

# Creating a VoiceThread in Blackboard

Written for version 9.1 SP13: 14-Aug-14

This guide introduces you to the basic VoiceThread interface and takes you through the simple steps to add VoiceThread to your Blackboard course and to create a VoiceThread.

## Adding VoiceThread to Your Blackboard Course

You **MUST** access VoiceThread through a Course Content Area (item on the Course Menu). Typical Course Content Areas that you may see on the Course Menu are Course Documents and Assignments. You can add Course Content Areas to the Course Menu.

### Add Course Content Area

To add a Content Area to the Course Menu:

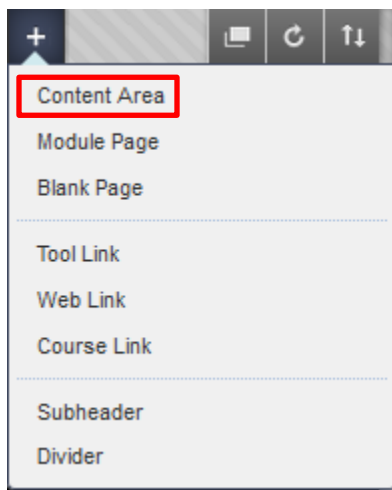
1. Ensure **Edit Mode** is On.

**Remember: Edit Mode is at the top right of the screen on the Course Site. It will reveal control buttons and display all folders (including empty folders).**

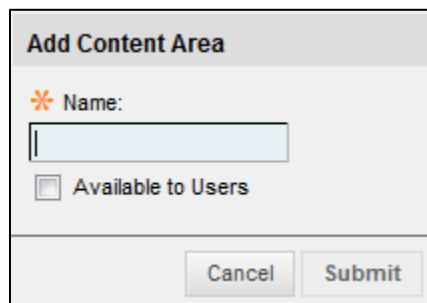
2. Click the “+” sign from the **Course Menu**.



3. Click **Content Area**.



4. Type the **Name** of the new Content Area

A screenshot of the 'Add Content Area' dialog box. It has a title bar 'Add Content Area'. Below the title bar is a label 'Name:' with a red asterisk icon, followed by a text input field. Below the input field is a checkbox labeled 'Available to Users'. At the bottom of the dialog are two buttons: 'Cancel' and 'Submit'.

5. Click the “**Available to Users**” checkbox.

6. Click the **Submit** button.

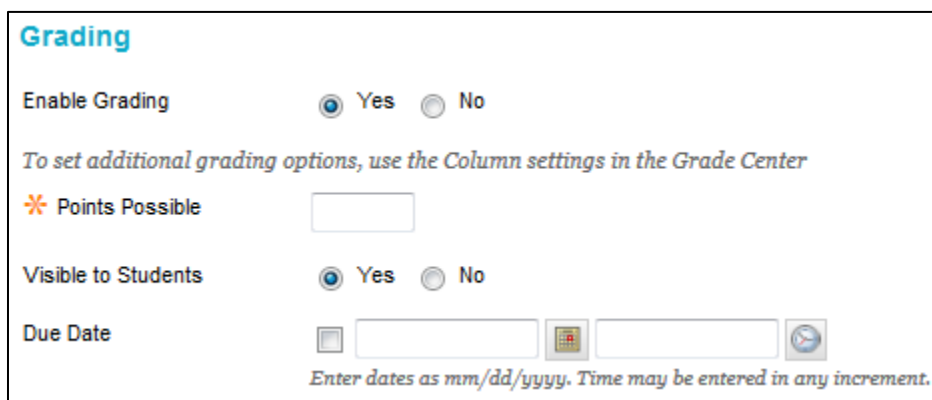
## Add VoiceThread Link

To add a VoiceThread link in a Course Content Area in Blackboard:

1. Ensure **Edit Mode** is On.

**Remember: Edit Mode is at the top right of the screen on the Course Site. It will reveal control buttons and display all folders (including empty folders).**

2. Select the Content Area (item on the Course Menu) where you want to create the assignment, such as Course Documents or Assignments.
3. On the **Action Bar**, click the drop-down arrow next to the **Tools** menu.
4. Click **VoiceThread** on the drop-down list.
5. On the **Create VoiceThread** page, under **Information** type a **Name** for the VoiceThread. Name is a required field. This is the link that users click to access the Forum to read and post Threads.
6. If desired, type a **Description** for the VoiceThread (i.e. formatted text, links, images, and attachments). The Description provides information about the Forum and any instructions for posting. This information can help users understand expectations and any associated goals and tasks.
7. Optionally, in the **Attachments** section, attach a file. Click the **Browse My Computer** button to upload a file stored on your computer or the **Browse Content Collection** button to upload a file from the Blackboard repository.
8. Optionally, in the **Grading** section, enable grading for the VoiceThread and enter the necessary information.



**Grading**

Enable Grading  Yes  No

*To set additional grading options, use the Column settings in the Grade Center*

\* Points Possible

Visible to Students  Yes  No

Due Date

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

9. If desired, select options in the **Options** section.
10. Click the **Submit** button.

## Setup the VoiceThread Link

After you have added VoiceThread to your course, you'll need to decide what you want students to see when they click on that link.

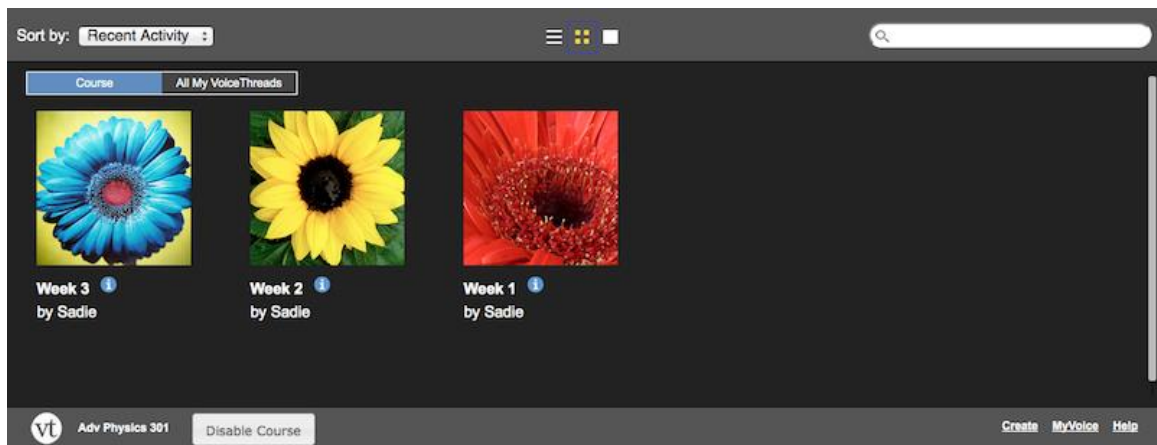
### To setup the VoiceThread Link:

1. Click on the link you've just created.
2. Select the option (Course View, Individual VT, VT Home or Assignment Builder) you'd like to use.



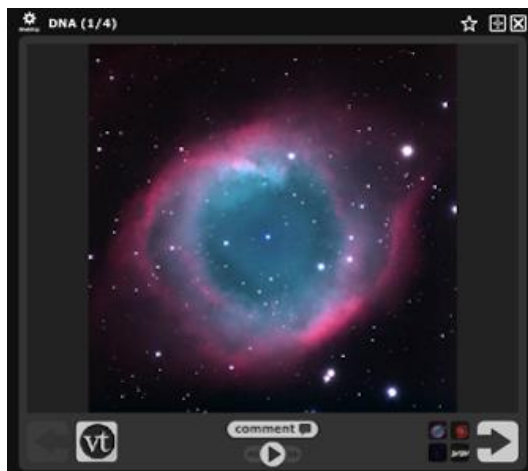
## Course View

Display the collection of VoiceThreads that have been shared with your course. Anything that has not yet been explicitly shared with your course will not appear here.



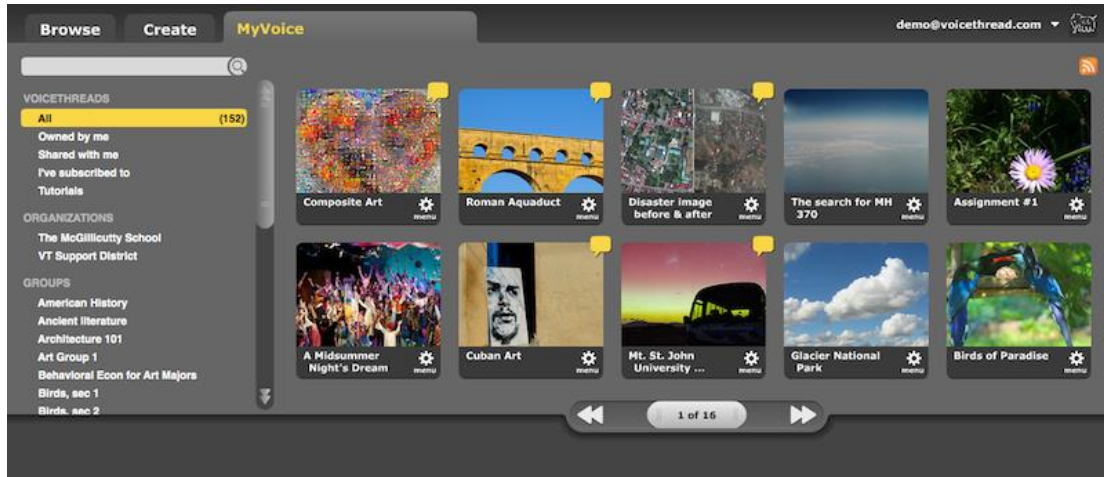
## Individual VT

Display any VoiceThread that you have created. When students click on the link, they'll see only this one VoiceThread.



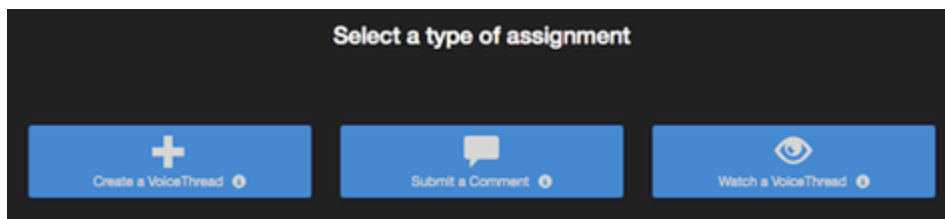
## VT Home

Display all of a student's VoiceThread content in a single view. This includes all VoiceThreads and all courses that belong to them.



## Assignment Builder (Appears only when grading is enabled.)

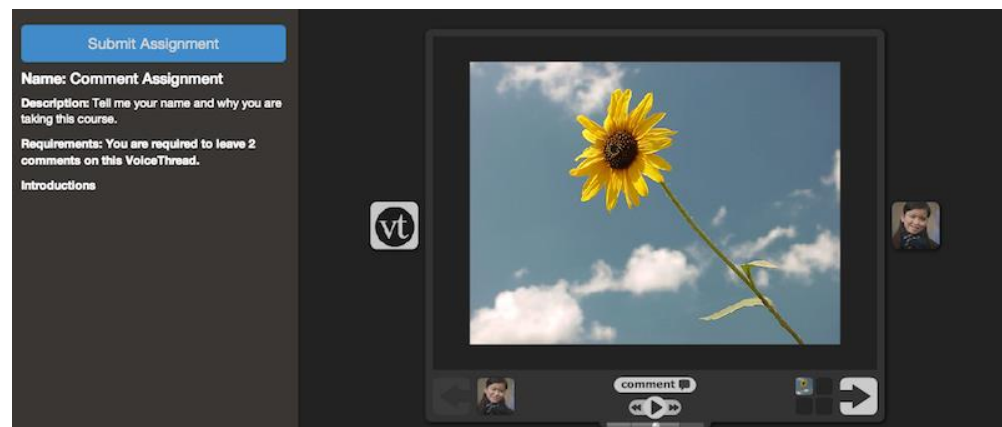
Create a graded assignment for students to complete. You can require them to create a VoiceThread of their own to submit, to comment on a VoiceThread you've created, or simply to watch a VoiceThread start to finish.



After you've selected the type of assignment you'd like to create, you'll be walked through the steps to complete the setup process. You can include a description for your assignment, select a VoiceThread you've created for the Comment Assignment, and even require a specific number of comments for the Comment Assignment.

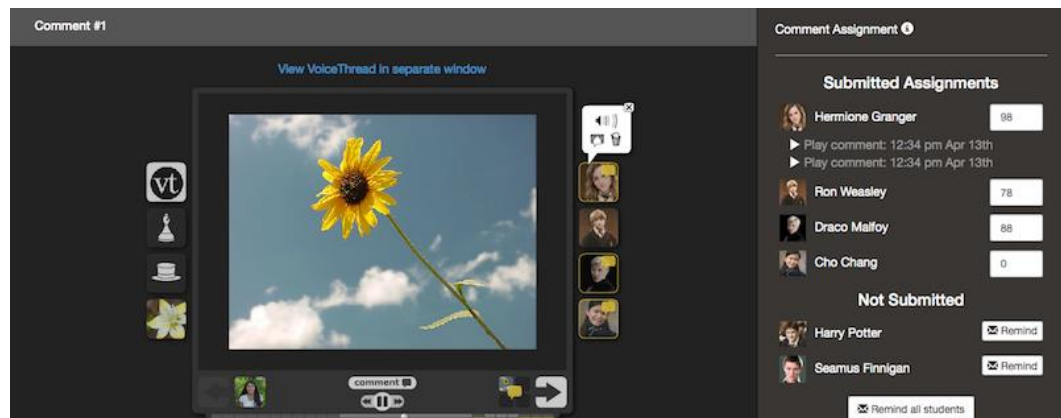
## Student Assignment Submission

When students click on the link for a graded assignment, they will see the assignment you've created. They can immediately create or select a VoiceThread to submit for the Create Assignment, record comments on your VoiceThread for the Comment Assignment, or watch the VoiceThread for the Watch Assignment. As soon as they click on the "Submit Assignment" button, you will be able to grade their work.



## Grading Student Work

When you're ready to grade a VoiceThread assignment, simply return to your course and click on the VoiceThread link again. This will display the grader.

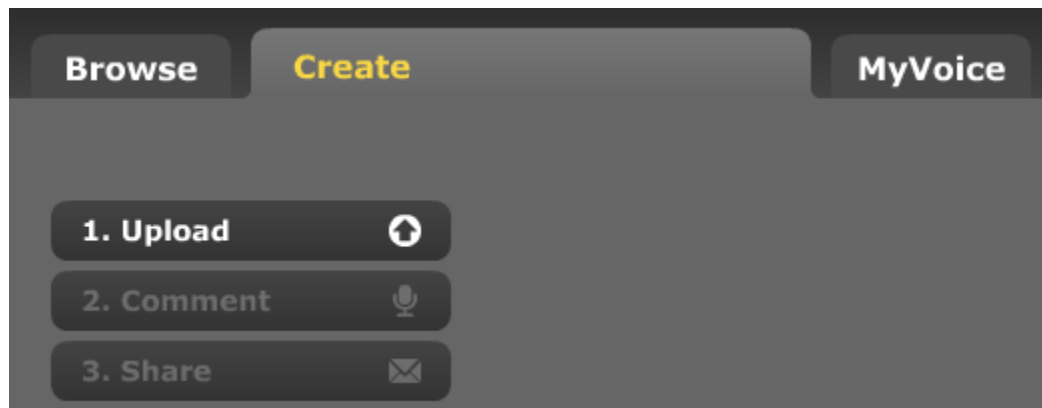


Click on a student's name on the right to see that student's submission. You can click on each comment below his or her name individually to jump directly to it. Enter a grade on a scale of 0-100, and hit "Enter" on your keyboard. This grade will immediately be entered into the Blackboard Grade Center.

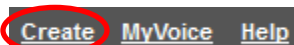
\* *Note:* If you have set the assignment to be worth less than 100 points, **still grade it on a scale of 0-100**, and the score will be adjusted accordingly in your gradebook. If you have students who have not yet submitted their assignments, click on the "Remind" button to send them an email reminder.

## Create a VoiceThread

There are three simple steps (upload, comment, and share) for creating a VoiceThread.



To get started, click the **Create** tab (It may be necessary to first click the Create link located in the bottom right-hand corner of the screen).

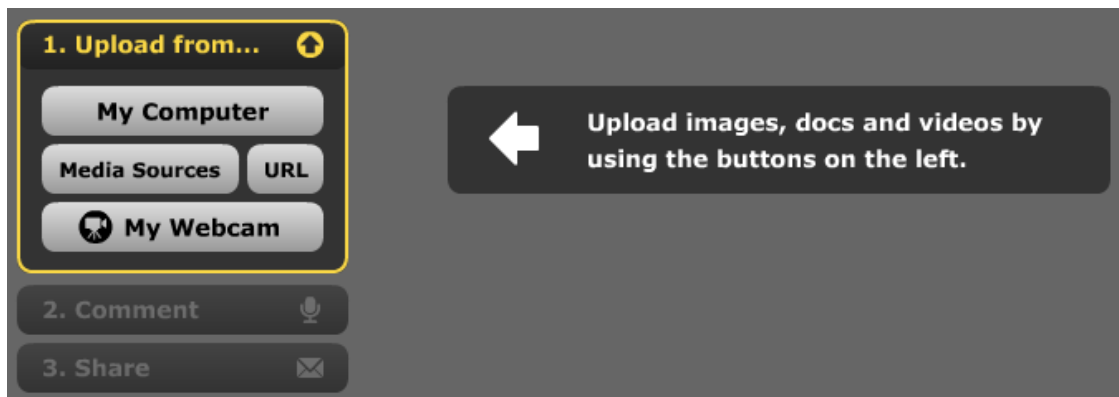


### Step 1: Upload (Select your media)

Select from media you have created, such as PowerPoints, images, documents, movie files, PDFs or Excel spreadsheet. Or, explore the existing content accessible in the Media Sources area. You can import media from a variety of sources into one VoiceThread.

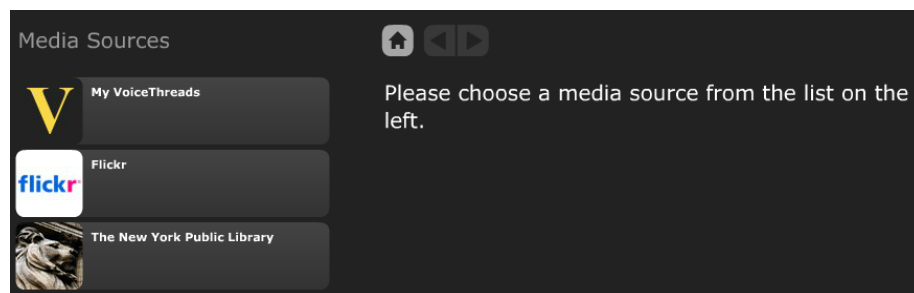
To upload media:

1. Click the **1. Upload** button.
2. In the 1. Upload from... section, select from where you will import your media.



These are the four sources available for uploading content:

- **My Computer:** Upload files from your computer into VoiceThread.
- **Media Sources:** Import media from four different media sources.

