VoiceThread Setup and Getting Started

1. Adding VoiceThread to your course

VoiceThread (VT) is integrated into your Blackboard environment by your administrator, so you can simply follow the steps below to pull it into your course.

1. Navigate to a “Course Content” area on your course menu.
2. Click on “Build Content".
3. Select “VoiceThread” from that menu.

2. Setting up your VoiceThread link

First, you’ll need to decide what VoiceThreads or type of VoiceThread you want to create. Below, is the VoiceThread setup page, where you can select the option that best fits your needs.

Next, select either an "Individual VT" or an "Assignment VT" --see below for details on each.

Add an "individual" or an "assignment" VoiceThread within your weekly lessons to encourage interaction and engagement with the course content and with other students/instructors.

Important Notes before creating VT content:

- *Creating a **"Course View"** link in a central location within your course will allow students access **to all of the course VTs** in one place (except for VT Assignments).*
- ***VT Assignments** are ONLY located in the course where you create them.*
- The Assignment Builder VT option below is the only VT option that will integrate with the gradebook.
- *VT Home links give students access to all of their VTs, not just the course VoiceThreads.*
- **Create your VoiceThreads from within your course.** This creates an authenticated link for your students. Students just click on the VT link within your course and they get a basic VT account.
- **If you decide to take a VT from the VoiceThread.com website** and embed it

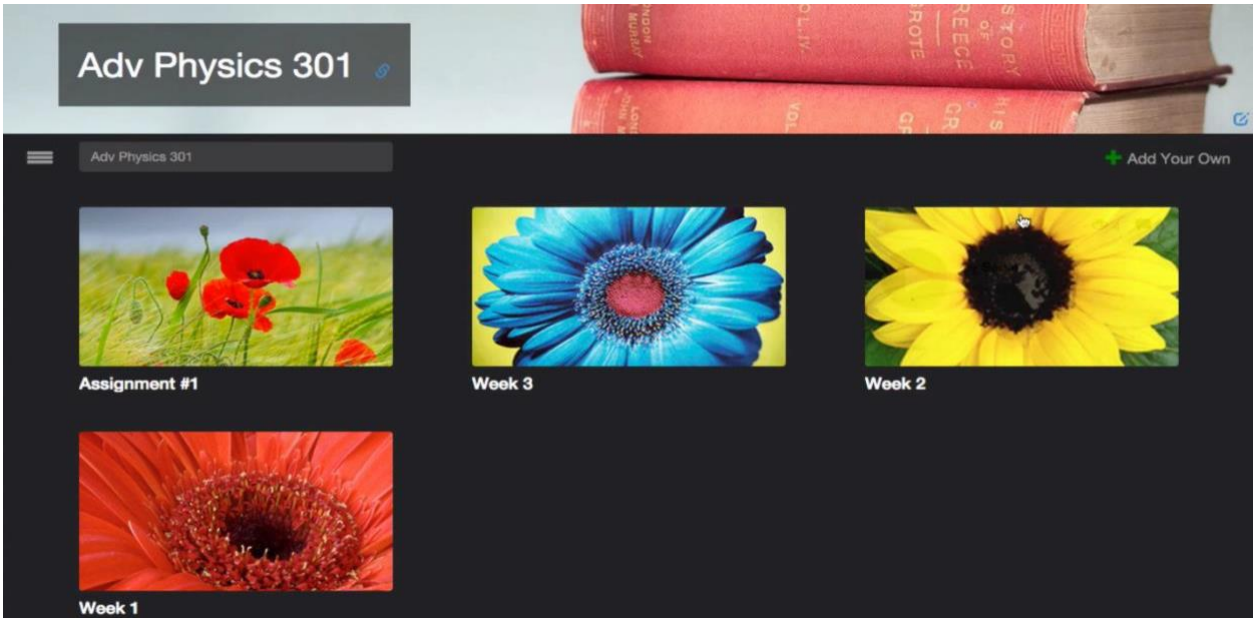
into your course, then you will need to provide students with a Course VT or a Home VT link so that they can automatically be authenticated to access their MCC VoiceThreads. Students get a basic account.

- **Setting due dates for Assignments:** Leave the due date in VT blank. It is best to set the due dates in Blackboard ONLY. Then, when you copy the course, you only have to set the due dates in Bb.

