

Creating a VoiceThread

Setting up VoiceThread is a two part process. The first part involves the instructor adding a VoiceThread activity on Moodle, which serves as a jumping off point from the LMS to VoiceThread. The second part involves clicking the VoiceThread link just created on Moodle and following the steps to set-up that activity on VoiceThread's side.

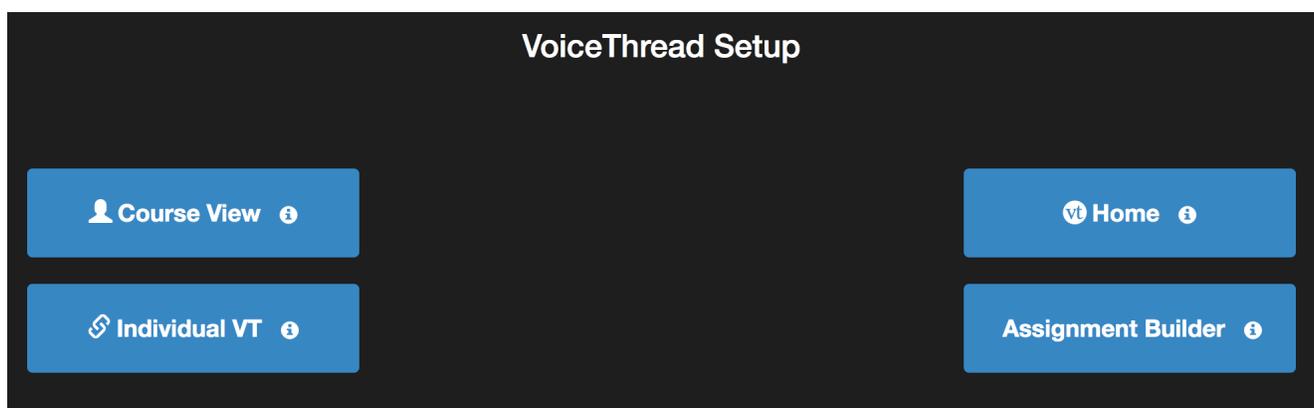
Step 1: Create a VoiceThread Activity on Moodle:

1. Log into your course in Moodle and click the **Turn Editing On** button
2. Scroll down to the Topic/Week where you want to place the VoiceThread--click the **Add Activity or Resource** button
3. From the list select VoiceThread, and click **Add**
4. In the item set-up on Moodle, provide an **Activity Name** for this VoiceThread
5. Click **Save and Return to Course** when done

This will add a VoiceThread link to your Moodle page. However, you still need to go into that link to set up how it will function.

Step 2: Setting Up and Connecting Your VoiceThread

1. Click on the newly created VoiceThread link on the Moodle course page
 - a. A new tab will open and bring you to the *VoiceThread Setup*
2. Choose the type of VoiceThread that best suits your needs from the four choices available on the setup page



- **Course View** – VT items setup with this option will direct students to the Course View when clicked. In course view, you and your students can see all of the VoiceThreads that have been shared within your course.
- **Home** – VT items setup with this option will direct students to that individuals' VoiceThread Home page. When a student or professor clicks on that link, it will take them to a page which shows all of the VoiceThreads and groups they have access to (not just your course).
- **Assignment Builder** – VT items using the Assignment Builder allows instructors to set up gradable assignments where students can Create their own, View, or Comment on a VoiceThread. See below for more information.
- **Individual VT** – VT items using the Individual VT option can allow instructors to create a VoiceThread and share it with the class to listen and respond to. If you are using VT to create a short lecture or discussion choose this option. Individual VT is the most versatile of options. See below for more information.

