

Digital Tools for Understanding: Directions VoiceThread

Commenting on a VoiceThread



1. Go to www.voicethread.com or the direct link for a Voicethread.
2. If you have a Voicethread account, login with your username and password.

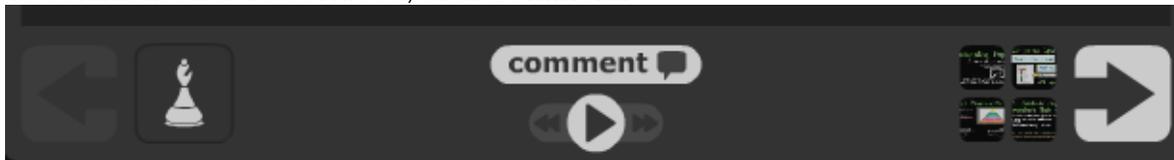
Register with VoiceThread

3. If you don't have an account, select **“Sign In or Register”** and click on **“Not Registered Yet? Register”** when the sign in box appears.
4. Complete your name, email address and password. (**Students should use first name only for internet safety precautions**).

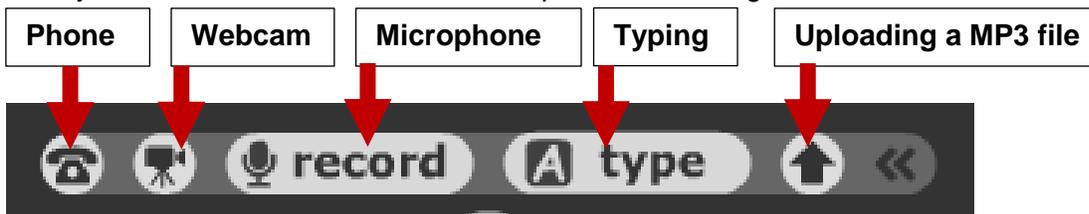


Comment on a VoiceThread

1. To comment on a VoiceThread, click **Comment**.



2. After you click **Comment**, there are five options for leaving a comment:

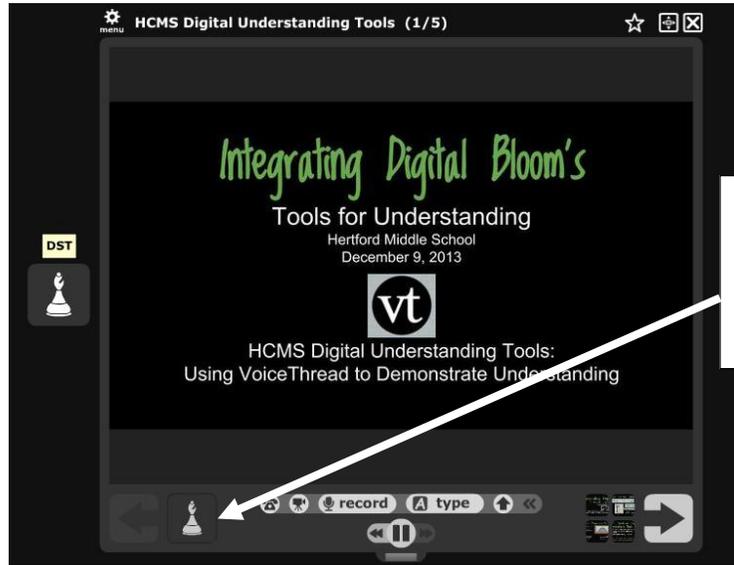


3. For a voice comment, use the microphone on your laptop or an external microphone for a desktop.
 - a. If you are recording your voice, Voicethread will request permission to access your microphone. You need to click on **“Allow.”**
 - b. When you are finished recording, click **“Stop.”**
 - c. Select **“Save”** to post your comment or **“Cancel”** to not post your comment and record it again.



4. Once you have posted a comment:

Your Avatar will be posted to the side of the screen as the **Comment Identity**.



Notice you will see another picture of your avatar as the **User Identity**.

