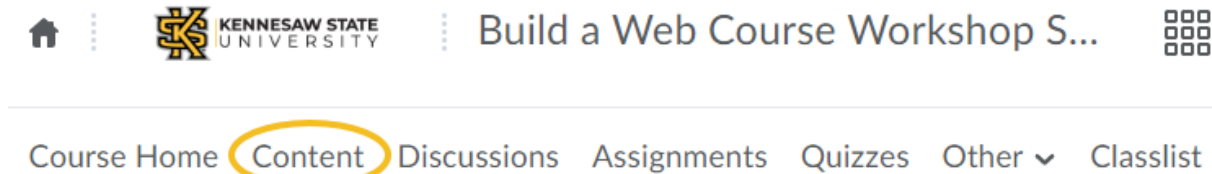
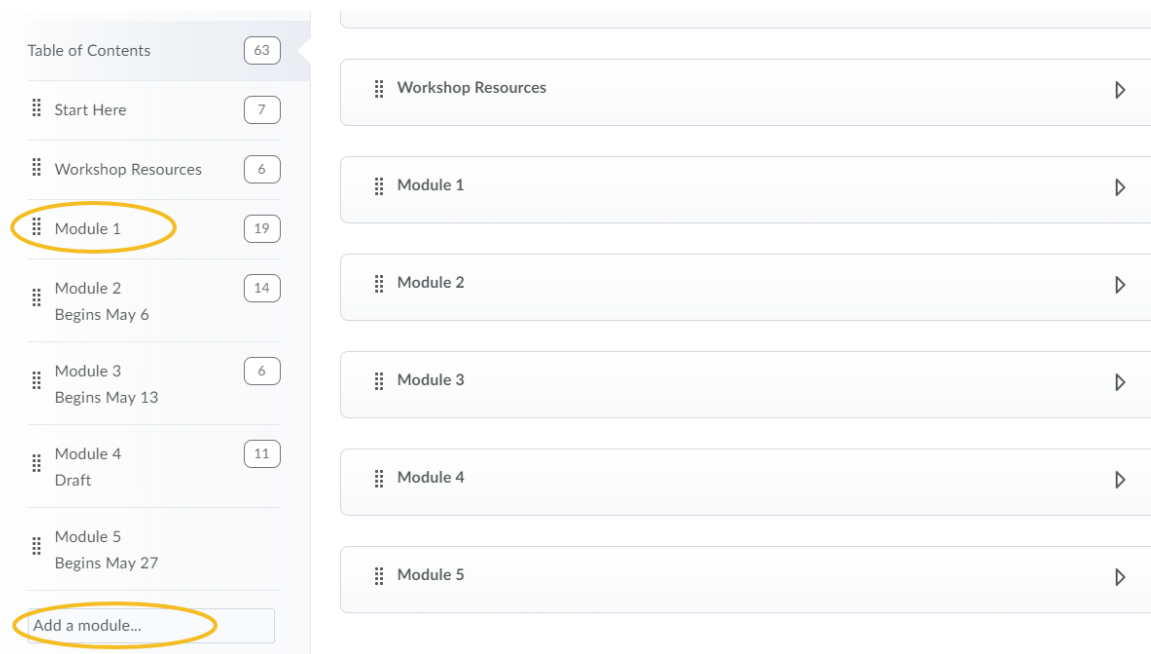


How to Share Files Securely Using VoiceThread in D2L

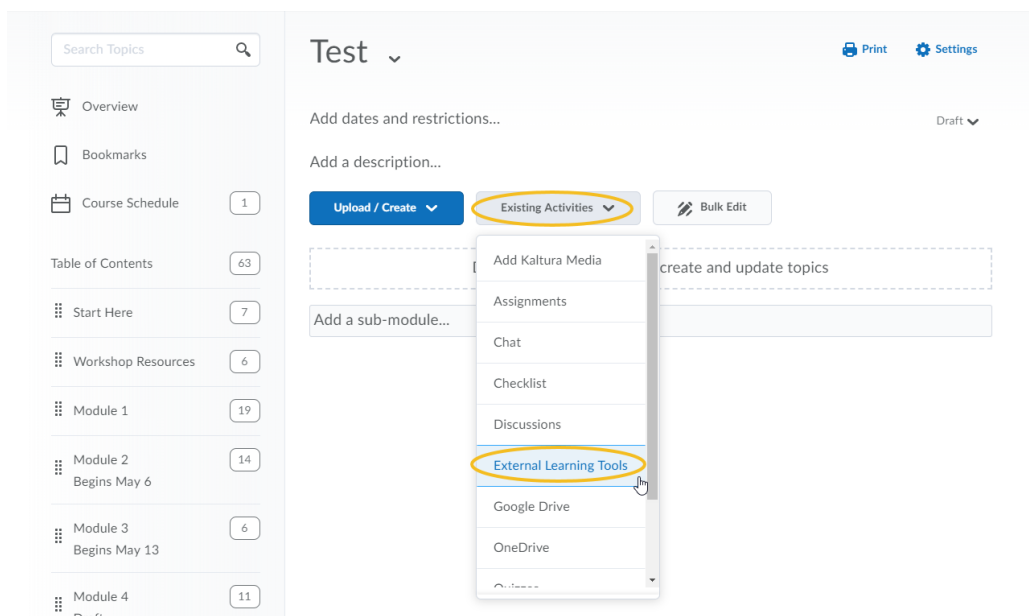
1. Log into your D2L course and click “Content.”



2. You can either create a new module for your VoiceThread by clicking “Add a module...” and typing a module name, or you can put your VoiceThread in a module you have already created (for example, Module 1) by clicking that module in the side bar.



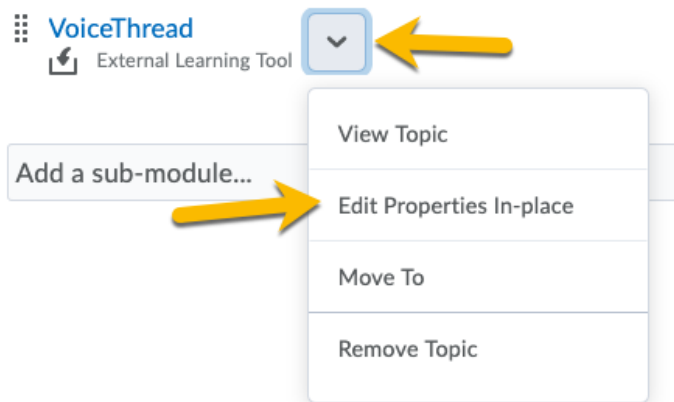
3. Click “Existing Activities,” then click “External Learning Tools.”



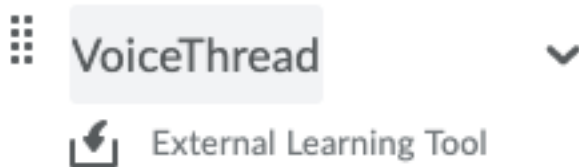
4. Scroll down and click “VoiceThread.”



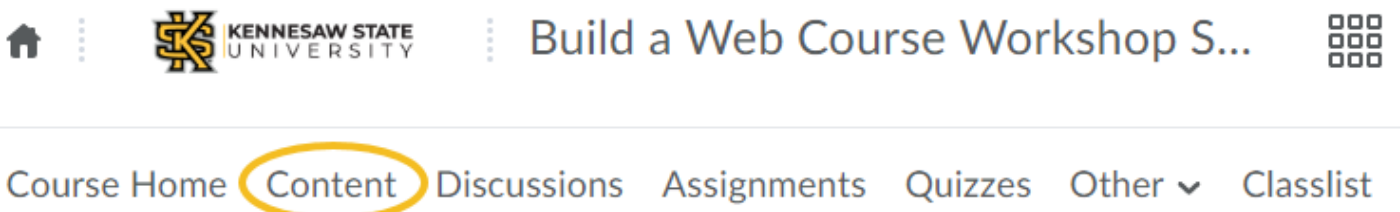
5. Next to the new “VoiceThread” link, click the menu arrow. Then, click “Edit Properties In-Place.”



