# VoiceThread - Student Guide

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What is VoiceThread?

VoiceThread allows faculty and students to post media such as images, documents, and video and talk about that media using webcam, microphone, text, or uploaded audio. At GW we use VoiceThread to share presentations and have discussions in Blackboard classes.
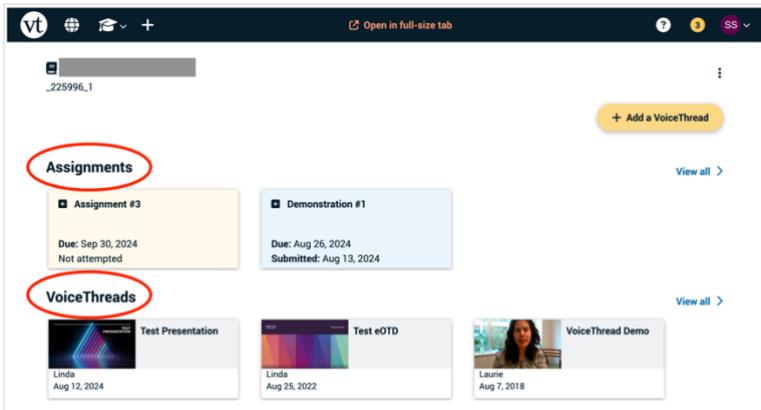
Open VoiceThread

VoiceThread (VT) is fully supported in all major 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 it to load.
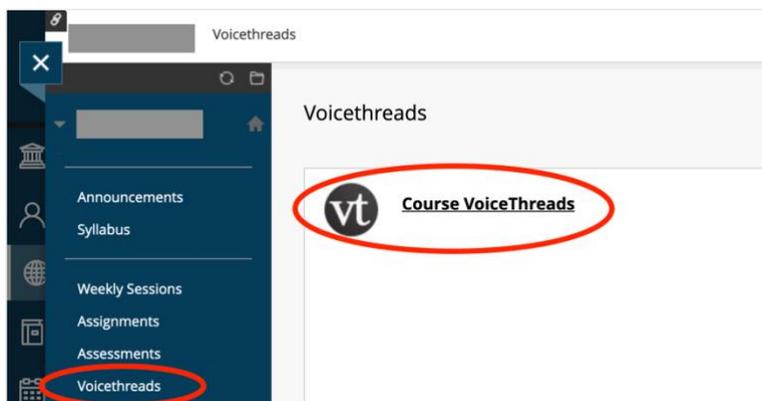
Depending on how your instructor set it up, you may see VT Assignments along with all the VTs shared with your class.


Listen to a VoiceThread

Click on a VT 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.
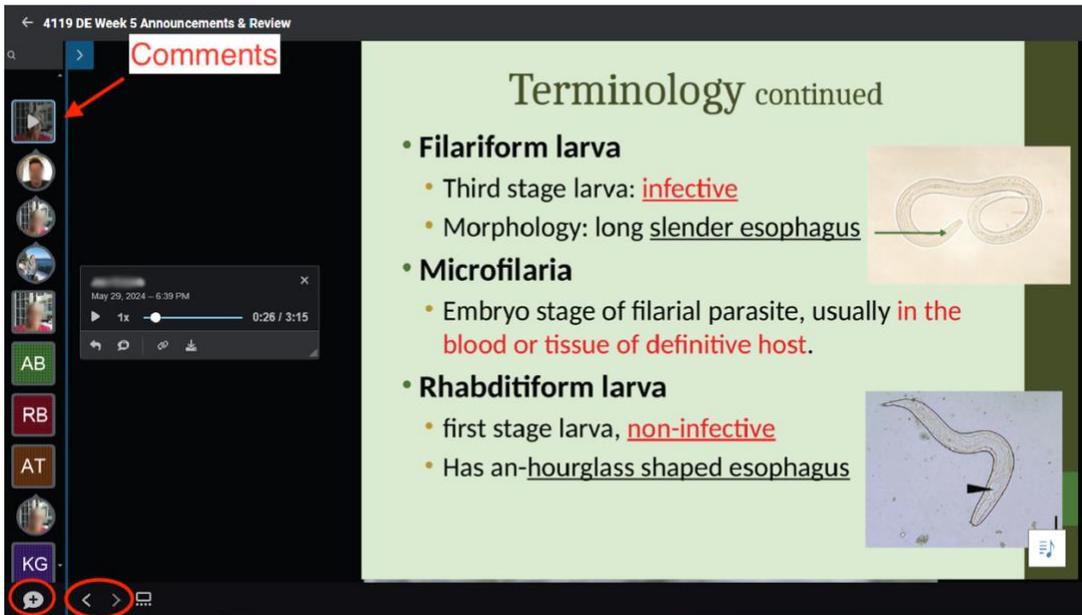
Comment on a VoiceThread

