

# VoiceThread for Students

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## Before you start with VoiceThread

Be sure to have any files you will be uploading available and put somewhere on your computer where you can find them. A good way is to create a folder with the name of your assignment, and put all files you intend to use in that folder.

Second, if this is your first time using Voicethread, you should select a picture of yourself you can use as an “avatar” – a picture that will be displayed with your VoiceThread comments.

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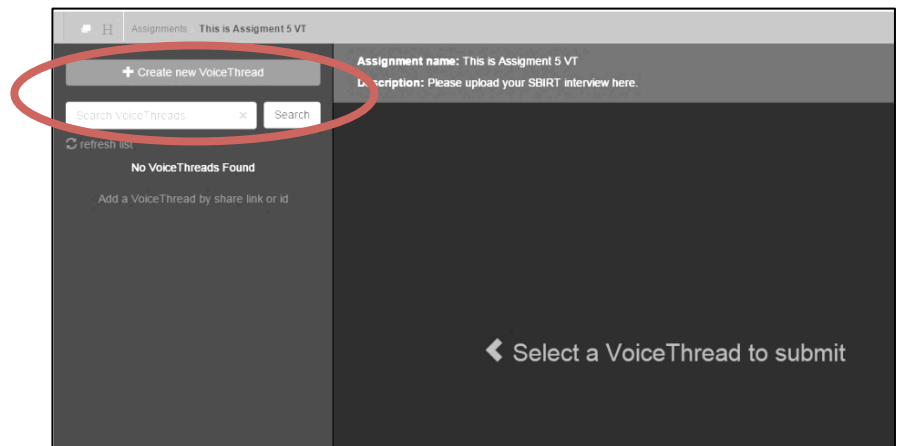
## “Create a VoiceThread” Assignment

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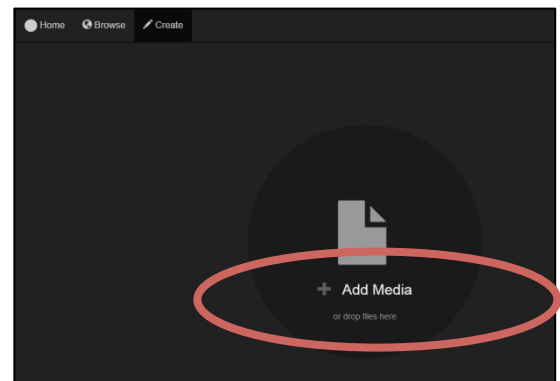
Here are the steps to follow in creating a VoiceThread

1. Log into your course and click on the VoiceThread Assignment your instructor has created called **Your Final Project**

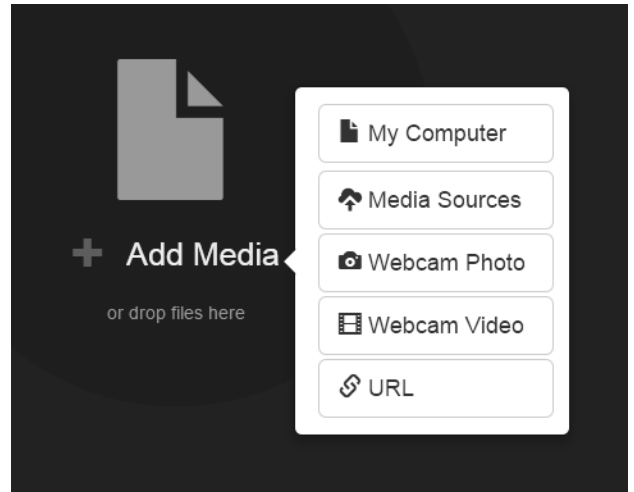
2. VoiceThread will Display the Create new VoiceThread page:



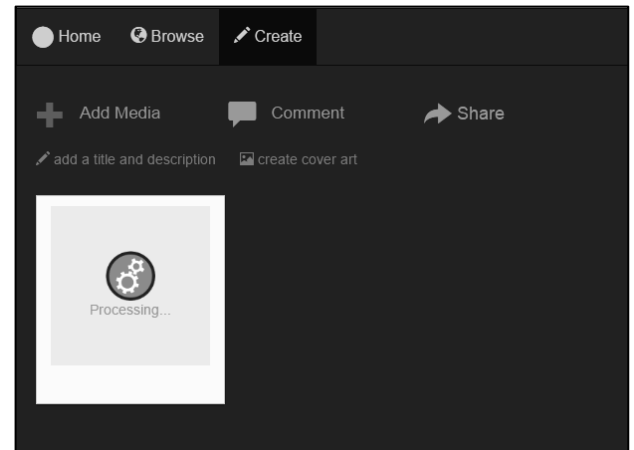
3. Click on the Create new VoiceThread button to begin. The Add Media page will appear



