

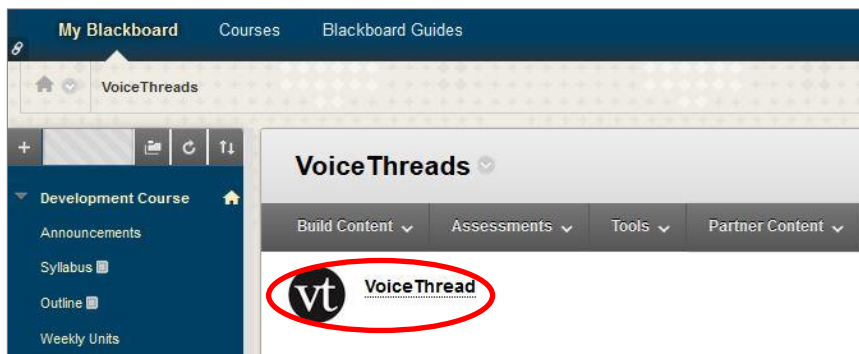
Using VoiceThread- For Students

Table of Contents	
Listen to a VT Presentation	2
Comment on a VT	2
Do not use Private Reply	3
VT Home	3
Creating a VoiceThread	4
Sharing A VoiceThread	5
Submitting Assignments	6
Create a VT assignment	6
Comment on a VT assignment	7
Accessibility	7
Need More Assistance?	7

Open VoiceThread

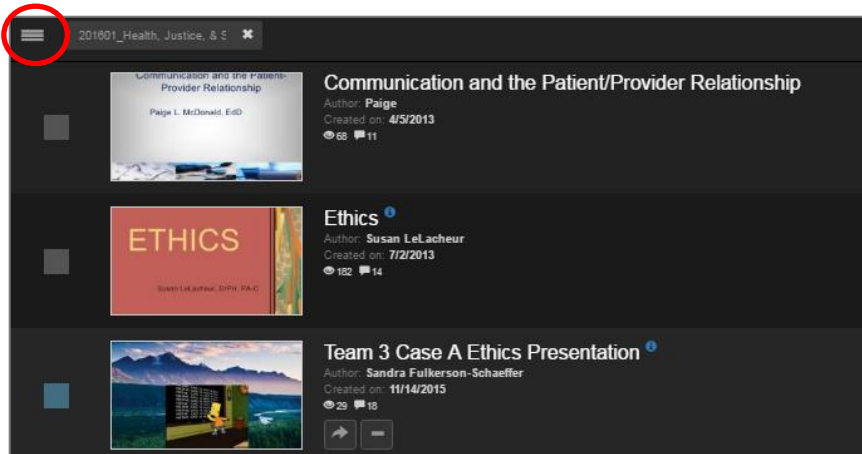
VoiceThread (VT) is fully supported in Chrome and Firefox browsers. Keep your browsers up to date.

Follow the link to VT in your Blackboard course. After clicking the VT link, wait a few seconds for the tool to load.



Depending on how the instructor set it up, you may see the “Course View,” which displays all of the VT presentations shared with your course. (This may be empty at the beginning of the course.)

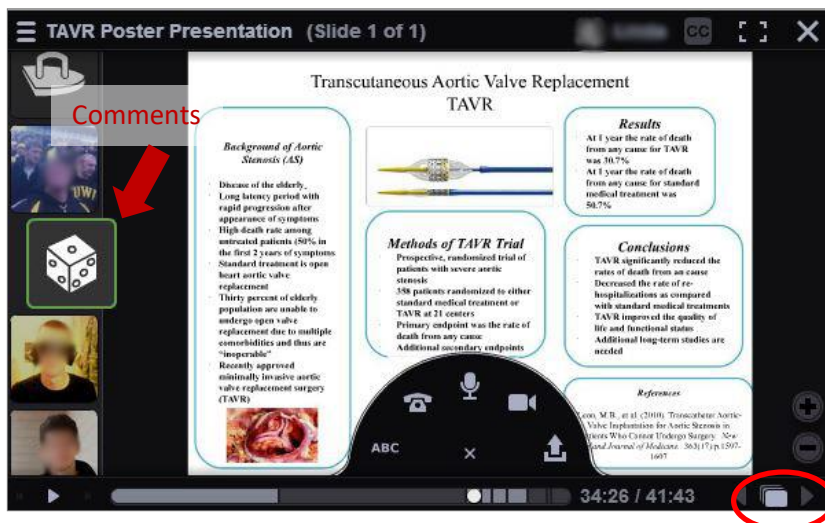
From the menu icon (three horizontal lines) in the upper left, you can sort the presentations in different ways.



Listen to a VT Presentation

Click on a presentation to open it. When someone makes a comment, their avatar displays along the left of the VT. The narration and comments will play in the order in which they were created. Click on an avatar to jump to that user's comment.

Use the arrows at the bottom right to navigate forward or back through the presentation.



Comment on a VT

To make a comment, hover over the grey half circle at the bottom center of the presentation window and click on the + sign. The commenting tool icons will appear and allow you to comment: by text, telephone, microphone, webcam, or uploading a file (see previous picture). VT is most effective and engaging when comments are made by webcam or microphone. To delete a comment, hover over it and click the trash button.

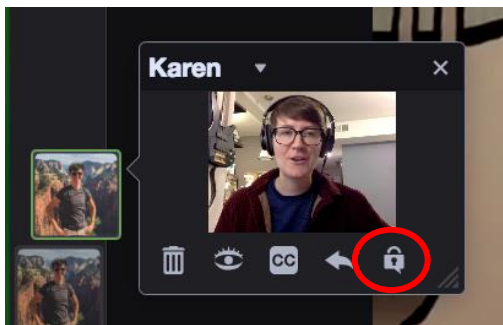
If commenting by microphone or webcam, your browser may prompt you to grant VT permission to access your camera and/or microphone, or you may be prompted to open the VT in a new tab. If you open a new tab, when you finish commenting, you will be in the "VT Home" view (see section below) as opposed to the "Course View".

You can re-open the previous tab to go back to “Course View”. Other options to reset the connection to your microphone are to restart your browser, clear the cache in your browser, or restart your computer.



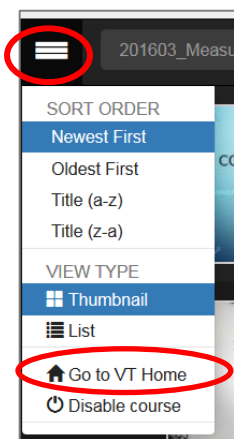
Do not use Private Reply

The Private Reply button appears when you hover over someone’s comment. The comment thread is visible only to you and the original commenter. So generally, you should not use the Private Reply feature or neither your class nor your instructor will see your comment.

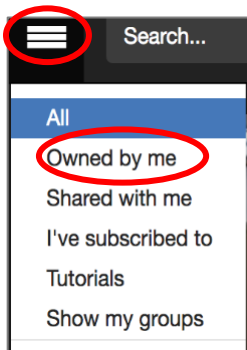


VT Home

The VT Home page is the main administrative view for your VT account. It can be reached in Course View by clicking on the three-line menu icon in the upper left corner and selecting “Go to VT Home.”

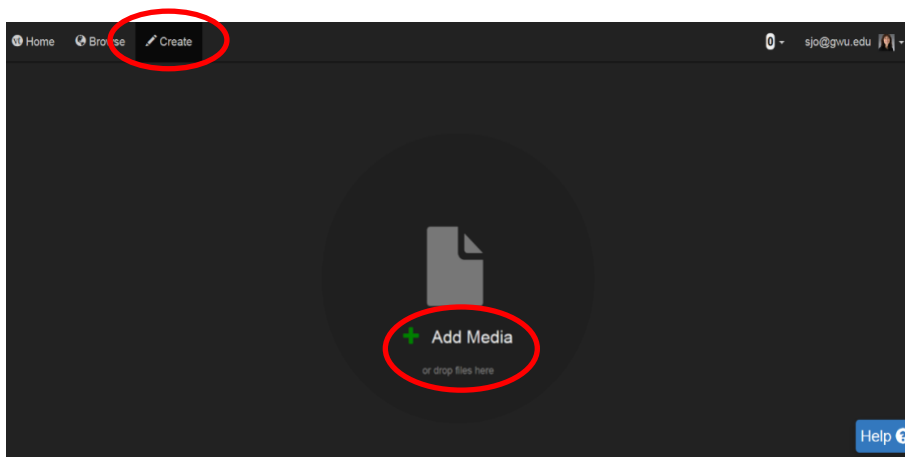


Then, use the menu icon again and select “Owned by me” to see all of the VTs you have created.

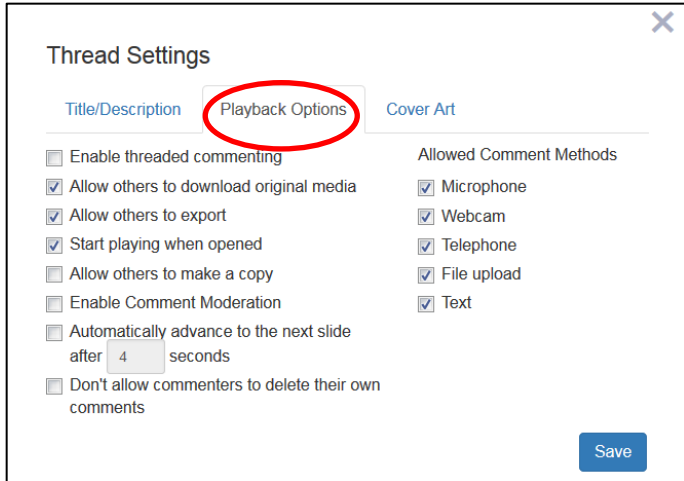


Creating a VoiceThread

At the top of the page when in VT Home, you will find the “create” button (see figure). Click on it and you will be asked from where you would like to add media. You can upload photos, graphics, non-narrated slides, pdfs, videos, and more.

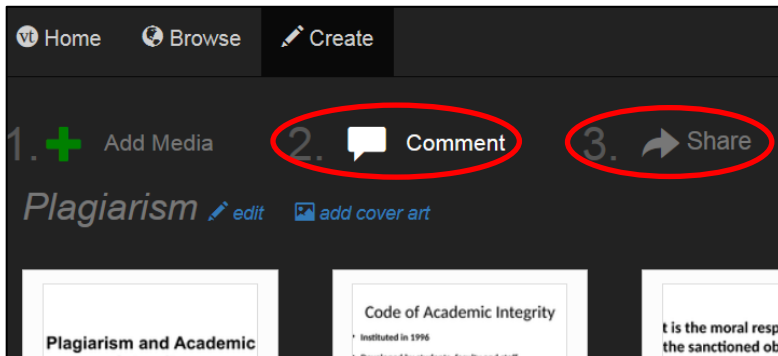


While your media is loading, VT will prompt you to add a title. The tab to the right of the Title/Description tab is the Playback Options tab (see figure to right). Listed are the default settings, which you may change. However, do not check “Enable Comment Moderation.” Then click “Save.”



To add “comments” (or narration) to each slide, image, or other media, select “#2. Comment” and add your comments as described above.

When you are done commenting, close the window by clicking on the X in the upper right corner. Then click “#3 Share” to share it with your class. Choose your course name from the drop down list. Allowing your class to View and Comment should be selected (green) by default. You must do this last step of explicitly sharing your VT with your class for your instructor and class to be able to see it.



Sharing A VoiceThread

If for some reason your VT was not shared with the class when it was created, follow the instructions under the “VT Home” section above to navigate to the VTs “Owned by Me”.

The screenshot shows a presentation slide with a dark background. On the left, there is a video thumbnail of a man in a hospital bed. To its right, text reads: "Franklin G. is a 59 year-old male who underwent an emergency CABG procedure yesterday. As the Physical Therapist you will be asked to anticipate his functional prognosis and contribute to his discharge plans. Listen to Franklin's responses to your interview questions." On the right side of the slide, the title "Cardio Case - Franklin G." is displayed, followed by "Author: Laurie" and "Created on: 10/17/2013". Below this, there are icons for eye (3) and speech bubble (7). At the bottom, a row of icons includes a pencil, a red-outlined share arrow, a minus sign, a document, and a trash can. A "share" button is located below the share icon.

Hover over the VT you want to share, and tools will appear. Click on the arrow to share.

Submitting Assignments

VT has a built-in assignment feature which facilitates grading for faculty. There are three types of assignments: Create a VoiceThread, Submit a Comment and Watch a VoiceThread.

Create a VT assignment

- Click on the VT assignment link provided in Blackboard course to open the assignment.
- Review the assignment description in the right panel.
- Click on Start Assignment.
- Follow the prompts to upload media or copy a VoiceThread that you created.

The screenshot shows a submission interface with a light blue header "Let's get started!" and the instruction "You can drag and drop files to this window, or use one of the following options to create or upload media." Below this are two rows of buttons: "Add from computer" (laptop icon), "Record video slide" (video camera icon), "Copy from VoiceThread" (vt icon), "External source" (cloud icon), "Enter a URL" (link icon), "Take a picture" (camera icon), and "Record audio slide" (microphone icon). On the right, an "Information" panel contains: "Add at least 1 slide" (with a dropdown arrow), a yellow "Submit" button, and the text "Resubmission is allowed." Below the buttons, there are three status items: "No due date set", "Grade type: Percentage", and "Not yet submitted". At the bottom left, there are "Back" and "Continue" buttons.

- When you are finished, click Submit in the panel on the right.
- You should get a message that your assignment has been successfully submitted.

- You may or may not be allowed to withdraw your submission, make a copy of your VT, resubmit your VT or view other student's VoiceThreads, depending on the settings established by the instructor.

Comment on a VT assignment

- Click on the VT assignment link provided in Blackboard course to open the assignment.
- Review the assignment description in the right panel.
- Follow the instructions [above](#) to comment.
- Click Submit in the right panel.
- You should get a message that your assignment has been successfully submitted.

Accessibility

VoiceThread Universal is a version of VoiceThread that is made for screen readers. From the standard site:

- Go to your VT Home page.
- Click on your email address in the top-right corner of the page.
- Select "Display Preferences" from the menu.
- Under the Accessibility section, select "VoiceThread Universal" from the menu.

Need More Assistance?

- [How to instructions and videos](#)
- [General Troubleshooting](#)
- Still stuck? Email the IMPACT team (we give faculty assistance with Instructional Technology and Design) at hsptech@gwu.edu. This email account is monitored during regular business hours EST. Please describe the problem in detail and include any error messages.

Alison McGuire, Instructional Technologist, alisonmcguire@gwu.edu

Karen Foote, Multimedia Technology Specialist, foote@gwu.edu

Linda Cotton, Senior Instructional Technologist, cottonl@gwu.edu

Laurie Lyons, Assistant Dean, Academic Planning and Curriculum Management, lbl@gwu.edu