

VoiceThread User Guide for Students

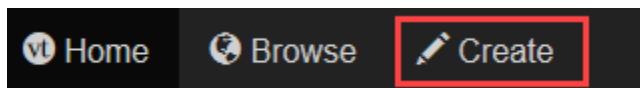
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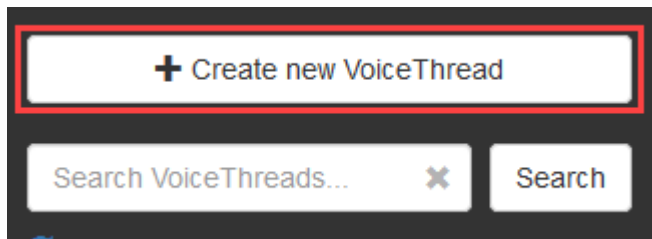
1. Create a VoiceThread

Depending on how the VoiceThread link has been set up by your tutor, you will see either of these two views for creating a new VoiceThread.

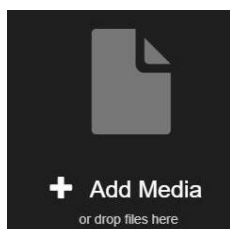
Option 1

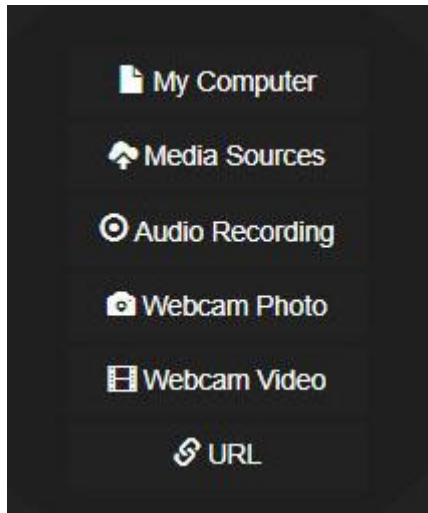


Option 2



Click on **Add Media** and select the **type of content** you want to add.



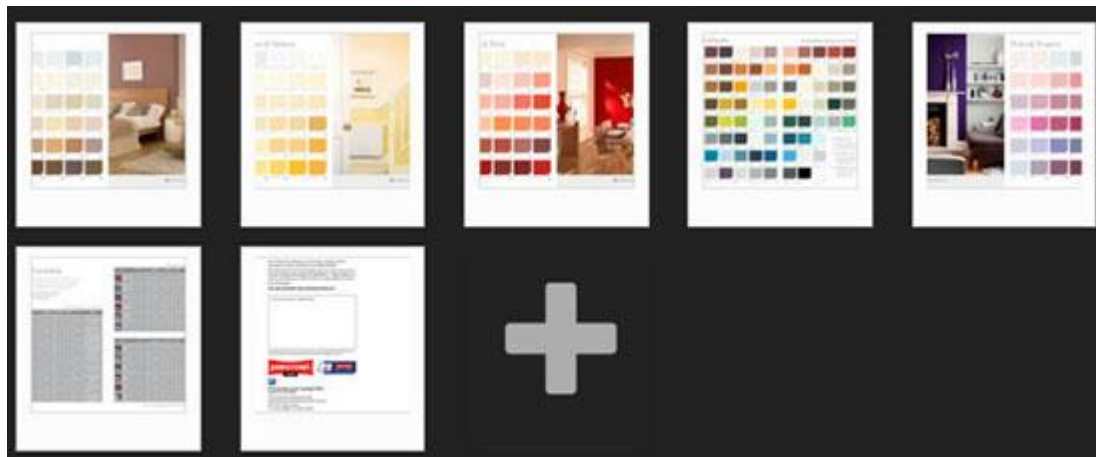


The permitted file types to upload from your computer are:

- Images - JPEG, GIF, PNG, BMP, and SVG
- Audio - MP3 or WAV
- Video - MP4, WMV, MOV, AVI
- Documents - DOC, DOCX, PDF, XLS, XLSX, ODT, and ODS
- Presentations - PPT, PPTX, Keynote, ODP, and PDF

N.B. Maximum file size: 3GB

In this example, we have used the My Computer option to upload a PDF. Once the file has been uploaded, it will be displayed like this:



The file(s) you selected will be uploaded and you will see the Thread Settings pop-up screen.

