

# VoiceThread Workbook v1 February 2020

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For all activities, you will need to be logged into Blackboard and within the course in which you'd like to use VoiceThread.

## Activity 1: Set up an Ungraded VoiceThread Assignment

In your Blackboard course, with **Edit Mode On**, select **VoiceThread** from the **Build Content** menu.



Give your VoiceThread a **title** and **brief description**.

\* Name  
Basic VT

Colour of Name  
Black

Description

Paragraph Arial 3 (12pt)

Description of VT here.

Click **Submit** to proceed.

Cancel Submit

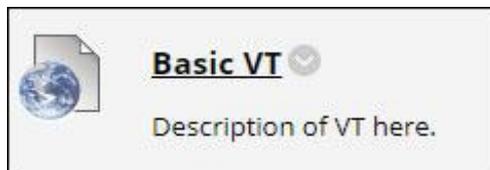
To set up your VoiceThread with no grading, select the **No** button in the **Enable Evaluation** options. The default setting is **No**, i.e. ungraded.

**MARKING**

Enable Evaluation  Yes  No

Press the **Submit** button.

Your VoiceThread link will appear in your Blackboard course.



## Create a New VoiceThread (Ungraded)

When you click on the VoiceThread link you created in the previous step, your VoiceThread Homepage appears. Any VoiceThreads you have created previously - or that have been shared with you by others - will be listed.

To create a new VoiceThread, press the **Create** button from the toolbar.



Click on **Add Media** and select the **type of content** you want to add.

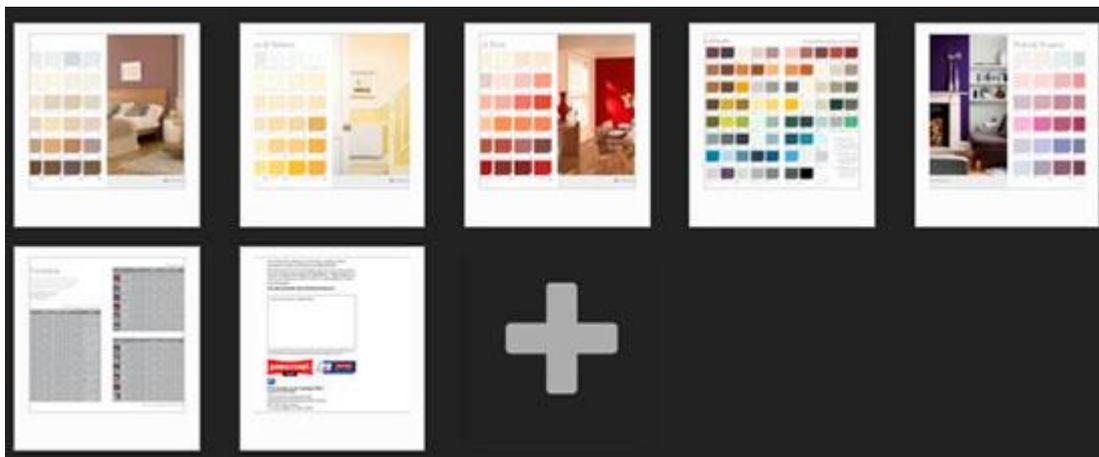


The permitted file types are:

- Images - JPEG, GIF, PNG, BMP, and SVG
- Audio - MP3 or WAV
- Video - MP4, WMV, MOV, AVI
- Documents - DOC, DOCX, PDF, XLS, XLSX, ODT, and ODS
- Presentations - PPT, PPTX, Keynote, ODP, and PDF

**N.B. Maximum file size: 3GB**

In this example, we have used the My Computer option to upload a PDF. Once the file has been uploaded, each page will be displayed as a slide.



The file(s) you selected will be uploaded and you will see the Thread Settings options.

## Thread Settings

The default view of the Thread Settings is the **Title/Description** tab. Give your VoiceThread a title and description (optional) but **don't** click Save just yet!

### Thread Settings

Title/Description   
 Playback Options   
 Cover Art

**Title**

**Description**

**Tags**

Next, click on the **Playback Options** tab. The telephone option is not available in the UK so you can **un-tick** that box.

### Thread Settings

Title/Description   
 Playback Options   
 Cover Art

Enable threaded commenting   
 Allow commenters to add slides to this VoiceThread   
 Allow others to download original media   
 Allow others to export   
 Start playing when opened   
 Allow others to make a copy   
 Enable Comment Moderation

Automatically advance to the next slide after  seconds   
 Don't allow commenters to delete their own comments   
 Limit each comment to  minutes  seconds   
 When recording, go to the next slide every  minutes  seconds

Pecha Kucha format   
 Ignite format

**Allowed Comment Methods**

Microphone   
 Webcam   
 Telephone   
 File upload   
 Text

Save as default

You can amend other settings as you wish. The next image shows the **suggested settings** for an **ungraded** VoiceThread. You can save your settings as the default for any future VoiceThreads you create

### Thread Settings

**Title/Description** Playback Options Cover Art

- Enable threaded commenting
- Allow commenters to add slides to this VoiceThread
- Allow others to download original media
- Allow others to export
- Start playing when opened
- Allow others to make a copy
- Enable Comment Moderation

Automatically advance to the next slide after  seconds

Don't allow commenters to delete their own comments

Limit each comment to  minutes  seconds

When recording, go to the next slide every  minutes  seconds

Pecha Kucha format  Ignite format

Save as default ??

When you have finished selecting your preferred settings, press the **Save** button.

## Add Comments to your VoiceThread

To add comments to your VoiceThread slides, press the **Comment** button on the top left toolbar.



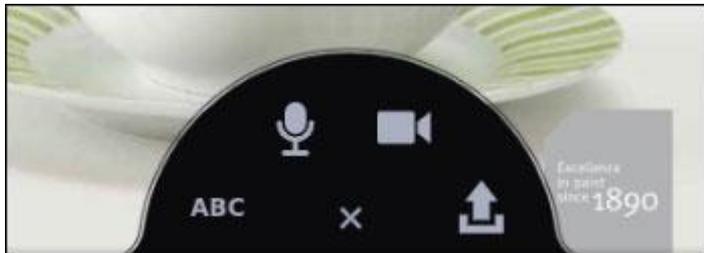
You will see the first slide of your VoiceThread.

Click the **+** sign at the bottom of the slide and select which sort of comment you want to make:



The comment type options are:

- Text
- Record audio
- Record video
- Upload pre-recorded audio or video



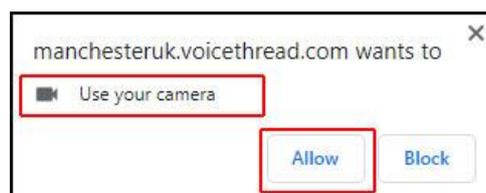
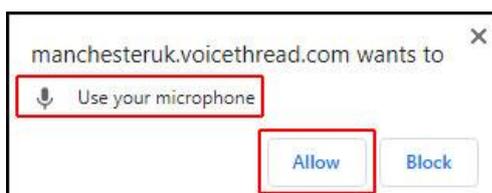
### Commenting with Text

Press the **ABC** link to add a text comment and press the **Save** button. Your comment will appear in the **Comment Channel** on the left of the VoiceThread slide.



### Commenting with Audio or Video

When you select to comment using audio or video for the first time, you will need to allow VoiceThread to **access your microphone or webcam**. In each case, click the **Allow** button.



With both audio and video comments, you will see a 4-second **countdown** before recording begins.



Recording will start once the countdown has finished. There will be a **Stop Recording** link underneath the slide you are commenting on.



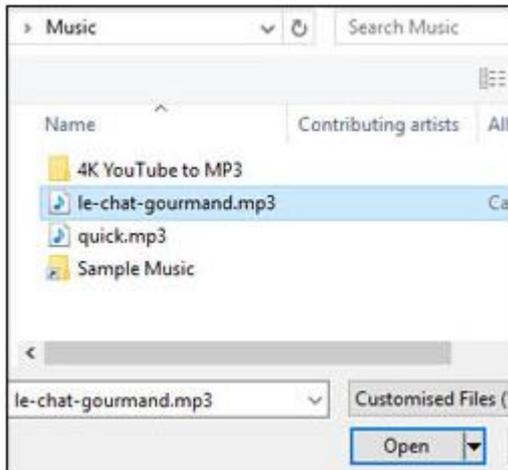
Press the Stop Recording link when you have finished recording your comment. After a few moments, you will have the option to **Save** the comment, or **Cancel** and re-record.



If you choose to save your recorded comment, it will appear in the Comment Channel on the left of the slide.

## Commenting with Pre-recorded Audio or Video

When you choose to upload a pre-recorded audio or video file, you can select the file from a File Browser window that will show any supported audio file types.

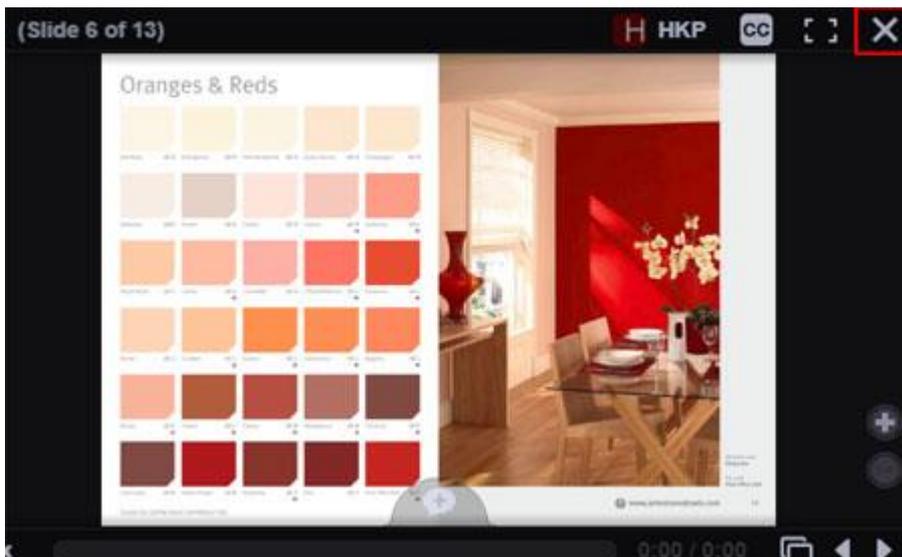


## How Comments are Displayed

When you have finished adding comments to your slides, they will appear in a **Conversation Channel** down the left-hand side of the screen. Each comment shows the commentator's initials or their profile picture (if they have uploaded one).



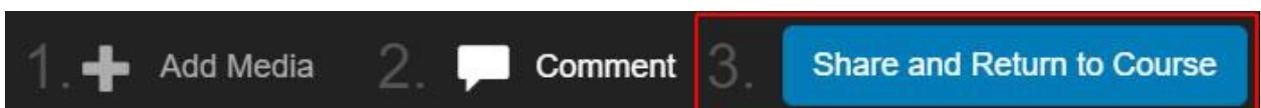
When you have finished adding comments, close the VoiceThread by clicking the 'X' in the top right-hand corner.



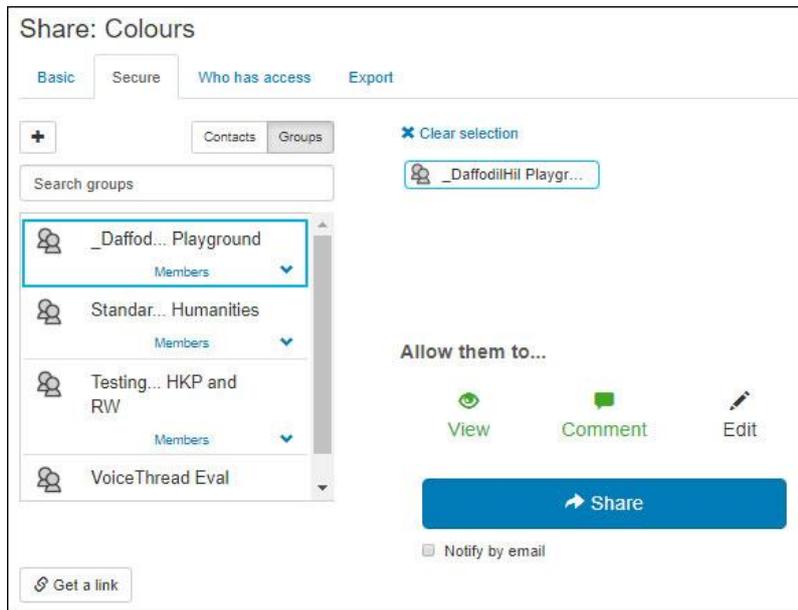
## Share Your VoiceThread

When you've finished adding content and comments to your VoiceThread, you need to **Share** it with your students.

Click the **Share** button on the toolbar above the slides.



Now select the **Group** (course) you want to have access to the VoiceThread, and finally click the **Share** button. You should see a **Success!** message.

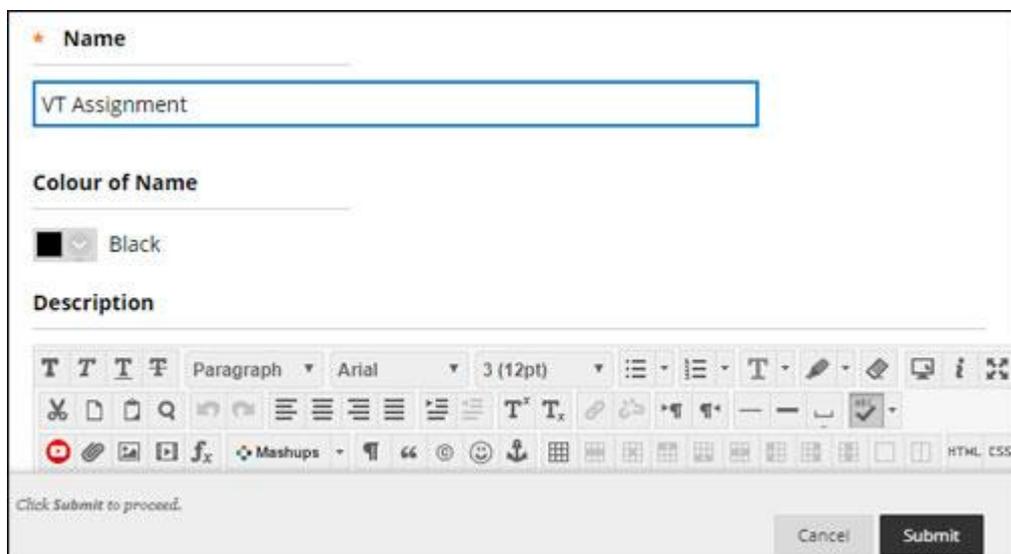


## Activity 2: Set up a Graded Assignment Using Assignment Builder

In your Blackboard course, with **Edit Mode On**, select **VoiceThread** from the **Build Content** menu.



Give your VoiceThread a **title** and **brief description**.

A screenshot of the VoiceThread assignment builder form. The form has three main sections: 'Name', 'Colour of Name', and 'Description'. The 'Name' field contains the text 'VT Assignment'. The 'Colour of Name' dropdown menu is set to 'Black'. The 'Description' field is empty. Below the 'Description' field is a rich text editor toolbar with various icons for text formatting, alignment, and linking. At the bottom of the form, there are 'Cancel' and 'Submit' buttons. A small note at the bottom left says 'Click Submit to proceed.'

To set up a **graded** VoiceThread, select **Yes** for **Enable Evaluation** and **enter a figure for Points Possible**.

### MARKING

Enable Evaluation  Yes  No

*To set additional marking options, use the Column settings in the Grade Centre*

\* Points Possible

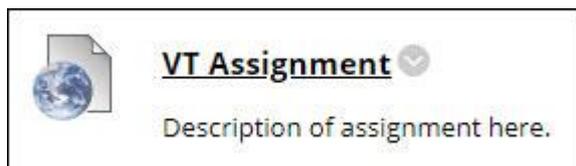
Visible to Students  Yes  No

Due Date

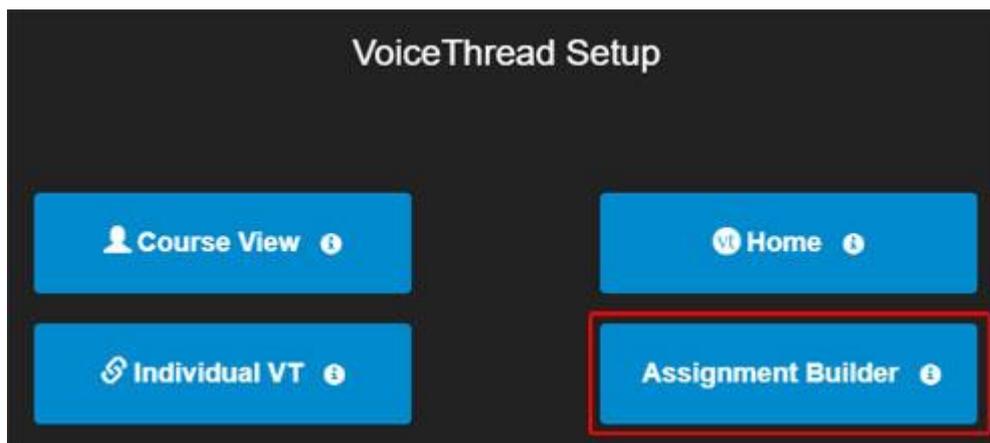
*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

Press the Submit button.

Your VoiceThread link will appear in your Blackboard course.



When you click on the VoiceThread Assignment link in your Blackboard course, you will now see a new button: the **Assignment Builder**.

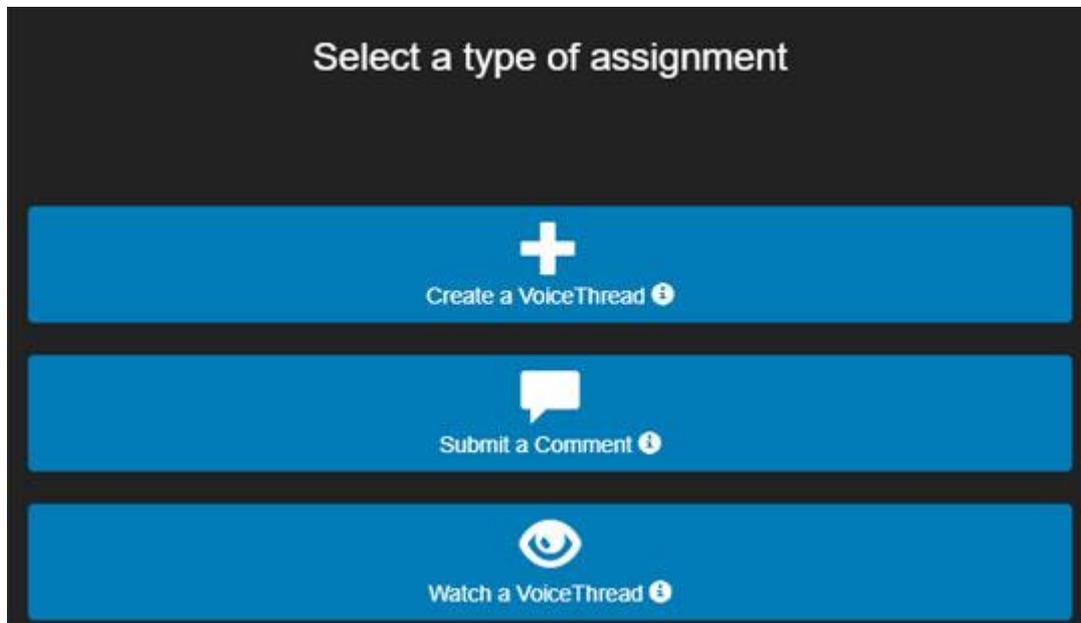


To create the assignment, press the **Assignment Builder** button.

