



OFFICE OF FACULTY PROFESSIONAL DEVELOPMENT

Teach > Learn > Share >

Need additional help with VoiceThread?

Here are three options for more help.

1. VoiceThread: There are many useful tutorials on VoiceThread's webpage:
<http://voicethread.com/support>
2. Ask a classmate: Odds are your classmates had a similar issue.
3. Email dreis@nccu.edu to set up an appointment for help.

The Office of Faculty Professional Development
A Title III Activity

Web: www.NCCU.edu/CUTL
Email: OFPD@NCCU.edu
Phone: (919) 530-6218

Student's Guide to VoiceThread

Prepared for Dr. Russell Robinson's MCSM 2430 and 2460

Contents

How do I access VoiceThread at NCCU?	1
How do I join my class's VoiceThread group?.....	1
How do I get a VoiceThread at NCCU account?	1
How do I create a VoiceThread presentation?.....	2
Step 1 - Add visuals.....	2
Step 2 - Add audio/video comments or narration.....	4
Step 3 - Share your presentation	6
How do I share a VoiceThread with my classmates?	6
How do I give someone access to a VoiceThread that I created?.....	9

How do I access VoiceThread at NCCU?

For now, go to <http://nccu.voicethread.com>. In the near future, we'll have a VoiceThread at NCCU website with additional help resources.

How do I join my class's VoiceThread group?

You professor will email a link to your course's VoiceThread group. When you click on that link, you'll be asked to login with your NCCU username and password. If the login is successful, you will be added to the course's group.

How do I get a VoiceThread at NCCU account?

It's easy! Every NCCU student, staff and faculty member with an active MyEOL username and password can create a VoiceThread account. To create your account, go to nccu.voicethread.com and log in with your valid NCCU MyEOL username and password.



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Prepared by Dan Reis, Multimedia Designer, North Carolina Central University*

How do I create a VoiceThread presentation?

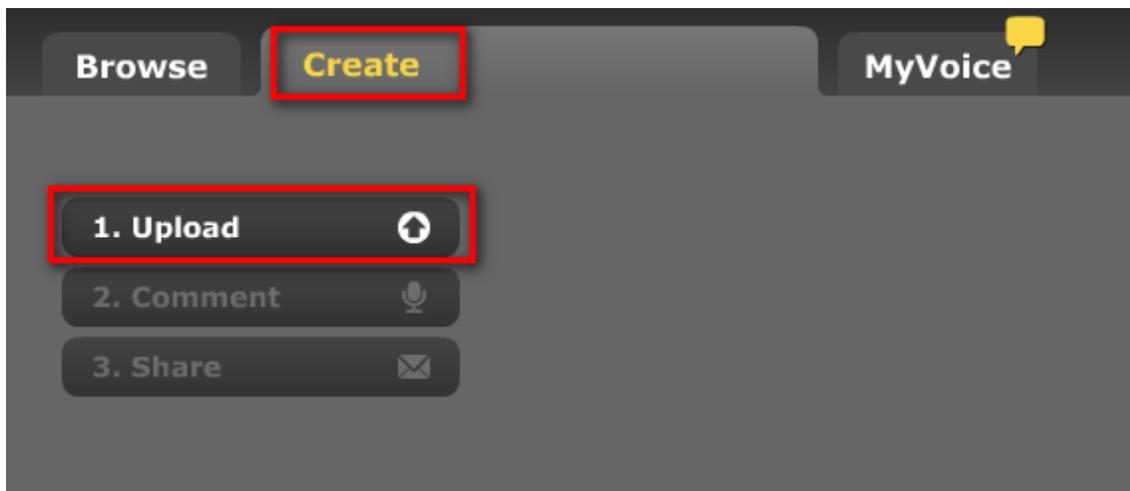
Creating a VoiceThread basically includes three steps:

1. Add visuals
 - Add PowerPoint slides, photos, PDFs and video to your VoiceThread.
2. Record a comment (also known as narration)
 - One of the great features of VoiceThread is the ability to add video, audio or text comments to a presentation.
3. Share your VoiceThread
 - VoiceThread's can easily be shared with individuals or groups. For this course, we'll be focusing on how to share your presentation with the class.

STEP 1 - ADD VISUALS

Step 1.1: Once you have logged into nccu.voicethread.com, click on "Create."

Step 1.2: Click on "Upload."



You have many options to add content to your VoiceThread – see below for a description of each option.

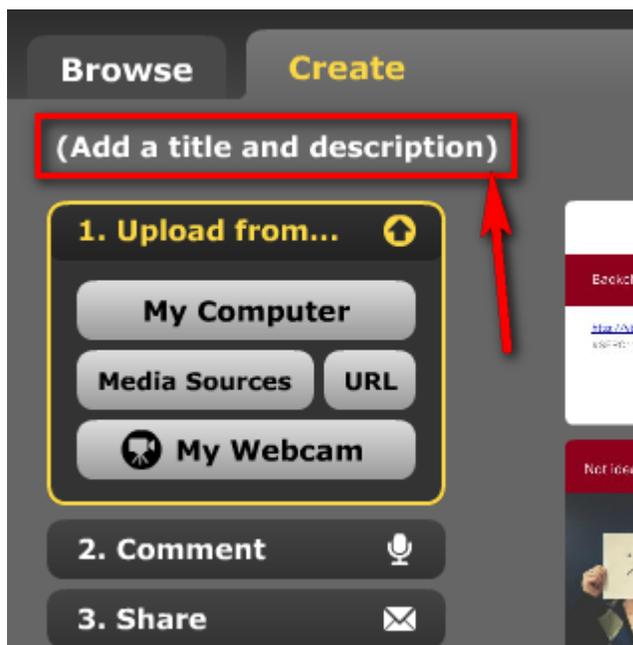


Upload Option	Description
My Computer	Choose this to upload a file that is saved to your computer. Files like PowerPoint slides, PDFs, images and videos will work. Please note: no single file can be over 100 mb for faculty and staff and 25 mb for students. For more information on what types of files you can upload to VoiceThread, visit http://voicethread.com/support/howto/Troubleshooting/File_types_accepted/ .
Media Sources	Search and use photos from Flickr, your Facebook account, other VoiceThreads you created or from the 700,000 images from the New York Public Library. If you don't have presentation slides, this is a great way to find images to support your presentation.
URL	If you know the exact web address for a photo or image you can paste it here. Please note: This currently does not work for YouTube videos.
My Webcam	Choose this option to record full screen video to include in your VoiceThread. This is a great option if you want to record video without slides or images to support your presentation.

Step 1.3: Once you have your visuals uploaded, you can re-arrange them by clicking on a slide and dragging it to the desired position.

Step 1.4: Click on "(Add a title and description)" and enter a relevant title and description (optional).

Step 1.5: Click "Save" to save the title and description.

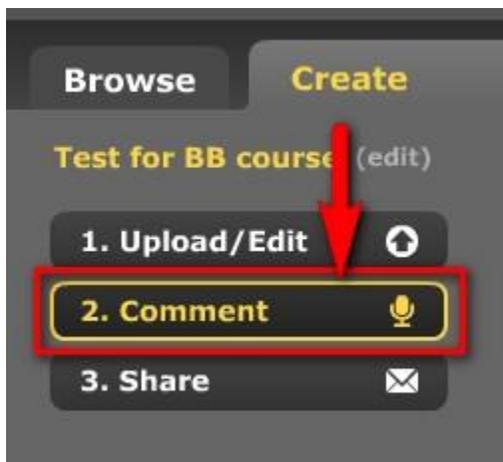


STEP 2 - ADD AUDIO/VIDEO COMMENTS OR NARRATION

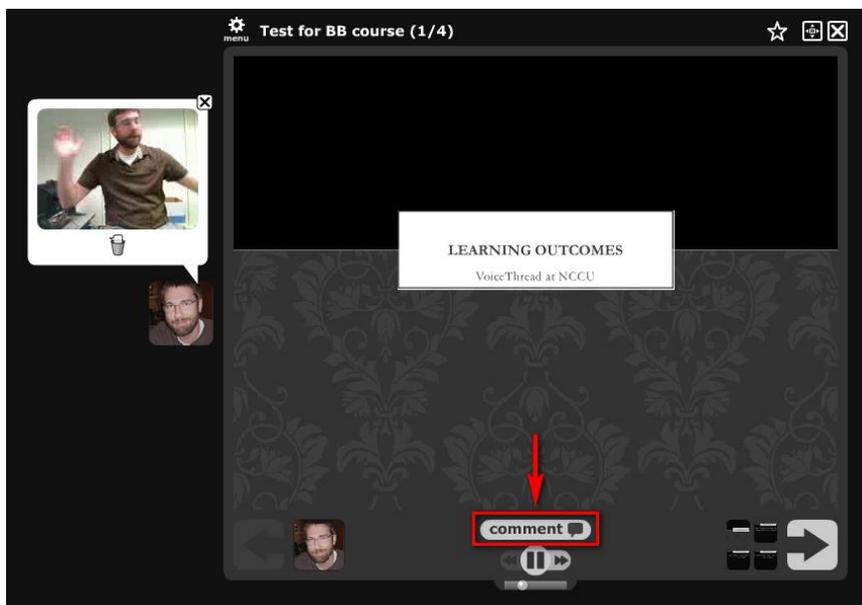
One of the great features of VoiceThread is the ability to add video, audio or text comments to a presentation. Whether you are recording narration on your own presentation or adding a comment on someone else's, the process is similar. Click on "Comment" in the left-side menus.

To record a comment or narration:

Step 2.1: Click on "Comment" in the left-side menus.



Step 2.2: Click on the "Comment" button at the bottom of the VoiceThread.



You'll be presented with a few ways to record your comment. See below for an explanation of each icon.

Commenting options	
Icon	Description
	Telephone — NCCU faculty and staff members can use a telephone to record comments. There is a limit, however, of 60 total minutes of telephone recorded comments. This feature is not available to students.
	Video — Click this button to leave a video with audio comment. A webcam is required. Please note: Video comments are limited to 10 minutes each.
	Audio — Click this button to leave an audio comment. A microphone is required. Many laptops have built-in microphones; an external headset also works.
	Type — Text comments can be created by clicking on this icon. VoiceThread is best with video and audio, so don't try to post a long journal entry in the text box. Try to keep your text comments short — a couple of lines.
	Upload — You can upload an audio-only file. MP3 or WAV files are accepted.

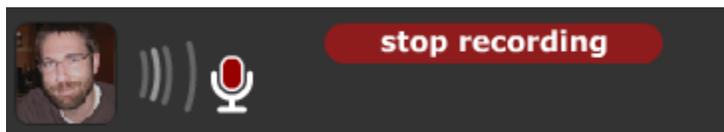
Step 2.3: Choose the type of comment you want to leave by clicking on that icon.



Step 2.4: Click "Allow" if a popup box appears - this gives nccu.voicethread.com access to your computer's microphone or webcam so you can record your comment.



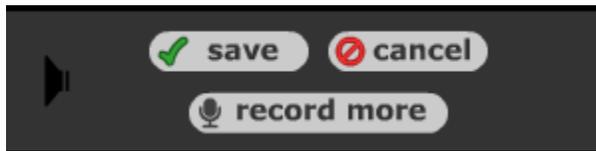
Step 2.5: Begin recording your comment or narration— you'll see an indication on screen that you're recording.



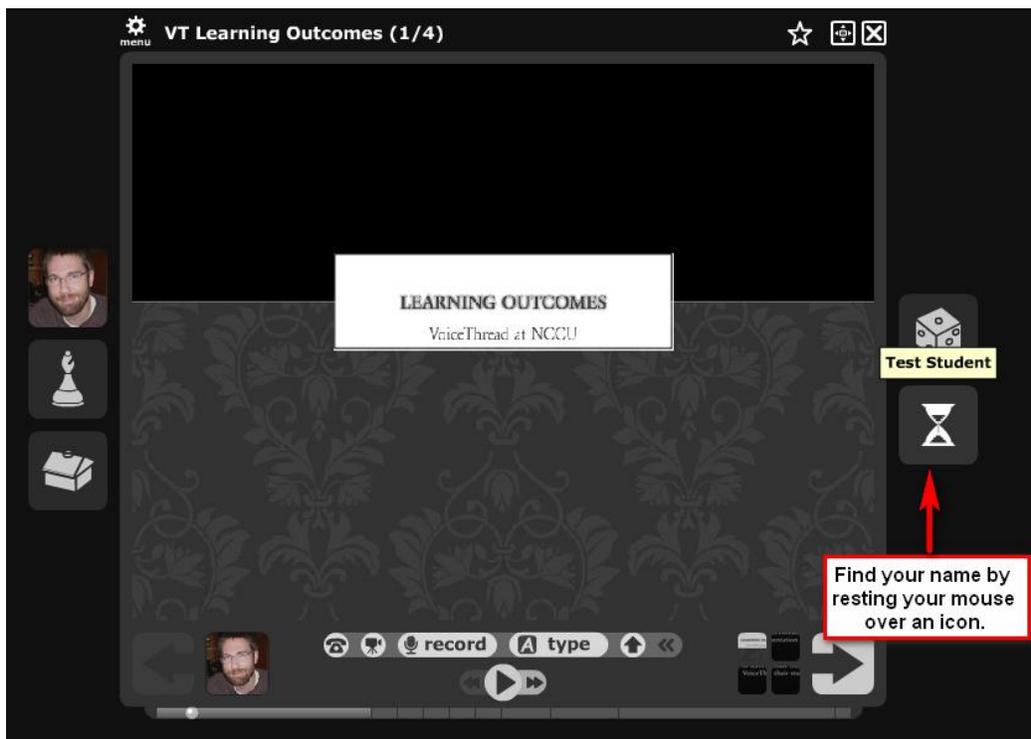
TIP: If you are recording narration for a presentation, it is recommended to record one comment per slide. This way, if you need to edit your comment or slides later on, you only need to re-record that one slide, rather than the entire presentation. Once you are finished talking about one slide, hit stop and save and move to the next slide.

Step: 2.6: Click "Stop recording" when you're finished.

Step 2.7: Click "Save" if you are finished. You also have the option to Cancel, or erase the comment, or Record more if you forgot to mention something. Failure to click on save will result in the loss of your comment or narration.



Step 2.8: After you hit "Save," an icon should be added around the VoiceThread with your name. Rest your mouse over each icon until you find one that has your name. Click on the icon to listen/watch your comment and verify everything worked.



STEP 3 - SHARE YOUR PRESENTATION

There are many ways to share your VoiceThread. You can make it public and easy for almost anyone to access or you can restrict to only the people in your class. For your assignment, you will share your VoiceThread presentations with the class using VoiceThread's group feature.

How do I share a VoiceThread with my classmates?

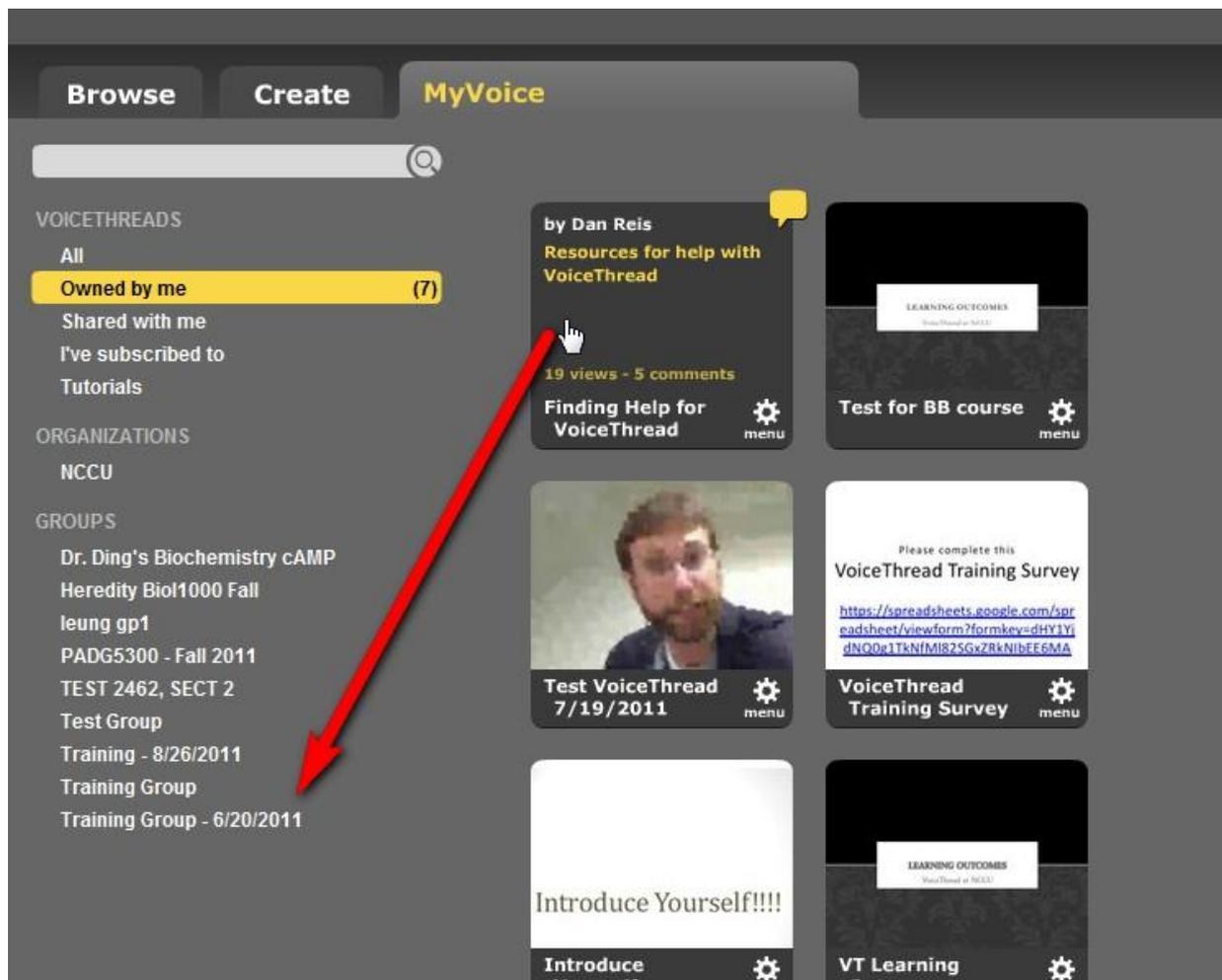
Once you have created or are a member of a group in VoiceThread, it is very easy to share VoiceThread presentations with other members in that group. There are two ways to share VoiceThread presentations with a group - they are both outlined below.

Two methods for sharing a VoiceThread presentation with a group:

- Method 1 - drag and drop
- Method 2 – select rights

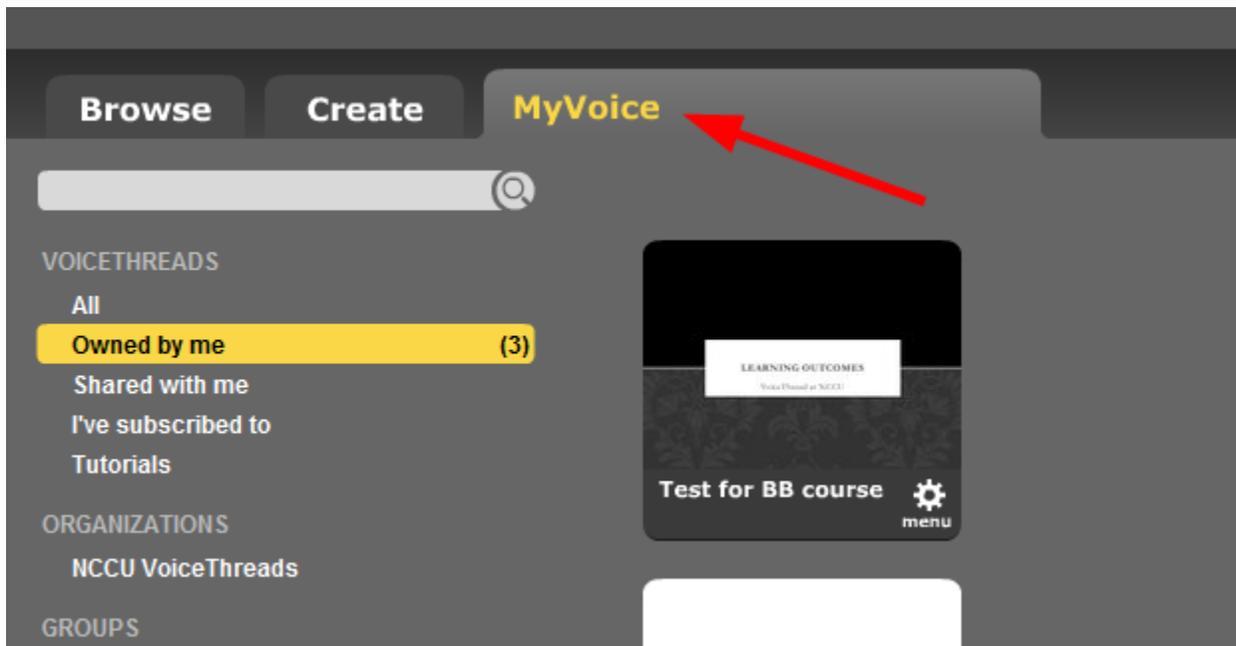
Method 1 - Drag and drop

The easiest way to share a VoiceThread with a group is to drag it onto a group listed in the left-side navigation. This method automatically gives members of that group the ability to view and comment on that VoiceThread. If you want to only give members of that group the right to view OR comment, follow the steps outlined in method 2.

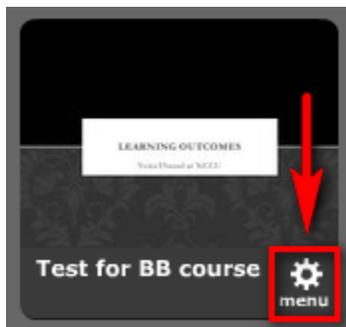


Method 2 - Select rights

Step 1: In VoiceThread, click on "MyVoice"



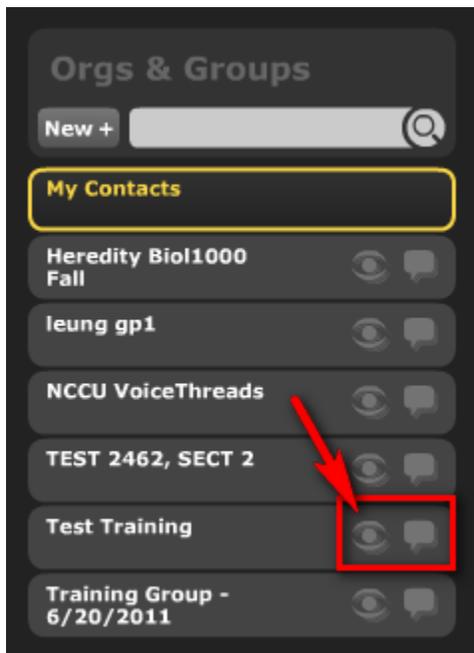
Step 2: Navigate to the VoiceThread presentation you want to share and click on the gear icon.



Step 3: Click on "Share."



Step 4: If you have created a course group, it should be listed under "Orgs & Groups." Next to each group are a couple of icons.



Step 5: Click on the icons to give people in that group access to view and/or add comments to that specific VoiceThread. When a member of that group logs in to nccu.voicethread.com, they will see your VoiceThread.

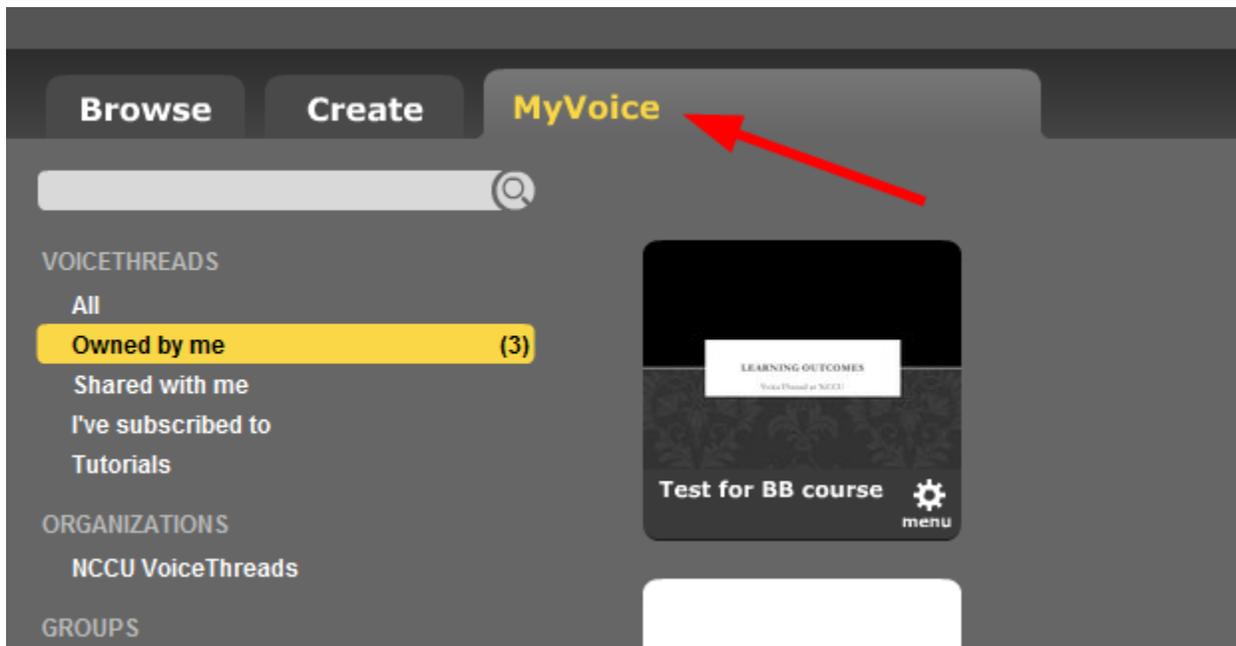
Icon	Description
	Click this icon to allow group members to view this VoiceThread.
	Click this icon to allow group members to add comments to this VoiceThread.

How do I give someone access to a VoiceThread that I created?

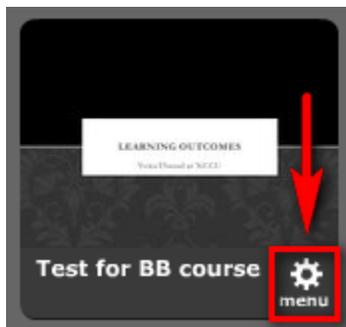
This method is the quickest way to share your VoiceThread with someone at NCCU who isn't in your course.

To give someone access to your VoiceThread, follow the following steps.

Step 1: In VoiceThread, click on "MyVoice"



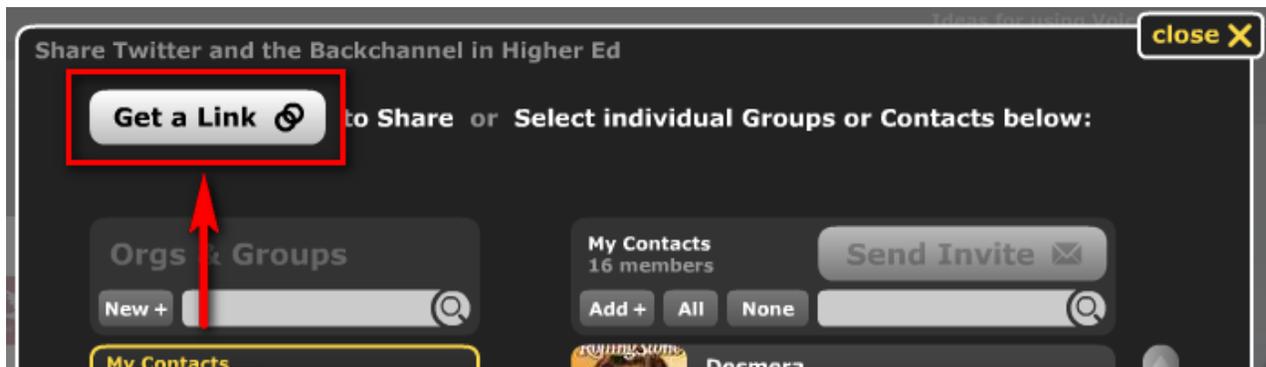
Step 2: Navigate to the VoiceThread presentation you want to share and click on the gear icon.



Step 3: Click on "Share."



Step 4: Click on "Get a Link"



Step 5: Ensure that both the View and Comment boxes are checked. Click on "Copy the Link"

Step 6: You can now paste that link in an email to the person. Or use Blackboard's class email feature to send the link to the class. When your students click on the link in the email, they will be required to sign in with their NCCU MyEOL username and password to view the VoiceThread.