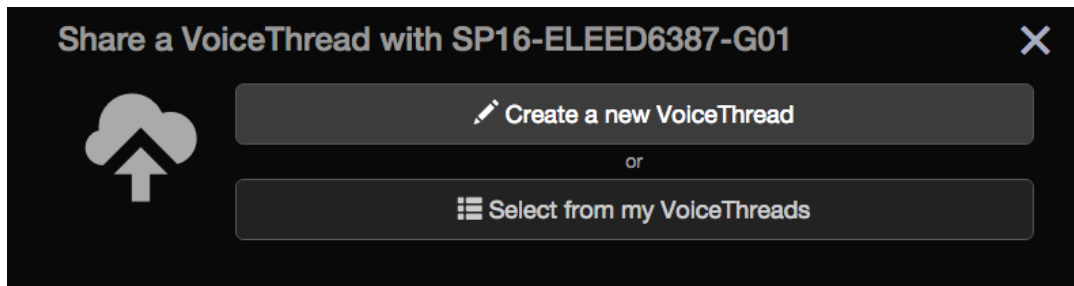
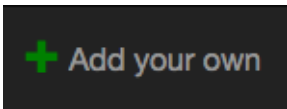


# voicethread

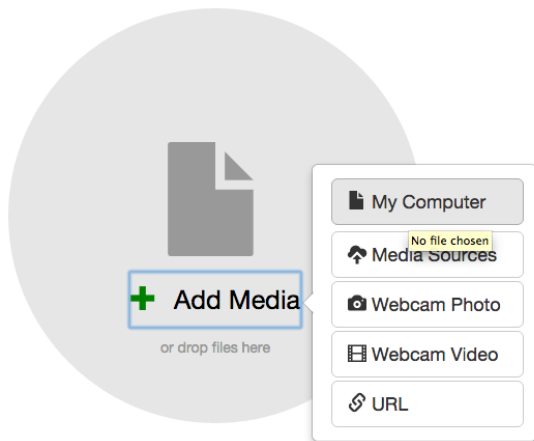
## Adding a VoiceThread for Individual Assignment

You will always go to Voicethread via the special link set up in your Canvas course. Never go directly to Voicethread outside of Canvas. The link will be in **your module**. Then, proceed with these steps.

**Upload your slides:** Click + **Add your own** in the upper right hand corner and then click “Create a new VoiceThread” from the pop-up window. Note: the images in this handout represent a different course.



**Step 1:** Now you are in “Editing Mode.” Select “Add Media” then “My Computer” to upload additional slides to this presentation. You may upload PowerPoint slides, images. **Hint: export your PPT as a PDF before uploading to Voicethread to save yourself some time.**

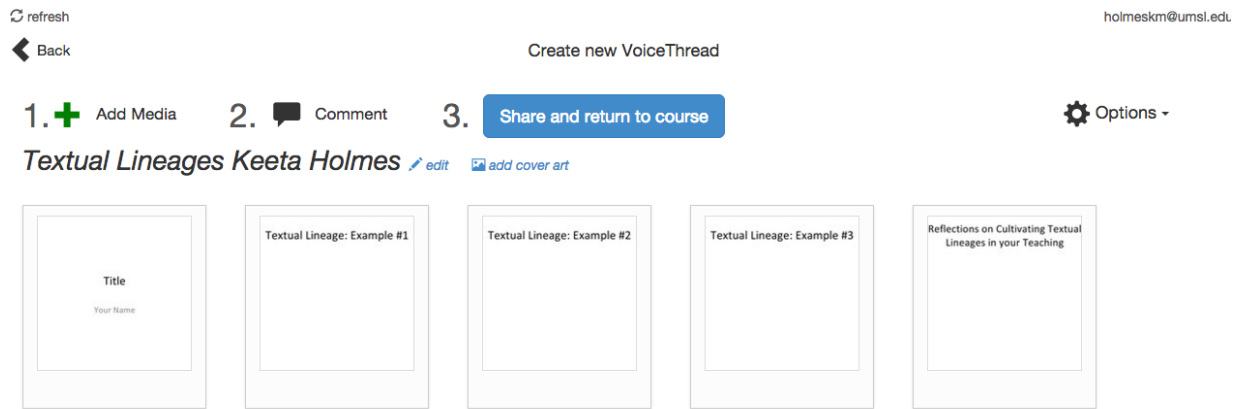


Search your computer to find the folder where the files are stored for your VoiceThread (images, PPT slides, PDF files, etc.): (Please note that if you upload PPT, your slides will flatten removing any animations you’d included).

Title your VoiceThread appropriately & then click **Save**.

## Arranging Your Uploads

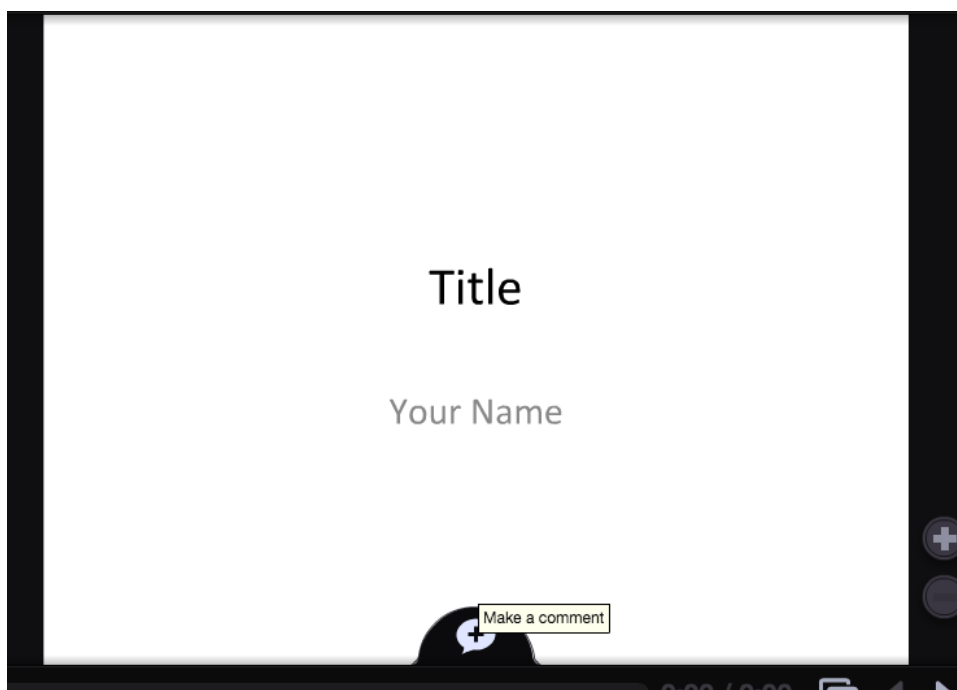
**Step 2:** After selecting your files, VoiceThread will automatically add them to a working window for your current presentation as shown below. If you need to, you can rearrange your slides in a logical order by clicking and dragging each thumbnail of the slide around. To give any slide a title or to delete a particular slide from your presentation, click once on the slide to see a pencil (to title it) or a trash can (to delete it).



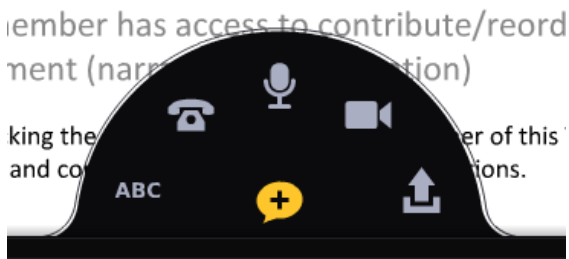
## Recording Comments

**Step 3:** The next step is to add your comments. Click “Comment”, or if you are returning to this presentation later, open the presentation you wish to comment on, and navigate to the slide where you would like to leave a comment. You will immediately see the first (or chosen) slide onto which you can record.

Mouse/hover over the slide to reveal the + Comment button in the center, lower section of the slide.



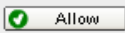
There are FIVE ways to leave a comment (described below), and we will discuss the three most common options in this guide.



- Via your Cellphone (Audio only) – requires “credits” to do so
- Via your Webcam (Integrated Audio and Video)**
- Via your Microphone (Audio only)**
- Type in your text comments (No Audio/Video)**
- Upload a pre-recorded comment (Audio only)

### Audio comment

The first time that you insert an audio comment, you will be asked to give VoiceThread access to your microphone (if so, just click **Allow**):



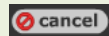
When you are finished recording your audio comment, select

**stop recording**

Your recorded comment will then be played back for your approval. If you are satisfied with its quality, select

**Save.**

If you'd like to re-record, select **Cancel**:



Each new comment is identified by an icon in the sidebar of the image.

### Text comment

To add a text comment to a resource or an example, select **Type** from the commenting toolbar at the bottom of each image.

A speech bubble will appear above the icon representing the identity of the commenter (you!).

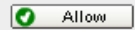
Begin typing a written comment into the speech bubble and then select

**stop recording**

Your comment will automatically be added to the image—and your icon will appear in the sidebar.

### Video comment

The first time that you insert a video comment, you will be asked to give VoiceThread access to your webcam (if so, just click **Allow**):



If your webcam is functioning properly, the video you are recording should appear in a white bubble on the side of the VoiceThread page (slide).

Your recorded comment will then be played back for your approval. If you are satisfied with its quality, select

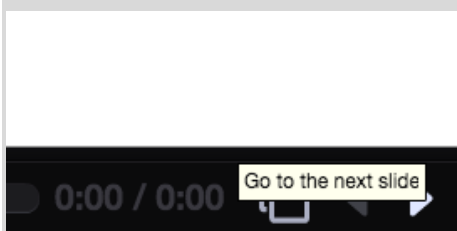
**Save.**

If you'd like to re-record, select **Cancel**:

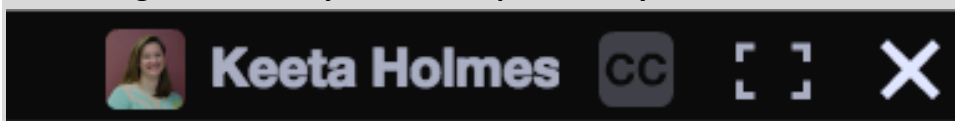


When you click save, the comment will appear next to the VoiceThread slide and your video will play on the left.

Click the Right Arrow in the lower right corner to advance to your next slide to record on each.



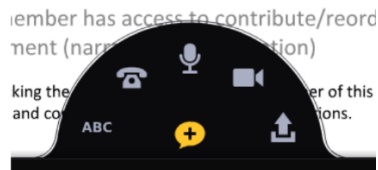
When you're done commenting/recording, click the X in the upper right corner (\*by your name) to return to the editing view to find your next step to share your work.



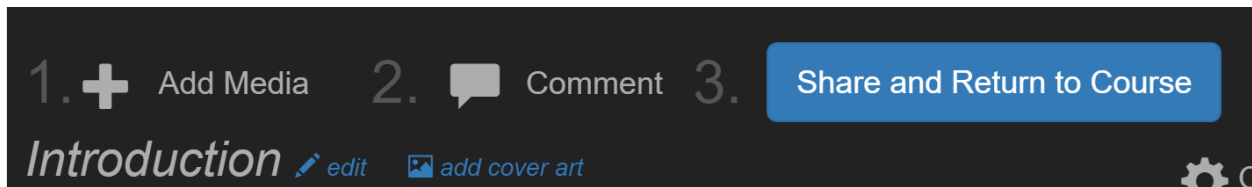
## Sharing and Submitting your VoiceThread for others to view and comment

**Step 4** Now that you have recorded your comments onto your VoiceThread slide(s), you are ready to share your work and then make it available to your classmates to view and make comments.

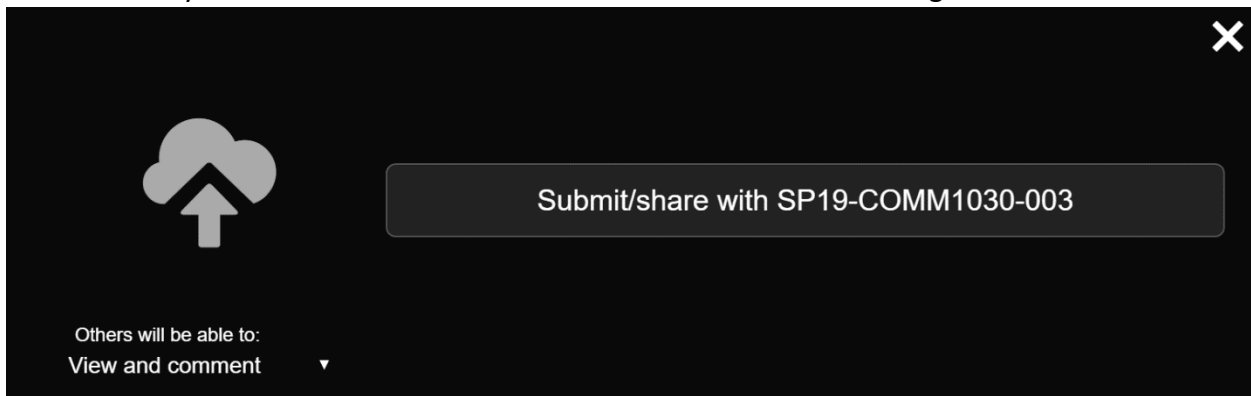
1. After you made your comments, you will still see your PowerPoint slide full frame with the commenting options available at the bottom of your slide. As seen here in the following graphic



2. Next, you will click on the 3 bar menu in the upper right-hand corner of the VoiceThread slide and select Share. After you select Share, you will see the following option



3. Click on the blue button which reads **Share and Return to Course**
4. This will show you one more option to share your VoiceThread with your classmates so that they can view and make comments. You will see the following:



5. Make sure the option **View and comment** is selected and then click the button **Submit/share with SP19-COURSENAME-SECTION** This will make your VoiceThread presentation available to your classmates so that they can view and comment on your wonderful VoiceThread in the VoiceThread Homepage for the course. The VoiceThread Course Homepage lists all your classmate's VoiceThreads available to view and comment.