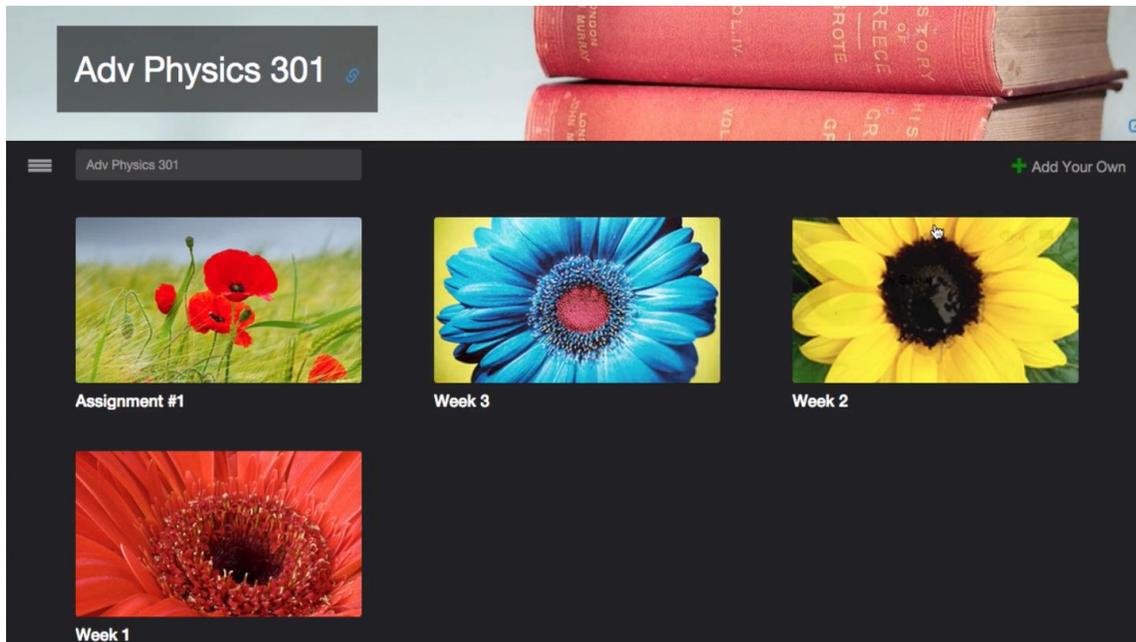


## Using Voicethread via Blackboard

There are four simple steps to using VoiceThread in your Blackboard courses:

1. Adding VoiceThread to your course
2. Setting up your VoiceThread link
3. Waiting for students to submit work (if you've created a graded assignment)
4. Grading student work (if you've created a graded assignment)



### 1. Adding VoiceThread to your course

VoiceThread is integrated into your Blackboard environment, so you can simply follow the steps below to pull it into your course.

1. Navigate to the "Learning Units" area within your Bb course where you would like to place your VoiceThread.
2. Click on the "Tools" menu.
3. Select "VoiceThread" from the menu.
4. Give the link a title and description if you'd like.  
*NOTE:* The description cannot contain any line breaks or multiple paragraphs.
5. If you will be creating a graded assignment, enable grading for this link in section 3 of the setup page, and enter the number of points your assignment is worth.
6. Submit.

