



VOICETHREAD DOCUMENTATION

To access VoiceThread: <http://voicethread.com>

To login:

ID = WIT e-mail address

PW = 654321 (please change after initial log-in)

Go to the top right corner, click on your e-mail address.

- To change your password, choose MY ACCOUNT
- To add a photo, choose MY IDENTITIES

GENERAL NAVIGATION

There are 2 navigation areas, the top tabs and the left list:

- Top tab navigation allows you to move between browsing for content that displays all public VoiceThreads, creating a new VoiceThread, and MyVoice, which displays only the threads you have created or that have been shared with you.
- Left navigation sorts VoiceThreads by organization (all of WIT) or by groups within the organization. Creating groups for individual courses is an easy way to create a “landing page” for students using VT for class.

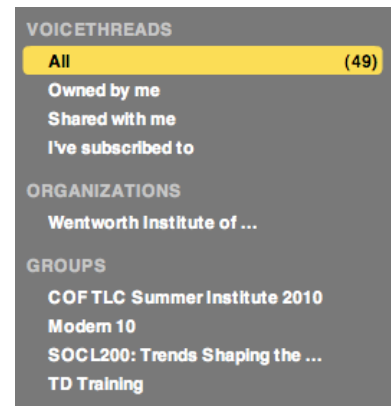
CREATE A NEW VOICETHREAD

Click the CREATE tab and choose where your media will come from. You may have a PPT file stored on your computer, want to load a webpage from a URL, or film a brief recording from your webcam.

- Once the file(s) have uploaded you should give the VT a title and description.

Click SHARE to identify whom gets to view, edit, and comment on your VT.

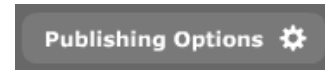
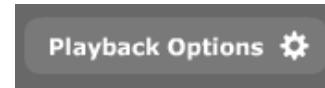
- Click on the group you would like to share the VT with or
- Create a new group by clicking the NEW+ button





Also in the SHARE tool (bottom left corner):

- Playback Options allow you to set how quickly the VT advances to a new page, full screen, allow others to download/export, and other settings.
- Publishing Options allow you to choose who can view, comment, and if your VT is shown on the BROWSE tab for any VT user to see.

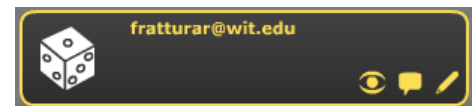


GROUP MANAGEMENT

After creating a new group, you must add members to it. The list on the right is all members of the WIT organization. Simply drag and drop members to your group.

After adding members to the group, you need to set edit rights for this VT.

- Clicking on the eye icon gives group members view access
- Clicking the comment bubble gives members comment rights
- You can set further access for individuals on the right side by clicking the pencil tool which gives that person edit rights to the VT. This means they can add additional content to the VT.



Perhaps the simplest way to add members to a group is to send them the link to the group. Click "Get a Link", copy and paste that link into an e-mail to the class. When a student clicks the link, they will be taken directly to your VoiceThread Group and have view and comment rights.



*** To establish student accounts, please talk with a member of the Training + Development team for assistance.

COMMENTS

The real value of VT becomes apparent when students start to comment. In the VT, simply click "Comment" and choose your method of commenting:

- With your webcam (video and audio)
- With your microphone (audio only)
- Type (text only)
- With any type of comment, you also have a "pen" to draw on the page

