VoiceThread – Getting Started
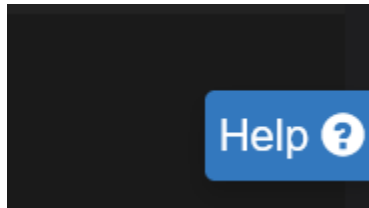
Log In

1. In your web browser, go to: http://wcu.voicethread.com
2. You will be redirected to a WCU page where you can log in. Use the same username and password you use for Blackboard.
3. If this is the first time you have logged in, your account will be automatically activated IF you are a currently enrolled student in the College of Education and Allied Professions or you are a faculty or staff member of the college.
4. If you are a faculty member, contact Lee Nickles (lnickles@wcu.edu or x3299) to have your account upgraded to faculty status.

View Tutorials

VoiceThread has several video tutorials on how to use their site.

1. Log in to VoiceThread
2. Click on the "Help" icon near the bottom right of the screen

3. You can pick the topic you are having issues with OR click on "Search full how-to documentation" to search more in-dept for your issue

Create a new VoiceThread

1. Log in to VoiceThread
2. Click on the Create button at the top left
3. Click the Add Media link in the middle of the page – you have several options
   a. My Computer - upload a video, audio, image, or PowerPoint file you previously created
   b. Media Sources – upload a video from a few online services
   c. Audio recording – record audio directly from your computer
   d. Webcam photo – take a photo with your computer's webcam
   e. Webcam video – record video (and audio) directly from your computer
   f. URL – paste a URL with the media you wish to add
4. You will be asked to name your VoiceThread; If you uploaded media, it may take significant time to process
5. To make your VoiceThread visible to a group, click the Share button and select the group. Click on the View, Comment, and Edit options if you wish to allow them. Green means that option will be available to all members of the group (typically, you only want to allow View and Comment)
6. Click the large blue Share button

Join a Group

1. Get the URL for the group from your course instructor
2. Log in to VoiceThread
3. Once logged in, paste the URL into the URL address bar of your browser
4. You will be automatically enrolled in the group

Create a Group (Faculty Only – not necessary with Canvas Integration)

1. Log in to VoiceThread
2. Click the tab (in the picture above)
3. Click the Plus sign beside the Groups header
4. Give your group a name, and if you wish a description. You can also change the header image.
5. Click "Create Group" and it will appear in your list of groups.
6. Move your cursor over the name of the group and you can click the gear icon to edit it.
7. Click the "Group Sign-up Link" button to get the link you will distribute to your students.

Build a Canvas Assignment

1. Navigate to your course in Canvas and create a new assignment

2. Under Submission Type select External Tool

3. In the box, click "Find"

Submission Type

External Tool ⌄

External Tool Options

Enter or find an External Tool URL

🔗 http://www.example.com/launch   Find

☐ Load This Tool In A New Tab

4. Search for VoiceThread and click on it.

Configure External Tool ✕

external tool you already know is configured with Basic LTI to
add a link to it to this module.
A tool for polls

TK20

Turnitin Framework
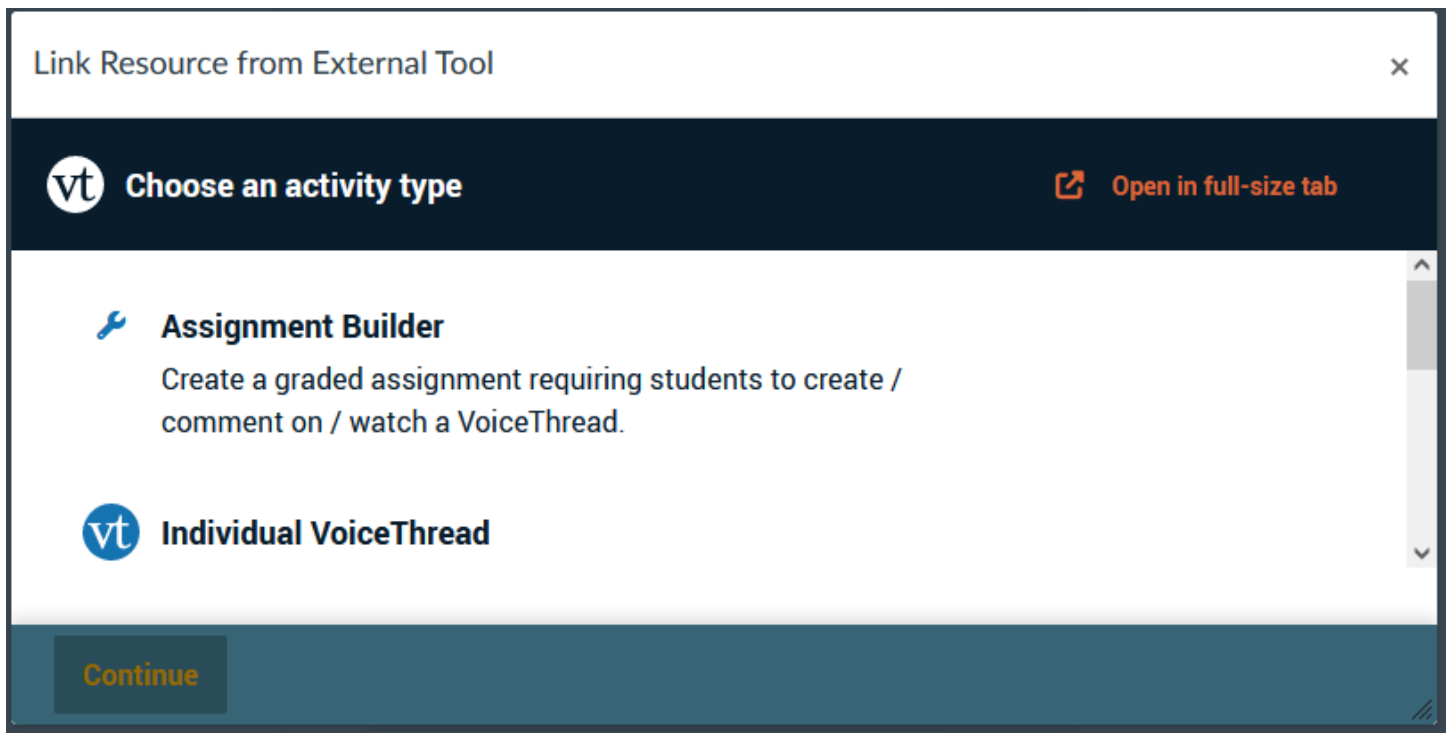Unavailable for use as external tool

VoiceThread 🔍
Transforming media into collaborative spaces with
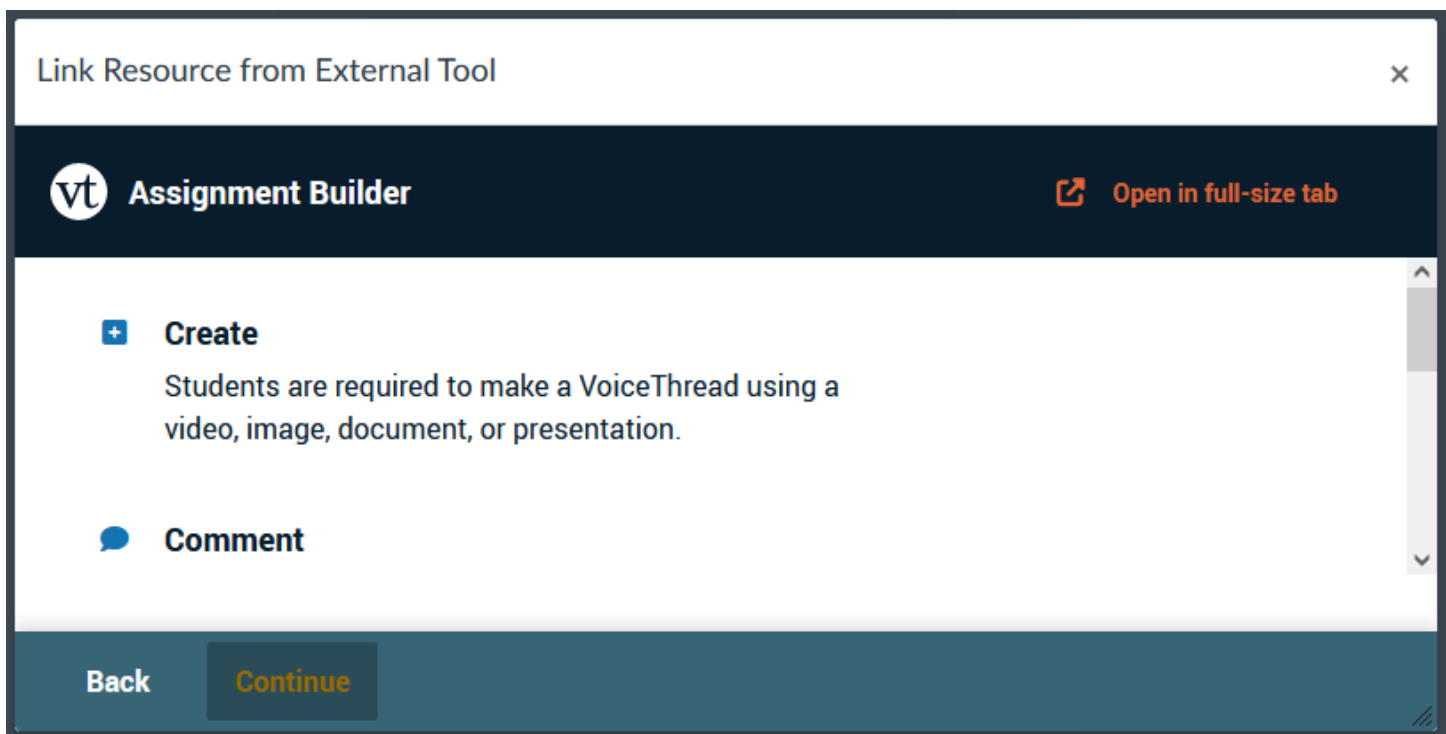video, voice, and text commenting.

