

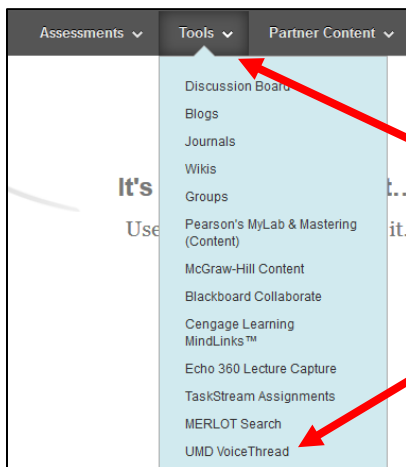
## Creating a VoiceThread Commenting Assignment

### Introduction

Follow the steps below to create a VoiceThread assignment where students must make comments on a VoiceThread presentation.

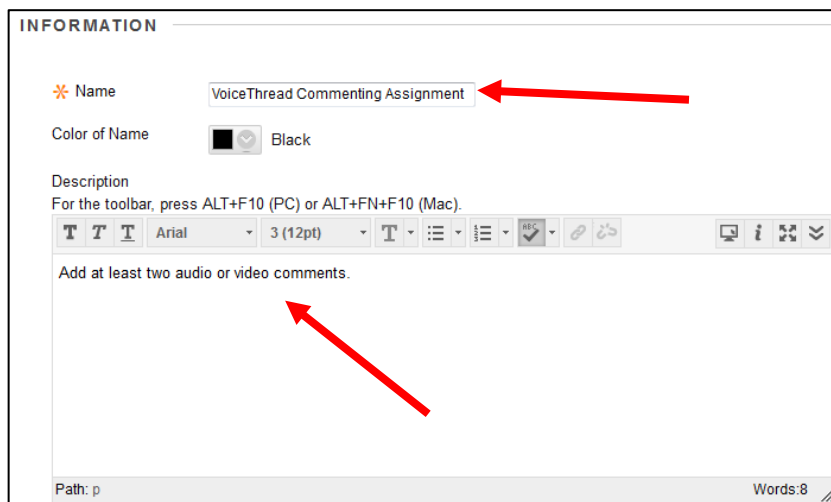
#### Step 1:

In a content area, hover your cursor over the **“Tools”** menu and choose **“UMD VoiceThread.”**



#### Step 2:

Enter a name for your VoiceThread in the **“Name”** text box, then enter brief instructions in the **“Description”** area.

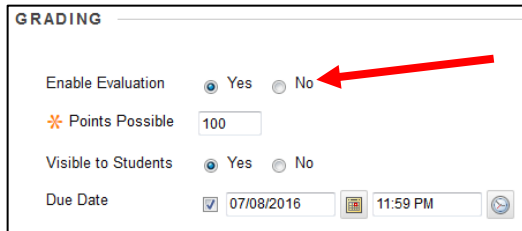


A screenshot of the VoiceThread creation form. The 'Name' field contains 'VoiceThread Commenting Assignment' and is highlighted with a red arrow. Below it is the 'Description' field with a red arrow pointing to the text 'Add at least two audio or video comments.' The form also includes a toolbar with various editing options and a 'Path: p' field at the bottom left.

**Step 3:**

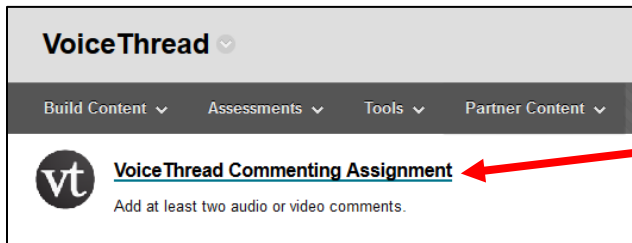
Below the description box under the “Grading” heading, set “Enable Evaluation” to “Yes”. Enter how many points you would like to grade this assignment out of in the “Points Possible” text box, then enter a due date if you wish.

Press “Submit” at the top or bottom of this page to move on.



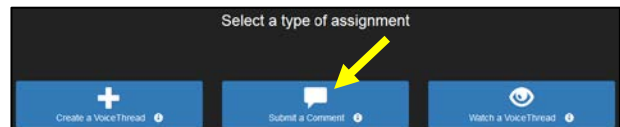
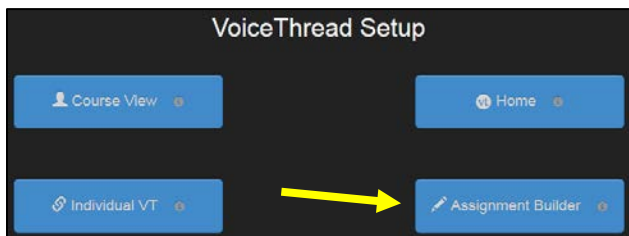
**Step 4:**

Click on the newly created VoiceThread link created in step 2.



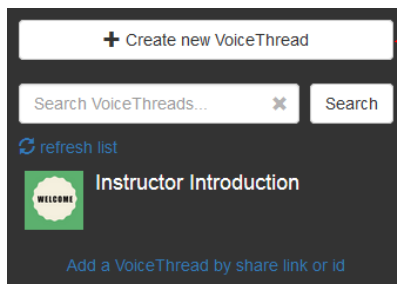
**Step 5:**

Click the “Assignment Builder” button, then choose “Submit a Comment.”



**Step 6:**

If you have already created the VoiceThread presentation, you can choose it from your list of VoiceThreads and skip to step 13. Otherwise, click “Create new VoiceThread” to make a new one.



Your list of VoiceThreads will appear here.

### Step 7:

During this step, you will choose the information that will appear in the center of the VoiceThread. Click the “Add Media” circle in the center of the page to add your focus content.

“My Computer” allows you to upload files from your computer:

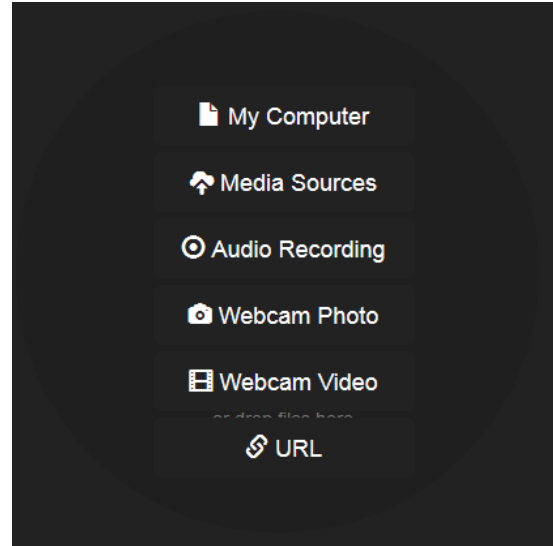
- Images - JPEG/GIF/PNG/BMP
- Audio - MP3/WAV
- Video - QuickTime, WMV, AVI
- Documents - DOC, DOCX, PDF, ODT, XLS, XLSX, ODS.
- Presentations - PPT, PPTX, ODP, PDF

“Media Sources” imports content from Khan Academy, other VoiceThreads, Flickr, or the New York Public Library.

“Audio Recording” records audio from your microphone to serve as the focus of the discussion.

“Webcam Photo” or “Webcam Video” allows you to take a picture or record a video directly from your webcam.

“URL” allows you to import images and videos from other websites.



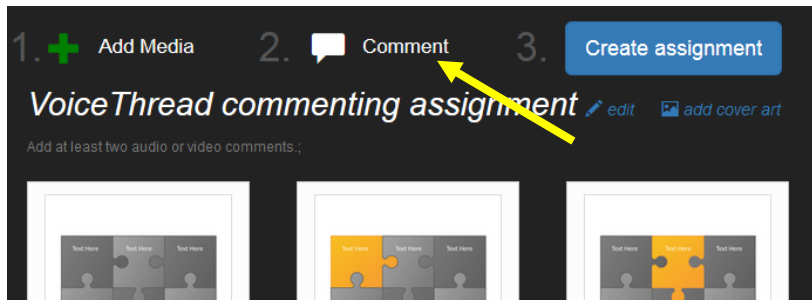
### Step 8:

After choosing a file from your computer (or elsewhere) enter a title for this VoiceThread. This title can match the name you entered in step 2. You can also provide additional directions in the “Description” area. Use the “Save” button when you are done.

A screenshot of the 'Thread Settings' form. It has three tabs: 'Title/Description' (selected), 'Playback Options', and 'Cover Art'. The 'Title' field contains 'VoiceThread commenting assignment' with a red arrow pointing to it. The 'Description' field contains 'Add at least two audio or video comments.' with a red arrow pointing to it. The 'Tags' field is empty with the placeholder 'Enter tags'. A blue 'Save' button is at the bottom right with a red arrow pointing to it.

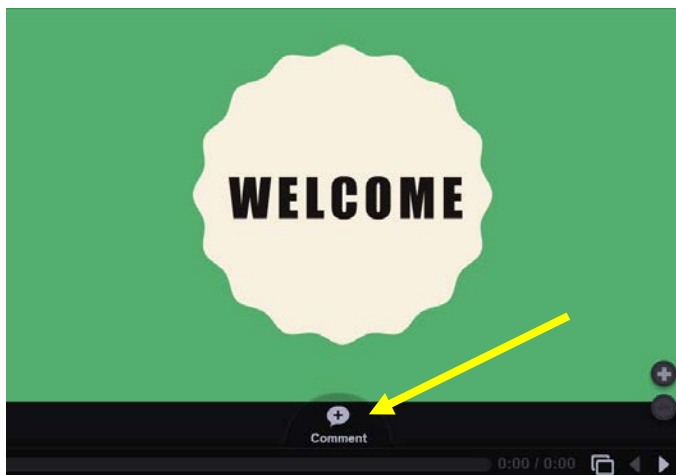
### Step 9:

Depending on the size of the files you have uploaded or imported, you may have to wait a few seconds for the files to be processed by VoiceThread. In this example I uploaded a PowerPoint file. Once they have finished processing, they will appear as square thumbnails as shown below. To add comments on the slides, click the “Comment” button.



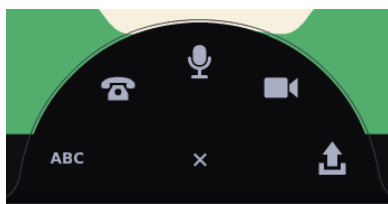
**Step 10:**

Place your mouse cursor over the first slide, then click on the “**Comment**” button along the bottom of the slide.



**Step 11:**

VoiceThread offers five different ways to make a comment:



ABC	Text type-in comments.
Phone icon	Audio comments via telephone (at no charge.)
Microphone icon	Audio comments via computer microphone.
Webcam icon	Video comments via a webcam.
Upload icon	Upload audio/video file comments.

**Audio comments via telephone**

This option allows you to enter your phone number to have VoiceThread call you. When you pick up the phone, you can speak your comment and it will be posted to the VoiceThread as an audio comment for others to listen to. This is a great option for people who do not have a computer microphone.

Please enter your phone number

Phone icon

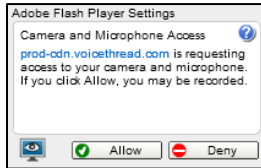
Cancel Call Me

**Microphone & Webcam Comments**

These options allows you to record video or audio comments. Most newer computers have a microphone built-in next to the webcam. If not, you can use a headset. The process of recording each

comment is the same. The only difference is that microphone comments record audio, whereas video comments record both audio and video.

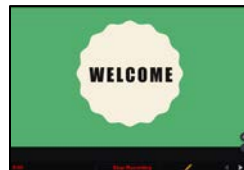
1. Click on the microphone or camera icon.
2. Click **“Allow”** to let VoiceThread use your microphone and/or camera.
3. Once the countdown finishes, record your comment by speaking into/toward the microphone.
4. Click the **“Stop Recording”** button at the bottom of the VoiceThread to finish your recording.
5. Click **“Save”** to post your comment.
6. Use the < and > buttons to access and add comments on other slides.



