

Quick Reference Guide

VoiceThread - External

Summary:

- What is VoiceThread
- How to set up VoiceThread
- How to add the VoiceThread to your course
- How do students use VoiceThread

- **What is VoiceThread?**

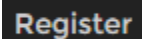
- An interactive collaboration and sharing tool for building online presentations.
- Teachers can add images, documents, videos, and other media.
- Users can add comments for discussion on the media.

- **Free Version Limitations:**

- Five VoiceThreads are available in the free version.

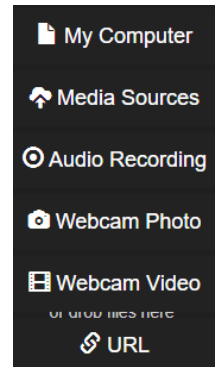
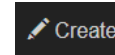
- **How to get access to VoiceThread:**

- Go to www.voicethread.com.
- Click **Register** in the upper-right corner.
- Sign up with Google using your Andrews University (AU) account.



- **How to create a new VoiceThread:**

1. Click **Create** in the top-left area of VoiceThread.
2. Click **Add Media** and choose where to get your media from.
3. Fill out the following:



Thread Settings

Title/Description Playback Options Cover Art

Title

Enter title

Description

Enter description

Tags

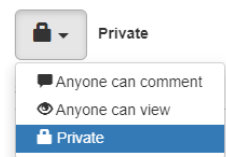
Enter tags

Save

- **Title:** Add the title of the VoiceThread.
 - **Description:** Describe what students need to do.
 - **Playback Options:** Leave default settings.
 - **Cover Art:** Select a cover image.
4. Click **Save** – this is the first slide.
 5. Click the large **+** to add more slides.
 6. Repeat steps to add media and save each slide.
 7. Click **Share**:
 - Copy the link to add it to your course URL.
 - Click **Embed** to get the embed code for labels or pages.
 8. **Set Permissions:**
 - Click the arrow next to **Private** and select **Anyone can comment**.



Publishing options

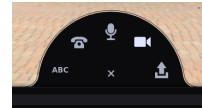


- **How to add VoiceThread to your course:**

1. Click on the resource you will use (URL, Label, Page, etc.).
 2. Paste the URL or embed code.
 3. Click **Save**.
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- **How students access VoiceThread:**

1. Click on the VoiceThread link or image.
2. Click **Sign In**.
3. Sign in with their Google account using Andrews University credentials.
4. Click the **+** at the bottom center to reply.
5. Choose the comment option:
 - **ABC:** Type a text comment.
 - **Phone:** Call in a comment.
 - **Microphone:** Record an audio comment.
 - **Video Camera:** Record a video comment.
 - **File:** Upload a file.
6. Students should comment on all required slides (number shown in the upper-left).
7. To navigate to the next slide, click the arrow in the lower-right corner.

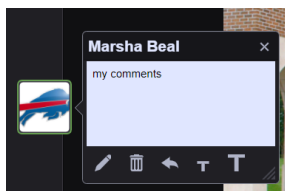


(Slide 1 of 2)

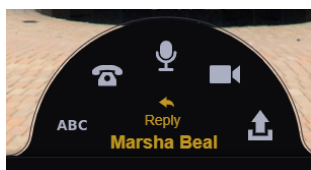


- **How to respond to comments:**

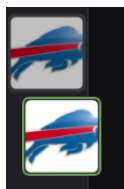
1. Comments show up on the left side of VoiceThread.



2. Click on the **arrow** to the left to respond to a comment.
3. Choose how to respond (text, audio, video, etc.).



4. Click **Save**.
5. Indented responses show that a post has been replied to.



Additional Resources

- Demo Link
- QR Guide(s)
- Other Web Resources