

VoiceThread Assignment: Comment

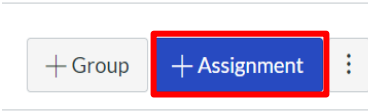
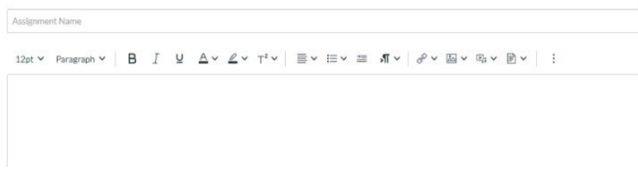
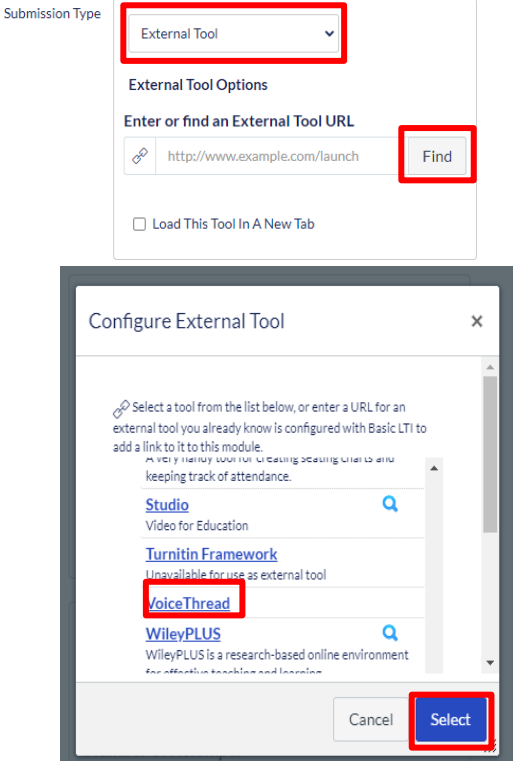
A Guide for Educators

Created by the Academic Commons at Thomas Jefferson University

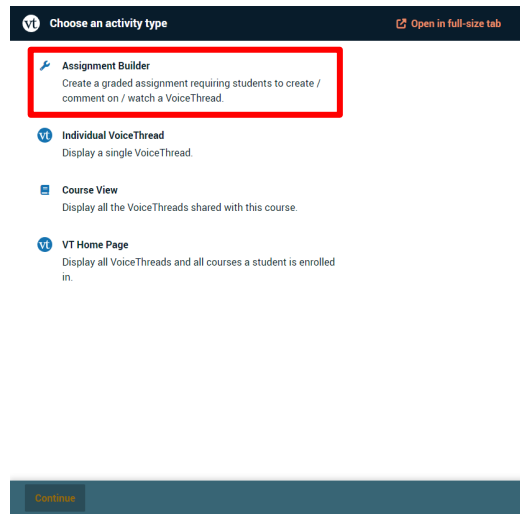
VoiceThread is an application designed for people to have discussions about shared digital media. The tool can be used both individually and collaboratively. VoiceThread allows users to combine images, video, text, and audio to enable multimedia conversations.

Utilize this guide to design an assignment asking learners to comment on a VoiceThread.

Step 1: Create the assignment in Canvas

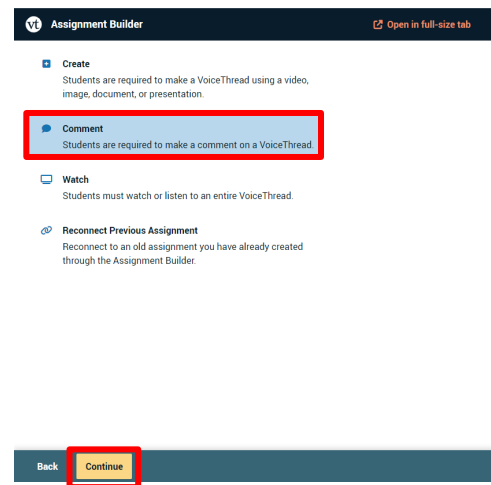
1. Go to the Assignments tab in the course navigation menu.	
2. Use the + Assignment button to create a new assignment.	
3. Insert title and instructions.	
4. Under Submission Type: a. Submission Type = External Tool b. Click Find c. Scroll down & select VoiceThread from the list. d. Click Select e. Click Save	

