

# How to Create a VoiceThread

VoiceThread is a web-based tool that allows you to create multimedia slide show presentations with audio or webcam narration. Visitors can leave comments on the slides in the form of audio, video (webcam), or text, so VoiceThreads can also facilitate online discussions.

This guide will walk you through how to create a VoiceThread presentation that can be shared via a URL link or embedded into your course.

## Getting Started

1. Go to <http://voicethread.com/>
2. Click on **Sign in or Register**.
3. Register if you are a new user or sign into your existing account.
4. Once you have signed into your account, you will be taken to the navigation page with three tabs to choose from: **Browse**, **Create**, and **My Voice**.

### BROWSE

Use this tab to view all VoiceThreads that authors have publicly placed in "Browse". When you create your VoiceThread, you will be able to determine its privacy settings.

### CREATE

Use this tab to create a new VoiceThread presentation.

### MY VOICE

Use this tab to view all VoiceThreads that you've created or that have been shared with you.

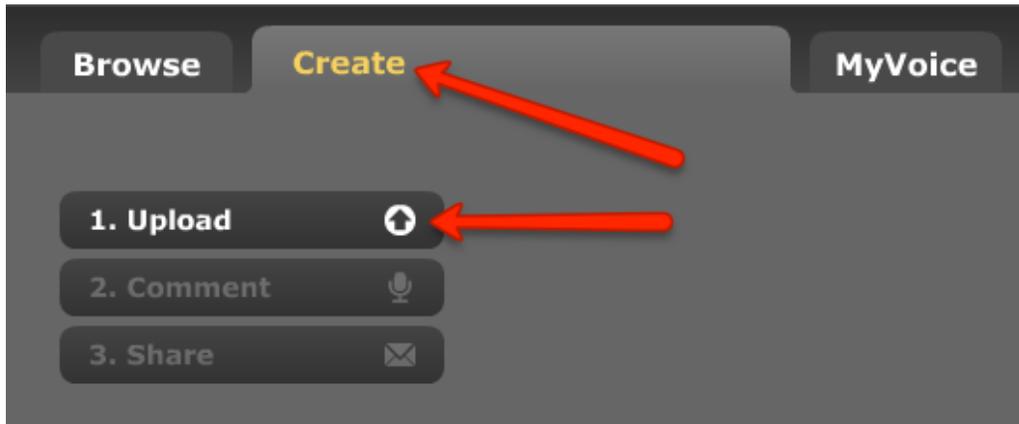


# Creating a VoiceThread

Creating a VoiceThread involves 3 easy steps: **1) Upload, 2) Comment, and 3) Share.**

## STEP 1: UPLOAD

1. Select the **Create** tab from the top and click **Upload**.



2. From the Upload menu, choose from the following options:



**MY COMPUTER:** Click here to upload files from your computer (PowerPoints, images, PDFs, etc.).

**MEDIA SOURCES:** Click here to access images from previous VoiceThreads, Flickr, Facebook, and the New York Public Library.

