

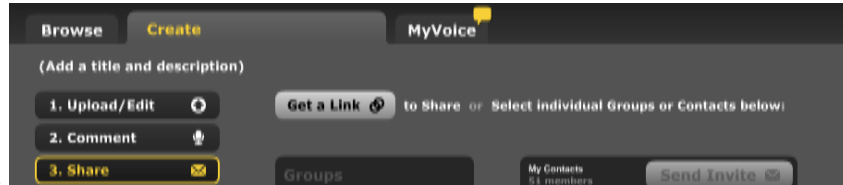
# How To Setup-Share-Comment on a VoiceThread Project



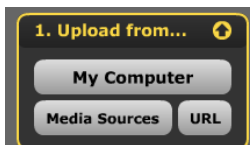
## VoiceThread Project Setup

**Important Note: Be sure students have permission to publish (for the web) on file!**

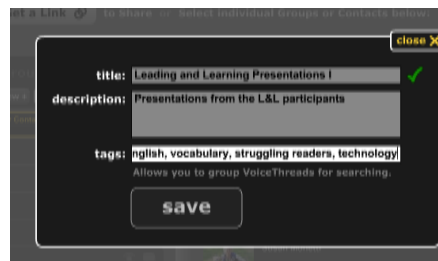
1. Either create a Word document that you want to upload or determine what picture(s)/movie(s) you want students to comment on.
2. Click the **Create** tab in VoiceThread.



3. Click **Upload / Edit**.




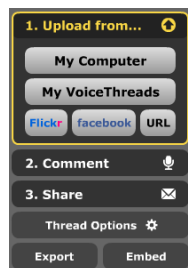
4. Click **My Computer**.
5. Browse to find the appropriate document or picture.



6. Click on **Add a Title and Description**.
7. Click **Save**.

**To upload additional pages after you've created your project:**


1. Click the **Menu icon**. 
2. Click **Edit**.

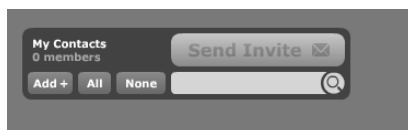


3. Upload from **My Computer**.
4. Hold down **Command** key (on a Mac) to select multiple discontinuous pictures/documents.
5. Click **Upload**.

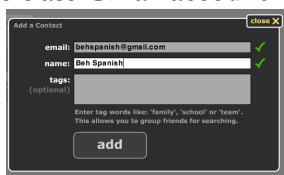
- You also have the option to upload from your Flickr account, Facebook, or your class webpage. BE SURE you are uploading material you or your students have created, or material that is copyright free!!

## Sharing the VoiceThread

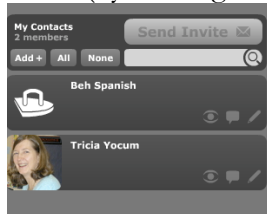
- Click the **Menu icon**  to see the options.
- Click **Make a copy**.
- Give it a title (i.e. P5). Since there are no comments, you can choose **Don't include any comments**.
- Click the **Menu icon** on the copy you created.
- Click **Share**.



- Under **My Contacts** click **Add+**.
- Type in the class Gmail account.



- Click **Add**.
- Type in any other email accounts (i.e. another teacher, parents) that you wish to add.
- Select from your contact list (by clicking on the contact).




- Send on **Send Invite**.  
The invitee will get a link to click on (the link will be part of the image).

You can also click on the “**Get a Link to Share**” button and send the link to others.

**Digital Citizenship Review: Remind students that since they are all accessing the VoiceThread through the same account, that they need to be good digital citizens and not delete someone else's comments/work.**

## Pictures for Identities

- Open **Photobooth** (click the search icon  on the top left of the screen and type in Photobooth if it's not in your dock).
- Take a picture of yourself.
- Drag the picture to the desktop.
- QUIT** Photobooth.

If you are on a PC, take their pictures with a digital camera and upload to the **My Pictures** folder.

### Logging into VoiceThread

1. Open **Firefox** (Safari doesn't always record comments properly).
2. Type the following URL: **voicethread.com**
3. Have students sign into the VoiceThread with the class VoiceThread account (Not into your teacher VoiceThread account).

**Email:** xxx@gmail.com

**Password:** xxx

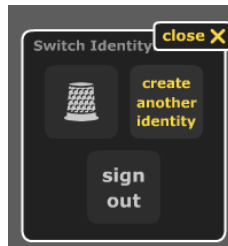
### Microphone and Recording Settings

1. Click on the VoiceThread to open.
2. Control Click (right click on a PC) on the document you will be commenting on.
3. Click on the word **Settings**.
4. Click the second tab (screen with an eyeball); click so the radio button next to **Allow** is dark and there is a check in the box next to **Remember** then **Close**.

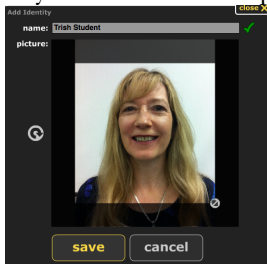


### Creating Identities

1. Click on the icon on the VoiceThread.




2. Click on **create another identity**.
3. Click on **Add an Identity**.
4. Recommendation: use student's language name (if they have one) or type their first name last initial.
5. If you want to use a picture, click on upload picture and select the picture from your computer.



6. Click **Save**.

7. Click **Done**.
8. Click **Close**.

### Commenting

1. To Comment, click on the identity icon and choose their identity from the grid.
2. Click on the **Comment** button  Your options are to use the pen to write or draw, do a voice recording, doodle, or a video recording. (Be aware that there is a 30 minute limit for the whole account when doing video recording).