

VoiceThread (VT) is a social web-based service that makes it easier to build a sense of community and communication in your distance learning class. See [video](#).

Purpose: How to request, setup and create an Individual VoiceThread. Exercise files included. An Individual VT is a non-graded activity.

This document consists of 5 sections:

1. Request a License
2. Prep Work
3. Set Up
4. Create a VoiceThread
5. Share VT
6. Annotations - Quick Review

Prerequisites:

- Moodle course or Sandbox.
- Request a license via the web from the [EduTools](#) website (see below).

1. Request a License

Step 1: Fill out a form to request VoiceThread: [Requests for EduTools](#).

Step 2: Select VoiceThread and fill out and submit the form. Wait for your email confirmation that you are ready to proceed. You can also email distancelearning@louisiana.edu. Please allow a couple of days.

2. Prep Work

Download the two files below, know the location of where the files are downloaded (typically most items should be downloaded and located in your Downloads folder). You can also access the files at the EduTools website (click VoiceThread and scroll down to the bottom). The PPT file is 6.4 MB and the image is 177KB.

- [Apollo 11 - 3 Slides.ppt](#)
- [Apollo11-cover art.png](#)

You can use your own presentation file for the exercise but it is recommended you use the two prepared files as you will be able to follow the directions precisely and have a uniform experience. Various types of media can be used as the central talking point of any VT (see [File Types Accepted](#)) but for presentations only Power Point presentations are accepted as a native file to be imported.

**What to know about converted presentations: Each slide in a presentation becomes a separate talking point/card. Each card can have a title, description, tags and comments. Converted presentations can have annotations.*



3. Set Up

Step 1: Log into the Moodle course.

Step 2: Turn **Editing** on, scroll down and choose which module/week/topic you want to add the VT activity.



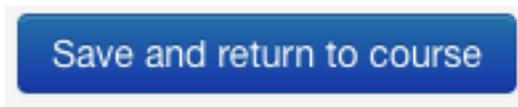
Step 3: Select **Add an Activity or Resource** link (see image below).



Step 4: Scroll down, select **External Tool** from the list and **click** the **Add** button.

Step 5: At the **Adding A New External Tool** settings page, across from Activity Name **type** in a **title** of the VT activity (this will be the link name students will see in your course on Moodle). Across from **External Tool Type**, in the drop down menu **select VoiceThread** (see image right).

Step 6: Click the **Save and Return to Course** button.

