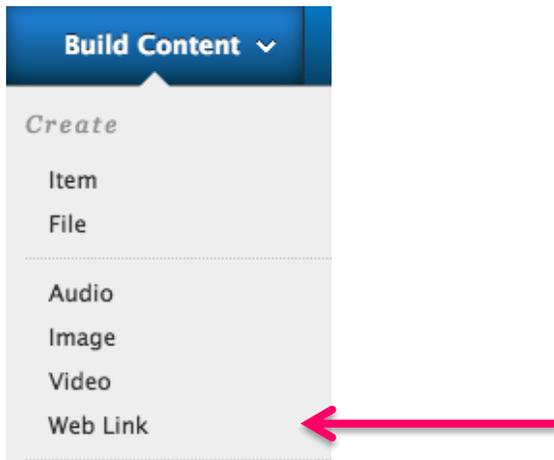


Using VoiceThread in Your Online Course (Faculty)

Step 1: Create a Link for Yourself to Voicethread (1X per course)

1. **Navigate to the MyGateway course where you wish to add VoiceThread.**
You will first create a hidden link for yourself to access your MyVoice area of VoiceThread.
2. **Navigate to a Content Area, such as Docs and Assignments or a module folder.**
3. **Hover over Build Content** at the top of the page and then select **Web Link** from the dropdown list.



4. **Give the link a name, such as "VoiceThread Home" or "My Login to VoiceThread".**
You don't need to add a description.

1. Information

* Name

5. **In the URL box, type: <https://umsl.voicethread.com/lti/>** (exactly as typed)

6. **Check the box under the URL box that says "This link is to a Tool Provider".**

* URL
Check this box This link is to a Tool Provider. [What's a Tool Provider?](#)
Enable Grading Yes No

7. **Before submitting, select No on the Permit Users to View This Content option since this first link is your instructor link to VoiceThread.**

4. Options

Permit Users to View this Content Yes No

8. **Click Submit.**
Your VoiceThread Link will be created.

9. Click your newly created link.



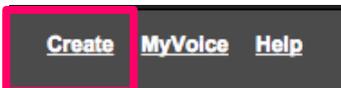
VoiceThread Home

Availability: Item is not available.

10. You've now created your access link to VoiceThread!

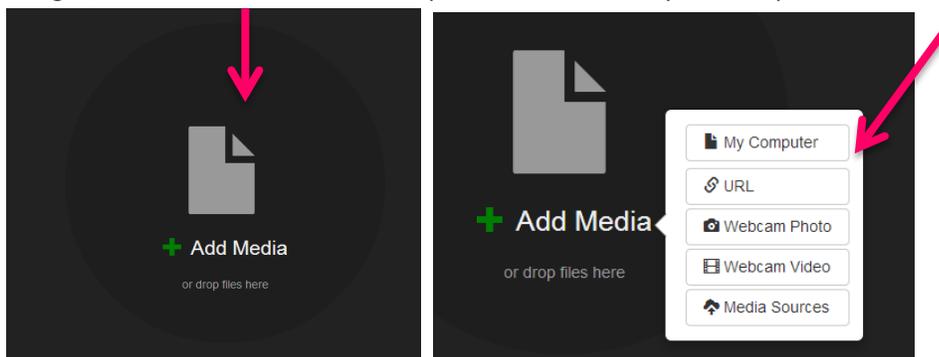
Step 2: Create a Voicethread

1. From the VoiceThread page, click **Create** link in the bottom-right to begin creating a VoiceThread.



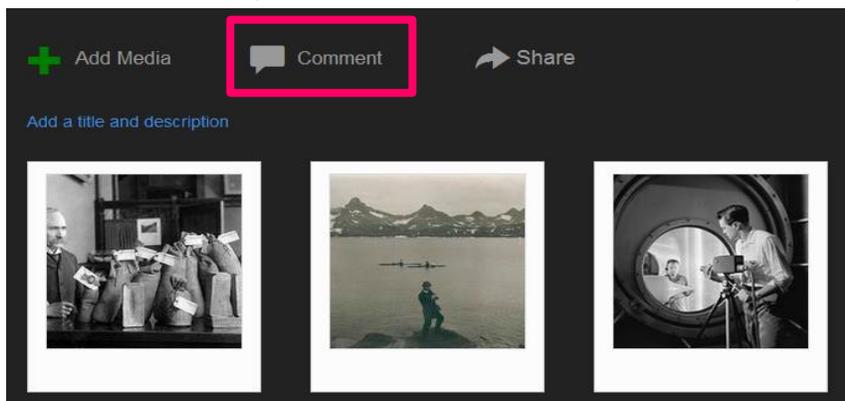
2. Click **Add Media** or drag-and-drop image files from your computer into your browser to start creating VoiceThread slides.

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.



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

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



5. 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.

Describe Your VoiceThread

Title

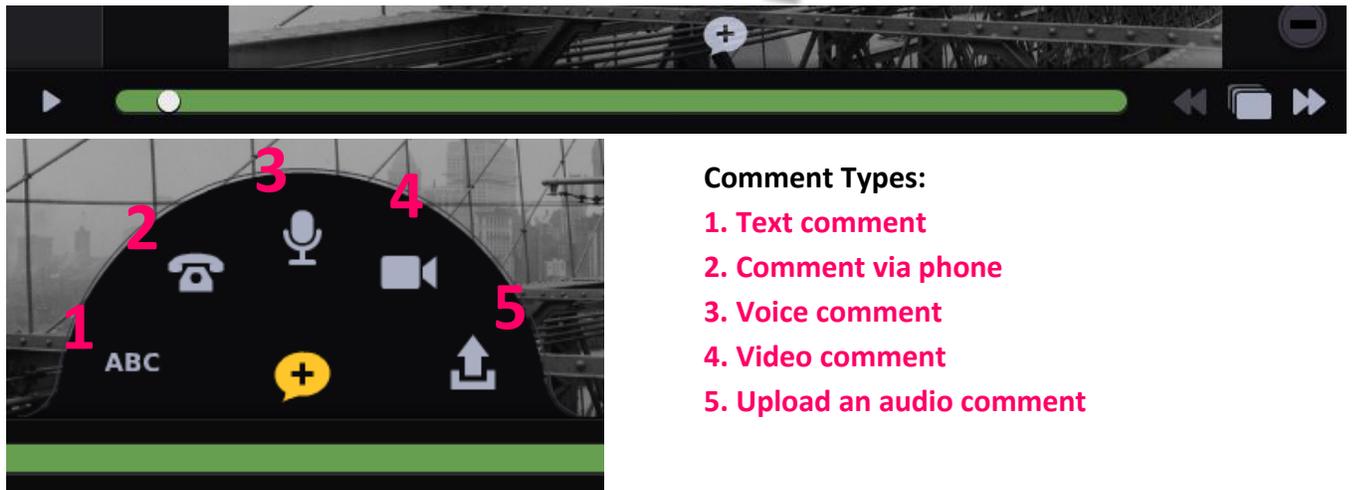
Description

Tags

6. 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.

Comment button



Comment Types:

1. Text comment
2. Comment via phone
3. Voice comment
4. Video comment
5. Upload an audio comment

7. **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'.

8. **Stop the recording when you're finished.**

Stop Recording

The comment will be played back to you so you can preview how it will sound.

9. **Click 'Save' to add you comment to the VoiceThread.**

Save

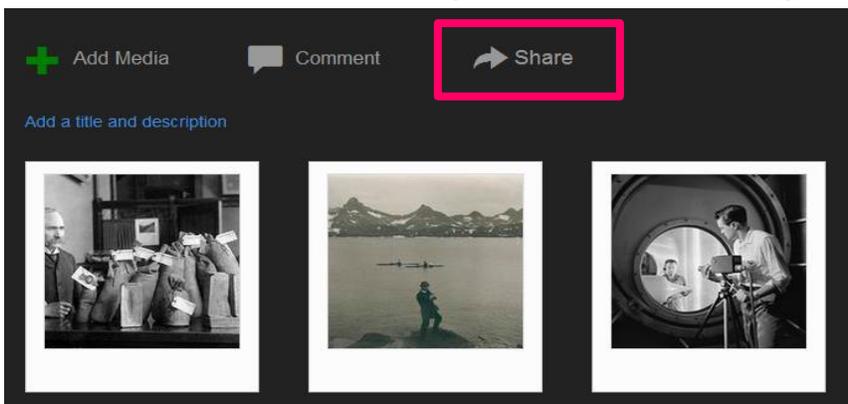
10. Continue adding comments to each slide by using the arrows in the bottom-right of the VoiceThread to change slides.



11. 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.



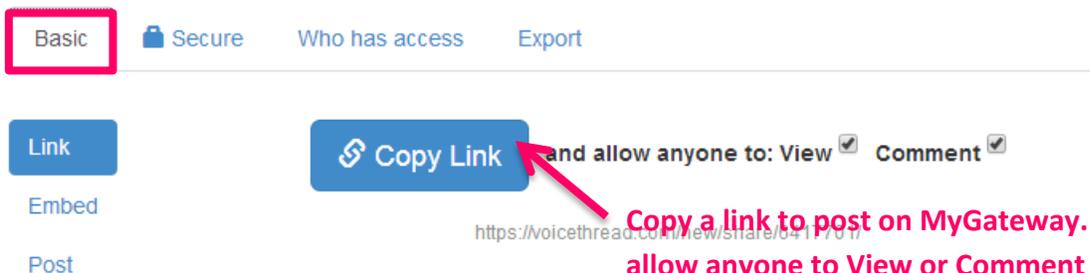
12. Next, click the Share button at the top of the VoiceThread editing view.



13. Choose the Sharing type for your VoiceThread.

You can click the **Basic** tab to get a shareable web link to post on MyGateway in a content area. Or you can click the **Secure** tab to share the VoiceThread with a group or class.

blah blah blah



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

14. Congratulations! You made a VoiceThread.

Step 3: Sharing Your Voicethread

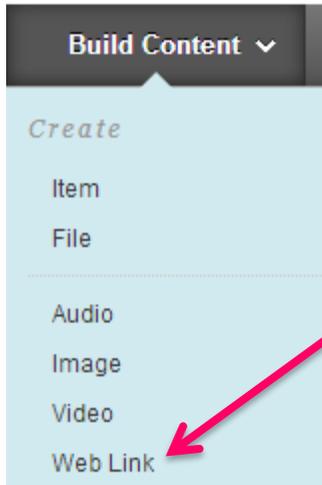
In VoiceThread:

1. In the **Basic** tab, click the **Copy Link** button. A link to your VoiceThread will be copied to your clipboard. **Make sure "Allow anyone to View and Comment" are both checked.**

In MyGateway:

2. Back in MyGateway, navigate to the folder or content area where you want to add your VoiceThread.

3. Hover over the **Build Content** button at the top of the page, then select **Web Link** from the drop-down list.



4. Give your link a name that corresponds to the VoiceThread you just made and its location in the course plan (ex. **Week 1, Lecture 1: Turning An Idea into a Business**).

!!! Note: If you add a description, be sure not to include any line breaks or the link will not work correctly.

5. Paste the VoiceThread link you copied earlier into the URL text box.

1. Web Link Information

* Name

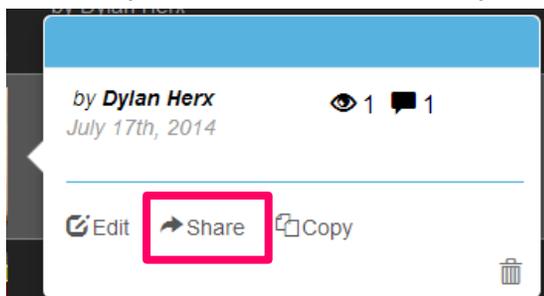
* URL

Check this box This link is to a Tool Provider. [What's a Tool Provider?](#)

Enable Grading Yes No

Paste the VoiceThread link into the URL text box.

6. Check the box next to **This link is a Tool Provider**.
7. Click **Submit**. Your link will be created and will take students directly to your VoiceThread, logging them into their account automatically.
8. Repeat steps 10-30 for each VoiceThread you need to create and share. If your VoiceThreads are already created, you can access the Share area for each by locating the VoiceThread, hovering over it, and clicking Share. Then just follow steps 22-30 to add the link to MyGateway.



9. If you are seeing VoiceThreads that don't belong to you on your VoiceThread page, click the menu icon (pictured below) on the left side, and then choose **Owned by me** to only show VoiceThreads you created.

