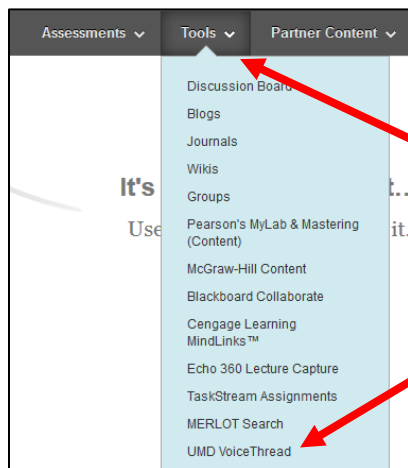


Creating an Ungraded VoiceThread

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

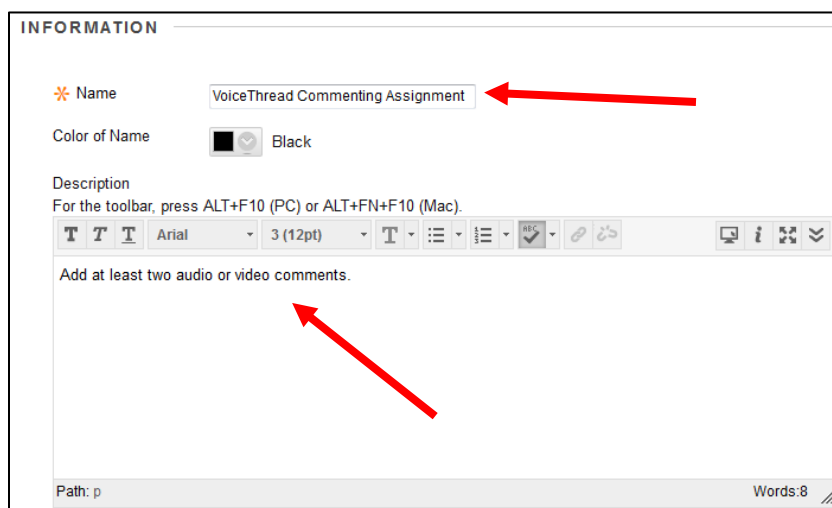
Step 1:

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



Step 2:

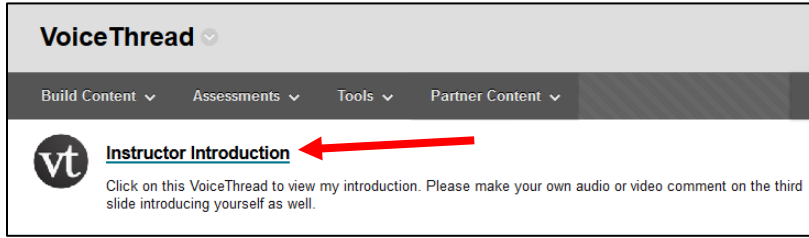
Enter a name for your VoiceThread in the “Name” field, and then enter instructions for this assignment in the “Description” box.



A screenshot of the 'INFORMATION' section of a VoiceThread creation form. The 'Name' field contains 'VoiceThread Commenting Assignment' and is highlighted with a red arrow. Below it is the 'Color of Name' dropdown set to 'Black'. The 'Description' section has a text area with the instruction 'Add at least two audio or video comments.' and a red arrow pointing to it. The text area also contains the text 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)'. At the bottom, there is a 'Path: p' field and a 'Words: 8' counter.

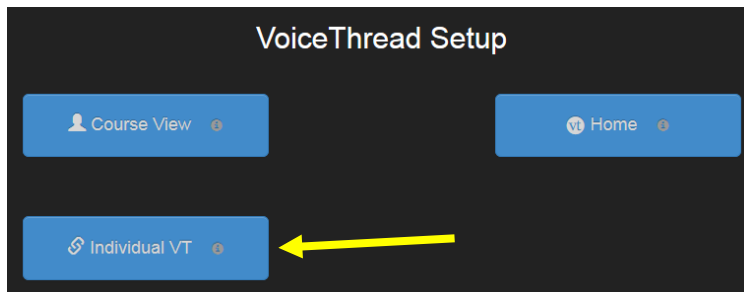
Step 3:

Click on the newly created VoiceThread link.



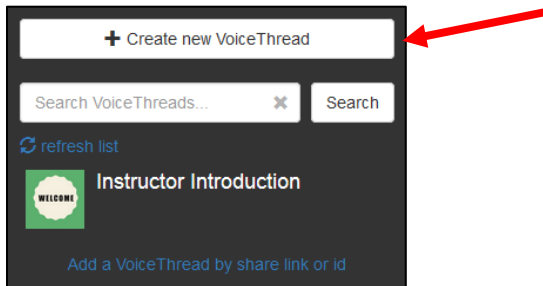
Step 4:

Click the "Individual VT" button.



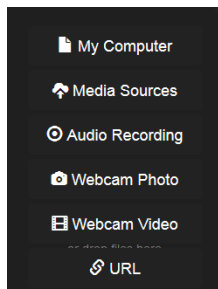
Step 5:

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

Thread Settings

Title/Description Playback Options Cover Art

Title

Instructor Introduction

Description

Listen to my VoiceThread, then make your own introduction on slide three.

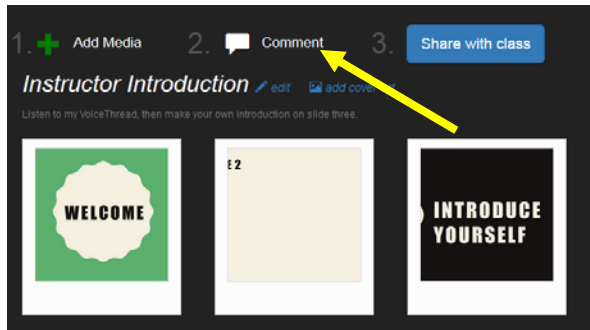
Tags

Enter tags

Save

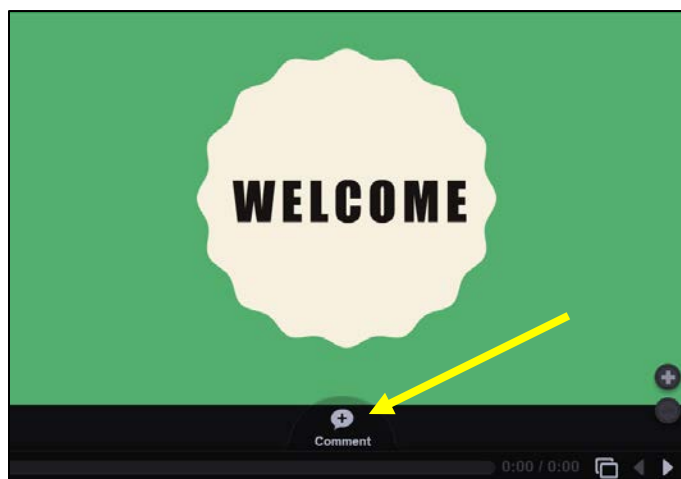
Step 8:

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:

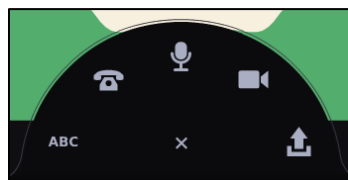
Place your mouse cursor over the first slide, and then click on the “**Comment**” button along the bottom of the slide.



