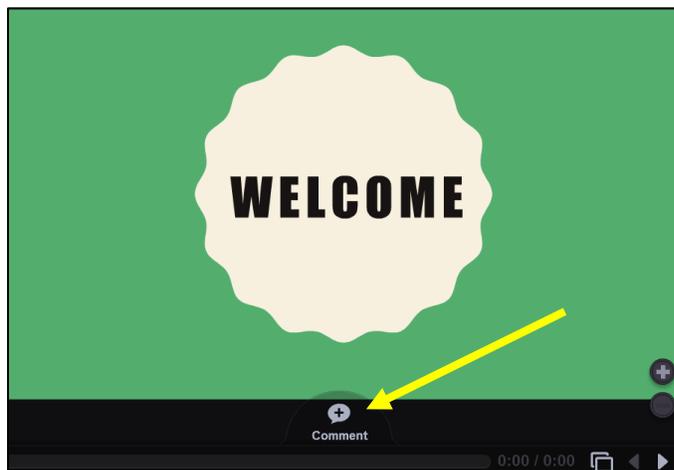


Submitting VoiceThread Comments

Follow the steps below to make a comment on a VoiceThread.

Step 1:

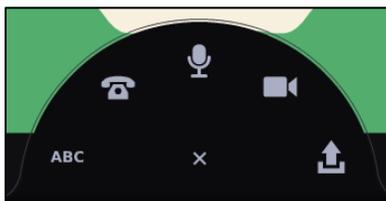
Place your mouse cursor over the VoiceThread slide, and then click the “**Comment**” button along the bottom of the slide.



Step 2:

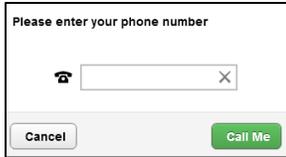
VoiceThread offers five different ways to make a comment:

- **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

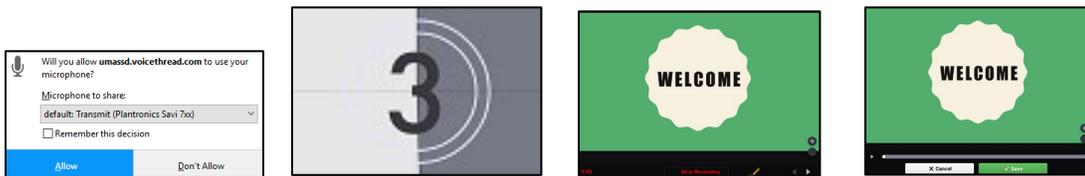
This option allows you to enter your phone number to have VoiceThread call you. When you pick up the phone, you can speak your comment and it will be posted to the VoiceThread as an audio comment for others to listen to. This is a great option for people who do not have a computer microphone.



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.



Note: Your instructor may disable certain types of comments if they want your comments to be in a certain format.

Step 3:

Once you are finished adding comments, click the **“Submit Assignment”** button.

Note: There will be no **“Submit Assignment”** button if your instructor is not grading this discussion. Once your comments show up along the left side of the slide, you are done.

