# VoiceThread – Getting Started

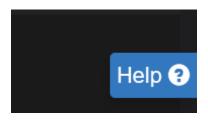
# Log In

- 1. In your web browser, go to: <u>http://wcu.voicethread.com</u>
- 2. You will be redirected to a WCU page where you can log in. Use the same username and password you use for Blackboard.
- 3. If this is the first time you have logged in, your account will be automatically activated IF you are a currently enrolled student in the College of Education and Allied Professions or you are a faculty or staff member of the college.
- 4. If you are a faculty member, contact Lee Nickles (Inickles@wcu.edu or x3299) to have your account upgraded to faculty status.

# View Tutorials

VoiceThread has several video tutorials on how to use their site.

- 1. Log in to VoiceThread
- 2. Click on the "Help" icon near the bottom right of the screen



3. You can pick the topic you are having issues with OR click on "Search full how-to documentation" to search more in-dept for your issue

# Create a new VoiceThread

- 1. Log in to VoiceThread
- 2. Click on the Create button at the top left
- 3. Click the Add Media link in the middle of the page you have several options
  - a. My Computer upload a video, audio, image, or PowerPoint file you previously created
  - b. Media Sources upload a video from a few online services
  - c. Audio recording record audio directly from your computer
  - d. Webcam photo take a photo with your computer's webcam
  - e. Webcam video record video (and audio) directly from your computer
  - f. URL paste a URL with the media you wish to add
- 4. You will be asked to name your VoiceThread; If you uploaded media, it may take significant time to process
- 5. To make your VoiceThread visible to a group, click the Share button and select the group. Click on the View, Comment, and Edit options if you wish to allow them. Green means that option will be available to all members of the group (typically, you only want to allow View and Comment)
- 6. Click the large blue Share button

#### Join a Group

- 1. Get the URL for the group from your course instructor
- 2. Log in to VoiceThread
- 3. Once logged in, paste the URL into the URL address bar of your browser
- 4. You will be automatically enrolled in the group

### Create a Group (Faculty Only - not necessary with Canvas Integration)

- 1. Log in to VoiceThread
- 2. Click the tab (in the picture above)
- 3. Click the Plus sign beside the Groups header
- 4. Give your group a name, and if you wish a description. You can also change the header image.
- 5. Click "Create Group" and it will appear in your list of groups.
- 6. Move your cursor over the name of the group and you can click the gear icon to edit it.
- 7. Click the "Group Sign-up Link" button to get the link you will distribute to your students.

#### Build a Canvas Assignment

1. Navigate to your course in Canvas and create a new assignment

VoiceThread Test				O Publish Sedit :		
No additional details were added for this assignment.						
	Points Submitting	None Nothing				
Due	For		Available from	Until		
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#### 2. Under Submission Type select External Tool

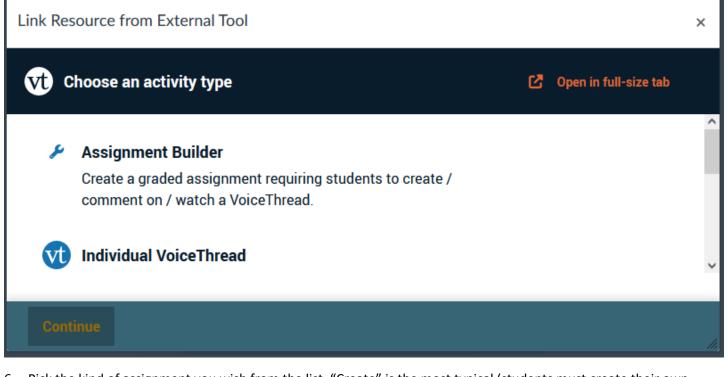
(	Do not count this assignment towards the final grade
Submission Type	No Submission 🗸
Crown Assistants	No Submission
Group Assignment	On Paper
l	External Tool

Submission Type	External Tool ~			
	External Tool Options			
	Enter or find an External Tool URL			
	A http://www.example.com/launch Find			
	Load This Tool In A New Tab			

4. Search for VoiceThread and click on it.

Configure External Tool		×			
external tool you already know is co add a link to it to this module. A tool for polis	onfigured with Basic LTT to	^			
ТК20		- 11			
Turnitin Framework Unavailable for use as extern	al tool	1			
	VoiceThread Q Transforming media into collaborative spaces with video, voice, and text commenting.				
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YouTube Search publicly available YouT will show up in your course ri		~			
	Cancel	elect			

5. You will typically want to use Assignment Builder so click on that option



6. Pick the kind of assignment you wish from the list. "Create" is the most typical (students must create their own voicethread) then click Continue

Link Resource from External Tool				
<b>V</b> •	ssignment Builder	ß	Open in full-size tab	
Đ	<b>Create</b> Students are required to make a VoiceThread using a video, image, document, or presentation.			~
•	Comment			~
Back	Continue			

- 7. For "Create," select the parameters (there are many default ones are a good place to start) and click Continue
- 8. Set the various assignment settings if you wish. These do not migrate back to Canvas. I recommend using the same assignment name in both Canvas and VoiceThread for convenience.
- 9. You will be back on the screen seen here. Click Select.

Configure External Tool				
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	ТК20			
	Turnitin Framework Unavailable for use as external tool			
	VoiceThread Q Transforming media into collaborative spaces with video, voice, and text commenting.			
	WebWork			
	YouTube Q Search publicly available YouTube videos. A new icon will show up in your course rich editor letting you		~	
	Cancel	Select	t	

10. Finish setting up your assignment and click Save or Save & Publish. Your assignment will look something like this to you:

	5 i 0000	^	VoiceThread Test			
	Spring 2022					🗞 Edit Assignment Settings
Account	Home		Add your prompt here!			(♡) SpeedGrader™
Co Dashboard	Announcements	S				
물	Modules		vt Grading: VoiceThread Test		:	
Courses	Syllabus					
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Groups	Attendance		INSTRUCTIONS		- Q. Search	
	Collaborations		ASSIGNMENT TYPE	Your prompt goes here Create	- K Search	
Calendar	Office 365		SLIDE REQUIREMENT	Students must add a minimum	~	
目 Inbox	Panopto Video			of 1 slide(s) to their own VoiceThread	· ·	
()	Zoom		GRADE TYPE	Percentage		
History	People				A Remind students	
e	Assignments	ø				
Commons	Discussions	ø				
? Help	Outcomes	ø				
Theip	Pages	ø				
	Quizzes	ø				
	Rubrics	ø				
к	Files	ø	Previous		Next •	