

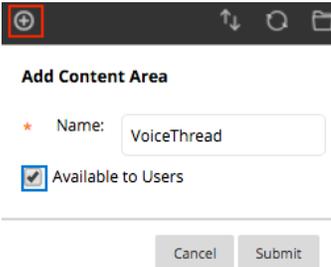
## Create and Grade VoiceThread Assignments – For Instructors

VoiceThread is a collaborative tool that can facilitate online discussion around multimedia. The Assignment Builder allows you to create a graded assignment requiring students to create, watch, or comment on a VoiceThread which links to your Blackboard Grade Center.

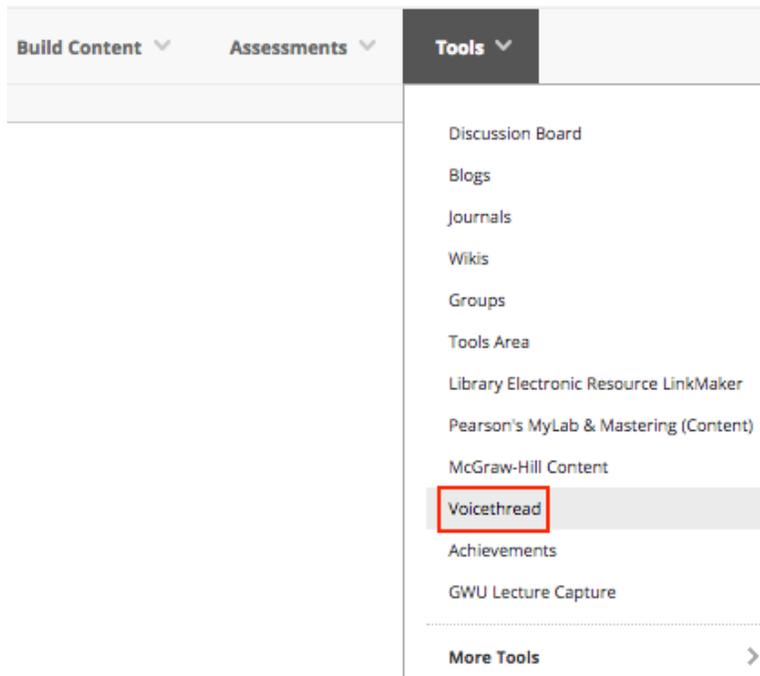
### 1. Setup VoiceThread Access in Blackboard

1. Open your Blackboard course and click on the **Content Area** (e.g., Assignments) where you want students to access VoiceThread.

**Note:** To create a new Content Area for VoiceThread, click the plus symbol at the top-left of the Menu and choose Content Area. Enter a name, check the box to make it Available to Users, and click Submit.



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



3. On the resulting page, enter a **Name** and **Description** for the VoiceThread link.
4. In the *Grading* section, enter the **Points Possible** for the assignment.
5. Click **Submit** at the bottom of the page. Click the link you just created to begin setting up your assignment.

## 2. Create a VoiceThread Assignment

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After you've added a VoiceThread link to your Blackboard course, you must configure the VoiceThread activity.

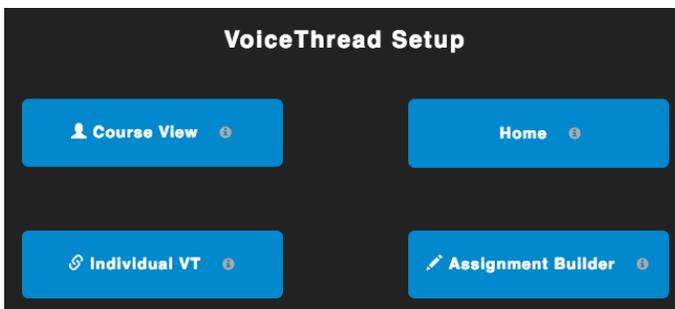
1. Click the VoiceThread link you've created.



**VoiceThread Assignment** ▼

Click the link above to submit your VoiceThread assignment.