6. Click “VoiceThread.” This will allow you to change the title to what you would like it to be called.



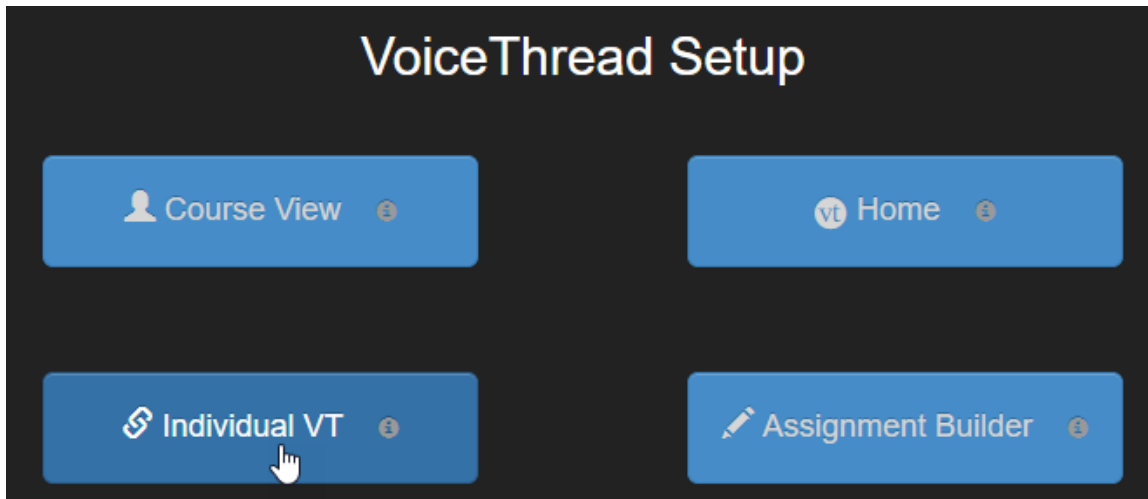
7. After changing the title, refresh the page by clicking “Content” again.



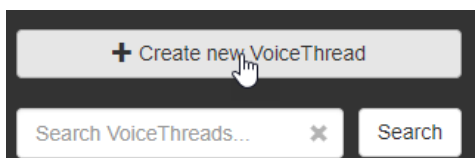
8. Click the link to your VoiceThread (it will be called what you changed the name to).



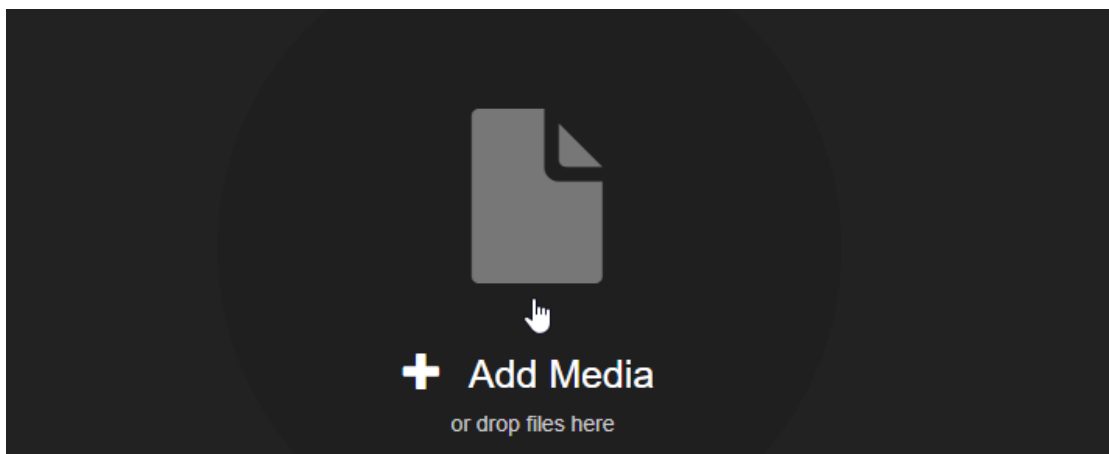
9. Click "Individual VT."



