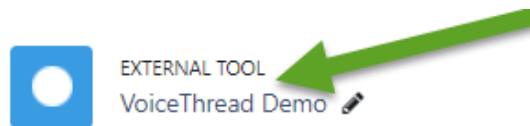
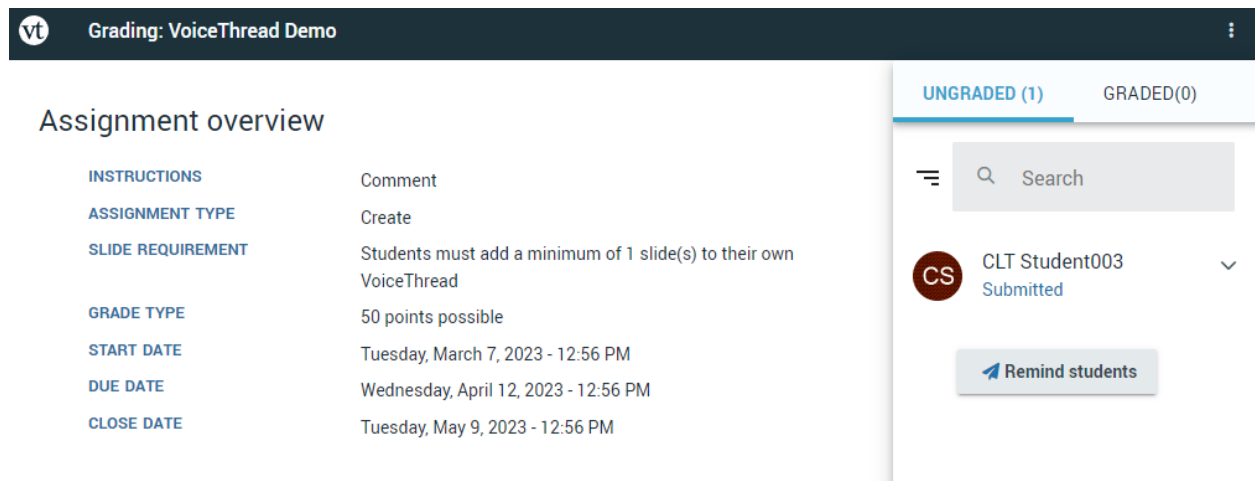


## How to Grade and Submit Feedback on a VoiceThread Document

To grade and leave feedback on VoiceThread submissions, first select the VoiceThread activity in your Moodle course.

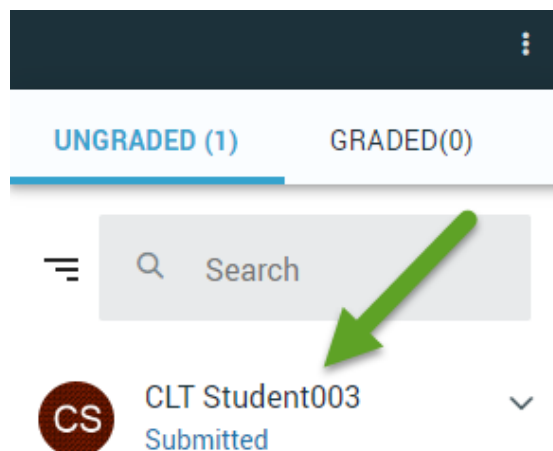


The following page will load an overview of the assignment, and will show which students have submitted.



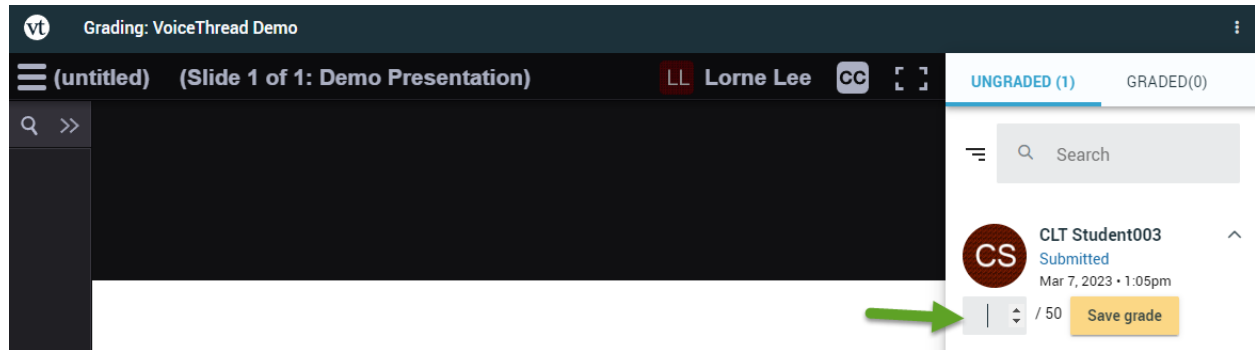
A screenshot of the VoiceThread assignment overview page. The top header shows "vt Grading: VoiceThread Demo". The main content area is titled "Assignment overview" and lists details such as "INSTRUCTIONS", "ASSIGNMENT TYPE", "SLIDE REQUIREMENT", "GRADE TYPE", "START DATE", "DUE DATE", and "CLOSE DATE". On the right side, there are tabs for "UNGRADED (1)" and "GRADED(0)". Below the tabs is a search bar and a list of students, including "CLT Student003 Submitted". A "Remind students" button is also visible.

To begin grading a submission, select a student from the left Menu.

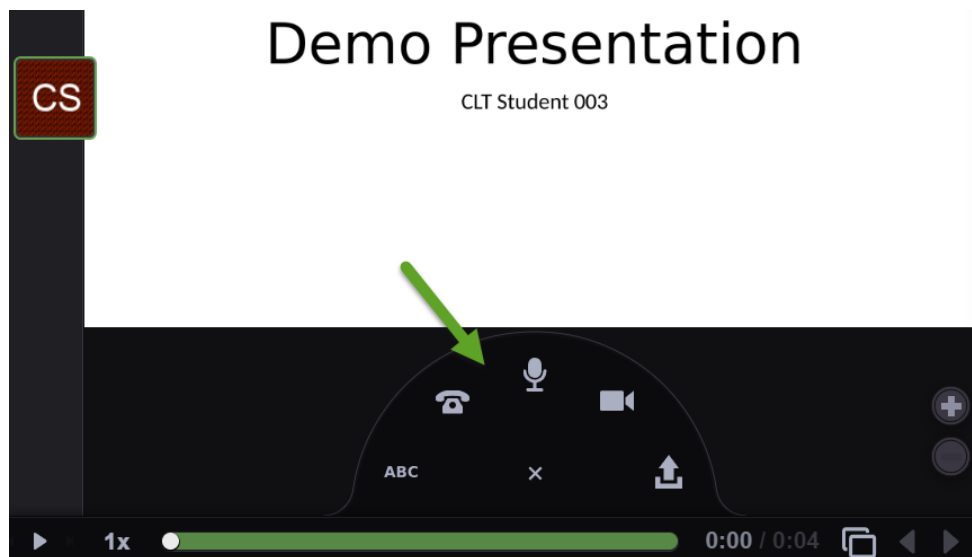


A close-up screenshot of the student selection area in the VoiceThread interface. It shows the "UNGRADED (1)" and "GRADED(0)" tabs, a search bar, and a list of students. A green arrow points from the top right towards the student entry "CLT Student003 Submitted".

This will load the student's submission in the left pane for you to review, and a location to enter a grade on the right.



It is also possible to leave feedback. To give feedback that can be viewed by anyone who is able to view the submission (including other students), the general comment options can be used.



In order, the comment types are:

**ABC:** Text only comment.

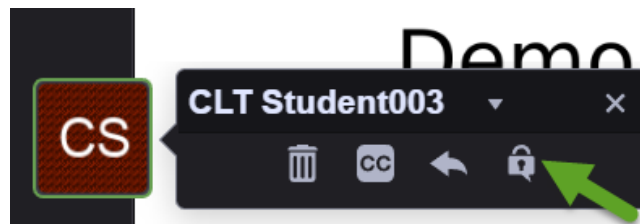
**Telephone:** entering your phone number will generate a call that can be used to record a comment.

**Microphone:** record an audio comment using your computer or device.

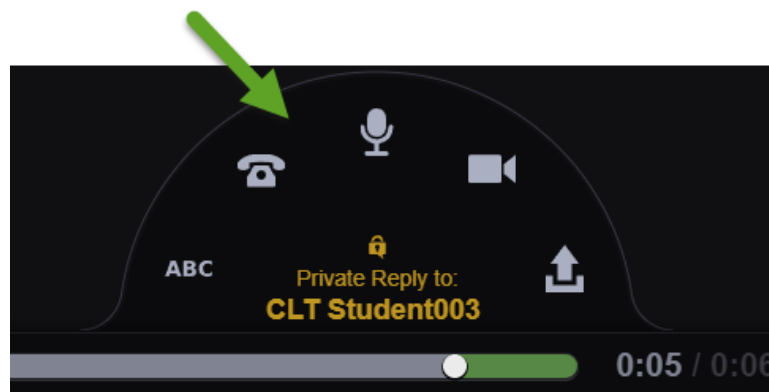
**Camera:** record a video comment on your computer or device.

**Upload icon:** Upload a file as a comment.

If a student has left a comment on their own submission, it is possible to leave **Private comments**, visible only to the student, on those comments. To do so, locate the student's comments on the left menu and select it. This will load a menu that allows you to select the **Private reply icon**.



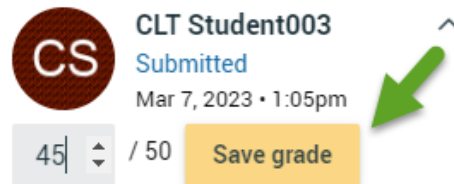
Doing so will load the same reply options as before, but will also indicate the reply is private.



The Private Reply will display with a lock icon in the left menu, next to the comment it is associated with.



When finished adding the Grade and Feedback comments, select the **Save grade** option to send the grade to the Moodle gradebook.



Please note, feedback comments left in VoiceThread will only be viewable by students in the VoiceThread activity and will not be sent to Moodle. It is possible to leave feedback in the Moodle gradebook as well, using the feedback column **Single View** page in the Moodle gradebook. First, click the **Override** box. Next, enter your **Feedback**.



This does require adding an override, meaning any future grade adjustments will need to be made via Moodle and not the grade feature in VoiceThread to retain this feedback.

If you have questions or need assistance please contact the Center for Learning and Teaching at [clt@occc.edu](mailto:clt@occc.edu) or 405-682-7838.