Step 10:

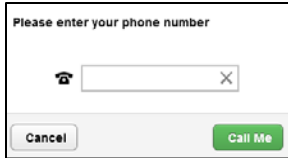
VoiceThread offers five different ways to make a comment:

- **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

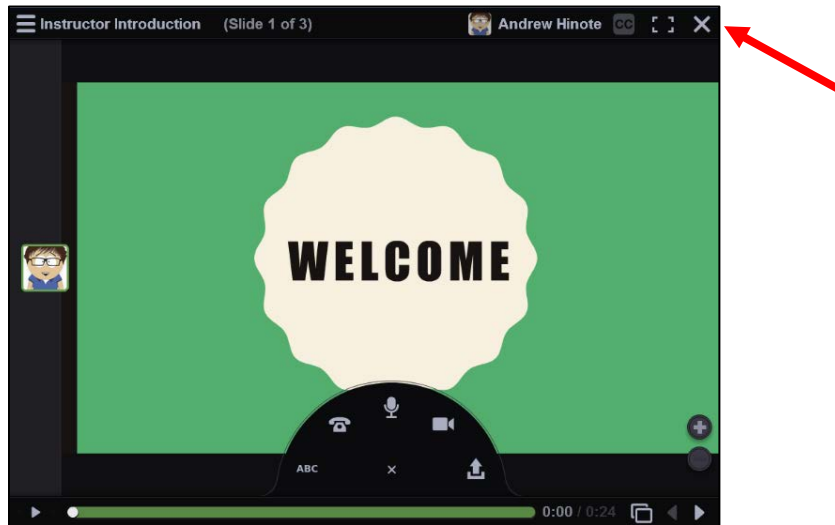
These options allow you to record video or audio comments. Most newer computers have a microphone built-in next to the webcam. If not, you can use a headset. The process of recording each comment is the same. The only difference is that microphone comments record audio, whereas video comments record 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.



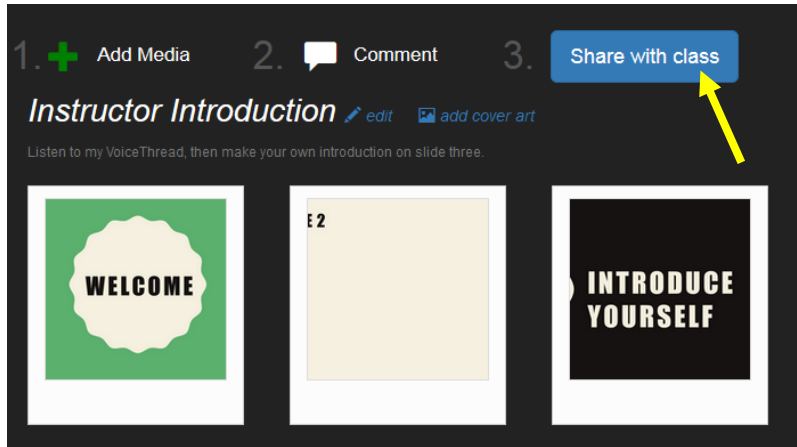
Step 11:

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



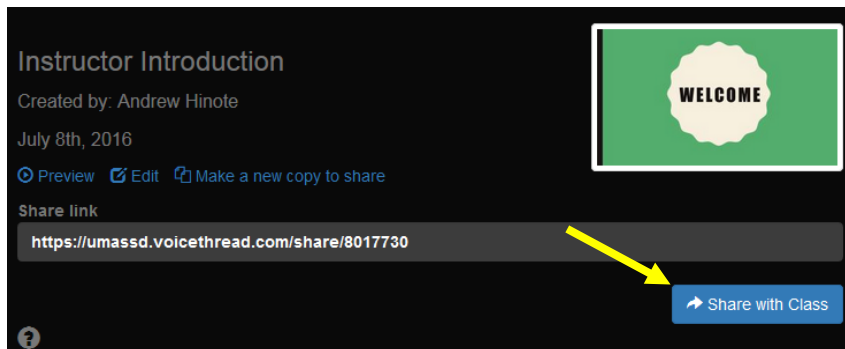
Step 12:

Click the “Share with class” button.



Step 13:

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



Your VoiceThread link will now be available in the content area for students to comment on.

Student View:

