

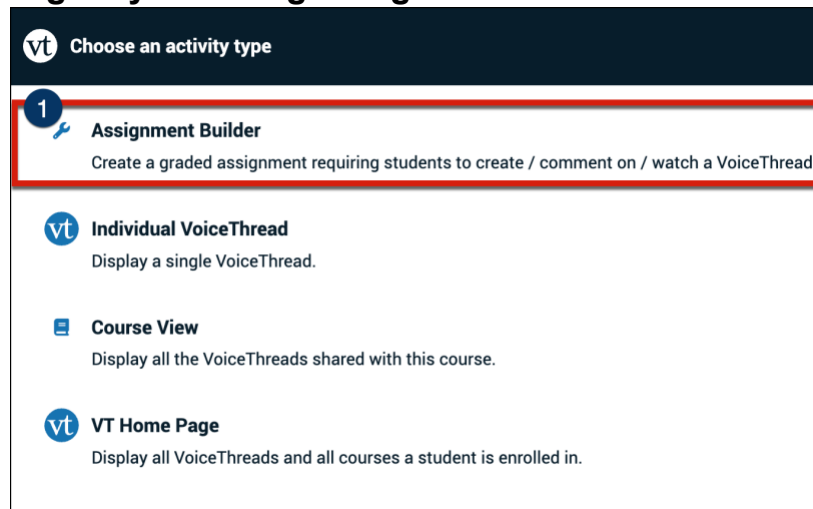
## How to Create a New VoiceThread

This guide we will demonstrate how to create a new VoiceThread. VoiceThread is an online presentation tool that allows students to watch and/or interact with the content by commenting on the presentation or adding new slides.

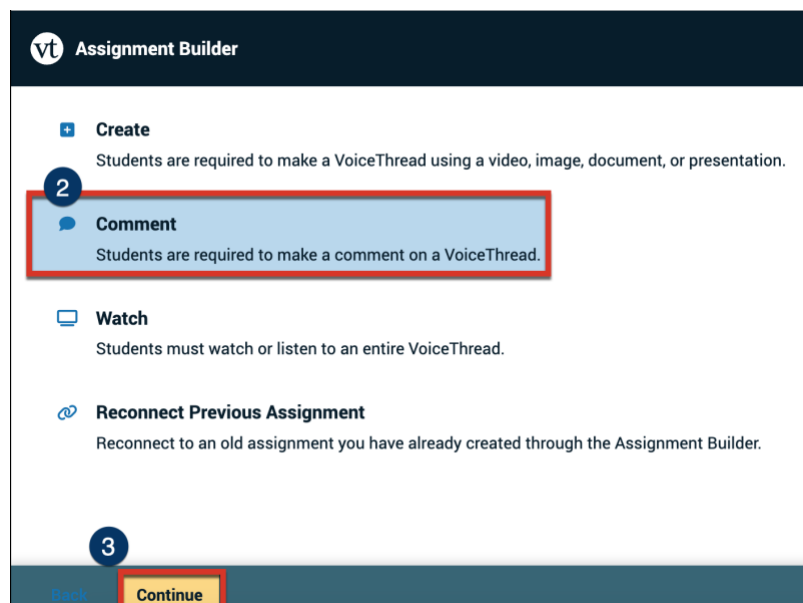
Before you create a new VoiceThread, you will need to have the following ready:

- A VoiceThread Link added to your Blackboard course site
- Prepared media (PowerPoint, Video, Image, Webcam and/or Audio Recording, etc.)

**Step 1:** With your media ready and the VoiceThread link added to your course, let's begin by selecting Assignment Builder.



Then select Comment followed by Continue.



## How to Create a New VoiceThread

Select **Create a New VoiceThread**, which is located in the upper right hand corner of the screen.

vt Assignment Builder Open in full-size tab

Filter and sort | I can edit | Refresh list

4 **Create new VoiceThread**

Selecting an existing VoiceThread will make a copy of it for use in this assignment.

Showing 19 of 19 VoiceThreads

Continue

**Step 2:** You will be directed to a new window titled, “Let’s Get Started” where you will be able to create or upload media from several sources.

For this tutorial we will add a PowerPoint slide deck. To do this, click the “Add from computer” button to open a file manager window and locate the file (or files) on your hard drive.

vt Assignment Builder Open in full-size tab

**Let's get started!**

You can drag and drop files to this window, or use one of the following options to create or upload media.

