

# Staff Guide: VoiceThread Group Presentations

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## Create a 1-slide PowerPoint

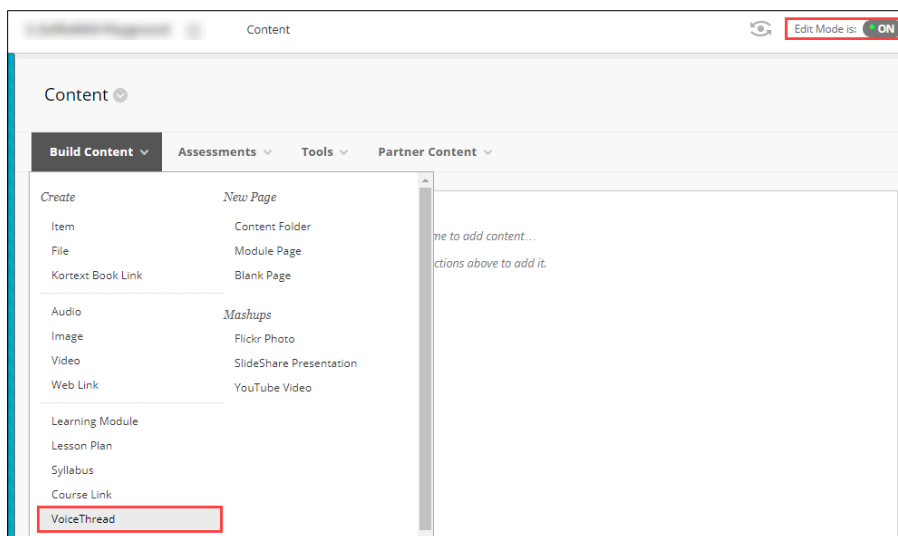
Create a 1-slide PowerPoint presentation called "Week X Group Presentation" (or other appropriate title). Add the instructions for the students on to the one slide and save the file to PC.

Download example: [1-slide PPT as Group VoiceThread starter](#)

Also available [in PDF format](#)

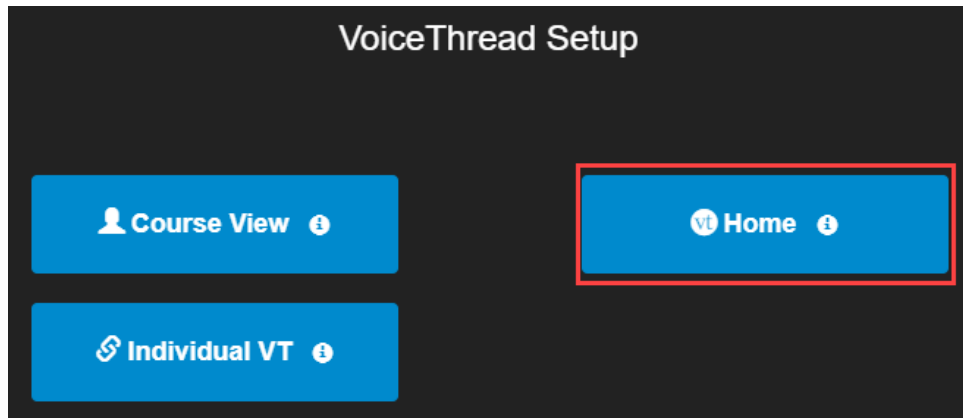
## Create a link to VoiceThread Home in Blackboard

In Blackboard, create a VoiceThread link (Build Content > VoiceThread) and call it "VoiceThread Home".