Title and Settings

When you add the first piece of content to your VoiceThread, you will be prompted to give the VoiceThread a title. Type your preferred title (and optional description) but **don't click Save** just yet!

Thread Settings

Title/Description Playback Options Cover Art

Title
Enter title

Description
Enter description

Tags
Enter tags

Save

Next, click on the **Playback Options** tab.

Thread Settings

Title/Description Playback Options Cover Art

Enable threaded commenting

Allow commenters to add slides to this VoiceThread

Allow others to download original media

Allow others to export

Start playing when opened

Allow others to make a copy

Enable Comment Moderation

Automatically advance to the next slide after 4 seconds

Don't allow commenters to delete their own comments

Limit each comment to 60 minutes 0 seconds

When recording, go to the next slide every 0 minutes 20 seconds

Pecha Kucha format Ignite format

Save as default

Allowed Comment Methods

Microphone

Webcam

Telephone

File upload

Text

Save

N.B. The telephone option is not available for the University so you can ignore that box.

You can amend these settings as you wish. The image below shows the suggested settings for a typical VoiceThread. You can save your settings as the default for any future VoiceThreads you create.

Thread Settings

Title/Description Playback Options **Cover Art**

- Enable threaded commenting
- Allow commenters to add slides to this VoiceThread
- Allow others to download original media
- Allow others to export
- Start playing when opened
- Allow others to make a copy
- Enable Comment Moderation

Allowed Comment Methods

- Microphone
- Webcam
- Telephone
- File upload
- Text

- Automatically advance to the next slide after seconds
- Don't allow commenters to delete their own comments
- Limit each comment to minutes seconds
- When recording, go to the next slide every minutes seconds

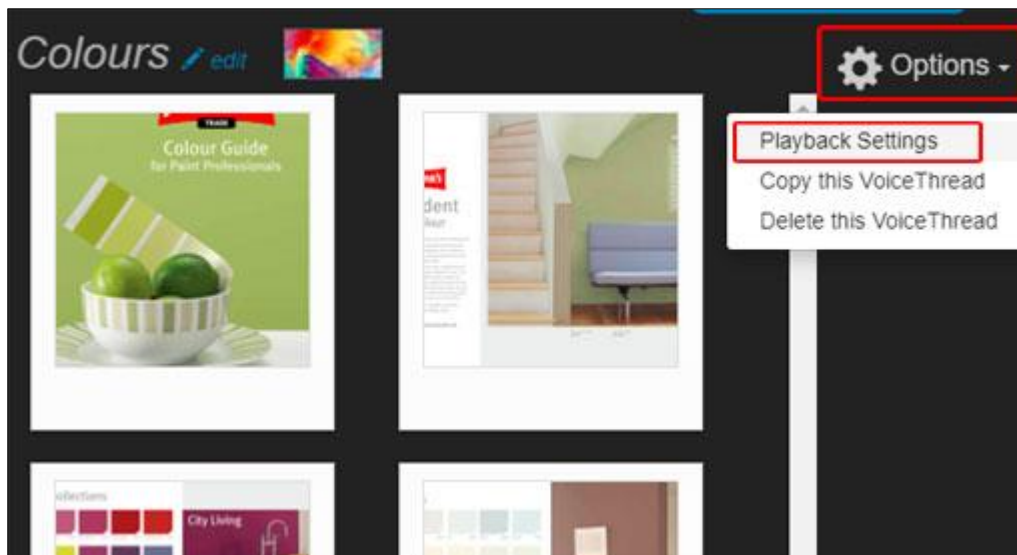
Pecha Kucha format Ignite format

Save as default ??

Save

When you have finished selecting your preferred settings, **press the Save button.**

TIP: You can amend the **Playback Settings** at a later time by clicking on the **Options** button to the right of the slides (in Edit view) and selecting Playback Settings from the drop-down menu.



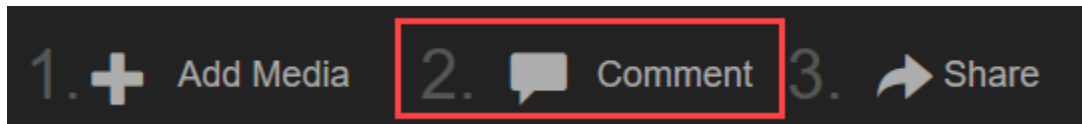
2. Add Comments

The next stage of creating your VoiceThread is to add Comments.

