Do I need to make a VoiceThread account?

No. VoiceThread accounts are created automatically when you create a VoiceThread assignment inside of Blackboard. Student accounts are created and they are joined to the class group when they click the VoiceThread assignment link inside of Blackboard.

How do I make a new VoiceThread assignment in Blackboard?

Creating a VoiceThread is always a two-step process. In the first step the link/object that appears in Blackboard is created. The instructor must always be the first one click this link. In the second step, the instructor tells VoiceThread how to handle the connection from Blackboard.

Step 1: Creating the VoiceThread assignment in Blackboard

1. Open Blackboard and navigate to the course you want to create the assignment in.
2. Mouse over Build Content and click Hofstra VoiceThread.
3. Enter a name for the assignment. In description, describe the purpose of the VoiceThread assignment and enter any instructions you want your students to see. These will be visible to your students when they go to the assignment in Blackboard.

4. If you want to add PDF instructions or any other kind of download for the assignment you can do this from the Attachments section. It is not common to add attachments.

5. Decide if you would like to grade students for their participation in the VoiceThread discussion.

   **If you don't want to enable grading**, enter a 0 for Points Possible. There will not be a column for this VoiceThread in the Grade Center. If you decide not to grade, be sure to click No for Visible to Students so students don't see the 0 grade.

   **If you want to enable grading** and assign points, enter the total possible points in the Points Possible box. This will create a column in the Grade Center for the Assignment. It will also enabling the Create Assessment choice in VoiceThread. **Within the VoiceThread grading system, scores are always out of 100. Blackboard will award that percentage of the points you assign in Blackboard.**
6. Select any additional options you wish to set for your VoiceThread assignment. You can hide the assignment from students, track the number of views or select a date/time range for the assignment to be visible. For now we will leave all of the default settings.

![Options](image)

7. Click Submit.

![Submit](image)

8. Now you need to configure the VoiceThread assignment you just created. Click one of the following links: Configure the VoiceThread assignment without grading or Configure the VoiceThread assignment with grading.

**Step 2a: Configure the VoiceThread assignment without grading**

**IMPORTANT:**
The instructor MUST be the first person to click the VoiceThread assignment link after it is created. Be sure to do this right away.

These instructions assume you chose not to grade the assignment when you created it. If you intend to grade the assignment please read the Configure the VoiceThread assignment with grading section.

1. Click the VoiceThread link you just created in Blackboard. The VoiceThread setup page will open.

2. Choose what you want your students to see when they click the VoiceThread link you created. EdTech recommend you choose Individual VT and link to the specific VoiceThread you want your students to see. However, here are all of the possible options:
   1. **Course View:** the list of VoiceThreads that have already been shared with the members of this course
   2. **Home:** the student or faculty member's VoiceThread homepage containing VoiceThreads from all courses
   3. **Individual VT:** an individual VoiceThread, either one that is already in your VoiceThread or one that you create now

![VoiceThread Setup](image)

3. If you chose the recommended option, Individual VT, you will need to either create a new VoiceThread or choose an existing one
   1. **Create a new VoiceThread**
1. Click the Create new VoiceThread button.

   ![Create new VoiceThread](image)

   - Create new VoiceThread
   - Search VoiceThreads...
   - Search
   - Add a VoiceThread by share link or id

   ![Select VoiceThread](image)

2. Click on the Add Media icon.
   1. My Computer - use this to upload a pre-existing PowerPoint, video, or image.
   2. Media Sources - use this to upload media from Flickr, Khan Academy, NYPL, etc.
   3. Webcam Photo - use this option to add a picture from taken by your webcam.
   4. Webcam Video - use this option to add a video taken by your webcam.
   5. URL - use this option to add a link to a website.
3. Add the title, description, and tags, if applicable.
4. Click the blue Share with class button.

   - Select an existing VoiceThread
     1. Select a VT from the list of VT you have already created.
     2. Click Make a New Copy to Share. This will ensure that comments from the previous course are not transferred to the new course. Complete the fields to create a new title and description, then click Copy.
     3. Click the blue Share with class button.
3. A green check and the message, “VoiceThread shared with class” will appear when the process is complete.

**Step 2b: Configure the VoiceThread assignment with grading**

**IMPORTANT:**

The instructor MUST be the first person to click the VoiceThread assignment link after it is created. Be sure to do this right away.

These instructions assume you chose to grade the assignment when you created it. If you do not intend to grade the assignment please read the Configure the VoiceThread assignment without grading section.

1. Click the VoiceThread link you just created in Blackboard. The VoiceThread setup page will open.
2. Assuming grading is selected, you will see four choices. Here you are deciding how you want VoiceThread to handle the link that is coming from Blackboard. Your choices are:
   1. Course View: the list of VoiceThreads that have already been shared with the members of this course
   2. Home: the student or faculty member's VoiceThread homepage containing VoiceThreads from all courses
   3. Individual VT: an individual VoiceThread, either one that is already in your VoiceThread or one that you create now. When you select Individual VT, you must select "Share with Class" for others to be able to see your VT.
   4. Assignment Builder: When you click "Assignment Builder," there are three additional choices:
      1. When you choose "Create a VoiceThread," students are given a create button, and they can build their own VoiceThreads.
      2. When you choose "Submit a Comment," you are taken to the list of your VoiceThreads. You can pick any of them (or create a new one) that students will then watch and comment on.
      3. When you choose "Watch a VoiceThread," you are taken to the list of your VoiceThreads. You can pick any of them (or create a new one) that students will only watch without commenting.
3. If needed, you can add instructions that will appear with the VoiceThread activity.
4. Click Submit.

