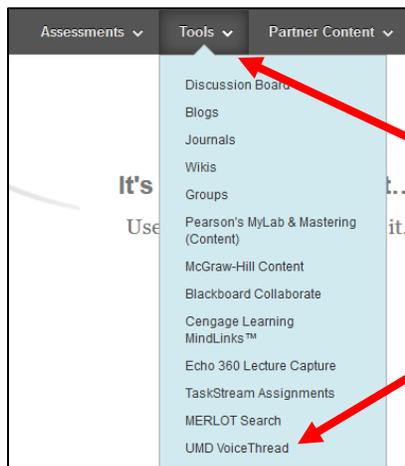


Creating a VoiceThread Commenting Assignment

Follow the steps below to create an assignment where students can make audio/video comments on a VoiceThread presentation.

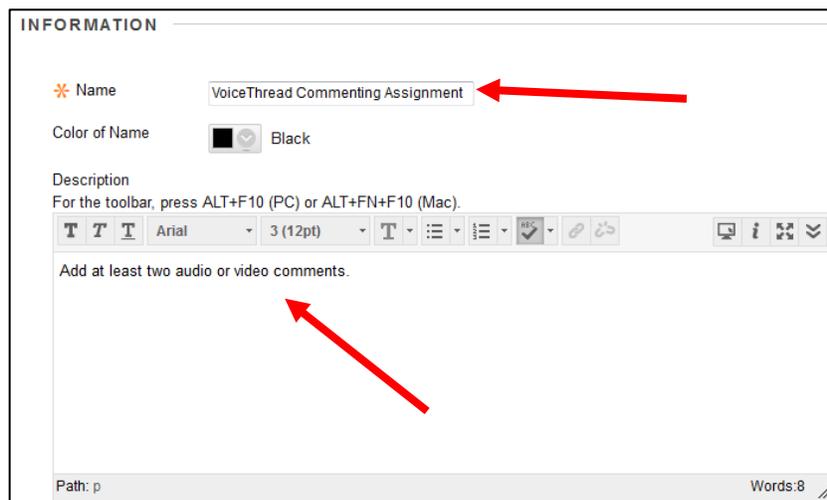
Step 1:

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” field, and then enter instructions for this assignment in the “Description” box.



A screenshot of the 'INFORMATION' section of a VoiceThread assignment creation form. The 'Name' field contains the text 'VoiceThread Commenting Assignment' and is highlighted with a red arrow. Below it, the 'Color of Name' is set to 'Black'. The 'Description' field contains the text 'Add at least two audio or video comments.' and is also highlighted with a red arrow. The form includes a rich text editor toolbar with options for text formatting, font size (Arial, 3 (12pt)), and other editing tools. At the bottom, it shows 'Path: p' and 'Words:8'.

Step 3:

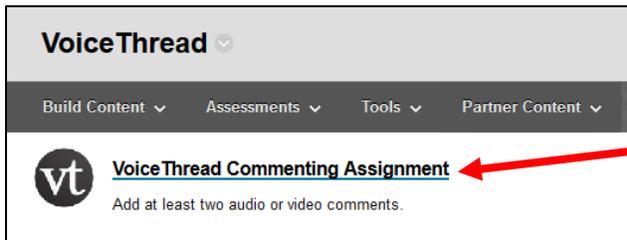
Below the description box under the “Grading” heading, set “Enable Evaluation” to “Yes”. Enter how many points you would like to grade this assignment out of in the “Points Possible” text box, and then enter a due date if you wish.

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



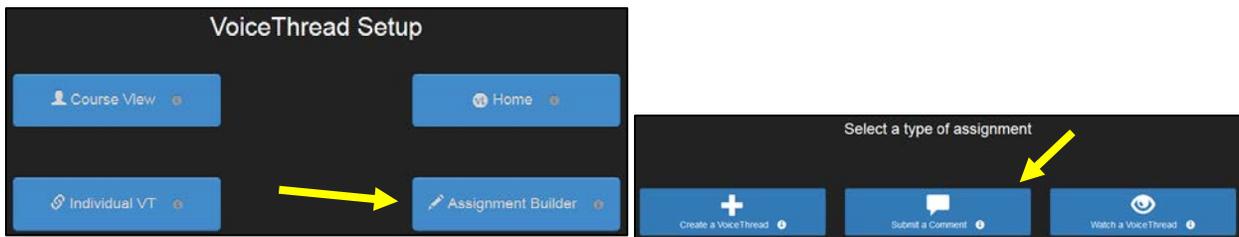
Step 4:

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



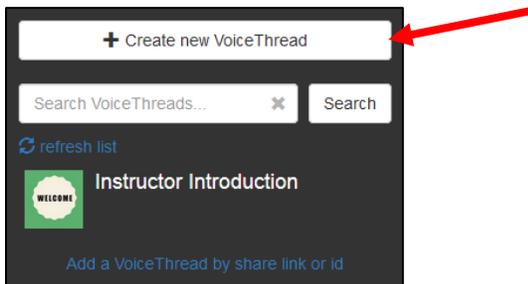
Step 5:

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



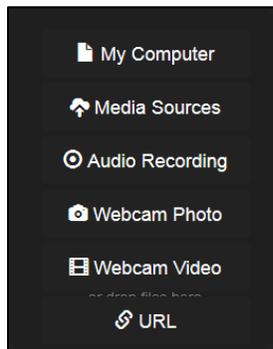
Step 6:

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.



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.

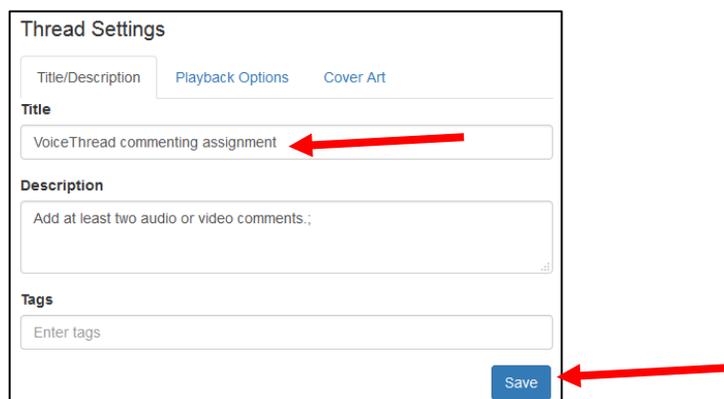
“Audio Recording” records audio from your microphone to serve as the focus of the discussion.

“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.

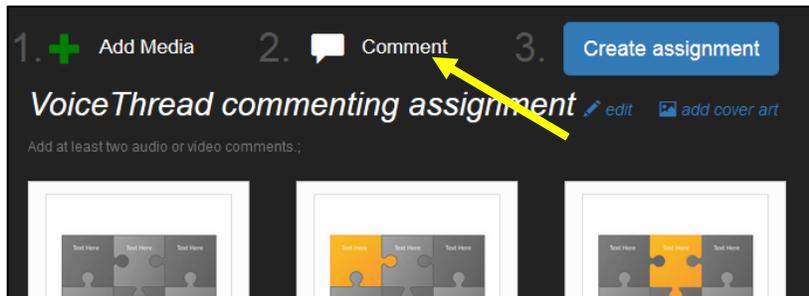
Step 8:

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.

A screenshot of a 'Thread Settings' form. At the top are three tabs: 'Title/Description' (selected), 'Playback Options', and 'Cover Art'. Below the tabs is a 'Title' field containing the text 'VoiceThread commenting assignment', with a red arrow pointing to it from the right. Below that is a 'Description' field with the placeholder text 'Add at least two audio or video comments. ;'. Below the description field is a 'Tags' field with the placeholder text 'Enter tags'. At the bottom right of the form is a blue 'Save' button, with a red arrow pointing to it from the right.

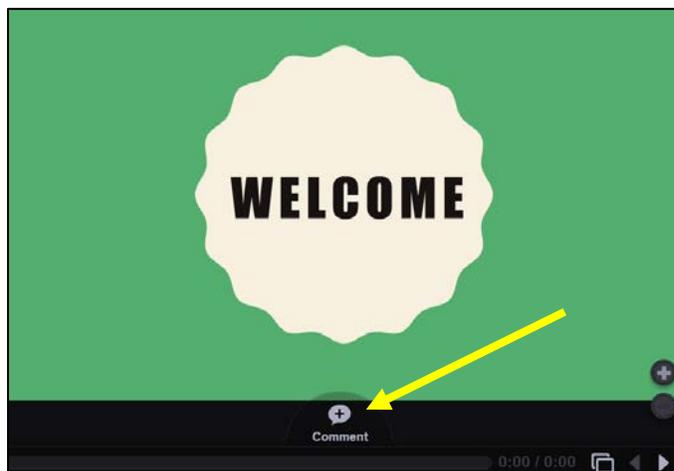
Step 9:

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 a file finishes processing, it will appear as squares as shown below. To add comments on the slides, click the “**Comment**” button.



Step 10:

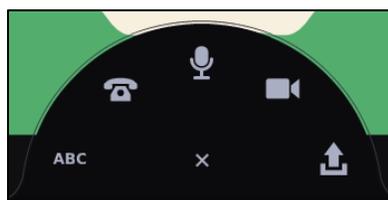
Place your mouse cursor over the first slide, and then click on the “**Comment**” button along the bottom of the slide.



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

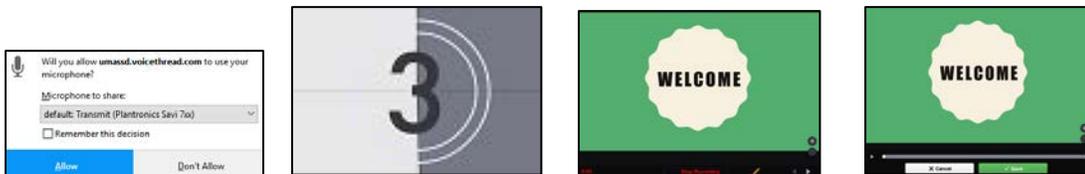
This option allows you to enter your phone number to have VoiceThread call you. When you pick up the phone, you can speak your comment and it will be posted to the VoiceThread as an audio comment for others to listen to. This is a great option for people who do not have a computer microphone.



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.



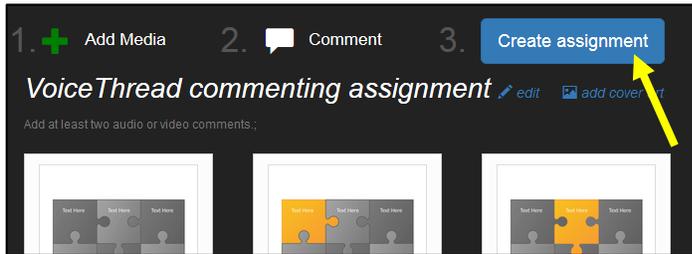
Step 12:

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



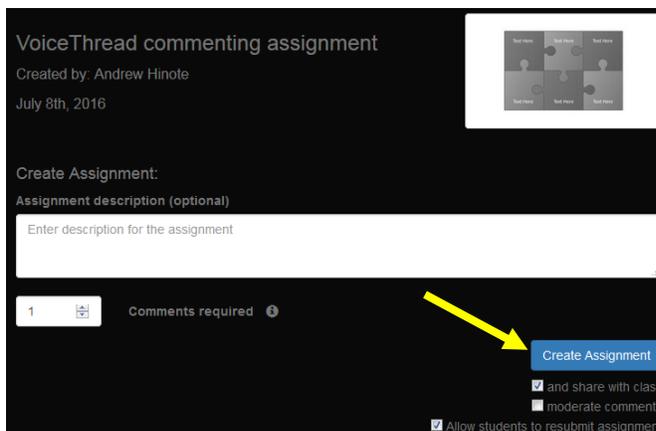
Step 13:

Click the “Create assignment” button.



Step 14:

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



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:

