Faculty Instructions for VoiceThread
1. First make sure your Edit mode is on.
2. Click the Tools drop down box.
3. Click VoiceThread.
1. Insert your desired name, description, attachment, grading information etc.
2. You can add VoiceThread to your grade book here.
3. Once you put in the necessary information, click submit.
1. Once you submit, this screen will come up. This is what your students will see to access VoiceThread.
2. To continue making the VoiceThread click the Title
There are four options to open VoiceThread:

1. Course View – Displays all the VoiceThreads shared with this course
2. VT Home – Displays all the VoiceThreads and all the courses the students are in
3. Individual VT – Allows only a single VoiceThread to be displayed
4. VT Assignment view

- Click on Individual VT View
1. If the VoiceThread is already created, it will be shown on the left hand side.
2. If you are creating a new VoiceThread, click the blue Create New VoiceThread button.
1. Click on Add Media.
2. Add appropriate media.
   - If you are adding a PowerPoint, first save the PowerPoint as a PDF file.
1. Add a Title and Description to your VoiceThread.
1. You will be able to see your title and description here.
2. To add comments and voice to the media, click Comment.
1. In the bottom middle of the screen are the following media options
   - Text
   - Voice call
   - Microphone
   - Video
   - Upload more media
To add text:
1. Click on the ABC icon.
2. Type your comment on the pop-up screen.
3. Press submit.
1. Your comments will appear here.
To Record Voice

1. Press the microphone icon
2. Click allow
3. Record voice
4. While recording, you have the option to write on the content with pencils.
5. Press stop recording
1. View your recording.
2. Press Cancel to delete or press Save.
To Video Record
1. Click the video icon
2. Record video
3. While recording, you have the option to write on the content with pencils
4. Press Stop Recording
1. View recording.
2. Press Cancel to delete or Save.
To add additional media:

1. Click upload icon.
2. Upload media.
1. To see all VoiceThread content, click Show all slides button in lower right corner.
2. To add additional media in this view, click the plus sign.
1. You will be prompted to add an avatar image.
2. Take a picture of yourself using the camera icon.
3. Upload a picture file using the upload icon.
1. See Avatar in the top right corner, next your comments.
To share your VoiceThread:

1. Click the title of your VoiceThread in top left corner.
2. Click Share.
1. Select class
2. Choose their options
    • View
    • Comment
    • Edit
3. Choose to be notified by email
4. Click Share
1. VoiceThread is now available to students in Blackboard
2. They will access it by clicking the title

3. When a student comments on the VoiceThread you will be notified by email, if you selected this setting, and through Blackboard
4. To see comment, click into the VoiceThread.
1. Click into the VoiceThread.
1. See the student comment on the left side.
2. Listen to the voice or video comment by pressing play.