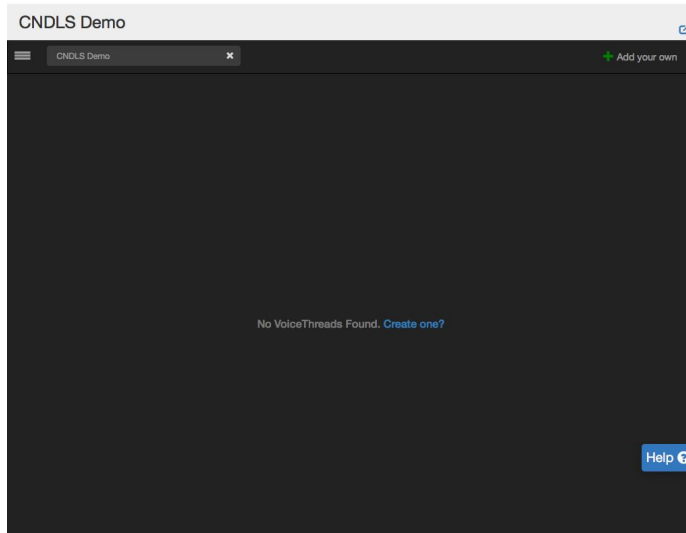# Get Started with VoiceThread

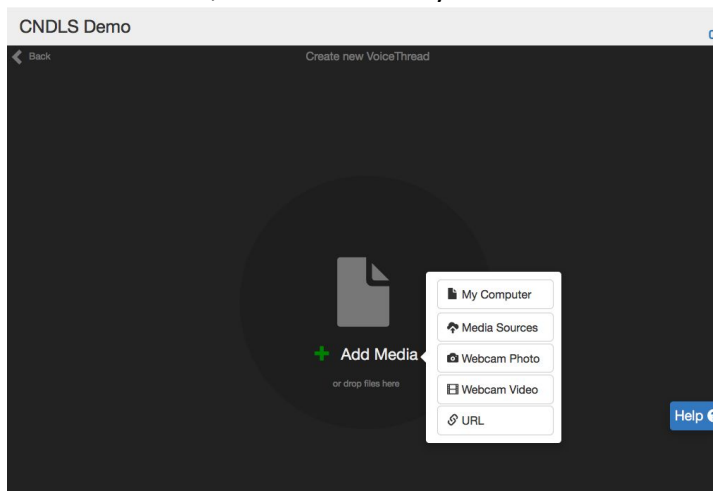1. Click on the course VoiceThread page. Here you will see all the VoiceThreads associated with your class.



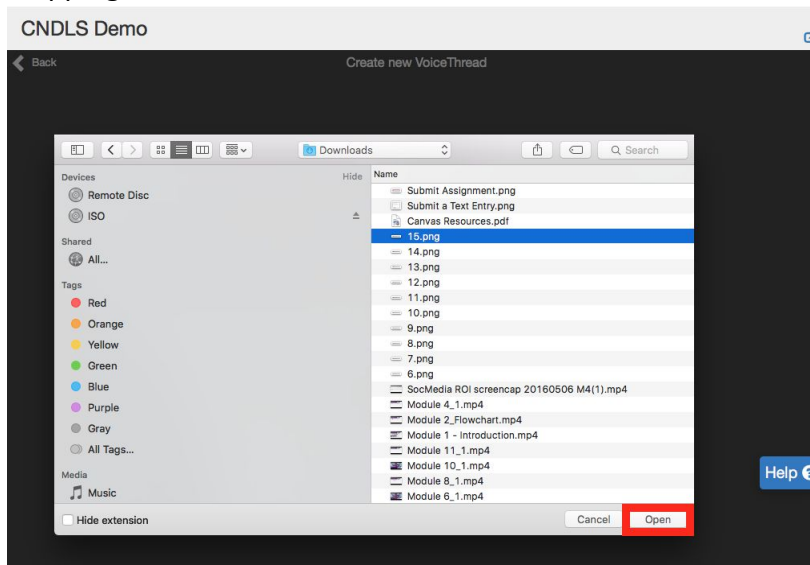2. Click "Add your Own", then "Create a new VoiceThread"

# Building Your Presentation

Once you have created a new VoiceThread, you can begin by **adding images and content** to your presentation.

1. Click *Add Media*, and then select your media source.

2. Click "My Computer" to upload files from your computer. Or, add files by dragging and dropping them into the *Add Media* circle.