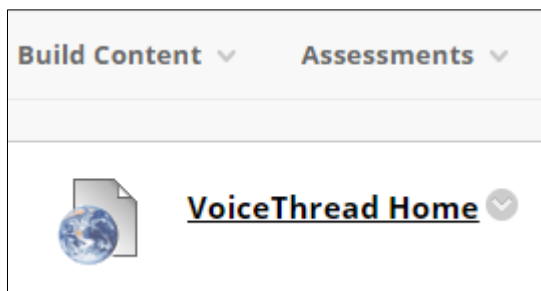


The screenshot shows the 'Create VoiceThread' form. It includes a 'Name' field with the text 'VoiceThread Home' (callout 1), a 'Colour of Name' dropdown set to 'Black', and a 'Description' field with a rich text editor. The 'MARKING' section has 'Enable Evaluation' set to 'No' (callout 2). At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box and callout 3.

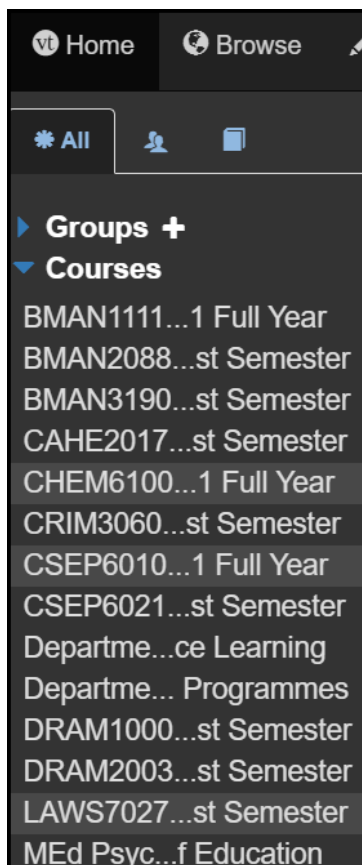
Click on the VoiceThread Home link you just created and select **VoiceThread Home** from the 3 blue button options on the VoiceThread Set-up page.



Your VoiceThread Home link will look like this:



Clicking on this VoiceThread Home link will now open the VoiceThread Home page (within Blackboard).



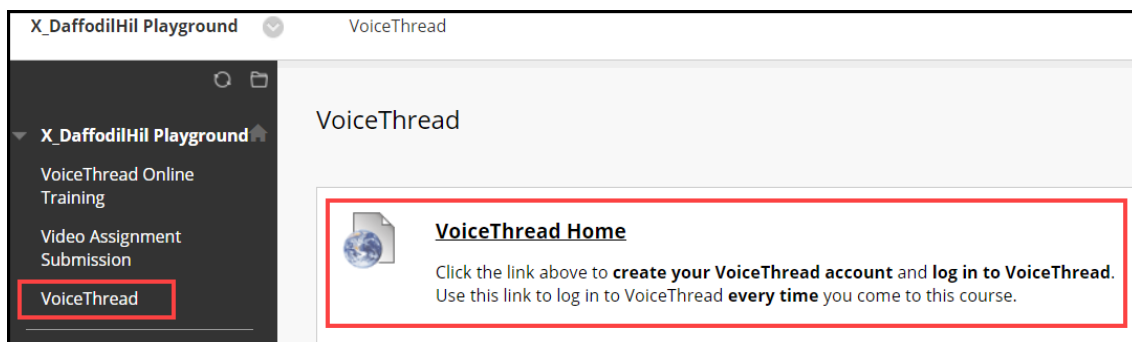
Everyone's VoiceThread Home page is personal to them; it will display all VoiceThreads you have created yourself plus other VoiceThreads that have been shared with you.

N.B. If this is the first time a user is accessing VoiceThread, it will automatically create a VoiceThread account for them.

## Tell Your Students to Click the VoiceThread Home link

Although your students may have already created their VoiceThread account by clicking a VoiceThread link in another course, they need to click on a VoiceThread link in the current course in order to be 'activated' within it so that you can add them to Groups (see next step in this process).

Place this VoiceThread Home link in a prominent place in your course where students can't fail to notice it!



## Create Groups in VoiceThread

### Important: Adding Student to Groups

You can't add students to your VoiceThread Groups until they **activate** themselves in your course by clicking on the VoiceThread Home link.

