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**

Voicethreads 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. **NOTE:** Do not select “Load in New Window” on this screen.
6. Go back to the Assignment Setup menu and click “Load in New Window” box **here only**.
7. Give your link to the tool a title if you’d like.
8. Click the **Save** button.

**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. NOTE: Do not select “Load in New Window” on this screen.
7. Go back to the Assignment Setup menu and click “Load in New Window” box here only.
8. Return to the setup page for the assignment.
9. Click the “Save” button.

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. This selection will display all of a student’s VoiceThread content in a single view so that you can view and grade the assignments seamlessly. This view includes all of the instructor’s VoiceThreads for lectures, assignments, or both. This option is useful if you want to create a simple portal into VoiceThread.

2. **Create the assignment** - After you’ve selected the type of assignment you’d like to create, you’ll be walked through the steps to complete the setup process. You can include a description for your assignment, select a VoiceThread you’ve created for Comment or Watch Assignment, and even require a specific number of comments for the Comment Assignment.

**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. An example of the student view is below. There is a VoiceThread 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 link again. This will display the grader.

Click on a student’s name on the right to see that student’s 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.

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.

http://docs.voicethread.com/vt-in-your-lms/instructors/canvas/