Creating a VoiceThread (Students)

1. Navigate to the link your instructor has provided in MyGateway to create your VoiceThread.

   ![Create a VoiceThread](image1)

2. Click the **Create** button at the top of VoiceThread.

   ![Create button](image2)

3. Click **Add Media** or drag-and-drop image files from your computer into your browser to start creating VoiceThread slides.

   ![Add Media](image3)

   If you click the **Add Media** button, you’ll be asked to choose the type of media you’ll be adding. You can add images, documents, or PowerPoint presentations from your computer or add media via URL or webcam.

4. Your media will be added to your VoiceThread and converted into slides.

5. Once the media has processed, click the **Comment** button above your slides.

   ![Comment button](image4)
6. You will be prompted to add a Title and Description to your VoiceThread. After you've entered both, click Save to apply the name and description.

7. You’ll be taken to the first slide in your Voicethread. Click the Comment button and then choose which type of Comment you’d like to add.
   Voice and/or video comment are preferred to text comments.

8. Approve the web browser to use your webcam (video comment) or microphone (voice comment).
   This approval may appear differently depending on your browser. The alerts below are examples.
   Click ‘Allow’.

9. Stop the recording when you’re finished.
   The comment will be played back to you so you can preview how it will sound.

10. Click ‘Save’ to add your comment to the VoiceThread.
11. Continue adding comments to each slide by using the arrows in the bottom-right of the VoiceThread to change slides.

12. Once you’ve finished adding comments to your VoiceThread, click the X in the upper-right corner to exit your VoiceThread. It will be saved automatically.

13. Next, click the Share button at the top of the VoiceThread editing view.

14. Choose the Sharing type for your VoiceThread.
   Your instructor should provide directions regarding how he/she would like you to share your VoiceThread. Most choose the Basic method since it allows the user to copy/paste a link for viewers.

   **Basic Sharing (preferred):**
   Basic sharing allows anyone with a direct link to view or comment on a VoiceThread. This is the easiest way to share a VoiceThread as the link can be shared in a variety of ways.

   ![Copy Link]
   Copy a link to post on MyGateway. Be sure to check to allow anyone to View or Comment depending on the assignment requirements.

   **Secure Sharing (advanced):**
   Secure sharing requires that you share a VoiceThread only with a group of people (or course). This only works if students in the course have access to the “Course View” of all VoiceThreads in the course.
15. Congratulations! You made a VoiceThread.

If you are having any problems with the directions above, click the Help button on the right side of VoiceThread (pictured below) to see more helpful tutorials or contact VoiceThread Support.