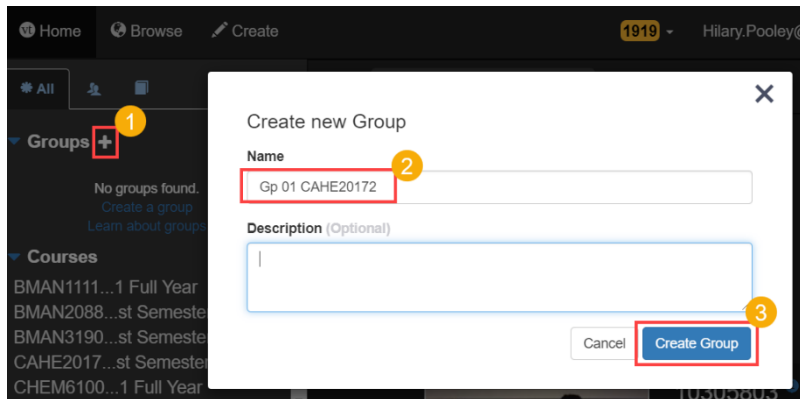
If they haven't clicked on that Home link, they will **not appear in the list** from which you select students to add to your VoiceThread Groups.

You may need to **remind your students** to do this **before** you start creating groups!

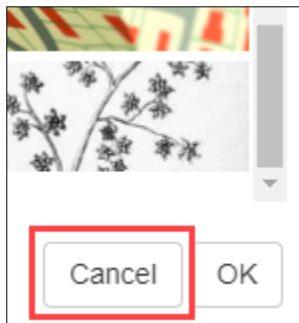
From the VoiceThread Home page:

1. Press the + sign next to Groups. (If you can't see this automatically, click on the horizontal chevrons icon to open the left-hand side bar.)

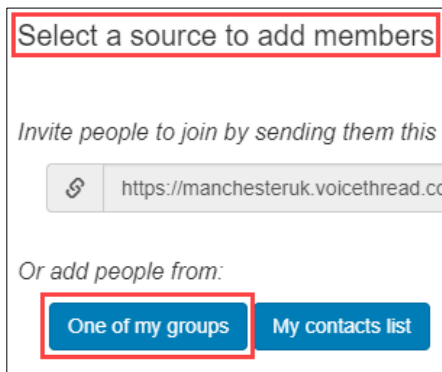
2. On **Create new Group** popup, name the group, e.g. "Gp 01 ECON21531", and press the **Create Group** button.



3. Scroll to the bottom of the 'banners' screen and press **Cancel**



4. On the **Select a source to add members** screen, press **One of my groups** (this includes Blackboard courses)



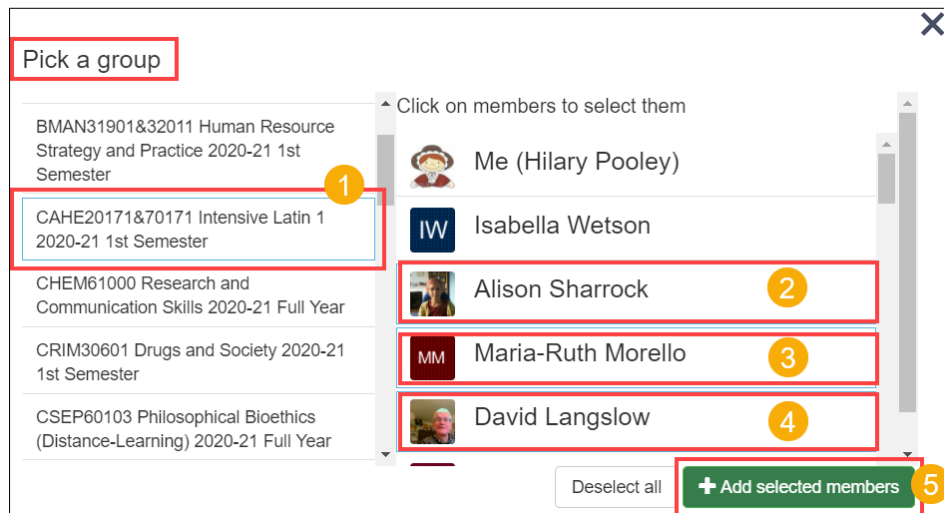
5. Select the relevant Blackboard course from the **Pick a group** column on the left. Enrolled students - who have a VoiceThread account - appear on the right.

