Sharing a VoiceThread

A Guide for Educators

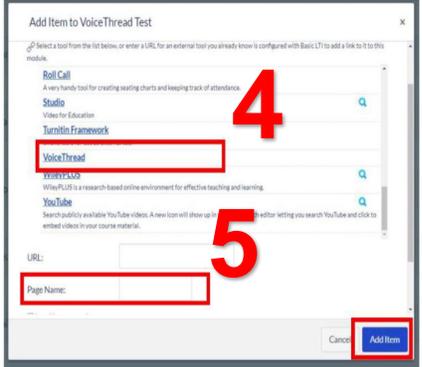Created by the Academic Commons at Thomas Jefferson University

VoiceThread is an application designed for people to have discussions about shared digital media. The tool can be used both individually and collaboratively. VoiceThread allows users to combine images, video, text, and audio to enable multimedia conversations.
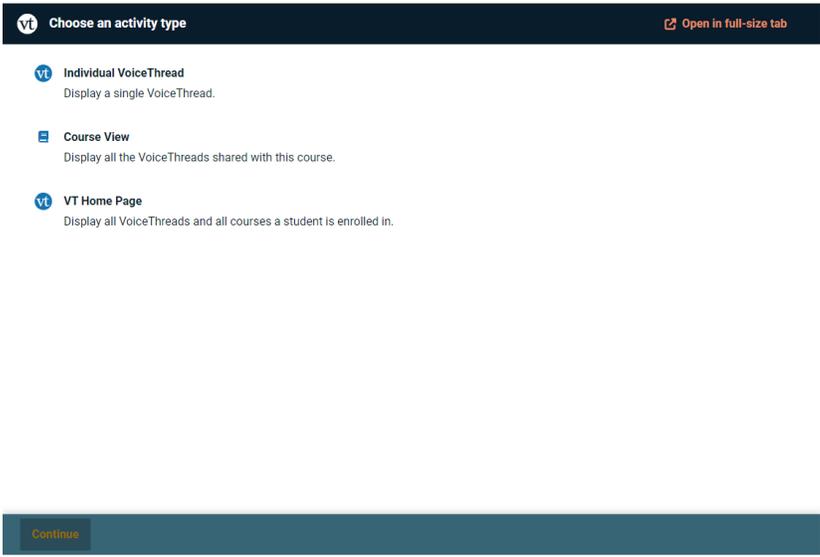
Utilize this guide to share a VoiceThread with your students unrelated to an assignment.

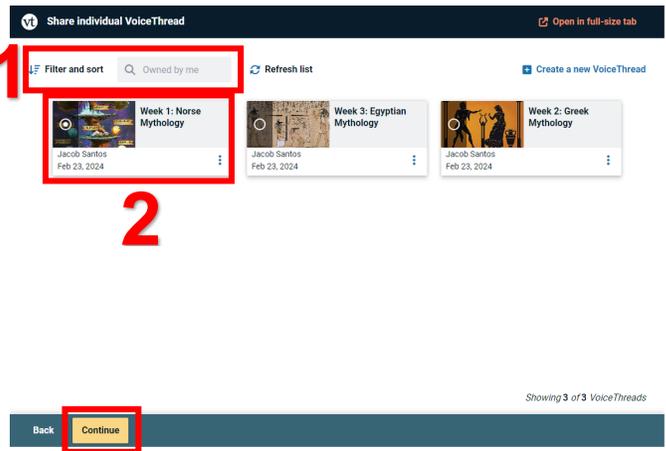## Sharing a VoiceThread unrelated to an assignment

Add a link to a VoiceThread presentation within a module. Adding a VoiceThread this way is not an assignment and will not be synced to the Canvas gradebook.

Step 1: Set up your share link

1. Navigate to the Modules Page	
2. Click the **+** on the right side of the module title row.	
3. Select External Tool from the drop-down menu.	
4. Find and select VoiceThread from the list. 5. Change the page name to the desired title. 6. Click **Add Item**	

7. Click on the title to complete set up.	

8. Select 1 of the 3 options: Course View, Individual VT, or VT Home. Things to consider when choosing:
 	
   a. **Individual VoiceThread** will take the learners to a specific VoiceThread.
 	
   b. **Course View** will take learners to the library of VoiceThreads for the course.
 	
   c. **VT Home Page** will open a new tab to the VoiceThread platform, separate from the Canvas environment.
 	
If selecting **Individual VoiceThread,** continue to **Step 2.**	

Step 2: Choose or Create the VoiceThread

Choose: If you already created the VoiceThread you would like learners to watch, select it from your VoiceThread library. 1. If your VoiceThread is not immediately visible, use the search bar or "Filter and sort" to find the VoiceThread you want to use. 2. Select the VoiceThread you would like to use. Click **Continue** when you are ready to move on. After selecting **Continue** you will be prompted to adjust your VoiceThread as detailed below. If you don't want to change anything, simply select **Continue**.	

3. Click the title to change or edit it and add an optional description.

4. Add any new pieces of media to your VoiceThread.

When finished click **Continue**.

On the next screen, you will be able to make any additional comments or notes to the VoiceThread you wish to share. If you do not wish to make any changes, click **Continue**.

More information on the features here will be detailed in the **Create** section of this document on the following pages.