**Add from computer** | **Record video slide** | **Copy from VoiceThread** | **External source**

**Enter a URL** | **Take a picture** | **Record audio slide**

Continue

**Add from computer:** This is the most common way to add media, you can upload an image, video, or PowerPoint slide deck.

**Record video slide:** You can record a video slide using your webcam.

**Copy from VoiceThread:** If you have an existing media from another VoiceThread, you can simply copy the slides from this VoiceThread.

**External Source:** You can browse media from Flickr, Google Drive, or the New York Public Library.

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**Enter a URL:** If you have a YouTube video link, you can add it here to make the video a slide in your presentation.

**Take a picture:** You can take a still photo with your webcam to be the central media of the slide.

**Record audio slide:** You can record audio with your webcam to be the central media of the slide.

After you have uploaded the PowerPoint, each slide in the PowerPoint translates to a slide in the VoiceThread, which now appear as tiles in the Assignment Builder.

The screenshot shows the 'Assignment Builder' interface. At the top, there is a dark header with the 'vt' logo and 'Assignment Builder' text. On the right side of the header, there is a link 'Open in full-size tab'. Below the header, the main area is titled 'Untitled' with a pencil icon. A red arrow points to a yellow button labeled '+ Add media'. Below this, there is a grid of four slide tiles. Each tile has a title, a central image or text, and 'Delete' and 'Edit slide' buttons. The first tile is titled 'PMT Function' and features an image of stacks of coins. The second tile is titled 'What is the PMT Function?' and contains a text box explaining the PMT function. The third tile is titled 'The Three Arguments' and lists 'Rate: Interest Rate', 'Nper: Number of Payment Periods', and 'PV: Present Value (the amount the loan is worth at the beginning of it's life)'. The fourth tile is titled 'What Are The 3 Arguments Needed For A PMT Function?' and features a screenshot of an Excel spreadsheet with a table of values.

**(Optional)** You can add as many slides as you need selecting the Add Media button. Additionally, you can change the order of the slides in your VoiceThread by clicking and dragging a slide to a new position. The new order will be saved automatically.

This screenshot is identical to the one above, showing the 'Assignment Builder' interface with a grid of four slides. The '+ Add media' button in the top right corner is highlighted with a yellow background.

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**Step 3:** In the top left-hand corner, you'll see a small pencil icon next to the word "untitled." Click on this to give this VoiceThread a title.

The screenshot shows the 'Assignment Builder' interface. At the top left, the text 'Untitled' is followed by a pencil icon, which is highlighted with a red box and a red arrow pointing to it. To the right of this is a '+ Add media' button. Below the header, there are four slide thumbnails. Each slide has a title, content, and 'Delete' and 'Edit slide' buttons at the bottom. The first slide is titled 'PMT Function' and features an image of stacks of coins. The second slide is titled 'What is the PMT Function?' and contains a text box explaining the PMT function. The third slide is titled 'The Three Arguments' and lists 'Rate: Interest Rate', 'Nper: Number of Payment Periods', and 'PV: Present Value'. The fourth slide is titled 'What Are The 3 Arguments Needed For A PMT Function?' and includes a table with financial data.

**Step 4:** As a best practice, enter a title for each slide by clicking on the Edit slide link at the bottom right of the tiles.

This screenshot shows the same interface as the previous one, but with the first slide now titled 'PMT Function' and a pencil icon next to it. A red box highlights the 'Edit slide' button at the bottom right of the second slide, with a red arrow pointing to it. The other slides remain the same.

Adding titles will make your VoiceThread more accessible to those using a screen reader.

Within the Edit Slide window, you can add external links to content outside the VoiceThread by adding a URL in the "Links to" field.

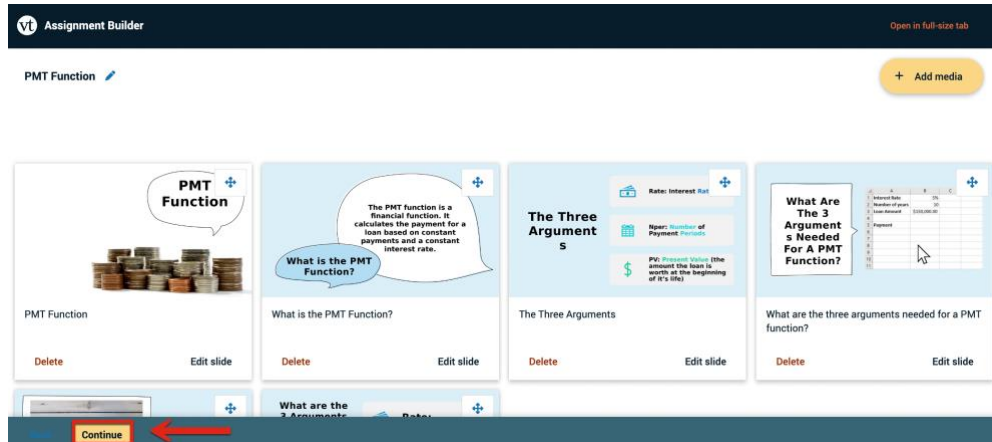
Additionally, you can add alternative text in the **Slide Description** field as well.

Scrolling down, you'll find the **Rotate** and **Replace** options. **Rotate** will change the orientation of an image. **Replace** allows you to change the image on a slide without losing the comments already recorded on it.

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**Note:** Clicking the replace button will open the dialogue box in which you can choose a new file from your computer. You can only replace slides with files from your computer, not from the other media sources. When you've finished, click **"Save"** to continue.

**Step 5:** When you've finished adding media, click Continue.



**Step 6:** Now you can add comments to your VoiceThread. Click on comment button at the bottom of the screen.



This will expand the comment wheel and all the available ways to comment, which include text, using a phone to leave an audio comment, recording audio, recording a video, or by uploading an audio/video file from your computer.

**For this example, we will leave a video comment by clicking the camera icon.**



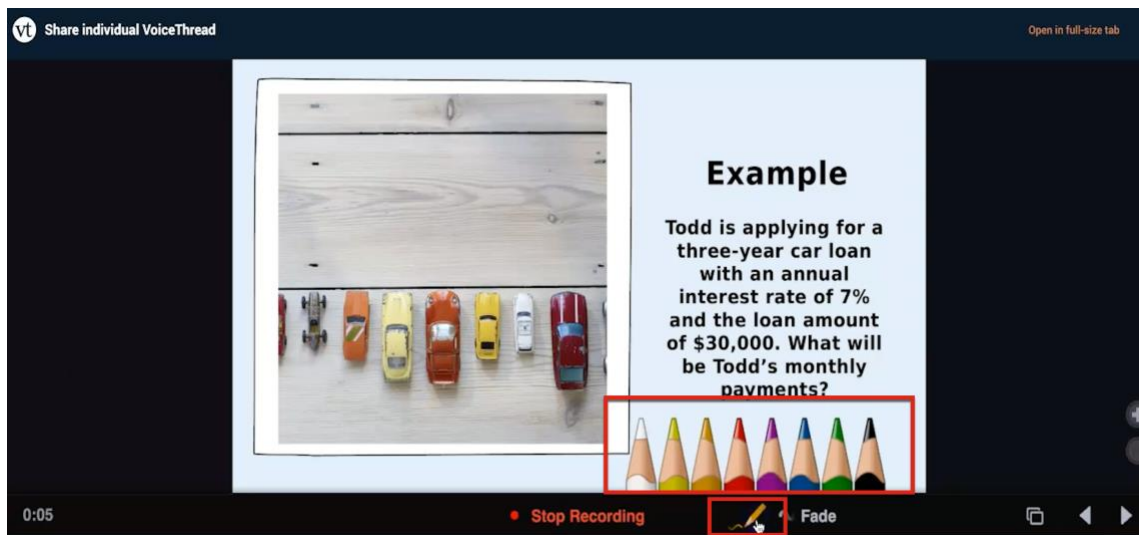
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**Note:** Pay attention to your browser in this step, it may ask for permission to use your camera and microphone. Be sure to click Allow if prompted.

