Bb: Engage Students with VoiceThread Sharing

Workshop

Educational Technologies Series
**Workshop Summary**
Center for Learning and Teaching

**Topic**

**Bb: Engage Students with VoiceThread Sharing**
VoiceThread is a collaboration tool available in Blackboard that allows faculty and students to share and discuss content with text, images, audio and video. VoiceThread combines a media player with interactive tools to facilitate online discussions and media-based feedback.

**Workshop objectives**
Participants in this workshop will:
1. Create VoiceThread content and share it with their students in their Blackboard courses
2. Leverage VoiceThread tools to enhance collaboration and engage students
3. Use VoiceThread for student assignments and assessment
4. Configure VoiceThread with the Blackboard Grade Center for student assessment

**Workshop activities**
1. Getting Started with VoiceThread
2. Creating and Posting a VoiceThread Presentation
3. Interacting with VoiceThread Content
4. Student Assignments Using VoiceThreads
5. Assessing Students' Work
6. Maintaining VoiceThread

**Who should attend**
Faculty and teaching assistants

**Workshop expected outcomes**
Participants will understand how to use VoiceThread to engage students and leverage its features integration with Blackboard.

**Handouts Readings**
Workshop Summary, Activity Sheets, Resource Websites

**Relevant Resources:**
- Blackboard Help - https://help.blackboard.com/Filter/Instructor/College_or_University
VoiceThread Examples:

- Simple Ice-breaker - https://voicethread.com/new/share/4886389/
- Scarlet Letter discussion - https://voicethread.com/new/share/5120591/
- Constitution discussion- https://voicethread.com/new/share/2584283/
- Italian speaking practice - https://voicethread.com/new/share/5819992/
- Film Trailer analysis - https://voicethread.com/new/share/763327/
- Student-created math textbook- https://voicethread.com/new/share/1014501/
- Student Interview Practice - https://wp.voicethread.com/2016/06/20/using-voicethread-to-help-students-prepare-for-interviews/
- Webcam Q&A - https://voicethread.com/new/share/444028/
- Feedback on student paper- https://voicethread.com/new/share/624535/
Activity 1: Getting Started with VoiceThread

Objectives:
In this exercise, you will learn how to:
- Access VoiceThread from Blackboard
- Differentiate between the four types of Voice Thread Links in Blackboard.
- Navigate within the VoiceThread web application

Roles with these privileges:
- Faculty

Assumptions:
- In concluding the activity, it is assumed faculty/staff will use VoiceThreads in their course

Tips:
- Review online resources and examples VoiceThreads to get some ideas on how you might use it

Other Resources:
- VoiceThread in Your LMS (Blackboard)
- Browse Public VoiceThread Examples
- Free Workshops from VoiceThread

Follow These Steps:
1. Log into Blackboard
2. Select the .cltworkshop: CLT Workshop course site
3. Select Workshop Modules from the course navigation panel
4. Select the Engage Students with VoiceThread Sharing folder
5. Review folder contents with other attendees
6. Discuss four types of VoiceThread Links

Page with all VTs shared with the course
Page with VTs created by and shared with a user
Page with a single VT
Bb assignment created with VT (create, comment, or watch)
Activity 1: Getting Started with VoiceThread

7. Select Participant Folders from the course navigation panel
8. Create a folder using your name as the Name using Build Content > Content Folder
9. Create a VoiceThread link using Tools > VoiceThread
10. Provide a link Name, Points value, and select Submit
11. Select your new vt link, then Launch
12. Select Course View button
13. Open your new vt link
14. Explore the VoiceThread interface and menus
Activity 2: Creating and Posting a VoiceThread Presentation

Objectives:
In this exercise, you will learn how to:
- Create a VoiceThread
- Leverage VoiceThread tools to enhance collaboration and engage students

Roles with these privileges:
- Faculty, TA, students

Assumptions:
- In concluding the activity, it is assumed faculty/staff will use VoiceThreads in their course

Tips:
- Practice by making a VoiceThreads in your VT Home space, then sharing the ones you want with your courses

Other Resources:
- Creating VoiceThreads – “How To” Tutorials (http://wp.voicethread.com/howto-category/creating-web-application/)
- Creating a VoiceThread - Tutorial Video
- How to Comment on A VoiceThread – Tutorial Video
- Sharing a VoiceThread – Tutorial Video
- VoiceThread in Your LMS (Blackboard)
- Comment Moderation

Follow These Steps:
1. Select Participant Folders from the course navigation panel
2. Select your practice folder
3. Select your new vt link, then click the Launch button
4. Select Add your own or Create button
5. Select Create a new VoiceThread
6. Select Add Media
7. Review types of media to include in the new VoiceThread
   - My Computer: Uploading files from your computer
   - Media Sources: Importing media from other sources
   - Audio Recording: Using you microphone
   - WebCam Photo or Video: Using your webcam
   - URL: Importing media from another website
Activity 2: Creating and Posting a VoiceThread Presentation

8. Select **My Computer** to upload media files
9. Browse to **Documents > VoiceThread Workshop > HowToUseVoiceThread.pptx**
   (Optionally, you can browse to the **Images** folder and select all of the images.)
10. Select the **Open** button
11. Enter a **Title** for your Voice Thread, optionally a **Description** and **Tags**, then click **Save**
12. Experiment with reordering the images by dragging one into a new location
13. Select **Comment** to add your narration to the VoiceThread
14. Select + to add a comment
15. Select microphone to record narration.
16. Record narration for presentation including changing slides, adding annotations, etc.
17. Save and review narration.
18. Close presentation.
19. Select **Share** and choose the appropriate options. Then click Share button.

Other Options:
- Upload a PDF, Word or Excel document as your media to create a VoiceThread
- Use Webcam to include a video of yourself in the narrated VoiceThread
Activity 3: Interacting with VoiceThread Content

Objectives:
In this exercise, you will learn how to:
• View VoiceThread content as a student
• Interact with VoiceThread content from the perspective of a student and an instructor.

Roles with these privileges:
• Faculty, TA, students

Assumptions:
• Participants will have a familiarity with the types of VoiceThread links and will know how to create a VoiceThread.

Tips:
• As an instructor, you are able to make comments on a VT in the same manner as students.

Other Resources:
• How to Comment (website with text and presentation)

Follow These Steps:

1. Enter student preview mode.
2. Go to the “Workshop Modules” item in the Blackboard Workshop site and select the “Engage Students with VoiceThread Sharing” folder.
3. Open the “Example VoiceThread Link Types” folder and select “VT Course View Link” and Launch.
4. Here you will be able to see the VoiceThreads the other workshop participants have created. Select one that interests you and view. This is the student view.
5. Practice making a comment by opening the VoiceThread and navigating to the slide on which you’d like to record a comment. At the bottom of that slide, you’ll see a “+” icon. Click on this to see all of the commenting options.
6. Exit student preview and keep the user data.
Activity 3: Interacting with VoiceThread Content

- Audio from a microphone
- Text
- Video from a webcam
- Audio from a telephone
- Audio or video from a pre-recorded file
- Replying to another comment

Audio from a microphone

1. Click on the microphone button.
2. Click “Allow” on the permissions pop-up if prompted.
3. After the countdown is complete, begin recording your comment.
4. Click the red flashing light at the bottom of the screen to stop recording.
5. The comment will begin playing. Click “Save” to save it or “Discard” to cancel and try again.

Text

1. Click on the “ABC” button.
2. Type your text comment.
3. Click “Save”.

*Note:* You can enter a URL in a text comment, and it will be hyperlinked automatically.
**Activity 3: Interacting with VoiceThread Content**

*Video from a webcam*

1. Click on the camera icon.
2. Click “Allow” on the Flash permissions box if prompted.
3. After the countdown is complete, begin recording your comment.
4. Click the red flashing light at the bottom of the screen to stop recording.
5. The comment will begin playing. Click “Save” to save it or “Discard” to cancel and try again.

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*Audio from a telephone*

1. Click on the telephone icon.
2. Enter your 10-digit phone number (US and Canada only).
3. Click “Call Me”.
4. When your phone rings, pick it up, and record your comment when prompted.
5. Hang up to save.

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*Audio or video from a pre-recorded file*

1. Click on the upload icon.
2. Browse for the video or audio file you wish to upload and select it.
3. Wait for the file to finish processing. You’ll know it’s done because the spinning wheel over your Identity image on the left will disappear.
Activity 3: Interacting with VoiceThread Content

Replying to another comment

There are three ways you can reply to a comment on a VoiceThread:

- Direct Reply (only available to the creator or editor of a VoiceThread)
- Threaded Reply
- Private Reply
Activity 4: Student Assignments Using VoiceThreads

Objectives:
In this exercise, you will learn how to:
• Use “Assignment Builder” to create an assignment where students must create their own VT or view a previously created VT.

