VoiceThread Instructor Guide

Table of Contents

Adding a VoiceThread Link to Your BlazeVIEW Course

1. Navigate to your course.

2. Go to the Content area of the course. Create or enter a module.

3. Click **Existing Activities** then select **VoiceThread (1.3)** from the dropdown list.
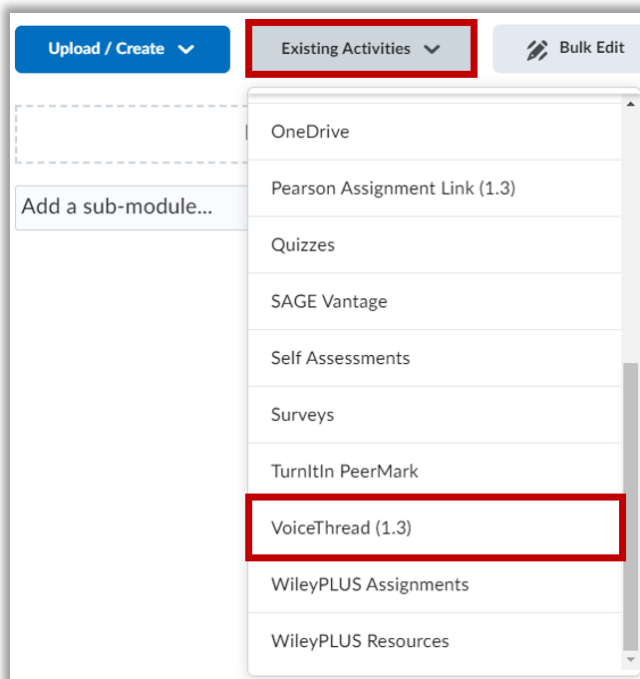
4. A popup window will open prompting you to sign in to your VoiceThread account. **No action is needed**; wait a moment, and you will automatically be signed in to VoiceThread with your MyVSU account via BlazeVIEW.
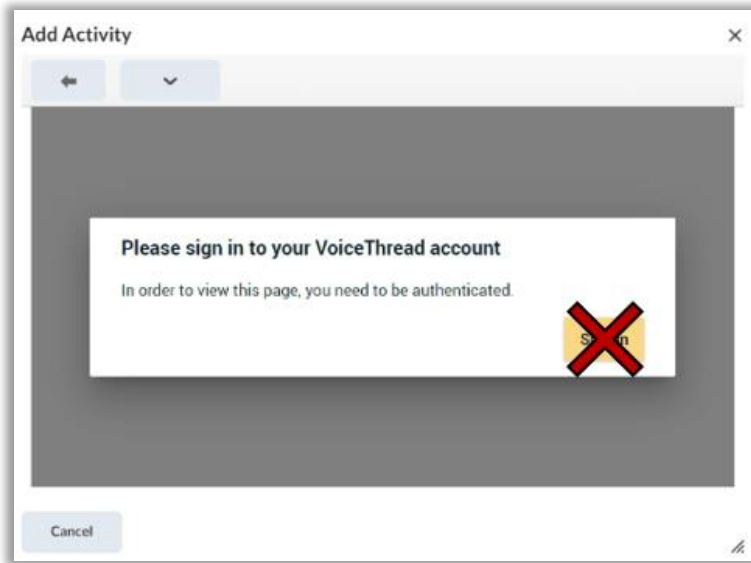
Setting Up a VoiceThread Link

Next, decide what you want students to see when they click on the VoiceThread link you inserted.

Assignment Builder

Create a graded activity in your course requiring students to create their own VoiceThread, comment on a VoiceThread, or watch a VoiceThread.

Individual VoiceThread

Display any VoiceThread that you have created without grading any interaction. When students click on the link, they'll see just this one VoiceThread. This option is the best way to create a VoiceThread lecture. Students will not need to look through a collection of VoiceThreads to find the correct one; they will be taken straight to it.

Course View

Display the collection of VoiceThreads that have been shared with your course. Anything that has not yet been explicitly shared with your course will not appear here. This is a good option when you want students to find and comment on each other's work or if you want to allow students to review all course materials prior to an exam.

VT Home Page

Display all of a student's VoiceThread content in a single view. This includes all VoiceThreads and all courses that belong to them. This option is useful if you want to create a simple portal into VoiceThread without directing students to any specific content.

Using Assignment Builder to Grade Interactions

If you select **Assignment Builder**, you will be presented with the following four options.
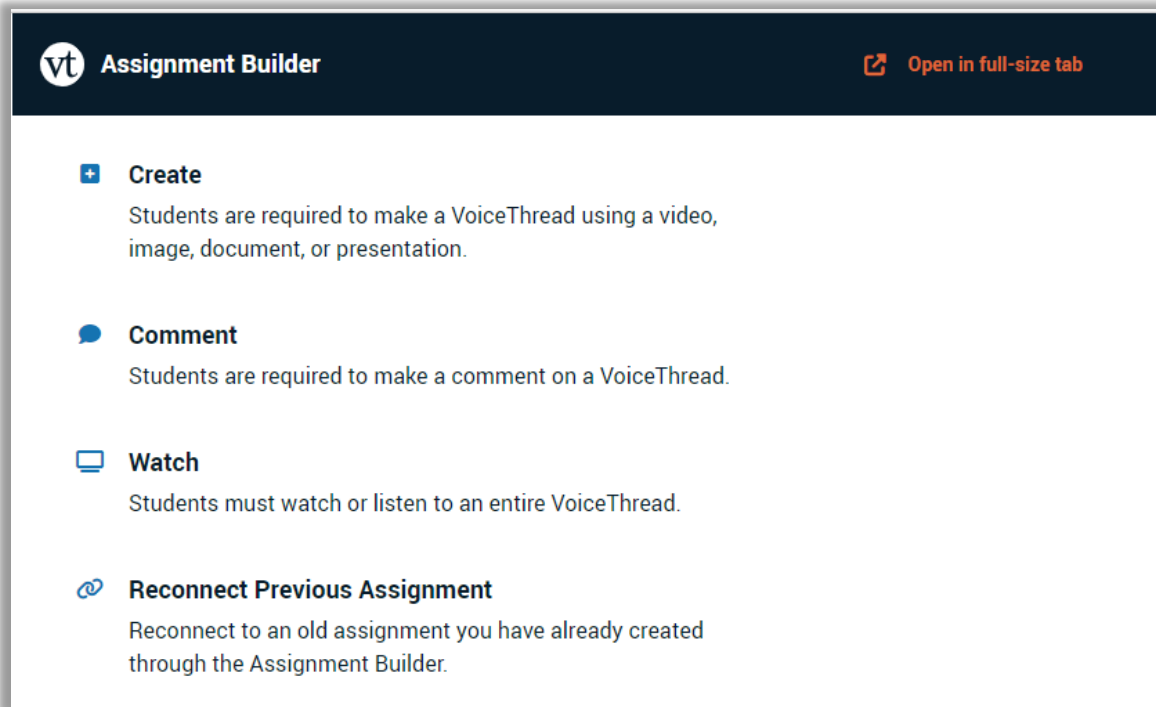

- [Set up a **Create** assignment](#) – students create a VoiceThread of their own.

- [Set up a **Comment** assignment](#) – students comment on a VoiceThread you've created.

- [Set up a **Watch** assignment](#) – students watch an existing VoiceThread.

- [Reconnect Previous Assignment](#) - If you have used VoiceThread in the past and want to reuse the same content for another section or semester, you can copy those existing VoiceThreads.

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.

Grade items will automatically populate in the BlazeVIEW gradebook when you create a VoiceThread assignment. However, these grade items are automatically **excluded** from the final grade calculation, as indicated by the icon in the screenshot below:

	Grade Item	Type	Association	Max. Points
☐	Sample VoiceThread Assignment ⌄ ⓘ Excluded from Final Grade Calculation	Numeric	External Learning Tool ❓	100
☐	Final Calculated Grade ⌄			30
☐	Final Adjusted Grade ⌄			
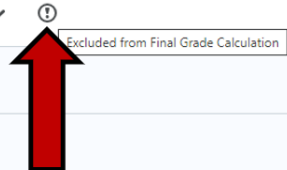
To make the VoiceThread assignment contribute to students' final grades,

1. Navigate to **Assessments** > **Grades** > **Manage Grades**.

2. Expand the dropdown menu next to the title of the grade item. Select **Edit**.

3. Scroll to the Grading section. **Deselect** Exclude from Final Grade Calculation.

Grading

Maximum Points *

100 ❓

Can Exceed

☑ ❓

Bonus

☐ ❓

Exclude from Final Grade Calculation

☐ ❓

4. Click **Save and Close**.

Student Assignment Submission

When students click on the link for a graded assignment, they will see the assignment you've set up.

For any VoiceThread assignment, students will find your instructions, a to-do list, and basic status information on the right side of the screen. They click the "Start Assignment" button begin their work. They **can** leave the assignment and come back later to finish. As soon as they click on the "Submit Assignment" button, you will be able to grade their work.

Click here for the assignment submission guides for students.

Grading Student Work

When you're ready to grade a VoiceThread assignment, simply return to your course and click on the VoiceThread link in the Content area 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. When you enter a grade, that grade will immediately be sent to your BlazeVIEW gradebook.

Click here for the instructor guide to grading assignments.

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.