# Get Started With VoiceThread – For Instructors

VoiceThread is a collaborative tool that can facilitate online discussion around multimedia. Consult the following steps to begin using VoiceThread in a Blackboard course.

Setup VoiceThread Access in Blackboard

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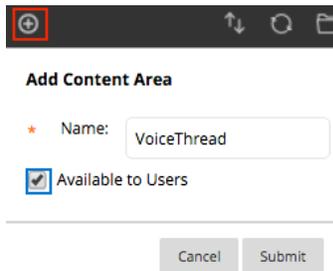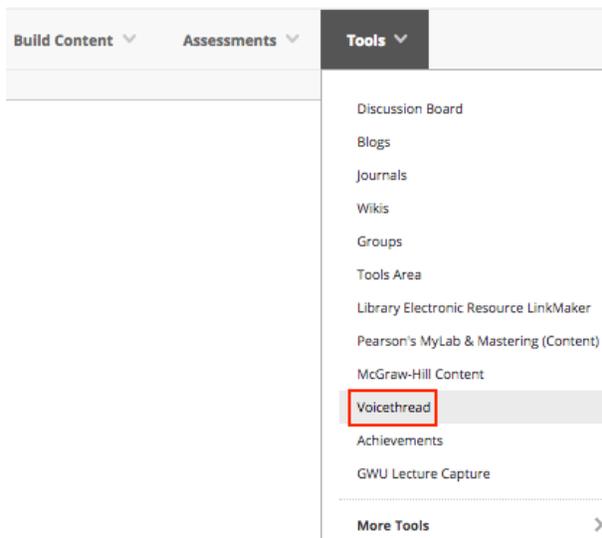

Note: To create a new Content Area just for VoiceThread, click the <u>plus symbol</u> at the top-left of the Menu and choose <u>Content Area</u>. Enter a <u>name</u>, check the box to make it <u>Available to Users</u>, and click <u>Submit</u>.

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

3. Enter a **Name** and **Description** for the VoiceThread link as well as the **Points Possible** if you are grading the activity.

4. Click **Submit.** To configure the VoiceThread area for your course, click on the link you just created.
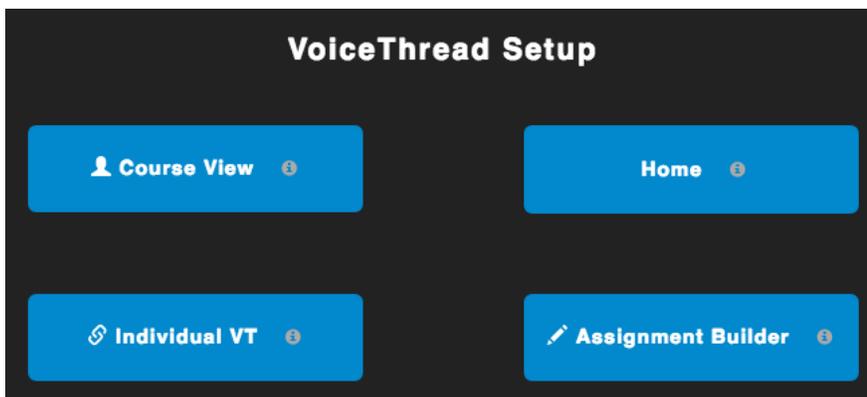
Configure the VoiceThread Activity

1. Click on the VoiceThread link in Blackboard.
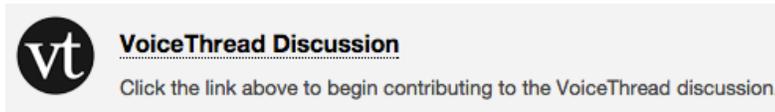
2. On the VoiceThread *Setup* page, select the option that is most appropriate for your activity. Students are directed to whatever choice you make.

Note: Once you make your choice, you cannot change it. If you make a mistake during setup, delete the link you just created and start over.

Course View: Take students to the main VoiceThread page for your course where they can create new VoiceThreads and view any that have been shared with the class.

Home: Direct students to their own homepages, where they can access their own VoiceThreads and create new ones.

Individual VT: Point students directly to a VoiceThread of your choice. With this option, you'll be prompted to select the VoiceThread you want to use.