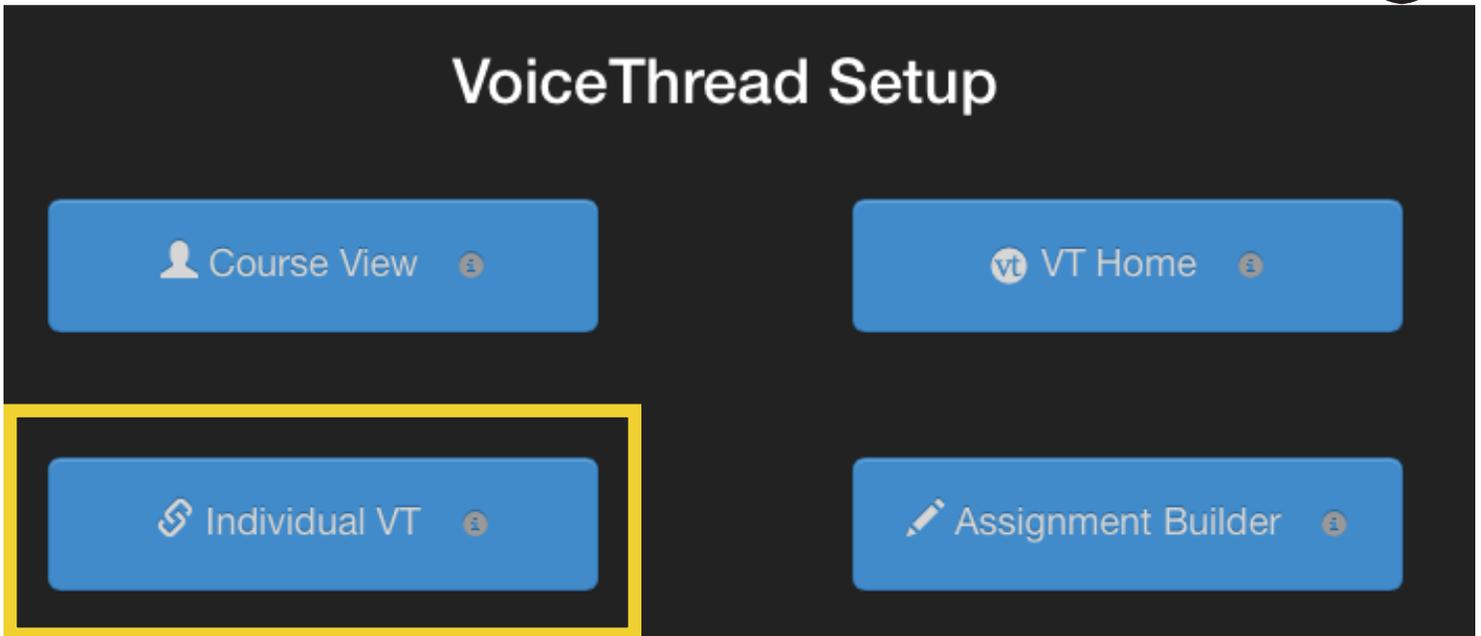


4. Create a VoiceThread

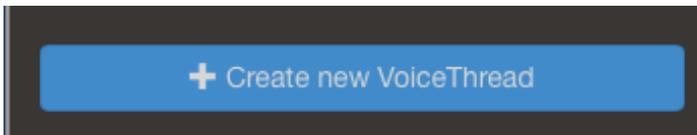
Click the newly created VT link (top image on the next page). There are 4 choices: Course View, VT Home, Individual VT and Assignment Builder.

- **Course View** - All VT's that you have shared with a particular course are shown here
