

VoiceThread Assignment: Create

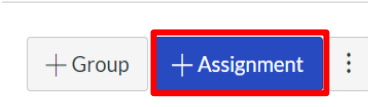
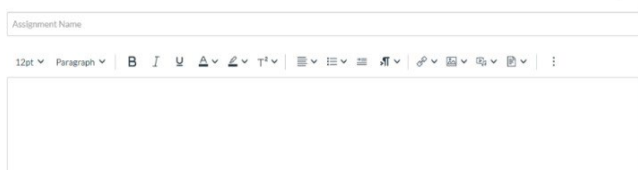
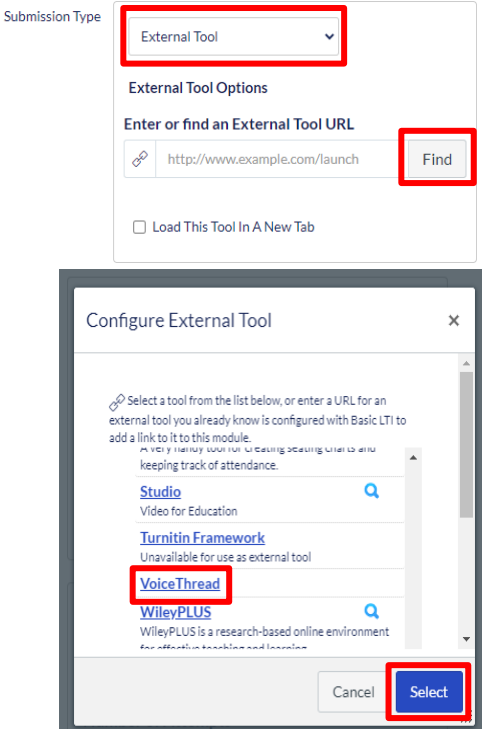
A Guide for Educators

Created by the Academic Commons at Thomas Jefferson University

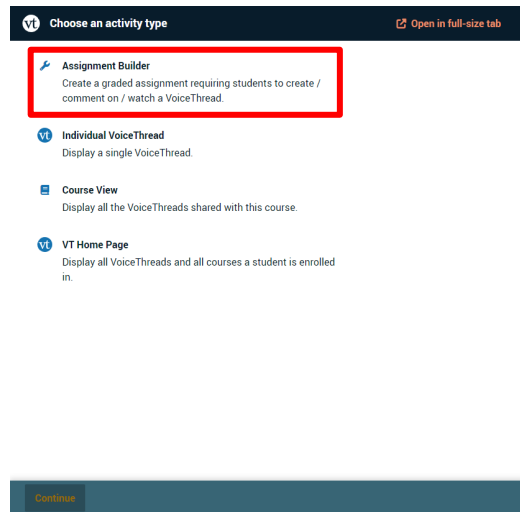
VoiceThread is an application designed for people to have discussions about shared digital media. The tool can be used both individually and collaboratively. VoiceThread allows users to combine images, video, text, and audio to enable multimedia conversations.

Utilize this guide to design an assignment asking learners to create their own VoiceThread. Choose this assignment type if you want learners to upload a VoiceThread presentation.

Step 1: Create the assignment in Canvas

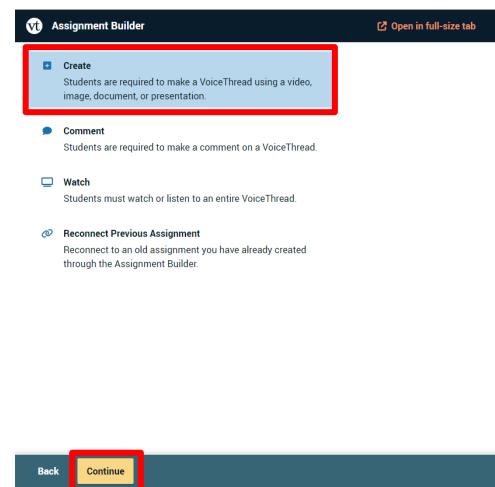
1. Go to the Assignments tab in the course navigation menu.	
2. Use the + Assignment button to create a new assignment.	
3. Insert title and instructions.	
4. Under Submission Type: a. Submission Type = External Tool b. Click Find c. Scroll down & select VoiceThread from the list. d. Click Select e.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

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



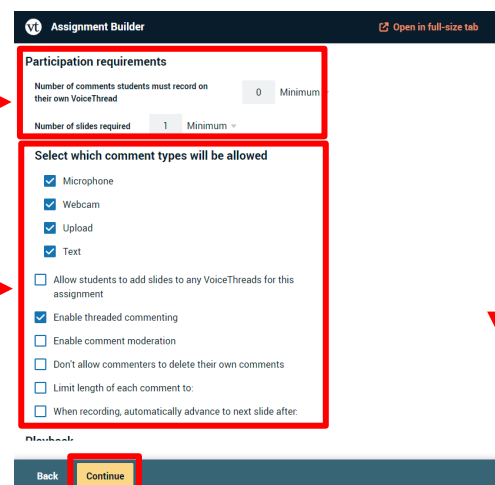
Step 2: Create Assignment Settings in VoiceThread

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

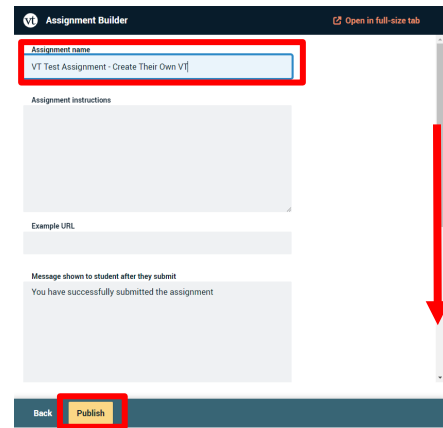


2. This segment includes all settings available for this assignment. Choose how many comments students must record as well as the minimum number of slides required to add to the assignment.

Select which comment types you will allow and **scroll down** to choose playback, permissions, and open student gallery settings. The student gallery will allow students to view each other's assignments; keep this setting off if you do not want them to be able to do so.



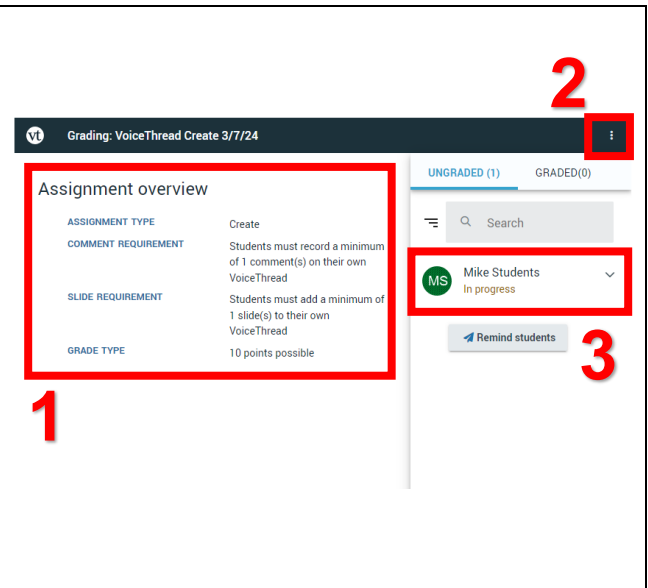
3. Edit the Assignment Name if necessary and add any additional Assignment Instructions desired. Scroll down on this settings page to include all necessary information. Note: Assignment Instructions entered here, including grading settings, are in addition to any instructions entered into Canvas. Click **Publish** when finished.



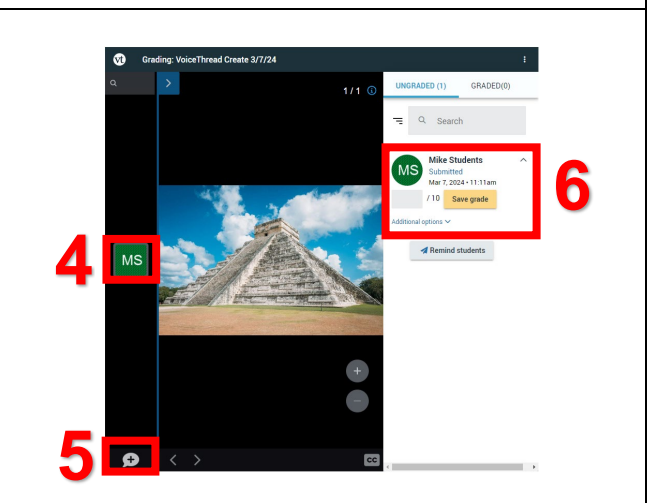
Grading VoiceThread Assignments

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 should you need to.
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.



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 and click **Save grade** when done. The entry will be available within your Canvas grade book.



VoiceThread Help

- [VT Guide – Instructors](#)
- [VT Guides –Commenting](#)
- [VT Guides – Create a VoiceThread 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) 503-2830.