There are three assignment types to choose from:

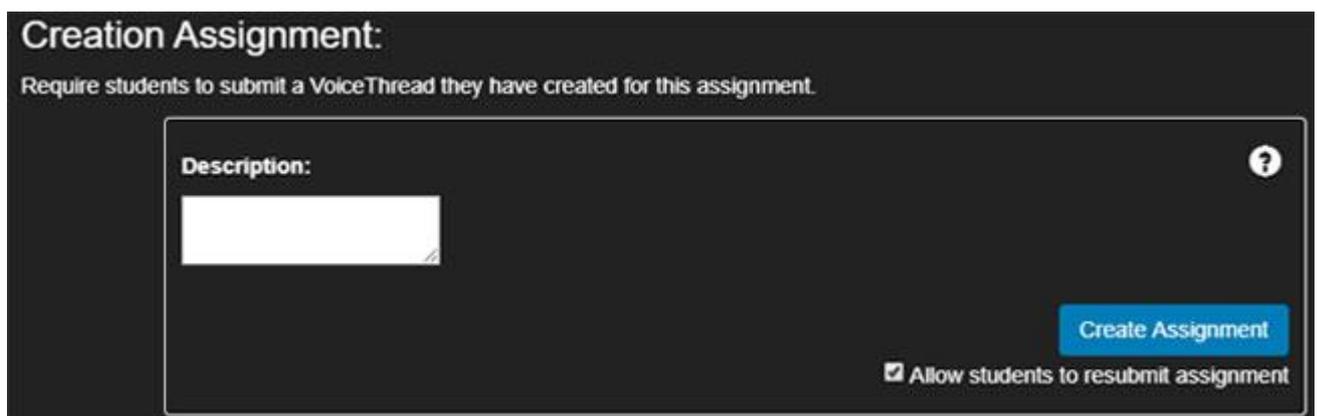
1. **Create a VoiceThread:** requires students to create and submit a unique VoiceThread of their own.

2. **Submit a Comment:** requires students to post and submit comments on a VoiceThread posted by you. You decide the number of comments required by each student.
3. **Watch a VoiceThread:** requires students to view an entire VoiceThread posted by you. The system will not allow a student to submit verification of viewing until the entire VoiceThread plays from beginning to end.



### Assignment Option 1: Create a VoiceThread

Enter the assignment **instructions** in the **Description** box and press the **Create Assignment** button.



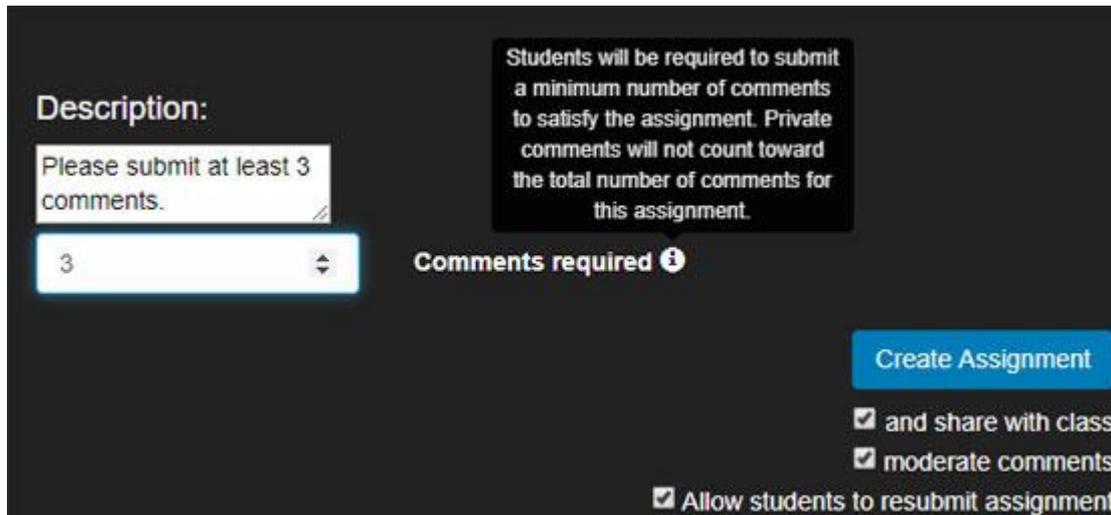
### Assignment Option 2: Submit a Comment

You can either select an existing VoiceThread for students to comment on, or create a new one. Enter the **instructions** in the **Description** box and select the **minimum number of comments** you want your students to submit from the **Comments Required** list.

### Optional: Comment Moderation

Comment Moderation allows you to review all comments before allowing others to see them. If **Comment Moderation** is **enabled**, your students **can't see one another's comments** unless you choose to reveal them.

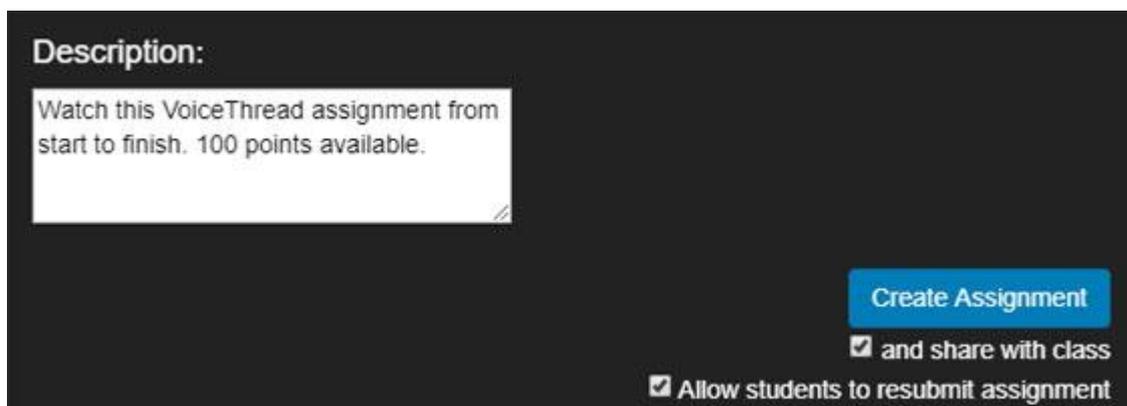
If you would like to use this feature, **make sure it is selected** before pressing the **Create Assignment** button.



The screenshot shows a dark-themed interface for creating an assignment. On the left, under the heading "Description:", there is a text input field containing "Please submit at least 3 comments." Below this is a dropdown menu currently set to "3". To the right of the dropdown is a "Comments required" label with an information icon. A dark tooltip box above the dropdown contains the text: "Students will be required to submit a minimum number of comments to satisfy the assignment. Private comments will not count toward the total number of comments for this assignment." At the bottom right, there is a blue "Create Assignment" button, followed by three checked checkboxes: "and share with class", "moderate comments", and "Allow students to resubmit assignment".

### Assignment Option 3: Watch a VoiceThread

For this type of assignment, select an existing VoiceThread or create a new one. Write the assignment **instructions** in the **Description** box and press the **Create Assignment** button.



The screenshot shows a dark-themed interface for creating an assignment. Under the heading "Description:", there is a text input field containing "Watch this VoiceThread assignment from start to finish. 100 points available." At the bottom right, there is a blue "Create Assignment" button, followed by two checked checkboxes: "and share with class" and "Allow students to resubmit assignment".

### Activity 3: Grading a VoiceThread Assignment

When you are ready to grade the students' submissions, click the VoiceThread link in your Blackboard course.

All submissions will be listed by student name down the right side of the screen. Selecting a student name allows you to view their submission and enter a grade. You can click on each individual comment below the student's name to jump directly to it. Enter the grade value in the box highlighted in red and press the Enter key on your keyboard. This grade will be entered into your Blackboard course Grade Centre.

If you have set the assignment to be worth fewer than 100 points, *still grade it on a scale of 0-100*, and the score will be adjusted accordingly in the Grade Centre.

You can also send reminder emails to students from this view.