4. When you click on Add Media, a selection window will appear. Select the source where your media is saved:
  - **My Computer** brings up a browser to locate and upload a file
  - **Media Sources** takes you to media file libraries, including any VoiceThreads you may have previously created
  - **Webcam Photo** will open your device's webcam to take a photo
  - **Webcam Video** will open your device's video for shooting a video
  - **URL** can be used to add a webpage

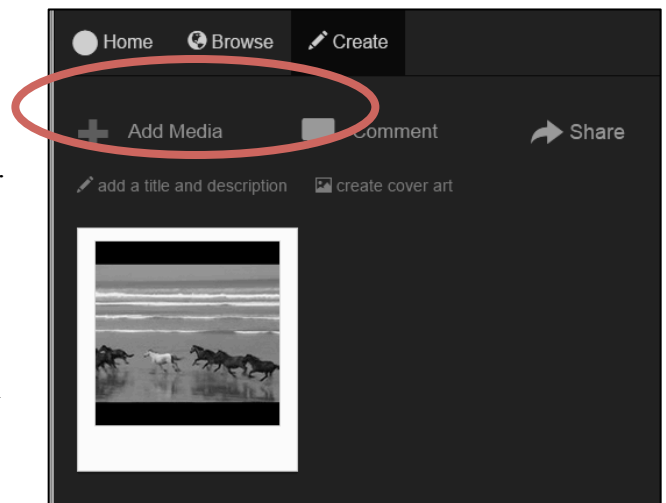


5. For files on your computer, browse to the file and click on it. VoiceThread will then upload file. Once the file is loaded, a tile for the file will appear. VoiceThread may need to process this file into the system, and will indicate that with a Processing icon.



6. Once the file has completed the upload, it will appear as an image on your VoiceThread page.
7. Click on the Add a title and description item to give the file a name in VoiceThread. You should also give a brief description of the file so that others will know what it's about.

You can also edit or delete the file by hovering over it to get either the pencil icon (edit) or trashcan icon (delete)

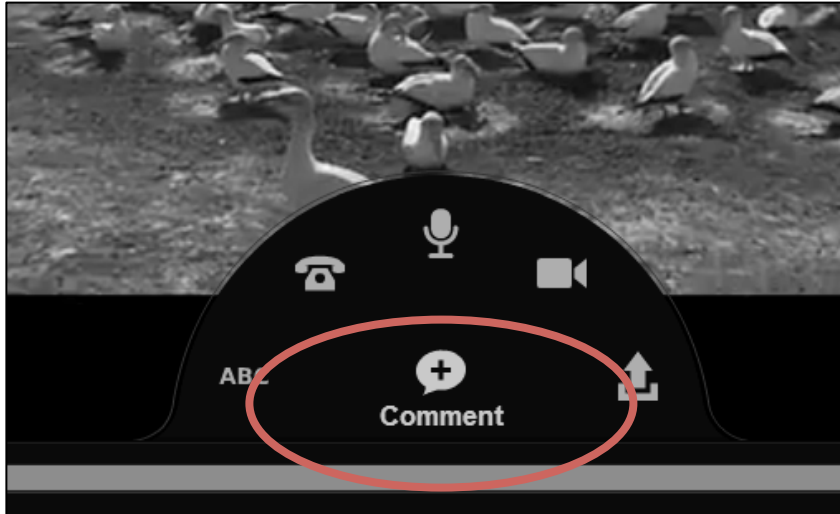


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## Adding Comments on Your VoiceThread

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For this assignment, you must add audio or video for each lab. You will add this multimedia by clicking on the Comment item on each lab.



1. Hover over the + sign at the bottom of the page to display the icons for making comments
  - **ABC** – allows you to type in Text comments
  - **Phone** – clicking on this will ask your phone number. It will then call your phone and you can use it to make an audio comment on the VoiceThread. This is convenient if your computer does not have a built-in microphone
  - **Microphone** – connects to your device's internal microphone for you to speak a comment
  - **Video Camera** – opens your device's video camera for you to video yourself making a comment.
  - **Upload Box** – this allows you to upload a file from your computer to add as a comment.
2. Choose a method to enter a video. You can then add a comment. Because you are the poster of the VoiceThread, your first comment will appear before the VoiceThread plays.
  - **IMPORTANT** – The first time you make a comment in VoiceThread, it will place a window at the top of the screen, asking if you want to add an avatar image for your comments. **This is where you can upload a picture of yourself that will be added to all your comments.** This is a good way for people to connect a “face” with your comments.
3. Make your comment. When you are finished, it will appear on the left sidebar.

Continue to add Comments on each lab report.

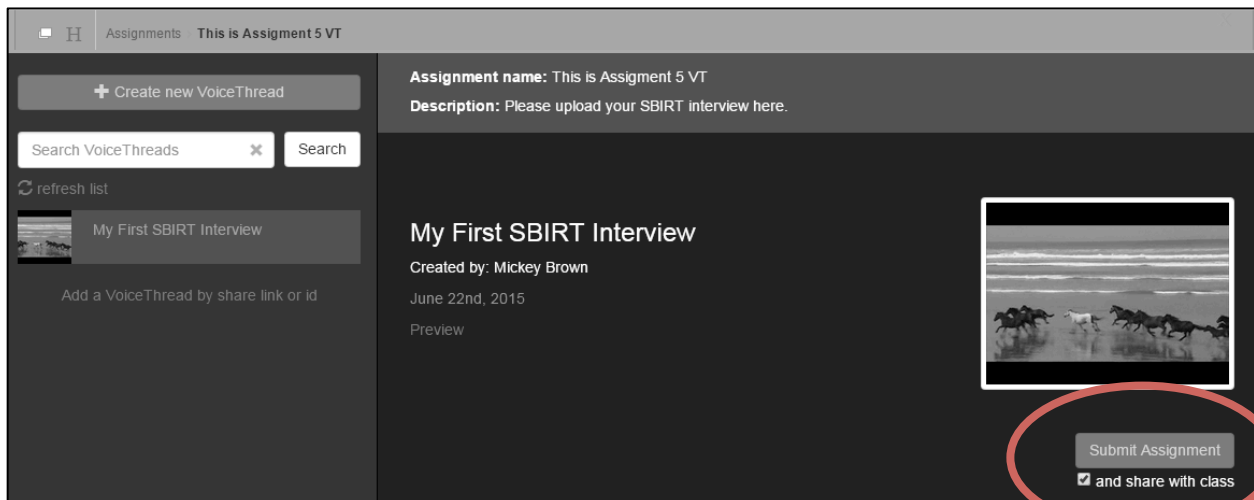
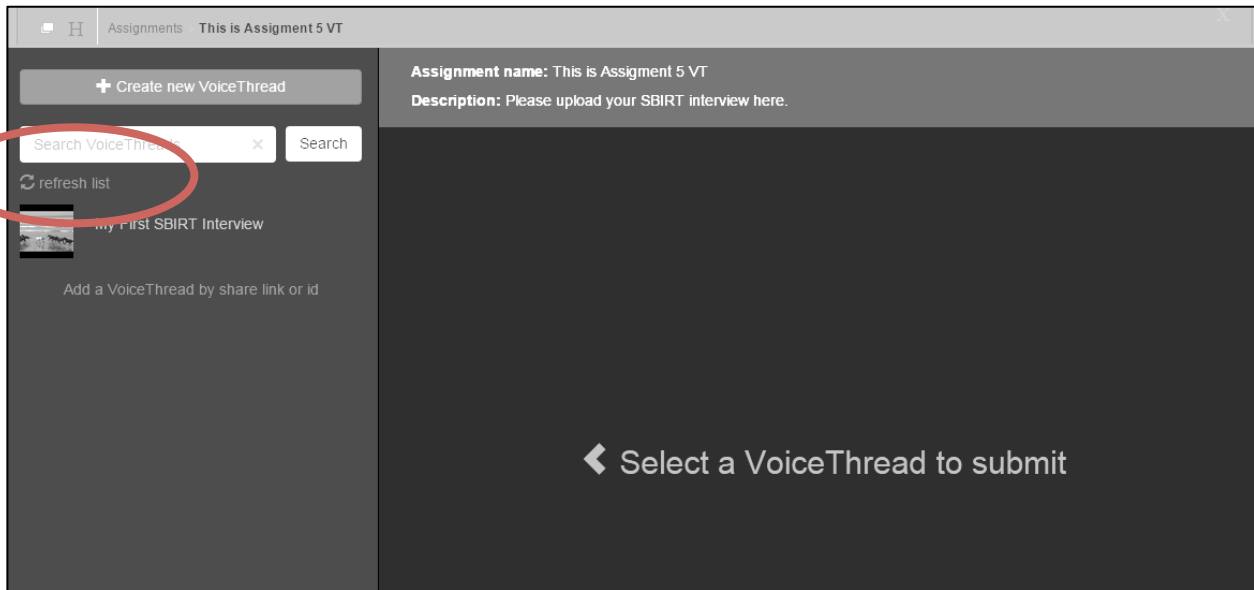
Your VoiceThread for the assignment is now complete. Return to Blackboard by closing the VoiceThread tab in your browser: go to the top of the browser and clicking on the X in the tab titled “VoiceThread – Myvoice.” This will return you to your Blackboard class Assignment page.

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## You Must Now Submit Your VoiceThread

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1. Click on the “refresh list” item in the left frame. Your new VoiceThread will now appear.



2. From the list on the left, locate the VoiceThread you want to submit for the assignment and click on it. It will now appear in the Submission list on the left.
3. **Be sure to click the checkbox next to “and share with class”** beneath the Submit Assignment button. Once the box is checked, you can click on Submit Assignment. You will receive a confirmation that the assignment has been submitted.
4. To return to your course, click on the My USC tab at top, and then click on your course name.