Using Voicethread in Canvas

There are two steps to follow when using creating a single Voicethread to insert into your Canvas course:

STEP 1: Adding VoiceThread Link in your course (Page 1)

STEP 2: Creating a Voicethread and Setting up your link to a specific Voicethread (Pages 2-4)

And if you're setting a place for students to create Voicethreads, follow Step 3:

STEP 3: Creating a link for students to create Voicethread (Page 5-7)

And if you're grading student work in Voicethread, there are two more steps:

STEP 4: Waiting for students to submit work (if you've created a graded assignment) (Pages 7-8)

STEP 5: Grading student work (if you've created a graded assignment) (Pages 8-9)

Note: Consult the end of this handout for troubleshooting tips.

STEP 1. Adding VoiceThread Link in your Canvas course

VoiceThread is already integrated into UMSL's version of Canvas, so you can simply follow the steps below to create a New Voicethread or Select an Existing Voicethread to put it into your course.

Non-graded Voicethread

1. Navigate to the "Modules" area of your course.
2. Find the module to which you'd like to add VoiceThread, and click the "Add Content" button.
3. Select "External Tool" from the menu.
4. Select "VoiceThread" from the list of tools.
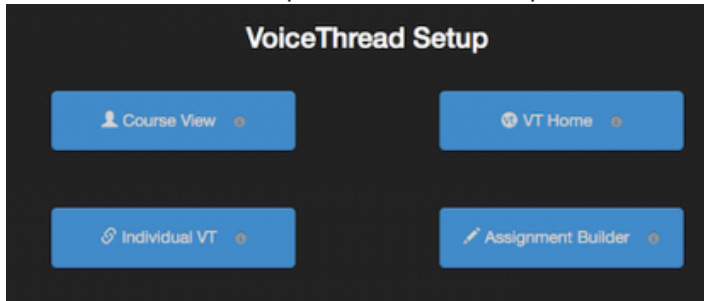5. Give your link a title that will appear in the Module.
6. Save.

Graded Voicethread activity (grading comments or student presentations)

1. Navigate to the "Assignments" area of your course.
2. Create a new assignment.
3. Name the assignment and write a description if you choose.
4. Under Submission Type, select "External Tool".
5. Click on the text field below the External Tool URL.
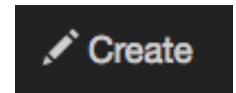6. Select "VoiceThread" from the list.
7. Save.

STEP 2. Creating a New VT and Setting up your VoiceThread link in Canvas

If you want to set up a link to an individual Voicethread and never have to re-specify that link each semester, follow these steps. Otherwise, continue to STEP 3 to set up student workspaces.
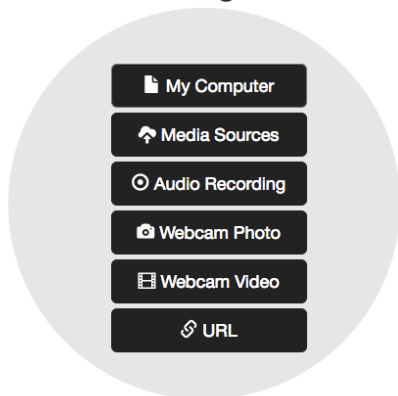
- Click the External Tool Voicethread link you set up on Page 1. From the choices that appear on the "Voicethread Setup" page, **choose "VT Home."** This will be the link YOU use to access Voicethread to make presentations. Keep this link hidden to students.

- Go to back to your Modules page and click that link to VT Home. This takes you to an area where you can create a new Voicethread. Click the "Create" button.

- The +Add Media link in the middle of the next page and upload the files you want to display inside the Voicethread. Browse your computer to upload files you wish to use: images, documents, PDFs, movies, Excel sheets, etc. Tip: Export a PPT as a PDF for quick upload and to preserve formatting.

- Enter a Title for your Voicethread. Tip: Include your course number in the title so you can easily search and find all the VTs for your course later if you want. Skip the description and tags.
- Click "Playback Options" tab to reveal some choices to make.

Thread Settings

Title/Description | Playback Options | Cover Art

☑ Enable threaded commenting
☐ Allow commenters to add slides to this VoiceThread
☑ Allow others to download original media
☑ Allow others to export
☑ Start playing when opened
☐ Allow others to make a copy
☐ Enable Comment Moderation
☐ Automatically advance to the next slide after [4] seconds
☐ Don't allow commenters to delete their own comments

Allowed Comment Methods
☑ Microphone
☑ Webcam
☑ Telephone
☑ File upload
☑ Text

☐ Save as default

Save

Recommended choice: Leave as default unless…
*Add a check next to "Allow commenters to add slides to this Voicethread" if you want students to contribute to the presentation.
*Uncheck any comment method you don't want students to choose (for example, text or file upload).
Click SAVE.

- Skip the "Comment" step and go right to "Share" to generate the link to your Voicethread presentation. You can add your audio/video recordings later. On the box that appears, choose the "Who has access" tab, and change the "Private" publishing option to "Anyone can comment." Click Save Changes.

Share Example for Voicethread Handout

Basic | 🔒 Secure | Who has access | Export

Publishing options

🔒▾   **Private**

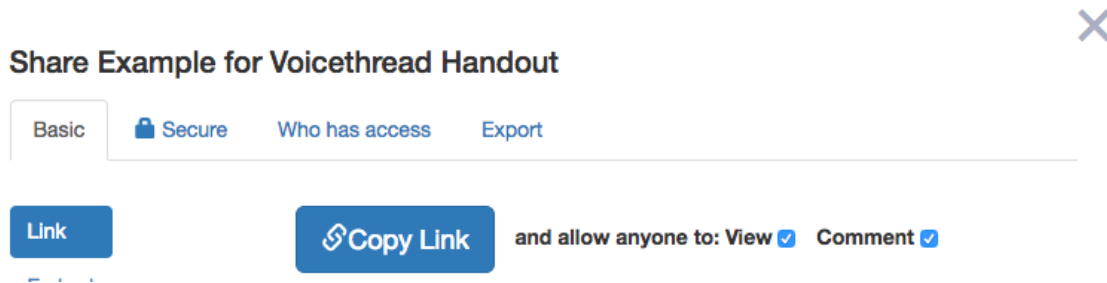💬 Anyone can comment
👁 Anyone can view
🔒 Private

☐ Publish on browse page

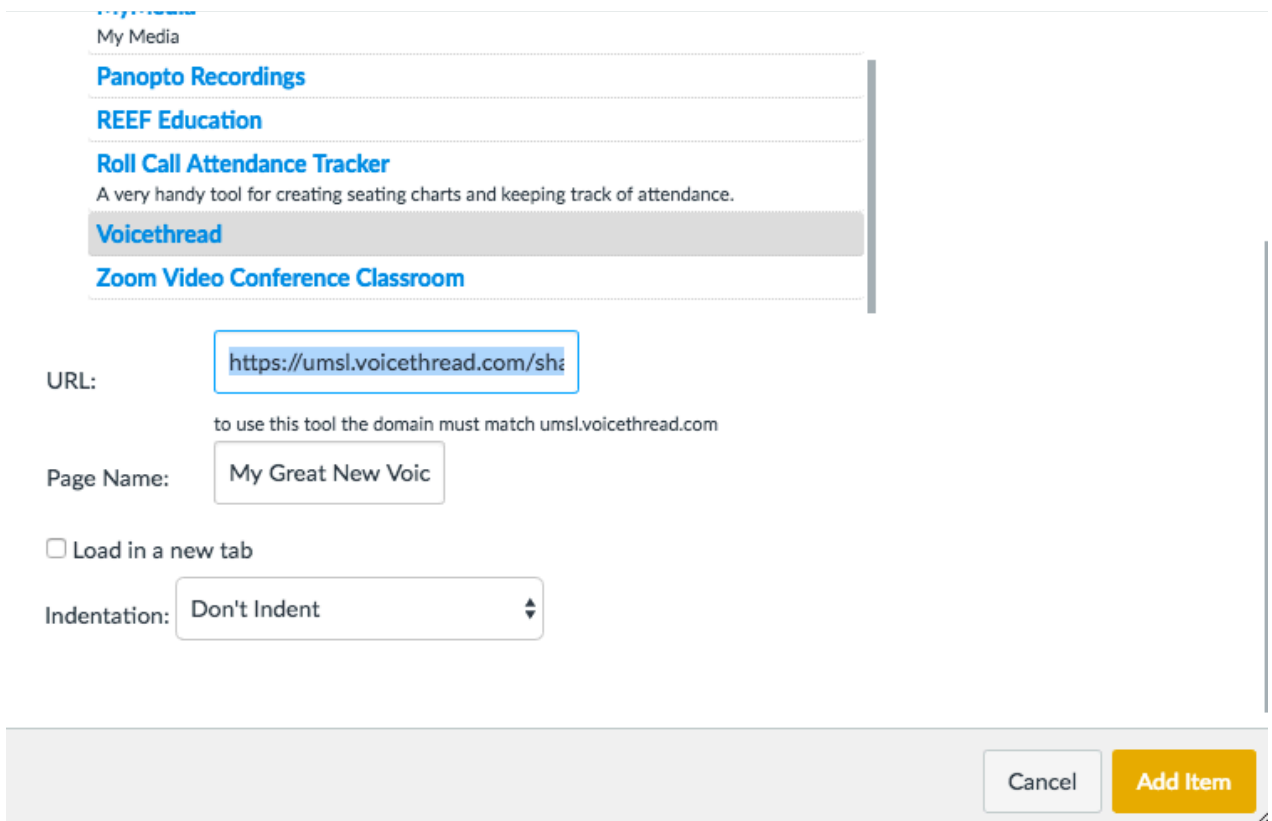**Don't forget to save your changes**

Save changes   Cancel

Now click the "Basic" tab to learn what your URL is for your Voicethread. Click "Copy Link" then close the white box by clicking the gray X.

- Return to your Canvas course and go to the module where you want this new Voicethread to appear. As you did before, click "+", then "External Tool," then "Voicethread." In the box that appears, paste in the URL to your new Voicethread and next to "Page Name" write in what you want the title to appear as in Canvas in your module. Click Add Item.
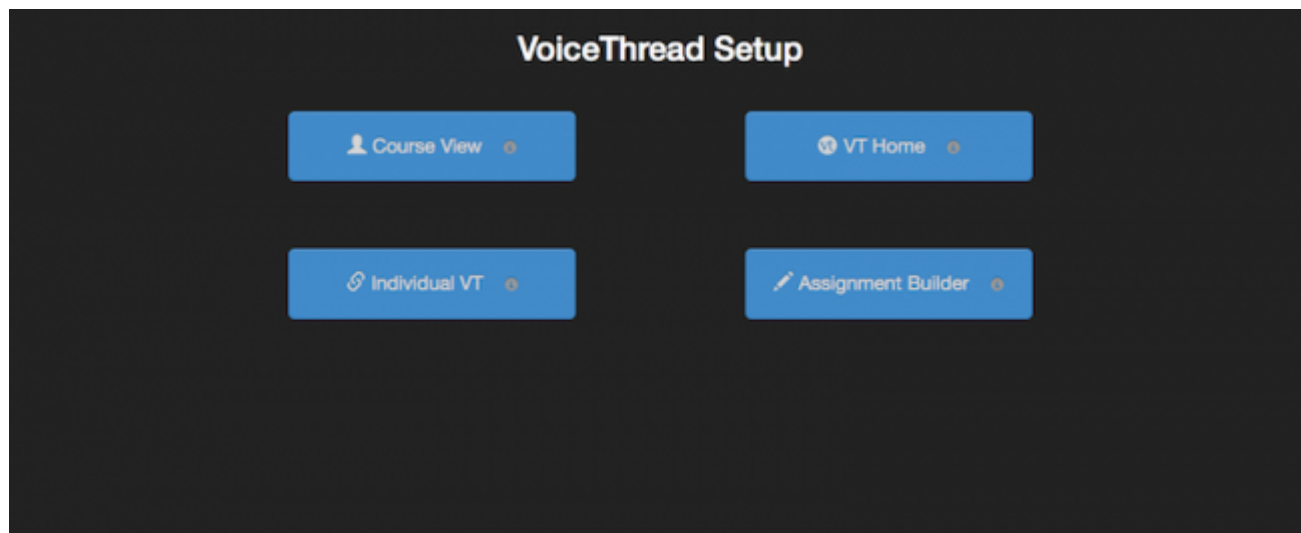

- By default your link is unpublished, so publish when you're ready. Click the link you just put in to open your Voicethread. It is from here that you can record on any slide you wish. Navigate to your slide and record using your microphone or webcam as you wish per slide. The recording will play back for you, and you can decide to save the comment onto each slide when you're satisfied.

That's it! Continue on if you want to use more features of Voicethread.

STEP 3. Creating a link for students to create a Voicethread

If you want to set up a place for students to access Voicethread as a tool or a course folder area where they can share their Voicethreads as a class, proceed in this handout.

After you have added VoiceThread to your course (either as a graded or non-graded activity), you'll need to decide what you want students to see when they click on that link. Start by clicking on the link you've just created. This will show you the VoiceThread Setup page, where you can select the option that best fits your needs. These options are detailed below.
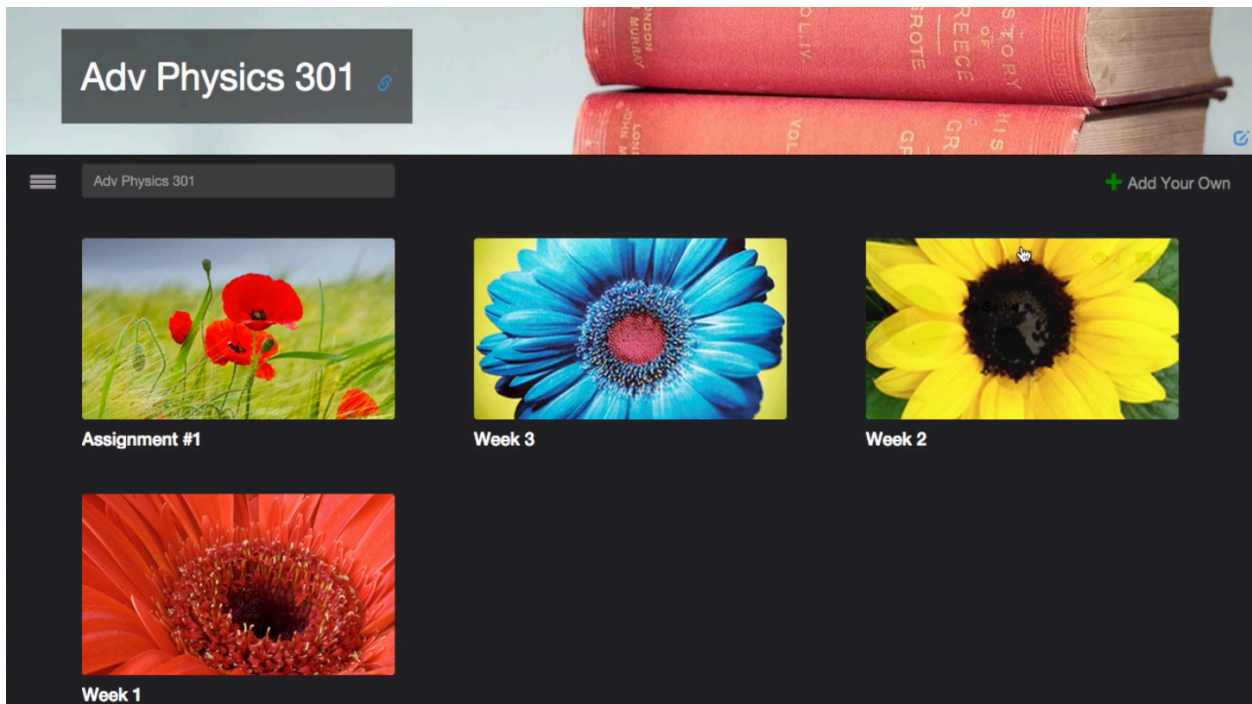

Course View	Choose this option when you want students individually to create a VT to share with the class.
VT Home	Choose this option when you want students to browse VT, access their VT library, or create a Voicethread for use inside or outside of the course.
Individual VT	Choose this option when you want to link to a specific Voicethread, such as your lecture recording or discussion activity.
Assignment Builder	Choose this option if you want to grade student activity in Voicethread (such as grading their comments or their VT private presentations.)

Course View

Display the collection of VoiceThreads that have been shared with your course. Anything that has not yet been explicitly shared with your course will not appear here. This is typically empty.
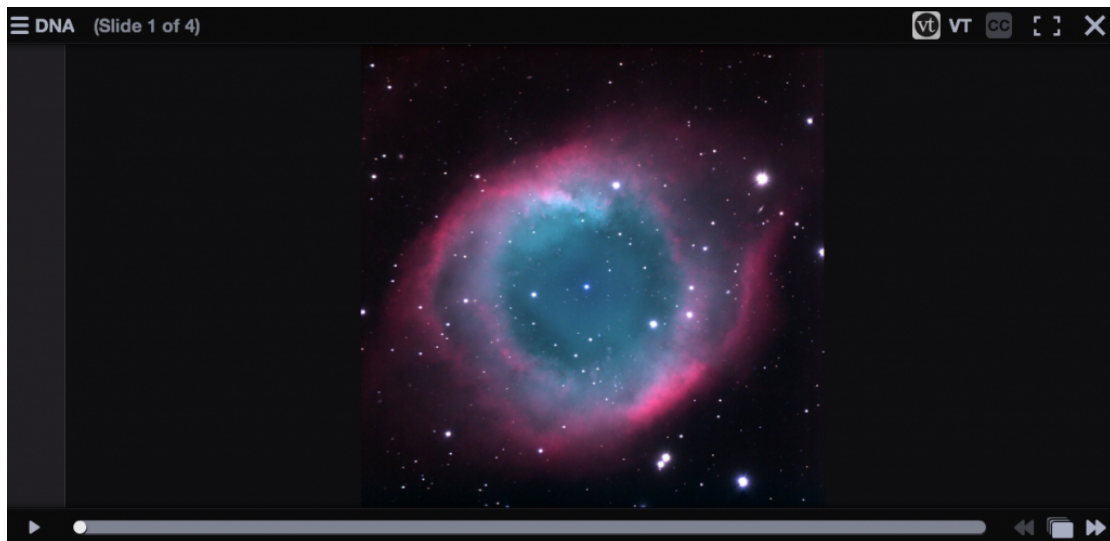
This is a good option when you want students to find and comment on each other's work or if you want to allow students to review all course materials prior to an exam.
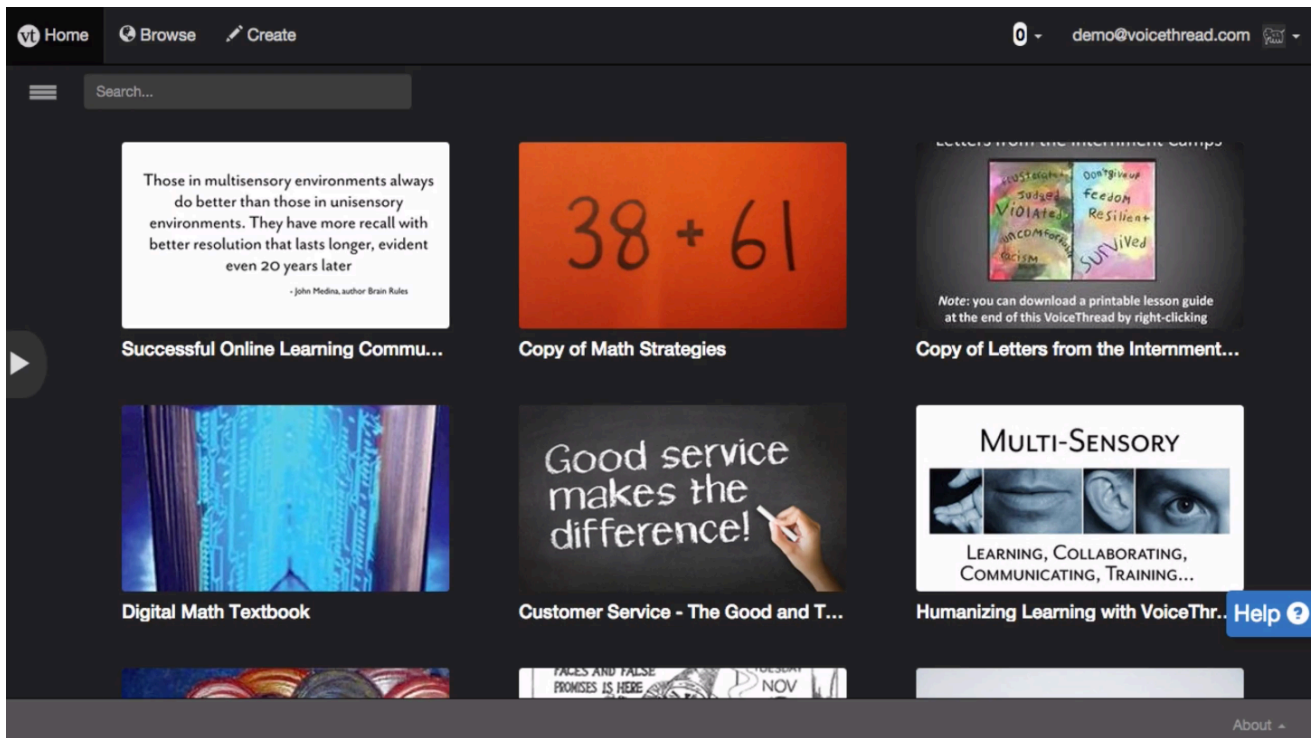
Individual VT

Display any VoiceThread that you have created. When students click on the link, they'll see just this one VoiceThread.

This option is the best way to create a VoiceThread discussion board or lecture. Students will not need to look through a collection of VoiceThreads to find the correct one; they will be taken straight to it.
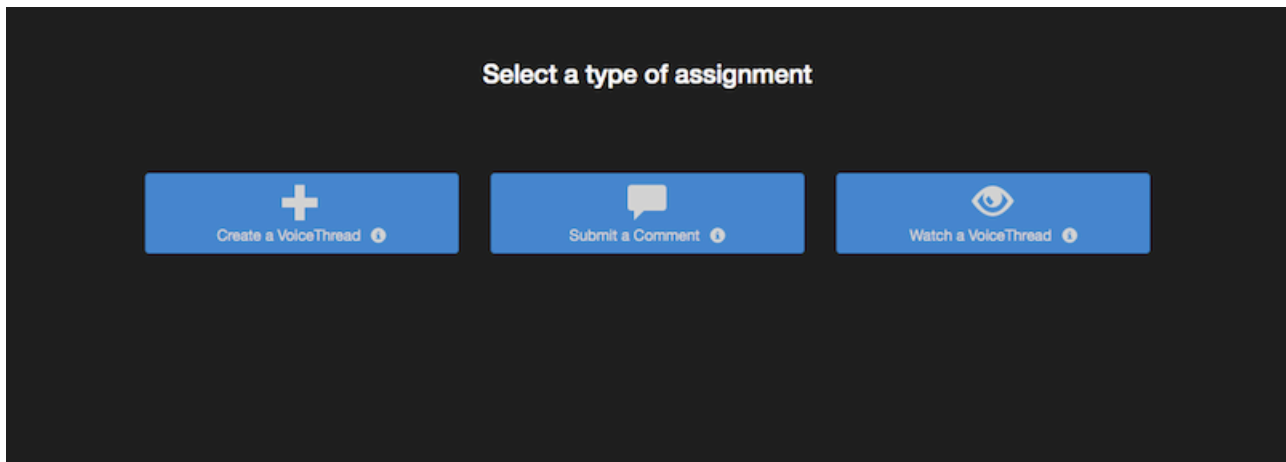

VT Home

Display all of a student's VoiceThread content in a single view. This includes all VoiceThreads and all courses/groups that belong to them. This option is useful if you want to create a simple portal into VoiceThread without directing students to any specific content.

Assignment Builder

Create a graded assignment for students to complete. You can require them to create a VoiceThread of their own to submit, to comment on a VoiceThread you've created, or simply to watch a VoiceThread.

After you've selected the type of assignment you'd like to create, you'll be walked through the steps to complete the setup process. You can include a description for your assignment, select a VoiceThread you've created for the Comment or Watch Assignment, decide whether students are allowed to resubmit their assignments or if the first submission is final, and even require a specific number of comments for the Comment Assignment.

If you aren't grading student comments or submissions using the built-in Voicethread grader, then you're all done!
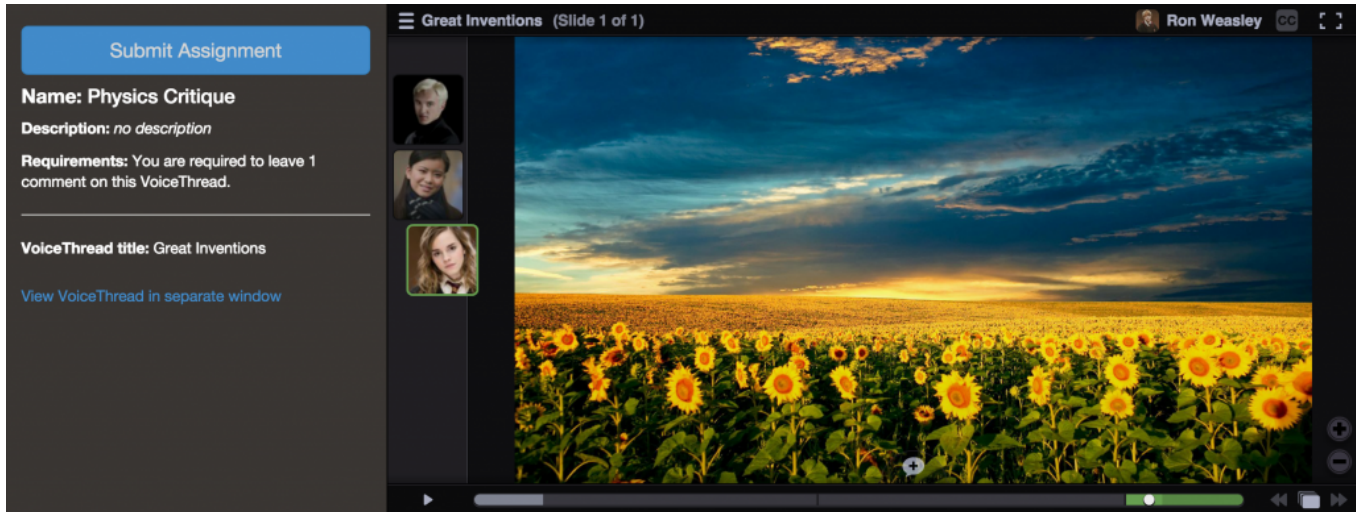
Continue with Steps 4 & 5 only if you wish to use Voicethread's Grader utility.

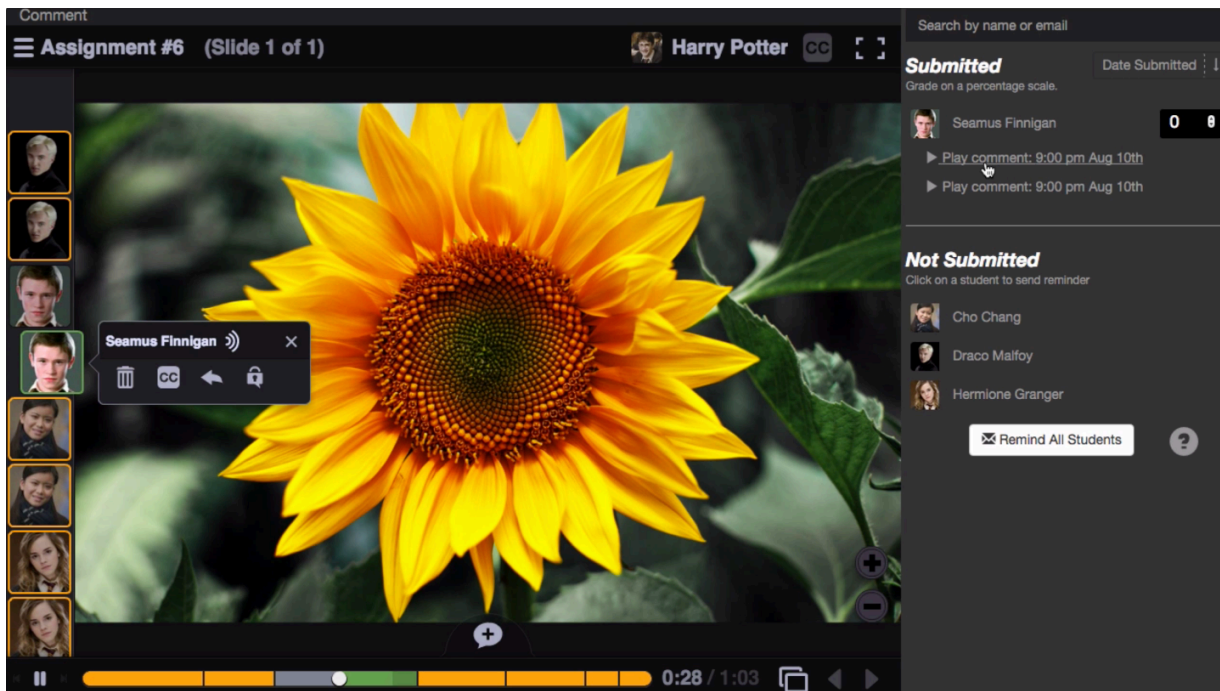## STEP 4. Student Assignment Submission

When students click on the link for a graded assignment, they will see the assignment you've created. They can immediately create or select a VoiceThread to submit for the Create Assignment, record comments on your VoiceThread for the Comment Assignment, or watch the VoiceThread for the Watch Assignment. As soon as they click on the "Submit Assignment" button, you will be able to grade their work.

Click here for the assignment submission guide for students.

STEP 5. Grading student work

When you're ready to grade a VoiceThread assignment, simply return to your course and click on the VoiceThread link again. This will display the grader.

Click on a student's name on the right to see that student's submission. You can click on each comment below his or her name individually to jump directly to it. Enter a grade on a percentage scale (0-100), and hit "Enter" on your keyboard. This grade will immediately be entered into your Canvas course gradebook.

Note: If you have set the assignment to be worth less than 100 points, **still grade it on a scale of 0-100**, and the score will be adjusted accordingly in your gradebook.

If you have students who have not yet submitted their assignments, click on the "Remind" button to send them an email reminder. Click "Remind all students" to send an email to everyone who has not yet submitted.

<div style="background-color:red; color:white;">**Troubleshooting Tips**</div>

Error message: "The authentication failed; the signature on your request did not match the expected value" or "Could not find Org for this launch"	Have your Canvas administrator check to make sure the Shared Secret and Consumer Key are entered correctly, and that the clock on your Canvas server is accurate.
Can't see student submission for grading	The student likely did not click the "Submit Assignment" button after completing his work. The student can simply go back into the assignment and click "Submit Assignment" at a later time. The students will not need to re-do their work.
You're not automatically signed in to VoiceThread when you click on a VT link	Make sure your web browser accepts third-party cookies.
When you click on a VT link, you see a page titled "VoiceThread Account Verification".	This means you already had a VoiceThread account under your email address, and the system is now trying to connect that existing account with your Canvas profile. You'll only need to complete this step once in Canvas. To proceed through this page: • Click on the link that says "Set it here" to set a verification password for your account. • Proceed through the steps to set a password. This will involve receiving an email from VoiceThread. • Use that password you just set on the verification page.
Need Help?	Contact Voicethread Pro Support line at pro-support@voicethread.com