Quick Guide: *Adding VoiceThreads to Your ELMS Course*

VoiceThread is a Flash-based cloud application through which students and instructors can upload, share and discuss documents, presentations, images, audio files and videos. Access to VoiceThread is made through an ELMS module or assignment and, as an assignment, is integrated with the ELMS grade book.

There are four simple steps to adding a VoiceThread assignment to your ELMS courses:

1. Add VoiceThread to your course.
2. Set up your VoiceThread assignment.
3. Waiting for students to submit work. (See Graded Assignment information only)
4. Grade student work. (See Graded Assignment information only)

**Add VoiceThread to your course**

VoiceThread can be added to your course as a graded or ungraded assignment.

**Non-Graded Assignment**

1. Navigate to the “Modules” area of your course.
2. Find the module to which you would like to add VoiceThread, and click the “Add Content” button.
3. Select “External Tool” from the menu.
4. Click inside the “External Tool Options” box to open a new window with a list of tools.
5. Select “VoiceThread” from the list of tools. Click the “Select” button.
6. Go back to the Assignment Setup menu and click “Load in New Window”.
7. Give your link to the tool a title if you’d like.
8. Click the Save button.
9. When finished, be sure to Publish the assignment in Canvas by clicking the green “cloud” so that students can see the assignment in Canvas.

**Graded Assignment**

1. Navigate to the “Assignments” area of your course.
2. Create a new assignment by clicking on the blue “Assignments” button at the top.
3. Provide a name for the assignment and write a description, if you choose.
4. Under Submission Type, select “External Tool”.
5. Click on the text field below the “External Tool URL”.
6. Select “VoiceThread” from the list. Click the blue “Select” button.
7. Go back to the Assignment Setup menu and click “Load in New Window”.
10. Return to the setup page for the assignment. Click the “Save” button.
11. When finished, be sure to Publish the assignment in Canvas by clicking the green “cloud” so that students can see the assignment in Canvas.

NOTE: If you are using “Modules” to organize your course but would like to add a graded Voicethreads Assignment, first create the assignment in the “Assignments” area and link it to “Modules”.

Setting up your VoiceThread assignment

After you have added VoiceThread to your course, you’ll need to decide what you want students to see when they click on that link. Here are the steps to set up the assignment.

**1. Select the type of assignment** - Start by clicking on the link you’ve just created. This will show you the VoiceThread Setup page where you can select the option that best fits your needs. These options are detailed below.

**There are 4 options for VT Setup:**

- Course View
- VT Home
- Individual VT
- Assignment Builder – *must use for graded assignments.*
**Course View** – Display the collection of VoiceThreads that have been shared with your course. Anything that has not yet been explicitly shared with your course will not appear here. This is a good option when you want students to find and comment on each other’s work or if you want to allow students to review all course materials prior to an exam.

**VT Home** - Display all of a student’s VoiceThread content in a single view. This includes all VoiceThreads and all courses that belong to them. This option is useful if you want to create a simple portal into VoiceThread without directing students to any specific content.

**Individual VT** – Display any VoiceThread that you have created. When students click on the link, they’ll see just this one VoiceThread. This option is the best way to create a VoiceThread discussion board or lecture. Students will not need to look through a collection of VoiceThreads to find the correct one; they will be taken straight to it.

**Assignment Builder** - If you want to integrate VoiceThread with your gradebook, you must use the Assignment Builder. There are three types of assignments to select:

- **Create a VoiceThread** – students will upload a VoiceThread that they created
- **Submit a Comment** – students get points for comments made on an instructor’s VoiceThread, with the option of indicating a number of required comments.
- **Watch a VoiceThread** – students get points for watching an instructor’s VoiceThread

**2. Create an Assignment - Ungraded**– After selecting the type of ungraded assignment you would like to create (Course View, VT Home, or Individual VT), you’ll be walked through the steps to complete the setup process. You can include a description for your assignment. You have the option to create a new VoiceThread from the VT interface or attach a VoiceThread you have already created. Students can add comments; however, they are not integrated with the ELMS gradebook.
Create an Assignment - Graded – All assignments that are integrated with the Gradebook are created only by selecting the Assignment Builder link in the Assignments area only. Select the assignment that you would like to create (see above). You’ll be walked through the steps to complete the setup process. You can include a description for your assignment. You have the option to create a new VoiceThread from the VT interface or attach a VoiceThread you have already created.

Copying a VoiceThread and Removing Comments

If you would like to reuse a VoiceThread that had been Commented on (either by yourself or students in another course), you can copy it and reset the copy without comments.

1. Open the VoiceThread. In the upper left next to the VT title, click on the bars to access the menu. Click the “Edit” link.

2. This will open up the Edit view for that VoiceThread. At the top right, under your name, is a gear. Click the gear to access the drop-down list.

3. Select the “Copy this VoiceThread” link.

4. The copy menu opens. You can give the copy a new name, description, and tags. Most important, you can select which comments to keep in the new copy – keep all comments, keep only your comments, or keep none of the comments.

5. Lastly, proceed with the copy.
Graded Assignment Information only

3. Waiting for students to submit work

When students click on the link for a graded assignment, they will see the assignment you’ve created. They can immediately create or select a VoiceThread to submit for the Create Assignment, record comments on your VoiceThread for the Comment Assignment, or watch the VoiceThread for the Watch Assignment. As soon as they click on the “Submit Assignment” button, you will be able to grade their work. You will be able to remind students to submit in the grading view. Here is an example of the student view. There is a Voice Thread student guide on the ELMS Support site.

4. Grading Student Work

When you’re ready to grade a VoiceThread assignment, simply return to your course and click on the VoiceThread assignment link again. This will display the grader. Students in the course are listed to the right with students who have submitted their assignment at the top. You can search on a student name or sort by name, submission order or grade.

To grade a student’s work, click on that student’s name on the right to see their submission.
You can click on each comment below his or her name individually to jump directly to it. Enter a grade on a percentage scale (0-100), and hit “Enter” on your keyboard. This grade will immediately be entered into your ELMS course gradebook as a score.

**NOTE:** If you have set the assignment to be worth less than 100 points, *still grade it on a scale of 0-100*, and the score will be adjusted accordingly in your gradebook.

If you have students who have not yet submitted their assignments, click on the “Remind” button to send them an email reminder. Click “Remind all students” to send an email to everyone who has not yet submitted.