Creating an Individual VT

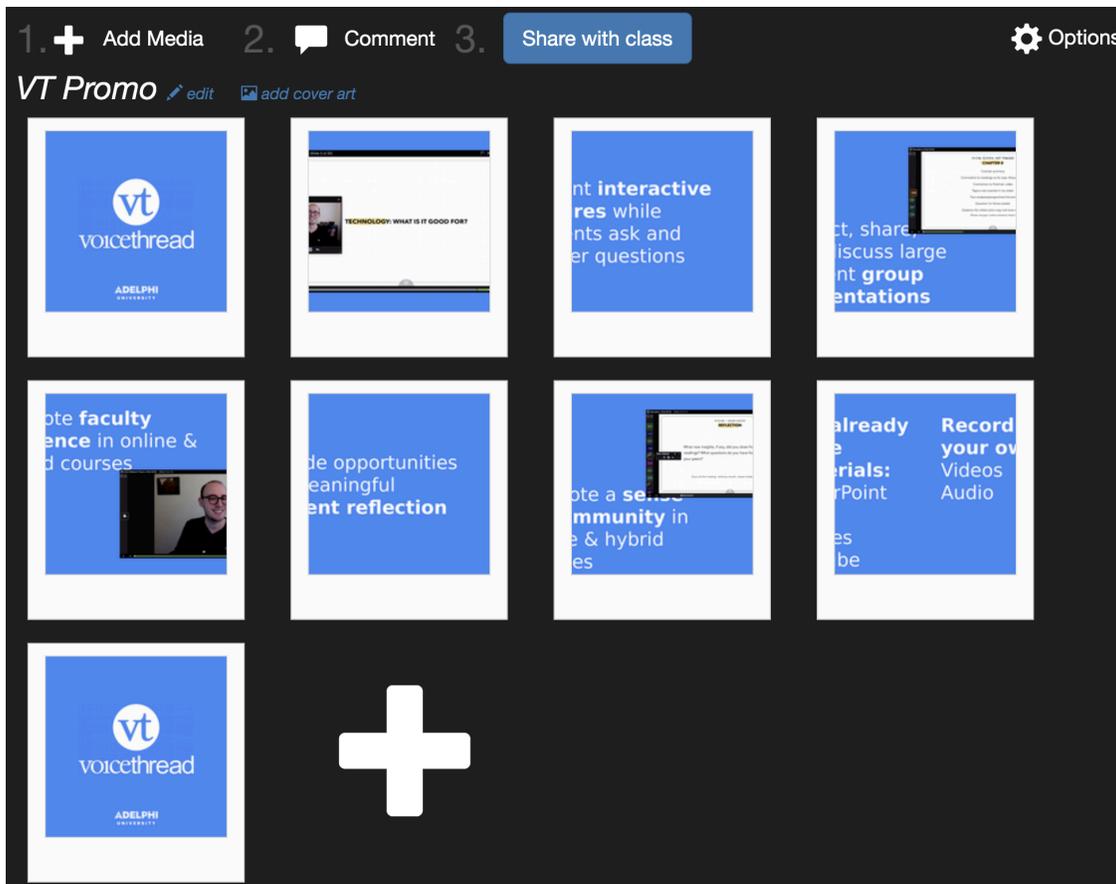
1. On the VoiceThread Setup page, select **Individual VT**
2. Select **+ Create New VoiceThread** in the upper left corner to add new media for your new VoiceThread
 - a. VoiceThreads you have already made are listed below on this page. Select one of these to edit, make a copy, or share it back to the Moodle link you originally created

The screenshot displays the VoiceThread user interface. On the left sidebar, there is a 'Create new VoiceThread' button and a search bar. Below the search bar is a 'refresh list' link and a list of existing threads, including 'Education I (Spring 2020)', 'Voice Thread Intro - MGT 366 (Spring 2020)', 'Education II (Spring 2020)', 'VoiceThread: Conduct and Discuss a Geriatric Assessment (Spring 2020)', 'The Everchanging Guidelines for Cardio Health (Spring 2020)', and 'Introduction (Spring 2020)'. The main content area shows the details for 'Education I (Spring 2020)', created by Ryan Sobeck. It includes options for 'Preview', 'Edit', and 'Make a new copy to share'. A 'Share link' field contains the URL 'https://adelphi.voicethread.com/share/13665418', and a 'Share with Class' button is visible at the bottom right.

