

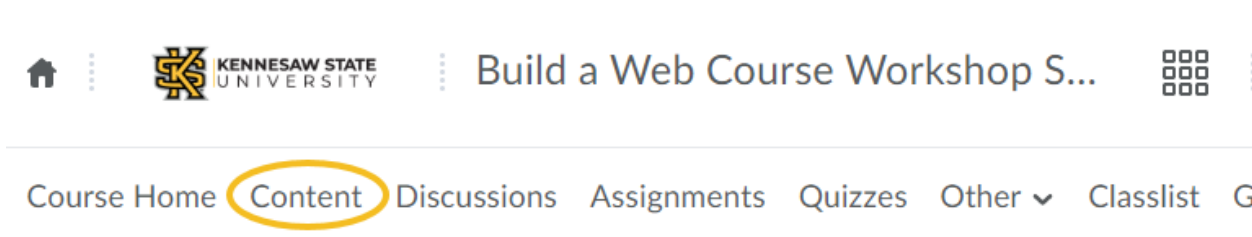
How to Use VoiceThread in D2L

***IMPORTANT:** These instructions assume that you have already created a PowerPoint presentation or video to use in your VoiceThread. If you have not yet, please do so before continuing in this tutorial.

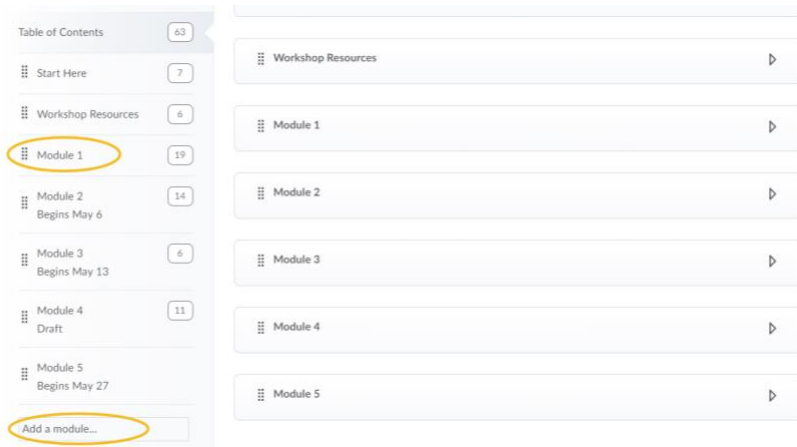
How to Get Access to VoiceThread from Within D2L

VoiceThread is now integrated into D2L so that it is easier for KSU professors and students to use. However, to gain access to this program, you must create a link to it in your course.

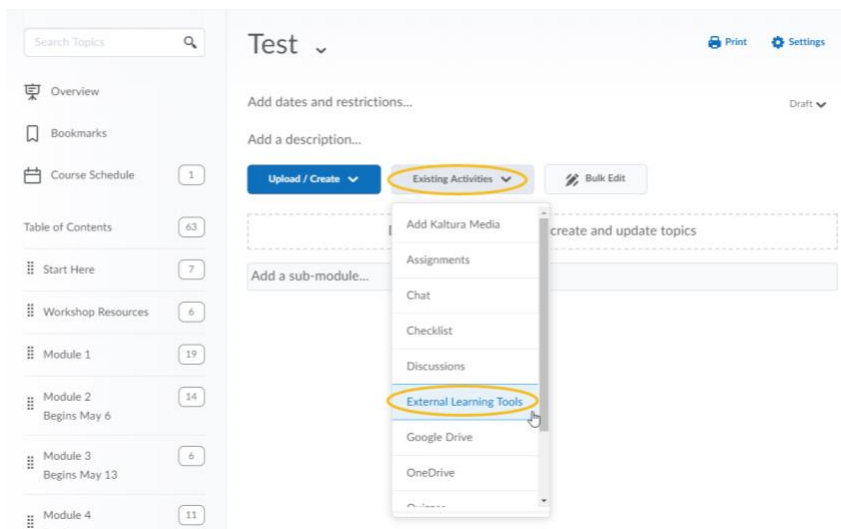
1. Log into your D2L course and click “Content.”



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.

