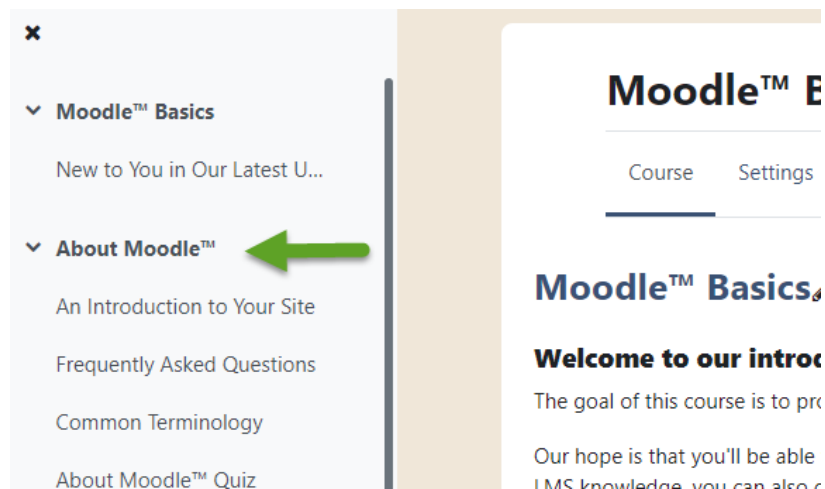


VoiceThread Basic Setup Instruction

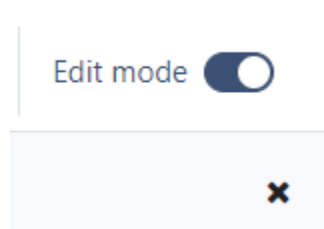
VoiceThread is an asynchronous discussion activity which allows students to post images, videos, PowerPoints, and other files as assignment submissions, easily record voice-over comments, and comment on posts made by others. Posts and comments can include videos, audio, images, text and files. Instructors can comment on student submissions to provide feedback, and grades for student submissions can be sent directly to the Moodle gradebook. More information about VoiceThread can be found here: <https://voicethread.com/>

To add a VoiceThread activity to your Moodle course,

, navigate to your Moodle course and select the topic to which you wish to add the resource. At the bottom of the topic, select **Add an activity or resource**.



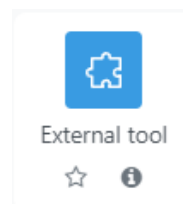
When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.



Next, scroll to the bottom of the page and locate the **Add an activity or resource** button and select it.



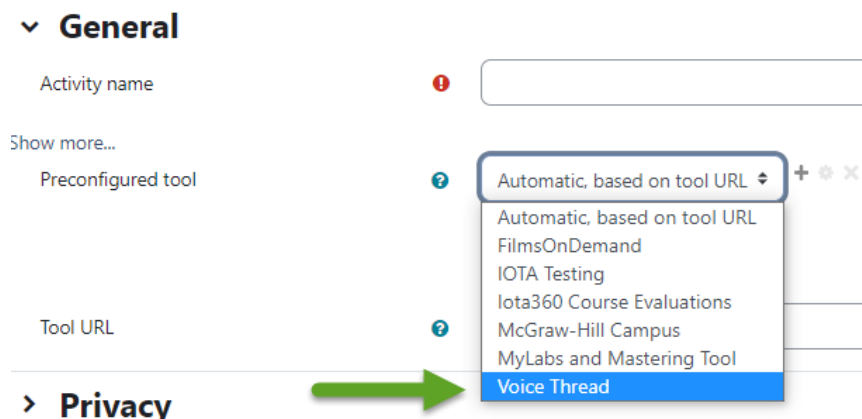
From the list of available activities, select **External tool**.



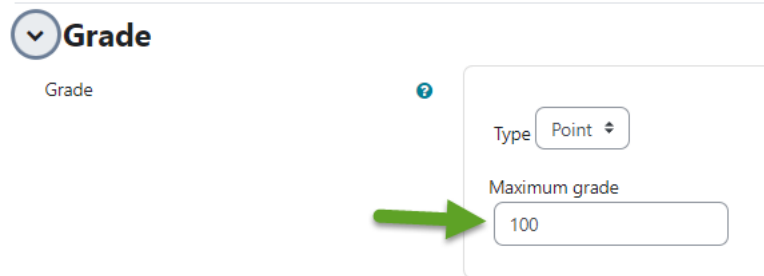
Enter a name for the activity in the **Activity Name** field:



Select **VoiceThread** in the **Preconfigured tool** menu.



In the right menu options, select the **Grade** heading to expand it. If you are creating a graded activity, enter the number of points the item should be worth in the **Maximum Grade** field.



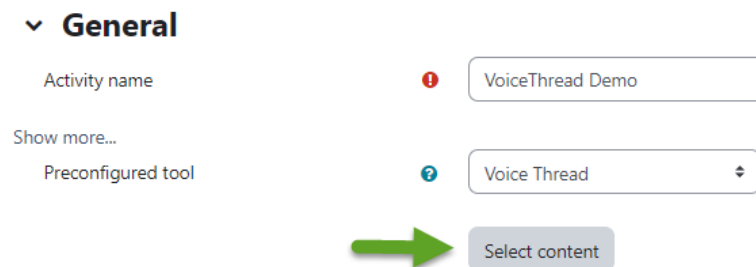
The screenshot shows the 'Grade' settings panel. The 'Grade' heading is expanded. The 'Type' dropdown is set to 'Point'. The 'Maximum grade' field contains the value '100'. A green arrow points to the 'Maximum grade' field.

If the activity should not count towards students' grades, select **None** in the **Type** menu.




The screenshot shows the 'Grade' settings panel. The 'Type' dropdown menu is open, showing options: 'None', 'Scale', and 'Point'. The 'None' option is highlighted. A green arrow points to the 'None' option.


Next, select the **Select Content** button on the left.




The screenshot shows the 'General' settings panel. The 'Activity name' field contains 'VoiceThread Demo'. The 'Preconfigured tool' dropdown is set to 'Voice Thread'. A green arrow points to the 'Select content' button.

On the menu which loads, select the type of VoiceThread you wish to create.

 **Choose an activity type**

 **Assignment Builder**

Create a graded assignment requiring students to create / comment on / watch a VoiceThread.

 **Individual VoiceThread**

Display a single VoiceThread.


 **Course View**


Display all the VoiceThreads shared with this course.


 **VT Home Page**


Display all VoiceThreads and all courses a student is enrolled in.


The **Individual VoiceThread** option allows you to link to a VoiceThread presentation you've created, or create a new one, as a resource for students to view.

 **Share individual VoiceThread**

 **Open in full-size tab**

 **Filter and sort**

 I can edit

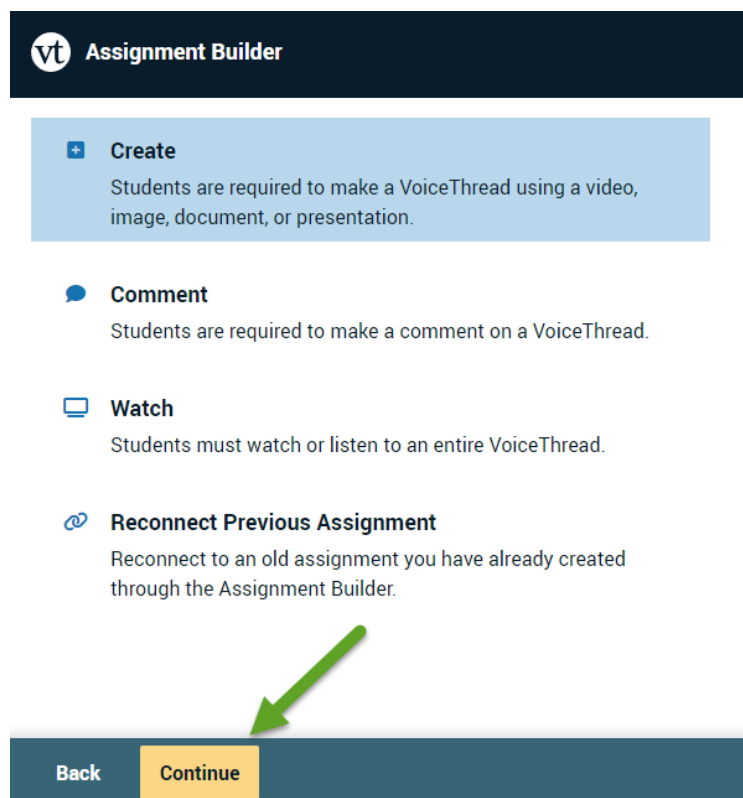
 **Refresh list**

 **Create new VoiceThread**

The **Assignment Builder** allows you to setup one of the following activities:

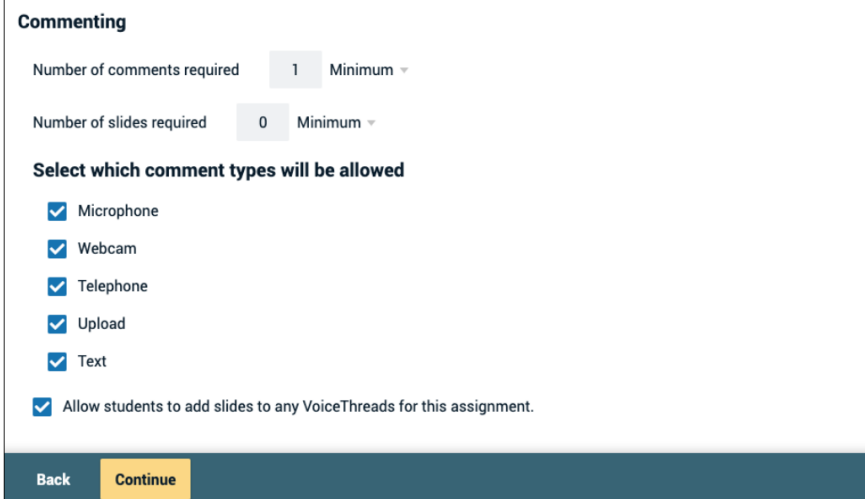
- **Create:** Requires students to create and submit their own VoiceThread activity.
- **Comment:** Requires students to add comments to a VoiceThread the instructor has created.
- **Watch:** Requires students to watch an entire VoiceThread presentation created by the instructor.

After selecting the type of VoiceThread you wish to create, select **Continue**.



This will take you to the setup options for the activity. The specific setup of each type will be covered in separate resources.

Select the playback settings you want each student's VoiceThread to have. Students will not be able to override these settings.



The screenshot shows a 'Commenting' settings panel. It includes two input fields: 'Number of comments required' set to '1' with a 'Minimum' dropdown, and 'Number of slides required' set to '0' with a 'Minimum' dropdown. Below these is a section titled 'Select which comment types will be allowed' with five checked checkboxes: Microphone, Webcam, Telephone, Upload, and Text. At the bottom of this section is a checked checkbox for 'Allow students to add slides to any VoiceThreads for this assignment.' The panel has a dark blue footer with 'Back' and 'Continue' buttons.

Number of comments required

Students will be required to post comments on the VoiceThread they create. You can require a minimum number or an exact number. They will not be permitted to submit until this requirement is met.

Important: This is the number of comments students record on *their own VoiceThread*, not on a classmate's submission.

Number of slides required

Students will be required to add this number of slides to their VoiceThread. Minimum number of slides required is always 1 by default, but you can require more if desired.

Commenting types

Select which types of comments you want to allow students to post.

Allow students to add slides to any VoiceThreads for this assignment

Allow students to add slides to any VoiceThreads submitted by their classmates to this assignment.

Enable threaded commenting

Turns on the ability for your participants to start [threaded conversations](#).

Enable comment moderation

Allows you and the student to preview all comments on this VoiceThread before revealing them to others. You can also choose never to reveal them. [Learn more about Comment Moderation](#).

Don't allow commenters to delete their own comments

Anyone who records a comment on a VoiceThread will be [unable to delete it](#) once it is saved. This is a powerful tool for assessment because your commenters will not be able to “retry” after they’ve recorded.

Limit length of each comment

By default, all audio and video comments recorded in VoiceThread can be 60 minutes long. If you’d like to set shorter time limits for your commenters, enter your desired maximum comment length here.

When recording, automatically advance to the next slide after

Set slides to advance automatically at pre-set intervals as users are recording. In addition, you can check the box for [Pecha Kucha](#) or [Ignite](#) beneath this option to automatically set the correct restrictions for those presentation types. [Learn more about timed presentations here.](#)

Start playing when opened

The comments on your VoiceThread will begin playing automatically when people first open it.

When final comment on a slide has played, automatically advance to the next slide after __ seconds

When the VoiceThread is in play mode, it will play through all of the comments on a slide and then move to the next slide automatically. The number of seconds is the “pause” time before the slide advances.

Allow download

Allow students to download the central media from the VoiceThreads their classmates create.

Allow export

Allow students to [export](#) one another’s VoiceThreads.

Allow students to make a copy

Allow students to [make a copy](#) of one another’s VoiceThreads.

Student Gallery

If you want students to view one another’s VoiceThreads after they are submitted, check this box. This will give them a “Student Gallery” button in their interface to see the VoiceThreads their classmates have submitted for this assignment.

Student Gallery
 Allow students to see each other's submissions for this assignment?

Back **Continue**

Click “Continue” at the bottom of the screen when you’re done.

Step 3: Finalize

Set the final details for your assignment.

Assignment name

This will appear at the top of the assignment in the student’s view.

Assignment instructions

These instructions will appear on the right-hand side of the student’s view. Tell them more about what you expect from them here.

Example URL

If you have created an example you want students to follow or more information about the assignment, enter the link to that page here. It will appear on the right side of the student’s view.

Message shown to student after they submit

Customize the message students see after they’ve submitted their VoiceThread. A little personalization goes a long way!

Prerequisite Students will not be able to start this assignment unless they have already submitted a previous VoiceThread assignment in this course. Check this box and then browse for the assignment(s) you want to require them to complete before beginning this one.

Start date

Students will not be able to view the assignment until the start date/time. If you want it to be open immediately, leave this blank.

Due date

This is the date the assignment is due. Students can still submit after the due date, but they will be marked late.

Close date

Students will not be able to access the assignment at all after this date. If you want the assignment to be open indefinitely, leave this blank.

Allow students to resubmit assignment

Give students the opportunity to try again if they submit the wrong thing or need to make corrections after you give them feedback.

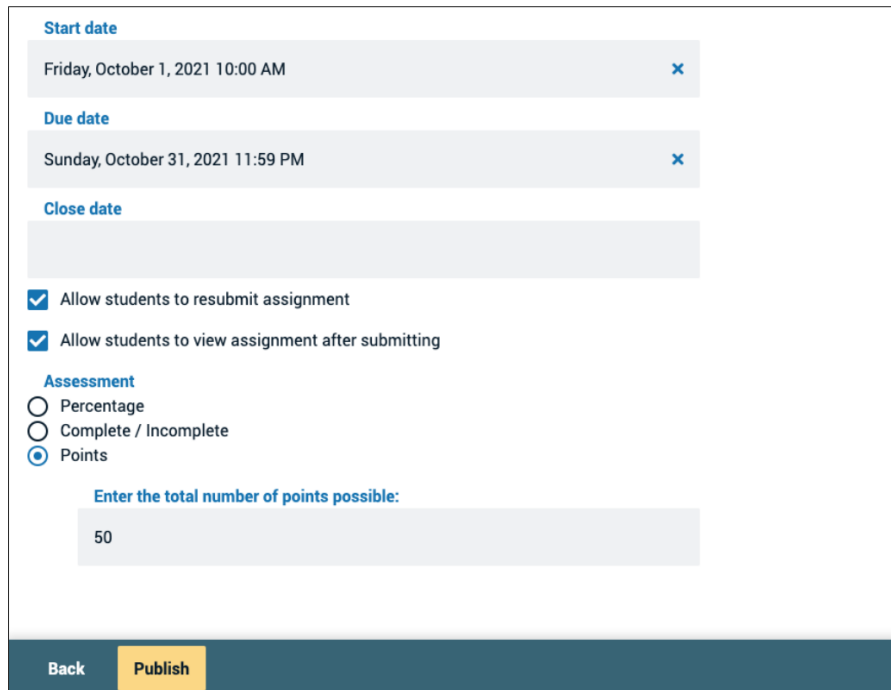
Allow students to view assignment after submitting

If you don't want students to be able to see the work they've submitted, un-check this box. If you want them to see their work so you can record feedback on it, leave it checked. They will not be able to make any changes to their work even if they can see it.

Assessment

Choose how you would like to grade this assignment.

- Percentage
- Complete/Incomplete
- Points



The screenshot shows a configuration interface for an assignment. It includes the following elements:

- Start date:** Friday, October 1, 2021 10:00 AM (with a close icon 'x')
- Due date:** Sunday, October 31, 2021 11:59 PM (with a close icon 'x')
- Close date:** A blank input field.
- Checkboxes:**
 - Allow students to resubmit assignment
 - Allow students to view assignment after submitting
- Assessment:**
 - Percentage
 - Complete / Incomplete
 - Points
- Points:** A text input field labeled "Enter the total number of points possible:" containing the value "50".
- Buttons:** "Back" and "Publish" (highlighted in yellow) at the bottom.

Click "Publish" at the bottom of the screen when you're done. This will return you to your course page.

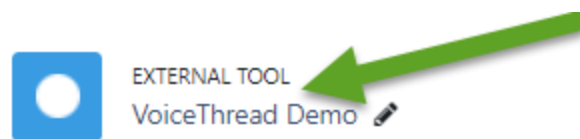
Once the activity has been set up, select **Save and return to course** to complete the setup.



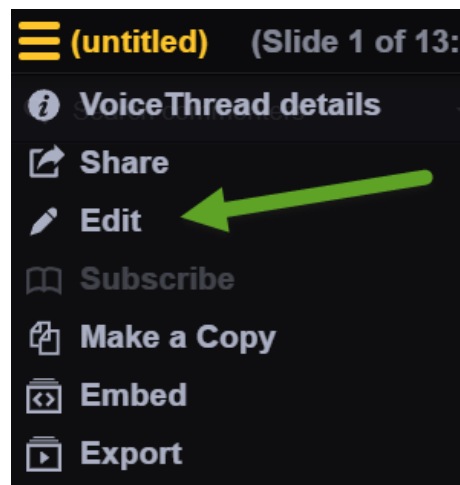
NOTE: The Tool URL option will be populated automatically. Do not edit this URL as doing so will cause the VoiceThread activity to function incorrectly.

This will add the VoiceThread activity to your course.

To edit the assignment settings (deadlines instructions, etc.) after the assignment has been created, select the activity link in Moodle.



Next, select the lines icon in the upper left, then **Edit Assignment**:



That will take you to the second page of the setup process and allow you to edit those settings.

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