MANCHESTER 1824
The University of Manchester

VoiceThread Workbook [Staff] v3.0 November 2020

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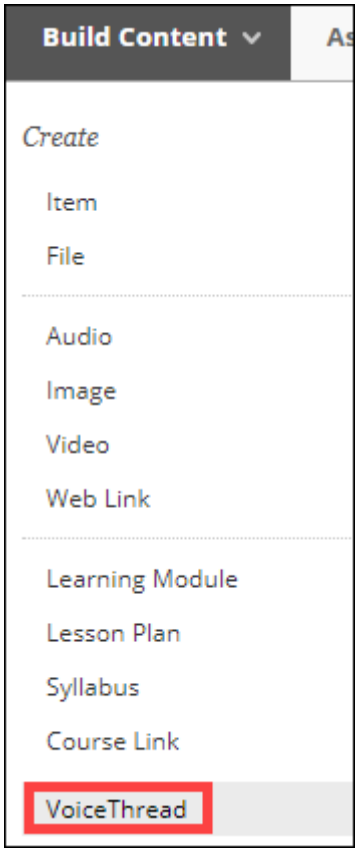
Introduction

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

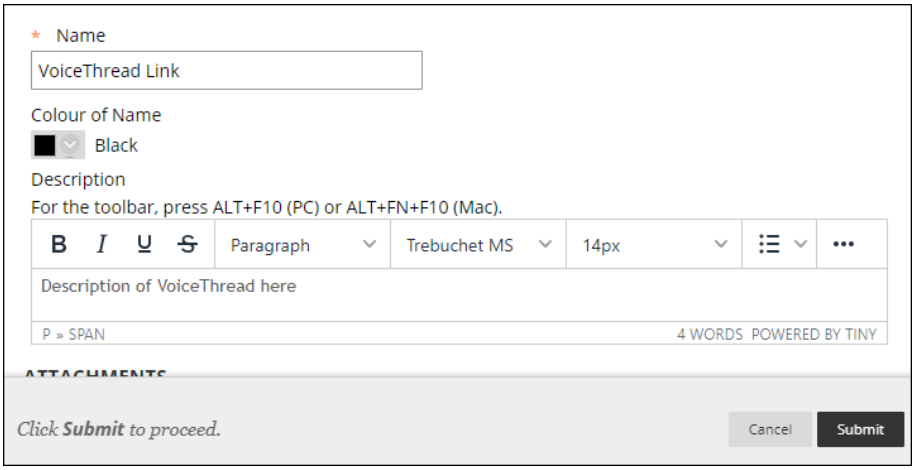
1. Add the VoiceThread link
2. Tell the link what to do

Creating an Ungraded VoiceThread

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



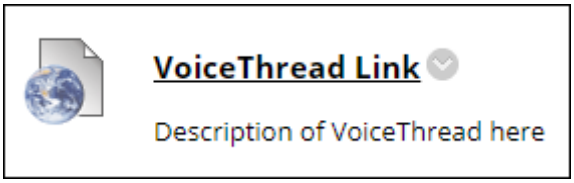
Give your VoiceThread a **title** and **brief description.**



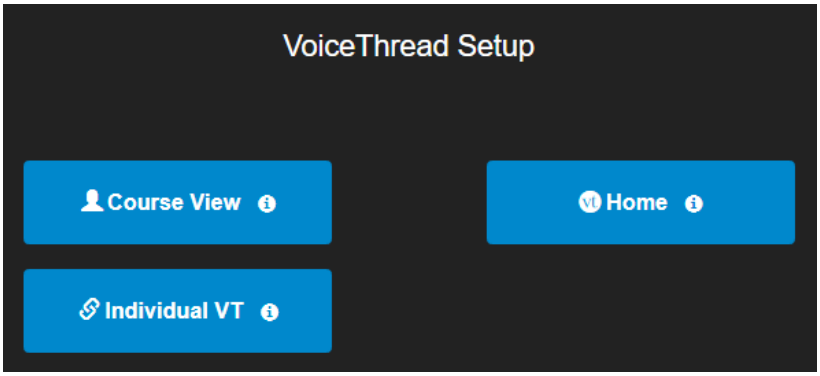
To set up your VoiceThread with no grading, select the **No** button in the **Enable Evaluation** options. The default setting is **No**, i.e. ungraded.

Press the **Submit** button.

Your VoiceThread link will appear in your Blackboard course.



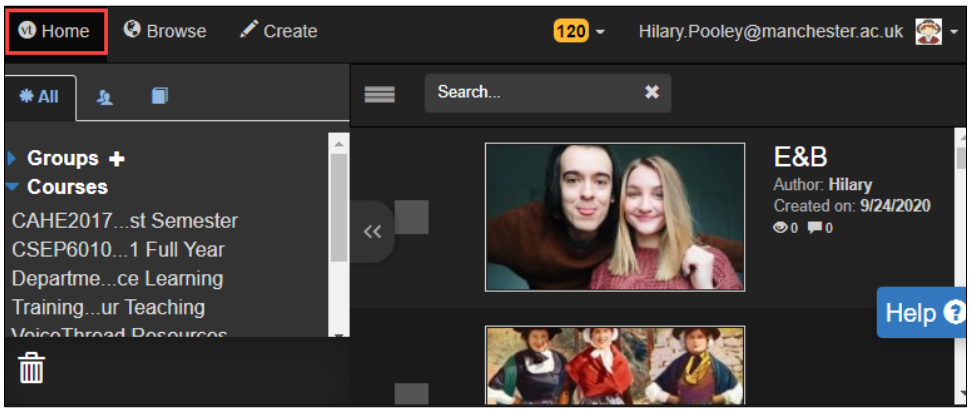
When you click on the VoiceThread link you just created, the **VoiceThread Setup** page appears.



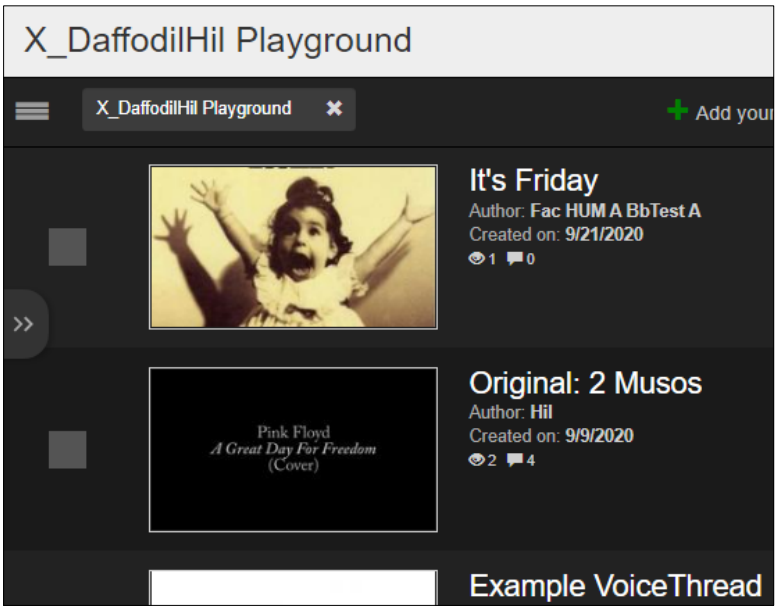
You have 3 options to choose from:

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

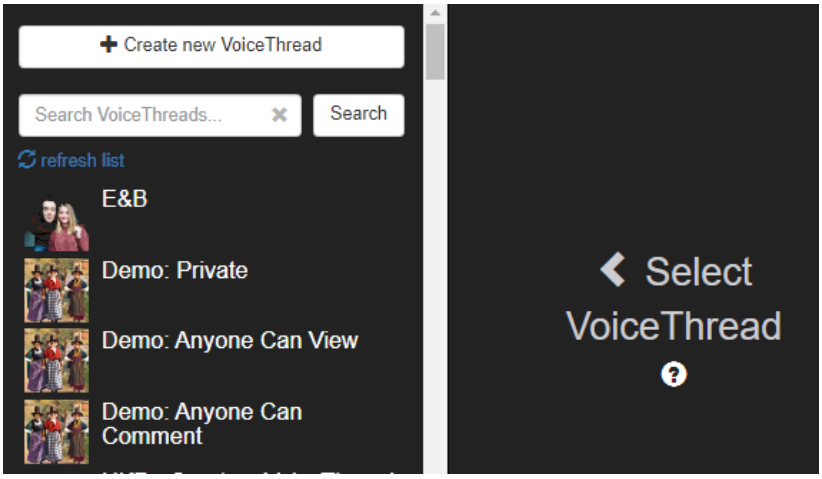


Link to Course View

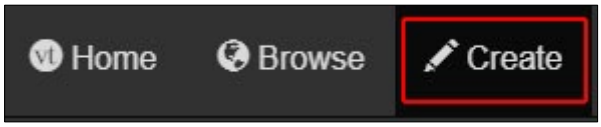


Link to an Individual VT

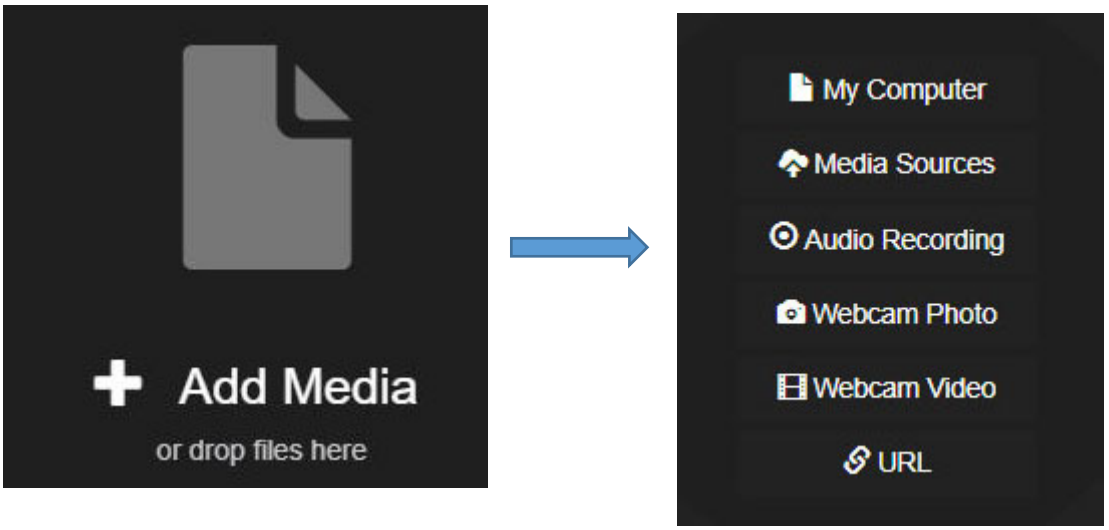
You can either link to a VoiceThread from the list on the list by clicking on it, or you can create a new VoiceThread.



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.

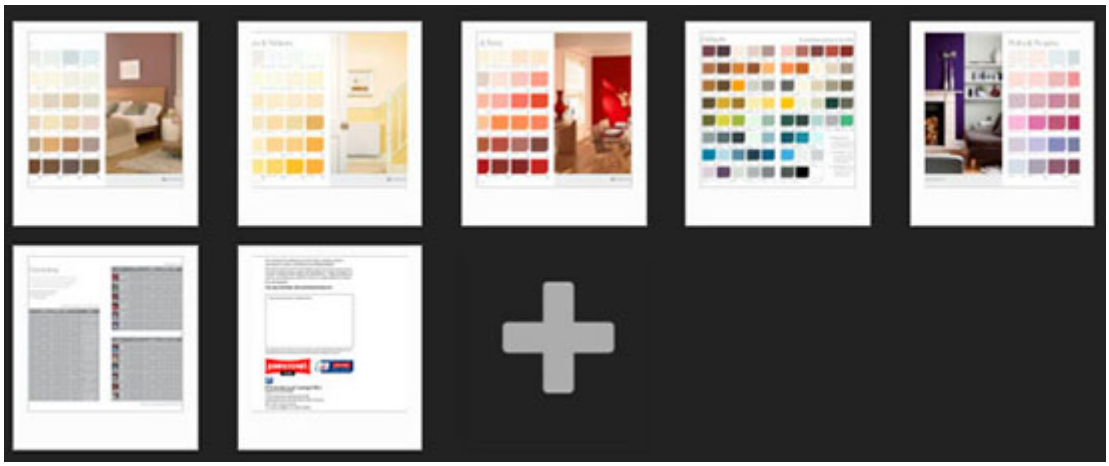


The permitted file types are:

- 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

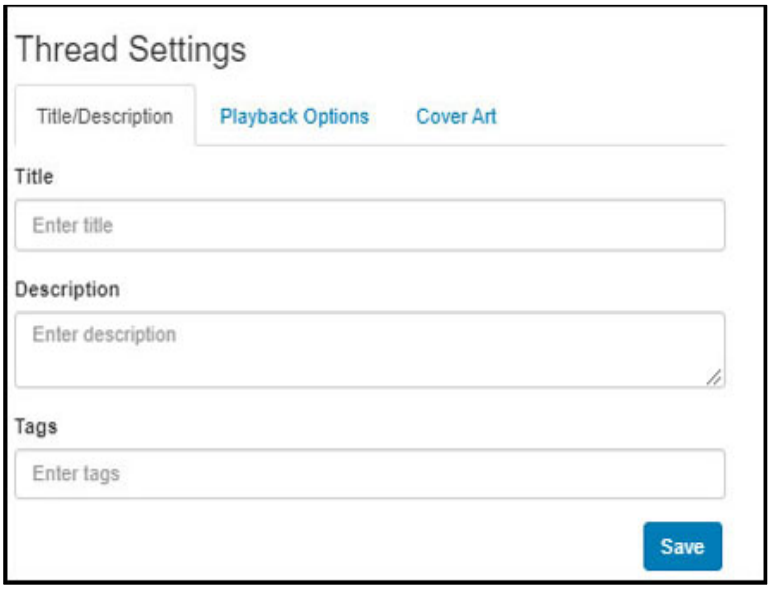
In this example, we have used the My Computer option to upload a PDF. Once the file has been uploaded, each page will be displayed as a slide.



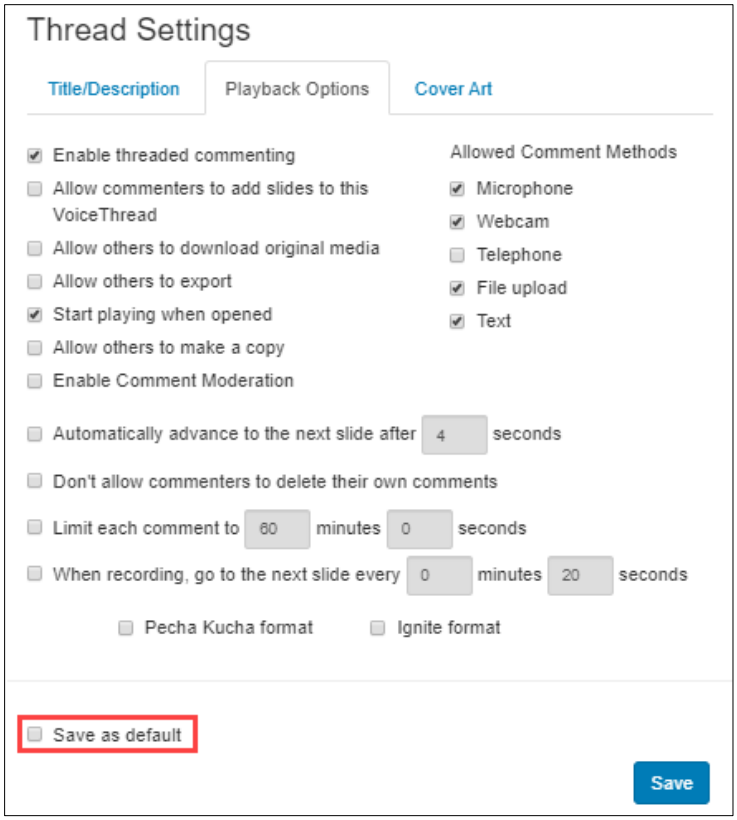
The file(s) you selected will be uploaded and you will see the Thread Settings options.

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!



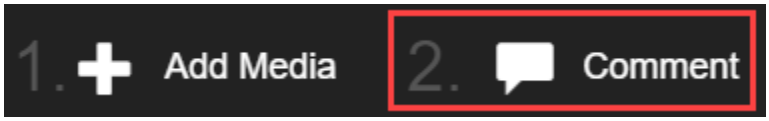
Next, click on the **Playback Options** tab.



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:

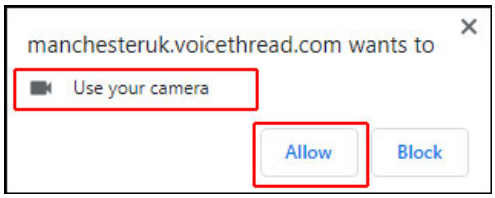
- Text
- Record audio
- Record webcam video
- Upload pre-recorded audio or video files.

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.

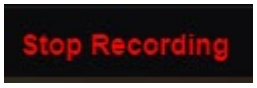
Commenting with Audio or Video

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.

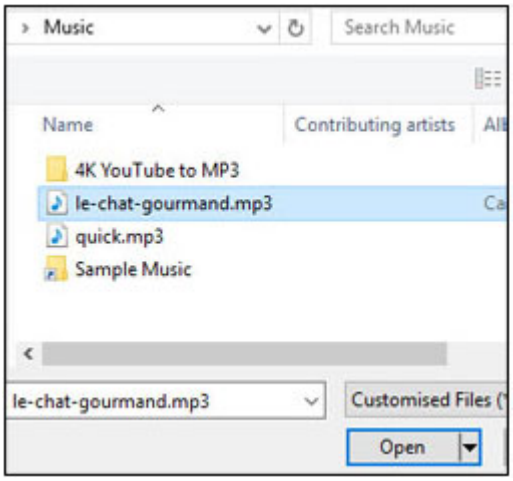


Press the Stop Recording link when you have finished recording your comment. After a few moments, you will have the option to **Save** the comment, or **Cancel** and re-record.

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

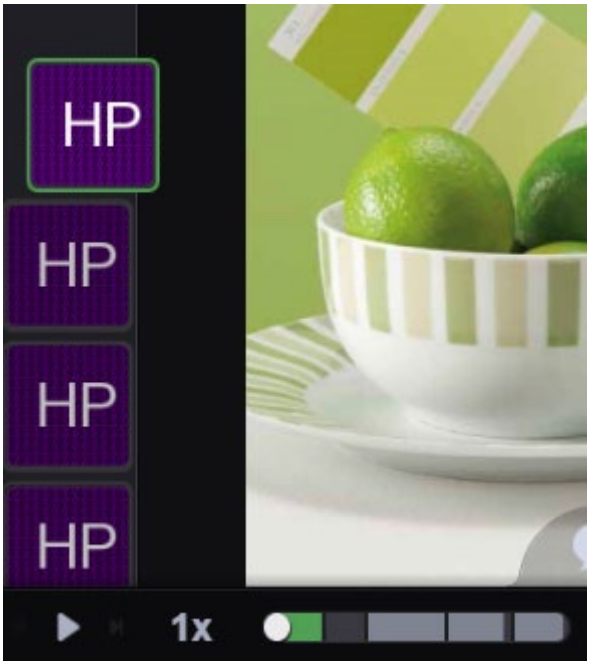
Commenting with Pre-recorded Audio or Video

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.

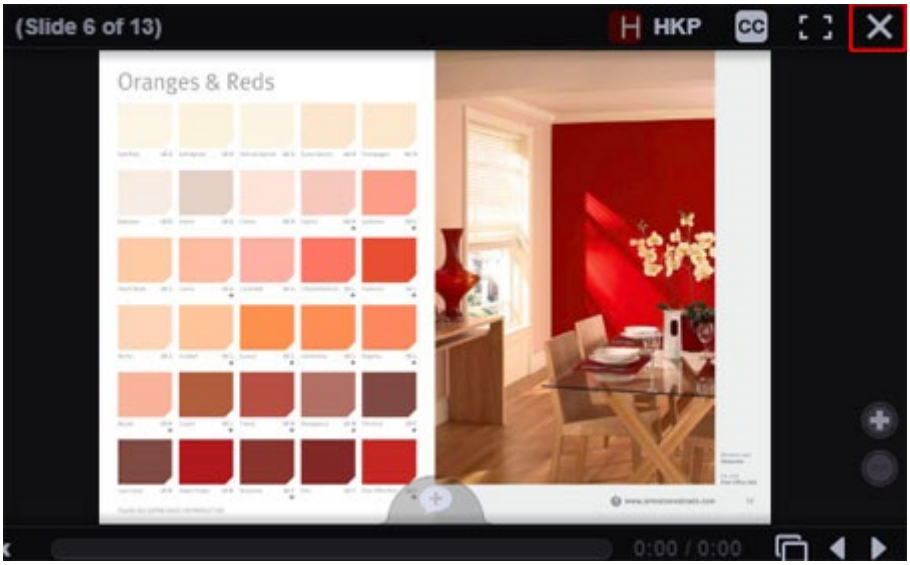


How Comments are Displayed

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).



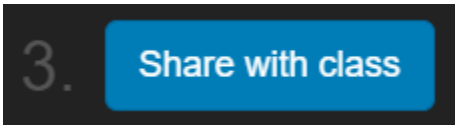
When you have finished adding comments, close the VoiceThread by clicking the 'X' in the top right-hand corner.



Share Your VoiceThread

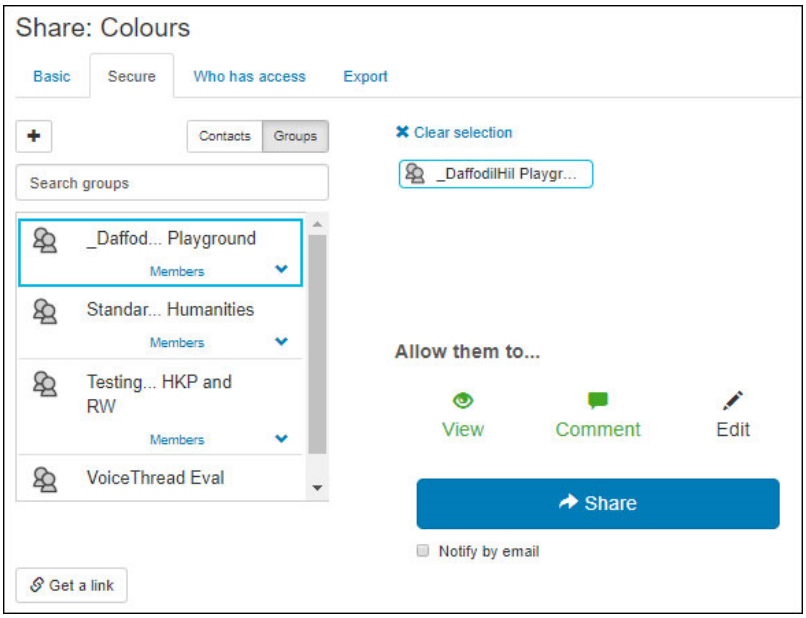
When you've finished adding content and comments to your VoiceThread, you need to **Share** it with your students.