### Missing Students?

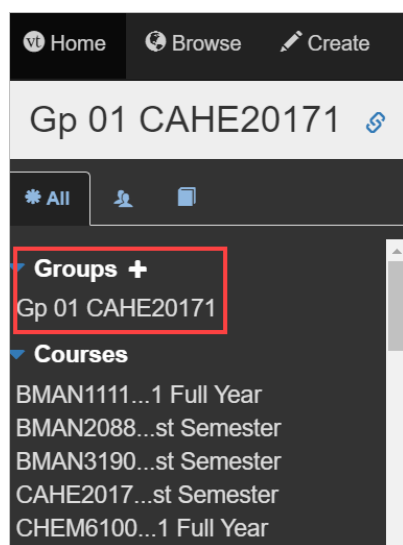
If students are missing from the right-hand Members column, you will need to **remind them to click the VoiceThread Home link in your course to be activated.**

Until they do this, ***you will not be able to add them to a group.***

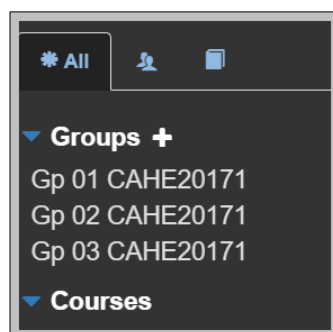
- Click on individual student names to highlight them, and then press **Add selected members** to add them to the group.



- Your new group will be displayed showing members' names. Press the **X** button top right to close this popup.
- The new group shows in the Groups list on the left of the VoiceThread Home page

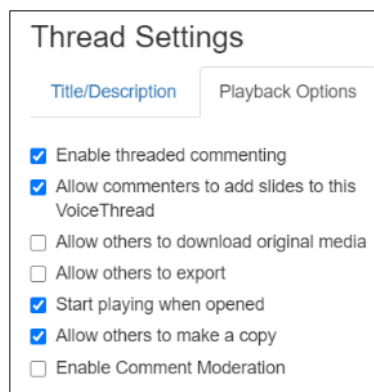


- Repeat this process to add as many groups and members as needed.



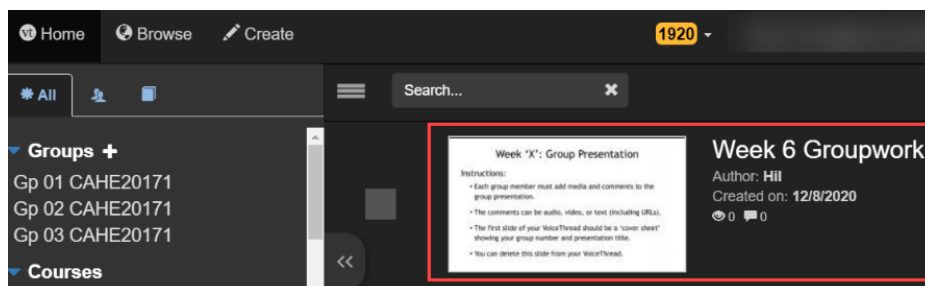
## Create the VoiceThread for Group Presentations

1. On the VoiceThread Home page, press the **Create** button and upload the 1-slide PowerPoint file you created earlier.
2. When prompted, give the VoiceThread a title, e.g. "Week 6 Presentation (original)" (or other appropriate title), ensuring that the following **Playback Settings** are ticked:
  - **Enable threaded commenting,**
  - **Allow commenters to add slides to this VoiceThread**
  - **Allow others to make a copy**



There is no need to add comments or share the VoiceThread at this stage.