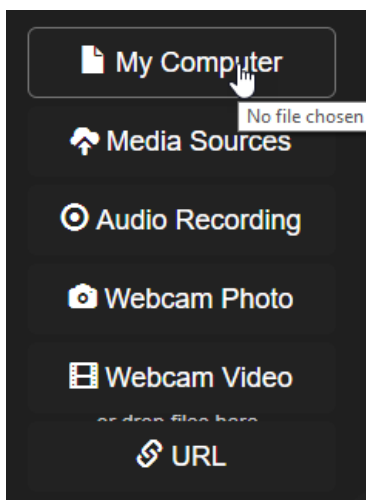
10. Click "Create New VoiceThread."



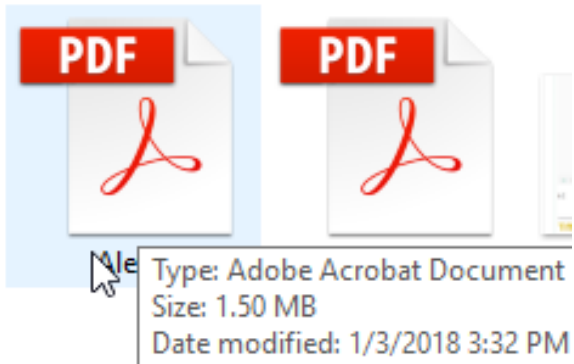
11. Click "Add Media."