Roles with these privileges:
• Faculty, TA, students, staff

Assumptions:
• Participants will know how to create and comment on a VoiceThread.

Tips:
• Students will not be able to submit their assignment until the requirements you set are met.

Other Resources:
• Assignment Builder (YouTube video)

Follow These Steps:

1. Open your participant folder in Blackboard.
2. Select Tools > VoiceThread.
3. From this screen, enter the name of the assignment (e.g. “Assignment #1”).
4. Provide points possible and any other options you would like.
5. Click Submit.
6. From the setup screen, select “Assignment Builder.”

7. Select the type of assignment:
Activity 4: Student Assignments Using VoiceThreads

You can create three different kinds of assignments:

- **Create a VoiceThread**: Require students to create and submit a VoiceThread of their own
- **Submit a Comment**: Require students to comment on a VoiceThread you have created (you don't have to have a VoiceThread ready to set an assignment, the next page will prompt you to create a VoiceThread).
- **Watch a VoiceThread**: Require students to watch an entire VoiceThread start to finish (you don't have to have a VoiceThread ready to set an assignment. The next page will prompt you to create a VoiceThread).

8. After you've selected the type of assignment you'd like to create, you will be walked through the steps to complete the setup process. You can include a description for your assignment, select a VoiceThread you've created for the Comment or Watch Assignment, and even require a specific number of comments for the Comment Assignment.

9. After students have completed their assignments, click on a submitted assignment to view it, and enter a grade on a scale of 0-100. Grades are instantly recorded in your gradebook.

10. If you have students who have not yet submitted their assignments, click on the “Remind” button to send them an email reminder. Click “Remind all students” to send an email to everyone who has not yet submitted.
Activity 5: Assessing Students’ Work

Objectives:
In this exercise, you will learn how to:
- View student’s VoiceThread submission
- Comment on a student’s post
- Enter a grade
- View the grade in the grade center

Roles with these privileges:
- Faculty, TA

Assumptions:
- In concluding the activity, it is assumed faculty/staff will use VoiceThread assignments to assess students.

Tips:
- VoiceThreads can be graded through the course assignment and grade center.
- Each VoiceThread assignment link opens in a new tab.
- Submission does not show up in the “Needs Grading” area of the grade center.

Other Resources:
- VoiceThread in Your LMS (Blackboard)

Follow These Steps:
1. Select the VoiceThread assignment link
2. Select Launch to view the VoiceThread submissions, note the grader (submissions pane) to the right the screen
3. Select the student names under Submitted and Not Submitted assignments
4. View the student’s VoiceThread submission to the left of the screen
5. Select VoiceThread Comment to provide feedback to all students
6. Select the student icon to provide feedback to a specific student
Activity 5: Assessing Students’ Work

7. Enter a grade > **Submitted** > select the number next to the student’s name > enter grade > select enter

   *Note:* Students will only show up in the list under "Not Submitted" if they have accessed VoiceThread before. Once they have clicked the assignment, they will be added to your list of students. If you have students who have not yet submitted their assignments, click on the **Remind** button to send them an email reminder. Click “Remind all students” to send an email to everyone who has not yet submitted.

8. View grade in the grade center
Activity 6: Maintaining VoiceThread

Objectives:
In this exercise, you will learn how to:
• Copy an existing VoiceThread
• Clean up VoiceThread comments
• Share a VoiceThread

Roles with these privileges:
• Faculty, TA

Assumptions:
• Faculty will want to reuse and share existing VoiceThreads

Tips:
• Blackboard VT links can be copied to another Bb course site but will need to be relinked to access VT content in the new course.
• You can only copy a VT you created.
• You can only share a VT you created.

Other Resources:
• Updating VT Links in Blackboard Course Copies

Follow These Steps to Copy a VoiceThread:
1. Select the VT link you Created
2. Select Launch
3. Select the VT menu
4. Select Go to VT Home
5. Select the VoiceThread you want to copy
Activity 6: Maintaining VoiceThread

6. Select the Copy icon

7. Type in New Title
8. Select the drop down arrow for Which comments would you like to keep?
9. Select Copy
Activity 6: Maintaining VoiceThread

Follow These Steps to Share a VoiceThread:

1. Access the VT you want to share
2. Select the Share button
3. Share the VT with a Group or someone from your Contacts
Activity 6: Maintaining VoiceThread

4. Select **Contacts**

5. Type in the **Email** address and **Name** of the person you want to share your VT with

6. Select **Allow them to** options

7. Select **Share**