

## Knowledge Base Article: VoiceThread

### What is VoiceThread?

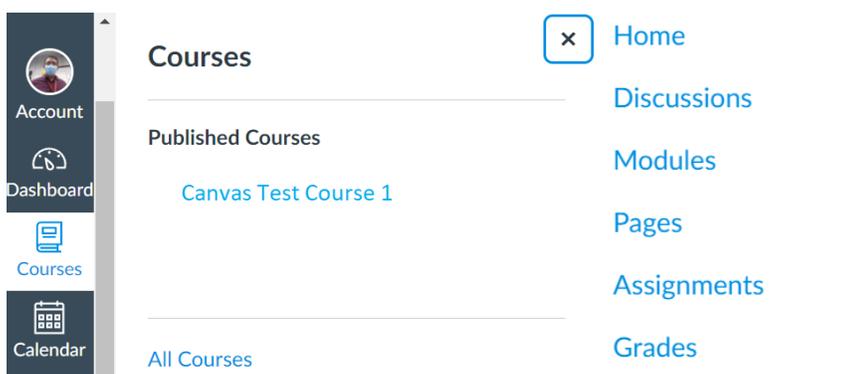
VoiceThread is an interactive collaboration and sharing tool that enables instructors and learners to build online presentations by adding images, documents, and videos to which other learners can add comments (in text, audio or video format) for discussion.

### How can I use VoiceThread in Canvas?

The primary means of using VoiceThread in Canvas are to use the external tools option in the assignment settings, or by providing an embedded link to the project in the post of your assignment.

### VoiceThread in Canvas via External Tools as a graded assignment

1. Sign into Canvas and use the global navigation to access a course in which you are an instructor.



2. Use the course navigation to the left to navigate to your assignments page.

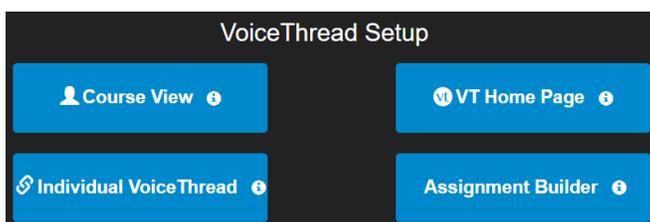
3. Click the “+ Assignment” button to create a new assignment.



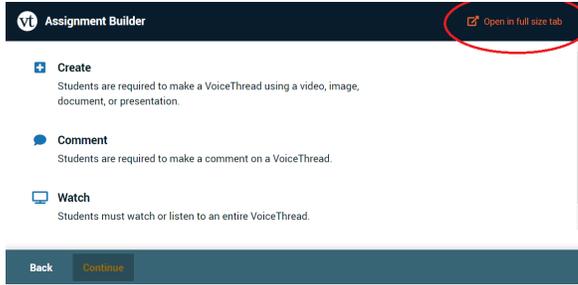
4. On the assignment creation page, title the assignment and then use the Rich Content Editor (RCE) to provide instructions and information about the assignment. Continue down the page and enter in the details of the assignment (Points, Due dates, Submission Attempts) except for Submission Type (this is covered in the next step).

5. For the Submission Type, choose External Tool from the dropdown menu, then use the Find button to search for VoiceThread. Click Select after highlighting VoiceThread.

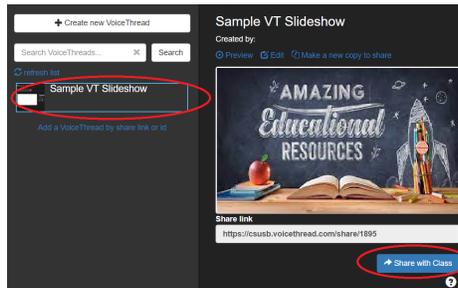
6. A new window will appear and prompt you with options. To create a new project you will need to click on the Assignment Builder option; if you want to edit an existing one, choose Individual VoiceThread to select it from your library.



- a. From the Assignment Builder window pane you will have the option to “Open in full size tab” to let you work in full screen; this is useful. You will now have three options as to how your students will use VoiceThread.
  - i. Create their own project ([please see instructions here](#))
  - ii. Comment on one of your projects ([please see instructions here](#))
  - iii. Watch or listen to an entire project ([please see instructions here](#))



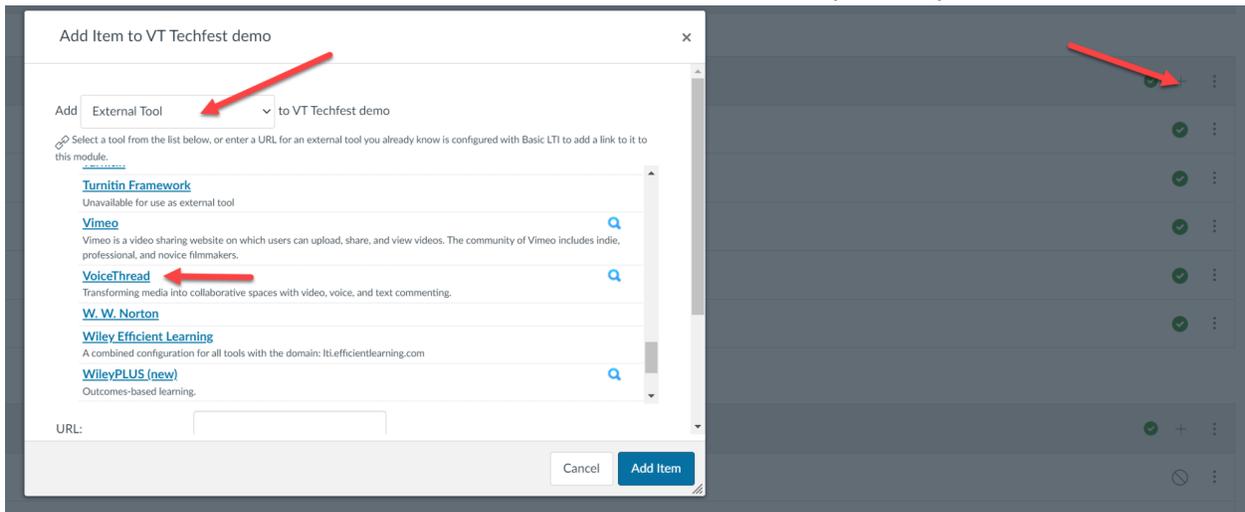
- b. If you chose Individual VoiceThread in step 6 you can now select an existing project from your library. Choose a project at screen left, then choose Share with Class at bottom right.



7. Once you have selected an existing VoiceThread project from your library, or a newly created one for Canvas assignment, you will have a final opportunity to look over and edit the assignment settings. If everything is correct, hit save and publish at the bottom of the assignment page.

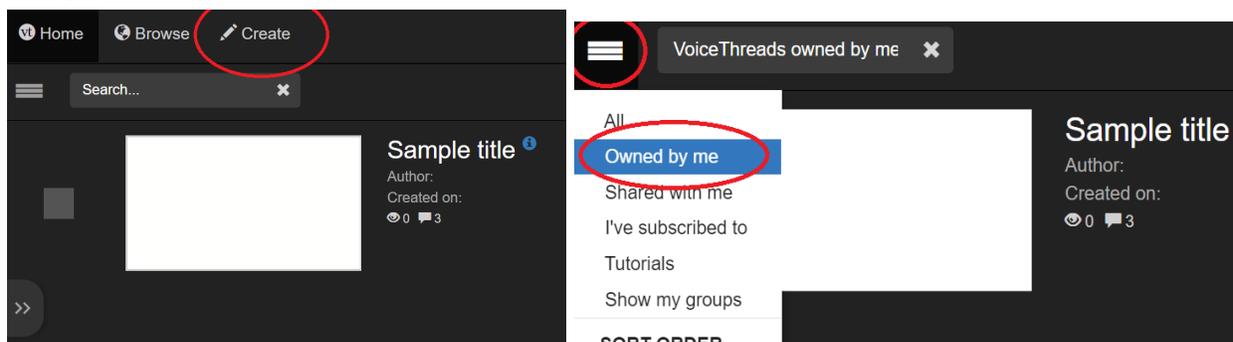
VoiceThread in Canvas as an external tool, ungraded

1. From the modules index, click add item [+]
2. Choose external tool from the add menu
3. Choose VoiceThread from the list of external tools and repeat steps 6-7 above

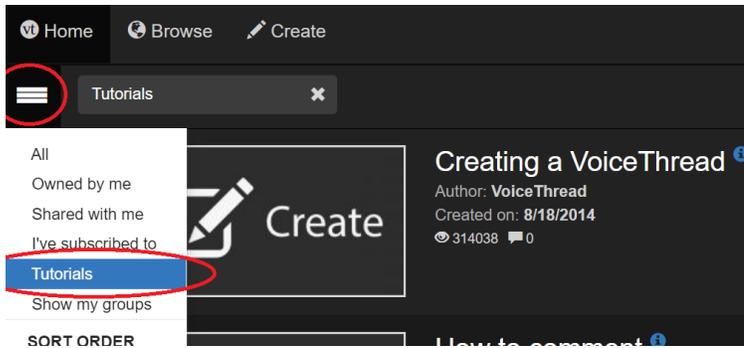


### VoiceThread in Canvas via a Shared Link

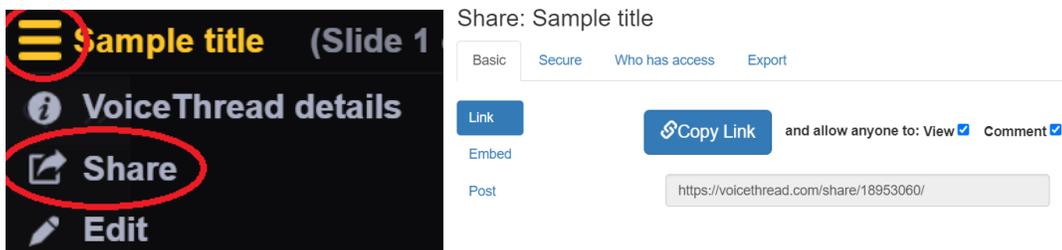
1. Sign into your VoiceThread account using your CSUSB credentials on the [VoiceThread homepage](#).
2. From here, you will be able to create a project from scratch by clicking the create button at the very top or view projects that you have already created by filtering your home page to show projects “Owned by me.”
- 3.



4. If you are creating a new VoiceThread project the window will prompt you to select files for your slides. A step-by-step tutorial for creating a new project is accessible from your VoiceThread page by filtering to show “Tutorials”), or from the [VoiceThread How to](#) web pages.



5. Once you have finished creating your VoiceThread project, you need to reopen your project (if it was closed) and access the options menu of your project to the top left. Click share.



6. Post the link into Canvas where it is accessible to students via a module page, in a discussion post, an assignment, etc.
  - a. Note: The blue boxes checked in the share setting determine whether students can comment or not.