12. Click "My Computer."

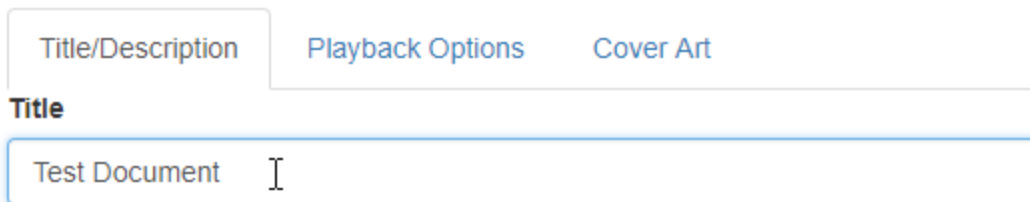


13. Find the document on your computer and **double-click** it.



14. While the document is processing, add a title.

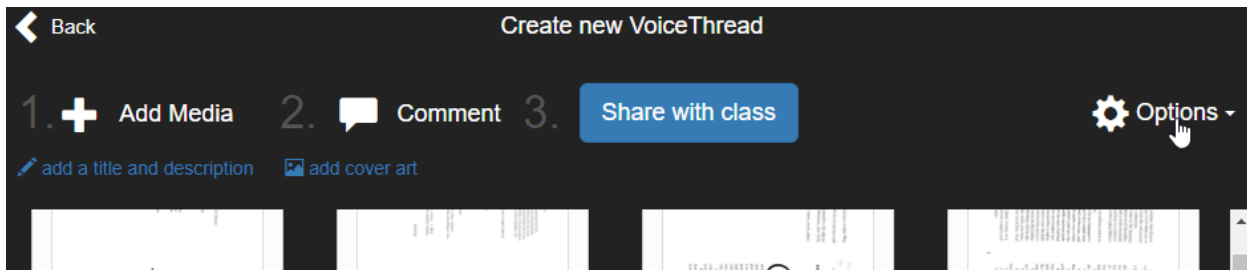
Thread Settings



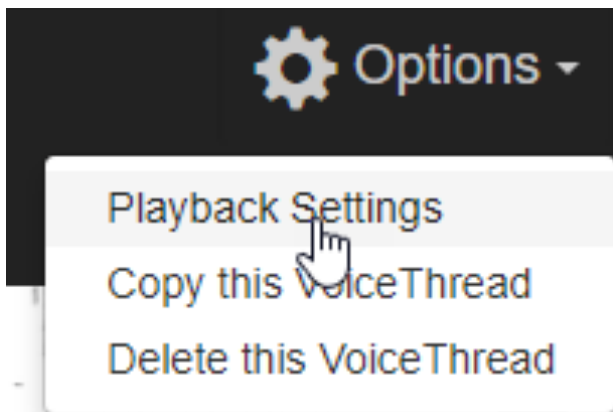
15. Click "Save."



16. Once the document has finished processing, click "Options."



17. Click "Playback Settings."



18. **Uncheck** all options on this page except “Text” under “Allowed Comment Methods.” **Note:** “Text” should stay checked only because you must have one allowed comment method. This will only allow students to comment on the page they are currently looking at, but nothing else.

Title/Description **Playback Options** **Cover Art**

- Enable threaded commenting
- Allow commenters to add slides to this VoiceThread
- Allow others to download original media
- Allow others to export
- Start playing when opened
- Allow others to make a copy
- Enable Comment Moderation

Allowed Comment Methods

- Microphone
- Webcam
- Telephone
- File upload
- Text

Automatically advance to the next slide after seconds

Don't allow commenters to delete their own comments

Limit each comment to minutes seconds

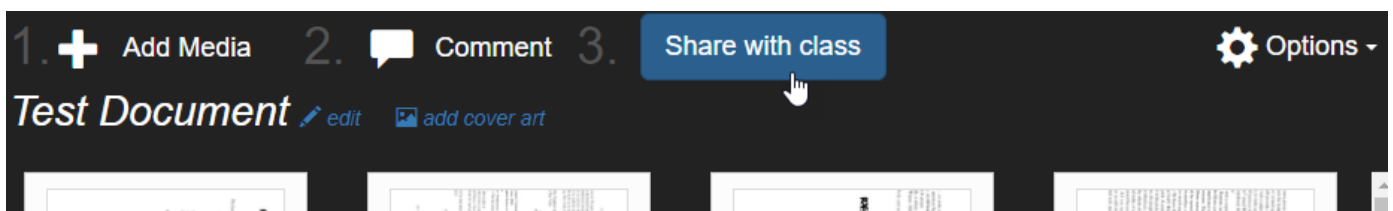
When recording, go to the next slide every minutes seconds

Pecha Kucha format Ignite format

19. Scroll to the bottom and click “Save.”



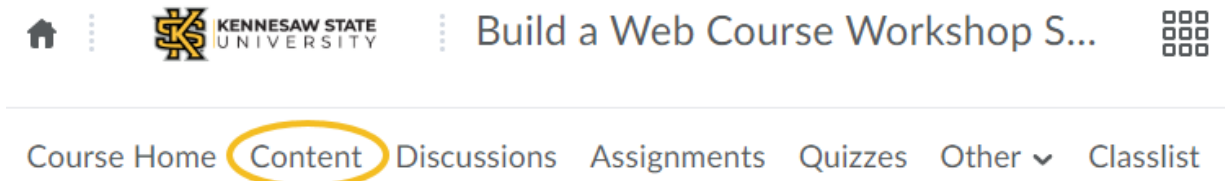
20. Click “Share with class.”



21. Scroll down and click “Share with Class.”



22. To double-check that the document shared correctly, click “Content.”



23. Click the VoiceThread link.



24. The VoiceThread should appear with the first page of your document.

Instructions created by Tiffani Reardon, January 2018

Updated by Brayden Milam, May 2019