Final Steps:
After clicking **Continue** you will be brought to the final settings page.

5. VoiceThread will present you with commenting and playback setting options. Choices will vary depending on your preferences.

Scroll down to view Permission settings.

6. Select which permission settings, if any, that you want your learners to have.

Select **Publish** if you are ready to share the VoiceThread. This is also your final opportunity to go back and make any edits before sharing. You will be brought back to the modules page of your Canvas Course when you are done.

Create:

If you are creating the VoiceThread you would like learners to view, select **Create a new VoiceThread**.

1. Review the media options presented by VoiceThread and follow the prompts for your selected choice.

2. Type in an official title for this VoiceThread.

3. Click on the **+ Add Media** option to add more types of content to your VoiceThread if needed.

4. Select the ⁝ icon to open optional slide settings such as editing, deleting, or downloading the slide. If you have multiple slides, you can also drag them around to a particular order.

Click **Continue** when you are ready to start marking comments on your VoiceThread.
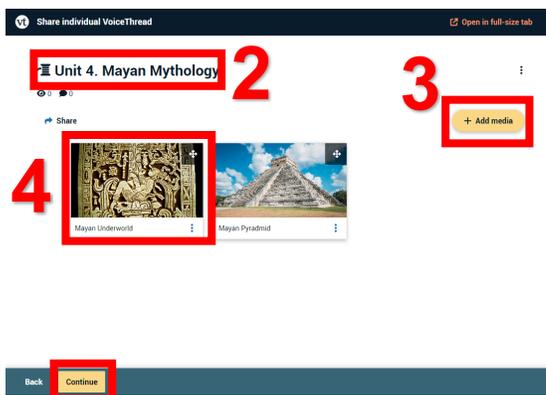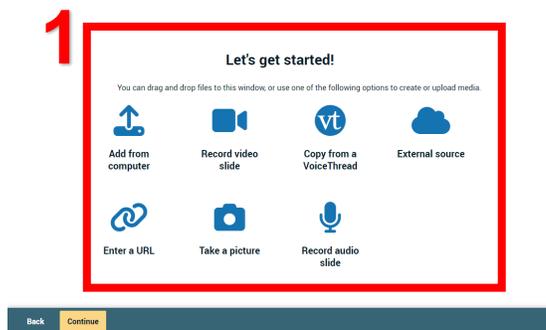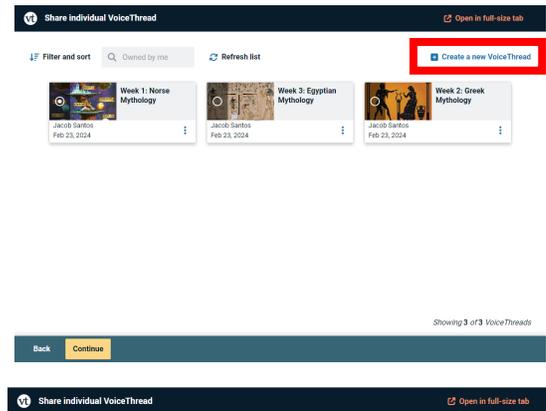
5. Creation Options:
   a. Clicking on the blue > symbol will open a comment moderation option allowing you to search for commenters and delete comments.

   b. Any comments you make will appear here. Click on the comment for more editing options.

   c. Clicking on the speech bubble icon will allow you to choose how you would like to add comments to this VoiceThread. This can be text, audio, video, or upload based.

   d. Selecting the rectangle icon will allow you to see all the slides in your thread and allows you to quickly jump to a new slide while recording.

Select **Continue** when you are finished.

Final Steps:
After clicking **Continue** you will be brought to the final settings page.

6. VoiceThread will present you with commenting and playback options. Choices may vary depending on your preferences.

Scroll down to view Permission settings.

7. Select which permission settings, if any, that you want your learners to have.

Select **Publish** if you are ready to share the VoiceThread. This is also your final opportunity to go back and make any edits before sharing. You will be brought back to the modules page of your Canvas Course when you are done.
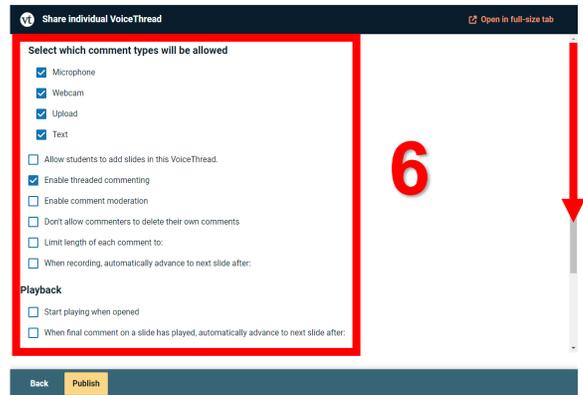
VoiceThread Help

➢ **VT Guides – None-graded Activities**

➢ **VT Guide – Instructors**

➢ **VT Guides –Commenting**

➢ **VT Guides – Doodling**

➢ **VT Guides – Editing**

➢ Campus Specific Support: Available Monday – Friday 8 AM – 6 PM

  ❖ Contact the Academic Commons' Educational Technology Support team at **EdTech.Support@lists.jefferson.edu** or call (215) 503-2830.