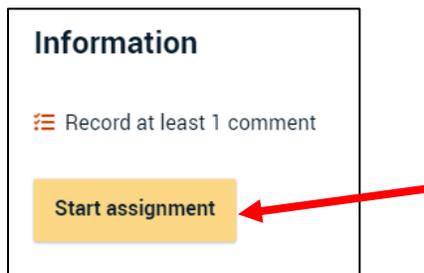


## Submitting Share and Comment Activities

Follow the steps below to upload a slide in VoiceThread, add narration, and submit it.

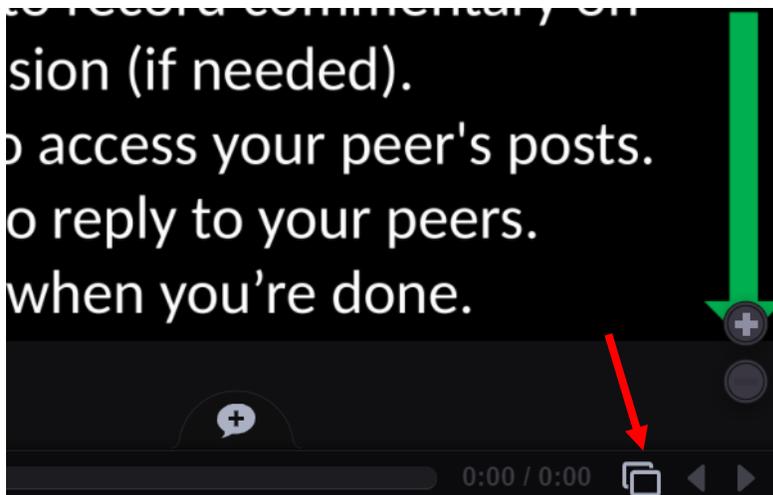
### Step 1:

Click the link provided by your instructor and then click the **Start assignment** button.



### Step 2:

Click the button in the lower-right corner that looks like two squares on top of one another.

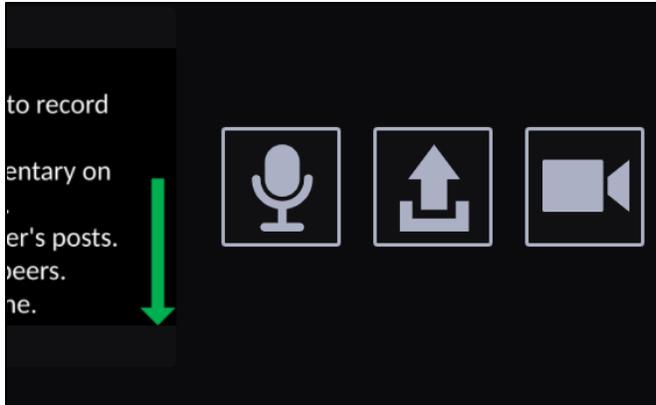


### Step 3:

You can choose the type of slide you would like to contribute:

- Audio - record audio from the microphone on your computer as the slide.
- Upload - upload a PowerPoint slide, document, or image from your computer as a slide.
- Video - record video from your webcam as a slide.

In this example, I will use the upload button to upload a PowerPoint slide.



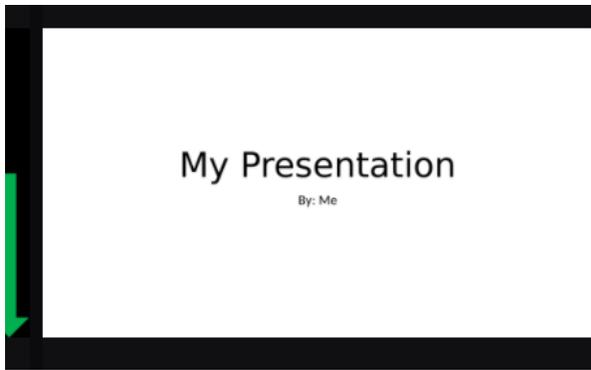
**Step 4:**

Now that you have uploaded or recorded, enter your name in the **Title** field and then click **Save**.

A screenshot of a presentation title window. At the top, there is a "Title" field containing the text "John Smith". Below it is a "Link to" field which is empty. The main area of the window displays "My Presentation" in a large font, with "By: Me" underneath it. At the bottom left, there is a red trash can icon. At the bottom right, there are two buttons: "Cancel" and "Save".

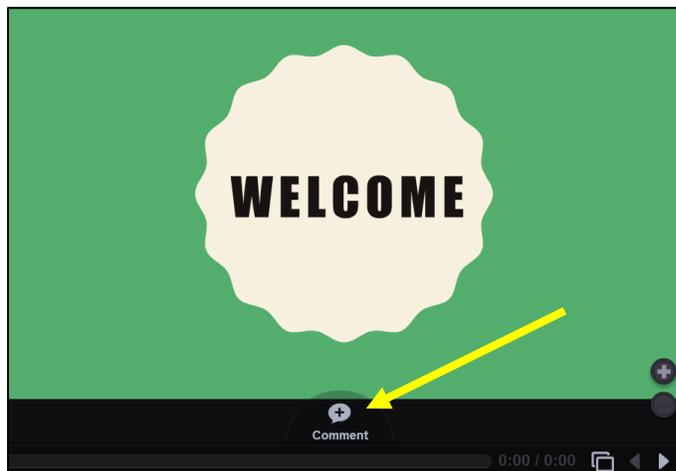
**Step 5:**

When the Title window closes, click on your slide/recording to open it.



### Step 6:

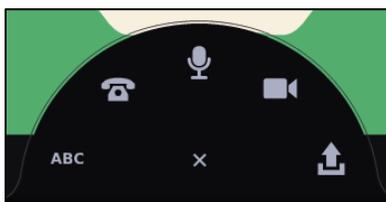
If you recorded audio or video, skip to Step 8. If you uploaded a file, place your mouse cursor over your slide and click on the **Comment** button along the bottom.



### Step 7:

VoiceThread offers five different ways to narrate your uploaded slide/document/image:

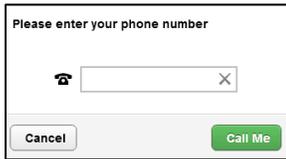
- **ABC** - Type a text comment.
- **Phone** - Audio comments via telephone (toll free.)
- **Microphone** - Audio comments via the microphone on your computer.
- **Camera** - Video comments via the webcam on your computer.
- **Up Arrow** - Upload a pre-recorded audio or video file from your computer.



#### **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

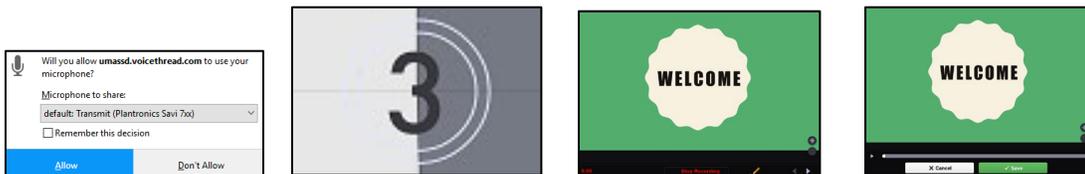
audio comment for others to listen to. This is a great option for people who do not have a computer microphone.



### Microphone & Webcam Comments

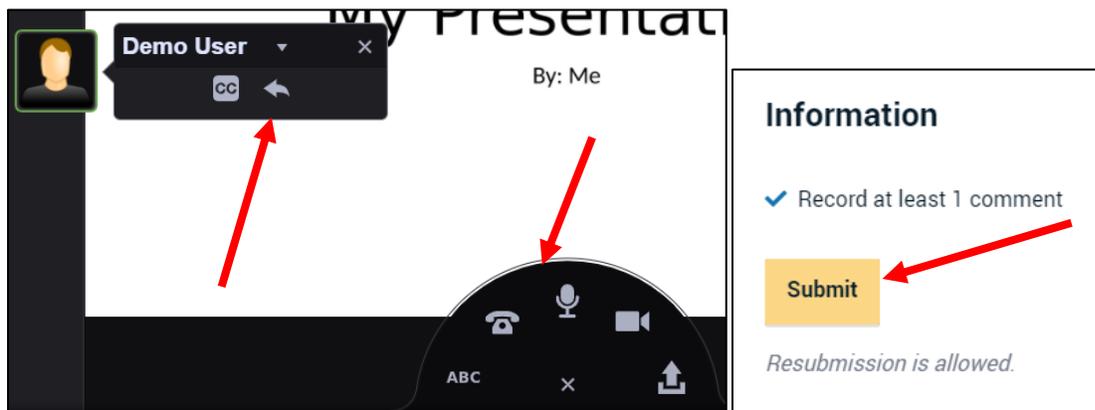
These options allow you to record video or audio comments. Most newer computers have a microphone built-in next to the webcam. If not, you can use a headset. The process of recording each comment is the same. The only difference is that microphone comments record audio, whereas video comments record 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 8:

If your instructor asked you to reply to your peers, use the < > buttons in the lower-right corner to look at their slides. You can click on their comments along the left and use the arrow button to respond to them.



### Step 9:

When you are done, click the **Submit** button along the right side of the page.