- **Individual VT** - Links to a particular VT that you have made and shared with a course
- **VT Home** - Links to your student's VoiceThreads
- **Assignment Builder** - Students can be graded for watching a VT, submitting a comment, or creating their own VT

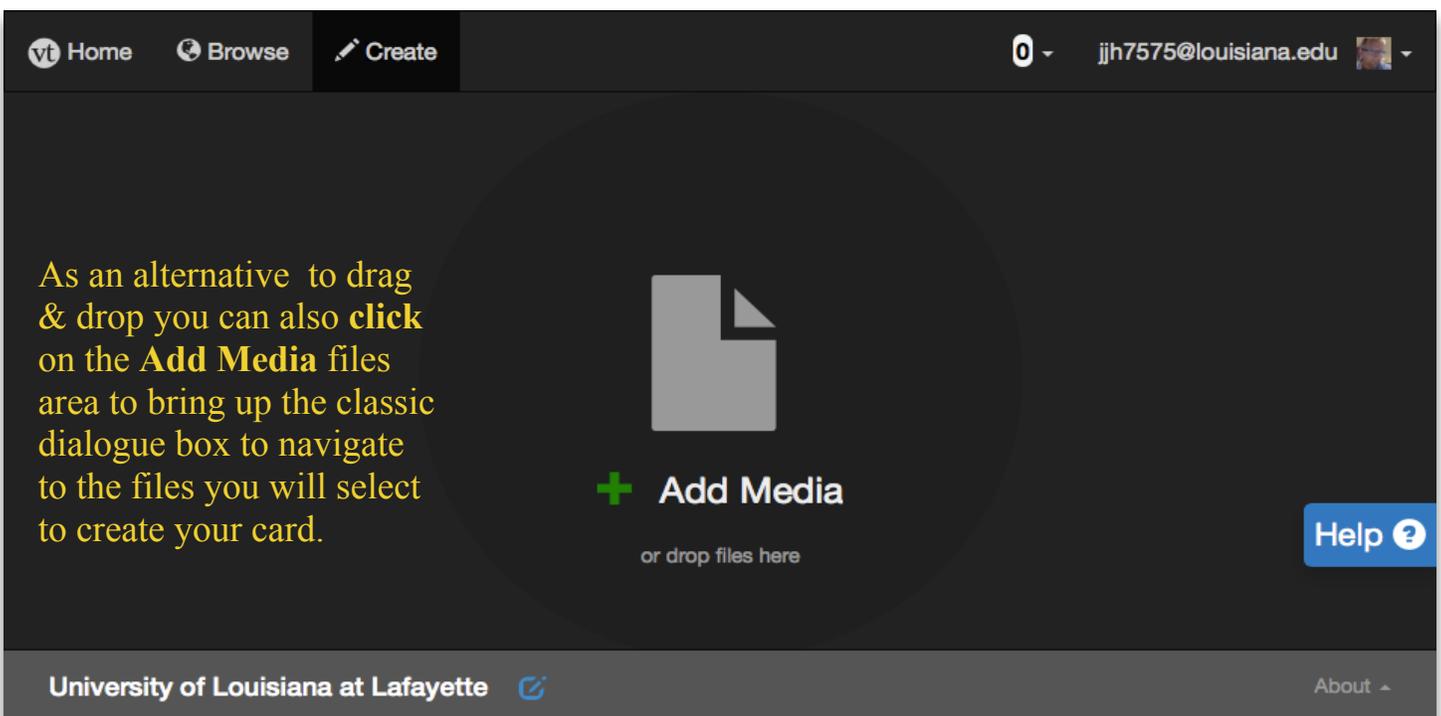
Step 1: Choose **Individual VT**.