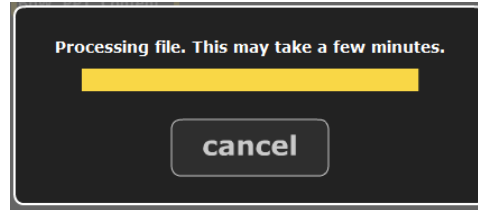
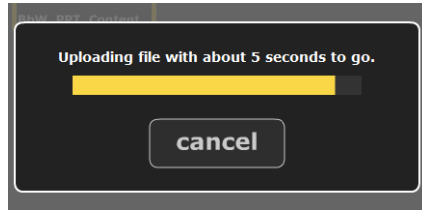


Media Sources:

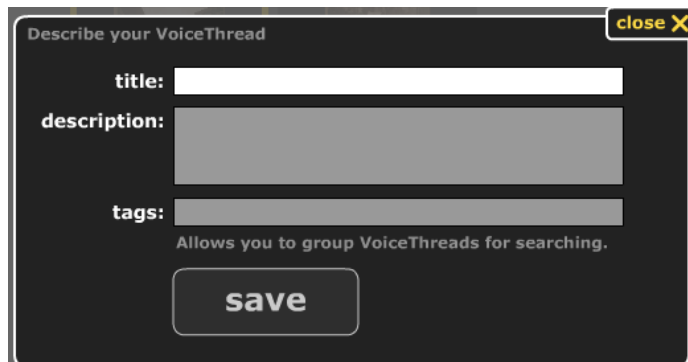
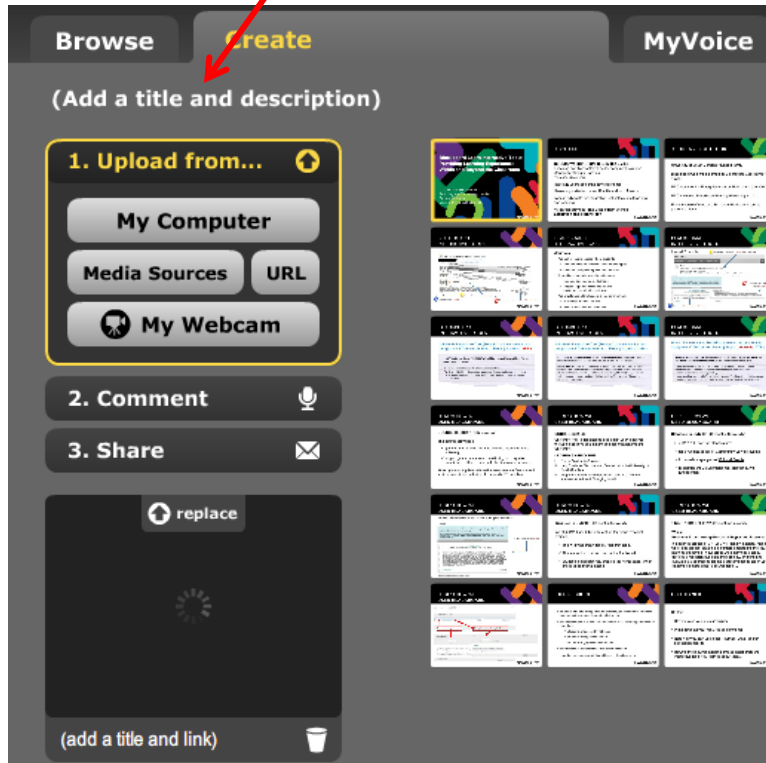
- **My VoiceThreads:** Import files directly from other VoiceThreads authored by you.
  - **Flickr:** Import images from your Flickr account or select from thousands of Creative Commons licensed images.
  - **The New York Public Library:** Free and open access to over 700,000 images.
- **URL:** Upload a file hosted online at a specific URL address (This only works if you have the direct link to the file. Links to media-sharing sites, such as YouTube will not work).
  - **My Webcam:** Record a video message with your webcam (You can take a still photograph or a video using your webcam.).

Upload from My Computer:

1. Click the My Computer button. A File Manager window opens to allow you to locate your file(s).
2. Select one or more files to upload into your VoiceThread. You can select more than one type of file at a time.
3. Click the Open button to begin uploading your file(s). An upload-progress bar with a processing message appears on the screen. Remain on this page until the processing is complete.



4. Once the files are uploaded, you will see the individual slides created. Click the **(Add a title and description link)**. Then, type a title and description. If you desire, add tags. Click the **Save** button.



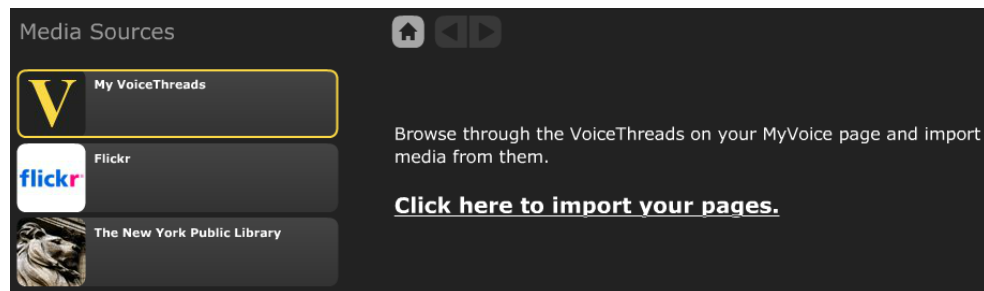
To edit the title of a slide, click on a slide and then click on **(add a title and link)**. To delete a selected slide from the VoiceThread, click the **Trash** icon.

Now, that the slides are created for your VoiceThread, you can proceed to recording comments.



## Upload from Media Sources:

1. Click the **Media Sources** button.
2. Select a media source.



3. Click on the media you wish to import, and then click the **Import** button.

## Step 2: Record a Comment

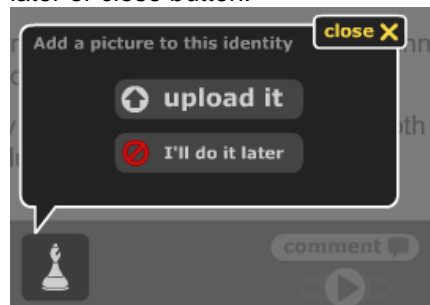
Record comments on the slides in text, voice, or video format. It is a good practice to record your own comments before sharing your VoiceThread and inviting others to comment.

To record a comment:

1. Click the **2. Comment** button.



If the **Add a picture to this identity** box appears, you can click the upload it, I'll do it later or close button.



2. Use the left and right arrow buttons (if you have multiple slides) to navigate through your VoiceThread slides (pages) to locate the slide you would like to comment.
3. When you are ready to record a comment, click the **comment** button.



4. The Comment Panel appears on the screen.

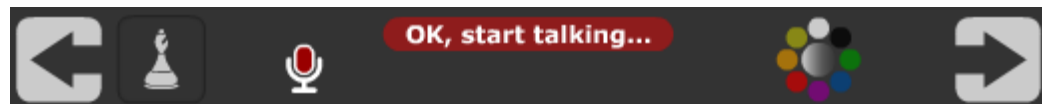




Select the comment type. There are five ways to record a comment in VoiceThread:

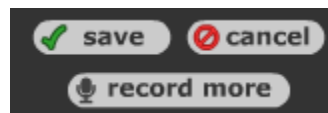
- Telephone: Record a voice comment using your phone.
  - Web Cam: Record a video comment using your web cam.
  - Microphone: Record a voice comment using a microphone.
  - Keyboard Entry: Type a comment.
  - Upload: upload a prerecorded .mp3 audio comment.
5. When using a microphone, headset, or webcam, Adobe will request Camera and Microphone access. Click the Allow button to activate your device.

When recording a comment, you will need to click on **OK, starting talking...**

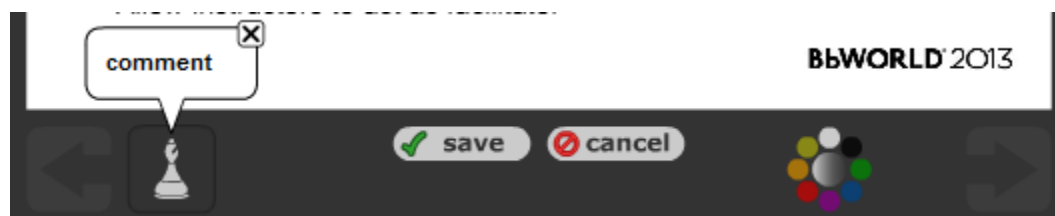


If you click to start recording and “hold on...” displays, check to see if the browser also needs access to media. If so, click Apply.

When you finish commenting on the particular slide, click the **save** button. If you would like to continue recording, click the **record more** button. If you do not want to keep the recording, click the **cancel** button.



When recording a text comment, click the **type** button in the Comment Panel. Type your comment in the comment box. Click the save button to **save** the comment or click the **cancel** button to not save the comment.



6. When are finish recording a comment for a particular slide, you can move to the next slide and continue commenting or begin sharing your VoiceThread.

### **Step 3: Sharing a VoiceThread**

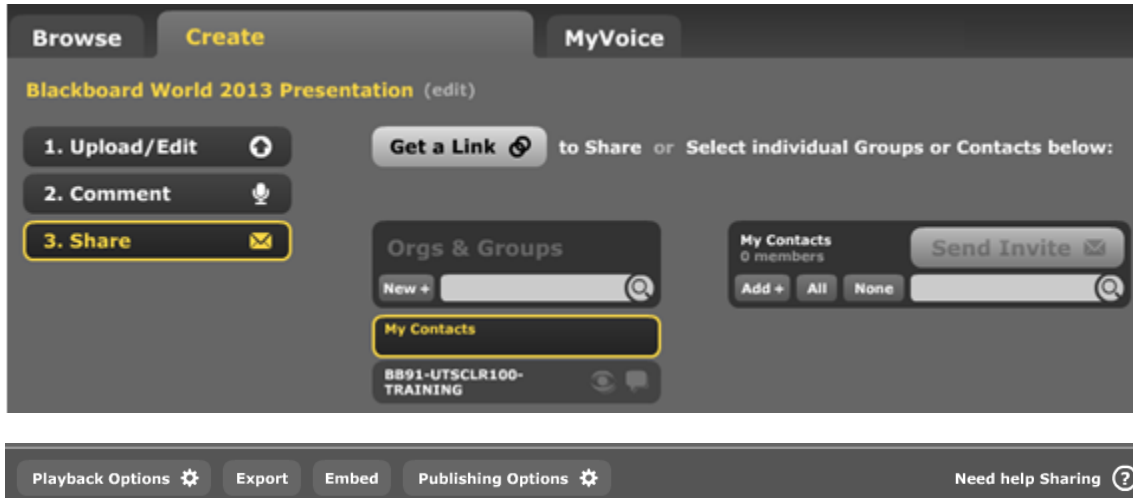
Sharing allows you to customize the viewing options, manage the distribution and get the link to your VoiceThread. This is the final step in creating a VoiceThread.

To share a VoiceThread:

1. Click the **3. Share** button.



2. There are various options available when sharing a VoiceThread.



The sharing options are:

- Get a Link: Provides the link information for your VoiceThread.
- Orgs & Groups: Manages viewing access for course groups.
- My Contacts: Manages viewing access for contacts and individual members.
- Playback Options: Allows the VoiceThread creator to apply viewing/playback settings.
- Export: Allows users to download a video file that can be viewed offline by computer or compatible mobile device.
- Embed: Allows you to copy the embed code for the VoiceThread.
- Publishing Options: Manages who can view and comment on a VoiceThread.

Sharing to your Class/Group:

1. To share the VoiceThread with your class or group, locate the name of the class/group listed under the **Orgs & Groups**.
2. Click on the View icon and/or Comments icon to highlight/enable access. You can also allow editing by others.



Members will immediately have access to view the VoiceThread in their corresponding courses. Yellow = enable and Grey = disabled. When you select icons from the Orgs & Groups area, all members are selected. However, when you select members on the second column, you give individual privileges to members within the group.