**You will see a countdown, after which begin speaking.**

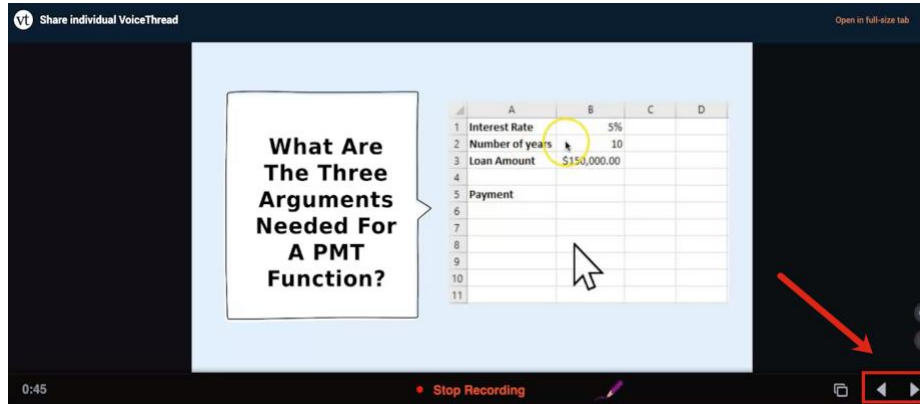


**(Optional)** While leaving an audio or video comment, you can mark up a slide with the Doodle function. Click on the colored pencils located to the right of the Stop Recording button, select a color, and markup the screen. Your markings will display ONLY when this comment is played.

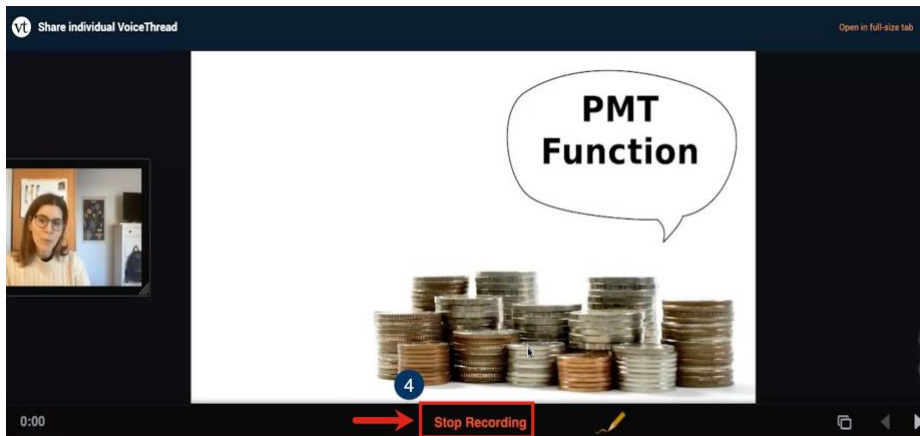


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**(Optional)** When leaving an audio or video comment, you can either comment on each slide individually or leave a continuous comment during which you navigate between slides. When you navigate between slides while you're recording, the recorded comment will play back the action of switching slides. This is handy when referring to content on other slides in the presentation.



When you've finished, click Stop Recording.



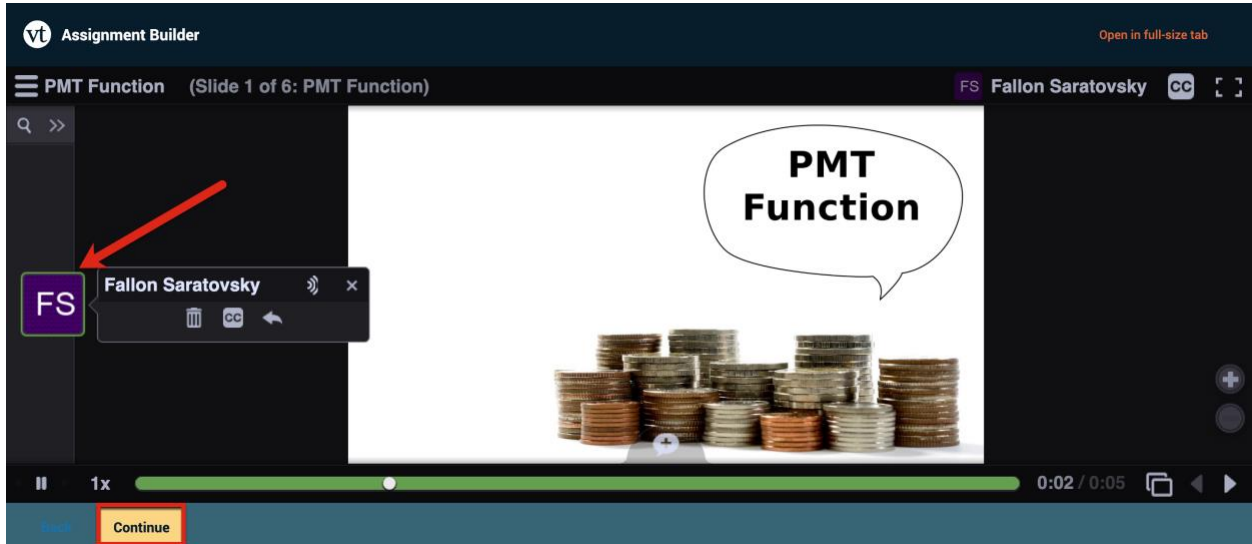
**Step 7:** After the recording has uploaded, you can decide to Save or Cancel. You can cancel and repeat step 6 if you're not happy with your recording. When you're satisfied with the recording, click Save.