Step 2: Click on **Create New VoiceThread**. The page will open a new tab in the web browser.

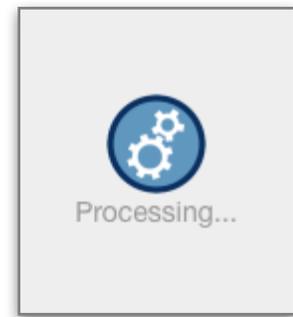


Step 3: At the **Create** screen **click/drag & drop** the exercise files from earlier onto the **Add Media** area.

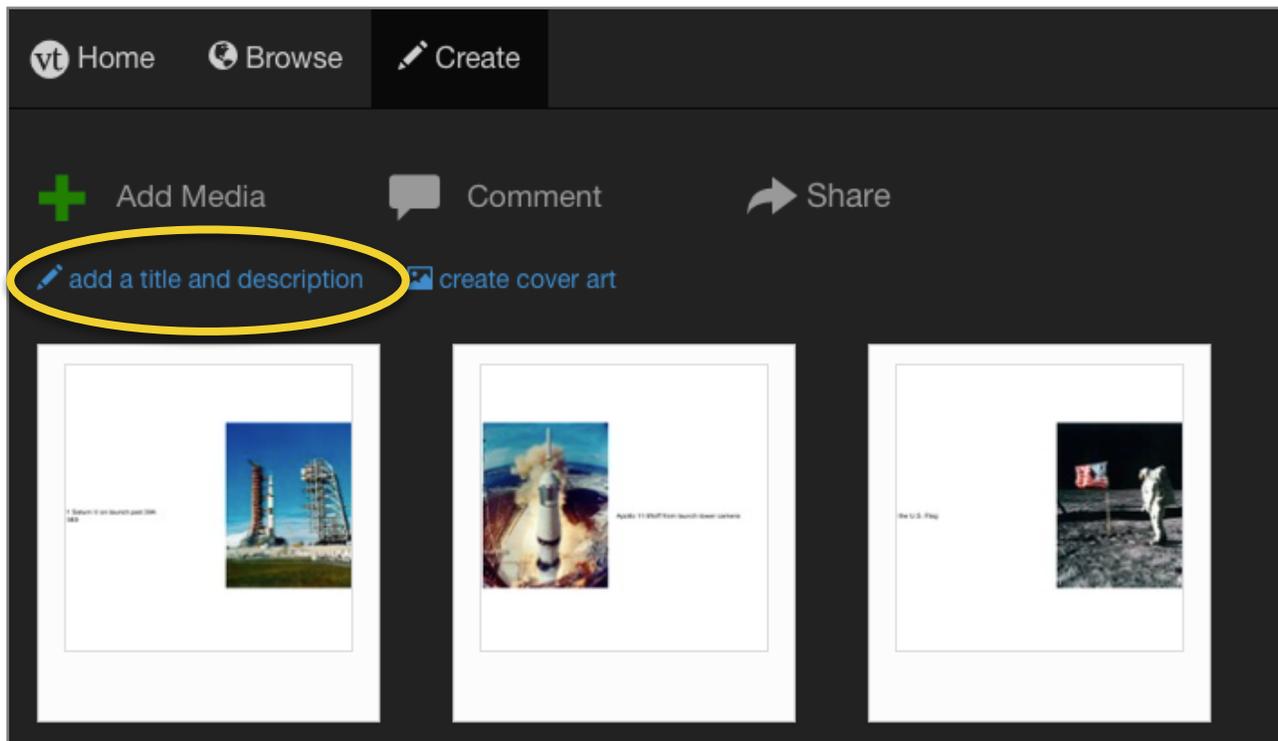


The file will upload & process. This may take a few minutes

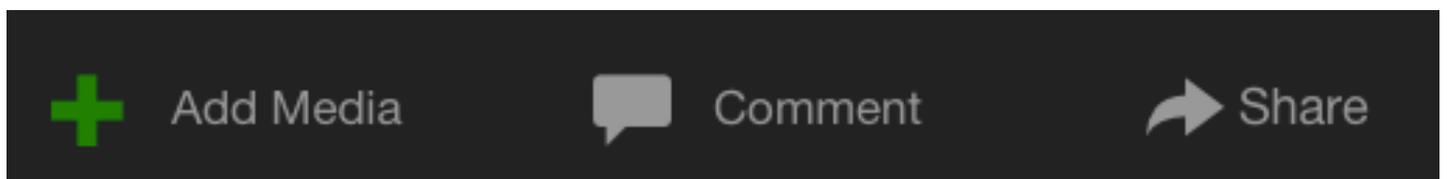
Once uploaded you will see 3 thumbnails of the presentation. Each slide in a presentation becomes a separate card that can have its own titles, comments and annotations.



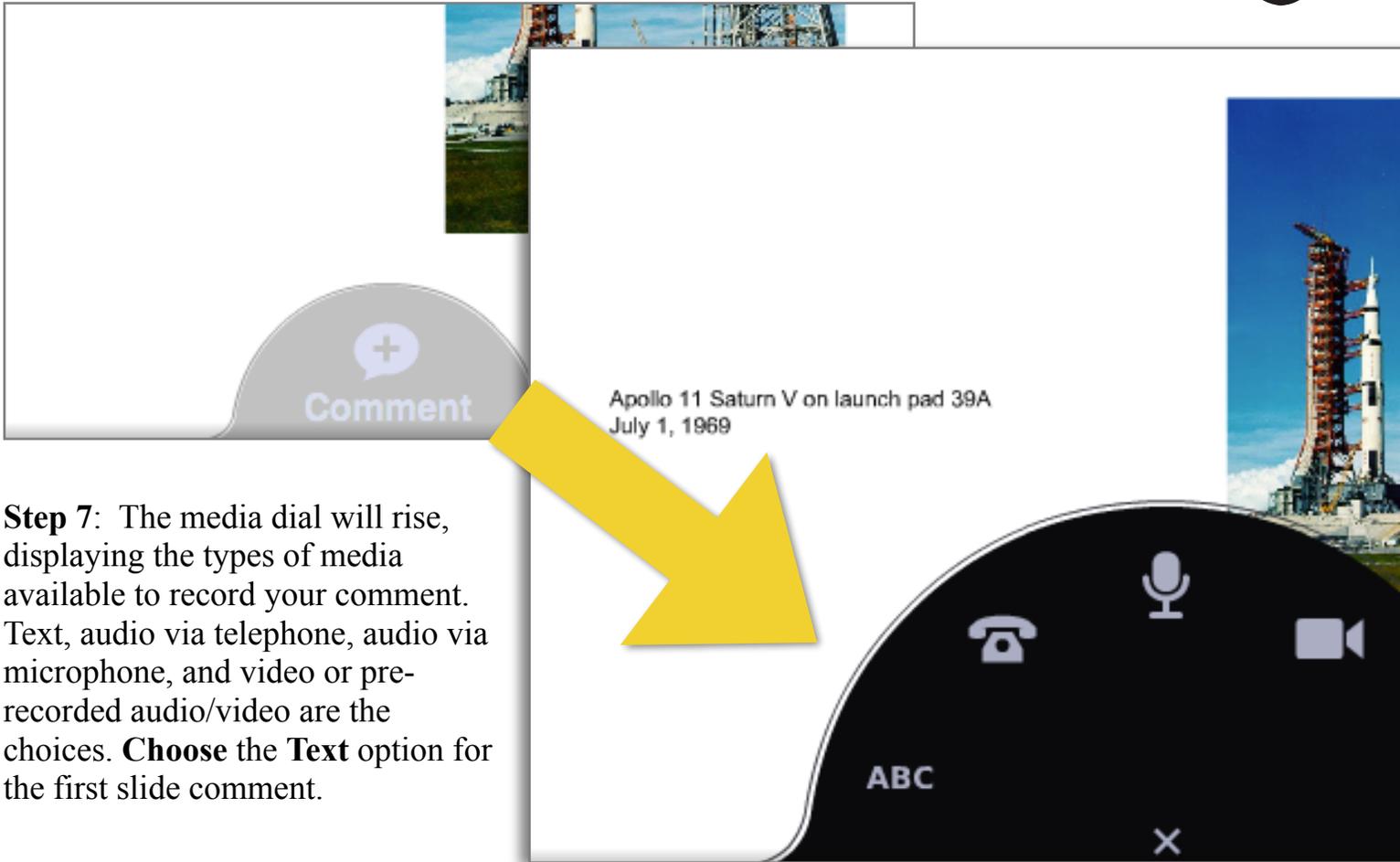
Step 4: Click on Add Title and Description. Type a title and description for the presentation (optionally, clicking on the Playback Options will allow you to set parameters for how the media is displayed and secured). **Click on the Cover Art** tab and place the pre-made image titled, “Apollo11-cover art.png”. **Click the Save** button and click the **X** to close this box (or click away from the box).



Step 5: At the Create window, on the second row, click on Comment. This will allow you to add remarks to start the conversation with your students. This will bring up Slide 1 by default.



Step 6: At the bottom center of the card **click** on **Comment**.



Step 7: The media dial will rise, displaying the types of media available to record your comment. Text, audio via telephone, audio via microphone, and video or pre-recorded audio/video are the choices. **Choose** the **Text** option for the first slide comment.

**Best Practices...*

To be more engaging and to lead by example, use video as your choice of communication and specify the use of video for comments. Students can feel as though they are actual members of a classroom by seeing and hearing other members in the course.

Step 8: Type a quick text comment and then select the **Save** button. You will see your profile picture come up as the recording processes. Comments can always be edited or even deleted at a later time.

**Note: There are two ways to access the recording. You can either click on your avatar or you can click on the play button at the bottom of the dial.*

Step 9: Click on the **Next Slide icon** at the bottom right to go to the next slide in the series.



Step 10: Repeat the process for the next two slides. This time for the **second card** use the **microphone** as your audio input. For the **third card** use the **video** input as your choice. This way you can experience the most commonly used inputs.

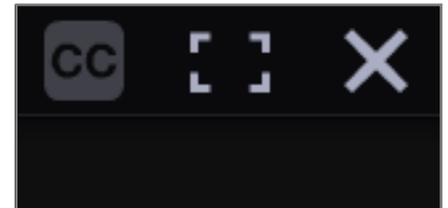
To access your microphone and video camera you may be prompted by the Adobe Flash Settings as shown to the right. **Click the Allow button.*



