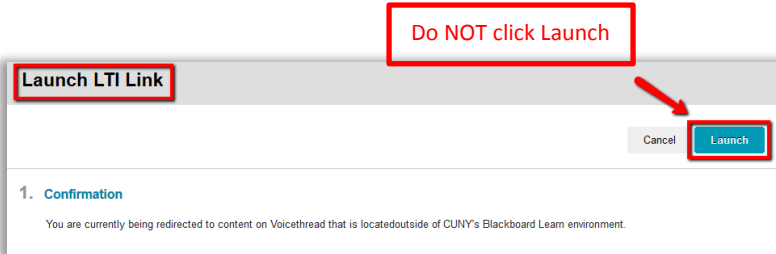
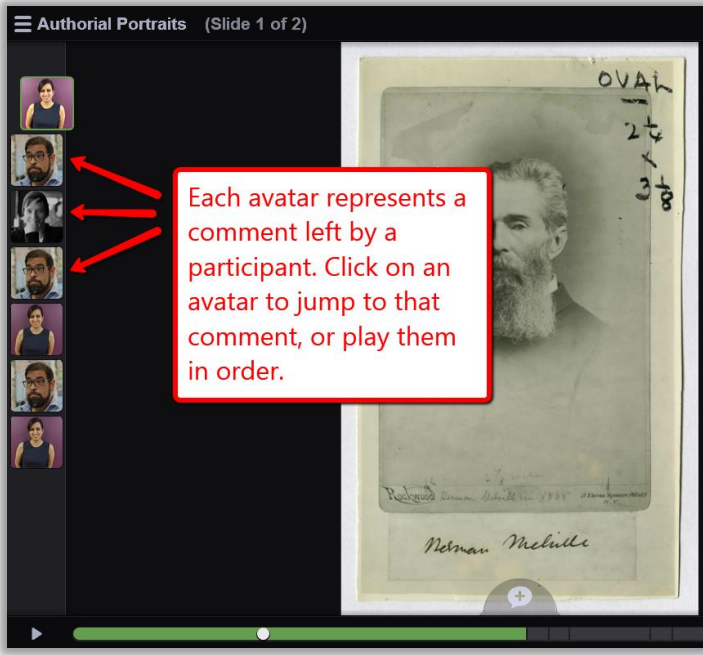


How to Participate in a VoiceThread for SPS Students

Links to more help with VoiceThread

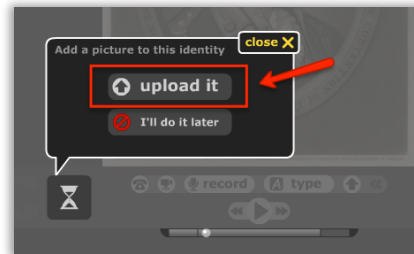
- General support area <http://docs.voicethread.com>
- VoiceThread Tutorials <https://wp.voicethread.com/howto/how-to-comment/>

You can also **contact VoiceThread directly for support** via email or by phone here: <http://voicethread.com/contact/>

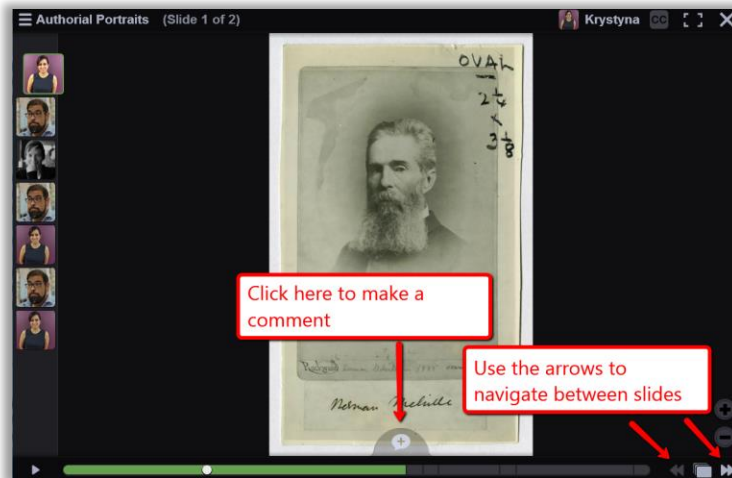
Step Number and Description	Screenshot
<p><u>Step 1</u></p> <p>To access a VoiceThread, click on the VoiceThread link in your course site provided by your instructor.</p> <p>You will be taken to a “Launch LTI Link” confirmation page; do not click “Launch.” You will automatically be forwarded to the next page if you wait a few seconds.</p> <p>You will then be taken directly to the VoiceThread.</p> <p>Note: If you click on “Launch,” you will receive an error message.</p>	
<p><u>Step 2</u></p> <p>The VoiceThread will be in the middle of the screen and the avatars of the participants who have already commented on it will appear to the left. You can either play the VoiceThread from the beginning, or click on an avatar to jump to that participant’s comments.</p>	

Step 3

If you haven't done so already, you will be prompted to add an avatar. Click on the "upload it" button and follow the prompts to browse your computer and add an image.

**Step 4**

Use the arrows to navigate between the slides. To leave comments, click on the "+" button on the bottom of the slide. **There are 5 commenting options:** microphone, text, webcam, phone and upload a file. You may need to click "Allow" on the Flash permission box before leaving a comment (see Steps 5-7).

**Step 5**

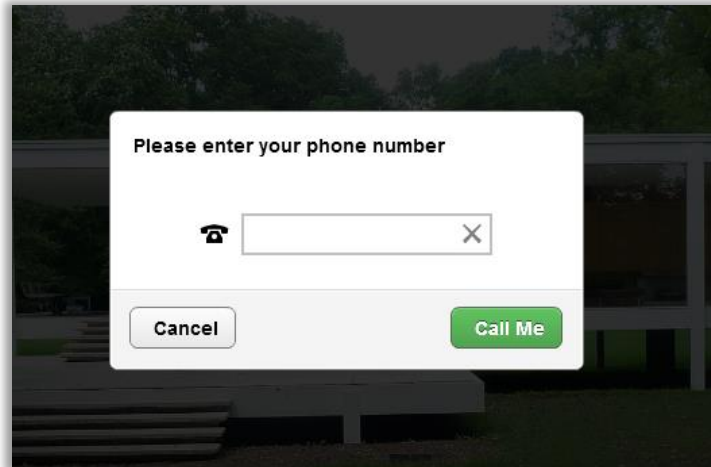
To leave a text comment, click on the "ABC" icon and type your comment.
Leaving an audio comment follows similar procedures to leaving a **video comment**. For audio, click the microphone icon; for video, click the camera icon. Begin speaking. When you've finished your comment, click "stop recording." Your comment/video will play back for you so you can decide if you are happy with it. When you've finished leaving a typed, audio or video comment, click "save" to save your comment or "cancel" to discard it.



Step 6

If you don't have access to a microphone, **phone commenting** is an alternative way to record audio comments. Click the phone-commenting button, enter your 10-digit phone number, and click "call me." Your phone will ring within a few seconds. When you answer, you will be prompted to record your comment.

Note: phone commenting is currently not available from outside the United States and Canada.

**Step 7**

While leaving an audio or video comment, you can **mark up** a slide with the "doodle" function to bring attention to a particular part of the image or video. Click on the colored pencil that appears to the right of the "start speaking" button, choose a color, and mark up the slide while you're talking in a voice or video comment.

**Step 8**

If your participation in the VoiceThread is a graded assignment, be sure to click "Submit Assignment" in the upper left hand corner of the VoiceThread screen after adding the required number of comments. If you don't click this button, your instructor will not be able to grade your work.

