



Technology in a Box

Digital Conversation

Box Contents:

- USB webcam or USB microphone
- Directions

What you can do:

Collaborate around content (text, images, documents, web sites) through voice, text and video commenting.

Overview

Voice Thread is a Web 2.0 tool that enables multiple participants to share ideas and information around shared images and documents. Part of the power of this tool is in participants' ability to share via video, audio and text.

Learn more at: <https://voicethread.com/about/features/>
<https://voicethread.com/?#q.b409.i848804>

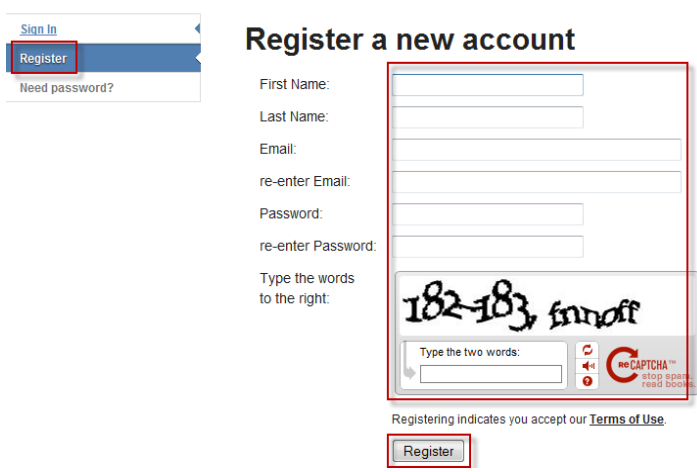
Steps

1. Create a VoiceThread account (<http://www.voicethread.com>)
2. Create a thread
3. Add Your Comments to a Thread
4. Share Your thread
5. Embed Your thread



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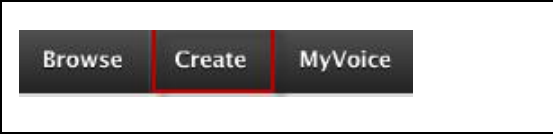
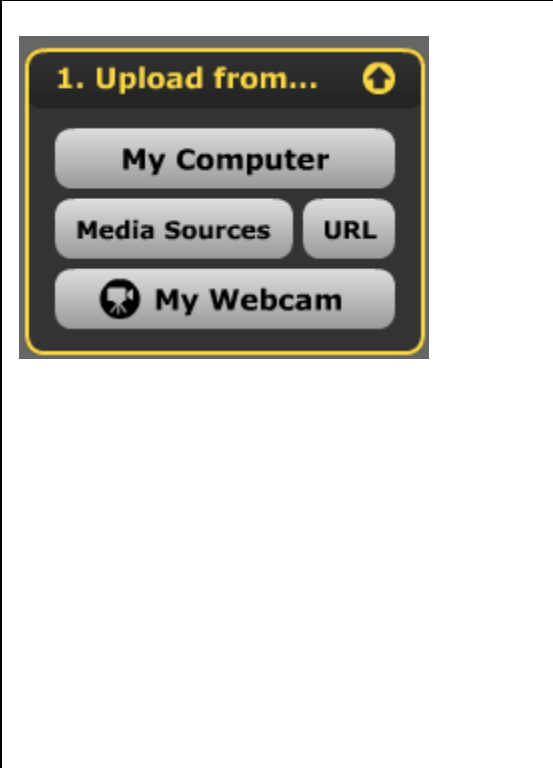
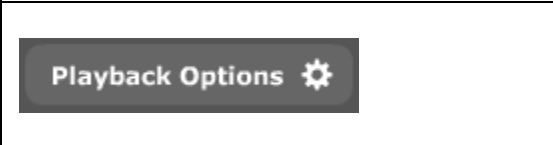
Step 1: Create a VoiceThread Account

	<p>Go to: http://www.voicethread.com</p> <p>Click Sign in or Register.</p>
	<p>Click Register on the left.</p> <p>Complete the registration form.</p> <p>Click the Register button.</p>

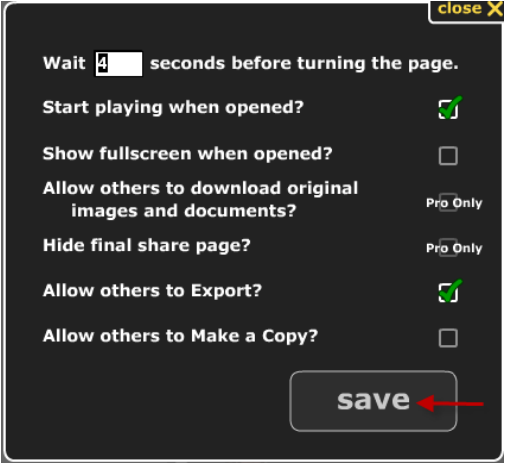
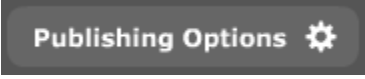
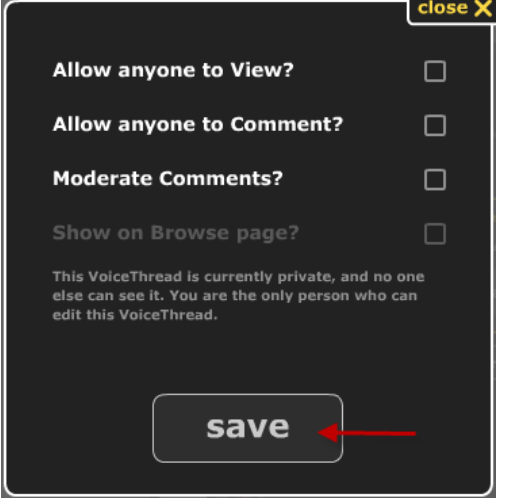
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Step 2: Create a Thread

Tip: Gather all the resources you want to include in your *VoiceThread* (images, text files, video, etc.) in a folder before you begin creating the Thread. This will make the creation less time consuming. If you are uploading text-based files, consider converting them to PDF for best upload.

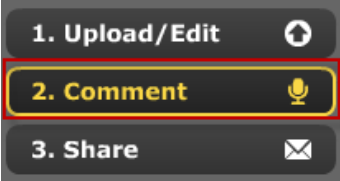






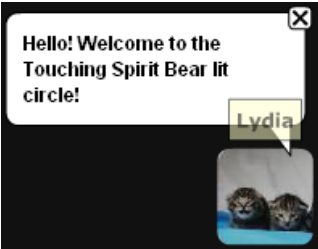
	<p>At the top of the screen, click Create.</p>
	<p>Click the Upload button.</p> <p>Select the location from which you want to upload content:</p> <ul style="list-style-type: none"> • My Computer – navigate to saved files, images & videos. • Media Sources – choose images from other VoiceThreads you have created, Flickr & Facebook (if you have accounts with these online tools), or the New York Public Library (700,000 copyright free images) • URL - paste the URL for a web based image • My Webcam – record a video snippet to display on a slide in your thread <p>Follow screen prompts to include resources from these locations.</p>
	<p>Set playback options by clicking the Playback Options button at the bottom left of the screen.</p>