To make a comment, click on the comment icon (a talk bubble with a plus sign) in the lower left of the presentation window (see above). The commenting options will appear and allow you to comment: by text, microphone, webcam, or uploading a file (see below). If commenting by microphone or webcam, your browser may prompt you to grant VT permission to access your camera and/or microphone. VT is most effective and

engaging when comments are made by webcam or microphone. To delete a comment, click on its icon to open it and click the trash icon.
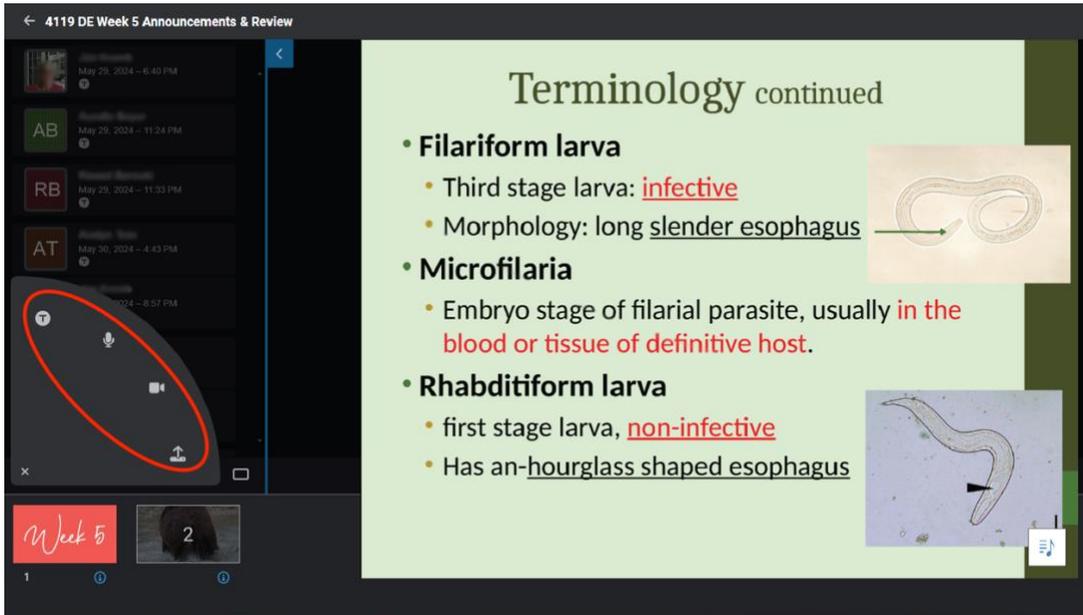

Do Not Use Reply Privately

The Reply Privately 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 because neither your classmates nor your instructor will see your comment.
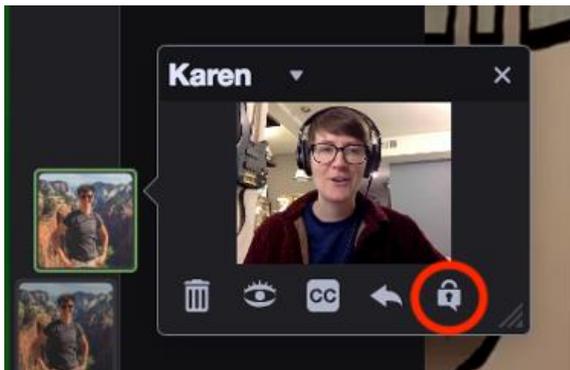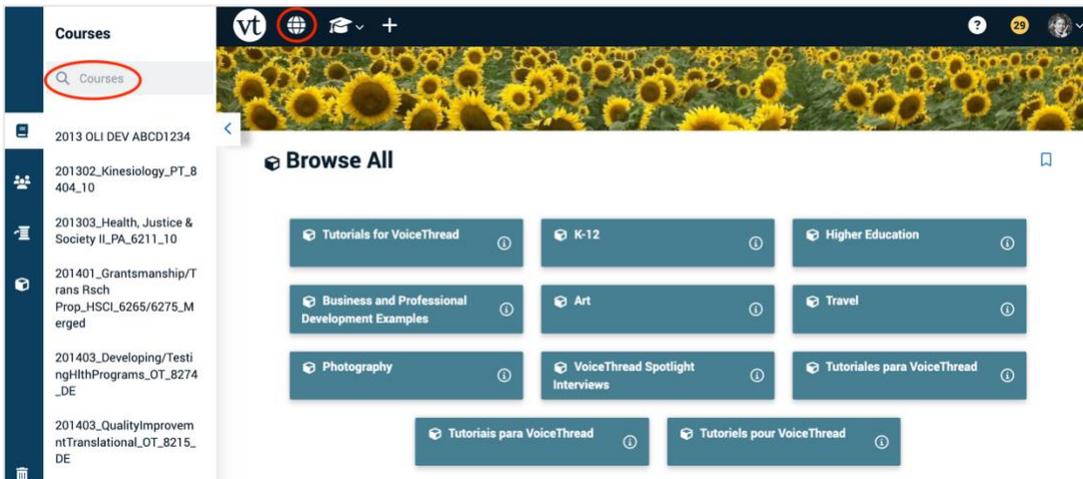

