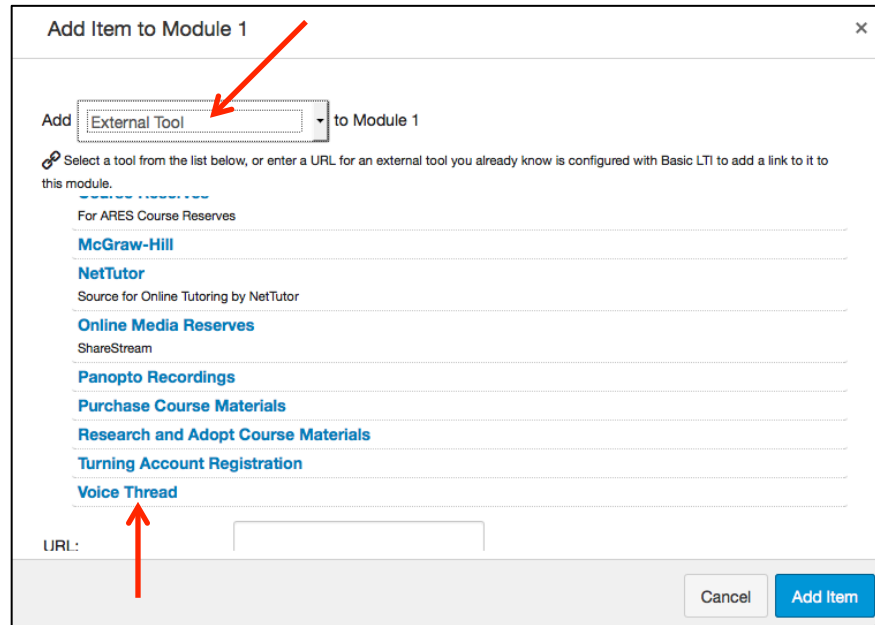
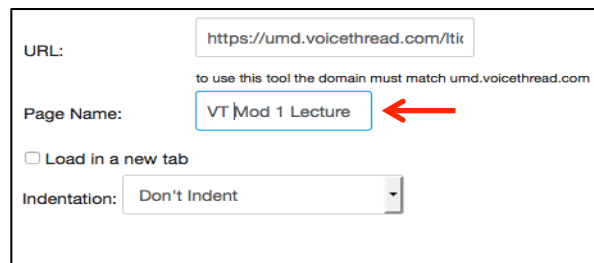


Adding a VoiceThread Presentation to a Module

1. Navigate to the **Modules** area of your course.
2. Find the module to which you would like to add VoiceThread, and click the **Add Content** button.
3. Select **External Tool** from the menu.
4. Click inside the **External Tool Options** box to open a new window with a list of tools.



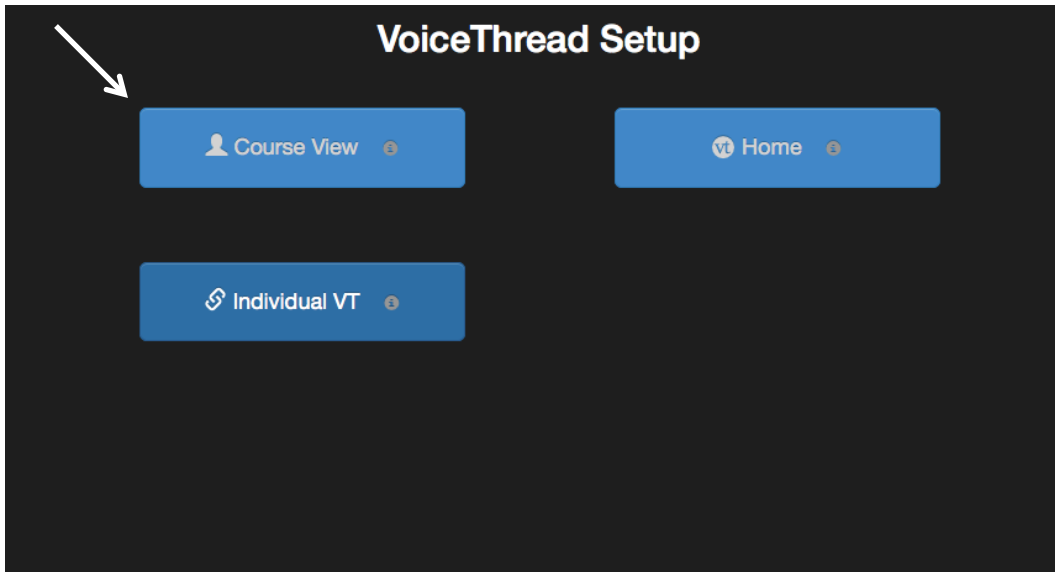
5. Select **VoiceThread** from the list of tools. Click the **Select** button.
6. Give your link a title, i.e., “Module 1 Lecture.”



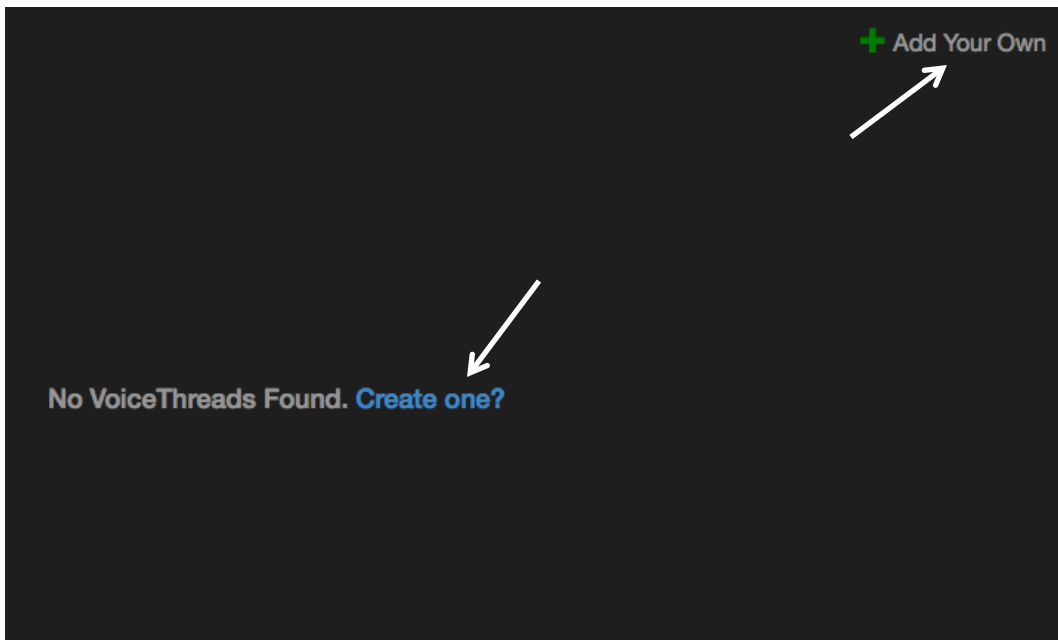
7. Click the **Save** button.
8. Remember to hit the **Publish** button.



9. Click on the link you've just created. This will show you the VoiceThread Setup page, where you can select the option that best fits your needs. For most presentations, you will select **Course View**.

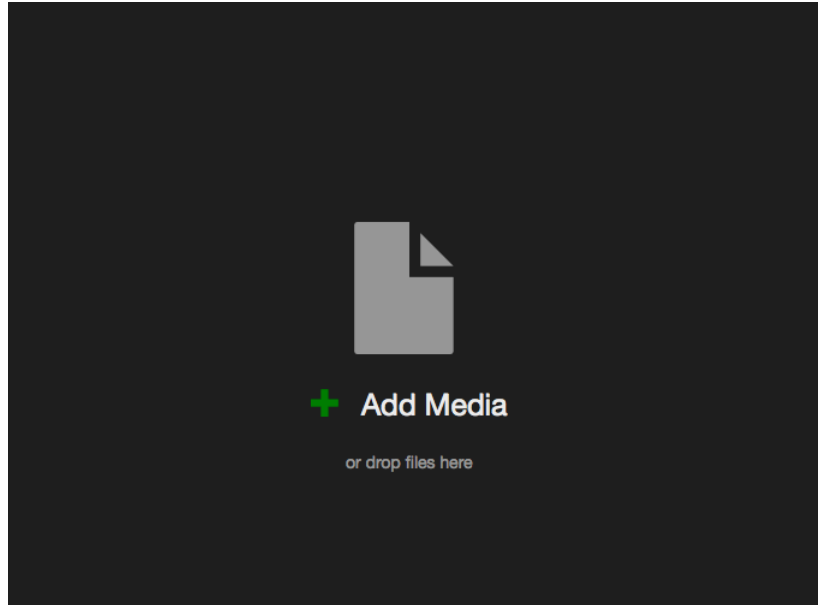


10. From this screen you can either 1) create a new VoiceThread presentation by clicking **Create One?**, or 2) select an already existing presentation by clicking **Add Your Own**.

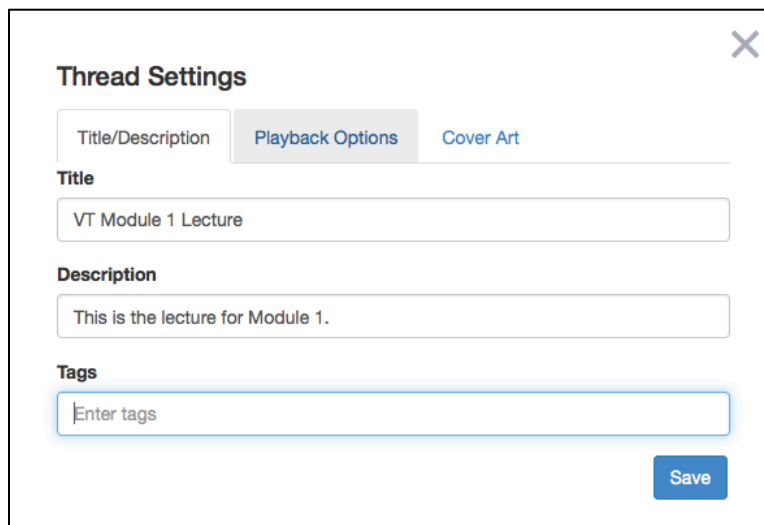


Creating a New Presentation

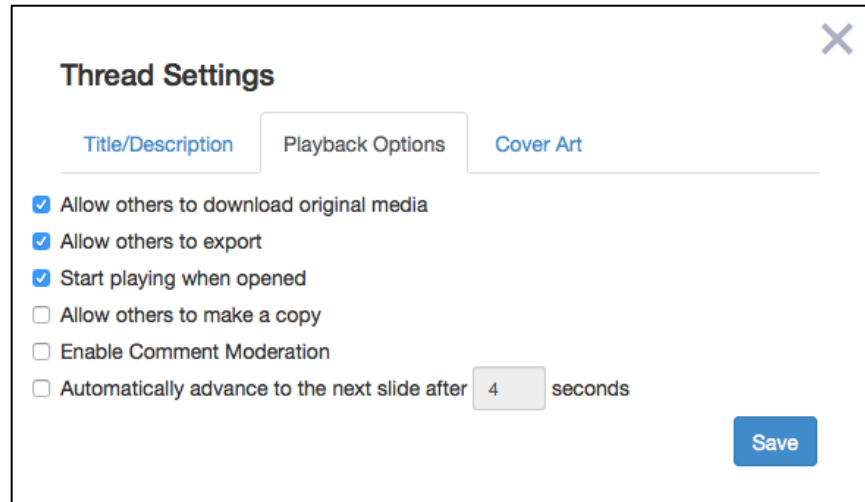
1. Begin by clicking on **Add Media** and select the file you want to use (PowerPoint, Word document, etc.).



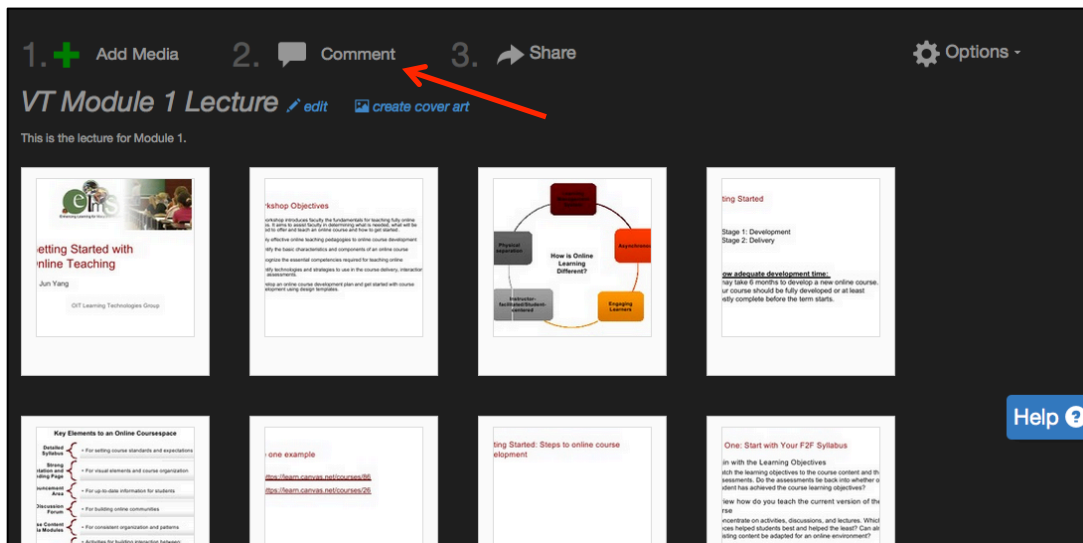
2. Enter the Title and a Description of the presentation.

A dialog box titled "Thread Settings" with a close button (X) in the top right corner. It has three tabs: "Title/Description", "Playback Options", and "Cover Art". The "Title/Description" tab is active. Below the tabs are three input fields: "Title" with the text "VT Module 1 Lecture", "Description" with the text "This is the lecture for Module 1.", and "Tags" with the placeholder text "Enter tags". A blue "Save" button is located at the bottom right of the dialog.

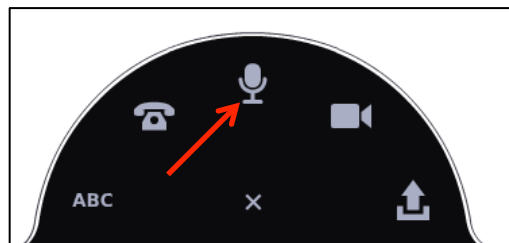
- Click on **Playback Options** and select the options you want for your presentation. Once you have finished inputting the settings, click **Save**.



- Now that your presentation is saved, you will see your presentation displayed. Click on **Comment**, and then click on the slide with which you would like to comment.



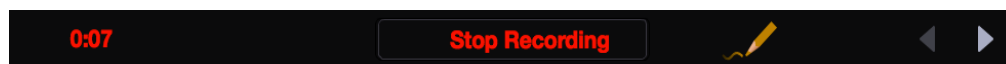
- Select the type of comment you would like to add. The **Microphone Icon** will add voiceover to your slide.



6. If you select the **Microphone Icon**, an Adobe Flash Player Settings window will pop up. You must select **Allow** to add voice to your presentation.



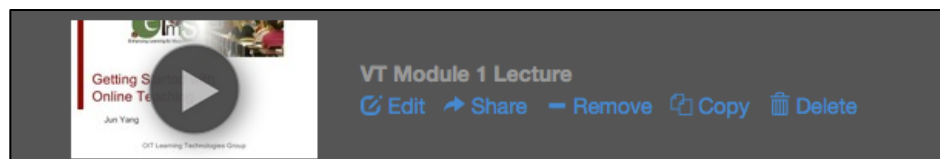
7. Get ready! VoiceThread will countdown from 5 and begin recording. Begin speaking into the microphone when the recording begins. When you are done, select **Stop Recording**.



8. If you are happy with your recording, click **Save**. If not, click **Cancel** and try again.

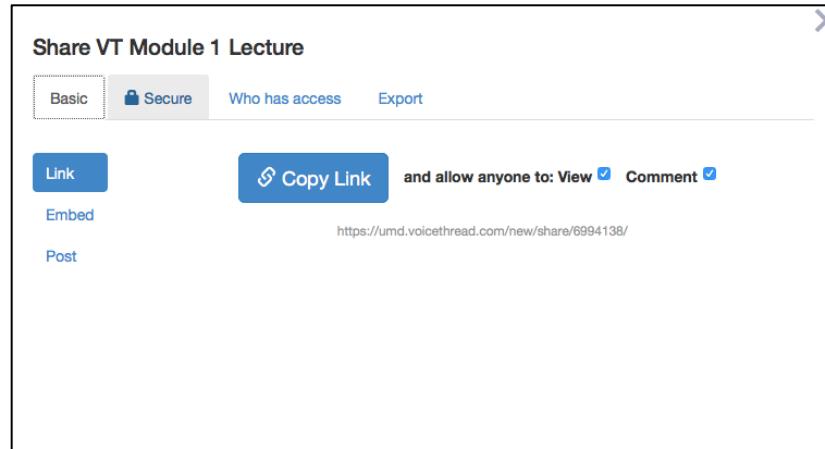


9. Once you are finished editing your slides, you can **X** out of Editing. Next, select **Return to Course**. You now can **Share** your presentation.

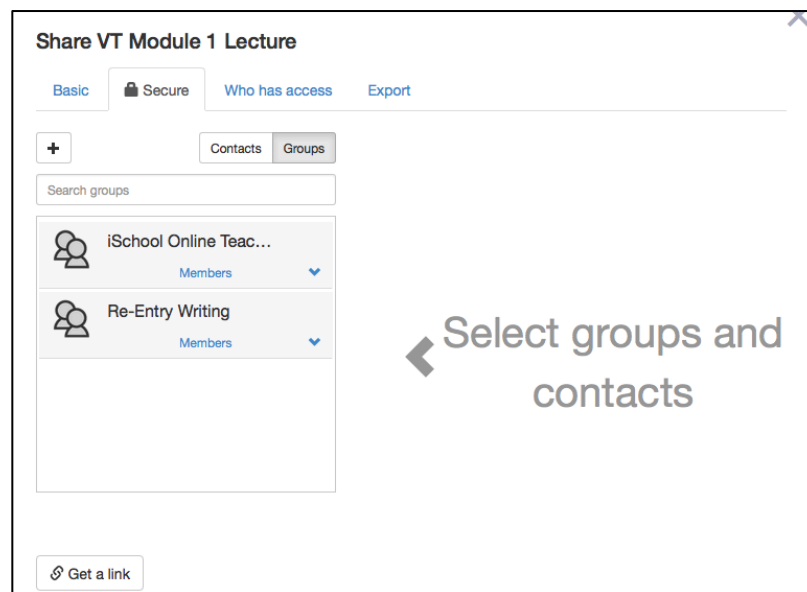


Sharing a VoiceThread Presentation

There are many ways to share your presentation. Under the **Basic** tab, you can share a link and allow anyone with the link to **View** or **Comment** on it.



If you would like it to be **Secure**, you can opt to share it with certain **Groups** or **Courses**.



Need More Help?

- Check out the following VoiceThread tutorials on their website: <http://docs.voicethread.com/category/web-application/>
- Set up a one-on-one meeting with Mary Kot-Jansen (marykot@umd.edu) at Learning Technologies to get one-on-one training.
- Get in touch with Tricia Donovan (donovant@umd.edu or x50366) to troubleshoot.