2. On the *VoiceThread Setup* page, select **Assignment Builder**.



**Note:** Once you make your choice, you cannot change it. If you mistakenly choose another option during setup like Course View, delete the link you just created and start over.

3. On the next screen, select the type of assignment. You'll then be taken through the setup process.
  - **Create a VoiceThread:** Require students to create their own VoiceThreads and submit it.
  - **Submit a Comment:** Require students to submit comments on a VoiceThread of your choice.
  - **Watch a VoiceThread:** Require students to watch a VoiceThread of your choice from start to finish.
4. Below the assignment description, select your options. If prompted, check the box to **share with class** or students will not have access to your VoiceThread. Students should be instructed to do the same unless you wish to keep their submission private between you and them.

**Note:** If you allow resubmission, students can make changes to their submission as often as they like even after you give them a grade.

5. Click **Create Assignment** to finish.

**Note:** Once you create the assignment, you cannot edit any of the assignment information including the description. If you need to modify this information, you must create a new assignment and delete the old copy.

### 3. Grade a VoiceThread Assignment

1. When you are ready to grade students, click the link to the VoiceThread assignment in Blackboard to display the grader.

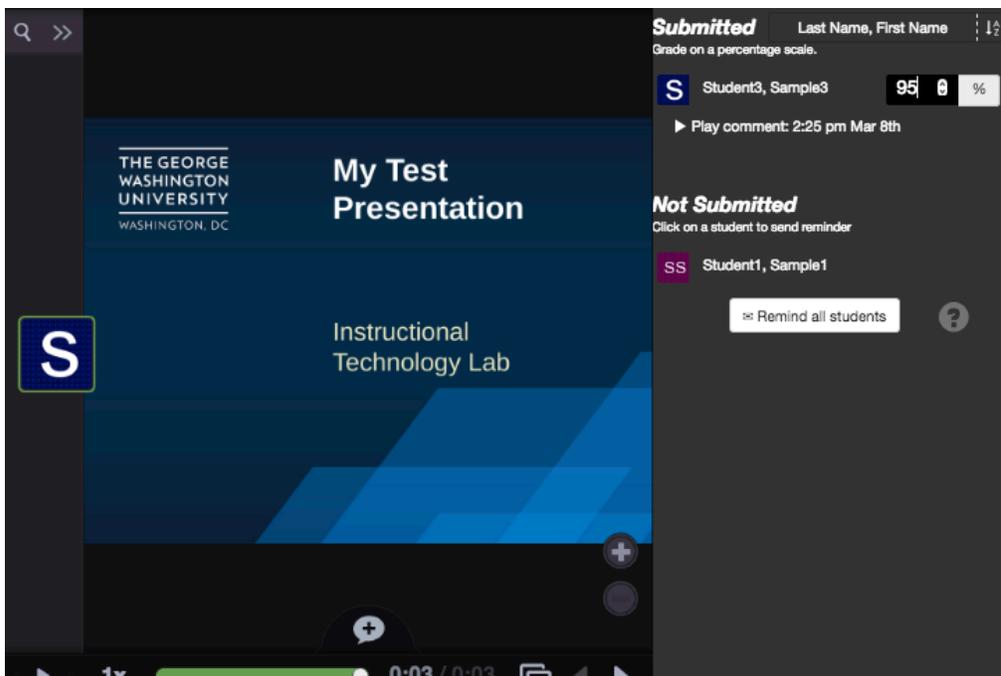


**VoiceThread Assignment**

Click the link above to submit your VoiceThread assignment.

2. To see a student's submission, click that student's name in the right panel. If some students have not yet submitted their assignments, you can click *Remind All Students* to send an email reminder.

**Note:** Students appear in the "Not Submitted" list only if they previously accessed VoiceThread in your course. So if a student has never opened VoiceThread, you may not see them in this list even if they have not yet submitted. Once they open the assignment, they get added to your list of students.



3. Next to the student's name, select a percentage grade between 0 and 100 and then press Enter on your keyboard to save it. You will see a green notification if the grade successfully saved.



**Note:** If you set the assignment to be worth less than 100 points, still grade it on a scale of 0-100, and the score will be adjusted accordingly in your Blackboard gradebook.