

Getting Started with VoiceThread

VoiceThread is a collaborative tool that can facilitate discussion around documents, presentations, images, audio files, and videos. Participants can enter a VoiceThread at any time and post text, audio, or video comments. The following steps can help you begin setting up VoiceThread in your Blackboard course.

1. Within your Blackboard course, click on the Content Area where students will access VoiceThread.

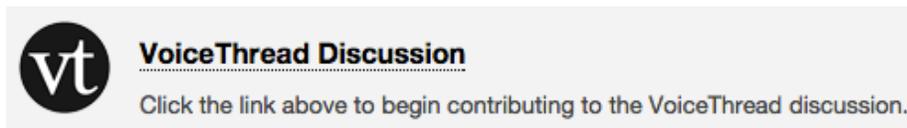
- To create a new Content Area, click the “**plus**” symbol at the top of the Course Menu and choose **Content Area**; then name the Content Area, check the box to make it available to students, and click **Submit**.



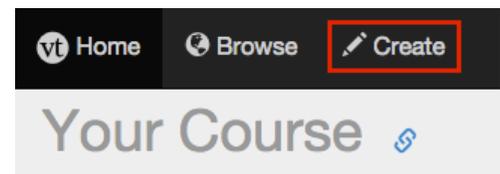
2. Within the desired Content Area, click on **Tools**, and choose **VoiceThread**.

4. Provide a name for the VoiceThread (required) and any optional instructions and then click **Submit**.

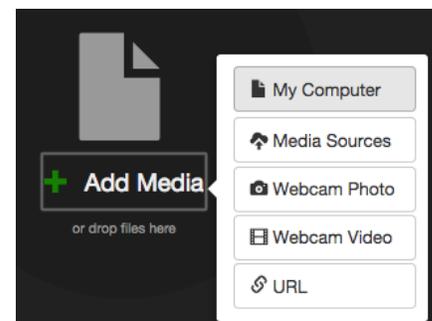
5. To view the VoiceThread area for your course, click the link you have created.



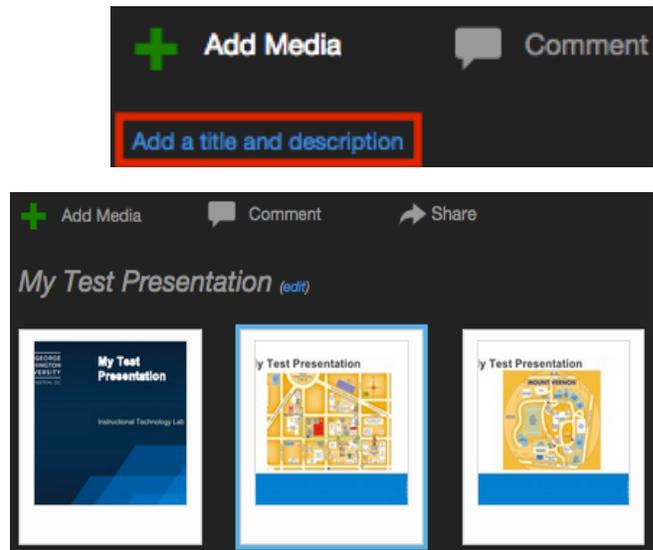
6. To begin creating a VoiceThread, click the **Create** link at the top of the screen.



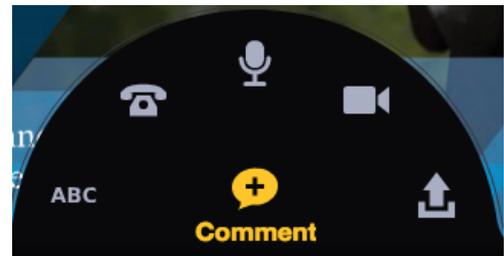
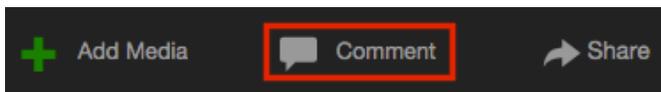
7. On the **Create** page, click **Add Media** and browse your computer or other available resources to upload a document, image, or video (in this example, a PowerPoint file is used).



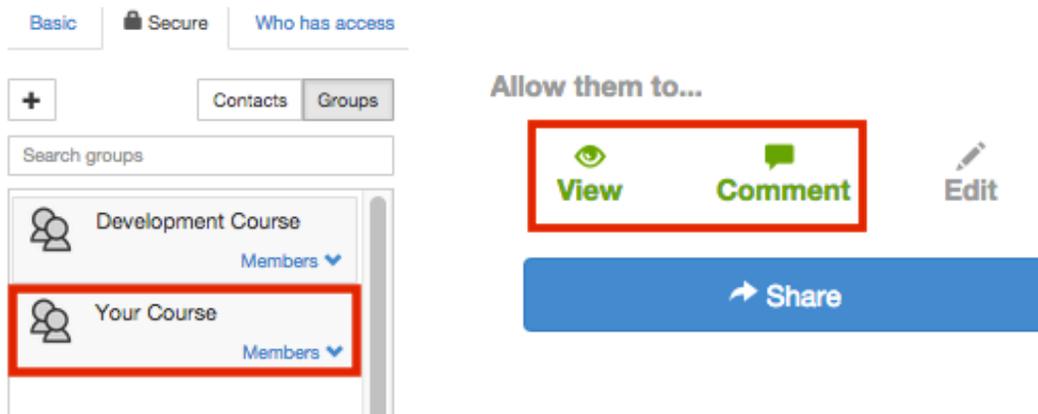
8. When content has been uploaded, it will appear as slides in the VoiceThread area. Click **Add a title and description** above the first slide, enter a title, and then click **Save**.



9. The uploaded content is now ready for instructor commenting. To begin, click **Comment** at the top of the page and then choose your desired commenting mode (e.g., voice recording, video, or text).



10. When you finish commenting, click **Share** at the top of the page to share the VoiceThread with course participants. In the new window, select your course and then select the **View** and **Comment** icons to allow all participants in the selected course to view and comment on the VoiceThread. Click the **Share** button to complete.



11. Course participants will access the VoiceThread through the link created previously in your course.