You can also upload media content in other ways:

- Click "Media Source" to upload files from online open-source libraries
- Click "Webcam photo or Video" to take photos or videos using your laptop or computer camera
- Click "URL" to import content from another website (for media links accepted, Click here

## Manage Your Media Slides

1. Once upload your files, you will be prompted to enter a title for your VoiceThread. You may also enter a description and any tags here.
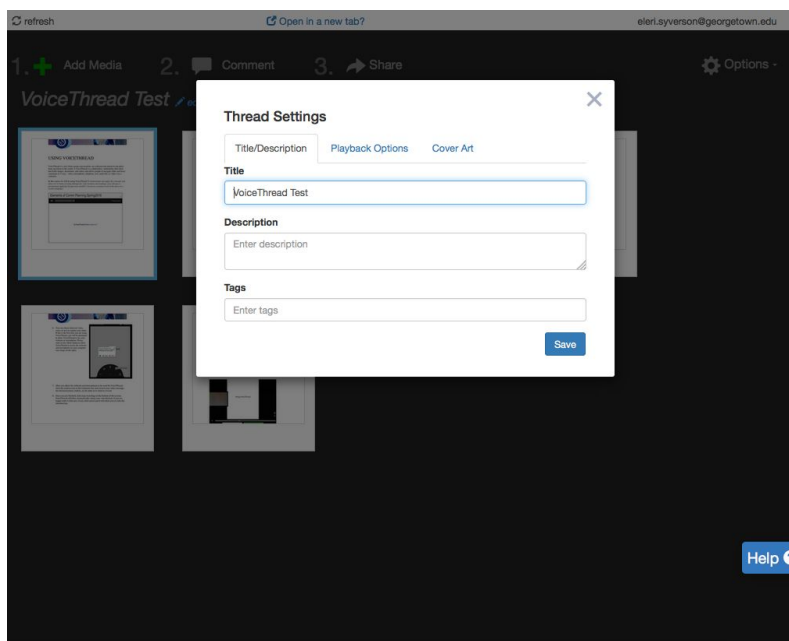
2. Your slides will show up as thumbnails in your Dashboard. Files that contain several pages (e.g. PDF, Word or PowerPoint) will be split up into separate pages by page breaks.
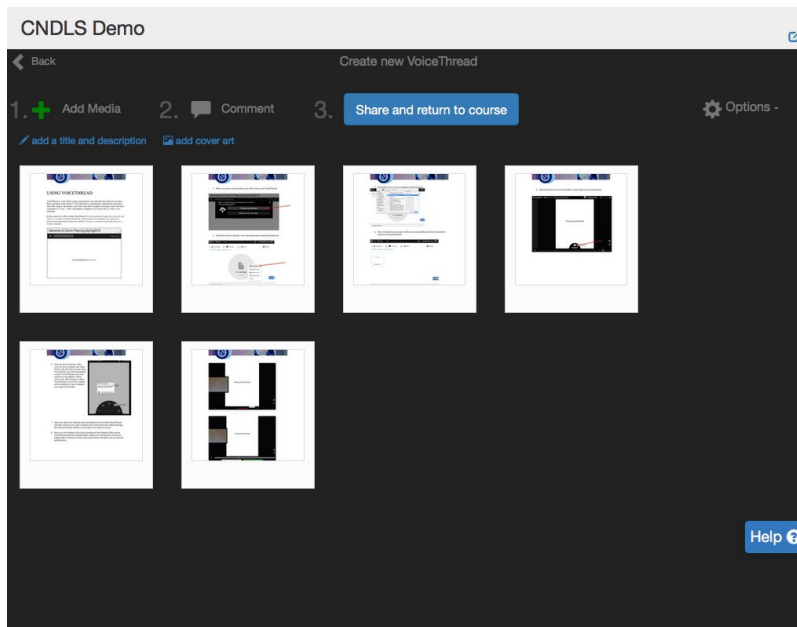


