments

- Microphone: 60 minutes per comment
- Text: No limit
- Webcam: 60 minutes per comment
- Audio and Video file upload: 100 MB per file

### Doodling

The Doodler allows you to annotate your slides while you comment. Use your mouse as if it were a pen to help your participants see exactly what you’re discussing.

#### How to Doodle

Doodles can be added to an audio or video comment. This feature will automatically appear as soon as you begin recording a comment with your microphone or webcam.

1. Begin recording your comment.
2. Click on the **pencil** icon next to the stop recording button at the bottom of the VoiceThread.
3. Select the **color** you would like to use.

![Figure 86 – Doodle colors](image)

4. Use your mouse to click and drag on the screen to annotate.

**Note:** All Doodles are recorded as part of your comment. In order to delete a Doodle, you would have to delete the comment that contains it. Please keep in mind that all deletions of comments are final, so be sure to delete with caution.

### Sharing a VoiceThread

Any VoiceThread that you create is private by default. You can then decide who gets to see it and what
level of permission they have. You can allow others to view, comment on, or edit your VoiceThreads. These permissions can be granted to specific individuals or to groups of people. You can also revoke sharing permissions at any time so that others can no longer access a shared VoiceThread.

**Accessing the Sharing Area**
There are three places in VoiceThread where you can access the sharing area: VT Home, Create or Edit, or from an open VoiceThread.

**From the VoiceThread Home page**

1. Hover your mouse over the **VoiceThread** you want to share. The overview will appear.
2. Click the **Share** button.

![Figure 87 - Share VoiceThread](image)

**Note**: You can select multiple VoiceThreads, and then hover your mouse over one and select **Share** to share several at once.

**From the Create or Edit page**

1. Navigate to the **Create** page for a VoiceThread you own or can edit by hovering your mouse over the VoiceThread you want to share and then click **Edit**.

![Figure 88 - Edit](image)
2. The *Create* page will appear. Click **Share** near the top of the page.

![Figure 89 - Share](image)

**From an Open VoiceThread**
1. Click on the **menu** in the top-left corner of the VoiceThread.
2. Select **Share**.

![Figure 90 - Menu/Share](image)

**Publishing a VoiceThread**
The quickest and easiest way to ensure that all of your participants can view and comment on a VoiceThread is to make it public.

1. Navigate to the **sharing** area.
2. Click the **Who has access** tab.
3. At the top of that window, you will see the current publishing options of your VoiceThread. Click the **Publishing Option** in this section to change the settings.
4. If you want your VoiceThread to be browsable on the VoiceThread Browse page, check the box that says **Publish** on browse page.
5. Click **Save Changes** at the bottom.
Using a Share Link

A VoiceThread share link will take you directly to a specific VoiceThread. You can access the link from the Secure tab or Basic tab in the Sharing area. It is recommended that you only use the share link when sharing with individuals not in your course(s). To share in your course(s), please follow instructions for using VoiceThread in D2L BrightSpace.

On the Secure Tab

1. Click Get a Link at the bottom of the window.

2. Check the boxes to allow anyone to view and/or comment if you’d like anyone to be able to access this VoiceThread.

3. Highlight the share link and copy it to your computer’s clipboard so that you can paste it into the desired location.
4. Click **Done**.

![Figure 93 - Share Copy Link](image)

**On the Basic Tab**

1. Click the **Link** option on the left.
2. Un-check the **boxes** for allowing anyone to view and comment if you want to change these permissions.
3. Click **Copy Link**. This will copy the link to your computer’s clipboard automatically so that you can paste it into the desired location.

![Figure 94 - Copy Link](image)

**Sharing with a Group/Course**

Sharing a VoiceThread with a Group is a quick and easy way to securely grant access to a number of people at once. Groups will automatically be created for each of your courses.