Click **“Allow.”**



Wait for the count down.



Record the comment.



Click **“Save”** to post Your comment.



This ticker lets you know how long you have been recording.

Click **“Stop Recording”** to finish recording.

Use the pencil to draw on the page as you speak.

The < and > buttons allow you to move between slides.

### Step 12:

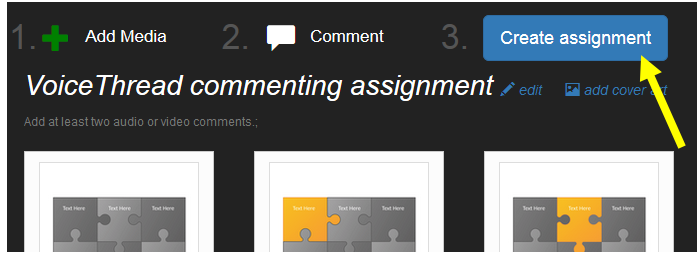
Once you have added all of the comments, click the **“X”** button in the upper-right corner of VoiceThread.

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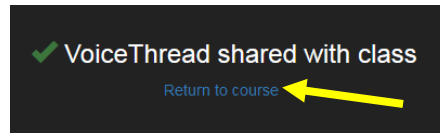
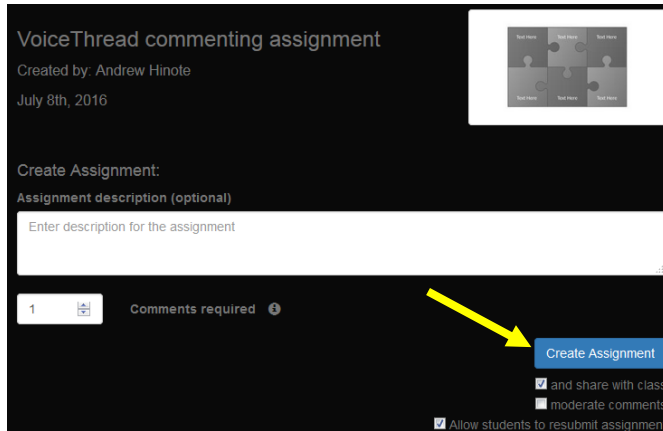
**Step 13:**

Click the blue “Create assignment” button.



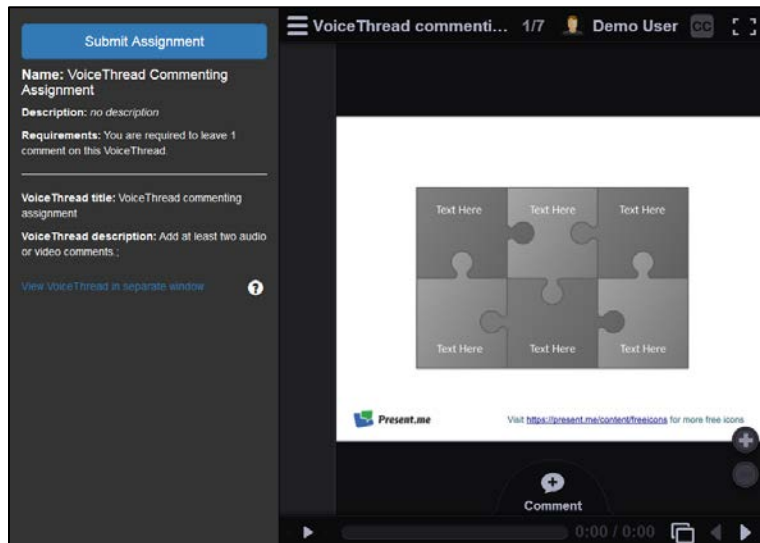
**Step 14:**

Click the blue “Share with class” button once more to finish establishing the VoiceThread link. Click “Return to course” to be brought back to your content area.



Your VoiceThread link will now bring **you** to a screen where you can grade student submissions. If **students** click on that link, they will see a page that prompts them to comment on the VoiceThread.

**Student View:**



**Conclusion**

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at **508-999-8501** or by email at **myCoursesHelp@umassd.edu**.