Press the **X** in the top right-hand corner of your VoiceThread to close it.

N.B. VoiceThread automatically saves everything as you go along.

Press the **Comment** button on the toolbar.



Hover your mouse over the bottom middle of the VoiceThread to reveal the commenting options. Click the + sign at the bottom of the slide and select which sort of comment you want to make.



The comment type options are:

- Text
- Record audio
- Record video
- Upload file (pre-recorded audio or video only)



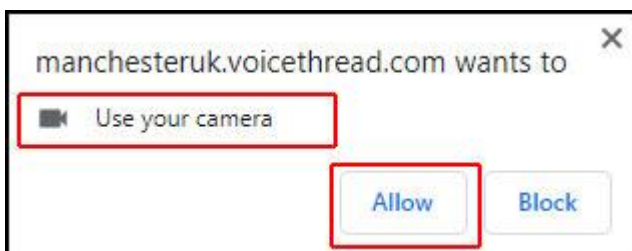
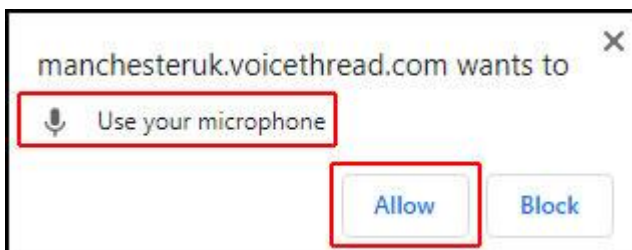
Comment with Text

Press the ABC icon to type a text comment and press the Save button. Your comment will appear on the left. You can use a text comment to create a link to another website.



Comment with Audio or Video

When you select to comment using audio (microphone) or video (webcam) for the first time, you will be asked to allow your browser access to your microphone and/or webcam. In each case, click the Allow button.



With both audio and video comments, you will see a 4-second countdown before recording begins.



Recording will start once the countdown has finished. There will be a **Stop Recording** link underneath the slide you are commenting on.

Stop Recording

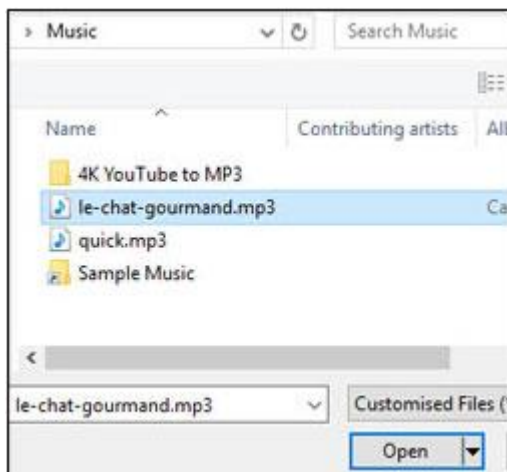
Press the Stop Recording link when you have finished recording your comment. Your comment will be uploaded and played back to you. You will have the option to **Save** the comment, or **Cancel** it and re-record.



If you choose to save your recorded comment, it will appear in the Conversation Channel on the left.

Upload a Comment

This option is for **pre-recorded audio and video files only**. You can upload recordings you have made elsewhere, e.g. your mobile phone, tablet, etc. that have been transferred to your computer.