VoiceThread Home

The VT Home page is the main view for your VT account that is not specific to any course. To get to VT Home, click on the icon in the upper left corner ("vt" in a circle). You will see VTs that you created and those shared with you. Filter and sort using the down arrow to the right of "VoiceThreads."
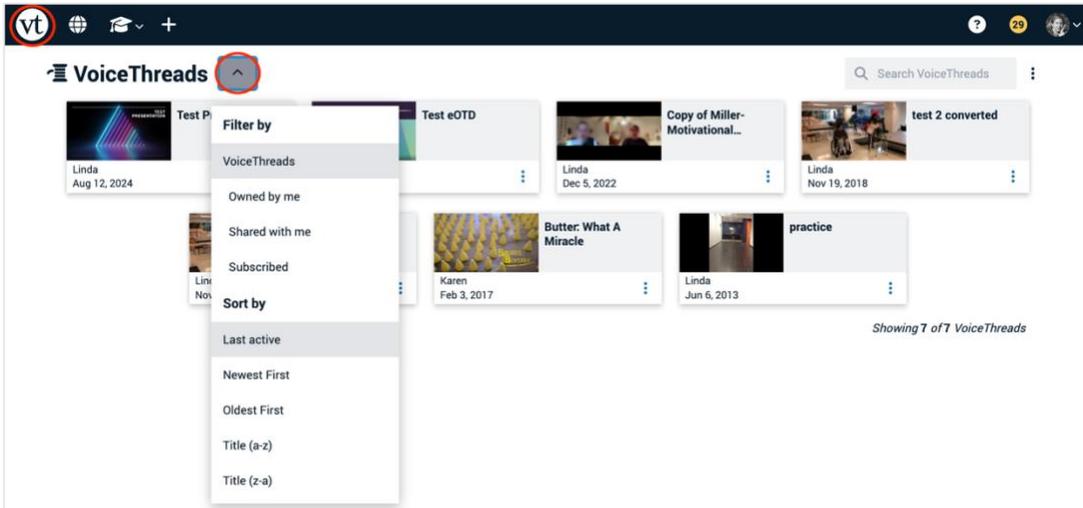
To search for VTs in other courses, click on Browse (the globe icon). Then, use the search function to the left.

## Creating and Sharing a New VoiceThread

For creating a VoiceThread (outside of a "VT Assignment" - covered later) use the link in Blackboard because it is more easily shared with the class for viewing and commenting. Click on the yellow "+ Add a VoiceThread" button in the upper right to create a new VT. Here you can select an existing VT to share with the course or choose to create a new VT.
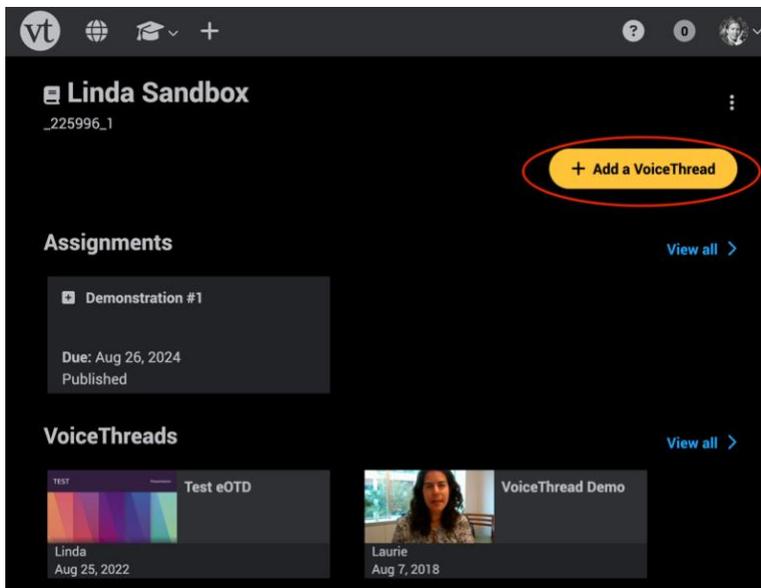
Once this button is clicked, you will be asked how you would like to add media. You can upload photos, graphics, non-narrated slides, pdfs, videos, record a webcam video or audio, and more.
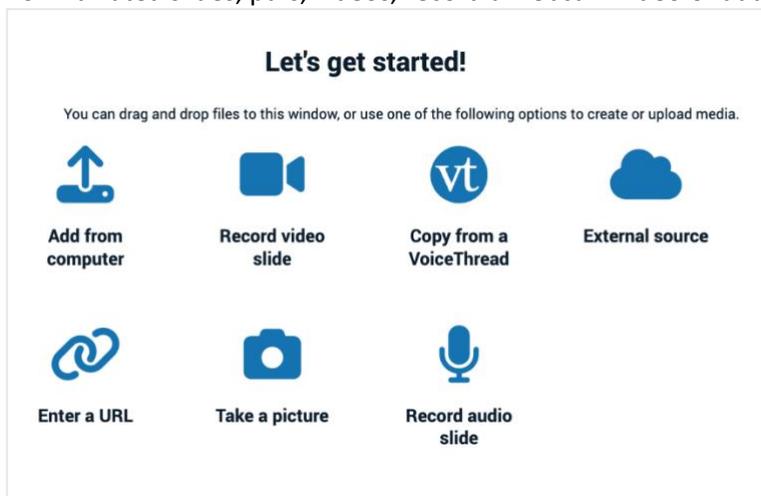

If your VT consists of video, you might be ready to share with the course (see next paragraph). But if your VT consists of slides, photos, and/or pdfs, etc. you will need to use the Comment function in VT to add your narration to it. Do this using VT's Comment function described above. You will use the Comment function on your own VT the same as you will comment on your colleagues' VTs.

When you have finished, you can look at the settings for your VT by clicking on the gear icon (see below). It is generally recommended you don't change the default settings. Then click the "Share with Course" button and you will be prompted to give the VT a title. Your VT will not be visible to others until you click "Share with Course."
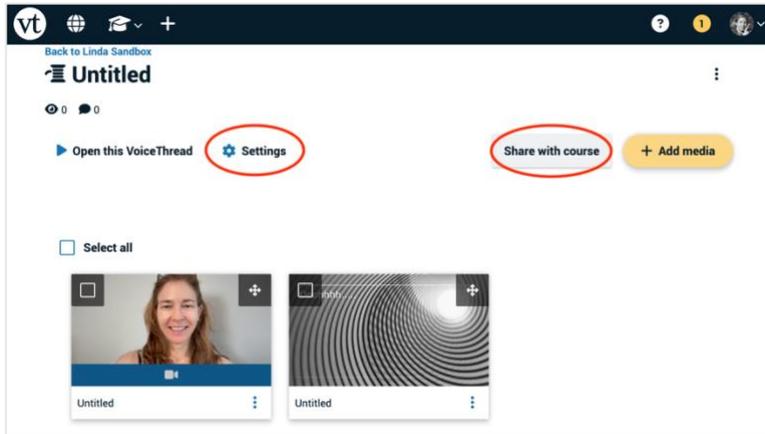
Change the Sharing Settings

If you need to, you can always change the sharing settings of a VT from the "VT Home" page by clicking on the three-dot menu on the VT thumbnail, then clicking the share button (an arrow icon, see below). Then search for and choose the course with which you would like to share the VT.
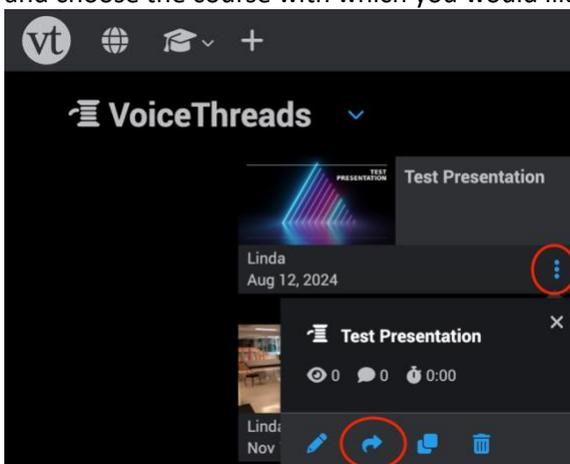
Submitting VoiceThread Assignments

VT has a built-in assignment feature which facilitates grading for faculty. There are three types of assignments: Create a VT, Comment on a VT, and Watch a VT, the most common type being Create a VT.

