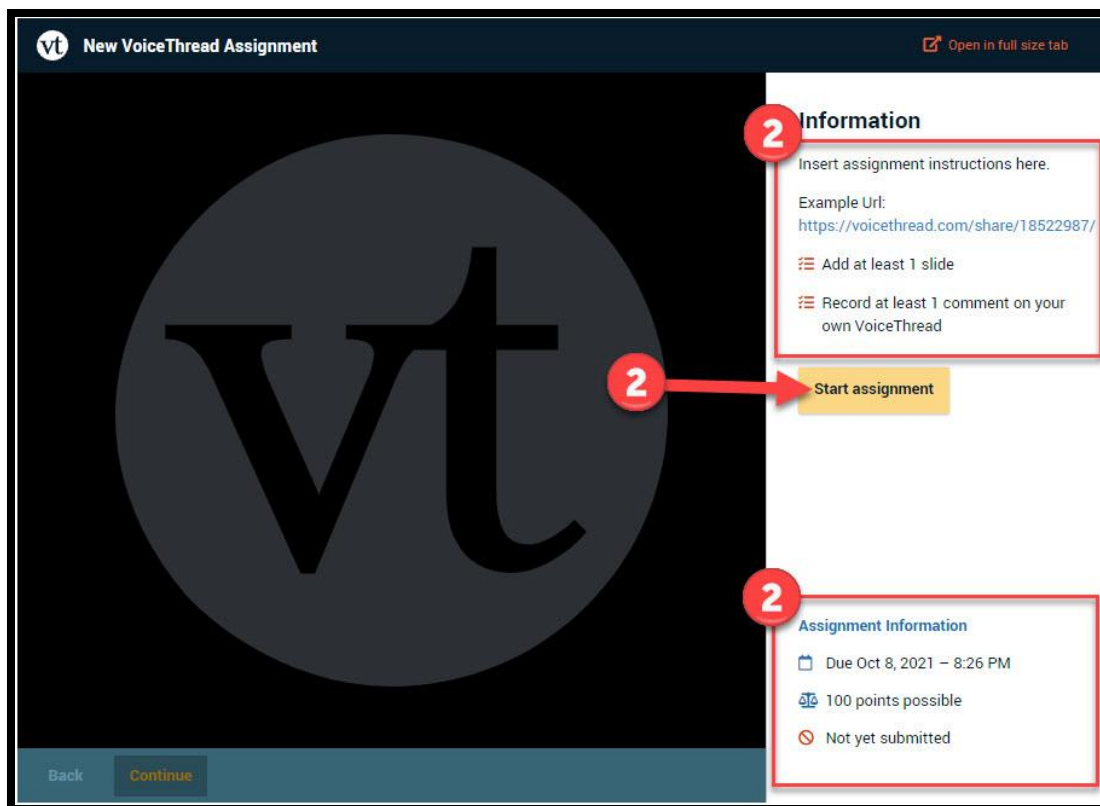
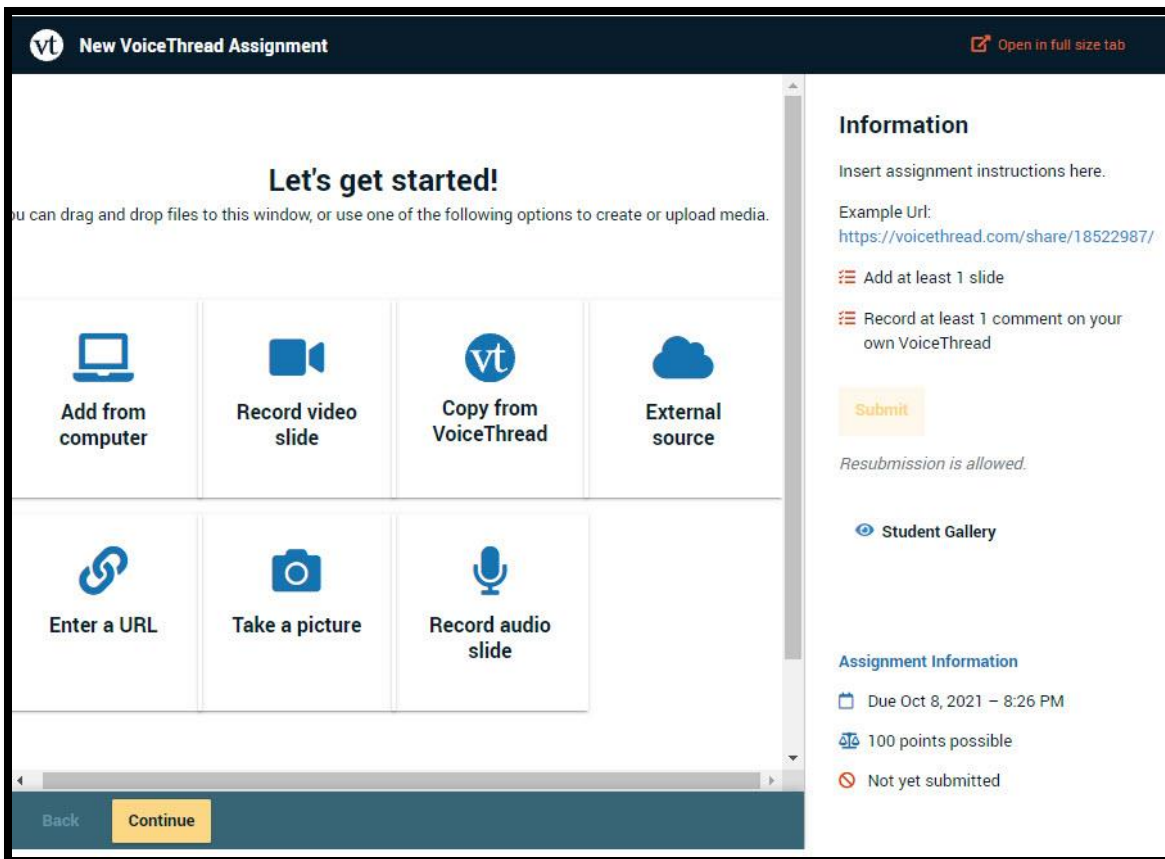


