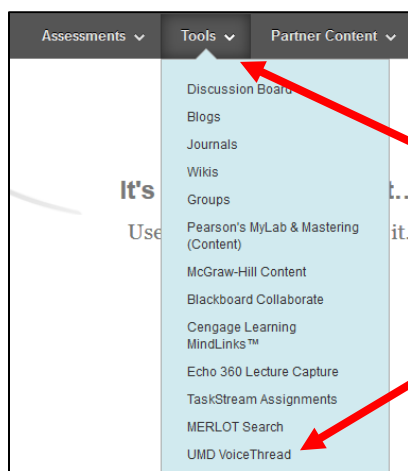


## Creating a View-Only VoiceThread Assignment

Follow the steps below to create a presentation that students must view. Students will have to watch the presentation and press “Submit” to receive a grade.

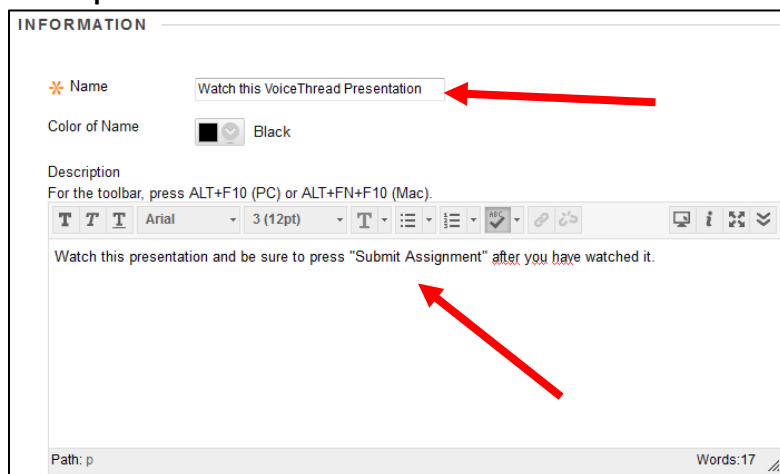
### Step 1:

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, and then enter instructions in the “Description” area.

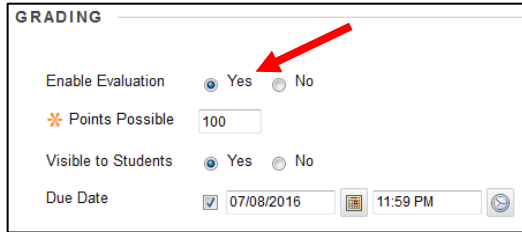


A screenshot of the VoiceThread creation form. The form is titled 'INFORMATION' and has two main sections: 'Name' and 'Description'. The 'Name' section has a text box containing 'Watch this VoiceThread Presentation' and a color selector set to 'Black'. The 'Description' section has a text area containing the text 'Watch this presentation and be sure to press "Submit Assignment" after you have watched it.' A red arrow points to the 'Name' text box, and another red arrow points to the 'Description' text area. The form also includes a toolbar with various text formatting options and a status bar at the bottom showing 'Path: p' and 'Words:17'.

### 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, and then enter a due date if you wish.

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



GRADING

Enable Evaluation  Yes  No

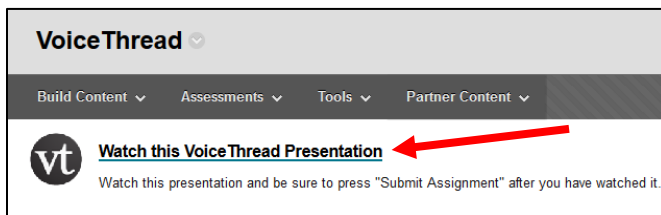
✱ Points Possible

Visible to Students  Yes  No

Due Date  07/08/2016

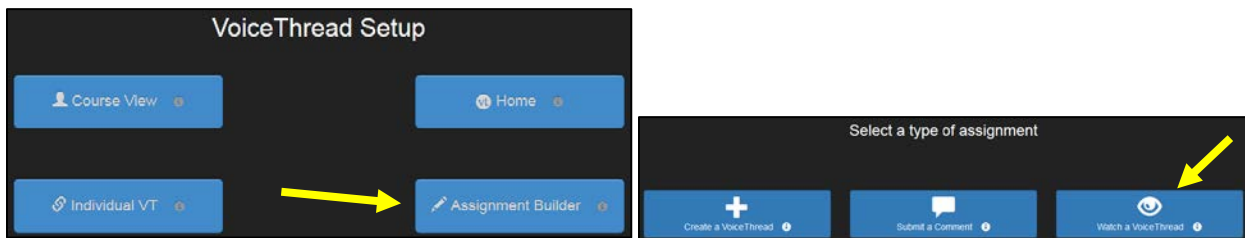
### Step 4:

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



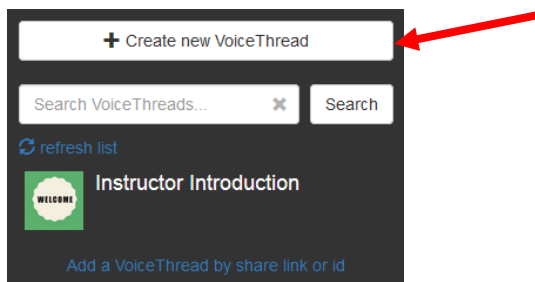
### Step 5:

Click the “**Assignment Builder**” button, and then choose “**Watch a VoiceThread.**”



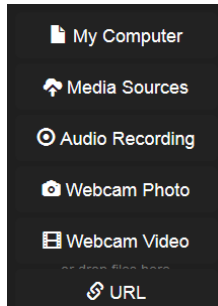
### Step 6:

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.



### 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. Click the **“Save”** button when you are done.

Thread Settings

Title/Description Playback Options Cover Art

**Title**

Watch this VoiceThread Presentation

**Description**

Watch this presentation and be sure to press "Submit Assignment" after you have watched it.

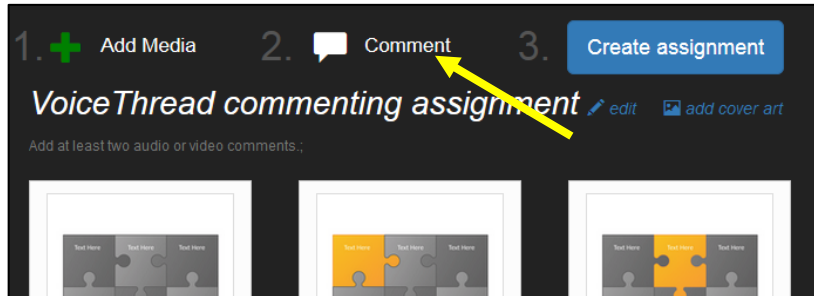
**Tags**

Enter tags

Save

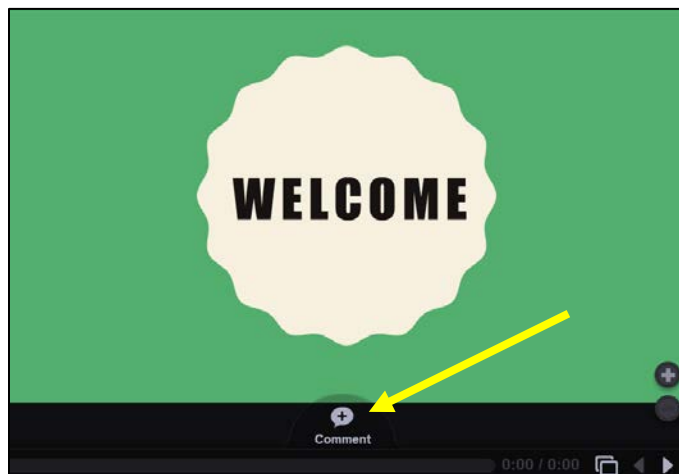
### Step 9:

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 squares as shown below. To add comments on the slides, click the **“Comment”** button.



### Step 10:

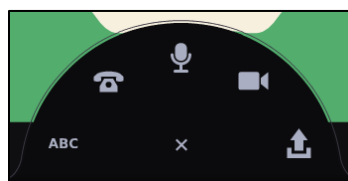
Place your mouse cursor over the first slide, and then click on the **“Comment”** button along the bottom of the slide.



### Step 11:

VoiceThread offers five different ways to make a comment:

- **ABC** - Type a text comment.
- **Phone** - Audio comments via telephone (toll free.)
- **Microphone** - Audio comments via the microphone on your computer.
- **Camera** - Video comments via the webcam on your computer.
- **Up Arrow** - Upload a pre-recorded audio or video file from your computer.



### 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

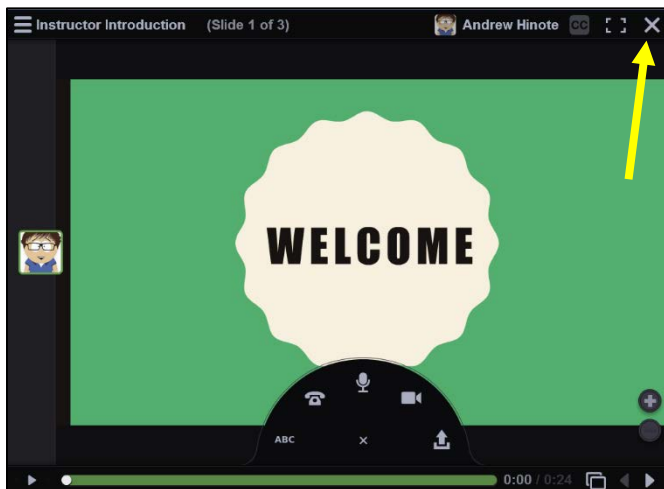
These options allow you to record video or audio comments. Most newer computers have a microphone built-in next to the webcam. If not, you can use a headset. The process of recording each comment is the same. The only difference is that microphone comments record audio, whereas video comments record 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 your microphone.
4. Click the **“Stop Recording”** button at the bottom of the VoiceThread to finish.
5. Click **“Save”** to post your comment.
6. Use the < and > buttons to access and add comments on other slides.



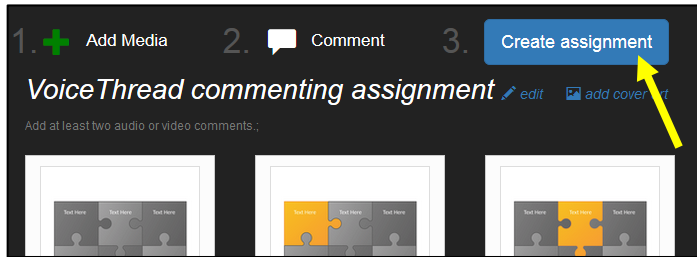
### Step 12:

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



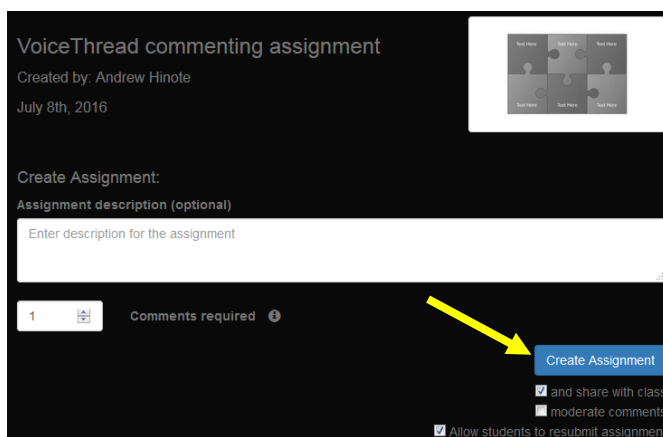
### Step 13:

Click the “Create assignment” button.



### Step 14:

Click the “Share with class” button once more to finish establishing the VoiceThread link.



This 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 allows them to the VoiceThread.

### Student View:

