Quick Guide: Creating a VoiceThread

Voicethreads 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. Once the VoiceThread application has been integrated with your ELMS course, you can create a VoiceThread activity.

Creating a New VoiceThread
A new VoiceThread can be added from any VoiceThread page by clicking the “Create” button at the top of the page.

NOTE: If you are accessing VoiceThread through ELMS, you can also create a VoiceThread by clicking the blue “Create” button in a graded assignment or clicking the “Create” button in the bottom-right corner of the Course View.

1. To add content to a Voice Thread, click the “Add Media” button in the middle of the interface.
2. Select the media source. There are several ways to add media to a VoiceThread: from your computer, other media services, webcam photos and video, or a URL.
3. The most common action is to add files from your computer. To do this, select the first option from the drop-down menu. Double-click or drag and drop files to this “Add Media” site from your computer to the “Add Media” icon. Files can be added as a group or one at a time. You can add images, video, audio, documents and PowerPoint, files.
4. All of the files you have added will appear in the VoiceThreads window. Reorder them by clicking an image and dragging it to the desired location. 
   NOTE: The “Add Media” link shifts to the upper left-hand side of the interface.

5. After all of the media has been added to the VoiceThread, complete the project by adding comments. The “Add Comment” link is at the top left. Comments can be added using the following methods: text, audio, video, phone comments, and files. You can also draw on the VoiceThread, using pop-up colored pencils, to highlight areas you are talking about.

6. When finished, click the “Share” link at the top of the VoiceThread. It will show up in your list of VoiceThreads. You can use this VoiceThread as a lecture or an assignment. Students can also create their own VoiceThread as an assignment.