It is recommended that you convert PowerPoint slides into PDF first before importing to VoiceThread. Otherwise, you slides may scale incorrectly, especially if you have images or illustrations in your slides.
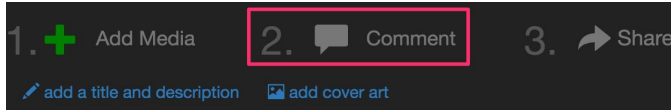
3. To change the sequence of your slides, simply drag and place it in front of or after the slides you wish to place.
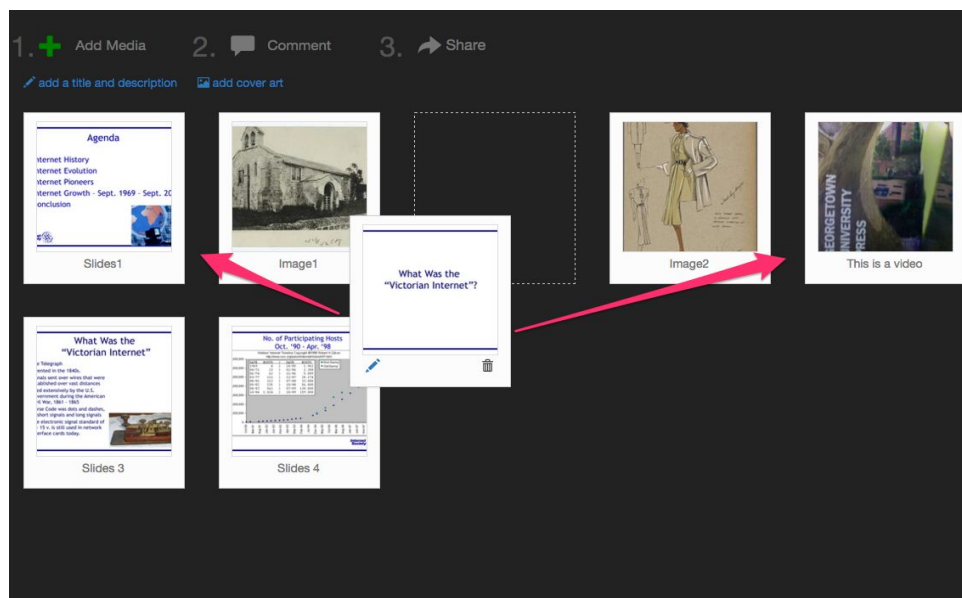
# Create Comments

Once you have all your slides organized, you can begin making comments.

To create comments:



1. Click "2. Comment", then you will be automatically lead to the first page of your slide

2. Click "Comment" at the bottom of the page, then you will see the menu below.



### 1. Text

1. Click on the "ABC" button.
2. Type your text comment.
3. Click "Save".
4. Note: You can enter URL in a text comment, and it will be hyperlinked automatically.

### 2. Audio from a telephone

1. Click on the telephone icon.
2. Enter your 10-digit phone number (US and Canada only).
3. Click "Call Me".
4. When your phone rings, pick it up, and record your comment when prompted.
5. Hang up to save.

### 3. Audio from your computer's microphone

1. Click on the microphone button.
2. Click "Allow" on the Flash permissions box if prompted.
3. After the countdown is complete, begin recording your comment.
4. Click the red flashing light at the bottom of the screen to stop recording.
5. The comment will begin playing. Click "Save" to save it or "Discard" to cancel and try again.

**4. Video from a webcam**

1. Click on the camera icon.
2. Click "Allow" on the Flash permissions box if prompted.
3. After the countdown is complete, begin recording your comment.
4. Click the red flashing light at the bottom of the screen to stop recording.
5. The comment will begin playing. Click "Save" to save it or "Discard" to cancel and try again.

**5. Audio or video from a pre-recorded file**

1. Click on the upload icon.
2. Browse for the video or audio file you wish to upload, and select it.
3. Wait for the file to finish processing. You'll know it's done because the spinning wheel over your Identity image on the left will disappear.

# Sharing your VoiceThread

All sharing actions can be performed in the sharing area for a VoiceThread. Navigate to the Create page for a VoiceThread you own or can edit.

Click on the "Share" button near the top of the page to view sharing options.
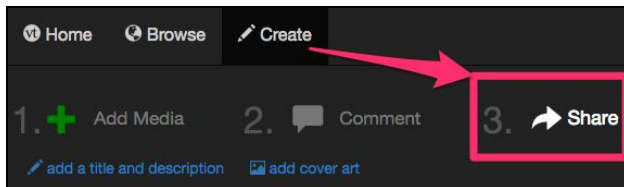


## Publishing a VoiceThread

You can get a share your VoiceThread with other by linking to it. To get this shareable link, click the "basic" tab, then "Copy Link" under the "link" menu option. This is also where you can collect the embed post for your VoiceThread if you need it.

## Select your group

To select groups or contacts for sharing this VoiceThread:



1. Click "Secure". Your course will automatically show up on the contact list.

2. Click on a group. You will be able to edit the actions that they are allowed to perform (view, comment, or edit) on the right side.

3. Choose whether you want to notify your recipients through email by checking or un-checking the box under "share". If you choose yes, the system will automatically send email notification to all the recipients' email address through email.

4. Click "Share".