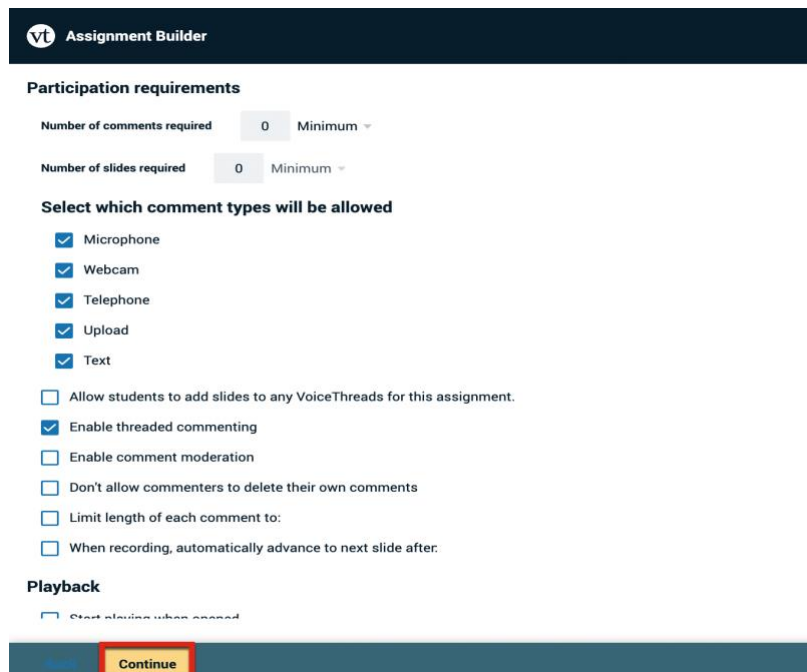


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**Step 8:** After each time you comment, a tile displaying your avatar appears along the left side of the VoiceThread screen. When you are finished recording comments, click Continue to complete the VoiceThread setup.



**Step 9:** Because we are creating a new VoiceThread that will be part of a graded assignment, the following screen has options for student participation. You can select the number of comments required, specify the types of comments, and many other settings. When you've decided which settings are appropriate for your assignment, click Continue on the bottom of the screen.





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**Step 10:** The last set up screen includes options for submission, types of assessments, and Start/Due dates. We don't recommend using these fields, but instead setting a due date in the Blackboard item that initiates this VoiceThread assignment. Once you've finished selecting these final settings, click Publish.

The screenshot shows the 'vt Assignment Builder' interface. It contains the following elements:

- Assignment name:** PMT Function
- Assignment instructions:** A large empty text area.
- Example URL:** An empty text field.
- Message shown to student after they submit:** You have successfully submitted the assignment
- Student must complete a prior assignment before starting this one
- Start date:** An empty date field.
- Due date:** An empty date field.
- Close date:** An empty date field.
- Allow students to resubmit assignment
- Allow students to view assignment after submitting
- Assessment:**
  - Percentage
  - Complete / Incomplete
  - Points
- Buttons:** Cancel and Publish (highlighted with a red box and a red arrow pointing to it).

**Note:** Sometimes in Blackboard when you click Publish, the page hangs or gets stuck. Simply click either the breadcrumb links or course home page in the Blackboard frame above the VoiceThread assignment builder. You can then navigate back to the page with your VoiceThread. Be sure to test the link to double check your work.

You've successfully created a new VoiceThread!

You can visit our [support site](#) for tutorials and links to resources or send us an email at [FacultySupport@sps.cuny.edu](mailto:FacultySupport@sps.cuny.edu).