Assignment Builder: This option takes students to a graded VoiceThread activity, the results of which will be sent back to the Blackboard gradebook. *See Create and Grade VoiceThread Assignments (PDF).*

3. You can add as many VoiceThread activities to your Blackboard course as needed. Each time, add a new link and configure the activity as described in the steps above.
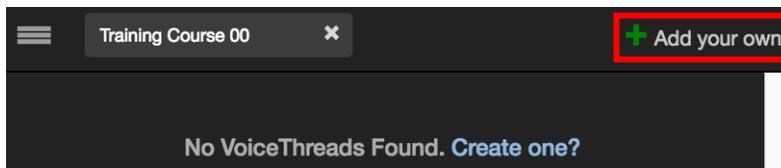
Create a VoiceThread

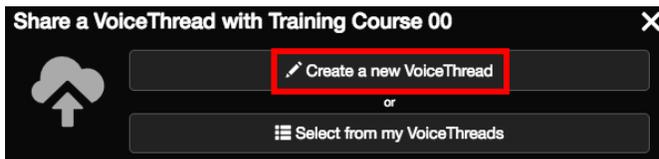*Note: Skip this step if you aren't creating a VoiceThread at this time.*

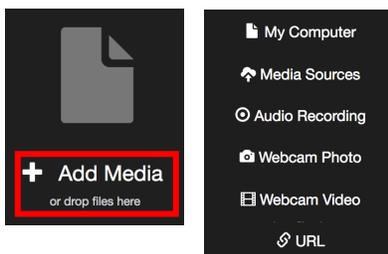1. Click on the VoiceThread link in Blackboard.

    VoiceThread Discussion
    Click the link above to begin contributing to the VoiceThread discussion.

2. On the VoiceThread course page, click **Add your own**.

    Training Course 00   ✖   ➕ Add your own

    No VoiceThreads Found. Create one?

3. Click **Create a new VoiceThread**.

    Share a VoiceThread with Training Course 00   ✕
    ✎ Create a new VoiceThread
    or
    ≣ Select from my VoiceThreads

4. Click **Add Media** and select the content for your VoiceThread.

    ➕ Add Media
    or drop files here

    📄 My Computer
    ☁ Media Sources
    ⊙ Audio Recording
    📷 Webcam Photo
    🎞 Webcam Video
    𝒮 URL

    Note: To upload a file from your computer, like an image or a PowerPoint presentation, choose <u>My Computer</u>. Alternatively, you can create new content like a webcam video.

5. 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
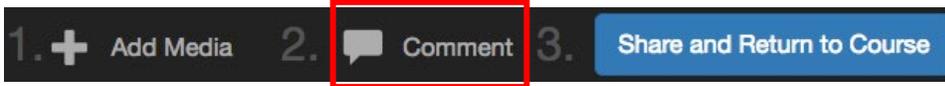
    Enter description
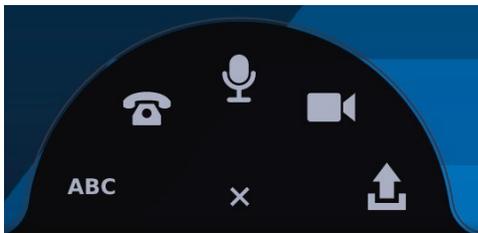
    Tags

    Enter tags

    Save

Comment on your VoiceThread

Note: Skip this step if you aren't commenting at this time.

1. Once you upload your media, click **Comment** in the options bar.

2. Click the **+** icon near the bottom of the VoiceThread and choose your desired commenting mode. Options include voice, video, text, or file upload.
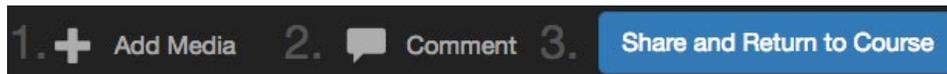

Note: Remember to save your comments when finished.

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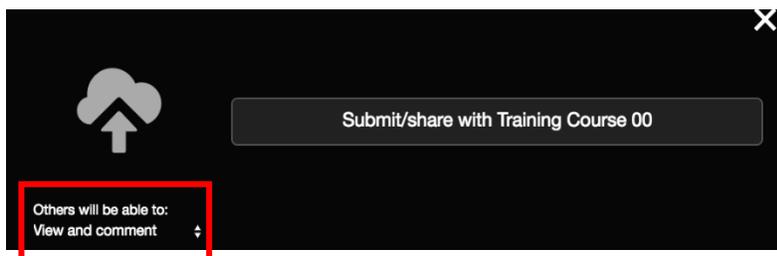

Share your VoiceThread

1. Click the **Share and Return to Course** button in the options bar.

2. Decide what others will be able to do with your VoiceThread and then click **Submit/share**.

Note: By default, others in your course can View and Comment on the VoiceThread.

3. Everyone in the course can now access it through the VoiceThread link in Blackboard.