3. **Press the X top right** of the VoiceThread to return to VoiceThread Home.
4. Refresh the page to see your new VoiceThread listed first.



## Make Copies of the VoiceThread and Share with Groups

Each Group now needs **its own copy** of the original VoiceThread. Otherwise, every Group will be adding content to and commenting on the same one VoiceThread!

From the VoiceThread Home page, you need to click and drag the Group VoiceThread you created earlier onto each group you created.

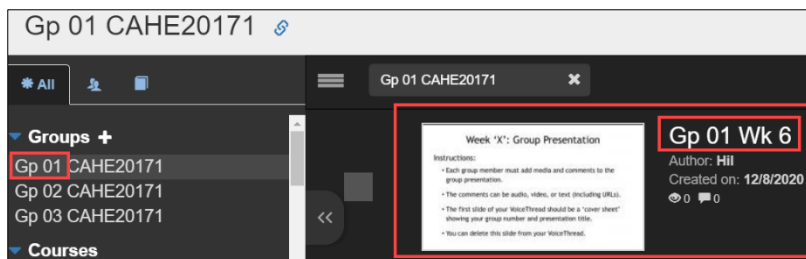
As you drag and drop onto a group, you will be asked if you want to **Share this VT** (i.e. the original) or **make a copy and share the copy**.

**Always opt to copy and share the VoiceThread.**

You will be prompted to **give the copy a new title**, e.g. Gp 01 Week 6, choose which comments (if any) to include in the copy. You need to ensure all 3 permissions are highlighted, i.e. **View, Comment, and Edit**.

**Top Tip:** Put the group name/number at the beginning of the copy's title as only the first few letters of each group name are displayed.

If you now click on the first group you copied and shared the VoiceThread with, you will see it displayed with its new title. This is the VoiceThread that the Group 1 students will collaborate on.



## What the Students Need to Do

Students click on the VoiceThread Home link in Blackboard. They will see all their courses and any groups they have been added to listed on the left.

Students click on the relevant Group name/number to see any VoiceThreads shared with that Group.

## Group Work Starts

Students now edit their group VoiceThread, adding their own content and comments.



## To Grade or Not to Grade?

### No Grading

If **no grading** is required for this group activity, you can view each group's completed VoiceThread by clicking on the group name on the VoiceThread Home page and selecting the relevant VoiceThread within that group. You can add feedback comments in audio, video, or text format. If appropriate, you could now share each group's VoiceThread with the whole course.

### Graded Assignment

If the VoiceThread is to be **graded**, you will need to set up a **graded VoiceThread Assignment link** in the Blackboard course, ensuring **Enable Evaluation** is set to **Yes**.

Select the **Assignment Builder** blue button on the **VoiceThread Setup** page, then **select the Create a VoiceThread** option from the assignment types screen. The title of the assignment should be clear, e.g. Submit Your Week 6 Group Presentation Here.

### Decision: Individual or Group Submission?

- A. Do you want one student from each group to submit **on behalf of their group**, or
- B. Do you want each student to **submit individually**?

In the **Description** box, inform the students which of those two options you want them to do.

### Instructions for Students

- A. To **submit on behalf of a group**, one student per group makes a copy of the completed group VoiceThread.
- B. To **submit individually**, each student makes a copy of the completed group VoiceThread.

In both cases, to make a copy, students should:

1. Go to the VoiceThread Home page, making sure the left-hand sidebar is open
2. Click on their Group from the list on the left
3. Copy the completed group VoiceThread by **pressing the Copy icon**.



On the next screen, students should:

1. Ensure they include all comments.
2. Add their full name in the title of the new copy if submitting individually.
3. Press the Copy button.

