

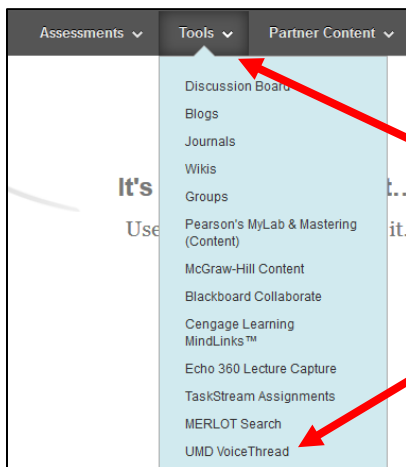
Creating an Ungraded VoiceThread Presentation

Introduction

Follow the steps below to create an ungraded VoiceThread presentation that students can view and comment on.

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. Press **“Submit”** to finish creating the link.

INFORMATION

Name →

Color of Name

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

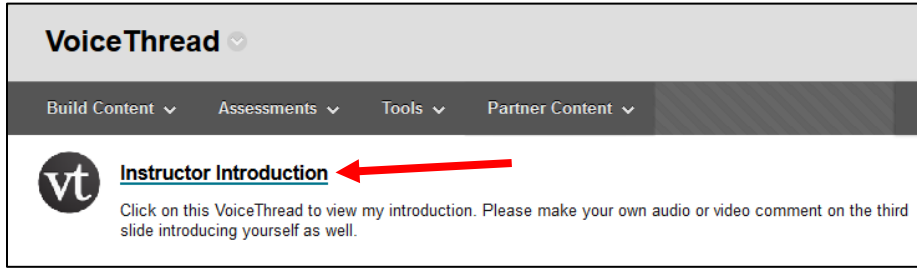
T T T Arial 3 (12pt) B I U ↶ ↷ ↻ ↺ ↻

Click on [this VoiceThread](#) to view my introduction. Please make your own audio or video comment on the third slide introducing yourself as well. →

Path: p Words: 24

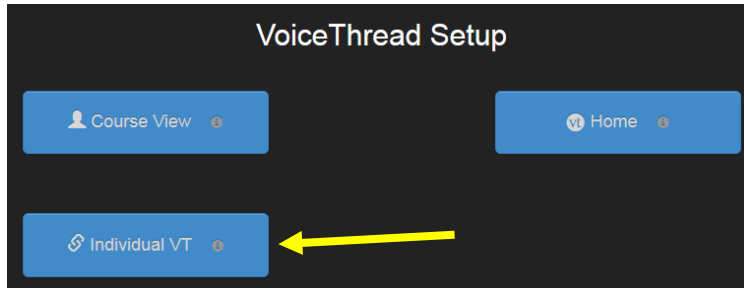
Step 3:

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



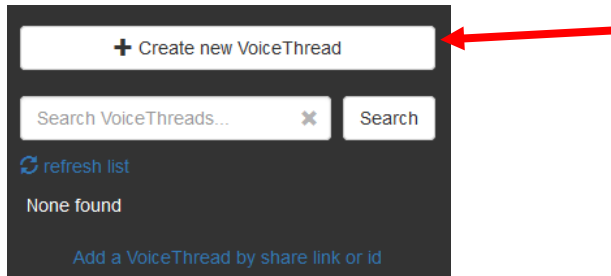
Step 4:

Click the "Individual VT" button.



Step 5:

Click the "Create new VoiceThread" button.

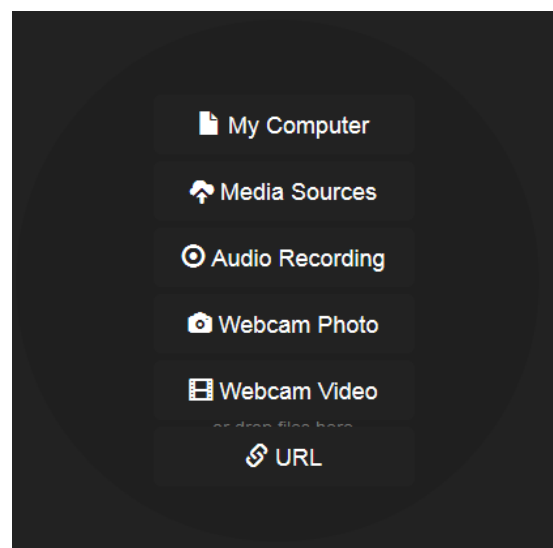


Step 6:

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.

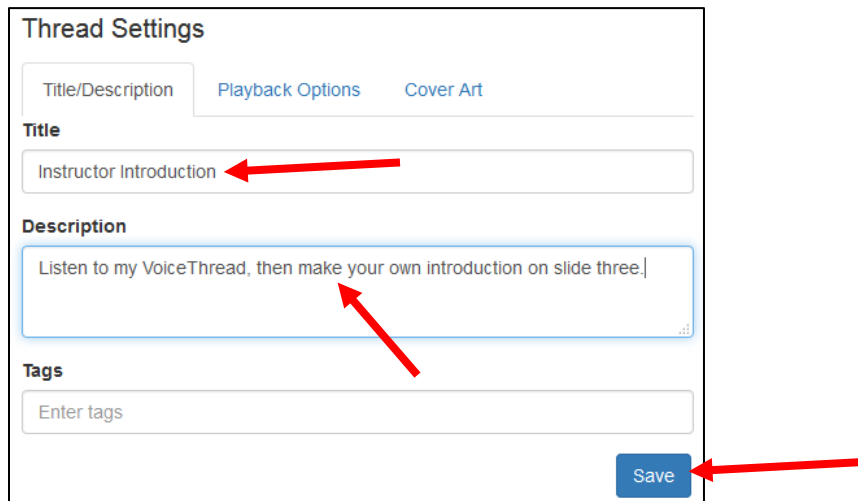
“**Audio Recording**” records audio from your microphone to serve as the focus of the discussion.

“**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 7:

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.

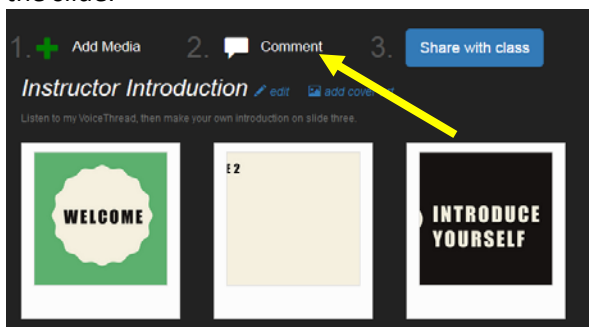


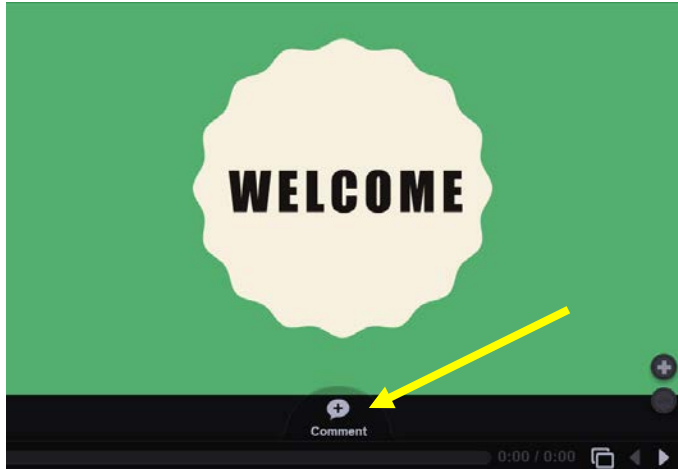
Step 8:

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 each slide, click the “**Comment**” button.

Step 9:

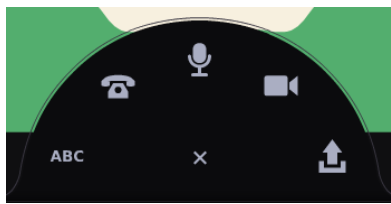
Place your mouse cursor over the first slide, then click on the “**Comment**” button along the bottom of the slide.





Step 10:

VoiceThread offers five different ways to make a comment:



ABC	Text type-in comments.
☎	Audio comments via telephone (at no charge.)
🎤	Audio comments via computer microphone.
📹	Video comments via a webcam.
📁	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

☎

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.

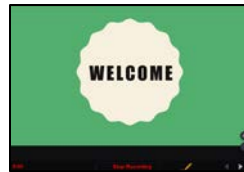
1. Click on the microphone or camera icon.
2. Click **“Allow”** to let VoiceThread use your microphone and/or camera.
3. Once the countdown finishes, record your comment by speaking into/toward the microphone.
4. Click the **“Stop Recording”** button at the bottom of the VoiceThread to finish your recording.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



Click "Allow."



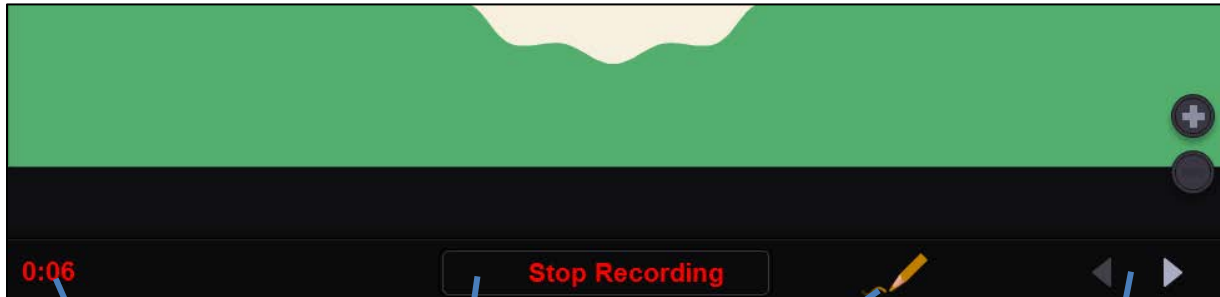
Wait for the count down.



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 11:

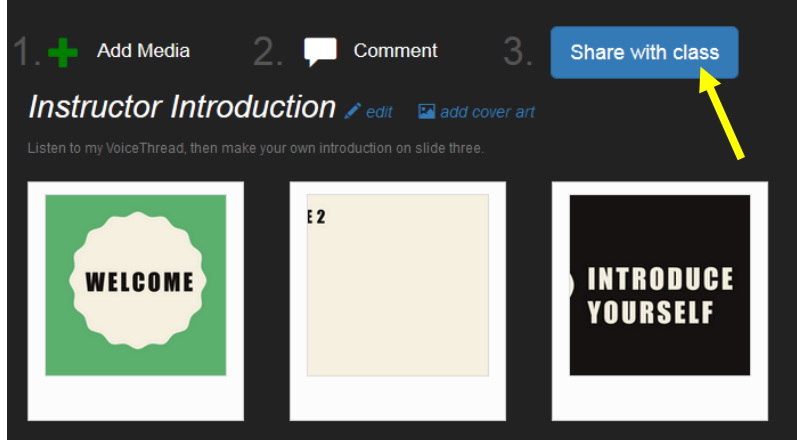
Once you have added all of the comments, click the "X" button in the upper-right corner of VoiceThread.



Continued on next page...

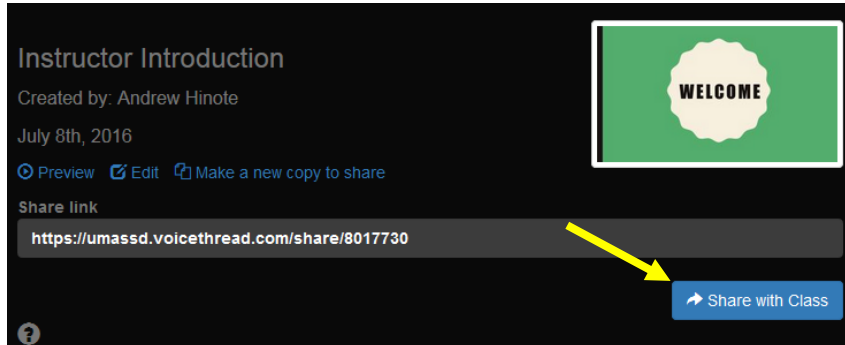
Step 12:

Click the blue “Share with class” button.

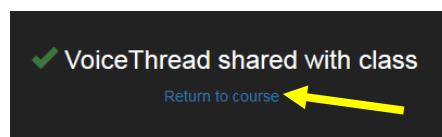


Step 13:

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 now brings you directly into the presentation you created.



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**.