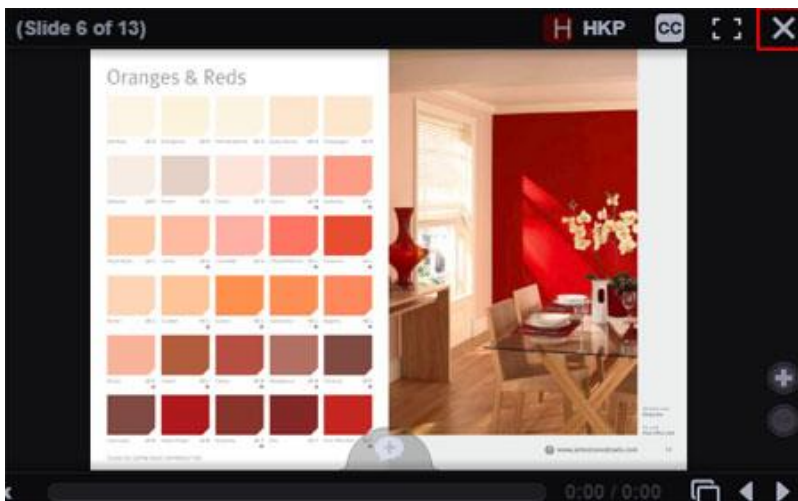


How Comments Are Displayed

When you have finished adding comments to your slides, they will appear in the **Conversation Channel** down the left-hand side of the screen. Each comment shows your initials or your profile picture (if you have uploaded one).



When you have finished adding comments, close the VoiceThread by clicking the 'X' in the top right-hand corner.

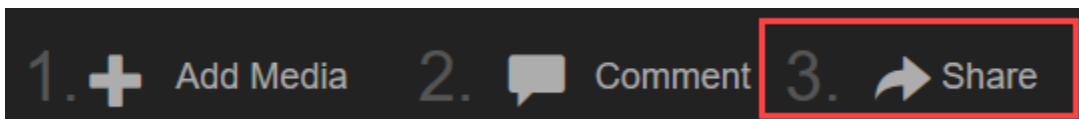


3. Share or Submit Your VoiceThread

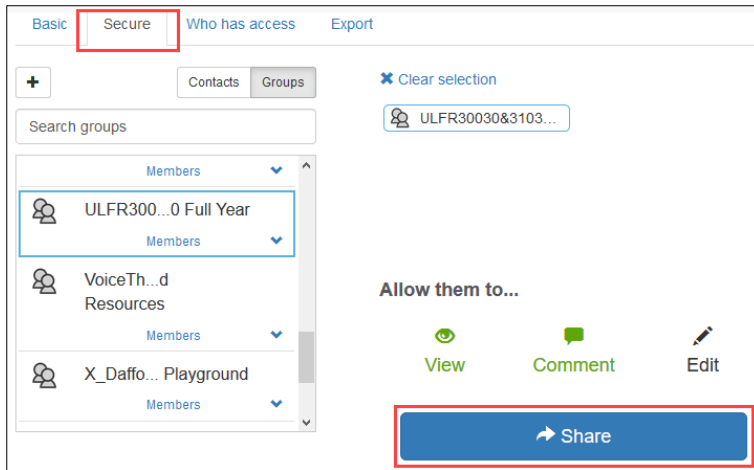
When you have finished adding content and comments to your VoiceThread, and depending on the type of VoiceThread link your tutor has set up, you will see either of these two options:

- A. [Share](#)
- B. [Submit Assignment](#)

A. Share Your VoiceThread

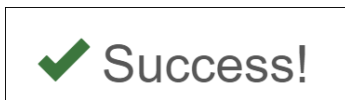


Pressing the **Share** button will open the Share popup window with the **Secure** tab active by default. From the list on the left, you can choose whichever course or group you want to share your VoiceThread with.



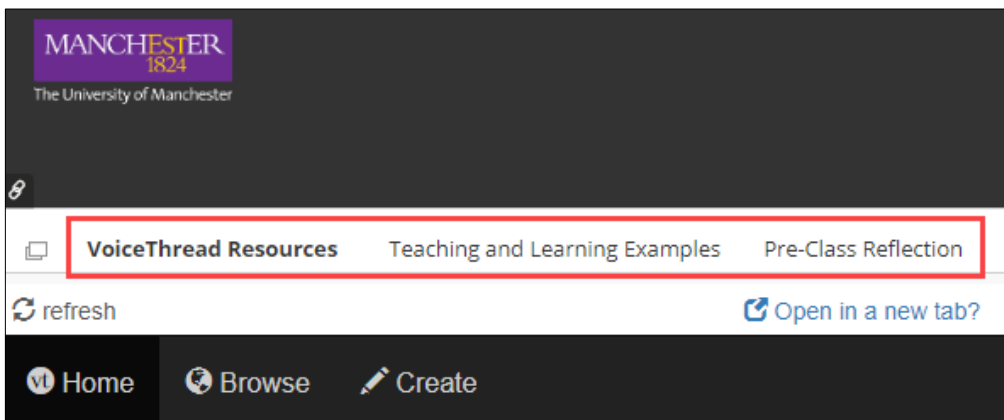
Click on your chosen course/group title to select it and press the **Share** button.

When you see the Success! screen, you can close the Sharing popup window.



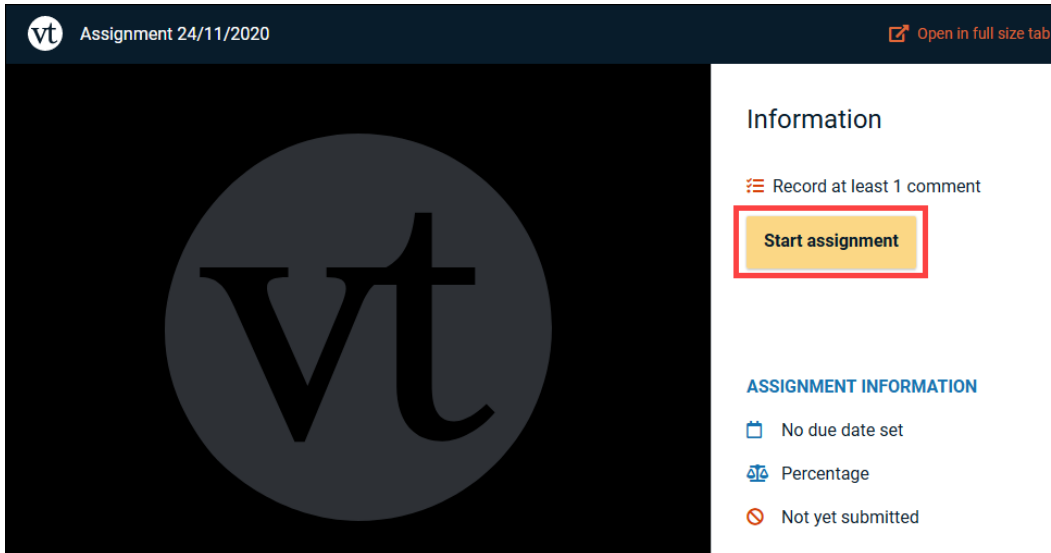
And that's it – you've created and shared your VoiceThread.

You can go back to your Blackboard course by using the breadcrumb trail above your VoiceThread.

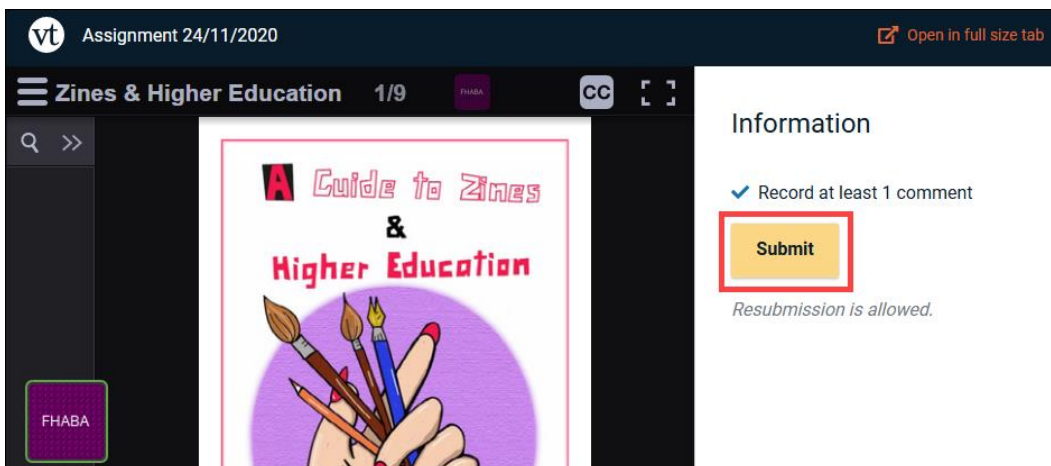


B. Submit Assignment

When you click into an assignment you will see a screen like the one below. Click **Start assignment** to start working on the task you've been set.



This white sidebar will remain on screen while you do your assignment. Once you've finished, and satisfied all the requirements of the assignment, the **Submit** button will become active. Click the **Submit** button to submit your assignment for marking.



You will see a **Success** pop-up confirming you have submitted your assignment.

