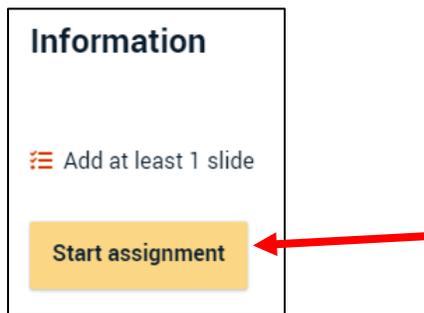


## Submitting a Presentation in VoiceThread

Follow the steps below to upload, narrate, and submit a VoiceThread presentation.

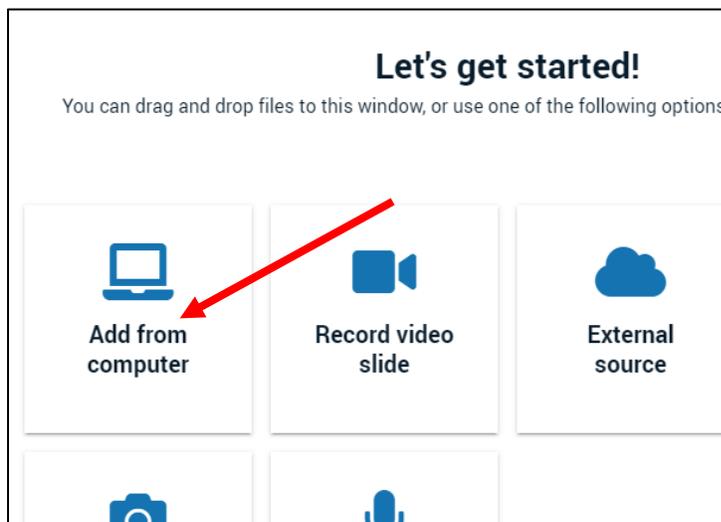
### Step 1:

Click the “Start assignment” button.



### Step 2:

Click the “Add from computer” to upload your document/slideshow.



“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.

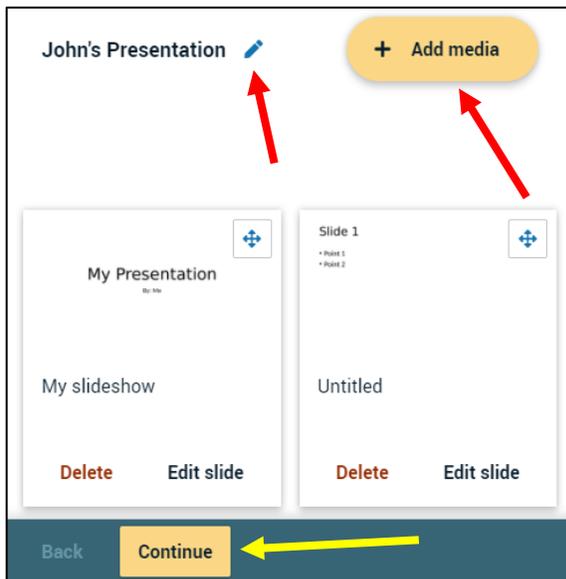
“**Audio Recording**” records audio from your microphone to serve as the focus of the discussion.

“**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.

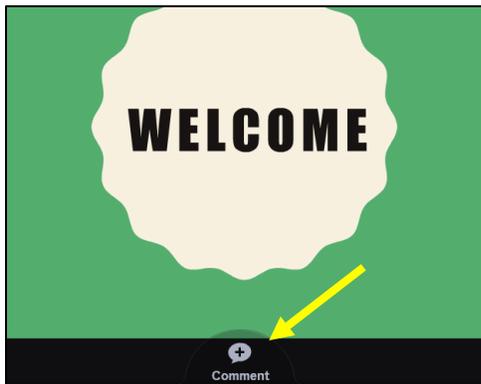
**Step 3:**

After choosing a file from your computer, enter a title for your presentation by clicking the **pencil button**. You can use the “**Add Media**” button to add more content if you need to, otherwise click “**Continue**” to move on and narrate your presentation.



**Step 4:**

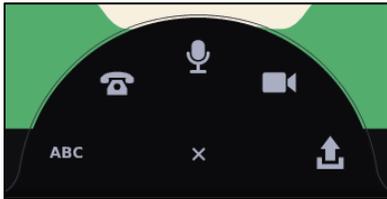
Place your mouse cursor over your first slide and click on the “**Comment**” button along the bottom of the slide.



## Step 5:

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.

A screenshot of a form titled 'Please enter your phone number'. It features a text input field with a telephone icon on the left and a close button (X) on the right. Below the input field are two buttons: 'Cancel' and '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.



After adding narration to your first slide, click the < > buttons in the lower-right corner to access and add narration to your other slides.

**Step 6:**

Once you have added your narration and you are happy with your presentation, click the “**Submit**” button along the right side of the page.

If your instructor has asked you to comment on your peers’ presentations, click on the “**Student Gallery**” button to access their presentations. You can comment on their presentations just as you commented on your own in Steps 4 and 5.