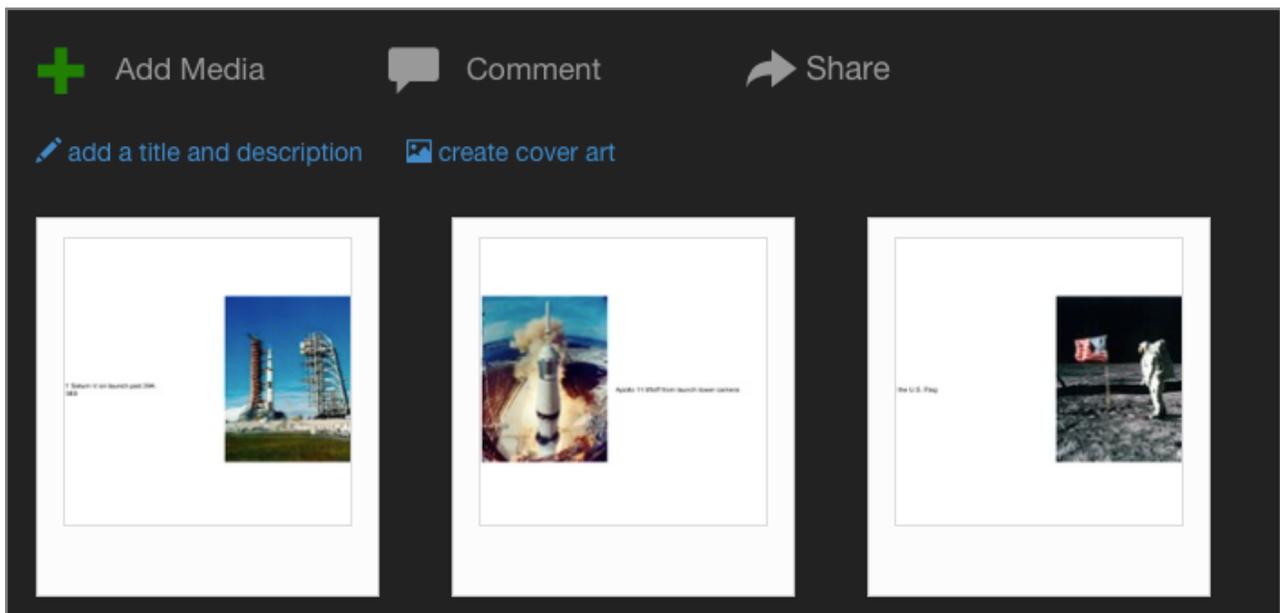
***Note: You can make comments on your Cover Art card as well if needed.*

***Best Practices...** Script out what you want to say before recording your comments to ensure your delivery and content are consistent and concise.*

Step 12: Close the Commenting window. Once you are done with all the recordings for this exercise close the window by **clicking** once on the **X** icon in the top right corner of the VT screen.



You are now back at the Create window and can see all of your VT cards (see image below).

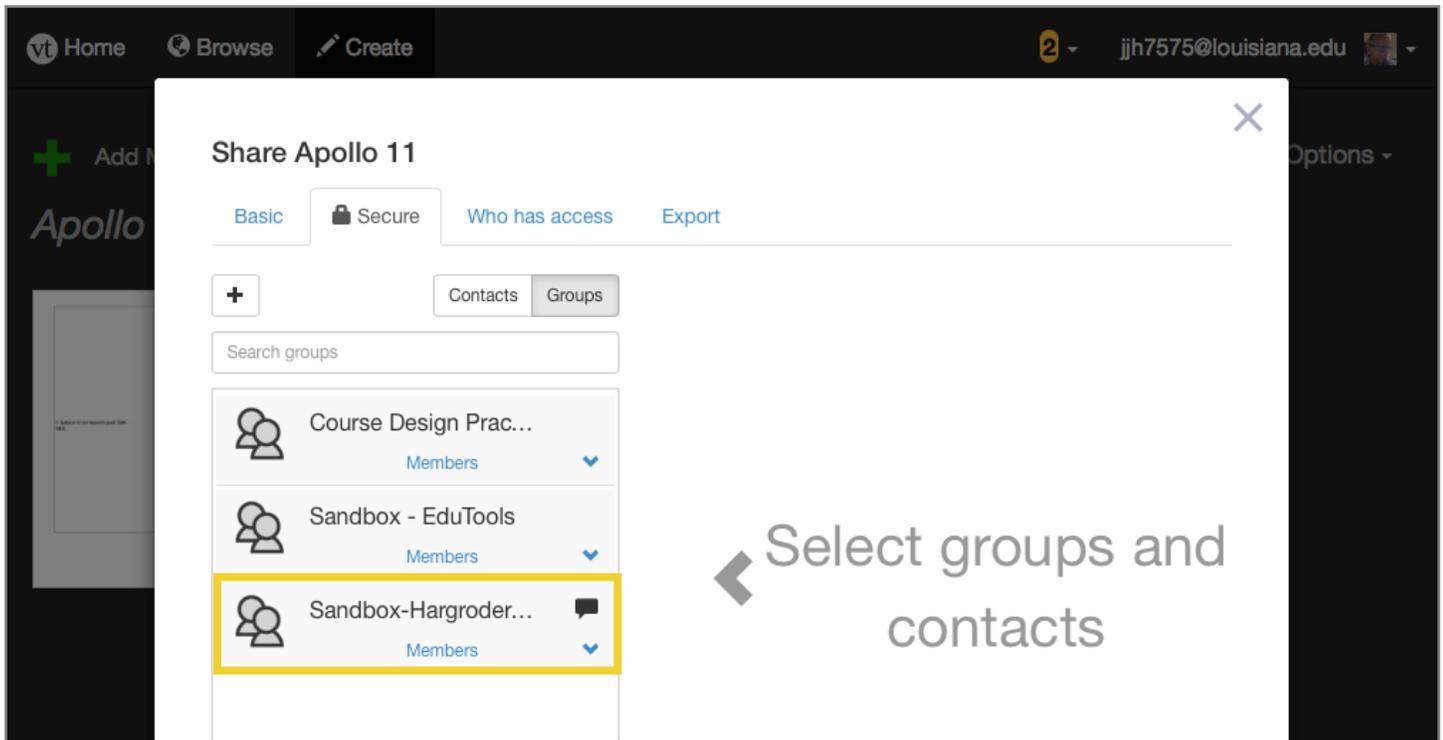


5. Share VT

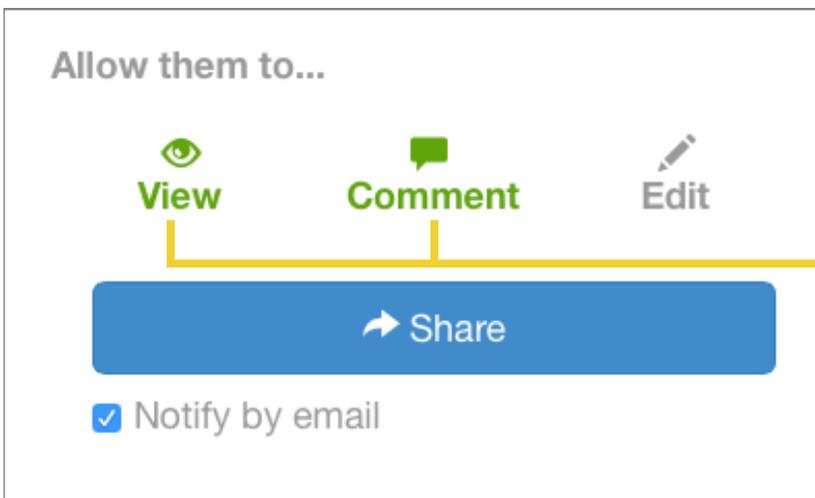


Step 1: Click on Share.

Step 2: Click the group/course you want to share your VT with.



Step 3: Click the Share button.



These active icons show which permissions are allowed for your VT.

Step 4: Done. Return to Moodle by closing the window.

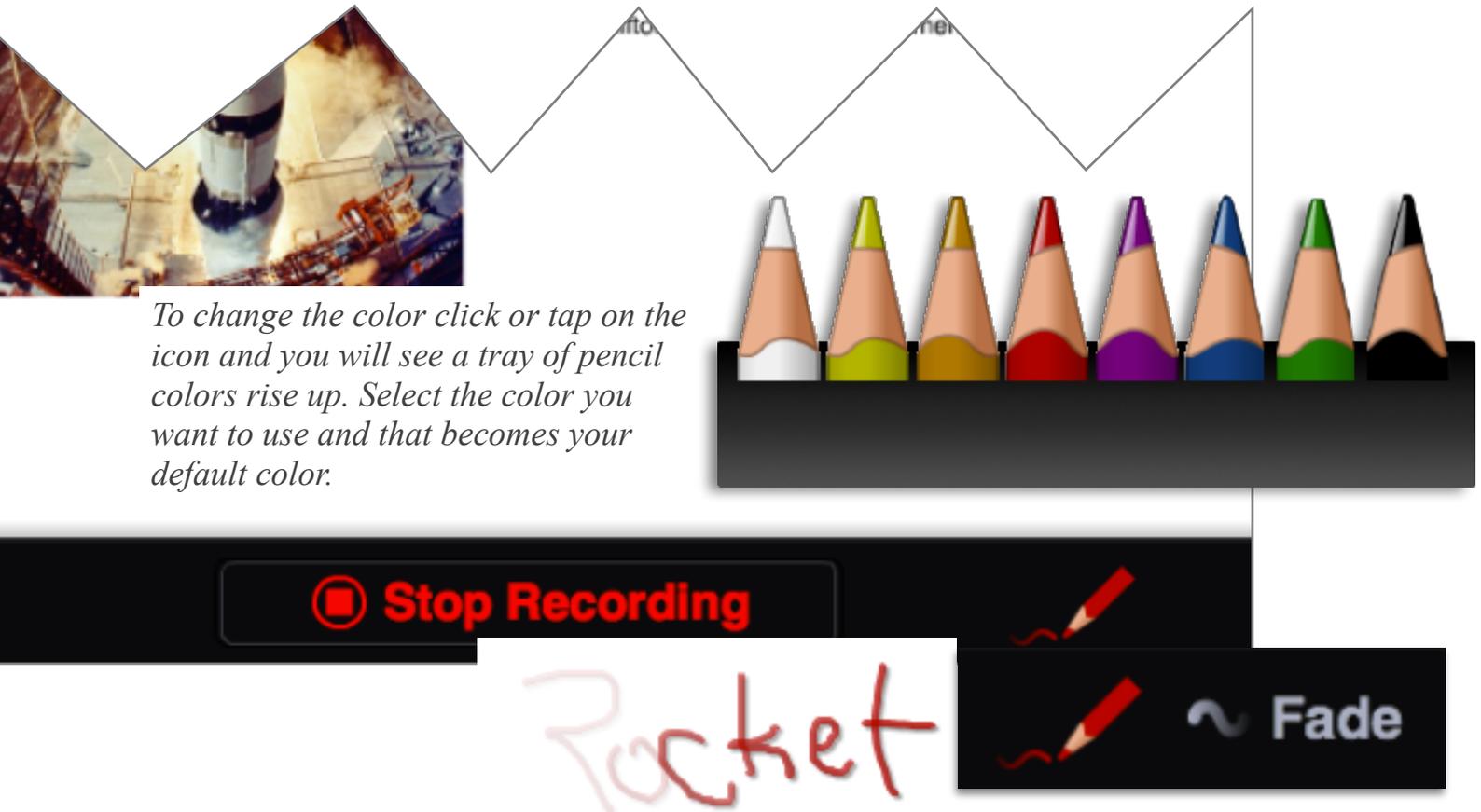
***Additional information on Annotation features in VoiceThread on next page.

6. Annotations - Quick Review



Annotations allow you to draw out text or markings over an object as you narrate. The annotation will playback in real time, capturing the timing and sketching as you originally recorded the action. Annotation works only on audio or video cards.

After the countdown finishes and the recording starts there will be a pen tool visible at the bottom, right of the Stop Recording button. The pen tool will indicate what color is currently selected. The example below shows the Red pencil color is the current selection.



To change the color click or tap on the icon and you will see a tray of pencil colors rise up. Select the color you want to use and that becomes your default color.

*The **Fade** is an effect in which the drawing fades out after about 15 seconds for each click-drag of a line. The longer you talk the more you can draw. The word "Fade" is also a toggle switch, so if you do not want the auto fade then click Fade to toggle to Non-Fade mode.*

If you have any questions or problems, please contact:

Office of Distance Learning
distancelearning@louisiana.edu