Create a New VoiceThread

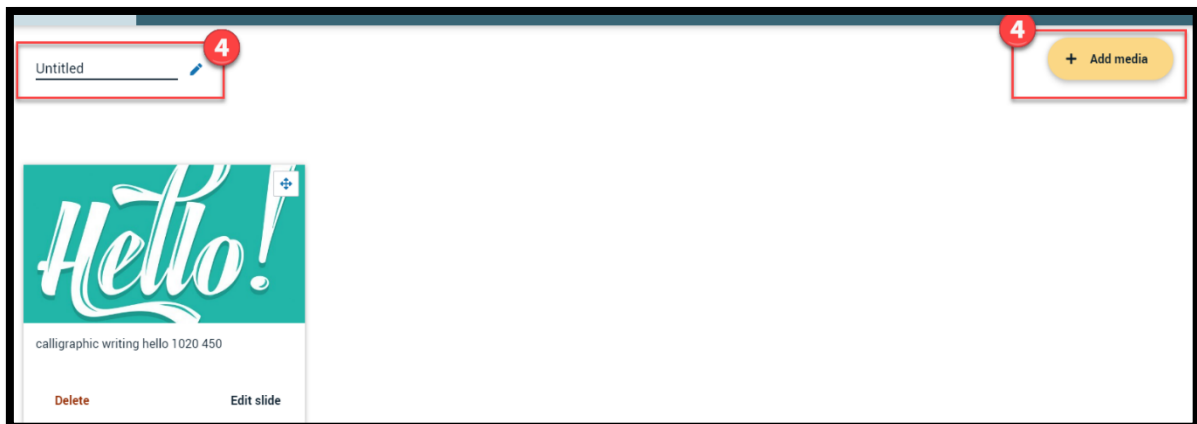
- 1.) Begin by navigating to the VoiceThread Assignment link in your Canvas course.
- 2.) In the VoiceThread Assignment portal, the instructions and assignment requirements will be listed in the top-right corner. If your instructor provided an example VoiceThread, you will see it listed under Example Url. The assignment information including due date, grading, and submission status will be listed in the lower-right corner. Begin the assignment by clicking "Start Assignment".



- 3.) To add media, select from one of the following options: Add from Computer, Record a Video Slide Slide, Copy from an Existing VoiceThread, External Source, Enter a URL, Take a Picture Video, or Record Audio Slide.
 - a. If you are adding a PowerPoint, video or images to your VoiceThread simply click Add from Computer and upload your file.
 - b. Selecting Copy from VoiceThread will allow you to copy content from a past VoiceThread that you have already created. Selecting this option will allow you to import select slides and select comments from a past VoiceThread.
 - c. Selecting External Source will allow you to choose media from the following: Public Flickr Image Content, Your Google Drive, the New York Public Library, or Your Kaltura Media.



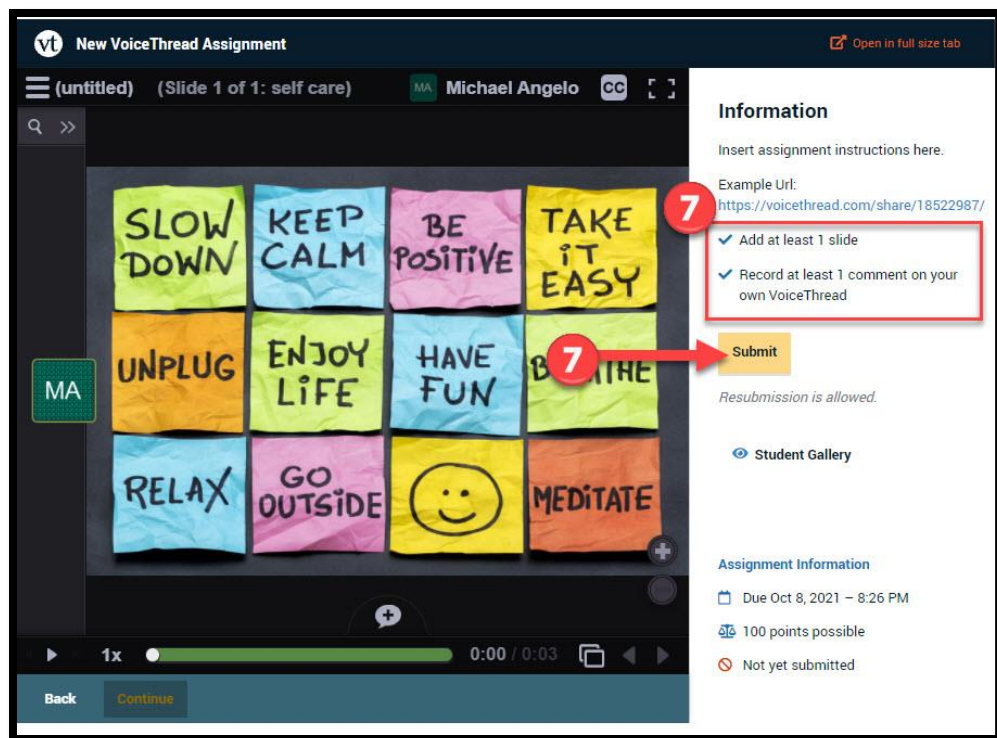
- 4.) After uploading the required media, select the title in the top-left corner and click the pencil icon to name your presentation. You can choose to add additional media by clicking the "Add Media" button in the top-right corner.



- 5.) After uploading all media sources, click continue in the lower-left corner. Add a comment or narration to the VoiceThread hovering over the bottom of the screen and selecting the plus or "Comment" icon.
 - a. The following icons will appear to allow you to comment on the slide: text, telephone, microphone, video, or file upload. If your instructor has limited the comment types in the assignment settings, some comment options will not appear.



- 6.) VoiceThread will give you a countdown and start recording, you can also annotate with the pencil tool during the recording. Click "Stop Recording" and it will automatically playback what you have recorded.
- 7.) After saving the comment you can navigate to the next media slide to comment on another portion of the presentation. Depending on your assignment requirements, once you have uploaded the minimum requirements for content and media, the items on the top-right menu will appear with a checkmark next to them. This means you are ready to submit the assignment. Click "Submit" to submit the assignment.



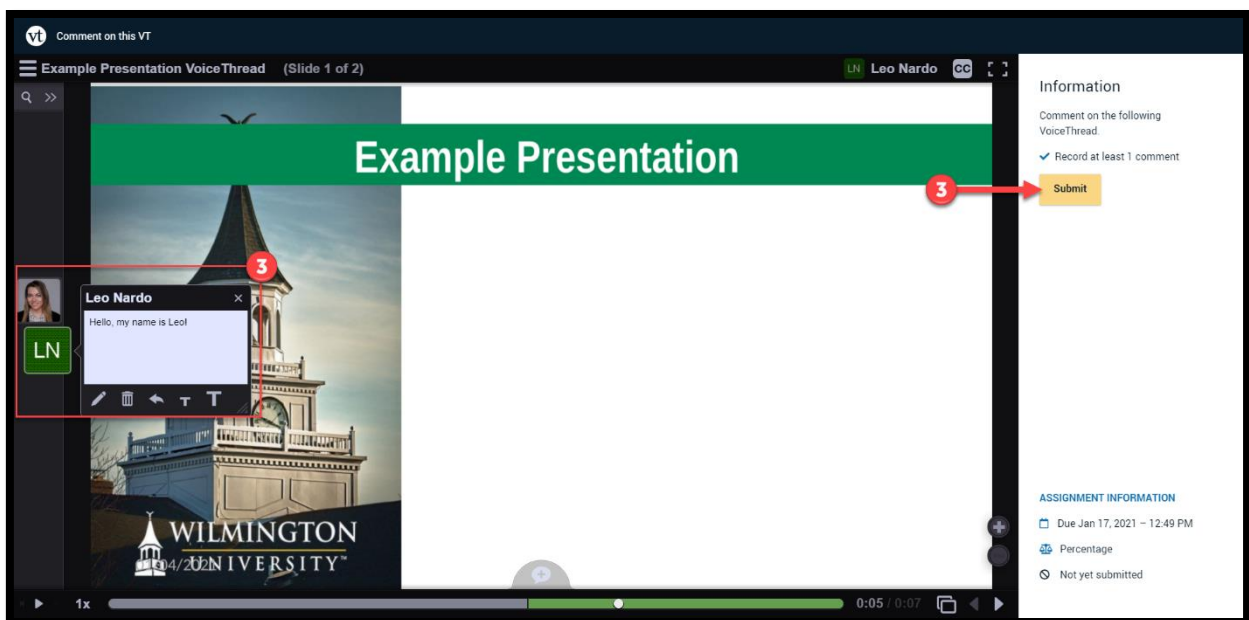
- 8.) After submitting the assignment, if your instructor has enabled resubmissions, you will have the option to "Withdraw Submission" to edit your VoiceThread. If your instructor has enabled the "Student Gallery" feature, clicking this button will take you to classmate's submissions of the assignment. Here you can view and comment on other's submissions.

Comment on a VoiceThread

- 1.) If your instructor has created an assignment in which you need to comment on a required VoiceThread, similar to the instructions for create, begin by navigating to the VoiceThread Assignment in Canvas.
- 2.) The requirements for commenting will be listed in the top-right corner. Click "Start Assignment" to begin commenting.



- 3.) Your comments will appear on the left-side in the VoiceThread. After creating the required number of comments, select "Submit" to submit. If enabled, you can "Withdraw" your assignment prior to the due date to edit your comment(s). Note: you can "reply" to a classmate's comment without needing to withdrawal your own comment submission.

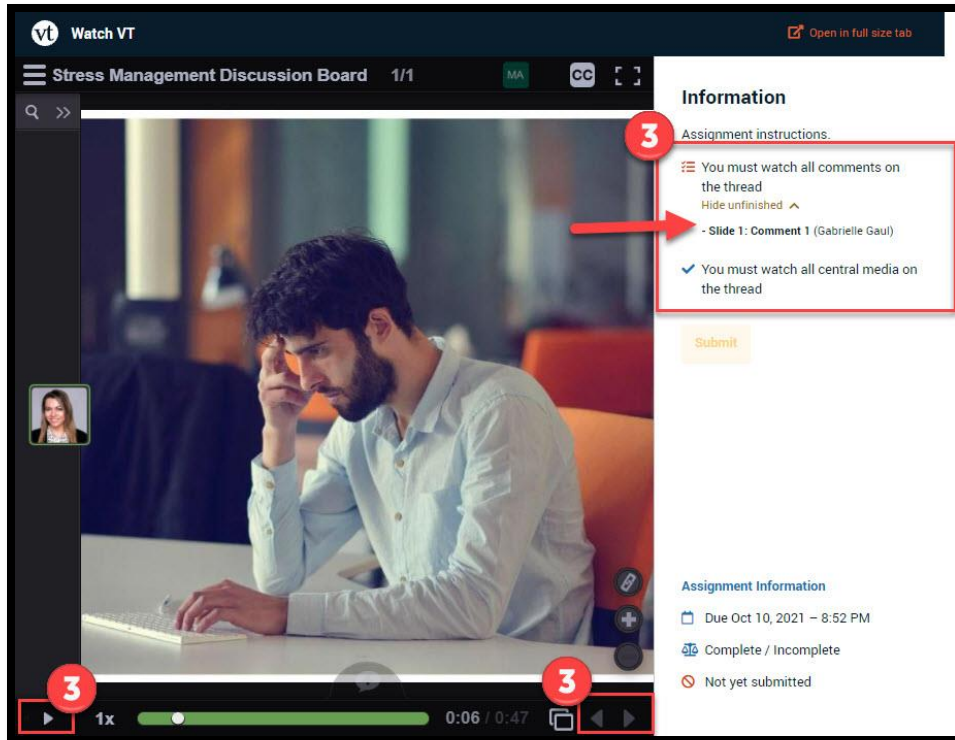


Watch a VoiceThread

- 1.) If your instructor has created an assignment in which you need to watch the required VoiceThread, similar to the instructions for create, begin by navigating to the VoiceThread Assignment in Canvas.
- 2.) The requirements for the assignment will be listed in the top-right corner. Click "Start Assignment" to begin watching the VoiceThread.



- 3.) If the VoiceThread does not begin automatically, select the play button in the lower-left corner to play the first slide. Use the arrows in the lower-right corner to navigate to the next slide. Listen to the required comments and view the required slides. If there is a comment that you have not yet watched, click "Show unfinished" to view and listen to this comment.



4.) After watching all media and comments, the checkmarks will appear in the top-right corner. Click "Submit" to submit the assignment.