Course View Option

If you create a Course View, this option will display the collection of VoiceThreads that have been shared/created within your course only. Assignments that you created will not show in the Course View option.

This is a good option when you want students to find and comment on each other's work or allow students to review all course materials prior to an exam.



Individual VT Option

This is the most commonly used option.

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.

This option allows you to place the VoiceThread in each weekly lesson, verses the Course View which places the VoiceThreads all in one folder called the Course View.

You can also create an Individual VT within your weekly lessons and also have a Course View area where they can access **all of the VTs for the course**.

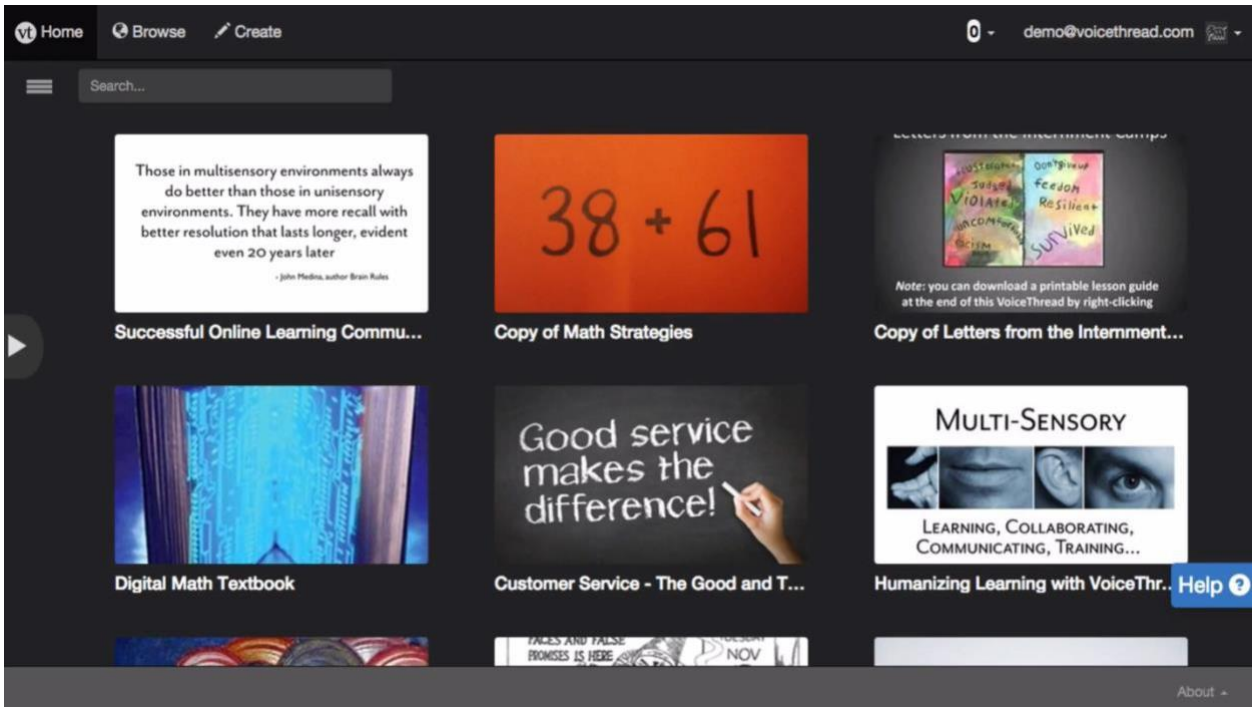
VT Home Option

Display all of a **student's** VoiceThread content in a single view.
This includes all Voice Threads from any of the student's 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.

This is a good option to use with the Individual Voice Threads so students can see all of their VTs in one place as well individually.

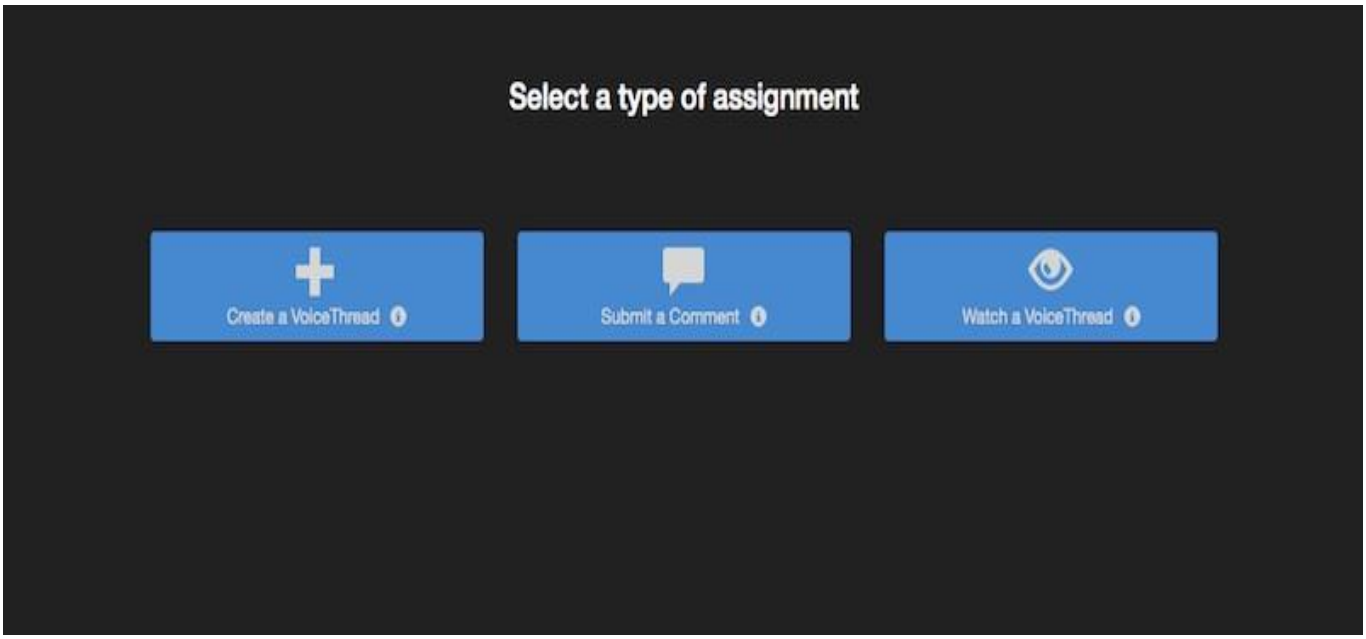
VT Home is also the option to create if you want students to work in **Groups.**



Assignment Builder Option

Create a graded assignment for students to complete.
You can require them to;

- **create** a VoiceThread of their own to submit,
- to **comment** on a VoiceThread you've created,
- or simply to **watch** a VoiceThread start to finish.



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 the Comment or Watch Assignment, decide whether students are allowed to resubmit their assignments or if the first submission is final, and even require a specific number of comments for the Comment Assignment.

You can alternatively create a "Create" assignment where students create their own VoiceThread.

