

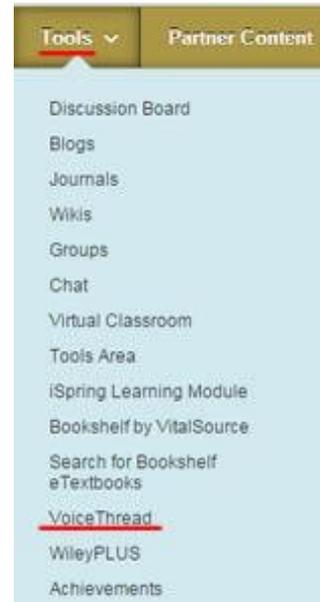
# VoiceThread User Guide

*VoiceThread (VT) is an interactive discussion tool that allows students and their instructors to engage in an asynchronous discussion using a variety of communication mediums.*

To begin using this tool, login to Blackboard and enter your course. <https://elearning.villanova.edu>

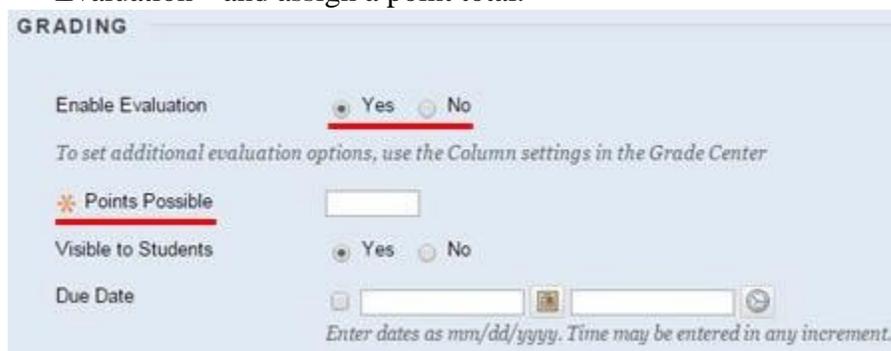
Navigate to the course location where the VoiceThread should reside.

Click “Tools” on the row of course building choices and select “VoiceThread.”



Fill out the requested information while noting two important details:

1. DO NOT ADD A DESCRIPTION – adding text to the “Description” text box will block the integration between Blackboard and VoiceThread and the VT will not function. You will be able to add a description later in the setup process.
2. If you want the VoiceThread to be gradable, make sure you “Enable Evaluation” and assign a point total.<sup>1</sup>



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<sup>1</sup> While grading completed in VoiceThread will always be based on a 100 point scale. That value will automatically convert to reflect the point total assigned here. For example, if you enable evaluation and assign a point value of 10, you will still grade each submission on a 100 point scale within VoiceThread. If you award a grade of 90 in VoiceThread, Blackboard automatically converts that score to 9 in order to satisfy the criteria you set forth.

While you have created a VoiceThread, it must now be configured.

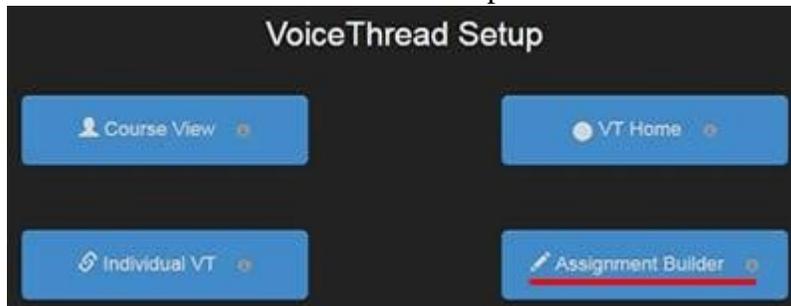
## Configuring a VoiceThread

To configure your VoiceThread, click the title:

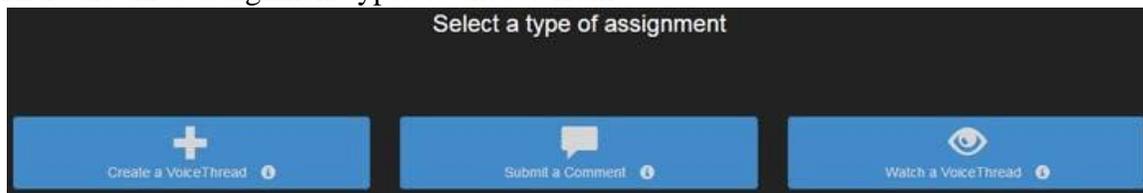


The steps that follow provide instructions for configuring a GRADABLE VoiceThread. -  
For instructions on configuring non-gradable VoiceThreads, jump to page 5.

After clicking the VoiceThread title shown above, select “**Assignment Builder**” from the four choices within the VoiceThread Setup.



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 the instructor. The instructor determines the number of comments required by each student.
3. **Watch a VoiceThread:** requires students to view an entire VoiceThread posted by the instructor. The system will not allow a student to submit verification of viewing until the entire VoiceThread plays beginning to end.

Setup of each assignment type:

- **Create a VoiceThread**  
When choosing this assignment type, the instructor simply enters instructions for their students.

**Creation Assignment:**  
 Require students to submit a VoiceThread they have created for this assignment.

Students must create and submit a [VoiceThread](#) on Topic X.

[Create Assignment](#)

Once the instructions are submitted, setup is complete!



**- Submit a Comment**

When choosing this assignment type, the instructor must select a VoiceThread for students to comment on. If not yet created, the instructor may click “Create new VoiceThread” at the top left of the screen.

*\*For instructions on how to create a VoiceThread, proceed to page 6.*

When the VoiceThread has been created, the instructor selects it from their list and then completes the required fields, including how many comments are required by students.

**powerpoint demo**  
 Created by: Eric  
 April 17th, 2015  
[Preview](#)

**WELCOME STUDENTS!**  
 Class will begin promptly at 8:30pm EST.  
 While you are waiting for the session to begin, please perform an audio check.  
 This can be done using the Audio Wizard in the top left hand corner of your screen:  
  
 \*Remember, office hours and class are being recorded.

**Create Assignment:**  
**Assignment description (optional)**

Enter description for the assignment

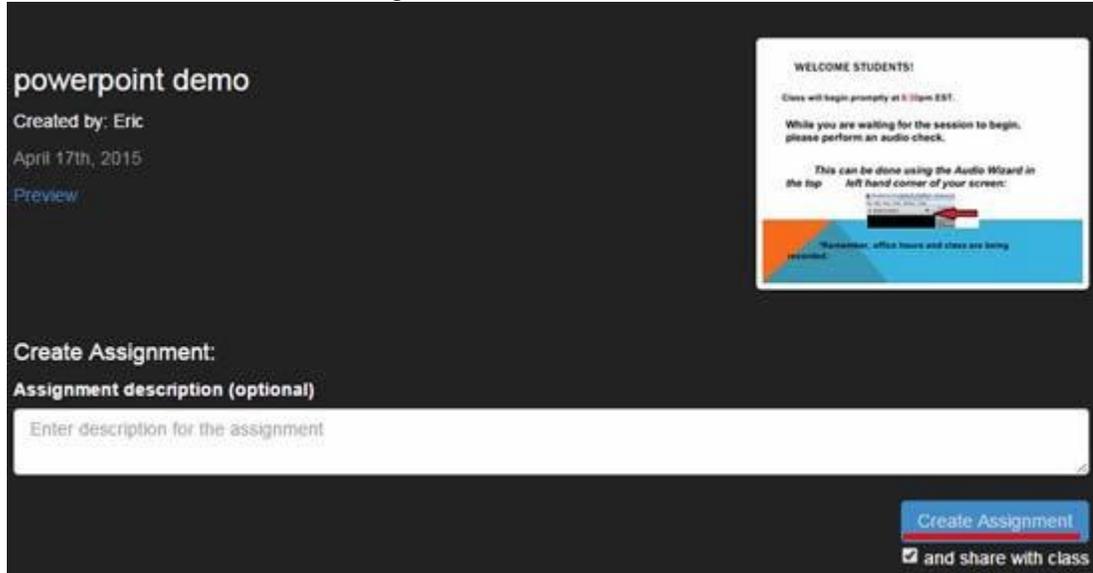
**Comments required** ⓘ

[Create Assignment](#)  
 and share with class

Once finished, click “Create Assignment” and the process is complete.

- **Watch a VoiceThread**

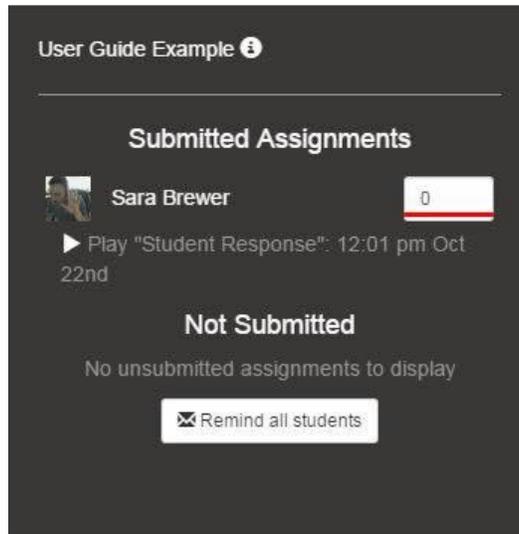
When choosing this assignment type, the instructor must select a VoiceThread for students to view. Once the VoiceThread is selected, the instructor may add a description and then clicks “Create Assignment.”



Then the VoiceThread assignment is complete!

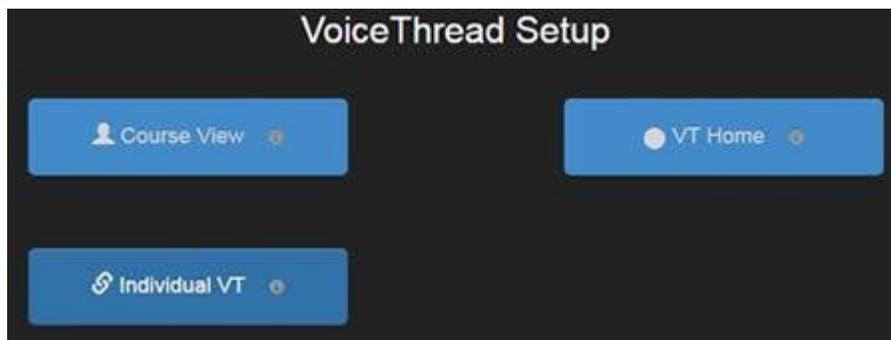
### **Grading a VoiceThread**

When an instructor is ready to grade submissions, simply click the VoiceThread title in your Blackboard course. All submissions for a VoiceThread will be listed by student name along the right side of the screen. Clicking a student name will allow the instructor to view their VoiceThread submission and enter a grade. To submit a grade, simply enter the number value in the box highlighted in red and press the ‘enter’ key. This protocol is the same for each assignment type. Instructors can also send reminder emails to students as well.



## Creating a Non-Gradable VoiceThread

An instructor that does NOT enable evaluation when creating a VoiceThread may choose from three configuration options (Notice the “Assignment Builder” option is no longer available):



1. **Course View** – Displays all VoiceThreads shared within a course This option is best when an instructor simply wants to allow students to share their VoiceThreads with classmates.

- In order to configure this option, simply click “Course View” after creating the VoiceThread.

2. **VT Home** – Display all the VoiceThreads and all the courses that a student is enrolled in.

This option is best used in a capstone level course. Students can work on and share their VoiceThread content with various groups and courses they are enrolled in.

- In order to configure this option, simply click “VT Home” after creating the VoiceThread.

3. **Individual VT** – Display a single VoiceThread.

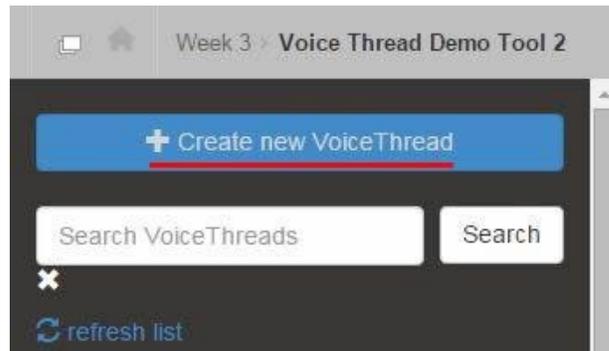
This option is best for a non-graded discussion space. Students are able to comment on a single VoiceThread created and added by the instructor.

- In order to configure this option, click “Individual VT” and then select the VoiceThread students are to comment on. Once selected, click “Share with Class” at the bottom right.

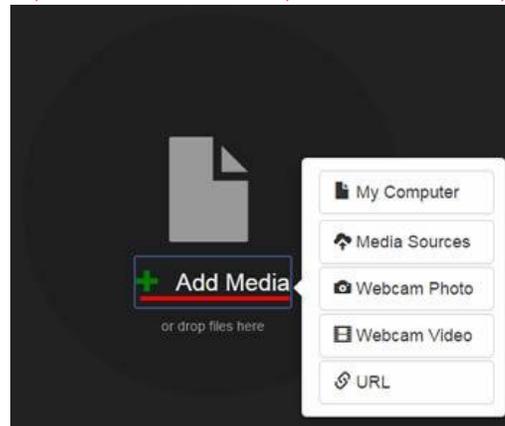


## Creating a VoiceThread

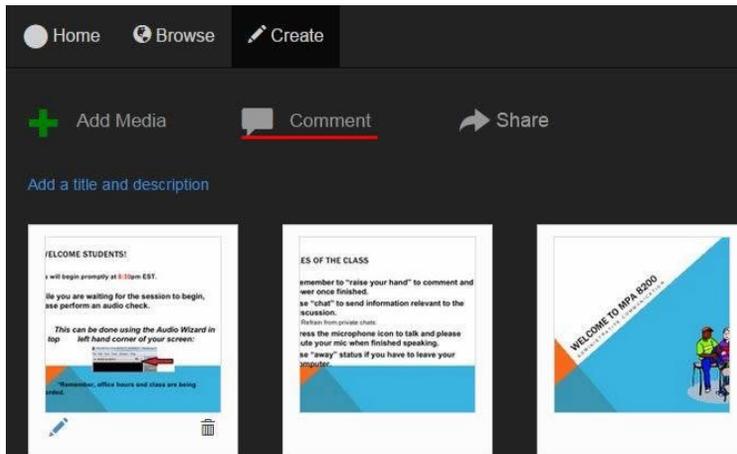
At various points in this process, the instructor will have the option to select “**Create New VoiceThread.**”



In order to complete this process, you will first have to select the media you wish to share: **File, Media Source, Photo via webcam, Webcam Video, URL.**

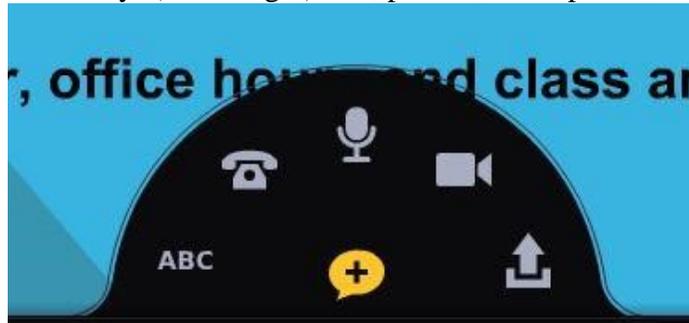


As an example, if an instructor wishes to show a PowerPoint, they will select “**My Computer**” and select the file on their hard drive.



In order to voiceover the presentation, the instructor will select “**Comment.**”

They will be prompted to give a basic description and then choose the manner in which they will add commentary: (left to right) text, phone<sup>2</sup>, microphone, webcam, audio file.



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<sup>2</sup> Enter your phone number and VoiceThread will call you. Through minimal command prompts, user speaks and posts comment.

When selecting the microphone or webcam comment, a countdown will start and the user begins.

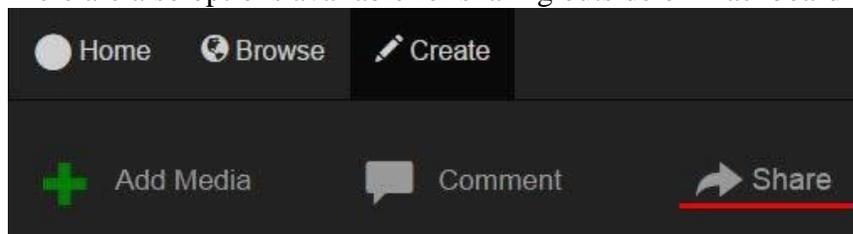


Upon completion, the user clicks the recording button at the bottom of the screen and then chooses to save or delete the comments created.



Once saved, the user will be able to use this VoiceThread for any VT Blackboard postings in the future.

There are also options available for sharing outside of Blackboard as well.



There are various ways to share as seen below. Just note these options exist outside of Blackboard and external postings are not supported by UNIT.



## **Additional Resources- VoiceThread examples**

Simple Ice-breaker: <https://voicethread.com/new/share/4886389/>

Scarlet Letter discussion: <https://voicethread.com/new/share/5120591/>

Constitution discussion: <https://voicethread.com/new/share/2584283/>

Italian speaking practice: <https://voicethread.com/new/share/5819992/>

Film Trailer analysis: <https://voicethread.com/new/share/763327/>

Student-created math textbook: <https://voicethread.com/new/share/1014501/>

Webcam Q&A: <https://voicethread.com/new/share/444028/>

Feedback on student paper: <https://voicethread.com/new/share/624535/>