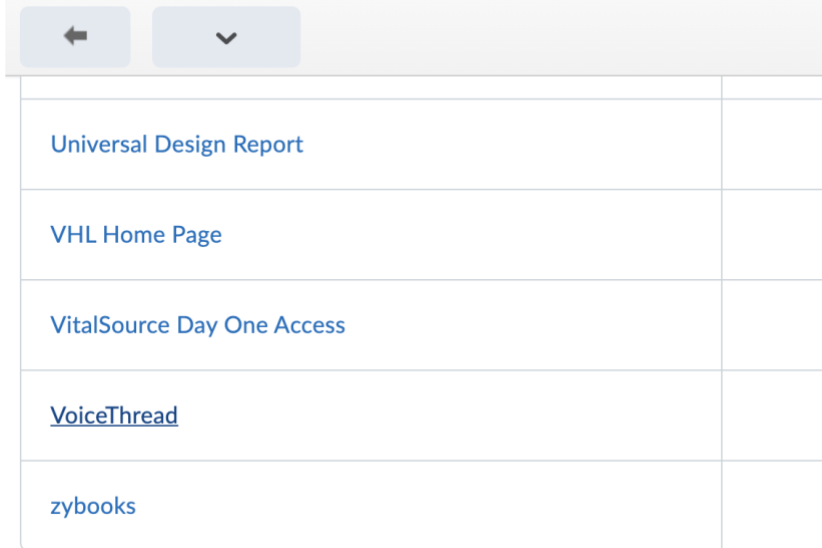


3. Click “Existing Activities,” then click “External Learning Tools.”



4. Scroll down and click “VoiceThread.”

Add Activity

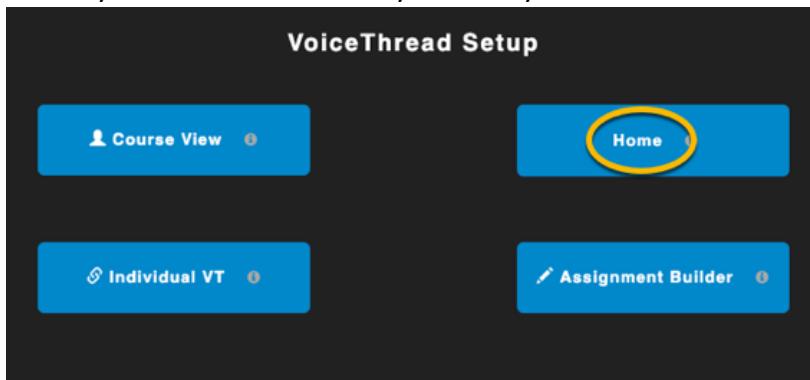


| Universal Design Report | |
|----------------------------|--|
| VHL Home Page | |
| VitalSource Day One Access | |
| <u>VoiceThread</u> | |
| zybooks | |

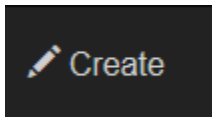
You now have a link to VoiceThread in your course. Click the link to see your VoiceThread Setup page and move on to the next section of the tutorial.

How to Create a VoiceThread from Within D2L

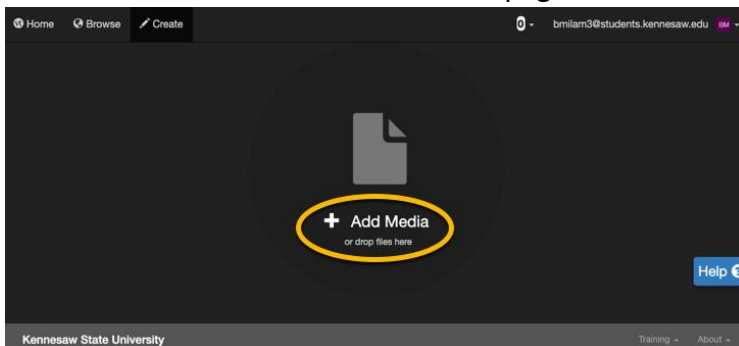
1. When you click the VoiceThread link you just created, you will come to a VoiceThread Setup page. This is where you choose the screen you want your VoiceThread link to default to. Click “VT Home.”



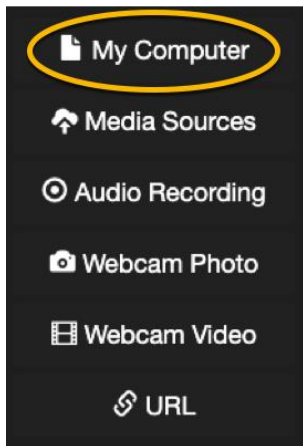
2. To create a VoiceThread, click “Create” in the top left navigation.



