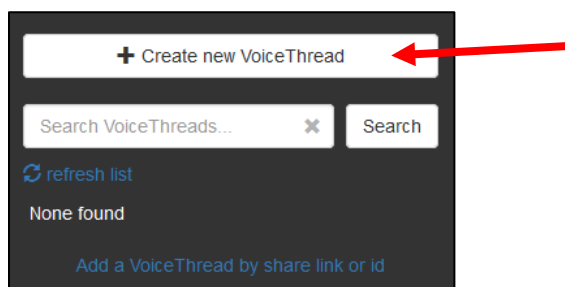


Submitting a Create-Your-Own VoiceThread Assignment

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

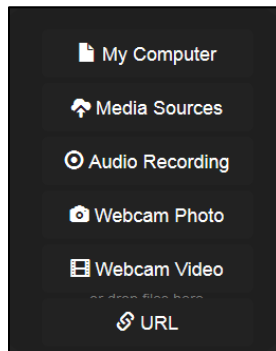
Step 1:

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 and skip to step 3.



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 recording something), enter a title for this VoiceThread. Click the “**Save**” button when you are done.

Thread Settings

Title/Description Playback Options Cover Art

Title

My Presentation

Description

Enter description

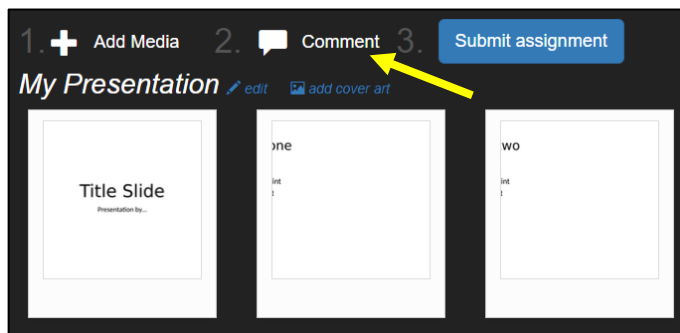
Tags

Enter tags

Save

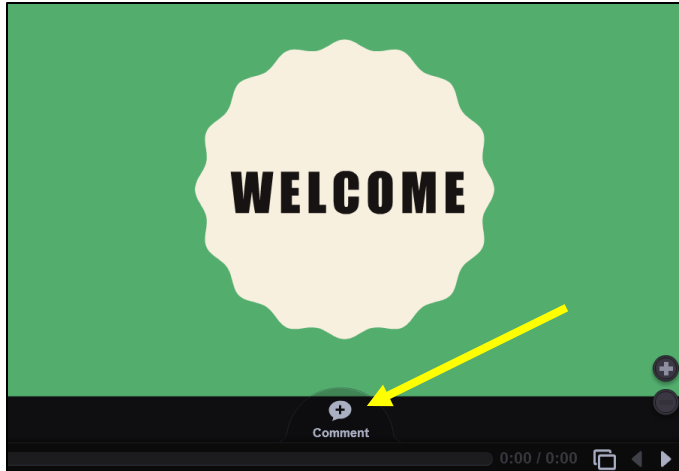
Step 4:

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



Step 5:

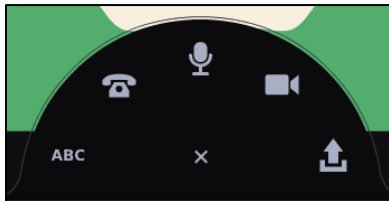
Place your mouse cursor over the first slide and click on the “**Comment**” button along the bottom of the slide.



Step 6:

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.

Please enter your phone number

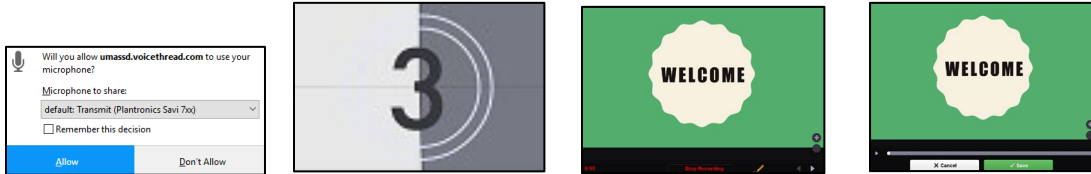
Cancel Call Me

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.

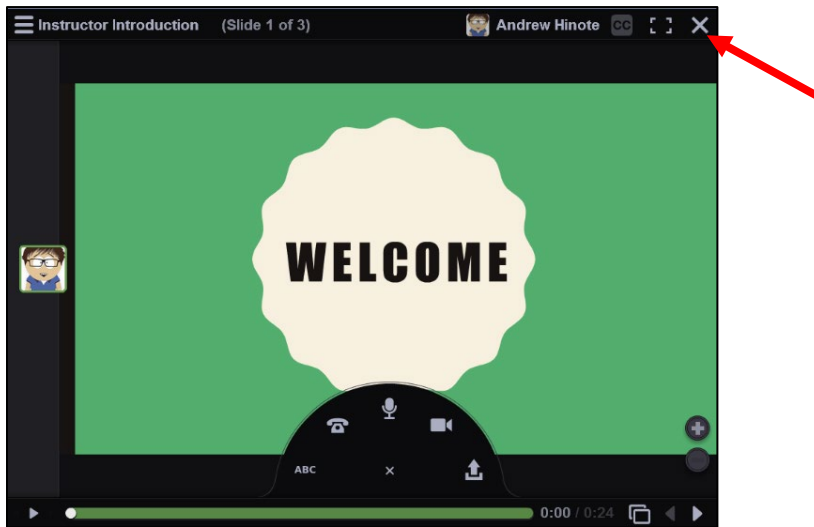
1. Click on the microphone or camera icon.

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 7:

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



Step 9:

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

Check the **“and share with class”** box under the second Submit Assignment button if your instructor is having the class peer review each other’s presentations.

