

# VoiceThread Workbook [Staff] v3.0 November 2020

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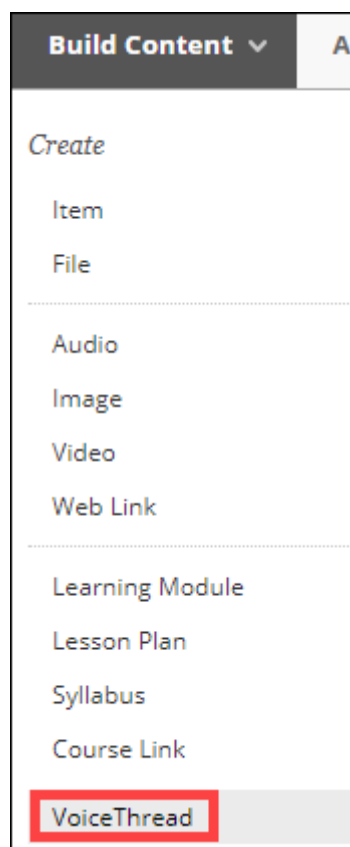
## Introduction

Setting up VoiceThread links in Blackboard is a 2-step process:

1. Add the VoiceThread link
2. Tell the link what to do

## Creating an Ungraded VoiceThread

In your Blackboard course, with **Edit Mode On**, select **VoiceThread** from the **Build Content** menu.



Give your VoiceThread a **title** and **brief description**.

★ Name  
VoiceThread Link

Colour of Name  
Black

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**B** *I* U ~~S~~ Paragraph Trebuchet MS 14px

Description of VoiceThread here

P » SPAN 4 WORDS POWERED BY TINY

**ATTACHMENTS**

Click **Submit** to proceed.

Cancel Submit



To set up your VoiceThread with no grading, select the **No** button in the **Enable Evaluation** options. The default setting is **No**, i.e. ungraded.

**MARKING**

Enable Evaluation ☐ Yes ☒ No

Press the **Submit** button.



Your VoiceThread link will appear in your Blackboard course.



 **VoiceThread Link** 



Description of VoiceThread here

When you click on the VoiceThread link you just created, the **VoiceThread Setup** page appears.

**VoiceThread Setup**

 **Course View** 

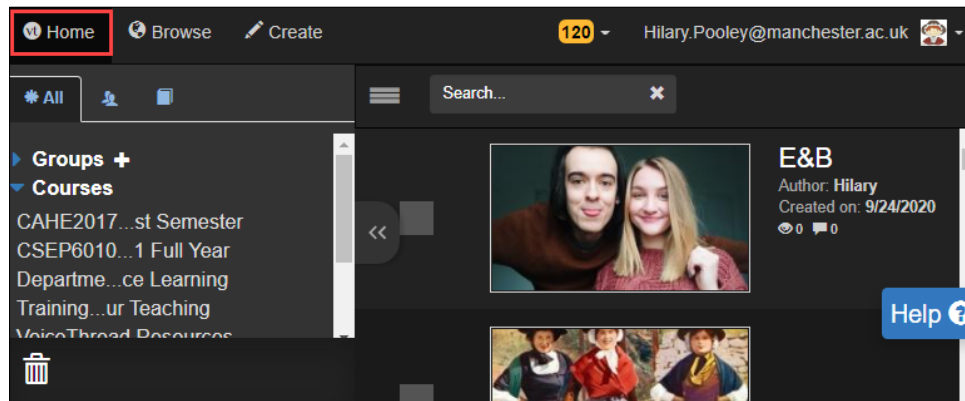
 **Home** 

 **Individual VT** 

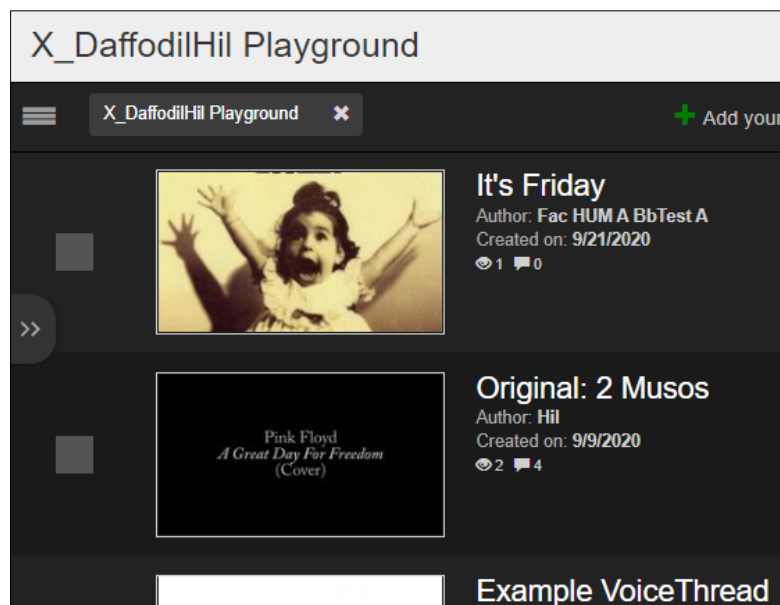
You have 3 options to choose from:

1. Link to **VoiceThread Home** - this displays all the VoiceThreads you have ever created or that have been shared with you.
2. Link to **Course View** - this displays all the VoiceThreads that have been shared with the Blackboard course in which you clicked the VoiceThread link
3. Link to an **Individual VT** - this opens one specific VoiceThread.

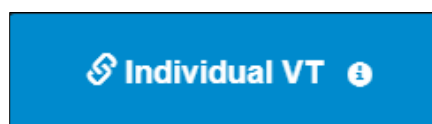
## Link to VoiceThread Home



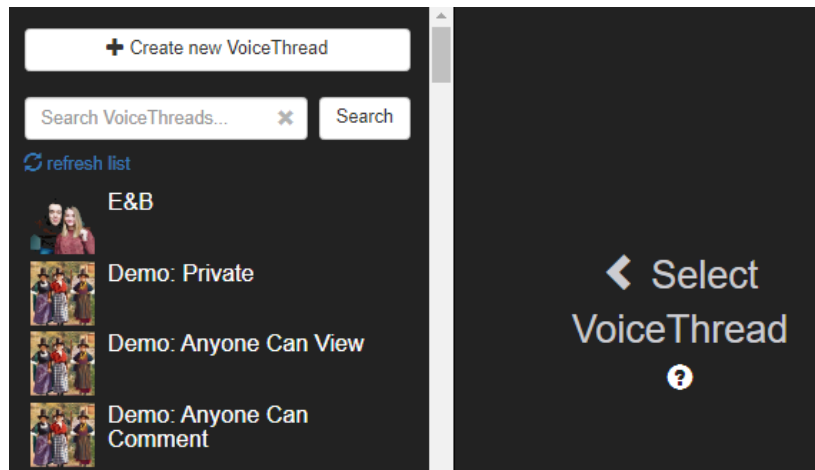
## Link to Course View



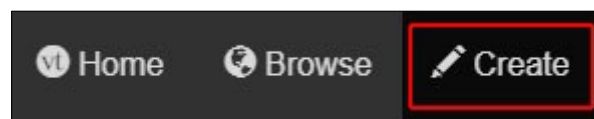
## Link to an Individual VT



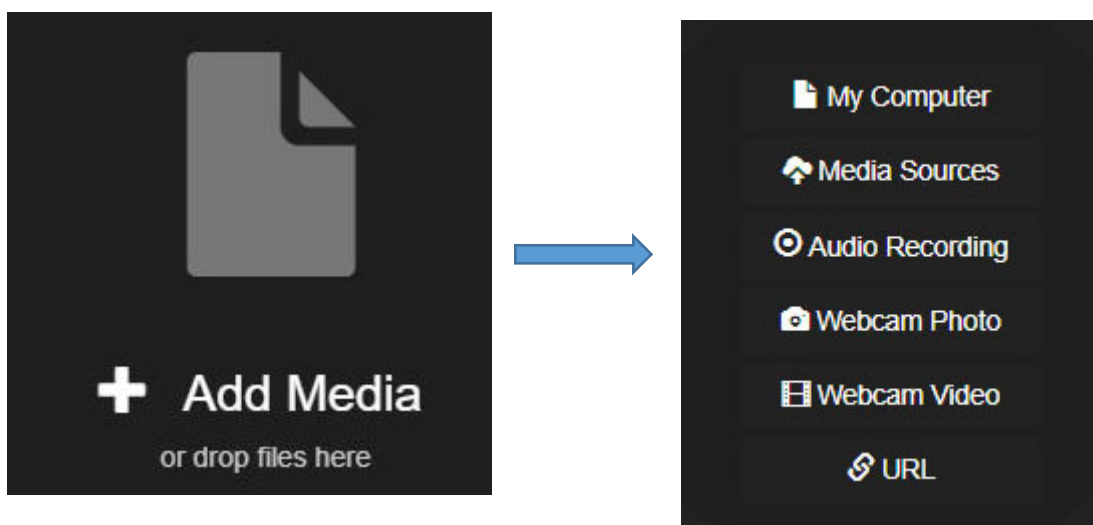
You can either link to a VoiceThread from the list on the list by clicking on it, or you can create a new VoiceThread.



To create a new VoiceThread, press the **Create** button from the toolbar.



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

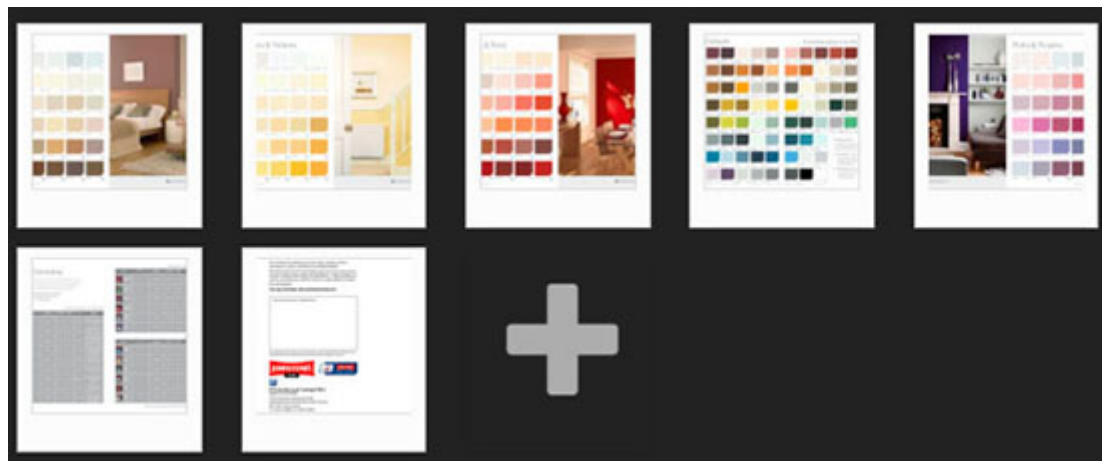


The permitted file types are:

- 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, each page will be displayed as a slide.



The file(s) you selected will be uploaded and you will see the Thread Settings options.

## Thread Settings

The default view of the Thread Settings is the **Title/Description** tab. Give your VoiceThread a title and description (optional) 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

**Allowed Comment Methods**

☒ Microphone

☒ Webcam

☐ Telephone

☒ File upload

☒ Text

☐ 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

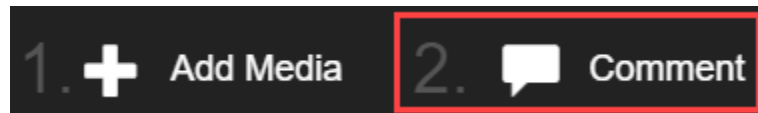
☐ Save as default

**Save**

You can amend other settings as you wish. You can save your settings as the default for any future VoiceThreads you create. When you have finished selecting your preferred settings, press the **Save** button.

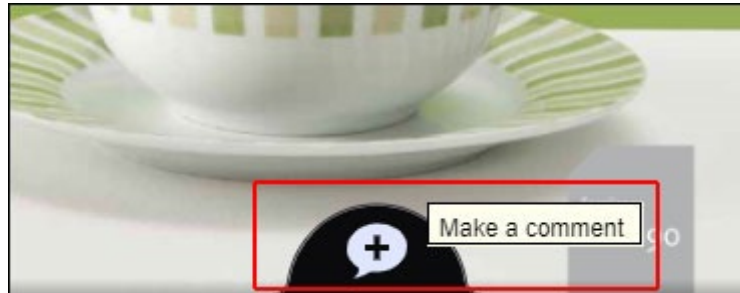
## Add Comments to your VoiceThread

To add comments to your VoiceThread slides, press the **Comment** button on the top left toolbar.



You will see the first slide of your VoiceThread.

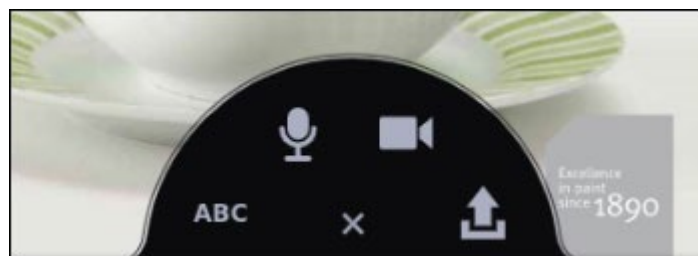
Click the + sign at the bottom of the slide and select which sort of comment you want to make:



The comment type options are:

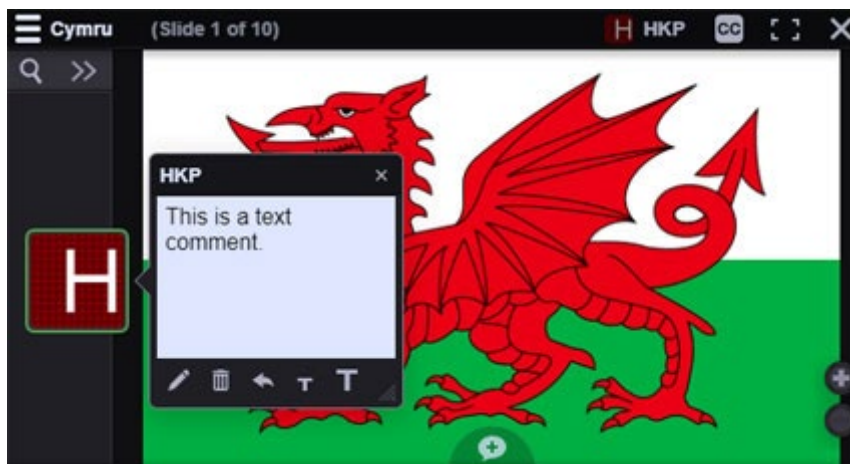
- Text
- Record audio
- Record webcam video
- Upload pre-recorded audio or video files.

## Commenting with Text



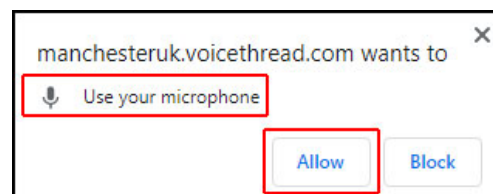
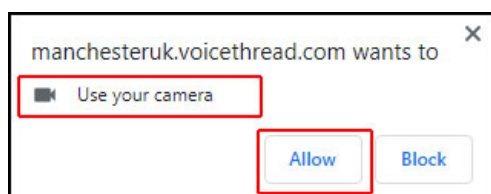
Press the **ABC** link to add a text comment and press the **Save** button. Your comment will appear in the **Conversation Channel** on the left of the VoiceThread slide.





## Commenting with Audio or Video

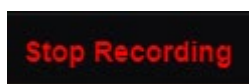
When you select to comment using audio or video for the first time, you will need to allow VoiceThread to **access your microphone or webcam**. In each case, click the **Allow** button.



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.



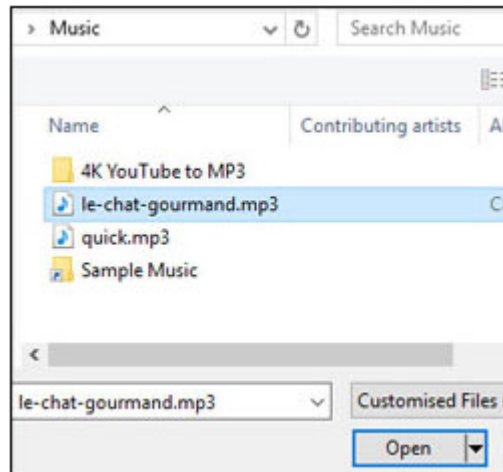
Press the Stop Recording link when you have finished recording your comment. After a few moments, you will have the option to **Save** the comment, or **Cancel** and re-record.



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

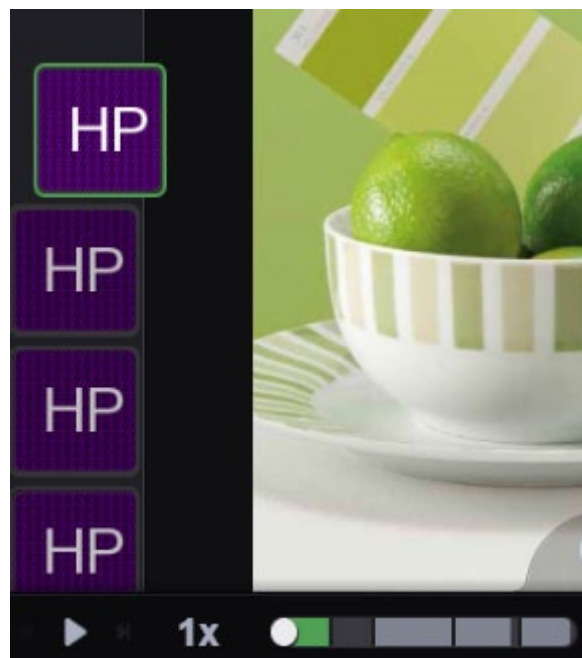
## Commenting with Pre-recorded Audio or Video

When you choose to upload a pre-recorded audio or video file, you can select the file from a File Browser window that will show any supported audio/video file types.

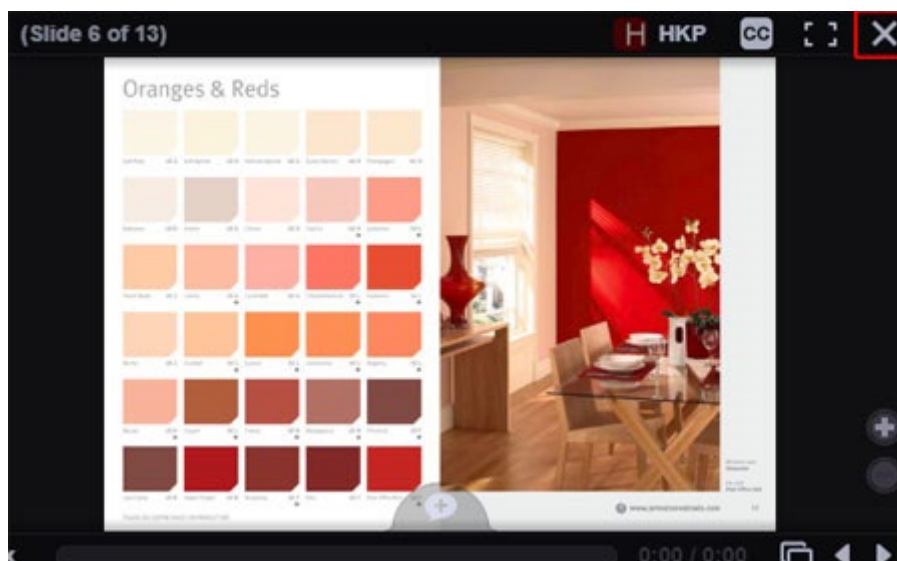


## How Comments are Displayed

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



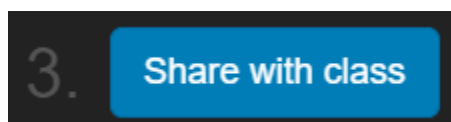
When you have finished adding comments, close the VoiceThread by clicking the 'X' in the top right-hand corner.



## Share Your VoiceThread

When you've finished adding content and comments to your VoiceThread, you need to **Share** it with your students.

Click the **Share** button on the toolbar above the slides.



Now select the **Group** (course) you want to share the VoiceThread with, choose what you want them to be able to do, i.e. **View Only**; **View and Comment**; or **View Comment and Edit**.

Finally click the **Share** button. You should see a **Success!** message.

Share: Colours

Basic Secure Who has access Export

+ Contacts Groups

Search groups

Clear selection

\_DaffodilHil Playgr...

\_Daffod... Playground  
Members

Standar... Humanities  
Members

Testing... HKP and RW  
Members

VoiceThread Eval

Get a link

Allow them to...

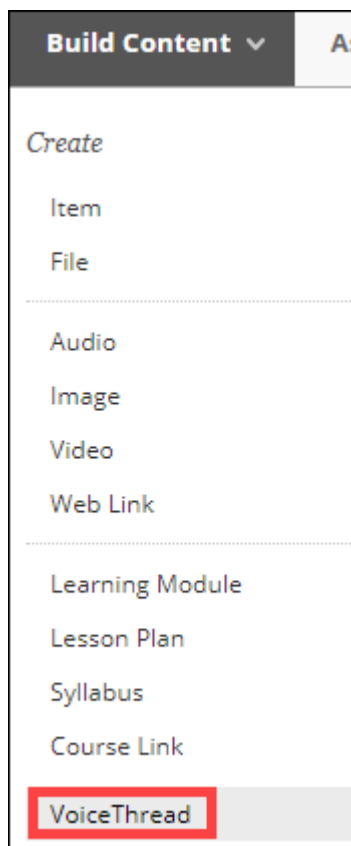
View Comment Edit

Share

Notify by email



## Set up a Graded Assignment



In your Blackboard course, with **Edit Mode On**, select **VoiceThread** from the **Build Content** menu.

Give your VoiceThread a **title** and **brief description**.

**\* Name**

VoiceThread Assignment

**Colour of Name**

Black

**Description**

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**B I U S** Paragraph Trebuchet MS 14px **☰** **☷** **A** **✎** **...**

Assignment instructions go here

P » SPAN 4 WORDS POWERED BY TINY

**ATTACHMENTS**

Click **Submit** to proceed.

Cancel Submit

To set up a **graded** VoiceThread, select **Yes** for **Enable Evaluation** and enter a figure for **Points Possible**.

**MARKING**

Enable Evaluation
☒ Yes
☐ No

*To set additional marking options, use the Column settings in the Grade Centre*

\* Points Possible

Visible to Students
☒ Yes
☐ No

Due Date

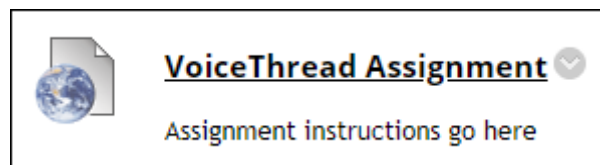



*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

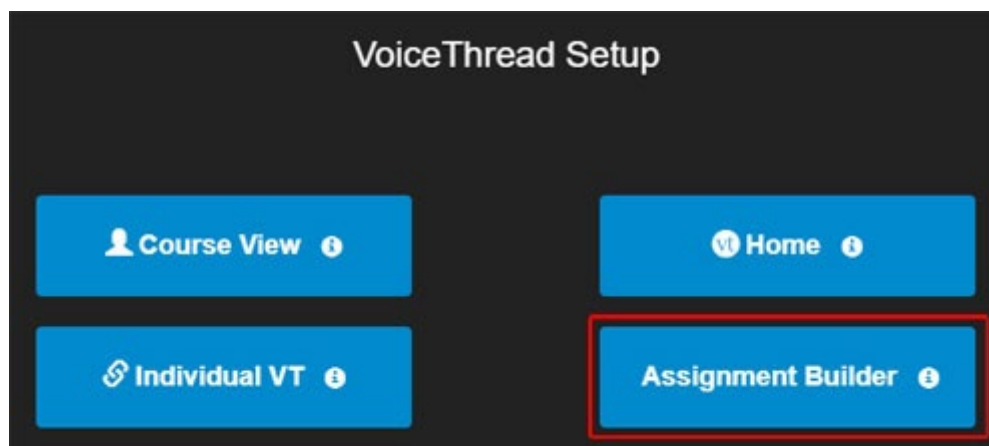
You can also set a Due Date (optional).

Press the **Submit** button.

Your VoiceThread assignment link will appear in your Blackboard course.



When you click on this VoiceThread Assignment link in your Blackboard course, you will now see a new button: **Assignment Builder**.



To create the assignment, press the **Assignment Builder** button.

There are three assignment types to choose from:

1. **Create a VoiceThread:**  
requires students to create and submit a unique VoiceThread of their own.
2. **Submit a Comment:**  
requires students to post and submit comments on a VoiceThread posted by you. You decide the number of comments required by each student.
3. **Watch a VoiceThread:**  
requires students to view an entire VoiceThread posted by you. The system will not allow a student to submit verification of viewing until the entire VoiceThread plays from beginning to end.

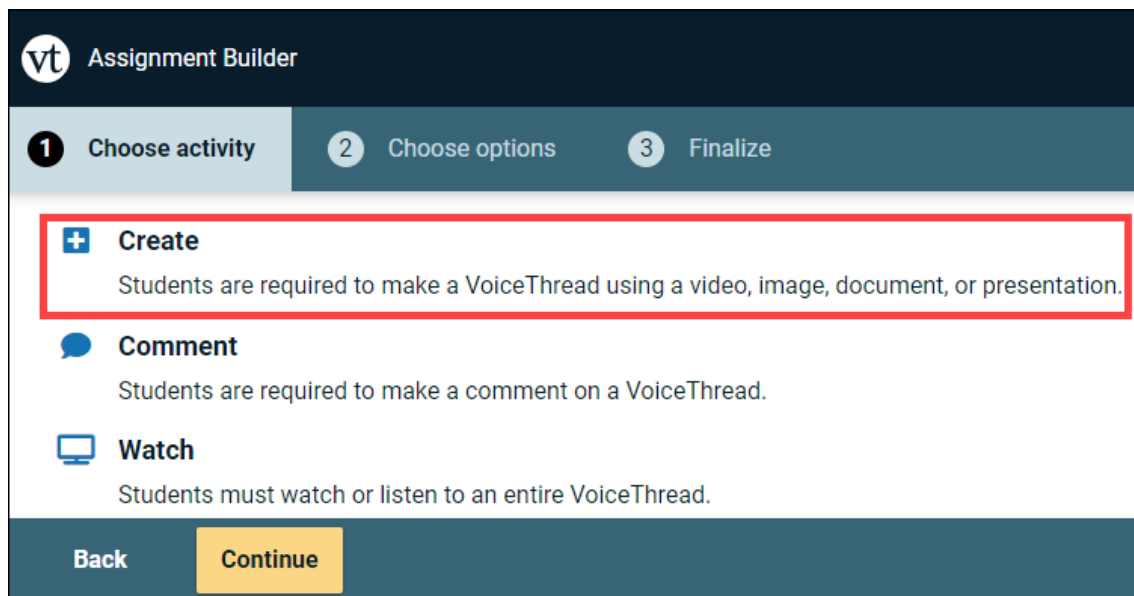
The screenshot shows the 'Assignment Builder' interface for VoiceThread. At the top, there is a dark blue header with the 'vt' logo and the text 'Assignment Builder'. To the right of the header is a link that says 'Open in full size tab'. Below the header is a light blue bar with the text '1 Choose activity'. The main area is white and contains three options, each with an icon and a description:

- Create** (plus icon): Students are required to make a VoiceThread using a video, image, document, or presentation.
- Comment** (speech bubble icon): Students are required to make a comment on a VoiceThread.
- Watch** (monitor icon): Students must watch or listen to an entire VoiceThread.

At the bottom, there is a dark blue bar with two buttons: 'Back' and 'Continue'.

## Assignment Type 1: Create a VoiceThread

Click on **Create** and then click **Continue**.



The screenshot shows the 'Assignment Builder' interface for VoiceThread. At the top, there's a dark blue header with the 'vt' logo and the text 'Assignment Builder'. Below this is a progress bar with three steps: '1 Choose activity' (highlighted in light blue), '2 Choose options', and '3 Finalize'. The main content area lists three activity options: 'Create' (with a plus icon), 'Comment' (with a speech bubble icon), and 'Watch' (with a monitor icon). The 'Create' option is highlighted with a red rectangular border and includes the description: 'Students are required to make a VoiceThread using a video, image, document, or presentation.' The 'Comment' option includes the description: 'Students are required to make a comment on a VoiceThread.' The 'Watch' option includes the description: 'Students must watch or listen to an entire VoiceThread.' At the bottom, there are two buttons: 'Back' and 'Continue' (highlighted in yellow).

This will take you to the **Choose options** menu which will allow you to set up the basic parameters you wish all student VoiceThreads to follow.

Once you have selected your preferred options for the assignment, click **Continue** and you will be taken to the **Finalize** tab. Fill in the options and select **Publish** to save your assignment.



## Assignment Type 2: Submit a Comment

You can either select an existing VoiceThread for students to comment on or create a new one. Choose comment **Options**, **Finalize** and **Publish**.

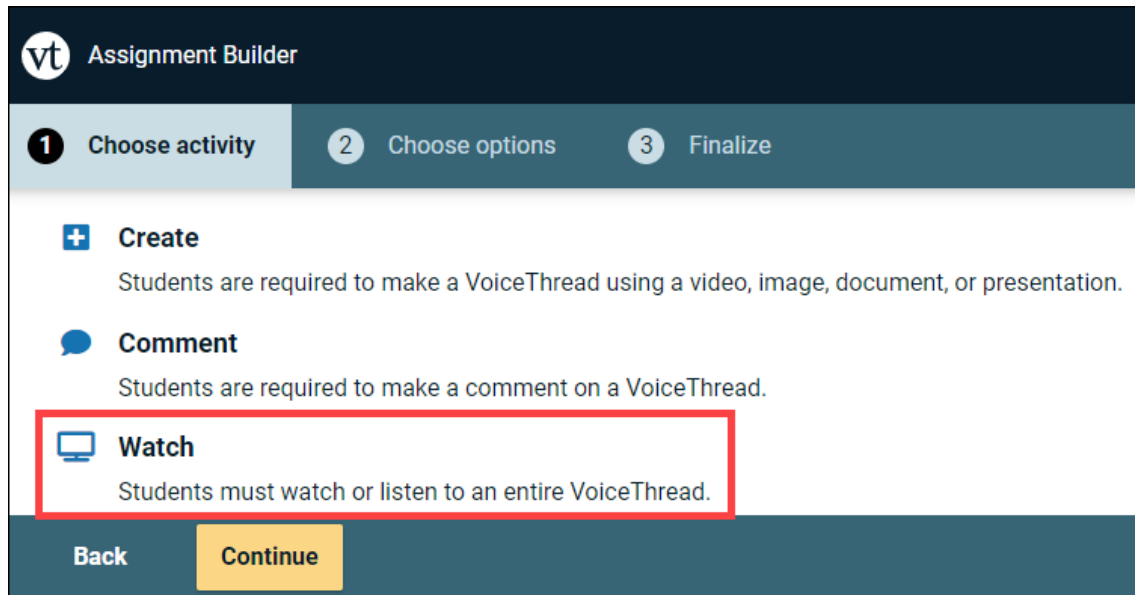
The screenshot shows the 'Assignment Builder' interface for VoiceThread. At the top, there's a dark blue header with the 'vt' logo and the text 'Assignment Builder'. Below this is a progress bar with three steps: '1 Choose activity' (highlighted), '2 Choose options', and '3 Finalize'. The main content area lists three activity options: 'Create' (with a plus icon), 'Comment' (with a speech bubble icon and highlighted by a red box), and 'Watch' (with a monitor icon). Each option has a brief description: 'Create' requires students to make a VoiceThread using a video, image, document, or presentation; 'Comment' requires students to make a comment on a VoiceThread; and 'Watch' requires students to watch or listen to an entire VoiceThread. At the bottom, there are two buttons: 'Back' and 'Continue'.

### Optional: Comment Moderation

Comment Moderation allows you to review all comments before allowing others to see them. If Comment Moderation is **enabled**, your students can't see one another's comments unless you choose to reveal them.

## Assignment Type 3: Watch a VoiceThread

For this type of assignment, select an existing VoiceThread or create a new one. Choose playback Options, Finalize and Publish.



The screenshot shows the 'Assignment Builder' interface for VoiceThread. At the top, there's a dark blue header with the 'vt' logo and the text 'Assignment Builder'. Below this is a progress bar with three steps: '1 Choose activity' (highlighted in light blue), '2 Choose options', and '3 Finalize'. The main content area lists three activity options: 'Create' (with a plus icon), 'Comment' (with a speech bubble icon), and 'Watch' (with a monitor icon). The 'Watch' option is highlighted with a red rectangular border. Below each option is a description: 'Students are required to make a VoiceThread using a video, image, document, or presentation.' for 'Create'; 'Students are required to make a comment on a VoiceThread.' for 'Comment'; and 'Students must watch or listen to an entire VoiceThread.' for 'Watch'. At the bottom, there are two buttons: 'Back' and 'Continue' (highlighted in yellow).

Your students will now be able to access the VoiceThread assignment.

## Grading a VoiceThread Assignment

When you are ready to grade the students' submissions, click the VoiceThread assignment link in your Blackboard course. This will take you to the Assignment Inbox grading area.

All submissions are listed by student name on the right side of the screen, and you can send reminder emails to students from this view.

vt Grading: VT Assignment

Assignment overview

**ASSIGNMENT TYPE** Watch

**GRADE TYPE** Pass / Fail

▶ ASSIGNMENT CONTENT

Both students who have submitted and not submitted will show in this list

Remind students who have not submitted using this button

UNGRADED (4) GRADED(0)

Search

Fac HUM A BbTest A UNATTEMPTED

Fac HUM B BbTest B UNATTEMPTED

Ray Wilson UNATTEMPTED

Elsa Lee UNATTEMPTED

REMIND STUDENTS

Selecting a student's name allows you to view their submission and enter a grade.

vt Grading: VoiceThread Assignment

Zines & Higher Education 1/9 Lauren ... CC

UNGRADED (4) GRADED(0)

Search

Fac HUM A BbTest A SUBMITTED Nov 23, 2020 • 4:24pm

Nov 23, 2020 • 4:24pm

SAVE GRADE

Additional options

Fac HUM B BbTest B UNATTEMPTED

Fac HUM A BbTest A

This is a really great resource. I like how it allows for a more creative approach.

**Type a grade** value in the box highlighted in red and press the **Enter key** on your keyboard. This grade will be entered into your Blackboard course Grade Centre.

If you have set the assignment to be worth fewer than 100 points, *still grade it on a scale of 0-100*, and the score will be adjusted accordingly in the Grade Centre.