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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 (See Figure 1).

![Figure 1 - Sign in](image)

3. Login using your KSU NetID and password.

![Figure 2 - Sign In](image)
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.
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.

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.

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.

   ![Figure 10 - Sidebar](image1.jpg)

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

   ![Figure 11 - Filters and Groups](image2.jpg)

Once you are done using 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.

3. In the window that appears click the Delete button to confirm the deletion. The VoiceThread will be deleted and irretrievable.
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 (See Figure 14).

![Figure 14 - 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 (See Figure 16).

![Figure 15 - My Identities](image)
3. In the window that appears, click the green + to add a new identity.

![Figure 16 - Add New Identity](image)

4. In the window that appears, enter the name of the new identity (See Figure 17).
5. Upload an image from your computer or take a photo with your webcam (See Figure 17).
6. Click Save (See Figure 17).

![Figure 17 - Add Identity](image)

7. Click Done.
From an open VoiceThread

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

   ![Figure 19 - Current Identity](image)

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

   ![Figure 20 - Add Identity](image)

3. Enter the **name** of the new identity next to the image (See Figure 21).
4. Click the **arrow** to upload an image from your computer or click the **camera** icon to use your webcam to take a photo (See Figure 21).
5. Click **Save** (See Figure 21).
6. In the window that appears, click **Done** (See Figure 21).

   ![Figure 21 - 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.
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 (See Figure 23).
2. **Comment Search** - Search through the comments on the slide or search by commenter name (See Figure 23).
3. **Detailed View** - Click this button to open the expanded view of your VoiceThread conversation (See Figure 23).
4. **Slide Title** - Title of VoiceThread appears here (See Figure 23).
5. **Identity** - See which Identity you’re currently using and click on it to select a different one (See Figure 23).
6. **Closed Captions** - Turn on closed captioning (See Figure 23).
7. **Fullscreen** - View VoiceThread in full screen mode (See Figure 23).
8. **Close Button** - Close the VoiceThread (See Figure 23).
9. **Conversation Channel** - Click on a person’s Identity image to listen to that person’s comment (See Figure 23).
10. **Private or Threaded Comments** - Private comment that can only be viewed by the person who recorded the comment (See Figure 23).
11. **Play Button** - Click here to begin playing the VoiceThread (See Figure 23).
12. **Playback Speed** - Increase or decrease speed of playback for comments (See Figure 23).
13. **Timeline** - Use the timeline to scrub through the various comments on this slide (See Figure 23).
14. **Comment Button** - Click here to open the comment fan and record a new comment (See Figure 23).
15. **Slide Timestamp** - Shows full duration of the slide and where you are within it (See Figure 23).
16. **Postcard View** - Click here to see all slides in this VoiceThread at once (See Figure 23).
17. **Navigation Arrows** - Use the arrows to view other slides (See Figure 23).
18. **Zoom** - Use these buttons to zoom in or out of the slide to see in more detail (See Figure 23).
19. **Link Button** – Button that takes you directly to the link (See Figure 23).

**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 24 - Play/Pause](image)

   **Figure 24 - Play/Pause**

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

   ![Figure 25 - Scrubber ball](image)

   **Figure 25 - Scrubber ball**

**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 26 - Comment](image)

   **Figure 26 - Comment**

2. Click on the **segment of the timeline** that represents the comment.

   ![Figure 27 - Timeline Segment](image)

   **Figure 27 - Timeline Segment**
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**.

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.

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 your VoiceThreads. To view the most recent comments:

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

   ![Number of New Comments](image1)

   **Figure 30 - Number of New Comments**

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.

   ![See all Comments](image2)

   **Figure 31 - See all Comments**
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.

![Figure 32 - Number of New Comments](image)

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.

![Figure 33 - New Comments](image)

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 34 - 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 35 - Drag Files](image)
Add Media

1. Click Add Media.

![Add Media](image)

Figure 36 - Add Media

2. Click My Computer.

![My Computer](image)

Figure 37 - 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 38 - Add Media](image)

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

![Figure 39 - Media Sources](image)

3. Click **My VoiceThreads**.

![Figure 40 - My VoiceThreads](image)
4. Select the **category** for the VoiceThreads you would like to view.

![Figure 41 - 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 42 - 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 43 - 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.

2. Click webcam photo from the menu.

3. VoiceThread will request access to your camera and microphone. Click Allow.
4. 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.
5. Click the **X** in the top-right corner of the window to close it.

**Webcam Video**

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

![Figure 47 - Add Media](image)

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

![Figure 48 - Webcam Video](image)
3. VoiceThread will request access to your camera and microphone. Click **Allow**.

![Figure 49 - Camera and Microphone Access](image)

4. After the countdown, your video will begin recording.
5. When you have finished recording click the **Stop Recording** button (See Figure 58).

![Figure 50 - Stop Recording](image)

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.

![Figure 51 - Save/Cancel](image)

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.

![Figure 52 - Add a title and description](image)
2. Enter the following (See Figure 53):
   a. **Title**: A title is required (See Figure 53).
   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 (See Figure 53).
   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 (See Figure 53).

![Figure 53 - Describe the VoiceThread](image)

**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.

![Figure 54 - Create Cover Art](image)
2. The VoiceThread Settings window will appear. Verify that you are on the Cover Art tab. Click the **Upload cover art** link (See Figure 55).

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 (See Figure 55).

---

**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** (See Figure 56).

![Figure 56 - Edit](image)

From an open VoiceThread:
1. Click on the **menu icon** in the top-left corner.
2. Click **Edit** (See Figure 57).

![Figure 57 - Menu icon/Edit](image)

**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 (See Figure 58).

![Figure 58 - Pencil icon](image)

4. Enter your **title**.

![Figure 59 - Title](image)

5. Click **Save** (See Figure 59).

**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.

![Figure 60 - Replacing a Slide](image)

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.

![Figure 61 - Add Media](image)

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.

![Trashcan icon](image)

**Figure 62 - Trashcan icon**

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

![Delete Confirmation](image)

**Figure 63 - 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** (See Figure 64).
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 (See Figure 64).

![Figure 64 - Copying VoiceThread](image)

**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** (See Figure 65).
4. Confirm your deletion.

![Figure 65 - Delete this VoiceThread](image)

**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 (See Figure 66).
3. Confirm your deletion.

![Figure 66 - Delete VoiceThread](image)

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 (See Figure 67).

![Figure 67 - Delete Multiple VoiceThreads](image)

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 (See Figure 68).
5. Confirm your deletion.

![Figure 68 - Delete](image)

**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 (See Figure 69).

Figure 69 - Playback Settings
a. **Enable threaded commenting** - Turns on the ability for your participants to start thread conversations (See Figure 69).

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 (See Figure 69).

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 (See Figure 69).

d. **Allow others to export** - This option allows others to export your VoiceThread. Exporting is currently unavailable in the KSU version of VoiceThread (See Figure 69).

e. **Start playing when opened** - Enabling this option means that the comments on your VoiceThread will begin playing automatically when first opened (See Figure 69).

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 (See Figure 69).

g. **Enable Comment Moderation** - Turn on Comment Moderation, which allows you to preview all comments on your VoiceThread before revealing them to others (See Figure 69).

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 (See Figure 69).

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 (See Figure 69).

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 (See Figure 69).

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 (See Figure 69).

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 (See Figure 69).

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” (See Figure 69).

**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 (See Figure 70).

![Comment button](image)

*Figure 70 - Comment*

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 button](image)

*Figure 71 - Microphone*

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

![Permission box](image)

*Figure 72 - 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 73 - 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.

![Figure 74 - Text](image)

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

![Figure 75 - Text Comment](image)

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 76 - Webcam](image)
2. Click **Allow** on the Flash permissions box if prompted.

![Figure 77 - 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 78 - 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 79 - Telephone](image)

2. Enter your **10-digit phone number** (US and Canada only) (See Figure 80).
3. Click **Call Me** (See Figure 80).

![Figure 80 – Call Me](image)

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 81 - Upload](image)

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 (See Figure 82).
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.

![Figure 83 - Delete Comment](image)

3. Confirm your deletion by clicking the **Delete** button. The comment will be removed from your VoiceThread.

![Figure 84 - 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.

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: 1) from the VT Home page 2) from the Create or Edit page 3) 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.
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.

2. The Create page will appear. Click Share near the top of the page.

From an Open VoiceThread
1. Click on the menu in the top-left corner of the VoiceThread.
2. Select Share (See Figure 89).
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 (See Figure 90).
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 (See Figure 90).
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 (See Figure 90).

![Figure 90 – Sharing a VoiceThread](image)

**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).

**On the Secure Tab**

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

![Figure 91 - Get a link](image)
2. Check the **boxes** to allow anyone to view and/or comment if you’d like anyone to be able to access this VoiceThread (See Figure 92).

3. Highlight the **share link** and **copy** it to your computer’s clipboard so that you can paste it into the desired location (See Figure 92).

4. Click **Done** (See Figure 92).

![Figure 92 - Share Copy Link](image)

**On the Basic Tab**

1. Click the **Link** option on the left (See Figure 93).

2. Un-check the **boxes** for allowing anyone to view and comment if you want to change these permissions (See Figure 93).

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 (See Figure 93).

![Figure 93 - 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 (See Figure 94).
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** (See Figure 94).
4. Click the **level of permission** you would like to give the Group on the right side of the page (See Figure 94).
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** (See Figure 94).

![Figure 94 - 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.

![Figure 95 - Copy](image)
3. Enter a **New Title** for the new version of the VoiceThread (See Figure 96).
4. Enter which **Comments** you would like to include in the new version of the VoiceThread (See Figure 96).
5. Click **Copy** (See Figure 96).
6. The new version will appear on the Home page. Share it with appropriate course.

![Figure 96 – Copying a VoiceThread](image)

**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 (See Figure 97).
2. Go to the **Secure** tab (see Figure 97).
3. Click the **Names** of the individuals with whom you would like to share under members (See Figure 97). 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 (See Figure 97).
5. Click **Share** (See Figure 97).

![Figure 97 - Sharing with an Individual](image)
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 (See Figure 110).

![Figure 98 - Groups and Contacts](image)

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 (See Figure 111).

![Figure 99 - My Contacts](image)

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

![Figure 100 - Add Contact](image)
4. Enter your contact’s email address and full name (See Figure 101).
5. Click **Save** (See Figure 101).

![Figure 101 - Contact Information](image)

**Creating Groups**

1. Access the **Groups and Contacts** page.
2. Click the **+ Group** button at the top of the page (See Figure 102).

![Figure 102 - Add Group button](image)

3. Give your Group a name and a description (optional) (See Figure 103).
4. Click **Create Group** (See Figure 103).

![Figure 103 - Create Group](image)
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 (See Figure 104)
5. You can also highlight the sign-up link to copy it to your computer’s clipboard (See Figure 104).

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 (See Figure 105).
4. Drag one of the selected members to the name of the Group on the left, and let go (See Figure 105).
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 (see Figure 119).
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](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](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 (See Figure 107).

![Figure 107 - Add Captions File](image)

Or

1. Click the CC button in the top-right corner of the VoiceThread, and then select Add captions.

![Figure 108 - Add Captions](image)

2. In the Closed Captioning window, click **Add captions**.

![Figure 109 - Upload Captions](image)

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 (See Figure 110).
3. In the menu the appears, click On (See Figure 110).

![Figure 110 - Viewing Captions](image)

VoiceThread in D2L Brightspace

VoiceThread is integrated with D2L Brightspace and is available for all KSU courses. All of the instructions in this booklet can be performed via D2L Brightspace.

Adding VoiceThread to your Course in D2L Brightspace

Follow the steps below to add the VoiceThread link to your course’s Content 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 111 - Existing Activities](image)

4. In the Add Activity dropdown list, select External Learning Tools.

![Figure 112 - External Learning Tools](image)
5. Select **VoiceThread** (See Figure 113).

![Figure 113 - VoiceThread Link]

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

**How to Change the name of your Voice Thread Link**

1. Click the **down arrow** next to the VoiceThread link.

![Figure 114 - Drop-down arrow]

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

![Figure 115 - Edit Properties In-place]
3. Click the **Title** of the VoiceThread, and then enter a new name.
4. Press the Enter key on your keyboard.

![Rename VoiceThread link](image)

5. Refresh the browser to view the change.

**Setting up the VoiceThread link**

Next you will need to decide what you want students to see when they click on the link. Follow these steps to configure the VoiceThread link.

1. Click the **VoiceThread** link that you have created in your D2L Brightspace course.
2. The VoiceThread Setup page will appear. Select the option that best fits your needs. The different options are described below.

![VoiceThread Setup](image)

*Figure 117 - VoiceThread Setup*
VT Home
Displays all of your VoiceThread content in a single view. Students who access this link will see all of their VoiceThread content. This includes all VoiceThreads and courses that belong to them. This option is best used if you want to direct students to the VoiceThread portal without directing them to any specific content. This option is also useful for the instructor to find VoiceThreads they haven’t shared yet.

![Figure 118 - VT Home](image)

Course View
Displays the collection of VoiceThreads that have been shared with your course. Anything that has not yet been shared with the course will not appear. This option is best used when you want students to find and comment on each other’s work, or if you want to allow students to review all course materials prior to an exam.

![Figure 119 - Course View](image)
Individual VT
Displays a specific VoiceThread that you have created and shared with the course. When students click on the link, they will only see one VoiceThread. This option is best used to create a VoiceThread discussion board. Students will not need to look through a collection of VoiceThreads to find the correct one. Instead, they will be taken straight to it.

![Figure 120 - Individual VT](image)

How to Create an Individual VoiceThread
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** (See Figure 121).

![Figure 121 - Individual VT button](image)
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.

![Figure 122 - Locate VoiceThread](image)

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

![Figure 123 - Share with Class](image)

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.

![Figure 124 - Confirmation Message](image)
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 (See Figure 125).
3. Select **Individual VT** (See Figure 125).

![VoiceThread Setup](image)

**Figure 125 - Individual VT**

4. Click the **Create new VoiceThread** button in the top-left corner of the window.

![Create new VoiceThread](image)

**Figure 126 - Create new VoiceThread**
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.

![Add Media](image1.png)

**Figure 127 - Add Media**

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**.

8. Click **Comment** to add your comments to the VoiceThread. To learn how to add comments, view the section on **Commenting**.

![Add title and description](image2.png)

**Figure 128 - Add title and description**

9. Once finished creating your VoiceThread, click the **Share with Class** button.

![Share with Class](image3.png)

**Figure 129 - Share with Class**
10. You will receive a message that the VoiceThread has been shared with the class.

**Assignment Builder**

Assignment Builder allows you to create a graded assignment for students to complete. There are three types of assignments that you can require students to complete. They can *create* a VoiceThread to submit, *comment* on a VoiceThread you have created, or simply *watch* a VoiceThread.

![Select a type of assignment](image)

**Figure 131 - Type of Assignment**

After selecting the type of assignment you would like to create, you will be walked through the steps to complete the setup process. Follow the steps below to set up each type of assignment - Create a VoiceThread, Submit a Comment, and Watch a VoiceThread.

**Create a VoiceThread Assignment**

1. From within a module, click the **VoiceThread link**.
2. On the **VoiceThread Setup** page, click **Assignment Builder**.
3. Click **Create a VoiceThread** as the type of Assignment.
4. The **Creation Assignment** window will appear. Enter a description/instruction for the assignment (See Figure 133).
5. Click the **Create Assignment** button (See Figure 133).
6. You will receive a message that the assignment has been created.

![Assignment created]

**Figure 133 - Confirmation**

Submit a Comment Assignment

1. From the Assignment Builder setup page, click the **Submit a Comment** button.
2. In the window that appears, choose an existing **VoiceThread** from the list of previously created VoiceThreads on the left side of the window.

![List of VoiceThreads]

**Figure 134 - List of VoiceThreads**

3. After selecting a VoiceThread, you can enter a description/instruction and require a specific number of comments for the assignment (See Figure 137)).
4. When you are ready to create the assignment, click the **Create Assignment** button. You may need to scroll down to see the button (See Figure 137).

![Create Assignment]

**Figure 135 - Create Assignment**
Watch a VoiceThread Assignment
1. From the Assignment Builder setup page, click Watch a VoiceThread.
2. Click the VoiceThread you would like your students to watch.
3. Click the Create Assignment button in the bottom-right corner (See Figure 138).

![Figure 136 - Create Assignment button](image)

Grading Student Work
If you’ve used the Assignment Builder, then VoiceThread includes a Grader interface to help you assess student work. Use this interface to easily identify which students have submitted the assignment and to review their comments easily.

**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.

1. Navigate to your course.
2. Click the VoiceThread link in the assigned module.
3. The Grader screen will appear (See Figure 139).

![Figure 137 - Grader screen](image)
4. Underneath *Submitted Assignments*, click a **student’s name** to see that student’s submission (See Figure 140).

5. For comments, you can click on each comment below the student’s name individually to go directly to that comment.

**Note:** Entering a score here will cause issues with the D2L gradebook. VoiceThread will create a 10-point column in the gradebook, and grades will be overwritten each time you grade a VoiceThread. You can avoid these issues by creating your own Grade Item in the D2L Grades tool and entering the score there. Do not enter a score in VoiceThread. To record the student’s grade, you will need to manually enter the grade into your D2L course gradebook.

If you have students who have not yet submitted their assignments, click on the **Remind** button next to their name to send them an email reminder. To send an email to everyone who has not yet submitted, click **Remind all students** (See Figure 141).
Additional Help
For additional help or installation issues, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu

KSU Service Desk for Students
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu

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


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