**URL:** Click here to upload a link to a Web site.

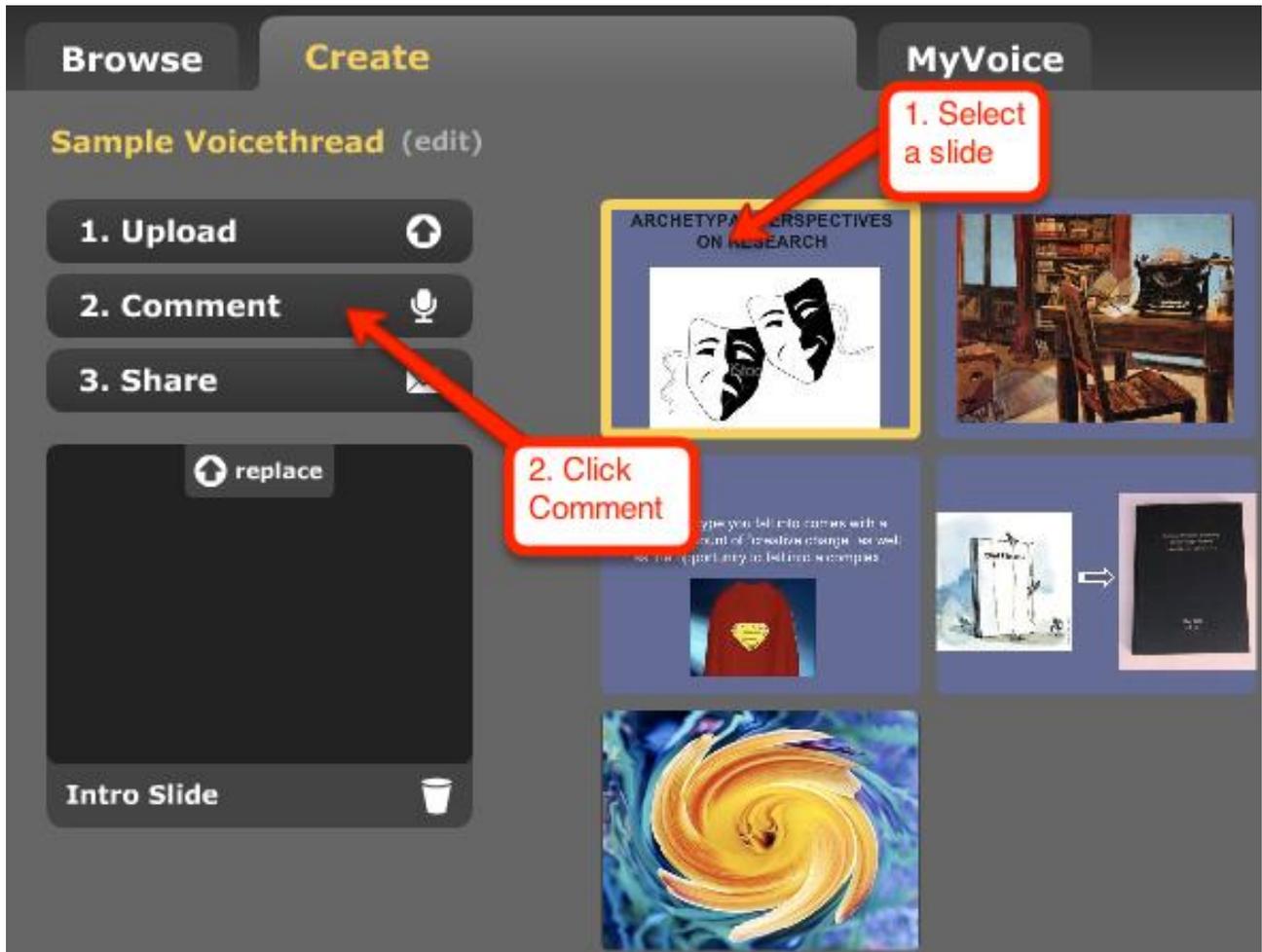
**MY WEBCAM:** Click here to use your Webcam to upload a photo or video clip.



You can pull images and files from all of these sources, so have fun with it and get creative! You'll be able to reorder your slides later if you wish (see page 9).

