

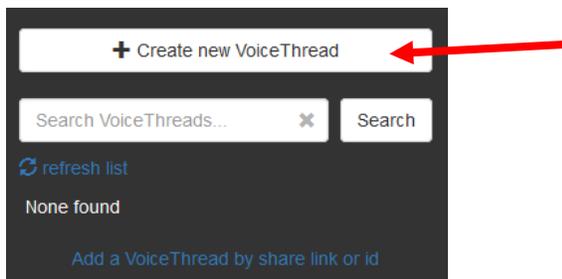
## Submitting a Create-Your-Own VoiceThread Assignment

### Introduction

Follow the steps below to upload, comment on, and submit a create-your-own VoiceThread assignment.

#### Step 1:

Click the **“Create new VoiceThread”** button. If you have already created the VoiceThread, you can choose it from the list of VoiceThreads beneath the **“refresh list”** link, then skip to step 8.



#### Step 2:

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.

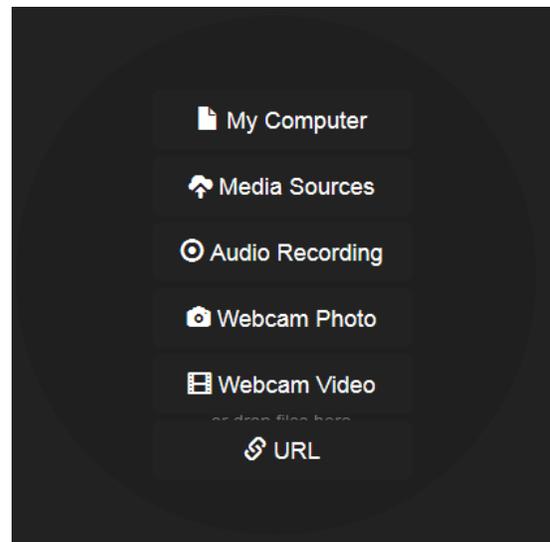
**“My Computer”** allows you to upload files from your computer:

- 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 3:**

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.

Thread Settings

Title/Description Playback Options Cover Art

Title

My VoiceThread Presentation

Description

This is my final presentation.

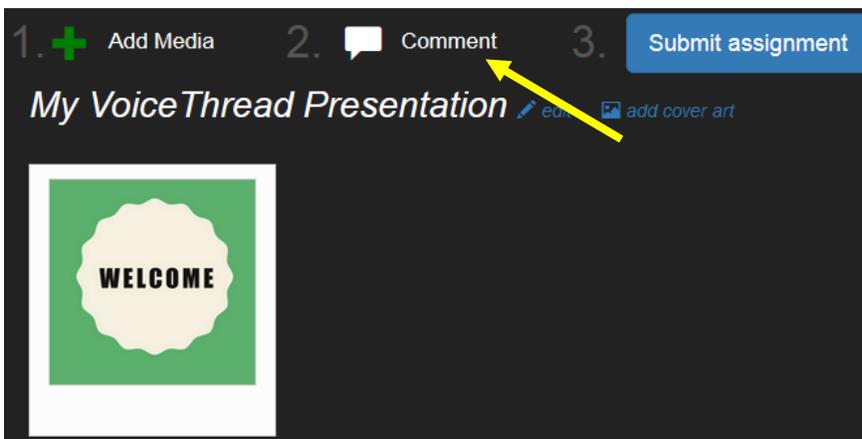
Tags

Enter tags

Save

**Step 4:**

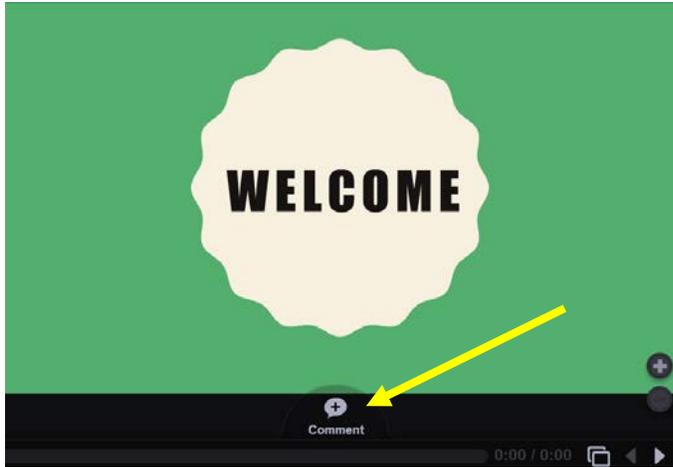
Depending on the size of the files you have uploaded or imported, you may have to wait a few seconds for the files to be processed by VoiceThread. In this example I uploaded a PowerPoint file. Once they have finished processing, they will appear as square thumbnails as shown below. To add comments on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



*Continued on next page...*

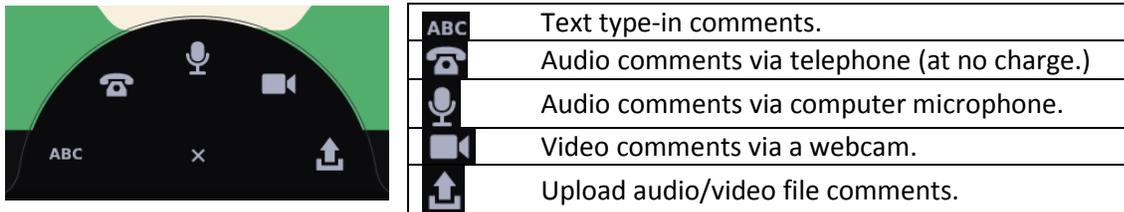
**Step 5:**

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



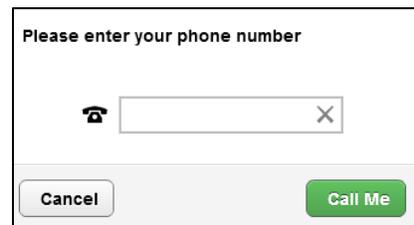
**Step 6:**

VoiceThread offers five different ways to make a comment:



**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.



**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."



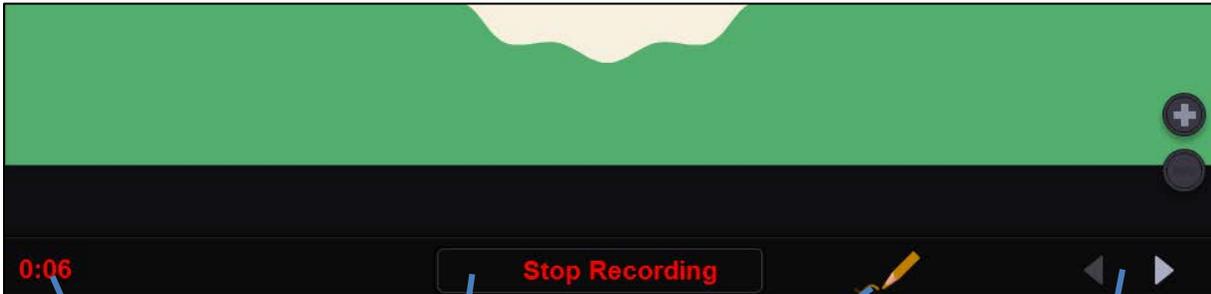
Wait for the count down.



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 7:**

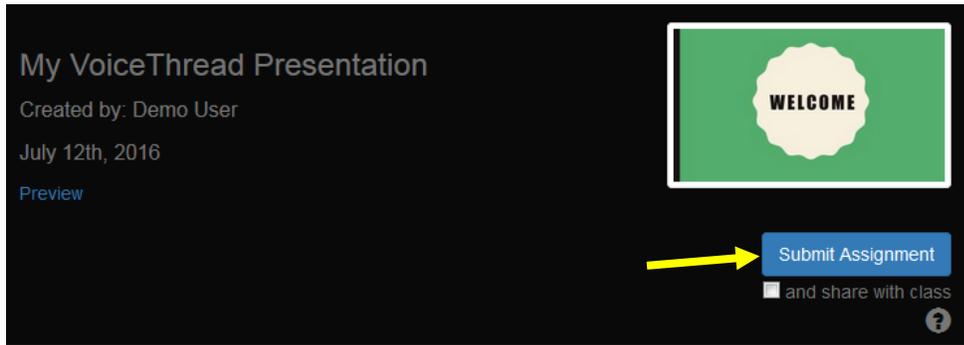
Once you have added all of the comments, click the "X" button in the upper-right corner of VoiceThread.



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**Step 8:**

Click the “**Submit Assignment**” button twice to submit your VoiceThread presentation for grading.



**Conclusion**

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8505 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).