VoiceThread is a multimedia tool integrated in Blackboard that allows instructors and students to upload and comment on content via audio recordings, video, images, PDFs and PowerPoint slides.

The Blackboard integration allows instructors to grade assignments much as they would in discussion boards, requiring original posts and secondary comments.

This resource guide demonstrates how to create a VoiceThread and an assignment in Blackboard that links to it.

Creating a VoiceThread

1. To start, go to blackboard.neu.edu. Enter your NEU credentials and click LOGIN.
2. Navigate to the course in which you'd like to create a VoiceThread. Find the content area—for instance, Course Materials—where you'd like your VoiceThread to appear.
3. To start, we'll create a link to your VoiceThread home page. With edit mode turned on, click Build Content, then VoiceThread.
4. Name the link “My VoiceThread Home.” Then click Submit.
5. Find the link named My VoiceThread Home and click on it.
6. VoiceThread will launch within Blackboard. Click Home.

Your VoiceThread Home
Here you can see tile icons for the VoiceThreads you've created. If you haven't created any VoiceThreads, there will be no tiles.
To create a new VoiceThread, click Create.
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7. Click **Add Media**. At this point, VoiceThread gives you five options for adding content. Here we'll add images saved to the computer.

8. After uploading the content, click **add a title and description**.

9. Give the VoiceThread a title. It's also useful to provide a description and tags if you want to make it searchable in the public domain. Click **Save** when finished.

In order to record audio or video, you must allow VoiceThread to access your webcam and microphone.

Note: links to sites like YouTube and Vimeo do not work.
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10. To add comments or instructions, click **Comment**.

11. At the bottom of the VoiceThread slide, click on the + sign to provide comments. Here you have five options. We'll add a text comment.

12. After adding a comment, you'll see it appear in the queue of comments on the left. Return to the home page by clicking the X in the upper right-hand corner.

Creating an Assignment in Blackboard for Your VoiceThread

1. At this point, you'll want to create an assignment in Blackboard that links to your VoiceThread. Log in to [blackboard.neu.edu](http://blackboard.neu.edu), find your course, and find the place where you'd like to have your link to VoiceThread. **Course Material** or **Assignments** are the most common places.

2. Click **Build Content**, then click **VoiceThread**.
3. Give the VoiceThread a title and description.
   In this case, we want the student to provide two comments, so we’ve provided a reminder.

4. Evaluation is automatically set to “yes” when creating content and is hidden. This can be accessed and changed after the content is already created through selecting “Edit.” Enter the points possible and a due date, if you wish.
   If you don’t want to assign a grade, you

5. Find the link created for VoiceThread. Click on that link. Here it is Gulf vs. US Airlines.

6. Click Assignment Builder.

7. Select the type of assignment. Here we’ll click Submit a Comment.

Assignment Types
You have the option to require students to create their own VoiceThread, comment on a VoiceThread or simply to view one. For this assignment, we’ll ask students to comment on an instructor-created VoiceThread.
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8. Select the VoiceThread you wish to assign from the queue on the left. If you wish to create a new VoiceThread, click Create new VoiceThread. Here we’ll select Gulf vs. US Airlines.


10. Enter the number of comments required.

11. Click Create Assignment.

12. When finished, you’ll receive confirmation that the assignment was created. Click Return to course.

13. Click on the VoiceThread link again in Blackboard. This time, you’ll see which students have submitted their comments.

14. Click on a student to view his or her comments.

15. Assign points on a scale of 100. When the grade is submitted, a green box stating “Grade saved” will appear.

Note that VoiceThread is looking for a percentage grade. Here we enter “100” to award 10 out of 10 points.

16. Go to the Grade Center to view the grades entered in VoiceThread. Here you can see the student received 10 out of 10 points for the assignment.