## STEP 2: COMMENT

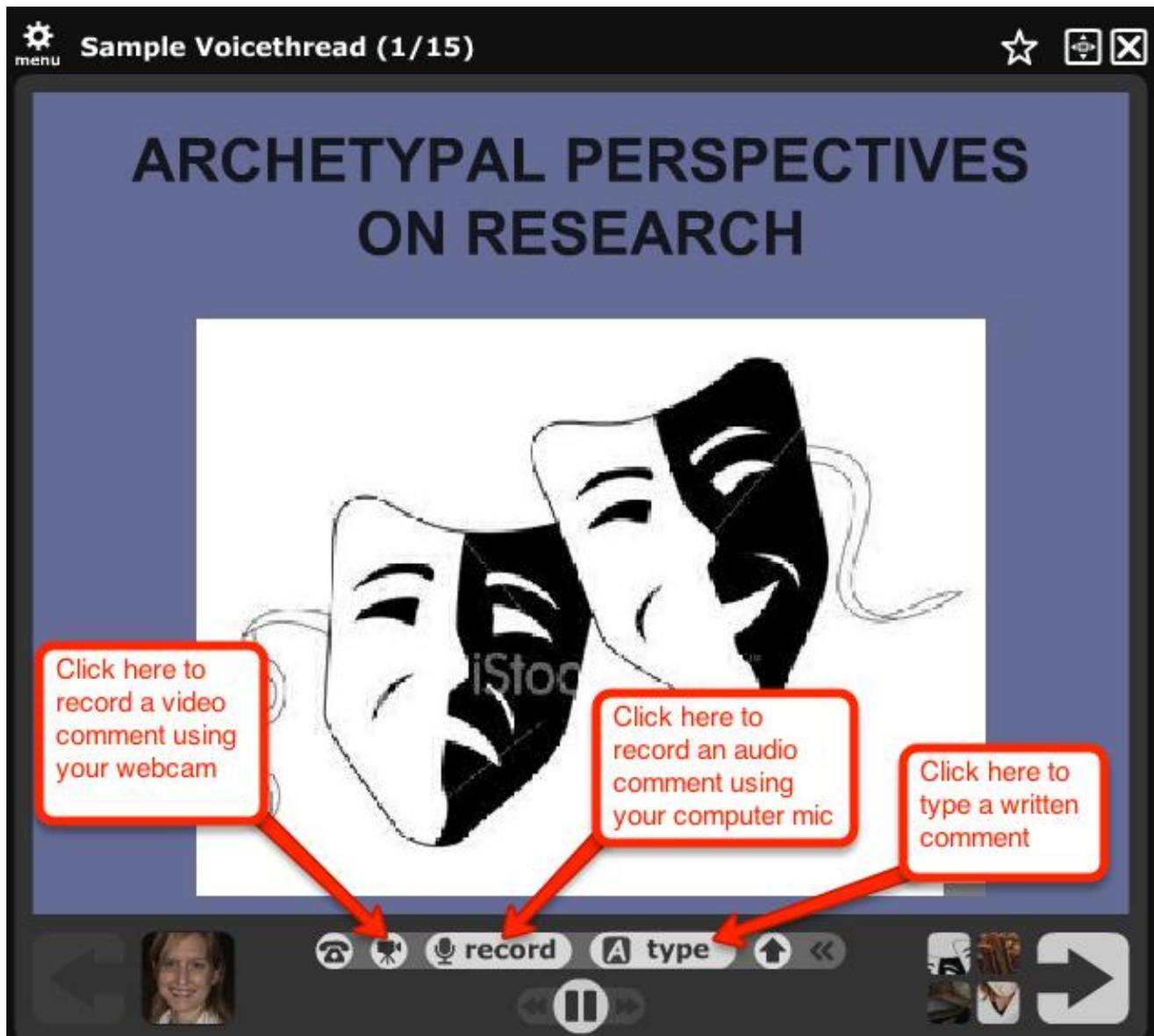
1. When you have finished uploading your files and images, click once on the slide you wish to comment on to select it.
2. Click **Comment** from the menu at the left.



3. Click the **Comment** button at the bottom of the slide.



4. Select from the commenting options (audio, webcam, type, etc.).



**IMPORTANT:** Voicethread does not have a timing device to keep track of the length of your comments. Please use your own timer to ensure presentations stay within time frames suggested by your department.