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

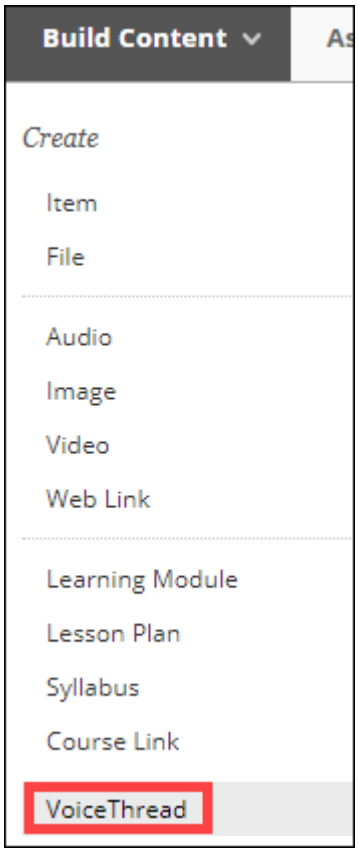


Now select the **Group** (course) you want to share the VoiceThread with, choose what you want them to be able to do, i.e. **View** Only; View **and Comment**; or View Comment **and Edit**.

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

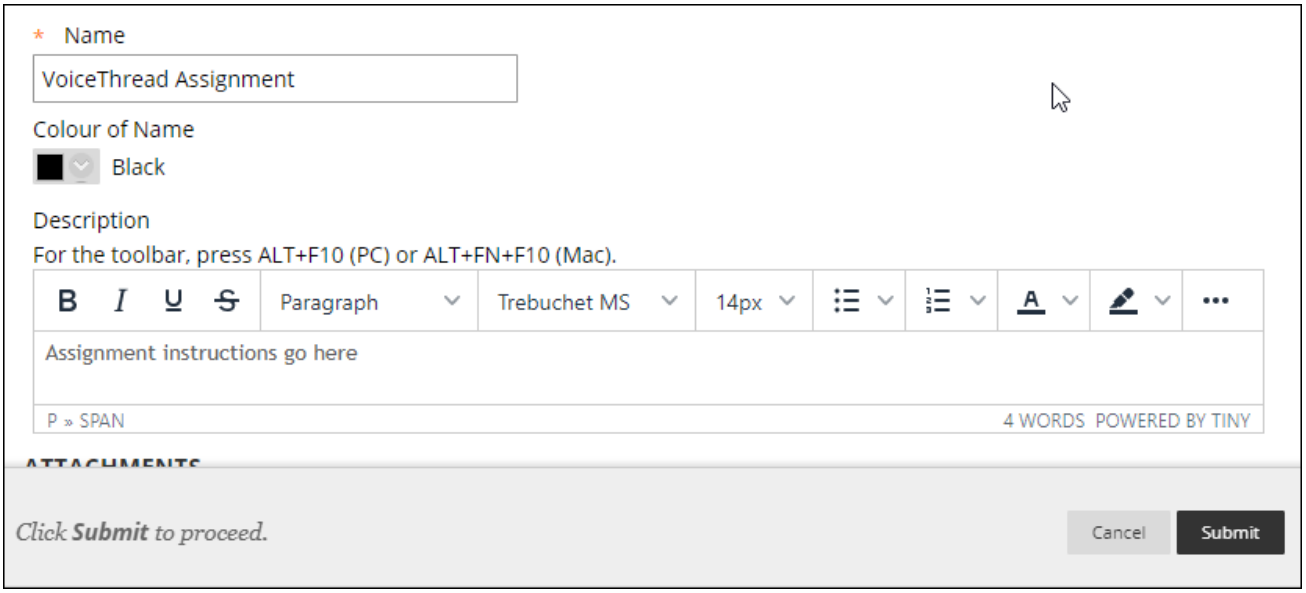


Set up a Graded Assignment

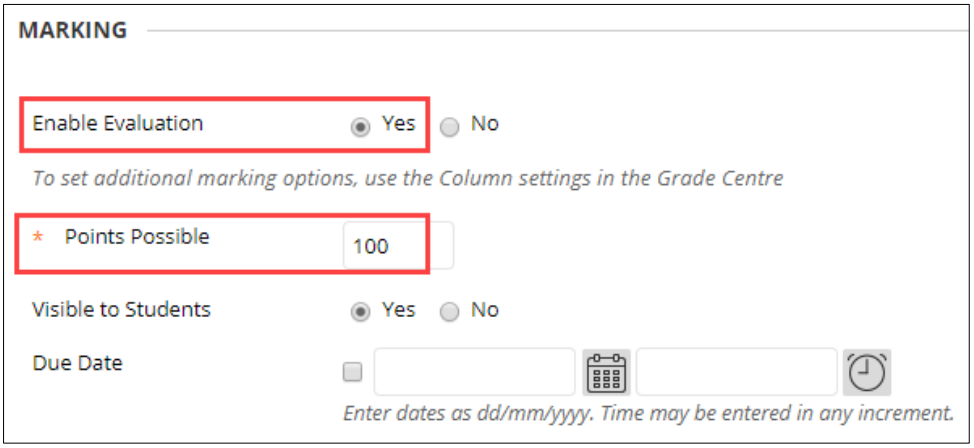


In your Blackboard course, with **Edit Mode On**, select **VoiceThread** from the **Build Content** menu.

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



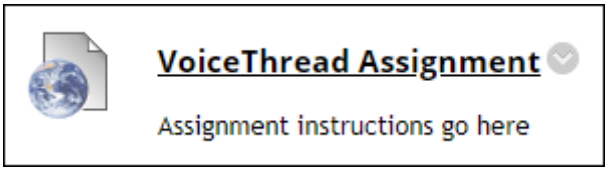
To set up a **graded** VoiceThread, select **Yes** for **Enable Evaluation** and enter a figure for **Points Possible.**



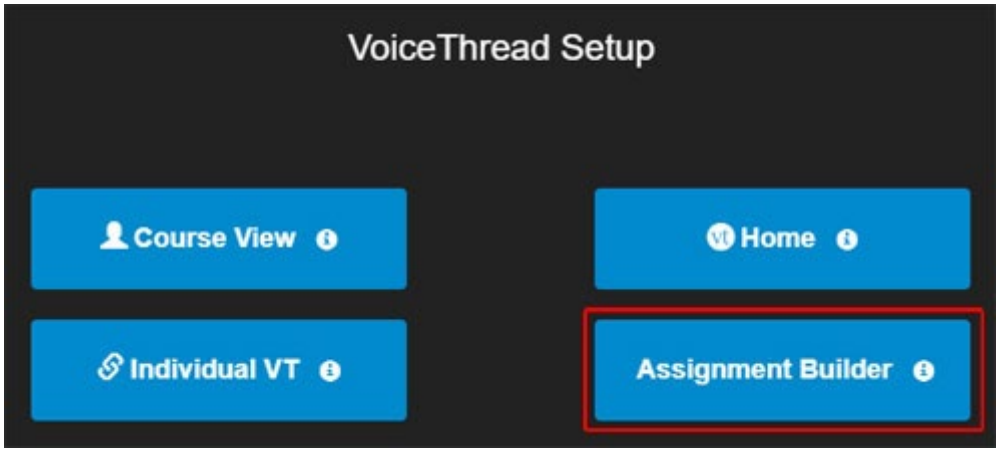
You can also set a Due Date (optional).

Press the **Submit** button.

Your VoiceThread assignment link will appear in your Blackboard course.



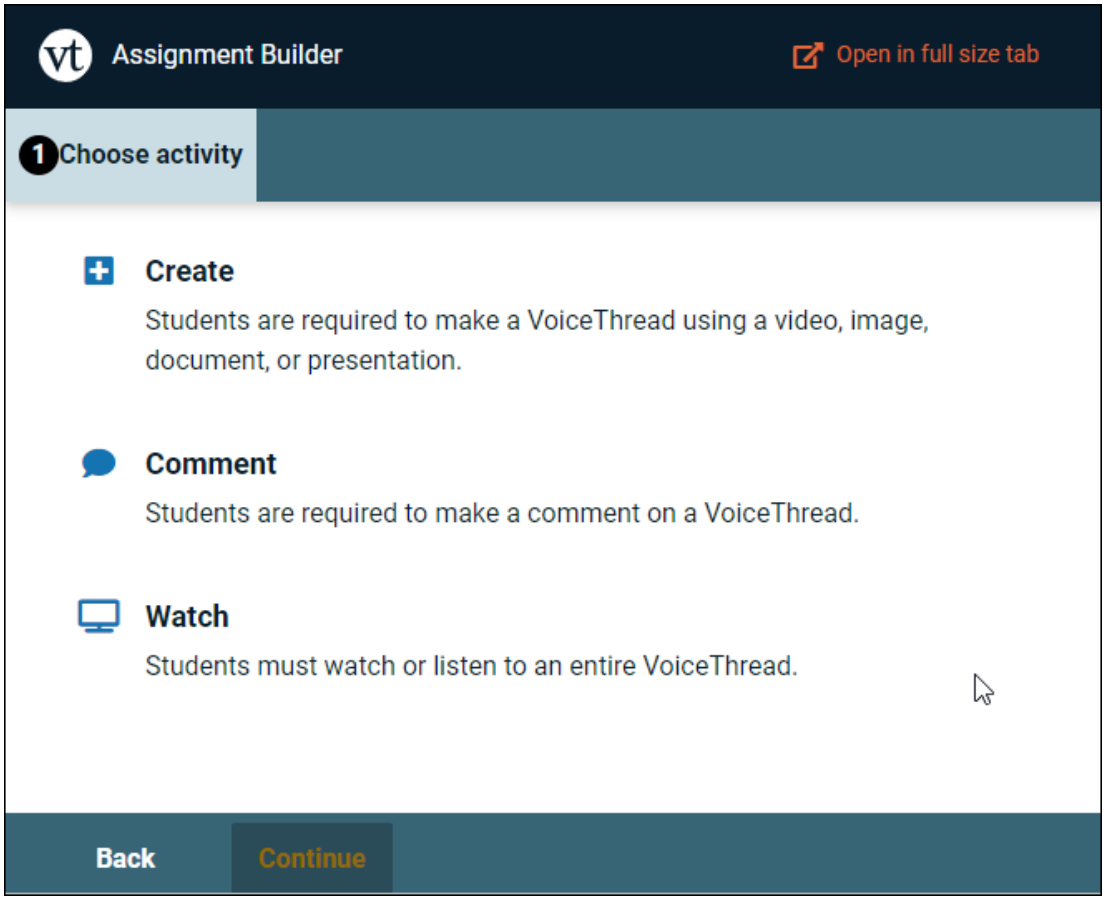
When you click on this VoiceThread Assignment link in your Blackboard course, you will now see a new button: **Assignment Builder**.



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

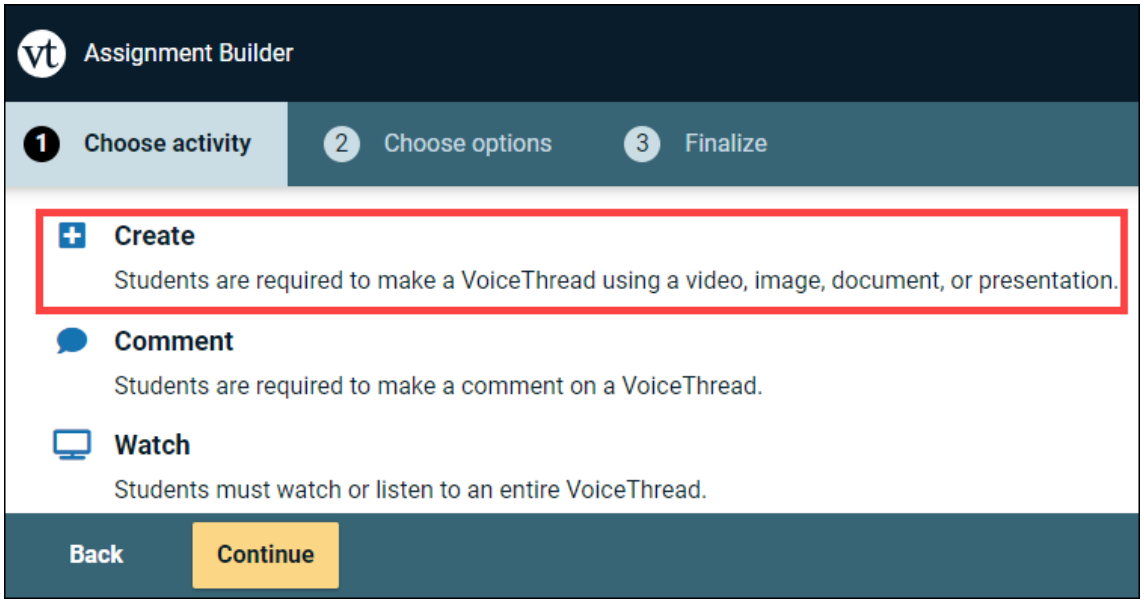
There are three assignment types to choose from:

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.



Assignment Type 1: Create a VoiceThread

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



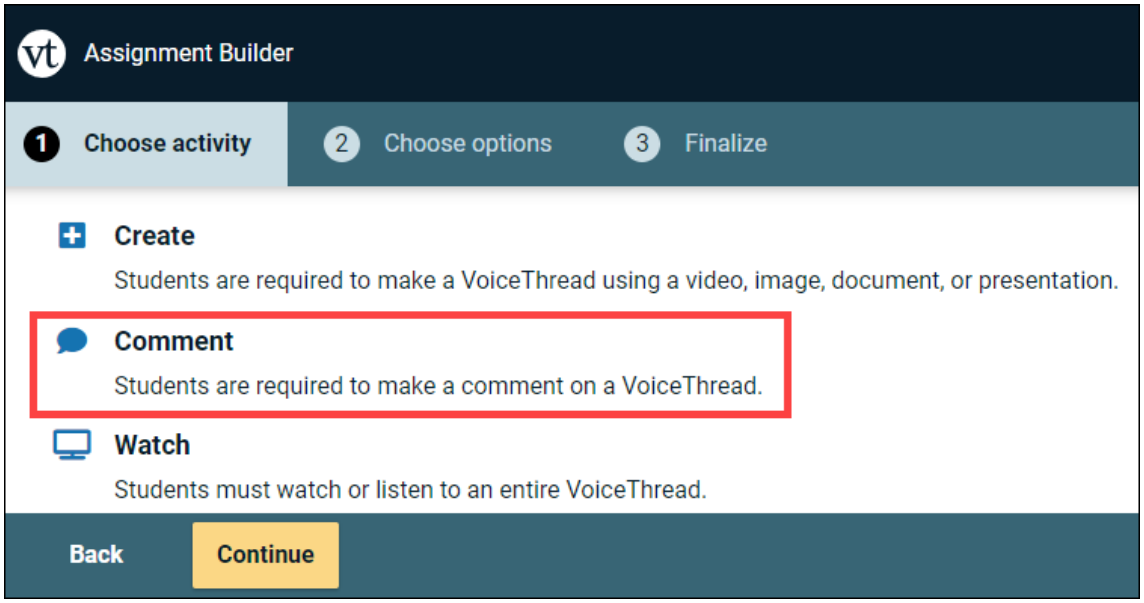
This will take you to the **Choose options** menu which will allow you to set up the basic parameters you wish all student VoiceThreads to follow.

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**.