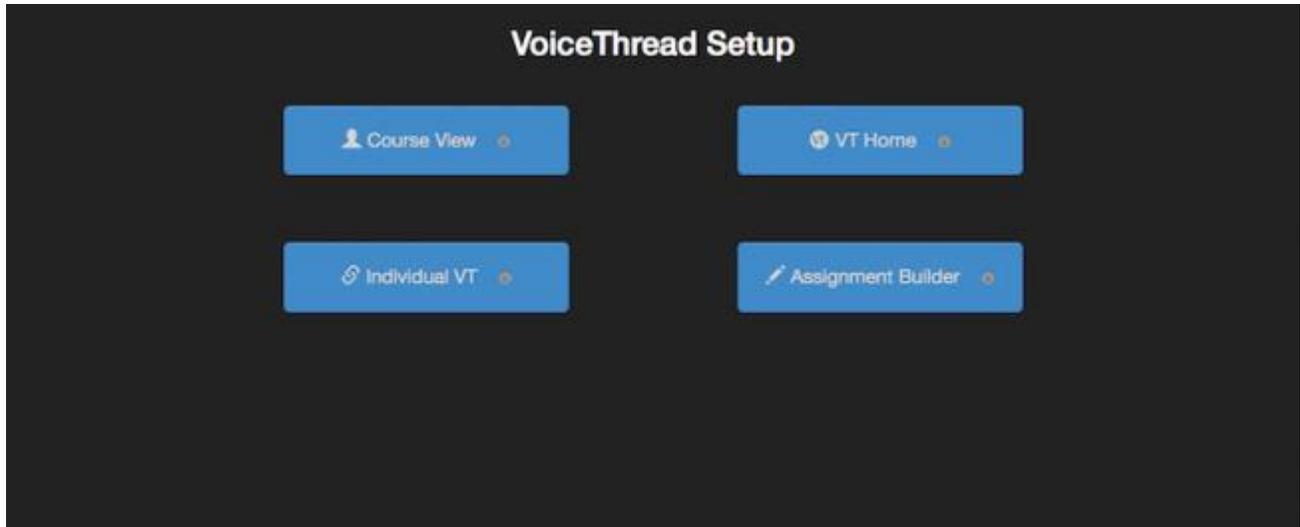
Further questions? Contact the CTLE at [erika.eschberger@lmunet.edu](mailto:erika.eschberger@lmunet.edu) or 423.869.6268

## 2. Setting up your VoiceThread link

After you have added VoiceThread to your course, you'll need to decide what you want students to see when they click on that link. Start by clicking 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. These options are detailed below.

**Note:** If you want VoiceThread integrated with your gradebook, you must use the Assignment Builder.

Recommended choices (below):



### Individual VT

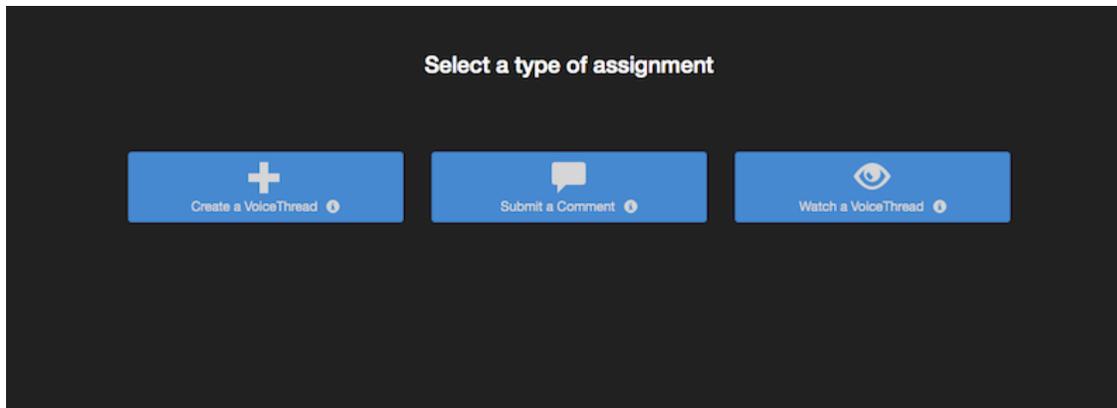
Display any VoiceThread that you have created. When students click on the link, they'll see just this one VoiceThread.

This option is the best way to create a VoiceThread discussion board or lecture. Students will not need to look through a collection of VoiceThreads to find the correct one; they will be taken straight to it.

### Assignment Builder

Create a graded assignment for students to complete. You can require them to create a VoiceThread of their own to submit, to comment on a VoiceThread you've created, or simply to watch a VoiceThread start to finish.

Further questions? Contact the CTLE at [erika.eschberger@lmunet.edu](mailto:erika.eschberger@lmunet.edu) or 423.869.6268



After you've selected the type of assignment you'd like to create, you'll 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, decide whether students are allowed to resubmit their assignments or if the first submission is final, and even require a specific number of comments for the Comment Assignment.

#### **Types of Assignments:**

*Create a Voicethread:* Selecting this option means students will be prompted to create their own Voicethread for their assignment.

*Submit a Comment:* Selecting this option means students will be required to submit comments (a number of your choosing) on a VoiceThread and submit for their assignment.

*Watch a Voicethread:* Selecting this option means students will be required to watch a Voicethread for their assignment credit.

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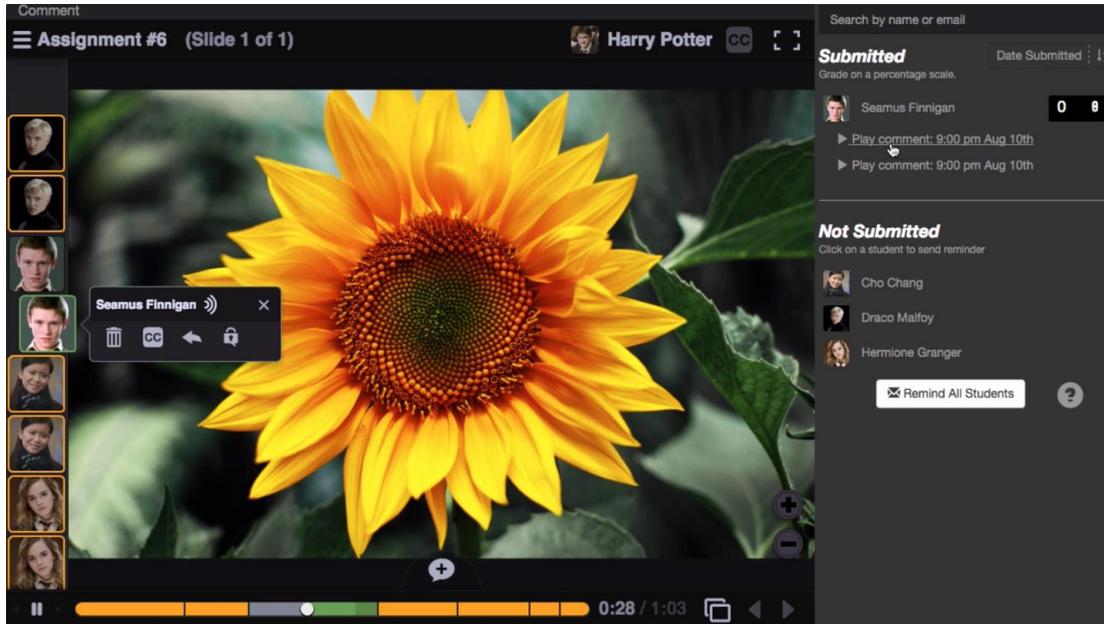
### 3. Student Assignment Submission

When students click on the link for a graded assignment, they will see the assignment you've created. They can immediately create or select a VoiceThread to submit for the Create Assignment, record comments on your VoiceThread for the Comment Assignment, or watch the VoiceThread for the Watch Assignment. As soon as they click on the "Submit Assignment" button, you will be able to grade their work.



## 4. Grading student work

When you're ready to grade a VoiceThread assignment, simply return to your course and click on the VoiceThread link again. This will display the grader.



Click on a student's name on the right to see that student's submission. You can click on each comment below his or her name individually to jump directly to it. Enter a grade on a percentage scale (0-100), and hit "Enter" on your keyboard. This grade will immediately be entered into your Blackboard course gradebook.

**\* Note:** If you have set the assignment to be worth less than 100 points, **still grade it on a scale of 0-100**, and the score will be adjusted accordingly in your gradebook.

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. Students will show up in the Not Submitted area only once they have clicked on a Voicethread for the first time to generate the account.

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## Troubleshooting tips

### Known issues specific to Blackboard:

- Assignment due dates do not save within Blackboard.
- You cannot have a line break or hyperlinked item in the description of any link. *Will be fixed in Q2 2016 release of Blackboard*
- Submitted assignments do not show up in the "Needs Grading" area of the grade center.

### Can't see student submission for grading

- The student likely did not click the "Submit Assignment" button after completing his work. The student can simply go back into the assignment, create comments, and click "Submit Assignment" to turn in the work.