VoiceThread
Digital Conversations Made Easy

What is VoiceThread?
• “VoiceThread is a totally web-based application that allows you to place collections of media like images, videos, documents, and presentations at the center of an asynchronous conversation. A VoiceThread allows people to have conversations and to make comments using any mix of text, a microphone, a web cam, a telephone, or uploaded audio file.”

Navigation
• Use the large arrows to move the slide next and back.
• Use the map in the bottom right corner to show all pages.
• Zoom in and out on documents or large images.
• Use Play, Pause, Fast-forward, and Rewind to move between comments.

Adding a Comment
• Add a Text Comment:
  • Click Comment
  • Click Type and type your comment.
  • Click Save to publish your comment or cancel to discard.
• Record a Comment:
  • Click Comment
  • Click Record. You may have to click Allow Camera/Microphone access.
  • Begin speaking and when you are done click Stop Recording.
  • Click Save, Cancel, or Record More.

Edit or Delete Your Comment
• Edit Text
  • Click Your Avatar
  • Click Text and Begin to Type.
  • Save changes Yes
• Delete
  • Click Avatar
  • Click Comment
  • Click Trashcan

Creating a Voicethread
1. Once signed into your account, Click on your email in top right corner.
2. Click Create.
3. Click GO, Start a new meeting button in the center of the screen.
4. Click Upload
   a. My Computer Files accepted
      i. Images: JPEG, GIF, PNG, and BMP
      ii. Documents: DOC, DOCX, PDF, XLS, XLSX, (creates 1 slide per page)
      iii. Presentations: PPT, PPTX, ODP, and PDF (imports all slides)
      iv. If you experience any formatting issues (strange fonts or layout), try saving the original presentation to a PDF and then upload it again.
v. Audio: MP3 or WAV
vi. Videos: most QuickTime, WMV, or AVI
b. Media Sources
   i. Import slides from other Voicethreads you have created
   ii. Import images from Flickr
   iii. Import images from New York Public Library
c. URL
   i. Import an image with the direct URL. This will not import Youtube Videos.
d. My Webcam
   i. Take a photograph or video with your webcam

Edit Slides
- Reorder Slides: Click and Drag
- Edit: Click on the Slide, a preview will appear on the left with options to add a title, delete, or rotate.

Title Your VoiceThread

Add Comments

Share
- 1st Way
  - When Editing a VoiceThread, Click Share on the Left
  - Click Get a Link
  - Click Copy Link
  - Post Link on Blackboard or in an Email
- 2nd Way
  - When Editing a VoiceThread, Click Embed (on bottom of screen)
  - Copy Link or Copy Embed Code to post VoiceThread on Blackboard or a Website

Tips & Best Practices
- Save powerpoints as .pdf or .jpg images then import into VoiceThread.
- Title your VoiceThread.
- Have students comment using their voice.
- Have students use the Doodle tool.
- Respond to student comments and conversations.