5. Select "Assignment Builder" in the VoiceThread menu window.



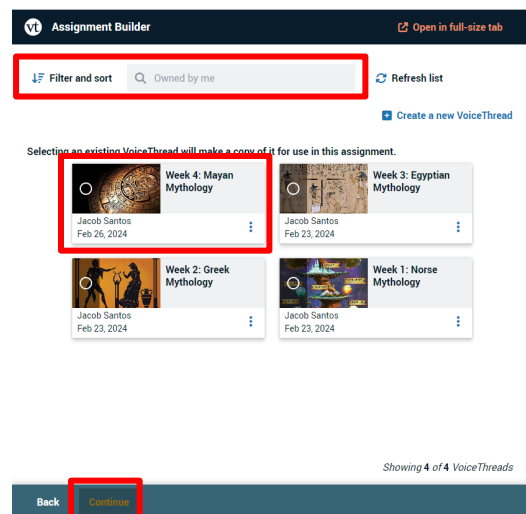
Step 2: Create Assignment Settings in VoiceThread

1. Click **Comment** and then click **Continue**.



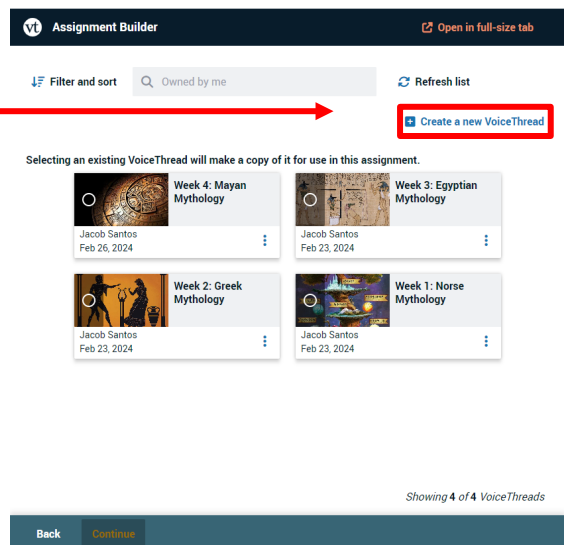
2. Define the VoiceThread you want learners to comment on:

- a. If you already created the VoiceThread you would like learners to comment on, search, and select it from your VoiceThread library. **NOTE: VoiceThread will make a copy of the original VoiceThread for this assignment. It is highly recommended you give this assignment a unique name.** Then click **Continue**.



- b. If you are creating the VoiceThread you would like learners to comment on, select **+Create New VoiceThread**.

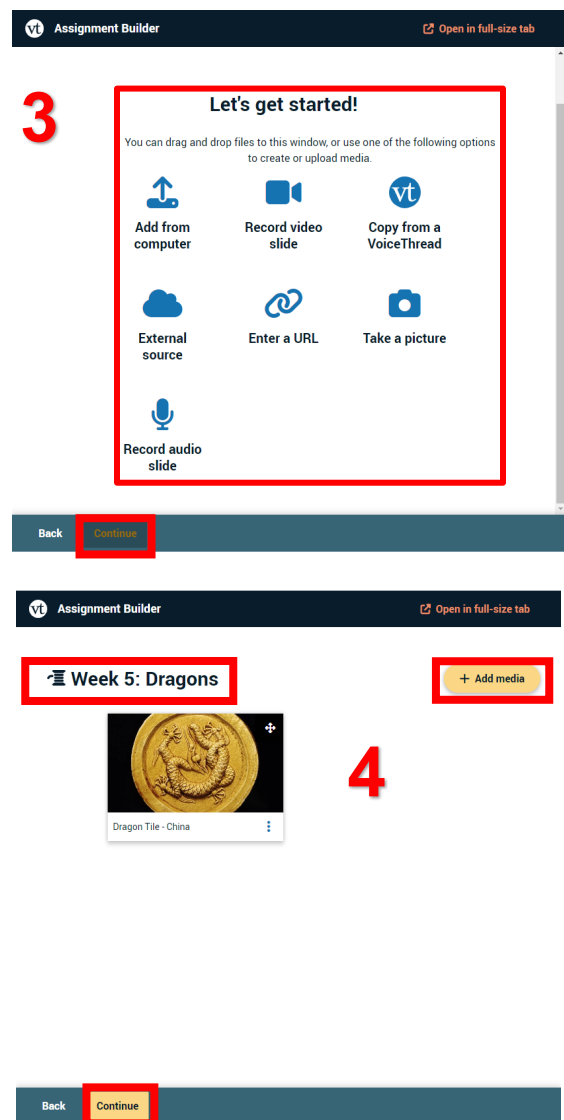
If you are moving forward with a pre-existing VoiceThread and **do not** plan on making any edits or changes, skip to **Step 10 below**.



3. Choose the type of media you would like to create or upload and click **Continue**. Follow any unique prompts depending on your choice.

4. Optional Assignment Settings:
- Type an official title for this VoiceThread. Optional: enter a description for the whole thread, add tags to better identify the thread, and/or upload a custom cover image.
 - Click **+ Add Media** to add types of content to your VoiceThread if needed.

Click **Continue** when you are ready to do so.

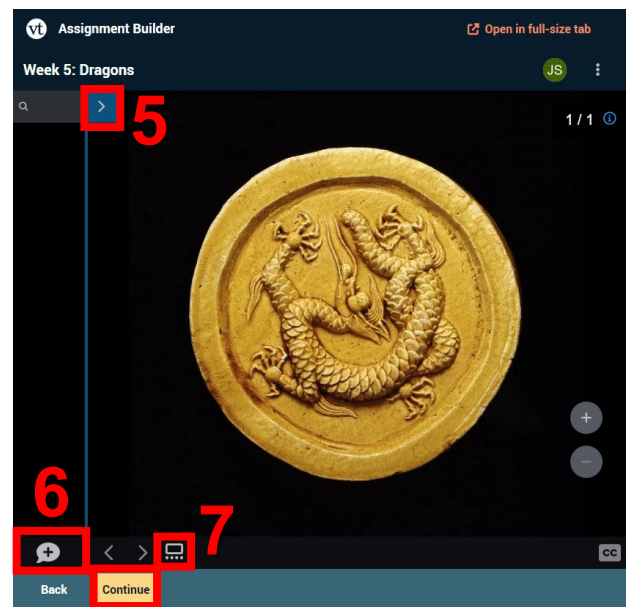


5. Any comments you make will appear here. Clicking on the blue > will open a comment moderation option, allowing you to search for commenters and delete comments. In addition, clicking on the comment will allow you to view/listen to it, download it, delete it, reply directly to it, or create audio captions. VoiceThread can generate captions for you, or you can upload a transcript document.
6. Clicking on the speech bubble will allow you to choose how you would like to add comments to this VoiceThread. These can be text, audio, video, or upload based.
7. Selecting square here will allow you to see all the slides in your thread and allows you to quickly jump to a new slide while recording.

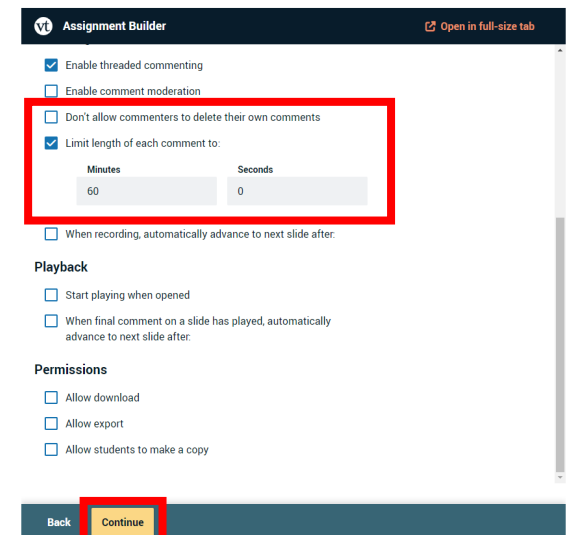
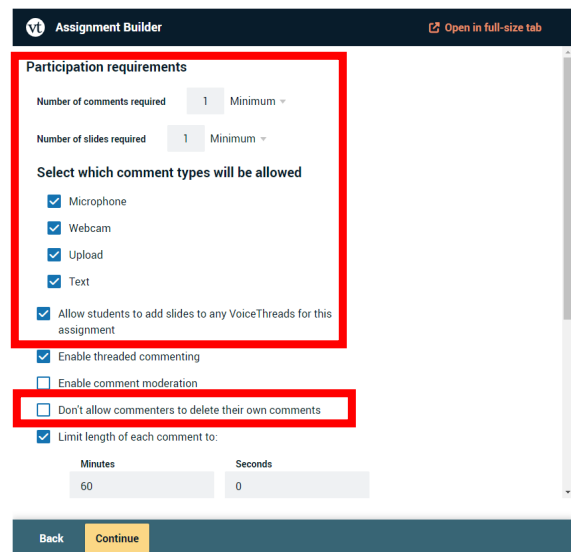
Select **Continue**.

8. Choose commenting settings which make sense for your assignment. Some suggestions have been made below:
 - a. Select the number of comments and slides required.
 - b. Select which comment types will be allowed.
 - c. Select whether students can add slides when commenting.
 - d. Select whether comments will be moderated. If selected, comments will not be visible to other students until you choose to make them visible.
 - e. Select whether comments may be deleted by students.
 - f. Select whether comments will be limited to a certain length.

Click **Continue**.



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9. Assignment Settings

- a. Edit the name if necessary and add any additional Assignment instructions desired.

- b. If this information is filled in, ensure it matches the information entered within the Canvas assignment setup.

Note: Assignment Instructions entered here are in addition to any instructions entered into the Canvas assignment setup. You can also customize the message to show students when they submit their assignments. Click **Publish**.

The image shows two screenshots of the Canvas Assignment Builder interface. The top screenshot displays the 'Assignment name' field (containing 'VT - Commenting Assignment') and the 'Assignment instructions' text area, both highlighted with a red box. A red arrow points from the text 'add any additional Assignment instructions desired.' to this box. Below these are fields for 'Example URL', 'Message shown to student after they submit' (containing 'You have successfully submitted the assignment'), and a 'Publish' button. The bottom screenshot shows the 'Start date', 'Due date', and 'Close date' fields, along with checkboxes for 'Allow students to resubmit assignment' and 'Allow students to view assignment after submitting', and radio buttons for 'Assessment' type (Percentage, Complete / Incomplete, Points). These fields are highlighted with a red box, and a red arrow points from the text 'ensure it matches the information entered within the Canvas assignment setup.' to it. A 'Publish' button is also highlighted with a red box.

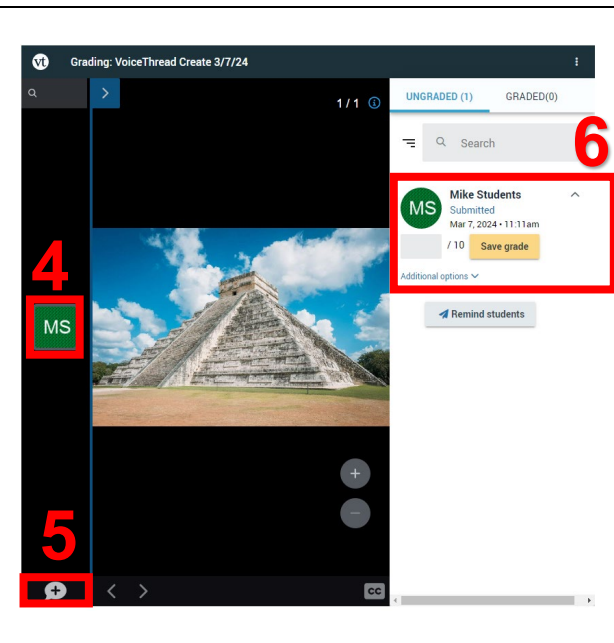
Grading VoiceThread Assignments

To grade the assignment, select the assignment again in Canvas to view the submission window. This is where you will review and grade the submissions from learners.

1. Assignment Overview: The information on the right reflects any assignment details you entered when creating the assignment.
2. Assignment Options: Allows you to edit the assignment, if needed.
3. Course Roster: On the right-hand side, you can see the students in your course. They will have one of the following designations: **Submitted, submitted late, in progress, unattempted**. Any of these can be viewed and graded by selecting the student's name or downward facing arrow beside their name.

The image shows a screenshot of the Canvas Grading: VoiceThread interface. The 'Assignment overview' section is highlighted with a red box and labeled '1'. The 'Assignment Options' section is highlighted with a red box and labeled '2'. The 'Course Roster' section is highlighted with a red box and labeled '3'. A red arrow points from the text 'selecting the student's name or downward facing arrow beside their name.' to the 'Course Roster' section.

4. Select the student's comment on the left to listen to or view it.
5. Click on the speech bubble at the bottom left to leave your own comment for feedback.
6. Enter the student's grade in the provided space then click **Save grade**.



VoiceThread Help

- [VT Guide – Instructors](#)
- [VT Guides –Commenting](#)
- [VT Guides – Setting Up a Comment Assignment](#)
- [VT Guides – Grading Assignments](#)
- 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) 503-283.