1. Access the **Sharing** area.
2. Go to the **Secure** tab.
3. Click the **name** of the Group(s) with which you would like to share. Those Group names will appear in the top-right corner of the window. If you need to share a VoiceThread with multiple courses, see the section on [Sharing a VoiceThread with Multiple Courses](#).
4. Click the **level of permission** you would like to give the Group on the right side of the page.
5. Click **Share**. If you want the recipients to receive email notifications that your VoiceThread has been shared, check the box that says **Notify by email**.

![Figure 95 - Sharing with a Group/Course](image)

**Sharing a VoiceThread with Multiple Courses**

You may have a VoiceThread that you would like to share with multiple courses. When sharing with multiple courses you must make a copy of the VoiceThread first, to prevent the overlapping of student comments. Follow the steps below to share a VoiceThread with multiple courses.

1. From the VoiceThread Home page, using your mouse, hover over the **VoiceThread** that you would like to share.
2. The overview window will appear. Click **Copy**. You can only copy a VoiceThread that you own or have **Edit** access.
3. Enter a **New Title** for the new version of the VoiceThread.
4. Enter which **Comments** you would like to include in the new version of the VoiceThread.
5. Click **Copy**.
6. The new version will appear on the Home page. Share it with appropriate course.

**Sharing with an Individual**
You can share with any individual who is a member of your Groups or any person you have added as a contact.

1. Access the **Sharing** area.
2. Go to the **Secure** tab.
3. Click the **Names** of the individuals with whom you would like to share under members. Their names will appear in the top-right corner of the window.
4. Click the **Level** of permission you would like to give those people on the right side of the page.
5. Click **Share**.

**Groups and Contacts**  
Using VoiceThread Groups allows you to quickly and easily share your VoiceThreads with many people at once. It also allows you to organize your VoiceThreads so that they are easy for your students or participants to find. You will not need to create groups for your courses. They are automatically created.

**Access the Groups and Contacts Page**  
1. Click your **email address** in the top-right corner of the page.
2. Click **Groups and Contacts** from the menu.
Adding Contacts
Adding contacts allows you to share VoiceThreads securely with an individual. Anyone who has a VoiceThread account can be added as contacts.

1. Access the Groups and Contacts page.
2. Click My Contacts.

![Figure 100 - My Contacts](image)

3. Click Add Contacts in the bottom-right corner of the page.

![Figure 101 - Add Contact](image)

4. Click Save.

![Figure 102 - Contact Information](image)
Creating Groups

1. Access the Groups and Contacts page.
2. Click the **Group** button at the top of the page.

![Add Group button](image1)

Figure 103 - Add Group button

3. Give your Group a name and a description (optional).
4. Click **Create Group**.

![Create Group](image2)

Figure 104 - Create Group

Adding Members to a Group

The fastest way to add members to a Group is to simply give them the sign-up link. As soon as they click this link, they will be added to your Group, and they’ll instantly have access to any content you have already shared with it.

Get the sign-up link for your Group

1. Access the Groups and Contacts page.
2. Click the **Group**.
3. Click Add members.
4. Click the button that says to add people from **One of my groups** or **My contacts list**.
5. You can also highlight the **sign-up link** to copy it to your computer’s clipboard.

![Select a source to add members](image)

**Figure 105 - Add Members**

6. Paste the link in a convenient location for your members to find it and click it.

**Add members to your Group manually**

1. Access the Groups and Contacts page.
2. Click **My Contacts** to see your contacts or click a **Group** name to see the members of that Group.
3. Click the **names** of any person on the right that you would like to add to your Group.
4. Drag one of the selected **members** to the name of the Group on the left, and let go.
Viewing VoiceThreads Shared with a Group
All Groups are visible on your VT Home page. To see the VoiceThreads shared with group:

1. Click the sidebar icon on the left side of your VT Home page.
2. Click the name of the Group whose content you would like to see.
3. Click a VoiceThread thumbnail to open it.
Captions
Any video used as the central media on a VoiceThread slide can be captioned. VoiceThread access the following file types for captioning: .dfxp, .srt, .sami, .scc, .sbv. Follow the link below to learn more about captioning at KSU. http://www.kennesaw.edu/dlc/facultyresources/docsoft.php. For details about VoiceThread’s accessibility offerings, VPAT, and overall philosophy, please visit https://voicethread.com/about/features/accessibility.

Section 508 Compliance: VoiceThread meets the requirements of Section 508.

How to Add a Caption File
Only the person who created a VoiceThread or someone who has editing rights for that VoiceThread may add captions to a video slide.

1. Navigate to the slide that contains the video.
2. Hover your mouse over the video icon on the left side of the page.
3. Click the CC button in the drawer that slides out.

Or

1. Click the CC button in the top-right corner of the VoiceThread, and then select Add captions.
2. In the Closed Captioning window, click Add captions.
4. Click OK.
**Viewing Captions**

Follow the steps below to turn on closed captioning.

1. Navigate to the *slide* that contains the video.
2. Clicking the *CC* button in the top-right corner of the VoiceThread.
3. In the menu the appears, click **On**.

![Figure 111 - Viewing Captions](image-url)
VoiceThread in D2L Brightspace
VoiceThread is integrated with D2L Brightspace and is available for all KSU courses. All the instructions in this booklet can be performed via D2L Brightspace. It is not necessary to visit the VoiceThread home page directly to access or create content.

Adding VoiceThread to your Course in D2L Brightspace
Follow the steps below to add the VoiceThread link to your course’s Content area in D2L Brightspace.

1. Navigate to your course.
2. From the Course Homepage, click the Content menu item.
3. Under an existing or new module, click the Existing Activities button.


Figure 112- Existing Activities

Figure 113 - External Learning Tools
5. Scroll down the list and select **VoiceThread**.

![Figure 114 - Select VoiceThread](image)

6. The VoiceThread link will be placed in the module.

**Name the VoiceThread Link and Set D2L Dates**

**Give the VoiceThread Link a Meaningful Name**

This is the name students will see in the *Content* area and that you will use to reference the VoiceThread.

1. Click on the **down arrow** next to the VoiceThread link you just added to the *Content* area.

![Figure 115 - VoiceThread Name - down arrow](image)

2. Select **Edit Properties In-place** from the menu.

![Figure 116 - Edit Properties](image)
3. Click the **Title of the VoiceThread**, and then enter a new name. Press the **ENTER** key on your keyboard and **refresh the screen**.

![Figure 117 - Rename VoiceThread Link](image)

**Set up D2L Brightspace Dates (optional)**

D2L start and end dates control whether the student can click the link to see the VoiceThread Assignment. If the VoiceThread link is set to **Visible (not Hidden)** from users, students will see the link and the date information.

**Note:** Start and end dates may also be set within the VoiceThread Assignment. Those dates control whether a student can start the assignment itself.

![Figure 118 - Set D2L Dates](image)

**To Set D2L Dates:**

1. While in **Edit Properties in Place** mode, set D2L dates by clicking on **Add dates and restrictions**.
2. Click on the type of date you want to set (start, end, due) and use the calendar and time fields to set the dates. Click the “X” beside those fields to remove a date.
3. When you’ve finished setting dates for this VoiceThread link, click the blue **Update** button.
Setting up the VoiceThread Link
Next you will need to decide what you want students to see when they click on the link.

Choose What the Link will Display
An overview of the VoiceThread Setup Screen is provided here. Specific information for Using the Assignment Builder or How to Display an Individual VoiceThread may be found in those sections of this booklet.

On the VoiceThread Setup screen, you will see four options:

- **Course View** – Filters VT Home to display only VoiceThreads shared with this course
- **VT Home Page** – Displays content shared with and content created by the user
- **Individual Voice Thread** – Displays a single VoiceThread to be watched and/or commented on. If you want to students to comment for a grade, you will need to add grades to your gradebook manually. You may view comments from your VoiceThread Home Page or by clicking the VoiceThread name from the Content area of the course.
- **Assignment Builder** - Displays a Create, Comment, or Watch Assignment for the student to complete and submit for a grade.
Using the Assignment Builder

Use the Assignment Builder to design an assignment you can monitor using the VoiceThread Grader interface.

Note: Do NOT enter grades via the Grader interface. Be sure to manually create a grade item and enter the grades into your gradebook.

To Build an Assignment Using the Assignment Builder:

1. Click on the Assignment Builder button.

2. Make your way through the tabbed workflow by making choices on each screen and scrolling down to click the yellow Continue button to move to the next tab (Figure 120).

---

Figure 120 - Choose Assignment Builder

Figure 121 - Choose Assignment Type and click Continue
a. On the first tab, choose the type of assignment you want students to complete:

- **Create**: Students are required to create a VoiceThread using video, image, document, or presentation
- **Comment**: Students are required to make a comment on a VoiceThread
- **Watch**: Students must watch or listen to an entire VoiceThread including comments before they may submit; this assignment will be pass/fail.

b. Scroll down and click the yellow **Continue** button.

Setting Up a CREATE Assignment

On the Choose Options tab, there are four categories of settings. Set your preferences in each category and then click the yellow **Continue** button to move to the next tab.

Choose Activity Tab

On the *Choose Activity* tab, select **Create**. Scroll down and click the yellow **Continue** button.
Choose Options Tab

1. Select Commenting preferences:

- **Number of comments required**: Students will be required to post comments on the VoiceThread they create. You can require a minimum number or an exact number. They will not be permitted to submit until this requirement is met.
- **Commenting types**: Select which types of comments you want to allow students to post.
- **Enable threaded commenting**: Turns on the ability for your participants to start threaded conversations.
- **Enable comment moderation**: Allows you and the student to preview all comments on this VoiceThread before revealing them to others. You can also choose never to reveal them. Learn more about Comment Moderation.
- **Don’t allow commenters to delete their own comments**: Anyone who records a comment on a VoiceThread will be unable to delete it once it is saved. This is a powerful tool for assessment because your commenters will not be able to “retry” after they’ve recorded.
- **Limit length of each comment**: By default, all audio and video comments recorded in VoiceThread can be 60 minutes long. If you’d like to set shorter time limits for your commenters, enter your desired maximum comment length here.
- **When recording, automatically advance to the next slide after**: Set slides to advance automatically at pre-set intervals as users are recording.
2. Select Playback Preferences:

![Playback Preferences](image)

- **Start playing when opened**: The comments on your VoiceThread will begin playing automatically when people first open it.
- **When final comment on a slide has played, automatically advance to the next slide after seconds**: When the VoiceThread is in play mode, it will play through all of the comments on a slide and then move to the next slide automatically. The number of seconds is the “pause” time before the slide advances.

3. Select Permissions Preferences:

![Permissions Preferences](image)

- **Allow download**: Allow students to download the central media from the VoiceThreads their classmates create.
- **Allow students to make a copy**: Allow students to make a copy of one another’s VoiceThreads.

4. Select Student Gallery Preference:

![Student Gallery Preference](image)

- If you want students to view one another’s VoiceThreads after they are submitted, check this box. This will give them a “Student Gallery” button in their interface to see just the VoiceThreads their classmates have submitted for this assignment.
- Students will no longer need to “share” a VoiceThread – you make the choice here about whether students should view each other’s work.

**Note**: Currently students cannot comment on their own VoiceThreads in the Student Gallery but
this feature is expected soon.

**Finalize Tab**

After clicking the yellow **Continue** button on the *Options tab*, make selections on the *Finalize tab*.

**Note:** Be sure to scroll down and complete all parts on the *Finalize tab* before clicking the yellow **Publish** button.

1. **Complete assignment details for students:**

   ![Assignment Details](image)

   - **Assignment name:** This will appear at the top of the assignment in the student’s view.
   - **Assignment instructions:** These instructions will appear on the right-hand side of the student’s view. Tell them more about what you expect from them here.
   - **Message shown to student after they submit:** Customize the message students see after they’ve submitted their VoiceThread.

2. **Complete date information (optional) and set submission and assessment preferences:**
a. **Assignment Date Information** (Figure 127)
   - **Start date**: Students will not be able to view the assignment until the start date/time. If you want it to be open immediately, leave this blank.
   - **Due date**: Students will not be able to submit after this date. If you want the assignment to be open indefinitely, leave this blank.

   **Note**: D2L dates and visibility settings control access to the VoiceThread Assignment from the Content area of the Course page. The date you set on this screen controls whether students can access the Assignment once they have reached it from the Course page.

b. **Submission Settings**
   - **Allow students to resubmit assignment**: Give students the opportunity to try again if they submit the wrong thing or need to make corrections after you give them feedback.
   - **Allow students to view assignment after submitting**: If you don’t want students to be able to see the work they’ve submitted, un-check this box. If you want them to see their work so you can record feedback on it, leave it checked. They will not be able to make any changes to their work even if they can see it.

c. **Assessment Options**
   - You will enter grades into your gradebook manually.

3. When you have finished choosing your settings, click the yellow **Publish** button to publish the assignment.
Setting Up a COMMENT Assignment

Choose Activity Tab

1. On the Choose Activity tab, select Comment. Scroll down and click the yellow Continue button.

![Figure 129 - Choose Comment Assignment](image-url)
Choose Content Tab

On the Choose Content tab, select a VoiceThread by Selecting an Existing VoiceThread or Create a new VoiceThread. Click the yellow Continue button to move to the next tab.

Choose from your existing VoiceThreads: VoiceThreads in this assignment are only accessible from this assignment, so a copy will be made for this assignment.

Create a new VoiceThread: to create a new VoiceThread from within the Assignment Builder. Follow the prompts to choose content, add comments, and title the VoiceThread.

Note: Steps vary slightly based on whether you choose to use existing content or create new, but the Choose Options and Finalize tabs are the same for either.

To Select an Existing VoiceThread for a Comment Assignment:

1. Select from the VoiceThreads that you own or have permission to use. You can filter VoiceThreads to find these. A copy will be made for use in this course. All comments will be accessible from the D2L course.
2. Click the Continue button to progress to the Choose Options tab.
Create a New Voice Thread for a Comment Assignment:

Click Create and New VoiceThread and then the Continue button. Two additional tabs will be inserted – Add Media and Open and Comment.

![Figure 131 - Two additional tabs for creating a new VoiceThread](image)

**Add Media Tab**

1. On the Add Media tab, choose a source from which to create VoiceThread slides. Select your media and follow the prompts to add it.

![Figure 132 - Select Media](image)
2. **Complete Add Media actions.**

![Add Title and Media](image)

- Click the pencil icon to add a title to the VoiceThread.
- Click the **Add Media** button as many times as needed to add the content you want to include.

**Note:** Animations will be lost when adding .PPT files. A PDF version is recommended.

3. Click the **Continue** button to advance to the **Open and Comment** tab.
Open and Comment Tab

1. Hover over the bottom center of the slide to activate the comment options: Text, Telephone, Mic, Video, or Upload.

2. Comment on any slide in your VoiceThread.
3. When leaving a voice or video comment, you will have the option to doodle on the slide. Click a pencil to doodle.
4. Copy your VoiceThread (optional). A VoiceThread created within an Assignment will only be accessible from within the course. If you want it to appear in your VoiceThread Home Page and/or in your existing VoiceThreads for other courses, make a copy.
   - To make a copy, click the three horizontal lines in the top left corner near the title and then select Make a Copy. A copy window will open in a new browser tab.

5. Click the Continue button to advance to the Choose Options tab.
Choose Options Tab

1. Select Commenting preferences:

   ![Figure 138 - Commenting Preferences](image)

- **Number of comments required**: Students will be required to post comments on the VoiceThread they create. You can require a minimum number or an exact number. They will not be permitted to submit until this requirement is met.

- **Commenting types**: Select which types of comments you want to allow students to post.

- **Enable threaded commenting**: Turns on the ability for your participants to start threaded conversations.

- **Enable comment moderation**: Allows you and the student to preview all comments on this VoiceThread before revealing them to others. You can also choose never to reveal them. Learn more about Comment Moderation.

- **Don’t allow commenters to delete their own comments**: Anyone who records a comment on a VoiceThread will be unable to delete it once it is saved. This is a powerful tool for assessment because your commenters will not be able to “retry” after they’ve recorded.

- **Limit length of each comment**: By default, all audio and video comments recorded in VoiceThread can be 60 minutes long. If you’d like to set shorter time limits for your commenters, enter your desired maximum comment length here.

- **When recording, automatically advance to the next slide after**: Set slides to advance automatically at pre-set intervals as users are recording.
2. Select Playback Preferences:

![Playback Preferences](image)

- **Start playing when opened**: The comments on your VoiceThread will begin playing automatically when people first open it.
- **When final comment on a slide has played, automatically advance to the next slide after seconds**: When the VoiceThread is in play mode, it will play through all of the comments on a slide and then move to the next slide automatically. The number of seconds is the “pause” time before the slide advances.

3. Select Permissions Preferences:

![Permissions Preferences](image)

- **Allow download**: Allow students to download the central media from the VoiceThreads their classmates create.
- **Allow students to make a copy**: Allow students to make a copy of one another’s VoiceThreads.

**Finalize Tab**

After clicking the yellow **Continue** button on the **Options tab**, make selections on the **Finalize** tab.

**Note**: Be sure to scroll down and complete all parts on the **Finalize** tab before clicking the yellow **Publish** button.

1. Complete assignment details for students:
• **Assignment name**: This will appear at the top of the assignment in the student’s view.
• **Assignment instructions**: These instructions will appear on the right-hand side of the student’s view. Tell them more about what you expect from them here.
• **Message shown to student after they submit**: Customize the message students see after they’ve submitted their VoiceThread.
2. Complete date information (optional) and set submission and assessment preferences:

![Date, Submission, and Assessment Preferences](image)

**Figure 142 - Date, Submission, and Assessment Preferences**

- **Start date**: Students will not be able to view the assignment until the start date/time. If you want it to be open immediately, leave this blank.
- **Due date**: Students will not be able to submit after this date. If you want the assignment to be open indefinitely, leave this blank.

**Note**: D2L dates and visibility settings control access to the VoiceThread Assignment from the Content area of the Course page. The date you set on this screen controls whether students can access the Assignment once they have reached it from the Course page.

**b. Submission Settings**

- **Allow students to resubmit assignment**: Give students the opportunity to try again if they submit the wrong thing or need to make corrections after you give them feedback.
- **Allow students to view assignment after submitting**: If you don’t want students to be able to see the work they’ve submitted, un-check this box. If you want them to see their work so you can record feedback on it, leave it checked. They will not be able to make any changes to their work even if they can see it.

**c. Assessment Options**

- You will enter grades into your gradebook manually.

3. When you have finished choosing your settings, click the yellow **Publish** button to publish the assignment.
Setting Up a WATCH Assignment

Choose Activity Tab

1. On the Choose Activity tab, select Watch. Scroll down and click the yellow **Continue** button.

Choose Content Tab

On the **Choose Content** tab, select a VoiceThread by **Selecting an Existing VoiceThread** or **Create a new VoiceThread**. Click the yellow **Continue** button to move to the next tab.

*Figure 143 - Create a Watch Assignment*
Choose from your existing VoiceThreads: VoiceThreads in this assignment are only accessible from this assignment, so a copy will be made for this assignment.

Create a new VoiceThread: to create a new VoiceThread from within the Assignment Builder. Follow the prompts to choose content, add comments, and title the VoiceThread.

Note: Steps vary slightly based on whether you choose to use existing content or create new, but the Choose Options and Finalize tabs are the same for either.

To Select an Existing VoiceThread for a Comment Assignment:
1. Select from the VoiceThreads that you own or have permission to use. You can filter VoiceThreads to find these. A copy will be made for use in this course. All comments will be accessible from the D2L course.
2. Click the Continue button to progress to the Choose Options tab.

Create a New Voice Thread for a Comment Assignment:
Click Create and New VoiceThread and then the Continue button. Two additional tabs will be inserted – Add Media and Open and Comment.
Add Media Tab

1. On the *Add Media* tab, choose a source from which to create VoiceThread slides. Select your media and follow the prompts to add it.
2. Complete Add Media actions.

   a. Click the pencil icon to add a title to the VoiceThread.
   b. Click the Add Media button as many times as needed to add the content you want to include.

   **Note:** Animations will be lost when adding .PPT files. A PDF version is recommended.

   3. Click the Continue button to advance to the Open and Comment tab.
Open and Comment Tab

1. Hover over the bottom center of the slide to activate the comment options: Text, Telephone, Mic, Video, or Upload.

   ![Figure 148 – Hover over bottom center to activate Comment tools](image)

2. Comment on any slide in your VoiceThread.
3. When leaving a voice or video comment, you will have the option to doodle on the slide. Click a pencil to doodle.

   ![Figure 149 - Click a pencil to doodle while you comment](image)
4. Copy your VoiceThread (optional). A VoiceThread created within an Assignment will only be accessible from within the course. If you want it to appear in your VoiceThread Home Page and/or in your existing VoiceThreads for other courses, make a copy.
   - To make a copy, click the three horizontal lines in the top left corner near the title and then select Make a Copy. A copy window will open in a new browser tab.

![Figure 150 - Make a copy if you wish to use the VoiceThread in other courses.](image)

- Fill in the fields in the copy window and click Save. You will see a confirmation message. Close the browser tab to return to the Assignment Builder Open and Comment tab.

![Figure 151 - Copy Window](image)

5. Click the Continue button to advance to the Choose Options tab.
Choose Options Tab

1. Select Playback Preferences:

![Playback Preferences](Image)

- **Start playing when opened**: The comments on your VoiceThread will begin playing automatically when people first open it.
- **When final comment on a slide has played, automatically advance to the next slide after seconds**: When the VoiceThread is in play mode, it will play through all of the comments on a slide and then move to the next slide automatically. The number of seconds is the “pause” time before the slide advances.

2. Select Permissions Preferences:

![Permissions Preferences](Image)

- **Allow download**: Allow students to download the central media from the VoiceThreads their classmates create.
- **Allow students to make a copy**: Allow students to make a copy of one another’s VoiceThreads.
Finalize Tab
After clicking the yellow **Continue** button on the *Options tab*, make selections on the *Finalize* tab.

**Note:** Be sure to scroll down and complete all parts on the *Finalize* tab before clicking the yellow **Publish** button.

1. Complete assignment details for students:

   - **Assignment name:** This will appear at the top of the assignment in the student’s view.
   - **Assignment instructions:** These instructions will appear on the right-hand side of the student’s view. Tell them more about what you expect from them here.
   - **Message shown to student after they submit:** Customize the message students see after they’ve submitted their VoiceThread.

2. Complete date information (optional) and set submission preferences:
a. **Assignment Date Information** (Figure 155)
   - **Start date**: Students will not be able to view the assignment until the start date/time. If you want it to be open immediately, leave this blank.
   - **Due date**: Students will not be able to submit after this date. If you want the assignment to be open indefinitely, leave this blank.

**Note**: D2L dates and visibility settings control access to the VoiceThread Assignment from the Content area of the Course page. The date you set on this screen controls whether students can access the Assignment once they have reached it from the Course page.

a. **Submission Settings**
   - **Allow students to view assignment after submitting**: If you don’t want students to be able to see the work they’ve submitted, un-check this box. If you want them to see their work so you can record feedback on it, leave it checked. They will not be able to make any changes to their work even if they can see it.

**Note**: Watch assignments are graded as pass/fail. A student may not submit the assignment until they have watched 100% of the content and comments. For this reason, there are no assessment options on the Finalize tab.

3. When you have finished choosing your settings, click the yellow **Publish** button to publish the assignment.

**Editing a Published Assignment**

After publishing an assignment, the next time you click on it from the Content area, you will see the **Grader Interface**, but you may edit a published assignment if needed by clicking the three dots at the top right of the screen and selecting **Edit** from the list. You will be returned to the tabbed workflow where you may move between tabs by clicking the **Back** or **Continue** buttons.
How to Display an Individual VoiceThread
Instructions differ slightly depending on whether the VoiceThread already exists or will be created. See instructions by type in the next two sections.

Sharing an Existing VoiceThread with Your Class
1. Create a new VoiceThread link.
2. Click the VoiceThread link. The VoiceThread Setup window will appear.
3. Select Individual VT.

Figure 157 - Individual VT button
4. A list of your VoiceThreads will appear on the left side of the window. Click the **VoiceThread** that you would like to share with the class.

![Select VoiceThread](image)

**Figure 158 - Locate VoiceThread**

5. Click the **Share with Class** button in the bottom-right corner of the window.

![Share with Class](image)

**Figure 159 - Share with Class**

6. You will receive a message that the VoiceThread has been shared with the class. Click the **View VoiceThread link** to open the VoiceThread in a new tab.
Creating a New VoiceThread to Share with your Class

1. Create a new VoiceThread link.
2. Click the VoiceThread link. The VoiceThread Setup window will appear.

3. Select Individual VT.
4. Click the Create new VoiceThread button in the top-left corner of the window.
5. To add media to the VoiceThread, click **Add Media** or locate the files on your computer and drag them to the VoiceThread window. After processing, the files will appear on the Create page.

6. After you have added at least one slide to your VoiceThread, you will be able to give the VoiceThread a title, description, and tags.

7. Click **Save** to save changes.

8. Click **Comment** to add your comments to the VoiceThread. To learn how to add comments, view the section on **Commenting**.
9. Once finished creating your VoiceThread, click the **Share with Class** button.

10. You will receive a message that the VoiceThread has been shared with the class.

**Grader Interface**

If you have used the Assignment Builder, VoiceThread includes a **Grader** interface to help you monitor student work. Use this interface to easily identify which students have submitted the assignment, review their work, and send reminders if needed.

**Note:** Do not enter student scores here! To record the student’s grade, you will need to manually enter the grade into your D2L course gradebook.
The Assignment Builder Grader Interface

The Grader Interface overview:

Figure 167 - Overview of Grader Interface

a. Review assignment details
b. Edit a published assignment if needed.

t Note: Editing an assignment that is in progress may make existing student work inaccessible. It is best not to edit an assignment that is already being used, but if you must, keep in mind that selecting a different VoiceThread or even re-selecting the same one can cause student work not to be counted.

c. Toggle between graded and ungraded assignments.
d. Review student assignment status:
   - *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 begun working on the assignment at all

Note: Fields exist for entering a grade for students who are listed as Submitted or In Progress, but you will need to enter grades into your gradebook manually. If a student has submitted an assignment but needs to try again, click on the student’s name, click on Additional options beneath the grading area, then click Unsubmit.

e. Send reminders to students.

Grading Comments on an Individual VoiceThread

If you choose to display an individual VoiceThread and you want to record a grade for comments made by students, you should record grades in your gradebook manually.
Additional Help
For additional help or installation issues, please contact the KSU Service Desk at service.kennesaw.edu.

Additional Resources
If you are new to VoiceThread, the following how-to video tutorials from VoiceThread may be helpful.

Creating a New VoiceThread:  

Commenting on a VoiceThread:  
http://docs.voicethread.com/web-application/commenting-web-application/how-to-comment/