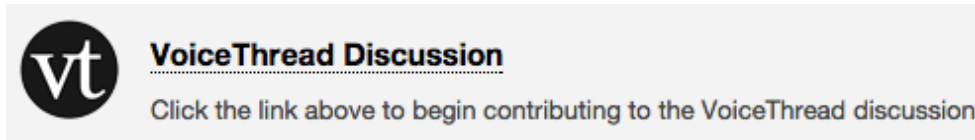


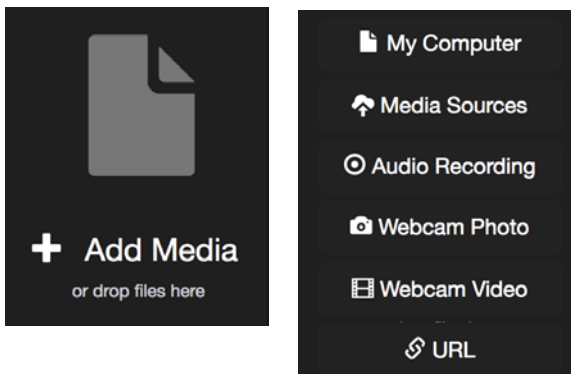
How to create, comment on, and share a VoiceThread

Create

1. Access VoiceThread through the link provided in your Blackboard course.



2. Click **+ Add your own** at the top right of the page and choose to **Create a new VoiceThread**.
3. Click **Add Media** to upload a file from your computer like an image or a PowerPoint presentation or choose to create new media like a webcam video.



4. In the Thread Settings window, enter a **title** and any other information you'd like to include and click **Save**.

Thread Settings

Title/Description Playback Options Cover Art

Title

My Test Presentation

Description

Enter description

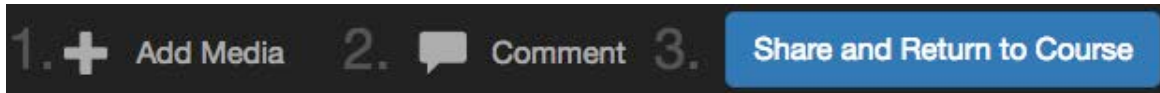
Tags

Enter tags

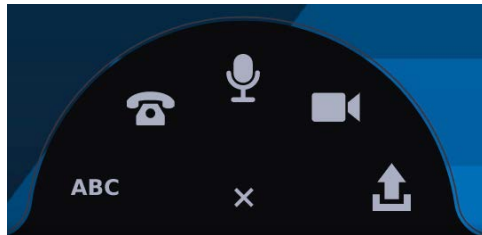
Save

Comment

1. Once you have uploaded your media, click **Comment** at the top of the page. *Skip this section if you do not want to comment at this time.*



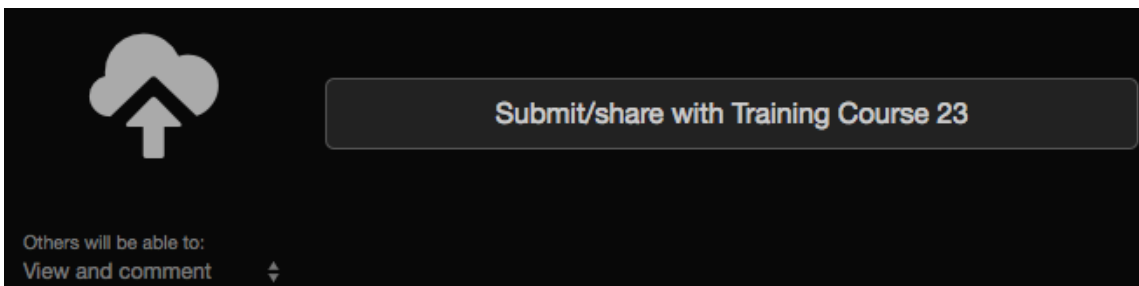
2. Click the **+** icon near the bottom of the page to choose your desired commenting mode (e.g., voice recording, video, text, or file upload). Remember to save your comments when finished.



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

Share

1. Click the **Share and Return to Course** button near the top of the page.
2. Decide what others will be able to do with your VoiceThread. By default, others in your course can **View and Comment** on the VoiceThread. Click **Submit/Share** to complete.



3. Your VoiceThread can now be accessed through the link in your course.