**TO GRADE A VOICETHREAD ASSIGNMENT:**

1. VoiceThread Assignments do not appear in “Needs Grading” in Blackboard or as green “Needs Grading” exclamation points in the Blackboard Grade Center. To grade a VoiceThread assignment, click the VT link in Blackboard that you created for the assignment.
2. When you click the link, the VoiceThread Grading Page will open. It will display a link to the VoiceThread and display the names of all students who submitted comments on the VoiceThread. If students have not yet clicked the VT link, their names will not be listed on the VT Grading Page. If students have not yet clicked Submit Assignment, they cannot receive a grade for the assignment. However, you can still view their comments on the VoiceThread.
3. Click on each student's name to view their comments for the VoiceThread. Enter a percentage score out of 100 for their participation in the VoiceThread, regardless of the number of points you determined when you created the VoiceThread Assignment in Blackboard. VoiceThread will calculate the number of points earned and transmit the Blackboard score to the Blackboard Grade Center.
Create a VoiceThread
To create a new VoiceThread, click on the Create link and then on the Add Media icon.

1. **My Computer** - use this to upload a pre-existing PowerPoint, video, or image.
2. **Media Sources** - use this to upload media from Flickr, Khan Academy, NYPL, or previously made VoiceThreads.
3. **Webcam Photo** - use this option to add a picture from taken by your webcam.
4. **Webcam Video** - use this option to add a video taken by your webcam.
5. **URL** - use this option to add a link to a website.

View student comments
Students can click on the comment button in order to add to the discussion. They are presented with a few options:

- The **ABC** icon allows them to type in their response.
- The **telephone** icon allows them to phone in their response.
- The **microphone** icon allows them to make a voice comment using their webcam.
- The **video camera** icon allows them to make a video response using their webcam.
- The **upload** icon allows them to only upload a document from their own computer.

Once they have fed in their response to the discussion, they will have to click on **Save** button. You can view their comments as soon as the students click “Save.”
Commenting

- **Threaded replies**: When enabled (Edit->Options->Playback Settings), threaded replies allow you to respond to a student's comment and create a side thread that other collaborators can comment on. To start a new threaded conversation, click on the threaded comment button inside a person's comment window. After you have saved your comment, you'll see that new comment appear in the conversation channel. As more people contribute to the threaded conversation, you'll see those comments connected by a white line. Note: There can only be one threaded conversation per root comment.

- **Direct replies**: Enabled by default, direct replies allow you to reply to a comment and inserts your reply directly underneath the original comment. To do this, click on the direct reply icon inside a person's comment window. Select the option you want to use, and then record your comment normally. After you have saved your comment, you'll see that new comment appear in the conversation channel in the correct location.

- **Private replies**: Private replies allow you to give a reply to a comment that only you and the - can see. Private comments are represented by a circular Identity image with a padlock icon. To start a new private conversation or add to an existing one, click on the private reply button inside a person's comment window. It looks like a padlock. After you have saved your comment, you'll see that new comment appear in the conversation channel. As you and the other person in your private conversation interact, you'll see that conversation connected by a white line. No one else will be able to see this conversation.

Grade VoiceThread assignments

- In your Blackboard course, click the link to the assignment. Unfortunately, the integration does not show the "Needs Grading" icon in the Grade Center. Using this tool requires you to go to the Assignment via the link you created in Blackboard to get to the VoiceThread Grading page.
- On the Grading page, you can enter percentages, which are converted to points and pushed right into the Grade Center.

Exporting Old VoiceThread assignments

From the VoiceThread homepage, access the Group panel from the left-hand side and select the Group that contains the VoiceThreads you want to copy. Once in the Group, check off all the threads to be copied and click and drag them to the new Group. You will then have the option to edit the Thread names, accessibility and whether the comments will be carried over.

Creating New Slides

- Within the editing window, click the postcard viewer on the bottom right of the screen. This will bring up the slide view, which will allow you to add slides either through direct upload, creating an audio slide or recording through a webcam.
- You can also edit the slide once it has been uploaded, adding an image or text

Mobile Usage

Using the mobile VoiceThread app, you are able to upload media directly into slides, as well as create new Threads. You can also import documents directly from your Google Drive mobile app in addition to those saved to your mobile device.

Note on Comment Moderation

Comment Moderation means that comments are not immediately public. The instructor must choose to publish a comment before members of the group can see it. In the event that comments are created while Comment Moderation is turned on, the instructor must choose to release those comments. Turning Comment Moderation Off is not retroactive. Comments that are posted after comment Moderation is off will appear, but comments that were posted while Comment Moderation was enabled will still be hidden until they are approved.

Some instructors use this feature as a tool to force each student to create a comment without first seeing the other comments. The instructor grades and releases the comments the day the assignment is due.

Where can I get help?

EdTech is here to help you! If you have VoiceThread questions, you can call us or come to the Faculty Support Center for assistance.
Email: EdTech@hofstra.edu
Phone: 516-463-7777
Visit the Faculty Technology Center

You can also visit an index of all of VoiceThread's help files.