

## Get Started with VoiceThread

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

### Setup

1. From within your Blackboard course, click on the Content Area where you would like students to access VoiceThread.

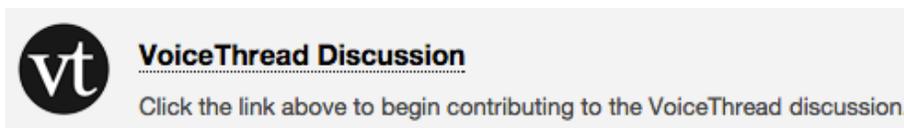
**Note:** To create a new Content Area for VoiceThread, click the “plus” symbol  at the top left of the Course Menu and choose **Content Area**; type a name for the Content Area, check the box to make it available to users, and click **Submit**.



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

3. Enter a name for the VoiceThread link (required) and any optional instructions and then click **Submit**.

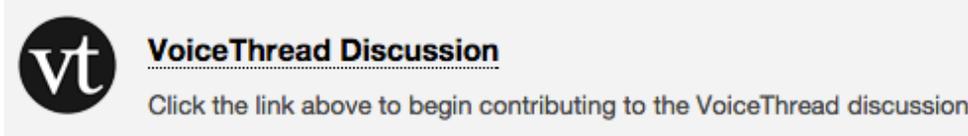
4. To view the VoiceThread area for your course, click the link you just created.



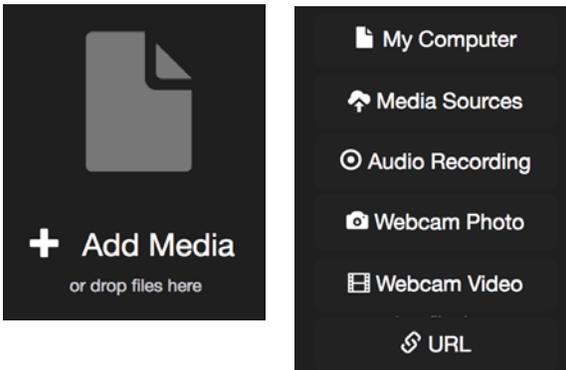
## Create

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1. Access VoiceThread through the link 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**

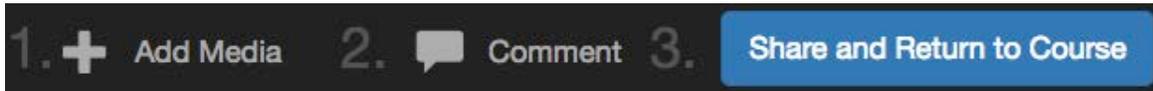
Enter tags

Save

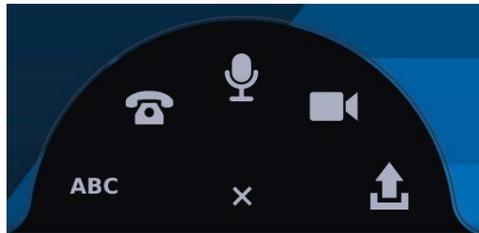
## Comment

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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.

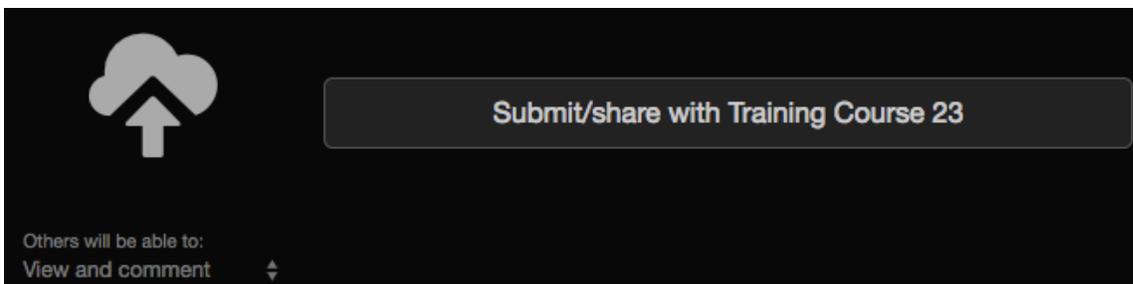


3. When you are finished commenting, click the **X** near the top right of the page to close the VoiceThread.

## Share

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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.

