

# HOW TO CREATE A VOICETHREAD POWERPOINT PRESENTATION

## CREATE A FREE VOICETHREAD ACCOUNT

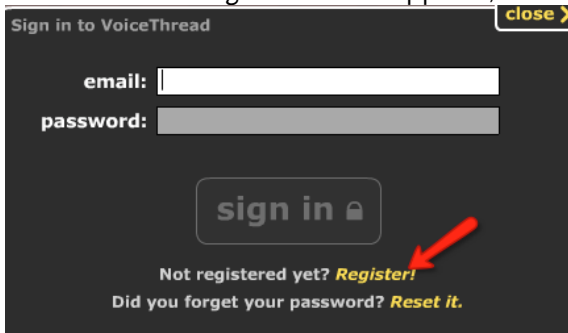
1. Open a browser like Internet Explorer, Firefox, or Safari. Navigate to <http://voicethread.com>.



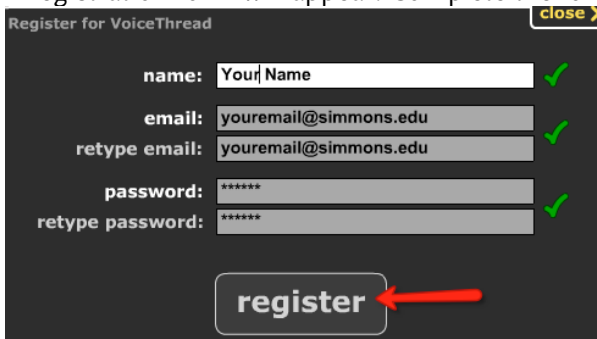
2. To create an account, click *Sign in or Register*.



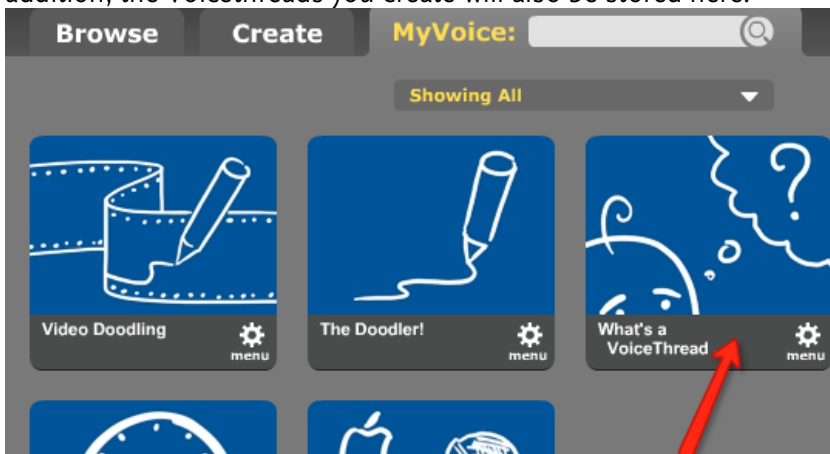
3. Underneath the login form that appears, click *Register*.



4. A registration form will appear. Complete the form then click *Register*.



5. You will be taken to your account and will see the MyVoice tab. On this tab, there are tutorials such as "What's a Voicethread" or "Microphone Setup for Windows XP" you can view before getting started. In addition, the Voicethreads you create will also be stored here.



# HOW TO CREATE A VOICETHREAD POWERPOINT PRESENTATION

## CONVERT YOUR POWERPOINT PRESENTATION

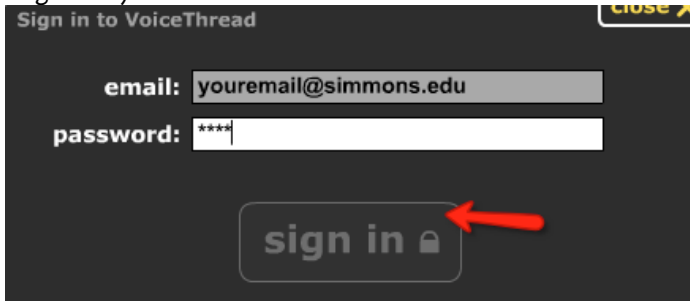
1. To convert a PowerPoint presentation to a Voicethread presentation, navigate to <http://voicethread.com>.



2. To log-in, click *Sign in or Register*. (see instructions for creating an account above).



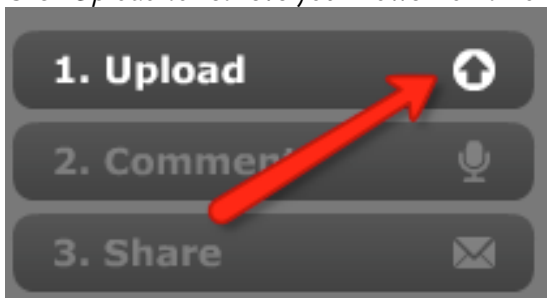
3. Log-in to your account.



4. Click the *Create* tab.



5. Click *Upload* to retrieve your PowerPoint from your computer.

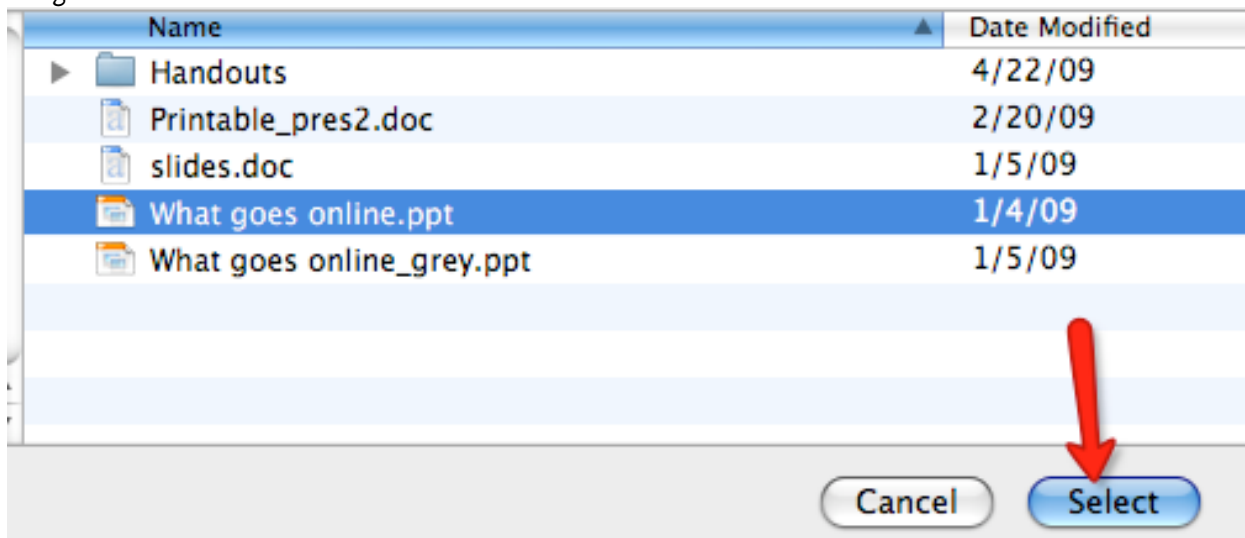


6. Click *My Computer* from the menu that appears.

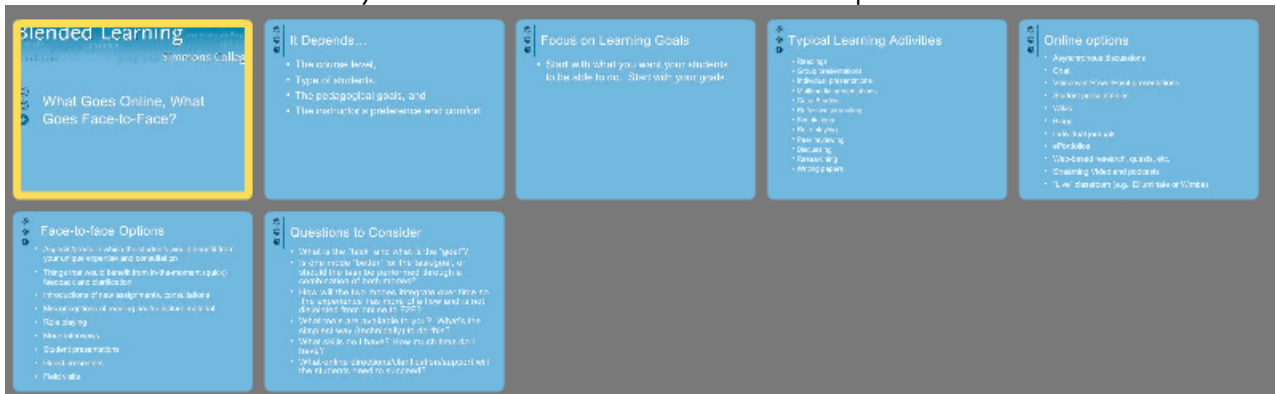


# HOW TO CREATE A VOICETHREAD POWERPOINT PRESENTATION

- Find the PowerPoint on your computer and click *Select* or *OK*, depending on which browser you are using.



- Voicethread will now convert your PowerPoint slides into Voicethread presentation slides.

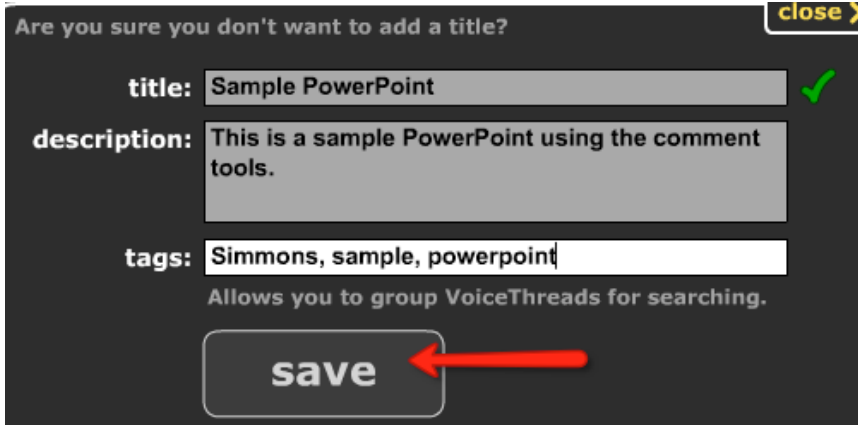


- Click *(Add title and description)* link to add a title to your presentation.



# HOW TO CREATE A VOICETHREAD POWERPOINT PRESENTATION

10. In the new window that opens up, add a title, description, and keywords that describe your presentation. Click *Save* when done.



Are you sure you don't want to add a title? close X

**title:** Sample PowerPoint ✓

**description:** This is a sample PowerPoint using the comment tools.

**tags:** Simmons, sample, powerpoint  
Allows you to group VoiceThreads for searching.

**save** ←

11. Your presentation will now be titled.

Sample PowerPoint (edit)

## COMMENT ON YOUR PRESENTATION SLIDES

12. Now you can comment on your presentation slides. Click *Comment*.



1. Upload from... ↑

My Computer

Media Sources URL

2. Comment ←

3. Share ✉

13. You will be taken to the first slide of your presentation.



Blended Learning

peer-to-peer feedback  
surveys projects rubrics discussions role play quizzes  
simulations community group work Simmons College

- What Goes Online, What
- Goes Face-to-Face?

comment

# HOW TO CREATE A VOICETHREAD POWERPOINT PRESENTATION

14. To add a text or audio comment, click *Comment*.



15. You can choose from several options: audio comment using the phone, video and audio comment using webcam, audio comment using a microphone, or text comment.

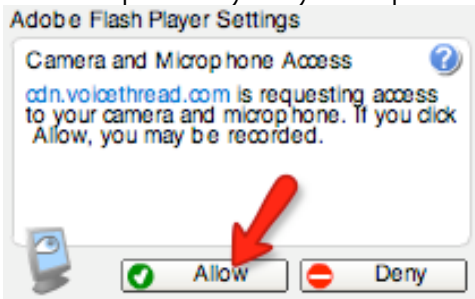
**Note:** You can only leave comments using a webcam if you have a paid subscription to Voicethread.



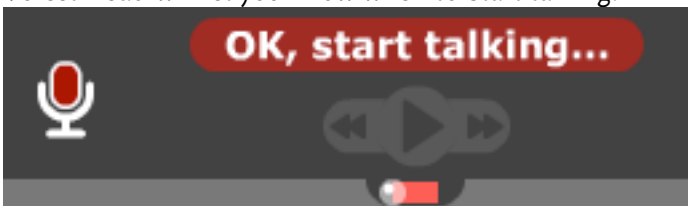
16. To leave an audio comment using a microphone connected to your computer, click the *Record* button (the microphone symbol).



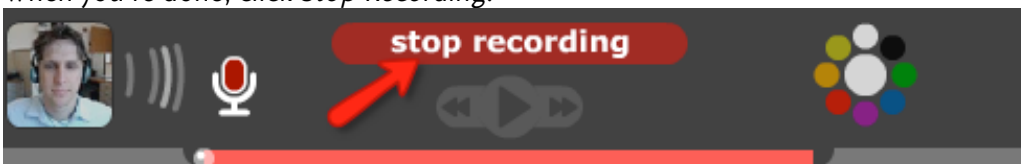
17. Your computer may ask you for permission to use your microphone. Click *Allow*.



18. Voicethread will let you know when to start talking.

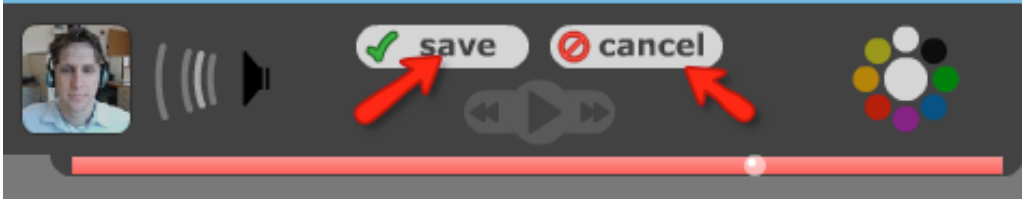


19. When you're done, click *Stop Recording*.



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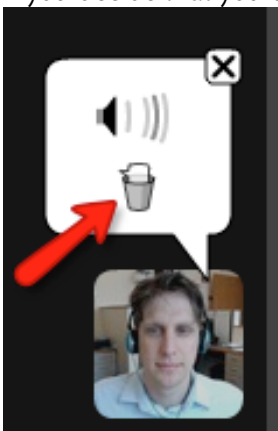
20. Voicethread will now play back your comment. If you like it, click *Save*. If not, click *Cancel* to record again.



21. When you have saved your comment, it will appear next to your slide.



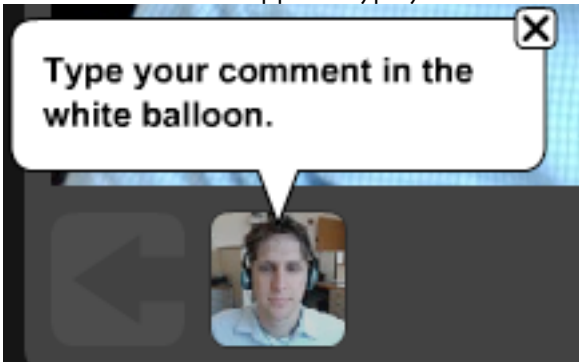
22. If you decide that you don't like that comment, you can delete it by clicking on the trash can icon.



23. If you would like to leave a text comment, click the *Type* button.



24. A white balloon will appear. Type your comment.

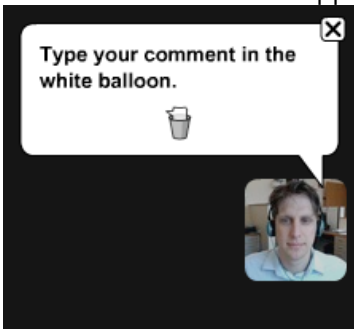


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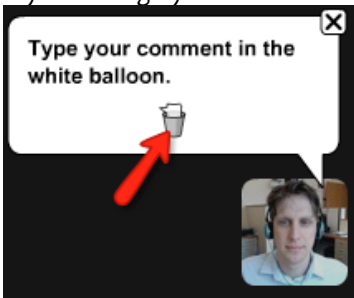
25. If you like your comment, click *Save*.



26. Your comment will then appear next to your slide.

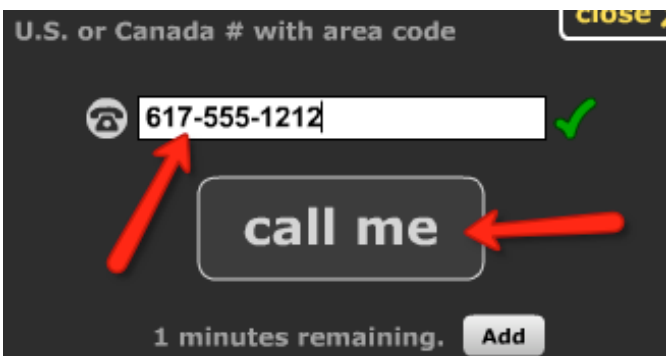


27. If you change your mind and wish to delete that comment, click the trash can icon,



28. Voicethread gives each free account three minutes of telephone commenting. If you click the telephone icon, Voicethread will ask for your telephone number and call you. Follow the instructions the automated voice provides to leave your comment.

**Remember:** Each account has only three minutes of call time so you will not be able to use this feature extensively.



# HOW TO CREATE A VOICETHREAD POWERPOINT PRESENTATION

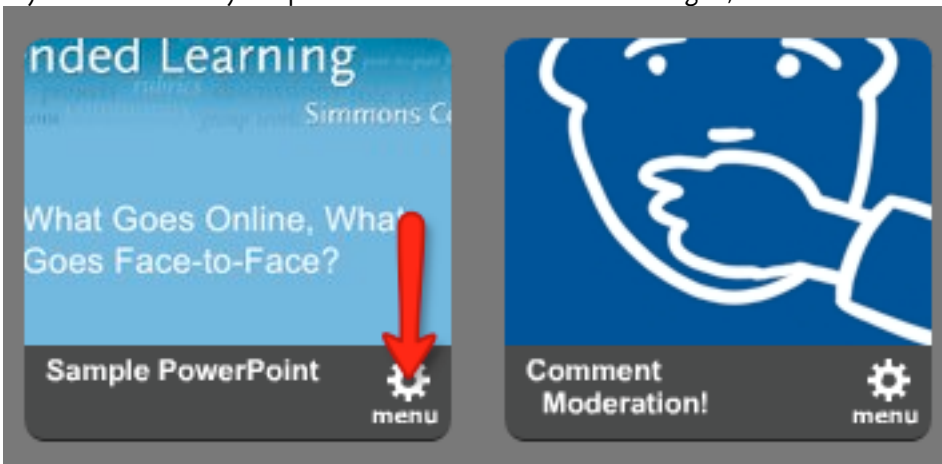
29. When you are finished commenting on a slide, click the large arrow to jump to the next one. You can now comment on the rest of your slides.



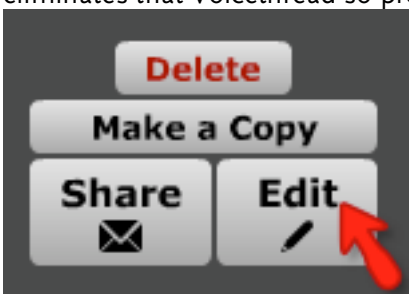
30. When you are done, click on the *MyVoice* tab and your presentation will appear in the list of available Voicethreads.



31. If you wish to edit your presentation or make other changes, click the menu icon.



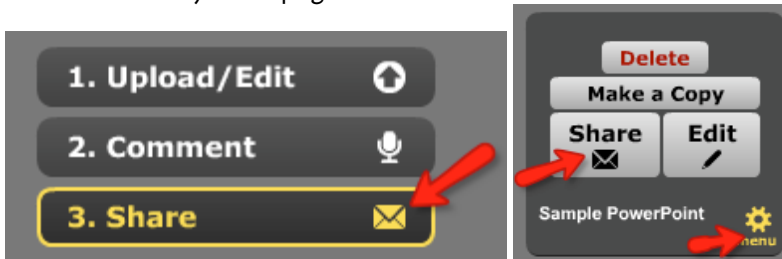
32. Pick your desired task from the menu that appears. *Edit* allows you to comment on your slides, add or delete slides, rename your presentation, etc. *Share* lets you invite more users (see instructions below). *Make a Copy* duplicates your presentation. This is useful if you would like to try out Voicethread annotation tools or rearrange your presentation but don't want to delete the original. *Delete* permanently eliminates that Voicethread so proceed with caution.



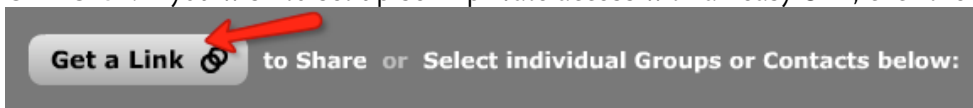
# HOW TO CREATE A VOICETHREAD POWERPOINT PRESENTATION

## SHARING YOUR VOICETHREAD

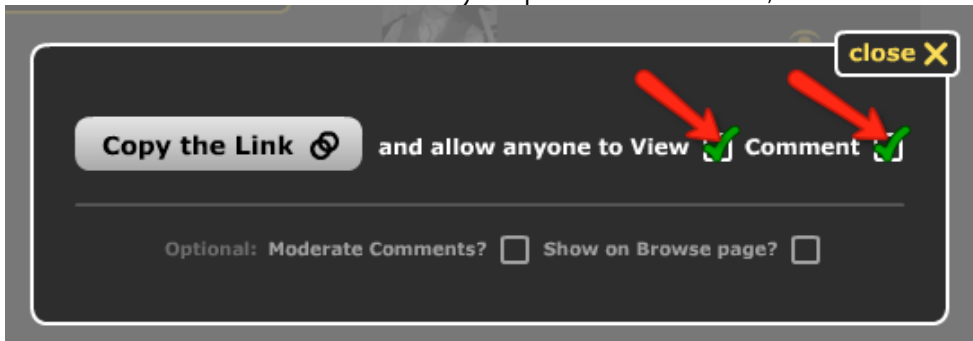
1. To let others see the Voicethread you have created, click the *Share* button in the edit pane or from the Menu on the MyVoice page.



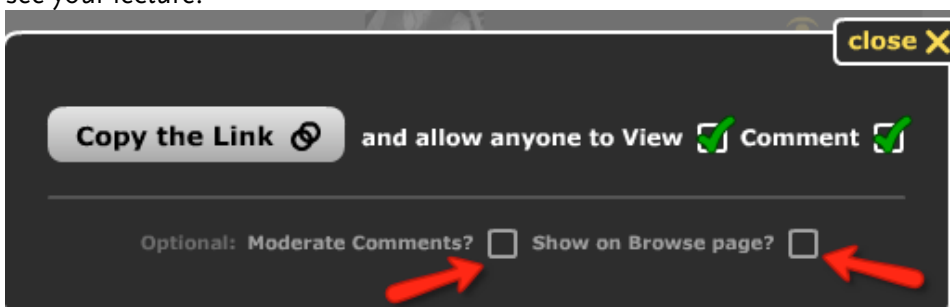
2. Your Voicethread is kept semi-private by default. Visitors to Voicethread won't be able to browse or search for it but you can send a URL (web address) to students so that they can view it without creating an account. This process is the easiest for your students and yourself, and your Voicethread will only be visible to people that know the URL. If you are worried about students forwarding the link to others you don't wish to see the Voicethread, you can restrict access even further by allowing only those you send invitations to see it. This is a more involved process for both you and your students as you have to enter each of their email addresses and they each have to set up an account before they can view it.
3. OPTION 1: If you wish to set-up semi-private access with an easy URL, click the *Get Link* button.



4. A new window will open up. **Before** you click Copy the Link, make sure your settings are correct. Make sure that any of your students is allowed to view your Voicethread by checking the box next to *View*. If you want them to be able to comment on your presentation as well, check the box next to *Comment*.



5. Unless you want to see and approve each student's comment, leave *Moderate Comments* unchecked. **DO NOT CHECK** *Show on Browse page*! Checking this box will enable anyone visiting Voicethread to see your lecture!

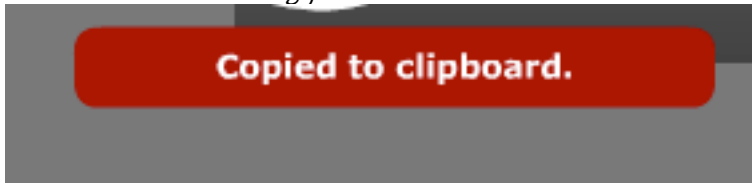


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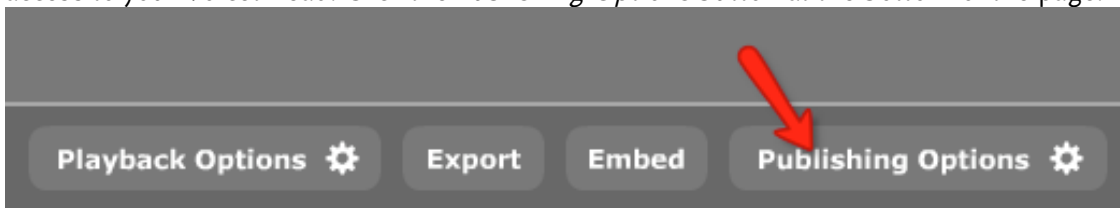
6. With your settings made, click the *Copy the Link* button.



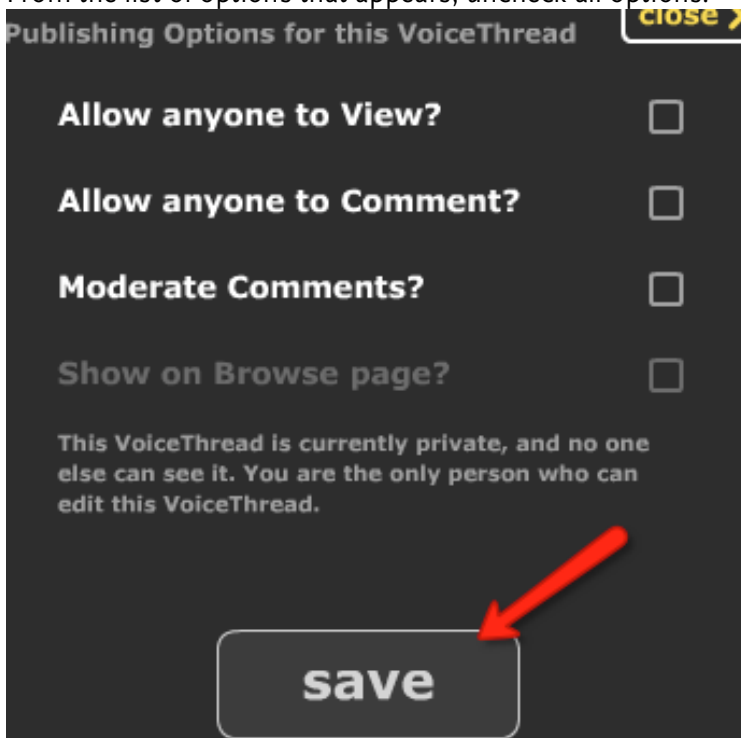
7. Voicethread will now notify you that the URL has been copied to your computer's clipboard. You can compose an email to your students and paste the URL in the message. You can also paste it in eLearning as a weblink so the students can retrieve it (SEE separate instructional guide *How to Put a Link to a Voicethread in eLearning.*)



8. OPTION 2: If you wish to make your Voicethread accessible only by students you invite, first restrict access to your Voicethread. Click the *Publishing Options* button at the bottom of the page.

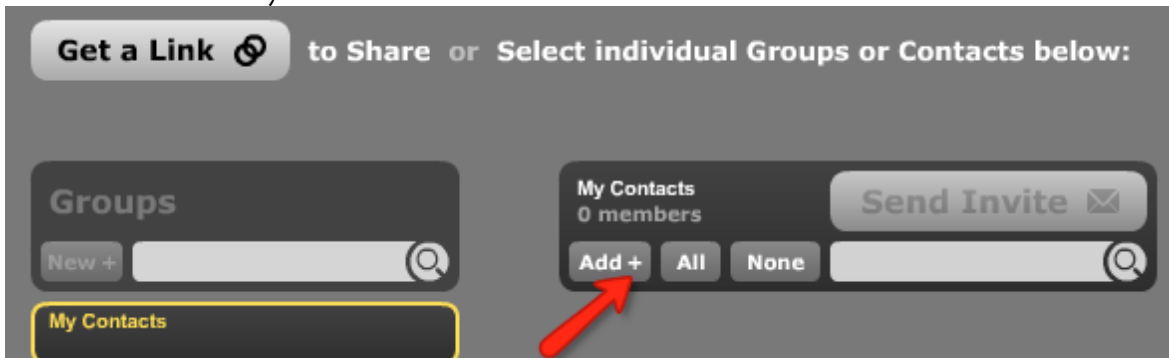


9. From the list of options that appears, uncheck all options.

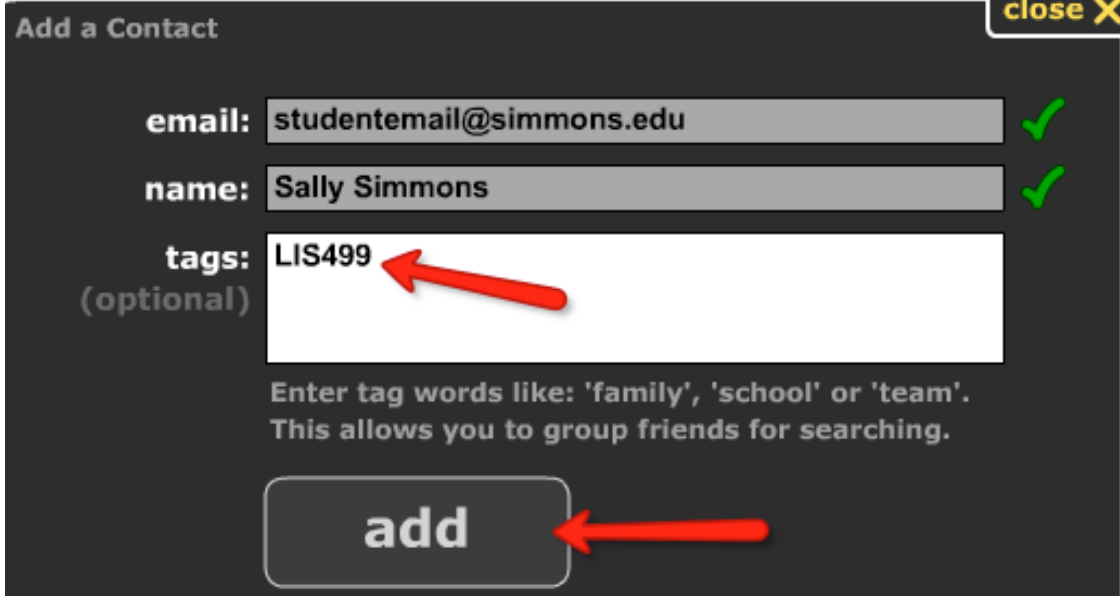


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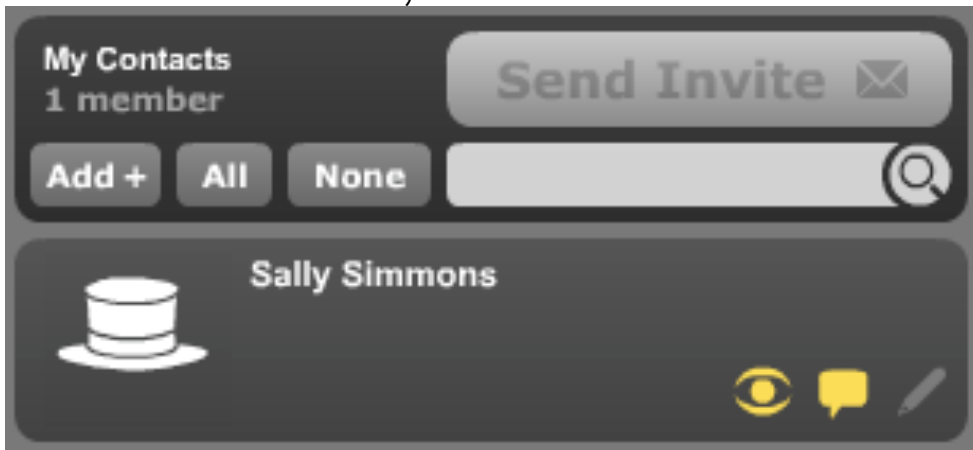
10. Now you need to add the students that you want to view your Voicethread to your contacts list. Click the *Add+* button in the My Contacts section.



11. A new window will open up. Enter the first student's email and name in the fields provided. Enter a keyword such as the course number in the tags field. This way, you can search for students from a particular class easily.



12. The student will now be listed in your contacts.

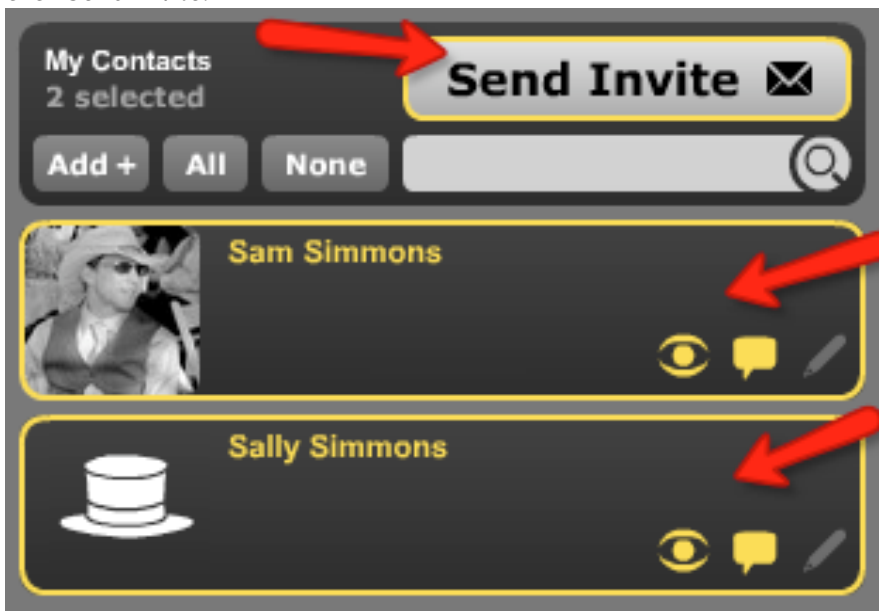


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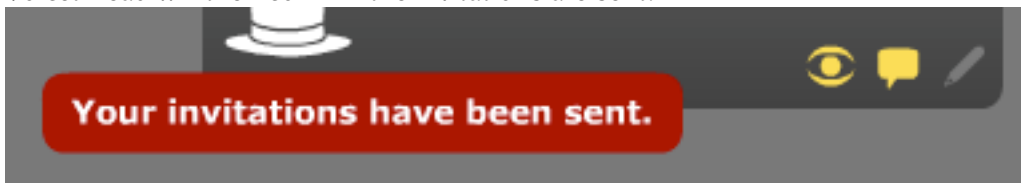
13. Voicethread lets the students view and comment on your presentation by default. They cannot edit the presentation. You can change all these settings by clicking the three icons. When the icon is yellow, the student can perform the associated action.



14. Once you have added all your students, click their names so that they are highlighted yellow and then click *Send Invite*.



15. Voicethread will then confirm the invitations are sent.



16. Your students will now receive an email notifying them that your Voicethread is available and asking them to create a Voicethread account to view it.