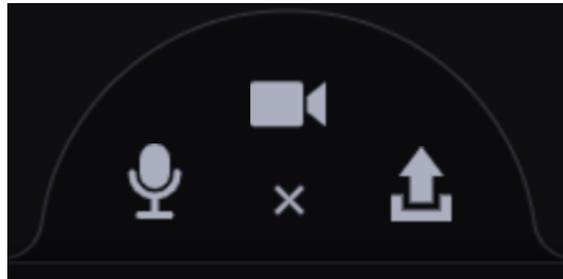
3. Click on the **+ Add Media** circle to select which type of media to add
 - a. **My Computer** - Add files like PowerPoint, Microsoft Word, PDF, or even your own video files you created elsewhere
 - b. **Media Sources** - VoiceThread has links to other databases like the NYPL where you can link in open access content
 - c. **Audio recording** - Record just an audio clip (be sure to click the *Allow* button in your browser to give the microphone permission to be used)
 - d. **Webcam Video** - Take a picture as the basis of your VoiceTread (be sure to click the *Allow* button in your browser to allow your camera to be used)
 - e. **Webcam Video** - Record a video clip using your webcam and microphone (be sure to click the *Allow* button in your browser to allow your camera and microphone to be used)
 - f. **URL** - Link in YouTube videos to be played in VoiceThread for discussion

4. Once you have recorded/uploaded your media, provide a **Title** for the VoiceThread and click **Save**
 - a. You may also want to click the *Playback Options* tab to change the comment methods to activate or deactivate different formats

5. Click the **Comment** button along the top to open the voicethread media you just uploaded if you want to add your own video or audio comments or narration



6. Click the **Comment Wheel** at the bottom of the page to select how you want to add a comment or narration



7. Once recorded, click the **Stop Recording** button along the bottom of the screen to listen/watch back what you created
 - a. If you want to record again, click **Cancel**
 - b. If you want to post what you recorded, click **Save**
 - c. If you want to add more to the recording, click **Record More**
8. Repeat steps 6 and 7 on any slide of content you want to add additional comments on
9. When done, click the **X** in the top-right corner of the screen to be taken back to the VoiceThread settings page
10. Click **Share with class** along the top and confirm by clicking **Share with class** again in the box that appears

A screenshot of the VoiceThread share interface. The background is dark. On the left, the text "VT Promo" is displayed in white, followed by "Created by: Ryan Sobek". Below this are three icons: a play button for "Preview", a pencil for "Edit", and a document for "Make a new copy to share". A "Share link" section contains a text box with the URL "https://adelphi.voicethread.com/share/13702075". On the right, there is a blue rectangular box with the "vt" logo and "voicethread" text, and "ADELPHI UNIVERSITY" at the bottom. A blue button with a right-pointing arrow and the text "Share with Class" is located at the bottom right. A question mark icon is in the bottom left corner.

You can now close the window and navigate back to Moodle. That VoiceThread item on Moodle will now direct students to that particular VoiceThread.

Creating an Assignment Builder Activity

1. On the VoiceThread Setup page, select **Assignment Builder**
2. Select the type of assignment you want this VoiceThread to be
 - a. **Create a VoiceThread** - Require students to create and submit a VoiceThread of their own (i.e. they would add their own media and make their own narration / comments, rather than submitting comments on the VoiceThread you created)
 - b. **Submit a Comment** - Require student comment on a VoiceThread that you have created. You can set a required number of comments before the assignment is completed
 - c. **Watch a VoiceThread** - Require a student to watch a VoiceThread through from start to finish
3. Depending on the kind of assignment you select, you may fill out a **Description** where you tell the students what they must do, or identify how many **Comments** they must submit on a VoiceThread you select, or else select the VoiceThread they must watch completely through
 - a. Selecting a VoiceThread for the students to either comment on or watch follows the same instructions as connecting an *Individual VT* above