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.

**Browser Requirements for HTML5 Compatibility**

VoiceThread is supported in in the following browsers:

- Google Chrome
- Mozilla Firefox

VoiceThreads can be opened and viewed, but audio and video cannot be recorded in the following browsers. As these browsers evolve to support HTML5, this may change.

- Safari
- Microsoft Edge

Internet Explorer does not support HTML5 and therefore cannot be used with VoiceThread.

For the best possible experience, your web browser should be fully up to date, but at minimum no more than two versions behind.

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

![Figure 3 - 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 4 - VoiceThread Name - down arrow](image)

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

![Figure 5 - 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 6 - Rename VoiceThread Link](image)

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**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 7 - 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.

![VoiceThread Setup Screen](image-url)
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).
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.
Figure 11 - Choose Create and click Continue
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:

- **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:

- **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:

- 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:

![Figure 16 - 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

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

Create
Students are required to make a VoiceThread using a 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.

Figure 18 - Choose Comment Assignment
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 19 - Choose from existing content or create a new VoiceThread

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

![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.

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

   - 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.

![Copy a VoiceThread](image)

**Figure 25 - Make a copy if you wish to use the VoiceThread in other courses.**

- 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.

![Copy Window](image)

**Figure 26 - Copy Window**
5. Click the **Continue** button to advance to the *Choose Options* tab.

**Choose Options Tab**

1. **Select Commenting preferences:**

   ![Figure 27 - 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:**

   ![Figure 28 - 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:**

   ![Figure 29 - 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.

![Figure 30 - Assignment Details](image-url)
2. Complete date information (optional) and set submission and assessment preferences:

![Figure 31 - Date, Submission, and Assessment Preferences](image)

a. Assignment Date Information (Figure 142)
   - **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.

Figure 32 - Create a Watch Assignment
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.

![Selecting an existing VoiceThread will make a copy of it for use in this assignment.](image)

**Figure 33 - Choose from existing content or create a new VoiceThread**

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

b. **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.

![Figure 36 - Add a Title. Add additional media.]

   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.

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.

![Copy Window](image)

**Figure 39 - Make a copy if you wish to use the VoiceThread in other courses.**

- 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.

![Copy Window](image)

**Figure 40 - Copy Window**
5. Click the **Continue** button to advance to the *Choose Options* tab.

**Choose Options Tab**

6. Select Playback Preferences:

   ![Playback Preferences](image)

   **Figure 41 - Playback Preferences**

   - **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.

7. Select Permissions Preferences:

   ![Permissions Preferences](image)

   **Figure 42 - Permissions Preferences**

   - **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:
   
   ![Figure 43 - Assignment Details]
   
   **Assignment name**
   VoiceThread
   
   **Assignment instructions**
   
   **Message shown to student after they submit**
   You have successfully submitted the assignment

   - **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:
3. 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.

4. 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.
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](image1)

**Figure 47 - Locate VoiceThread**

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

![Share with Class](image2)

**Figure 48 - 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:

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

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.