VoiceThread QuickGuide: Adding VoiceThread to A Course

Overview
Use this document after at least one course folder has been created in a D2L course. VoiceThread has been integrated in D2L as an External Learning Tool. The link to a VoiceThread needs to be added to a course folder so that students can access it from the course. The process of adding the first VoiceThread link to a course is also a process of creating an instructor's account within the VoiceThread website.

How to Access VoiceThread
Edit Course ➔ Content Builder ➔ Add Content ➔ Create a link ➔ External Learning Tools
or
Edit Course ➔ Content ➔ Choose a folder ➔ Add Existing Activities ➔ External Learning Tools

In This Guide
Adding a VoiceThread link
Editing a VoiceThread link
Removing a VoiceThread link

Adding a VoiceThread Link
There are two ways to add VoiceThread into a course:
Option 1:
1. From any page in your course, click Edit Course on the Navbar. (Figure 1)
2. Click Course Builder under Site Resources. (Figure 2)
3. Click or drag Create a link in the Add Content section onto a module folder that has been already created. (Figure 3)
4. Click External Learning Tool from the pop-up menu. (Figure 4)
5. Choose VoiceThread from the pop-up menu. (Figure 5)
6. Give your VoiceThread a name and set up restrictions. (Figure 6)
7. Click Save. (Figure 6)

Note: The default name for the new link is “VoiceThread” as shown in Figure 6. It is highly recommended that a name that indicates the specific category or content of the VoiceThread is
given to distinguish it from others, such as “Week 1 Lecture”, “Week 2 Discussion”. The name of a link may be edited any time after it is added to a course.

**Note:** A VoiceThread link added in Course Builder cannot be clicked open for further editing. To open the VoiceThread, go back to the course homepage and locate the link in the Course Map.

Option 2:
1. From any page in the course, click **Edit Course** on the Navbar. (Figure 1)
2. Click **Content** under Site Resources. (Figure 7)
3. Choose a folder (module) from **Table of Contents** section to where you want to add a VoiceThread. (Figure 8)
4. Click **Add Existing Activities** and choose **External learning tools** from the drop-down menu. (Figure 9)
5. Choose **VoiceThread** from the pop-up menu. (Figure 5)
6. A **VoiceThread** link will be created in the module folder that was chosen (Figure 10)

**Note:** The VoiceThread link created in this way can be clicked open for further setup.

### Editing a VoiceThread Link

1. From any page in the course, click **Edit Course** on the Navbar. (Figure 1)
2. Click **Content** under Site Resources. (Figure 7)
3. Locate the VoiceThread link from the course folder. (Figure 10)
4. Click the arrow beside the name of the VoiceThread. (Figure 11)
5. Click **Edit properties in-place**. (Figure 11)
6. Change the properties of the link by choosing options provided. (Figure 12)

### Removing a VoiceThread Link

Either in **Course Builder** or **Content** area,
1. Click the arrow beside a VoiceThread link. (Figure 13)
2. Choose **Remove** in the dropdown list. (Figure 13)
Figure 12

Figure 13