3. Student Assignment Submission

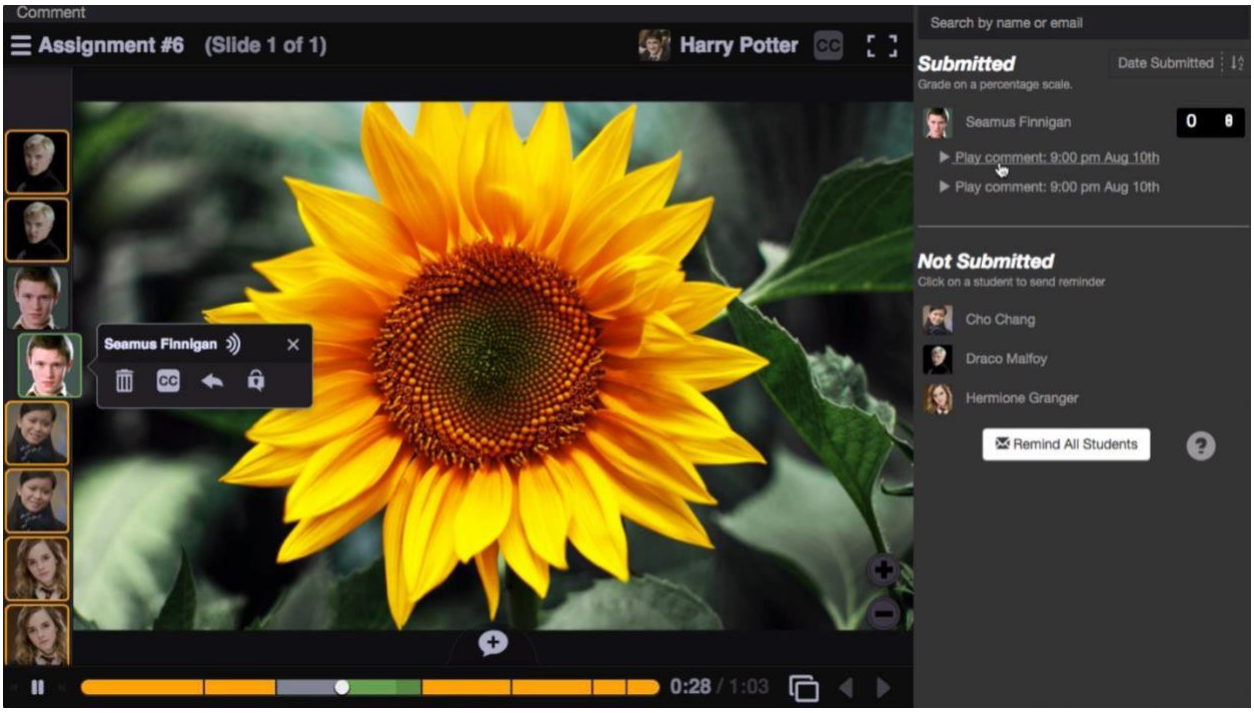
When students click on the link for a graded assignment, they will see the assignment you've created. They can immediately create or select a VoiceThread to submit for the Create Assignment, or they can record comments on your VoiceThread for the Comment Assignment, or they can watch the VoiceThread for the Watch Assignment.

As soon as they click on the "Submit Assignment" button, you will be able to grade their work.

Click here for the assignment submission guide for students.

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 Blackboard 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 Blackboard 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.

Advanced Workflows—Re-Using Your Own Assignments

MCC assignments and content are copied over automatically when you copy a course in Blackboard. Copies of all of the associated VoiceThread content will appear in that new copy. You will not have to reconfigure any of your VoiceThread links or assignments.

Note: **All content is copied over, which means if there is student work in your original course, that same student work will appear in your copy. It is best to copy from a template course in Blackboard, but if you must copy from an already-used course, you'll have to go back through and delete student work from your fresh copy**.

Creating and using template VoiceThreads shared between instructors

Handing off a course from one instructor or instructional designer to another is quick and easy! This tutorial walks you through creating templates for other people and using templates that someone else has created.
https://voicethread.com/share/11040357/

Troubleshooting tips

Known issues specific to Blackboard:

- Submitted assignments do not show up in the "Needs Grading" area of the grade center.
- If your link title contains an apostrophe, the connection to VoiceThread will fail and you will see a blank page. Try removing the apostrophe to fix this. *Fixed in Q2 2018release of Blackboard*
- I you click on a VoiceThread link and the Blackboard page simply refreshes, make sure your web browser is not blocking pop-ups.

If you see this message; Error message: "The authentication failed; the authentication is stale. Please try again."

This is caused by a bug in Blackboard. If you click on the VoiceThread link in your course and see a "Launch" button, don't click on it. Instead, try letting the

page sit for a few seconds without clicking anything. You should be forwarded to VoiceThread automatically.

Can’t see student submission for grading

The student likely did not click the “Submit Assignment” button after completing his work. The student can simply go back into the assignment and click “Submit Assignment” at a later time. He will not need to re-do his work.

You’re not automatically signed in to VoiceThread when you click on a

VT link Make sure your web browser accepts third-party cookies.

When you click on a VT link, you see a page titled “VoiceThread Account Verification”.

This means you already had a VoiceThread account under your email address, and the system is now trying to connect that existing account with your Blackboard profile. You’llonly need to complete this step once. To proceed through this page:

- Click on the link that says “Set it here” to set a verification password for your account.
- Proceed through the steps to set a password. This will involve receiving an emailfrom VoiceThread.
- Use that password you just set on the verification page.