WebWork

YouTube 🔍
Search publicly available YouTube videos. A new icon
will show up in your course rich editor letting you
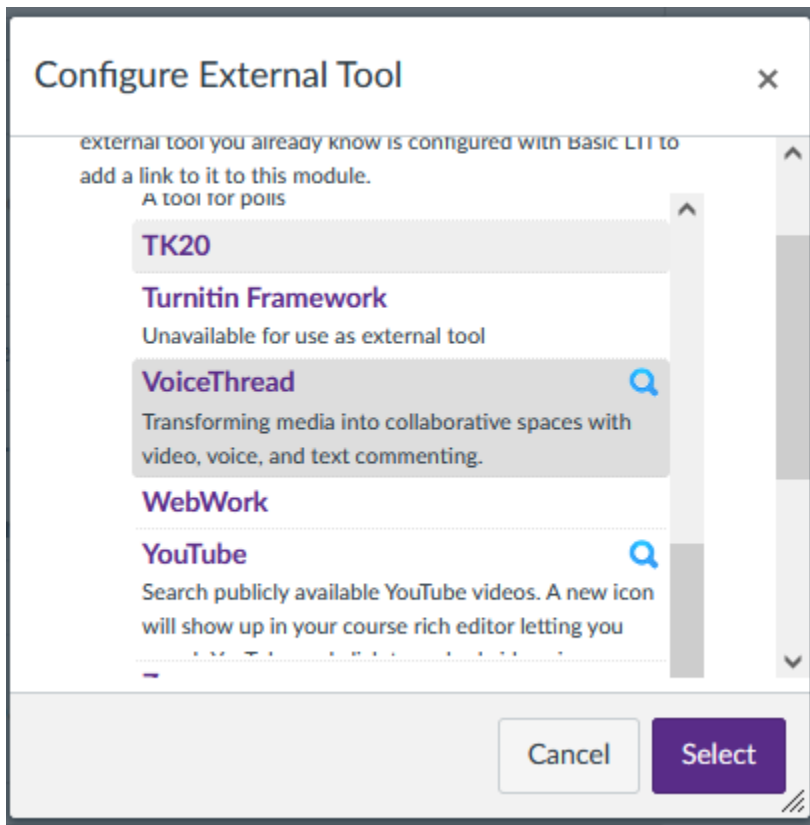
Cancel   **Select**

5. You will typically want to use Assignment Builder so click on that option

6. Pick the kind of assignment you wish from the list. "Create" is the most typical (students must create their own voicethread) then click Continue

7. For "Create," select the parameters (there are many – default ones are a good place to start) and click Continue
8. Set the various assignment settings if you wish. These do not migrate back to Canvas. I recommend using the same assignment name in both Canvas and VoiceThread for convenience.
9. You will be back on the screen seen here. Click Select.

10. Finish setting up your assignment and click Save or Save & Publish. Your assignment will look something like this to you: