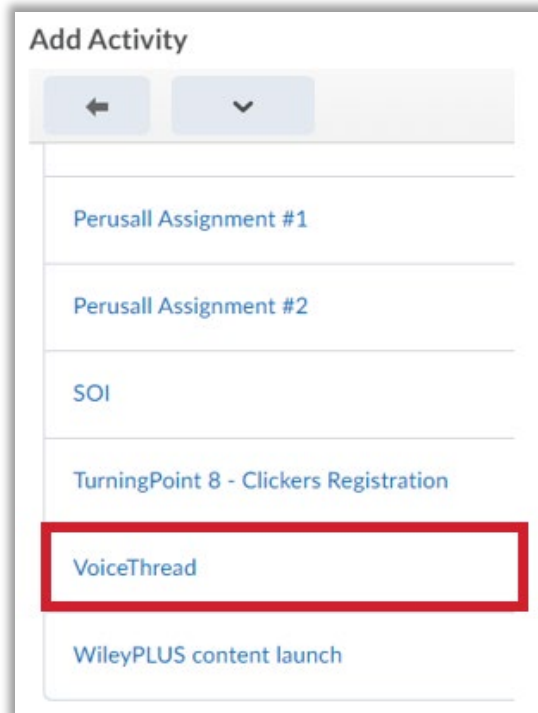
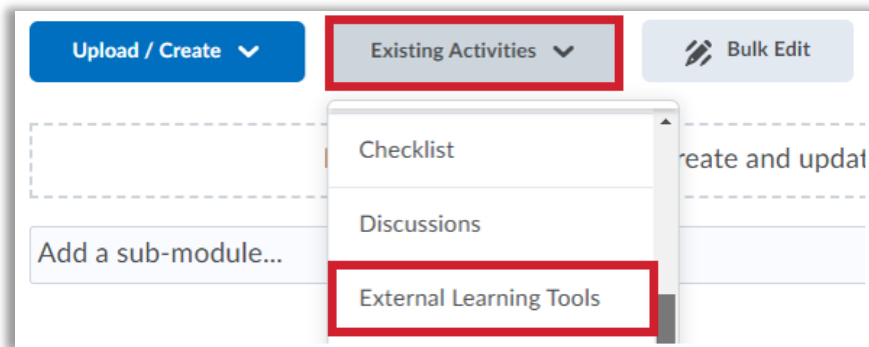


VoiceThread Instructor Guide

Adding a VoiceThread Link to Your BlazeVIEW Course

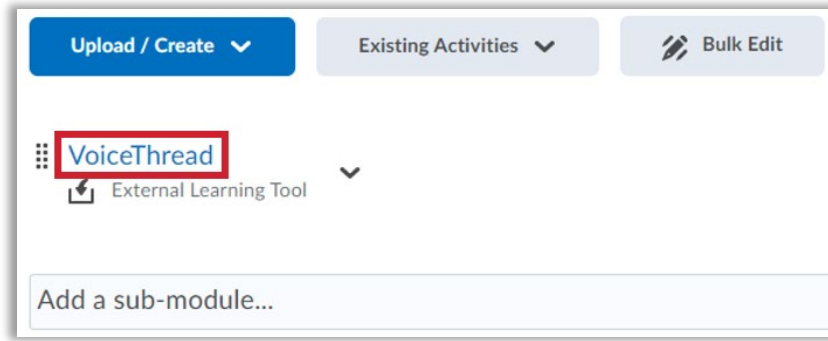
1. Navigate to your course.
2. Go to the Content area of the course.
3. Click **Existing Activities**, select **External Learning Tools** from the dropdown list, then select **VoiceThread** from the popup menu. This will launch the VoiceThread setup page.



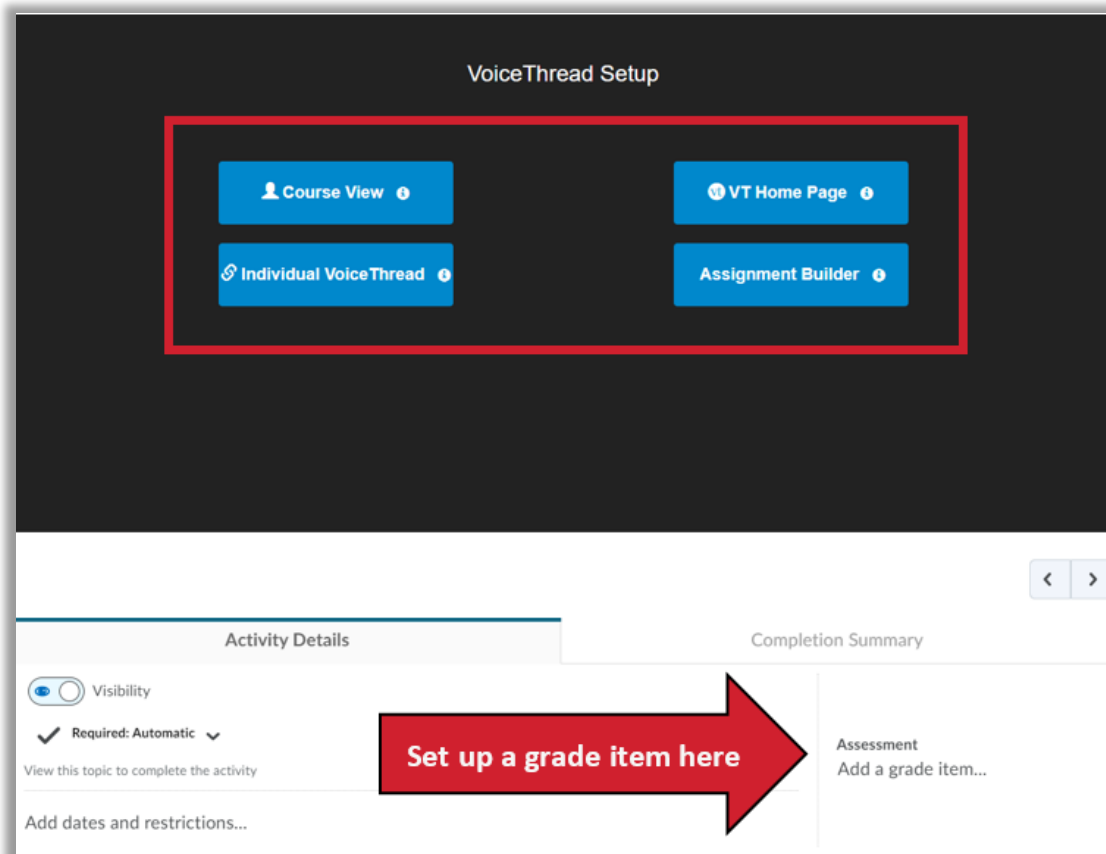
Setting Up a VoiceThread Link

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.

1. Click on the link you created in the Content area to open the VoiceThread setup page.



2. Select the option that best fits your needs. These four options are detailed below.
3. Scroll down on the page to configure your gradebook item, including point value and due date.



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.

Individual VT

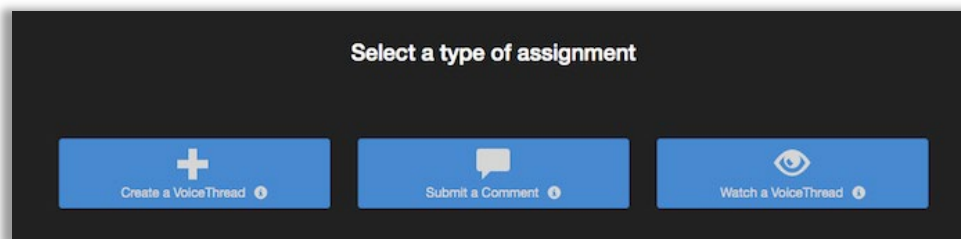
Display any VoiceThread that you have created. When students click on the link, they'll see just this one VoiceThread. This option is the best way to create a VoiceThread discussion board or lecture. Students will not need to look through a collection of VoiceThreads to find the correct one; they will be taken straight to it.

VT Home

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.

Assignment Builder

Create a graded assignment for students to complete. There are three types of assignments:



- [Set up a Create a VoiceThread assignment](#) – students create a VoiceThread of their own.
- [Set up a Submit a Comment assignment](#) – students comment on a VoiceThread you've created.
- [Set up a Watch a VoiceThread assignment](#) – students watch an existing VoiceThread.

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. Follow this [video tutorial](#) for more information.

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.

Student Assignment Submission

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

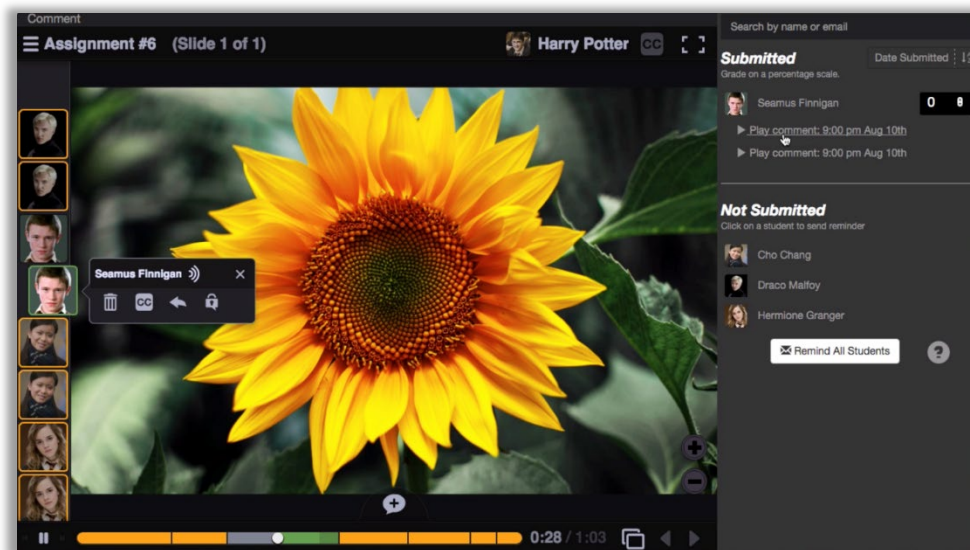
For any VoiceThread assignment, students will find your instructions, a to-do list, and basic status information on the right side of the screen. They click the yellow "Start Assignment" button begin their work. They **can** leave the assignment and come back later to finish.

As soon as they click on the "Submit Assignment" button, you will be able to grade their work.

Click here for the [assignment submission guide](#) 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. Enter a grade on a percentage scale (0-100), and hit **Enter** on your keyboard. This grade will immediately be sent to your BlazeVIEW gradebook.

If you have set the BlazeVIEW assignment to be worth less than 100 points, **still grade the VoiceThread assignment 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.

Click here for a [video tutorial](#) on grading student 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](#).



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