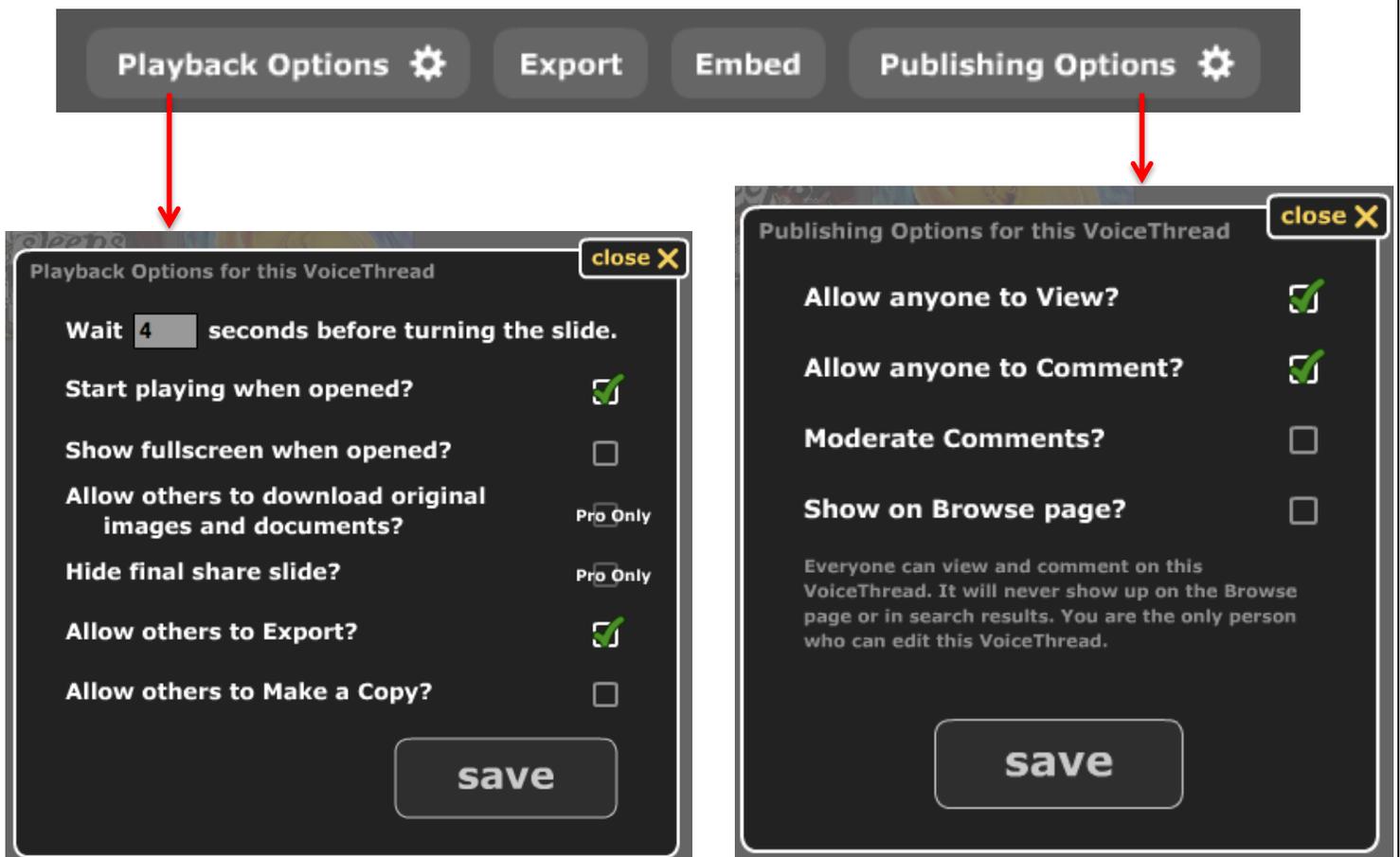
5. Continue this process with the other slides in your presentation. You can mix and match the types of comments you leave, so have fun with it!

### STEP 3: SHARE

#### A. Set up your Publishing and Playback Options.

From the Create tab, you will see buttons at the bottom of the screen where you can control your playback and publishing settings. It's a good idea to set these up before sharing your presentation.

1. We recommend selecting the following Playback and Publishing Options. Click **Save** when you have made your selections.



This will allow users to view and comment on your presentation, but your VoiceThread will not show up publicly in a search or on the Browse page.

2. If you do not want users to comment on your slides, deselect **Allow anyone to Comment** from the Publishing Options.

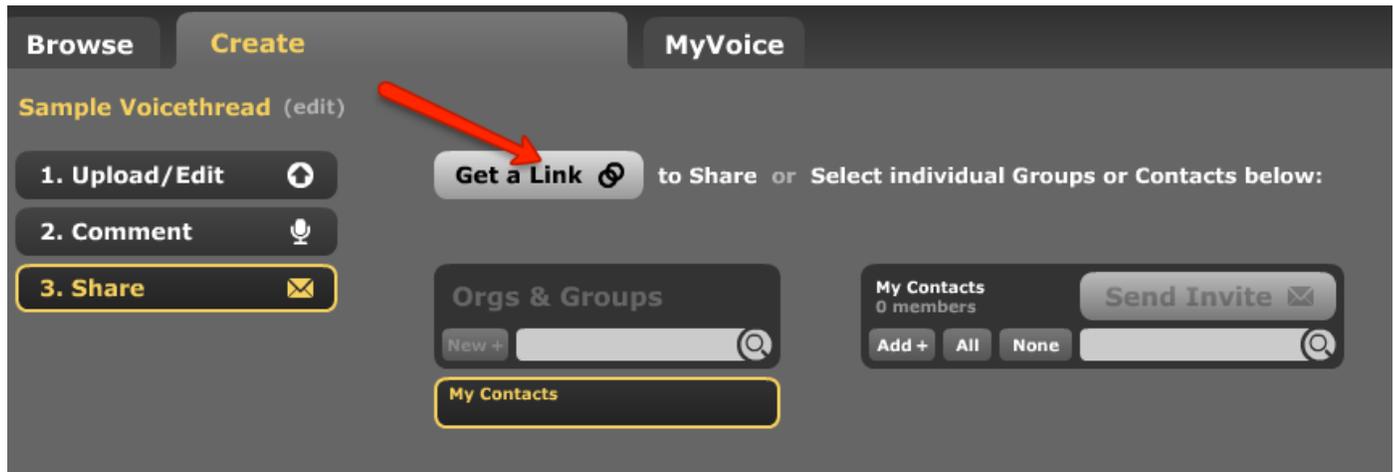
## B. Share your presentation via URL link.

1. Click the **Share** button from the Create tab.

**3. Share**



2. Click **Get a Link**.



3. Select **Copy the Link**.



4. Your link is now ready to be pasted into your course.

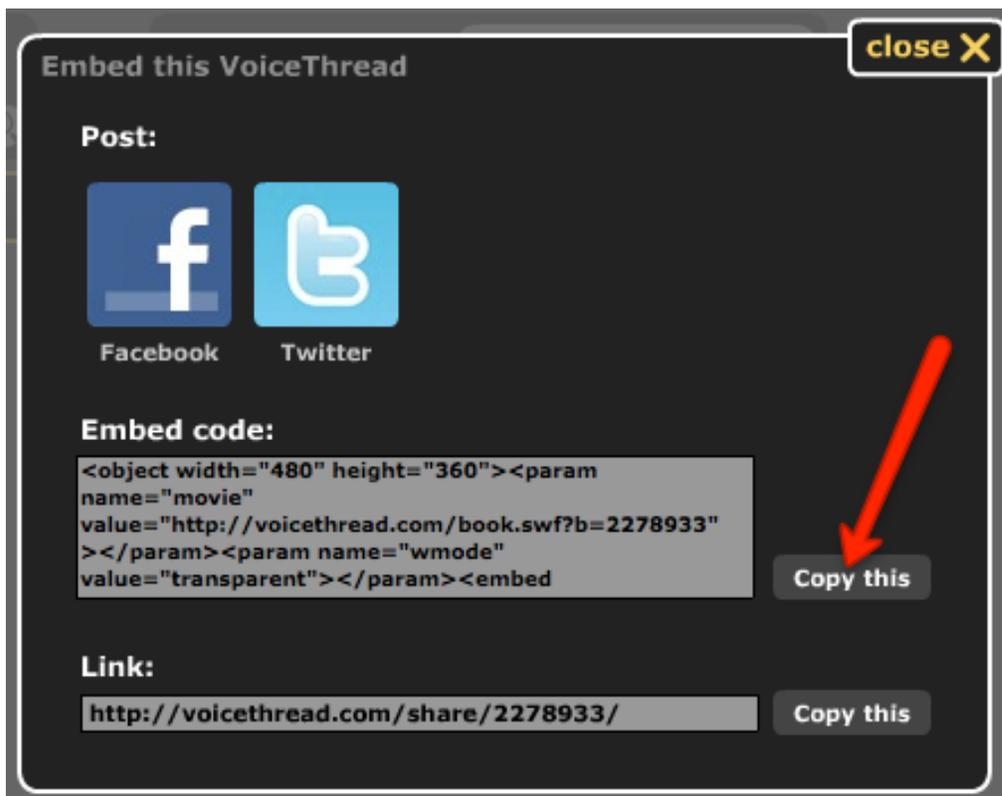
### C. Embed your presentation.

You may also choose to embed your presentation into your course by following these steps:

1. From the Create tab, select the **Embed** button at the bottom of the screen.



2. From the Embed window, select the **Copy this** button next to the Embed code.



3. Your embed code is now ready to be pasted into your course.

## Some Final Tips

### Reusing VoiceThreads for a future class

VoiceThread provides tools that make it easy for you to reuse a VoiceThread in a future class. Just follow these steps.

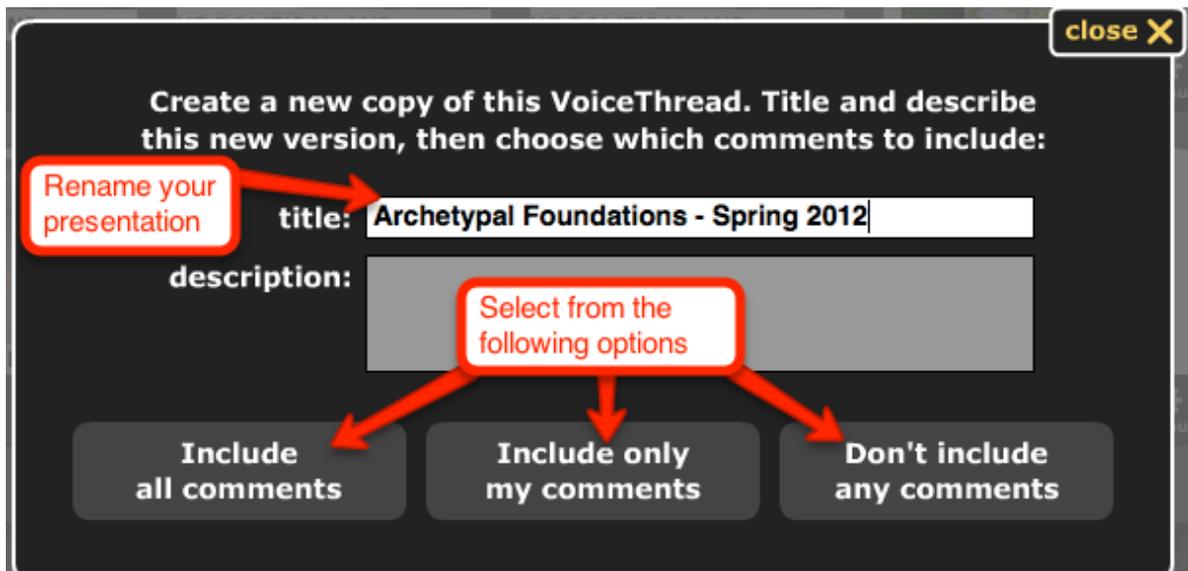
1. Click on the **My Voice** tab.



2. Click on the Menu gear  from the bottom right of the VoiceThread you wish to reuse and select **Make a Copy**.

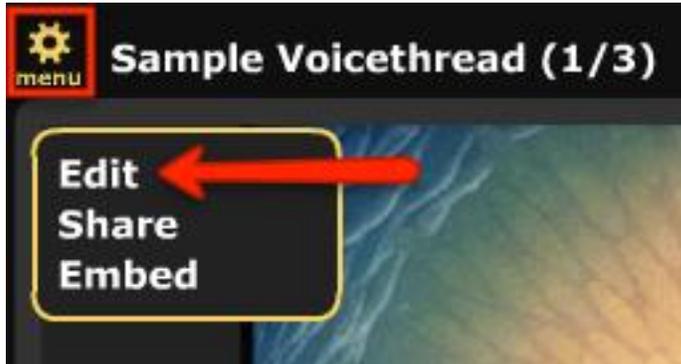


3. Rename your presentation and choose which comments to include.



## Reordering VoiceThread Slides

1. Click on the VoiceThread you wish to edit from the **My Voice** tab to open it.
2. From the Menu gear at the top left select **Edit**.

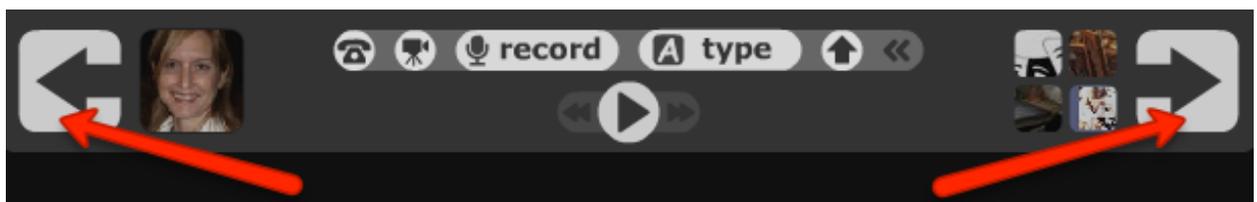


3. Click and drag slides to a new position to reorder them.



## Deleting VoiceThread Comments

1. To delete a comment, open the VoiceThread presentation from the **My Voice** tab.
2. Navigate to the slide by using the arrows at the bottom.



3. Select the thumbnail image for the comment you wish to delete and click the **trashcan** icon.



4. Select **delete it**.