3. Click “Add Media” in the middle of the page.



4. When you click “Add Media,” you will have several options to import into your VoiceThread. You can **upload a file** from My Computer (most likely a PowerPoint, an image, or a video lecture), you can **explore media sources** (this sends you to choose from Khan Academy, Flickr, and the New York Public Library), you can **take a photo or video** with your webcam, **record an audio** file with your microphone, or you can **insert the URL of a file** to upload. For our purposes, we are going to click “My Computer.”



5. Find your PowerPoint, image, or video lecture and upload it.
6. VoiceThread will automatically prompt you to add a title and description. Fill out the settings form by adding a **title** and a **description** to your VoiceThread. The description is a good place to put any instructions you need to give your students. Click “Save” when you are done.

VoiceThread Settings ✕

Title/Description Playback Options Cover Art

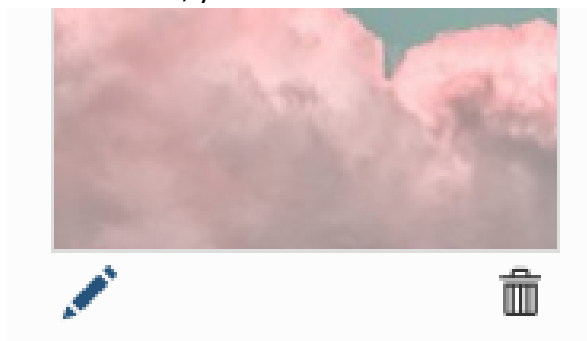
Title

Description

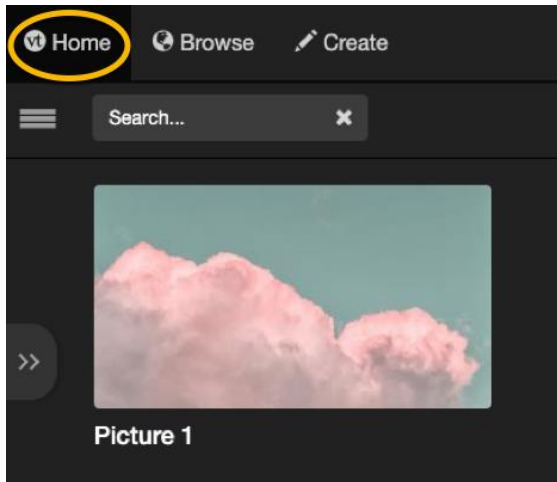
Tags

Save Cancel

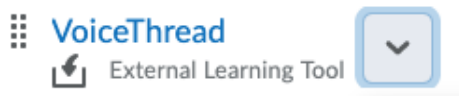
7. You can also give each slide a title, if you so desire. Hover over your slide and click the pencil. When you hover over the slide, you will also see a trash can. **Clicking the trash can icon will delete your slide.**



8. When you are ready to view your VoiceThread, click “Home,” and then click your VoiceThread.



9. If you uploaded a video or audio file, you will notice a CC button at the top right of your screen. Because VoiceThread is a third party with a different captioning process, we only recommend using this feature if you know how to create your own caption file or for assignments where captions are not necessary (like student interaction). If you want to upload a lecture, please use MediaSpace to ensure captions are properly added.
10. To ensure clarity with your students, hide your main VoiceThread link, by returning to the module overview and click the arrow next to it. **This is an important step** because we will be creating a new link for their assigned VoiceThread. If you leave your main VoiceThread link, students will see two links, which can cause difficulty and confusion.



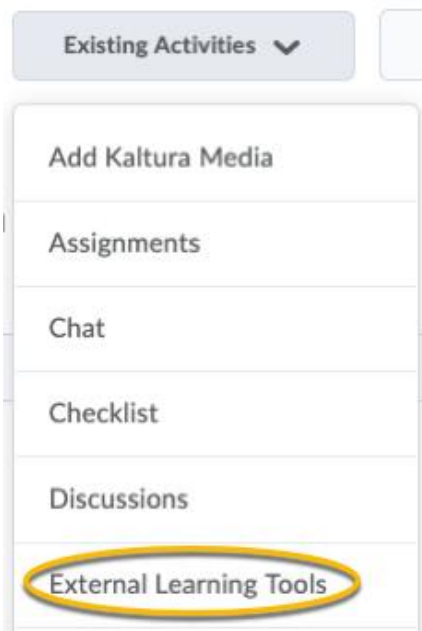
To the right of the link, click the eye icon and change it to **Hidden**. This way, you can still access the main VoiceThread link, but your students will not be confused by seeing the VoiceThread home page.



