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.

Setup VoiceThread Access in Blackboard

1. Open your Blackboard course and click on the **Content Area** (e.g., Assignments) in the Course Menu 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.
Create a VoiceThread Assignment

After adding a VoiceThread link to your Blackboard course, you must configure the VoiceThread activity.

1. Click the VoiceThread link you created in your Blackboard course.

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

3. On the next screen, select the type of Assignment and continue through the setup process.
   - **Create a VoiceThread**: Require students to create and submit their own VoiceThreads.
   - **Submit a Comment**: Require students to comment on a VoiceThread of your choice.
   - **Watch a VoiceThread**: Require students to watch a VoiceThread of your choice.

4. Below the assignment description, select your options. If prompted, check the box to **share with class**
or students can’t access to the VoiceThread. Students should be instructed to do the same unless you wish to keep their submission private between you and them.

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

   **Note**: Once you create the assignment, you **cannot edit the assignment information**, including the description. If you need to modify this information, you must delete the assignment and create a new one.
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](image)
   
   Click the link above to access the VoiceThread Assignment for this course.

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.

   ![Not Submitted](image)

   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 are added to your list of students.

3. After the student’s name, select a percentage grade between 0 and 100 and then press Return/Enter on your keyboard to save it. A green notification indicates the grade successfully saved.

   ![Grade saved](image)

   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 is adjusted accordingly in your Blackboard Grade Center.