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.
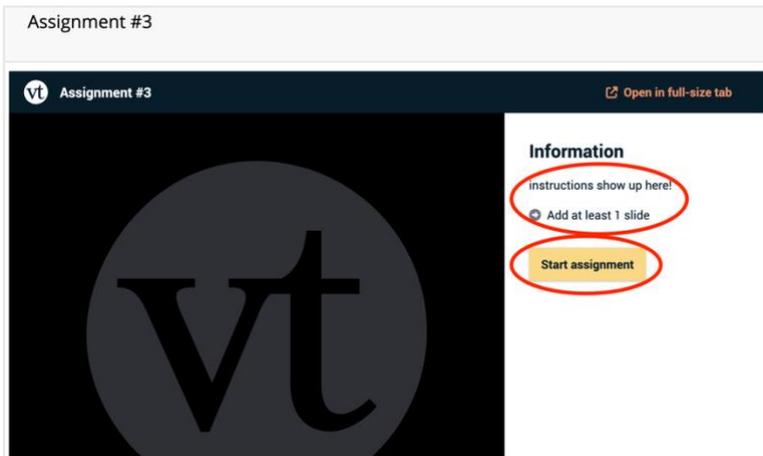
- Follow the prompts to upload and record media or copy a VoiceThread that you created.
- When you are finished, click Submit in the panel on the right.
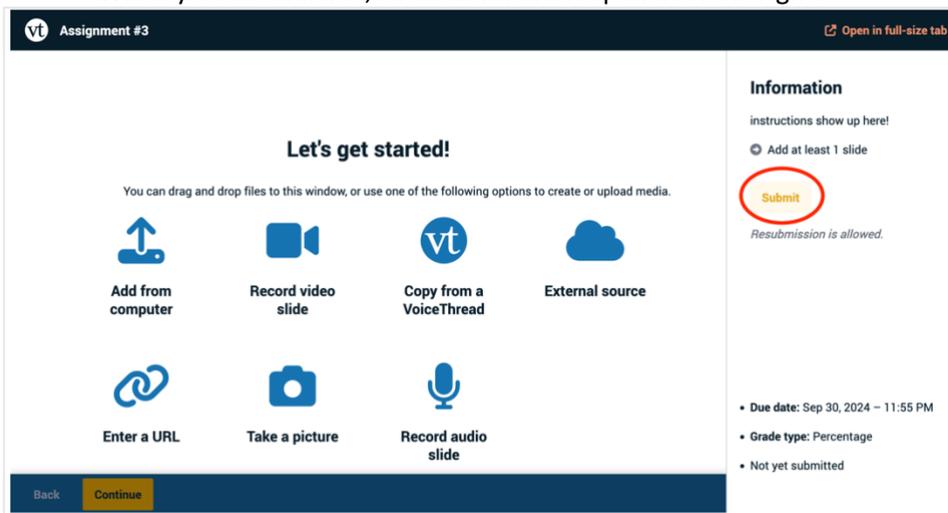
- You should get a message that your assignment has been successfully submitted.
- You may or may not be allowed to withdraw your submission, make a copy of your VT, resubmit your VT or view other student's VoiceThreads, depending on the settings established by the instructor.

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.
- Click the comment icon (the talk bubble with a plus sign) to comment.
- Click Submit in the right panel.
- You should get a message that your assignment has been successfully submitted.

Accessibility
Captions. Audio or video recordings are captioned automatically. To edit, click on the CC button on the bottom right of the video screen and choose Edit or Manage Captions.

Alternative Text. On a completed slide, click the three-dot menu at the top right and click the "Edit slide" button (a pencil icon). Enter your text into the slide description field. It will be labeled differently for each type of slide:
- Image or document slide: "Slide description or text preview"
- Audio slide: "Audio Recap"
- Video slide: "Video Description"

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. Include what you were trying to do, what happened and the text or screenshots of any error messages.

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