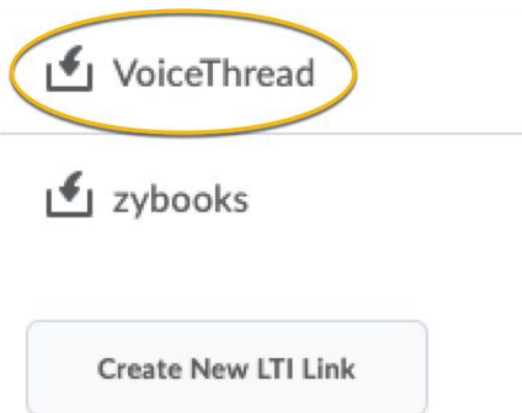
Make VoiceThread accessible to your students

To share your VoiceThread with your students, you will want to create a new VoiceThread link in the module you want to assign it in.

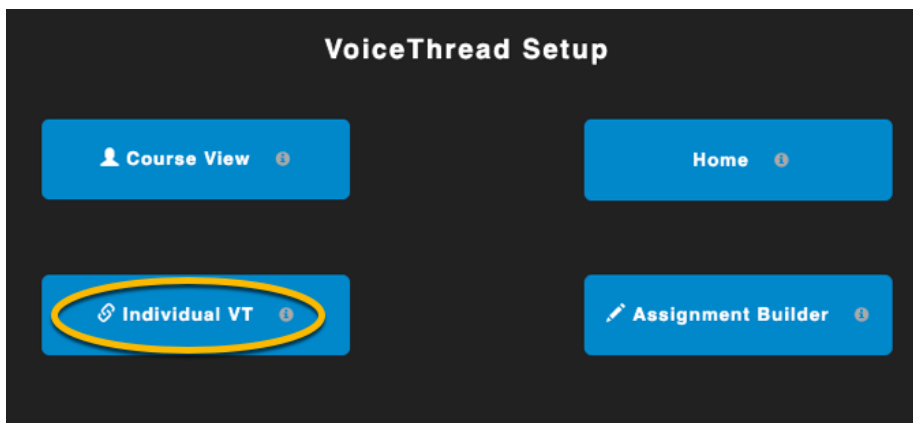
1. Under “Content,” go to the module you want this VoiceThread to be nested under. Click “Existing Activities,” then “External Learning Tools.”



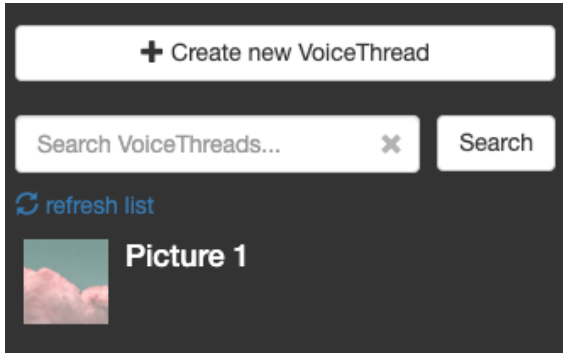
2. Scroll down and click “VoiceThread.”



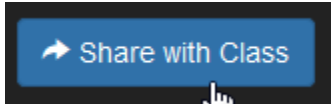
3. Click the link you just created. You should see the VoiceThread Setup screen again. This time, we are going to click “Individual VT.”



4. You will see a screen with all your VoiceThreads listed on the left-hand side. Click the VoiceThread you want to assign.



5. On the right-hand side, click "Share with Class."



6. Your VoiceThread is now shared with your class. Now any time that you or your students clicks that link, the VoiceThread assigned will show up.

Enjoy your VoiceThread! If you need instructions for your students on how to comment on a VoiceThread, copy and share the link below. This is a video that will introduce your students to VoiceThread and how it works.

[VoiceThread for Students](#)