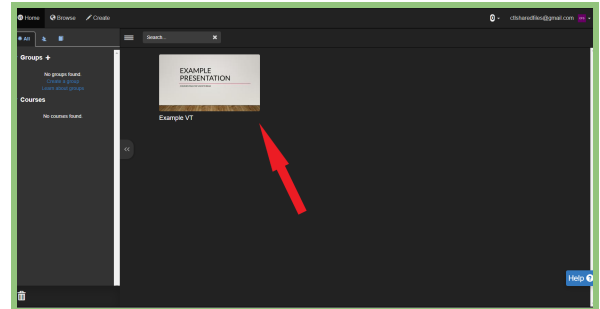


Commenting on a VoiceThread

VoiceThread is a multimedia presentation and discussion platform. You may be asked to comment on a VoiceThread in one of your courses. Comments help provide feedback to others and descriptions to your own presentations.

1. **Select** the VoiceThread you wish to view or use the link from the course page.

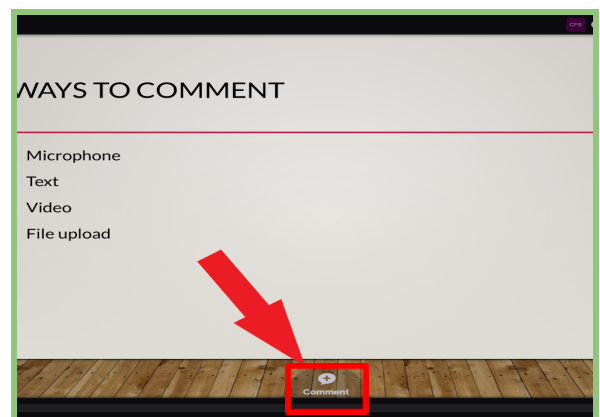


2. Use the arrows at the bottom to advance to the slide you want to comment on.



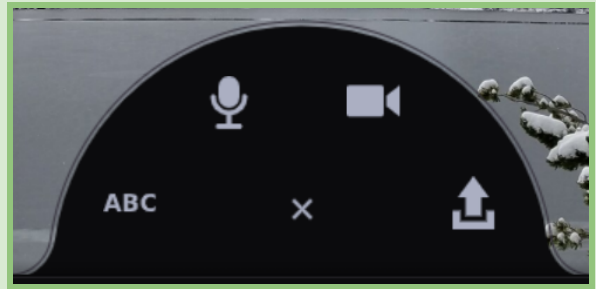
3. Click the **Add Comment** icon at the bottom of the slide.

You may need to click "Allow" when prompted for use of the microphone and webcam in your comments.



4. Choose the type of comment you want to make:

- Type a text comment:** click the ABC icon and type your comment.
- Record a video comment:** click the camera icon. You will be prompted to review your comment before saving it to the VoiceThread.
- Record an audio comment:** click the microphone icon. You will be prompted to review your comment before saving it to the VoiceThread.
- Upload a comment** (a previously-recorded comment or file): use the upload icon.

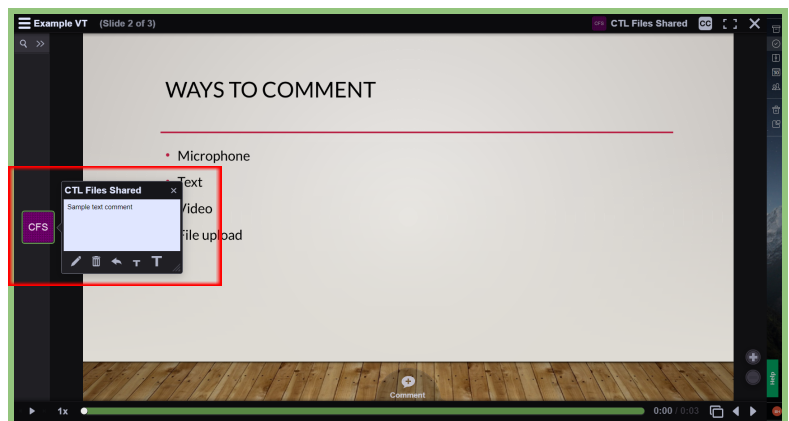


5. **Save** your comment for each slide before moving to the next slide by clicking the blue save button. You may make multiple comments on a slide.

A screenshot of the VoiceThread comment input form. It has a title 'Type a comment below' and a text area containing 'Sample text comment'. At the bottom right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangle.

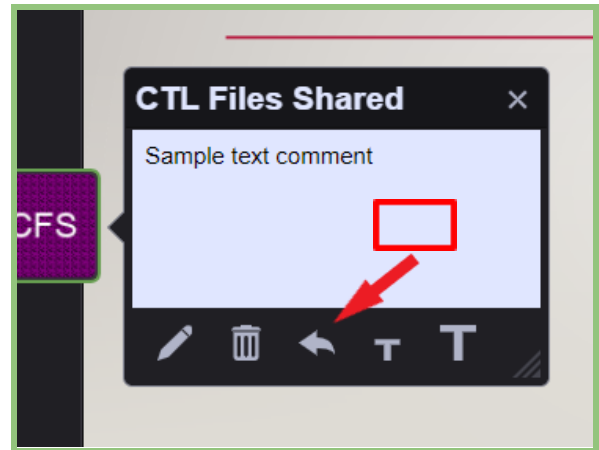
Replying to a comment in VoiceThread

1. Find the comment in the VoiceThread that you wish to reply to.

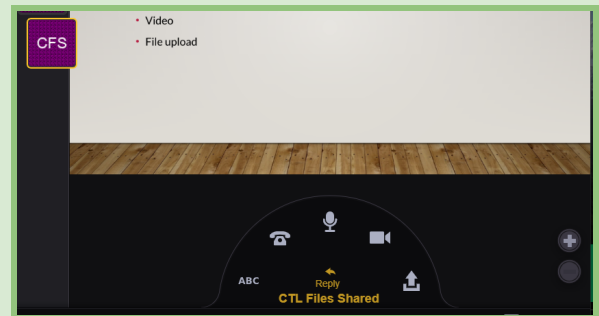


2. **Click** the comment. The options box displays.

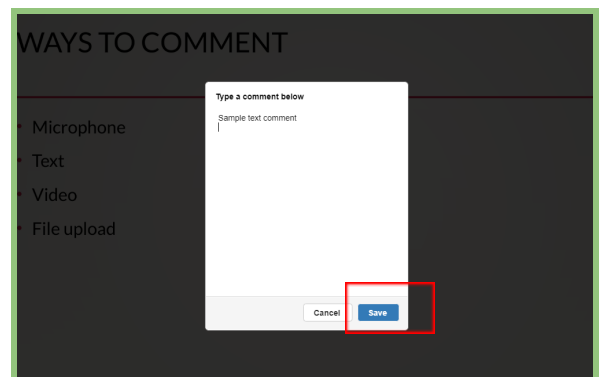
3. Click the **Insert a Direct Reply** icon in the options box.
Note - If you don't find this icon, your VoiceThread may not be set up to allow direct replies.



4. Choose the **type of reply** you would like to make and complete the steps for adding that type of comment. You can choose text, video, telephone, microphone and file upload.

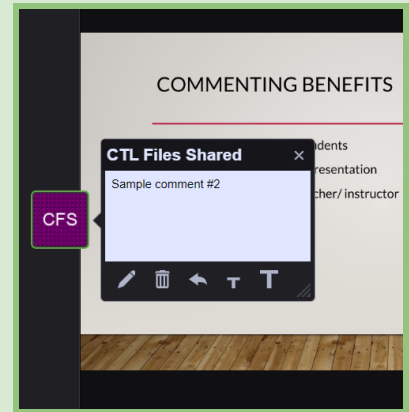


5. Click **Save** in the comment box.

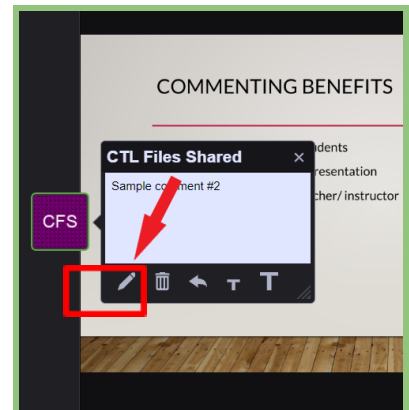


Editing your comments in VoiceThread

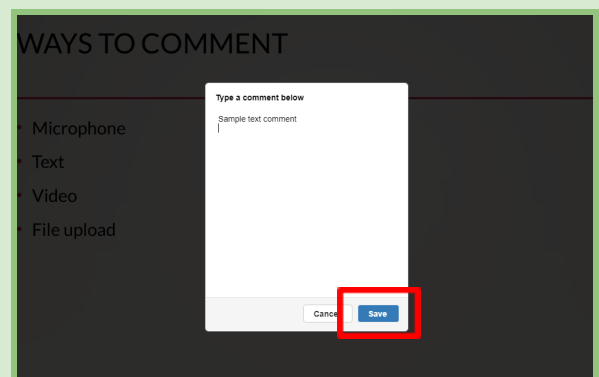
1. Find your comment in the VoiceThread that you wish to edit. You can only edit **your own** comments.
2. **Click** the comment. The options box displays.



3. Click the **Edit this comment** icon in the options box.

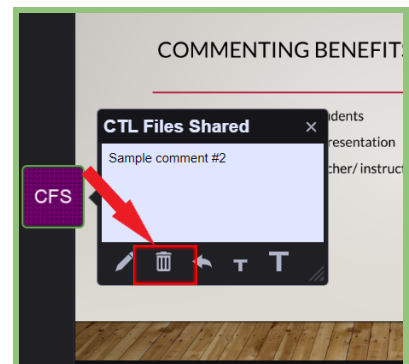
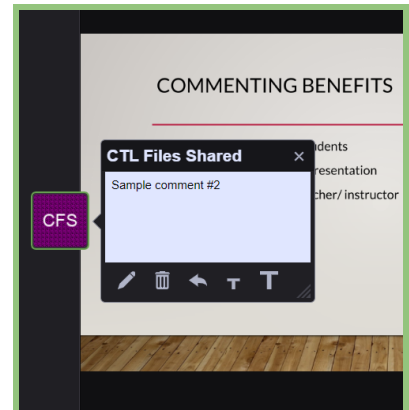


4. Edit your comment and click the blue **Save** button.

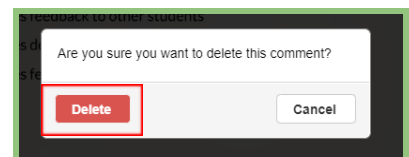


Deleting your comments in VoiceThread

1. **Find** the comment in the VoiceThread that you wish to delete.
2. **Click** the comment. The options box will appear.



3. Click the **Delete this comment** icon in the options box. You will be prompted again to make sure you want to delete the selected comment.
4. Click **Delete**.



Submitting your VoiceThread Assignments in EduCat

1. If you are commenting as part of a VoiceThread assignment in EduCat, you must click the **Submit Assignment** button in the upper left hand corner once you have **finished** making all of your comments, and are ready to submit it for grading.