Copy VoiceThreads

<b>Original Title</b>	<b>New Title</b>
Gp 01 Wk 6	<div style="border: 2px solid red; padding: 2px;"> <input style="width: 90%;" type="text" value="My Name Gp 01 Wk 6"/> </div>

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**Which comments would you like to keep?**

Include all comments ▼

Include all comments

Include only my comments

Don't include any comments

Cancel
Copy

They will see “Success!” and should press the Done button.

Copy VoiceThreads

✔ Success!

Done

If the student refreshes the VoiceThread Home page, they will see their own copy of the group VoiceThread listed at the top of the VoiceThreads list.

The screenshot shows the VoiceThread interface. At the top, there is a navigation bar with 'Home', 'Browse', and 'Create' buttons, and a search bar. Below this is a sidebar with 'Groups +', 'Courses', and a search bar. The main content area displays a list of VoiceThreads. The top VoiceThread is titled 'My Name Gp 01 Wk 6' and is highlighted with a red box. It shows the author 'Hil', the creation date '12/8/2020', and a preview of the presentation content. Below it is another VoiceThread titled 'Gp 01 Wk 6'.

## Submitting the Group VoiceThread

Next, the student needs to click on the VoiceThread Assignment link in Blackboard and **select their own copy** of the completed group VoiceThread from the list of their own VoiceThreads, i.e. the one with **their name in the title**, and press Submit.  
(Students should ignore the Create New VoiceThread button.)

The screenshot shows the 'Submit Your VoiceThread Here' interface. It has three steps: 1. Choose content, 2. Add media, and 3. Open and comment. Under 'Choose content', there are options for 'Filter and sort', 'I can edit', 'Refresh list', and 'Create a new VoiceThread'. Below this, there are two columns: 'VoiceThreads you own:' and 'VoiceThreads you don't own:'. The 'you own' section shows a list of threads, with 'My Name Gp 01 Wk 06' highlighted by a red box. The 'you don't own' section shows a message 'There is no media to display.' and an 'Untitled' thread.

The screenshot shows the 'Open and comment' step of the submission process. The interface displays the title 'Group 01 Week 6' and a 'Submit' button highlighted with a red box. On the right side, there is an 'Information' panel with a 'Submit' button highlighted by a red box. Below the 'Submit' button, there is an 'ASSIGNMENT INFORMATION' section with a calendar icon and the text 'No due date set' and a percentage icon with the text 'Percentage'.

## Grading the VoiceThread Assignments and Feedback

As a lecturer, when you click on the VoiceThread Assignment link in Blackboard, you will enter the Assignment Inbox. You can now grade each submission. All grades will be entered into a column in the Grade Centre in Blackboard. If a student has submitted on behalf of a group, grades for other group members will need to be added manually.

The screenshot shows the 'Grading: Submit Your VoiceThread Here' interface. On the left, under 'Assignment overview', the following details are listed:

- ASSIGNMENT TYPE:** Create
- COMMENT REQUIREMENT:** Minimum of 1 comment(s)
- GRADE TYPE:** Percentage

On the right, there is a list of submissions under the 'UNGRADED (3)' tab. The first submission, 'Fac HUM A BbTest A', is marked as 'SUBMITTED' and is highlighted with a red box. Below it are two 'UNATTEMPTED' submissions: 'Fac HUM B BbTest B' and 'Ray Wilson'. A 'REMIND STUDENTS' button is located at the bottom right of the submission list.

This screenshot shows a VoiceThread player. The main slide content reads 'Group 01' and 'Week 6'. On the left, a small purple icon with 'FHABA' is visible. On the right, the grading sidebar is open, showing the 'UNGRADED (3)' tab. The 'Fac HUM A BbTest A' submission is selected and expanded, showing a grade of '85 %' and a 'SAVE GRADE' button, both highlighted with a red box. Below this, the other two 'UNATTEMPTED' submissions are visible.

To provide feedback, you could add text, audio or video comments to the students' submitted VoiceThreads. You could also use your mobile phone or tablet to record general feedback on the assignment. The .mp3 audio file can then be uploaded as a pre-recorded comment on each VoiceThread, usually on the first or last slide.