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 <p>close X</p> <p>Wait <input type="text" value="4"/> seconds before turning the page.</p> <p>Start playing when opened? <input checked="" type="checkbox"/></p> <p>Show fullscreen when opened? <input type="checkbox"/></p> <p>Allow others to download original images and documents? <input type="checkbox"/> Pro Only</p> <p>Hide final share page? <input type="checkbox"/> Pro Only</p> <p>Allow others to Export? <input checked="" type="checkbox"/></p> <p>Allow others to Make a Copy? <input type="checkbox"/></p> <p>save ←</p>	<p>Select desired settings by clicking in the boxes following each setting.</p> <p>Click the Save button when done.</p>
 <p>Publishing Options ⚙️</p>	<p>Set publishing options by clicking the Publishing Options button at the bottom of the screen.</p>
 <p>close X</p> <p>Allow anyone to View? <input type="checkbox"/></p> <p>Allow anyone to Comment? <input type="checkbox"/></p> <p>Moderate Comments? <input type="checkbox"/></p> <p>Show on Browse page? <input type="checkbox"/></p> <p>This VoiceThread is currently private, and no one else can see it. You are the only person who can edit this VoiceThread.</p> <p>save ←</p>	<p>Select desired settings by clicking in the boxes following each setting.</p> <p>Click the Save button when done.</p>

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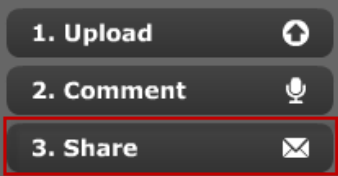
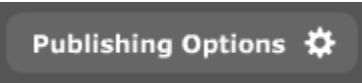
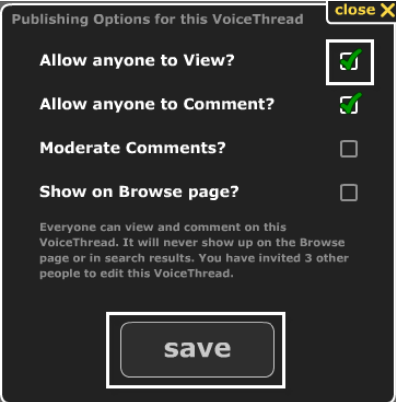

Step 3: Add Your Comments to Slides in the Thread

	<p>Click on the Comment button to add comments to the pages of your <i>VoiceThread</i>.</p>
	<p>Click the comment button at the bottom of the page on which you want to add a comment.</p>
	<p>Select the format in which you want to record a comment.</p> <ul style="list-style-type: none"> •  phone in an audio comment •  record a video comment Note: You will need a web cam on or attached to your computer to do this. •  record an audio comment using your computer's built-in microphone or an external microphone •  type a text comment <p>Follow the screen prompts to make each type of comment.</p>
	<p>You will note that your user icon appears to the side of the page. When you click on it, your comment will appear in the format which you recorded it.</p>



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Step 4: Share Your VoiceThread

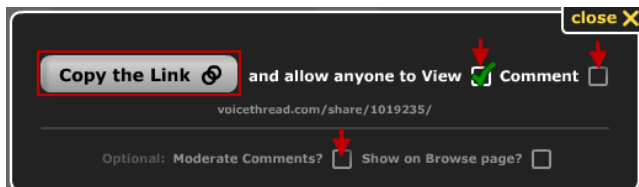
	<p>Click the Share button.</p>
<p><i>If you want to share publically . . .</i></p>	
	<p>Click the Publishing Options button at the bottom of the screen.</p>
	<p>In the window that opens, click the box to the left of <i>Allow anyone to View?</i></p> <p>Click the Save button.</p>
	<p>Click In the URL Field of your browser and copy the displayed URL ((right-click on the URL and select <i>Copy</i>).</p> <p>Go to the application (email, course site, etc.) in which you wish to share the link and paste it.</p>

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If you want to share by providing a link . . .



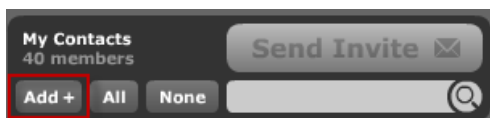
Click the **Get a Link** button to generate a URL where your *VoiceThread* can be accessed by anyone.



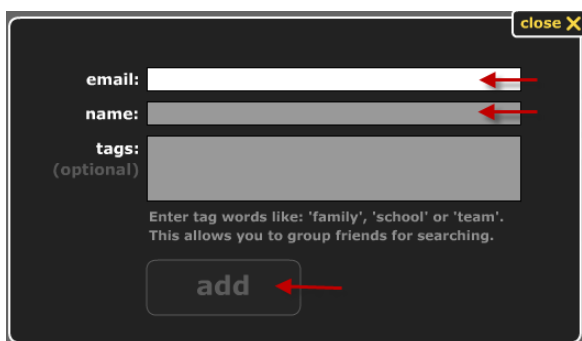
You can decide whether or not to allow comments, and if you allow comments, use comment moderation by clicking in the boxes next to these options.

Click the **Copy the Link** button to copy the URL. A red box will appear indicating the URL has been copied to the clipboard. Go to the application (email, course site, etc.) in which you wish to include a link and paste it.

If you want to share through invitation . . .



Click the **Add+** button.

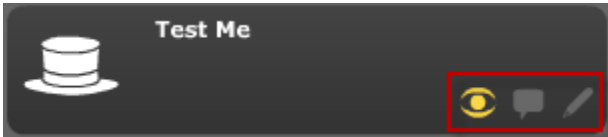






In the window that opens, enter the person's email address and name.

Click the **add** button.



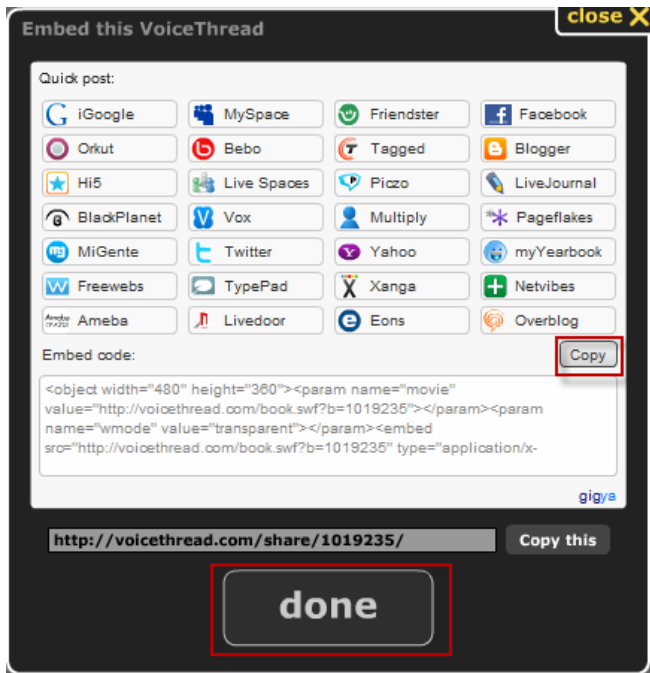



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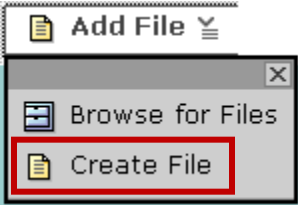
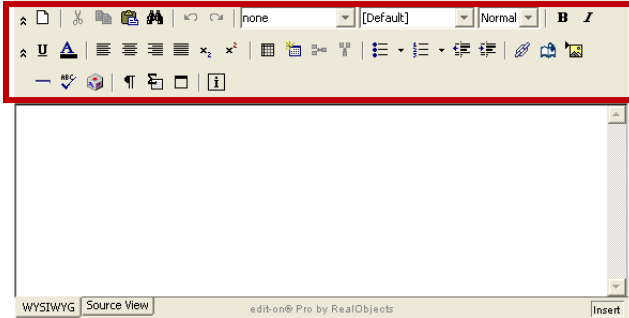
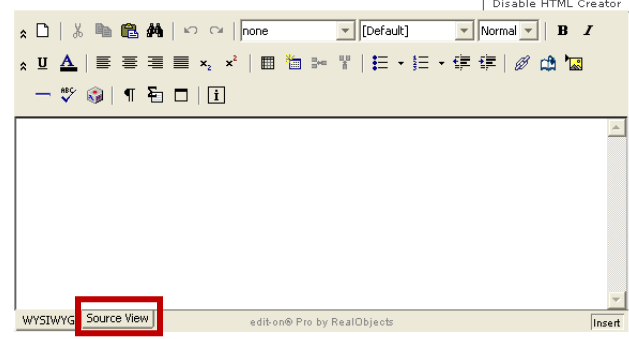
	<p>You will see the people you have added listed.</p> <p>Click on the name of the first person you want to invite to collaborate on your <i>VoiceThread</i>.</p> <p>Then click on the icons following their name to indicate how you want them to collaborate:</p> <ul style="list-style-type: none">•  view only•  make comments•  edit pages in the thread
	<p>Click the Send Invite button.</p>
	<p>Once you have shared a <i>VoiceThread</i> others can view, comment and/or edit it (based upon the collaboration settings you applied to them).</p>

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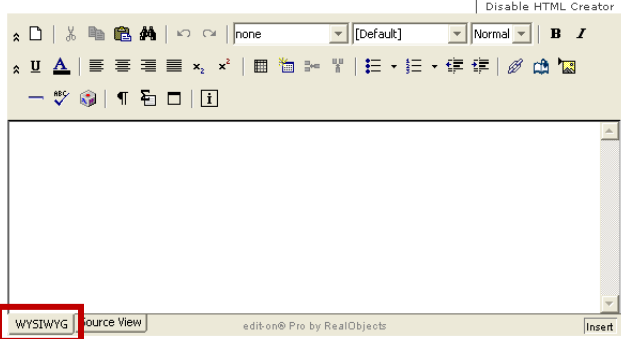
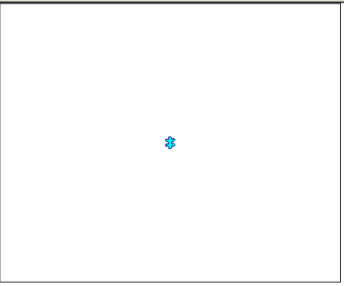
Step 4: Embed Your VoiceThread in your Course Space

	<p>Click the Embed button at the bottom of the screen.</p> <p>Note: If you are viewing your thread, click on the menu icon  on the thread border.</p>
	<p>In the window that opens, click the Copy button and then the done button.</p>
	<p>In your course space, while in the <i>Build</i> tab, navigate to the section of your course (home page, folder, learning module) you wish to embed the thread on.</p> <p>Click the Add File button.</p>

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	<p>Select the Create File option.</p>
<p>*Title: <input type="text" value="Sample Video"/></p>	<p>In the <i>Title</i> field, add a title for the page.</p>
<p>*Content:</p> 	<p>In the <i>Content</i> field, make sure your toolbar is displaying.</p> <p>If the toolbar is not displaying:</p> <ul style="list-style-type: none"> • Make sure you are using Firefox as your browser. • Click the <input type="button" value="Enable HTML Creator"/> button at the top right of the <i>Content</i> field.
<p>*Content:</p> 	<p>Place your cursor in the desired location within the <i>Content</i> field.</p> <p>Click the Source View tab at the bottom of the <i>Content</i> field.</p> <p>Paste the code you copied in step 1. To paste:</p> <ul style="list-style-type: none"> • Windows Machine: CTRL + V or right-click & choose Paste • Mac Machine: APPLE + V or click, hold & choose Paste

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<p>*Content:</p> 	<p>Click on the WYSIWYG (What You See Is What You Get) tab at the bottom of the <i>Content</i> field.</p>
	<p>You will see a placeholder indicating where the embedded content will appear on your page.</p> <p>You can move your cursor before or after the placeholder to add other content to the page.</p> <p>Click the Save button when you are done.</p>