5. To delete your comment, click on your comment identity and then select the trash can.



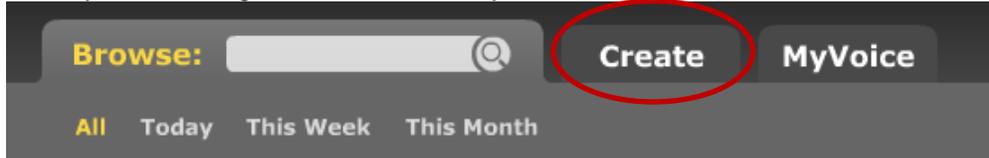
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Creating a VoiceThread



Create a VoiceThread

1. Once you have registered successfully, click on the “Create” tab

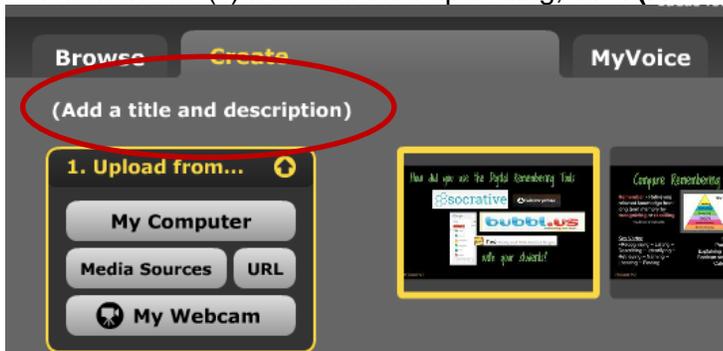


2. Select “Upload” and “Upload from...My Computer”



File types that can be uploaded:
Images, Audio, Video, PDF, Word, Excel, PowerPoint & more.

3. Navigate to the files that you want to upload.
4. When the file(s) have finished uploading, click **(Add a title and description)**



Give your Voicethread a title and a brief (1-2 sentences) description and click “Save”

5. Click on each slide and then click **Add a title and link** under the thumbnail of the slide.



On the thumbnail of slide click **(add a title and link).**

HINT: To create a blank slide or a slide with text, create a Power Point slide. When saving the Power Point, change the File Type to an image file (.jpg). Upload the image of the Power Point slide into VoiceThread.

6. At the bottom of the page, adjust the **Playback Options** and the **Publishing Options**:



Playback Options: Wait time for slide change, Allow others to download files? Allow others to export?
Publishing Options: Allow anyone to view? Allow anyone to comment?

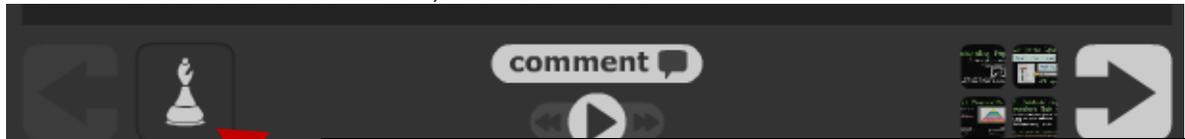
To allow others to view and comment, you must change the Publishing Options!

7. To narrate or comment on the Voicethread, click **Comment** on the side menu bar.



Follow the directions for commenting on page 1.

8. To comment on the VoiceThread, click **Comment**.

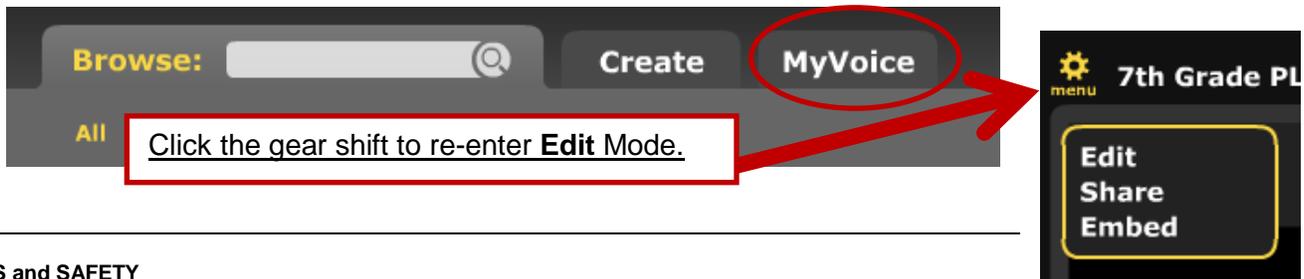


Identity Avatar: Click here to switch identities (if there are other users/identities under the account) or **personalize your avatar by adding a picture**. Click **Create another identity** to access the **Edit** feature and upload and **Select an Image**.

9. To share the Voicethread, click the **Share** option on the side menu bar and click **Get a Link**. Send a copy of the link via email.



10. To view your Voicethread in presentation mode, click **My Voice** in the top menu bar.



ETHICS and SAFETY

Copyright: People who publish VoiceThreads should adhere to all copyright laws. This includes citing sources and providing links to information and images.

Privacy: Student should create accounts with ONLY their first name and last initial. They should never link their name to a school, use their full names, or use personal picture