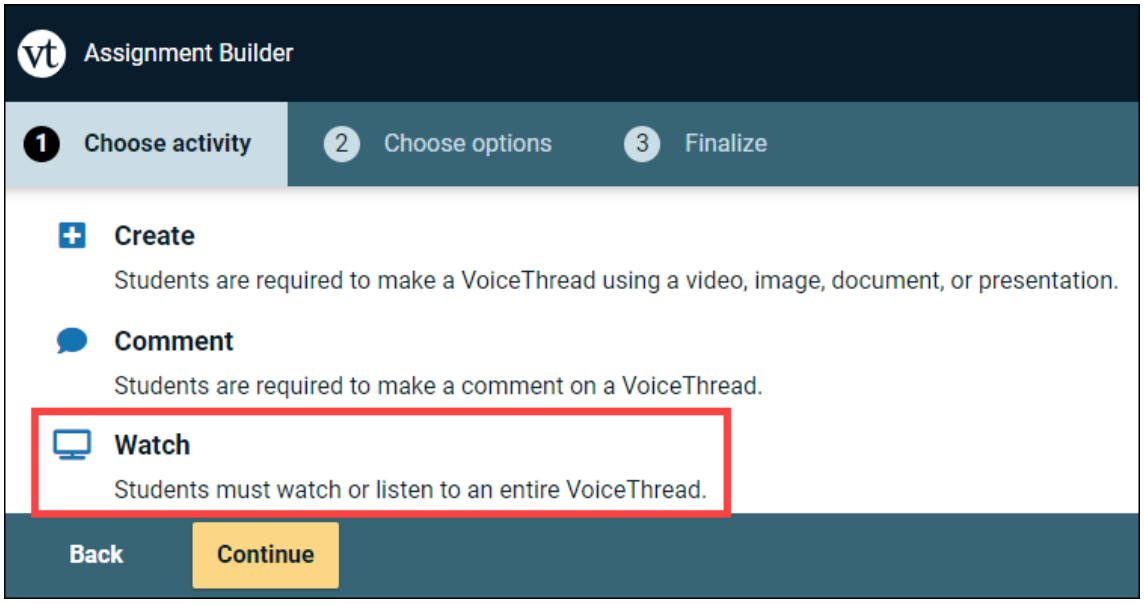


Optional: Comment Moderation

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**.

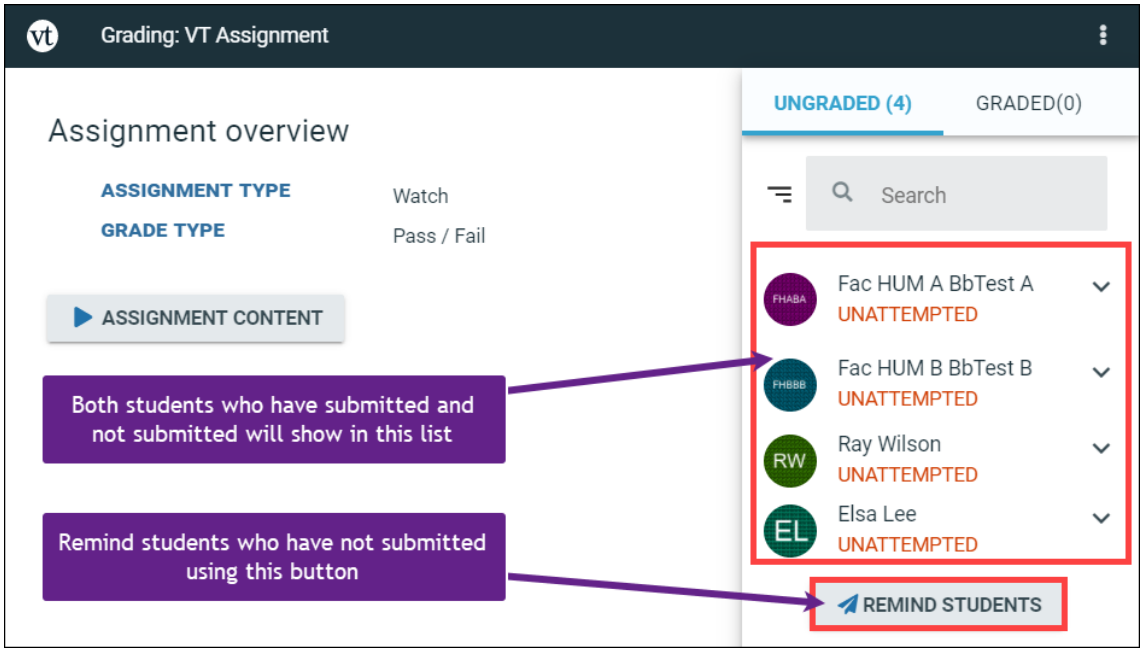


Your students will now be able to access the VoiceThread assignment.

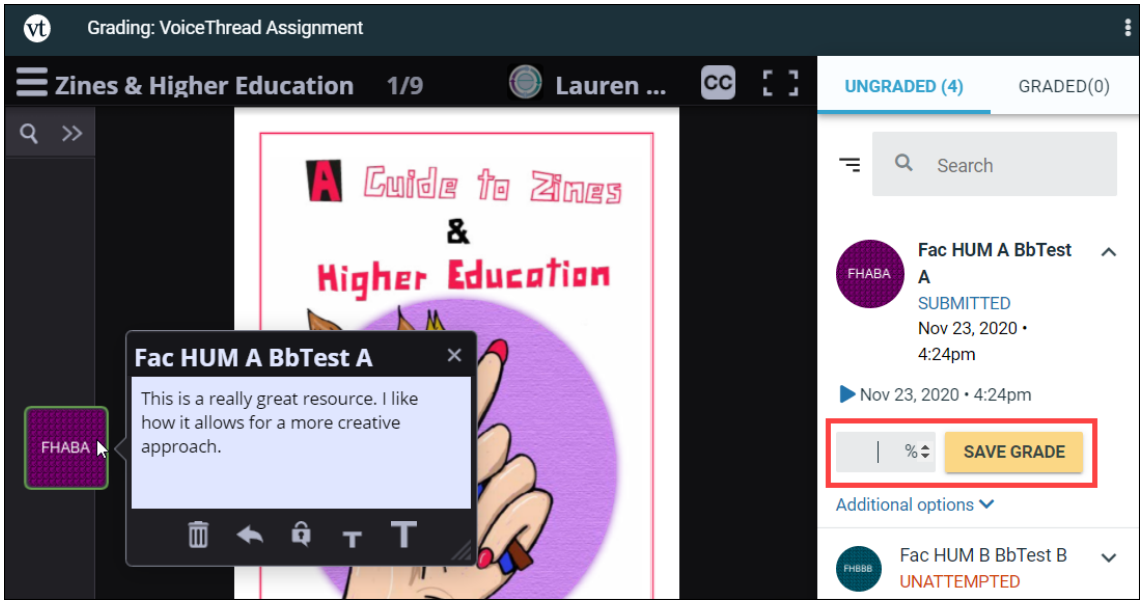
Grading a VoiceThread Assignment

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.



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



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.