



## Commenting on a VoiceThread

In a VoiceThread (VT), commenting can be achieved using text, audio, and video.

Before you get started, note:

- VoiceThread is **fully supported** in **Chrome** and **Firefox** web browsers. For the best experience, keep your web browser up-to-date.
- VoiceThread can be viewed, but audio and video cannot currently be recorded with Safari or Edge web browsers.
- VoiceThread offers a [mobile app](#). You'll select **Colorado Mesa University D2L** and use your **MAVzone credentials** to log in once the app is installed. You will be able to access D2L via the VoiceThread app as well.
- Check out [VoiceThread's Troubleshooting documentation](#) for more details.

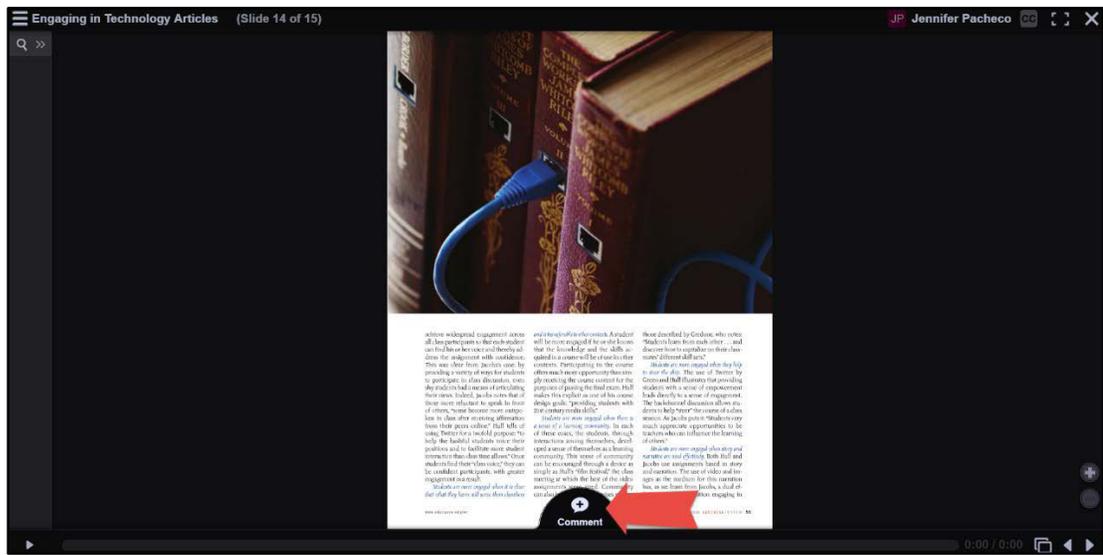
Accessibility notes:

- Students with visual impairments who need accommodations are advised to switch to [VoiceThread Universal](#) from their accounts.
- Creators (instructors or students) can provide closed captions. Creators can [add closed captions](#) for each slide/comment with audio or video. Creators have the option to upload a caption file (.dfxp, .srt, .sami, .scc, or .sbv) or request captions from VoiceThread. These machine-generated captions may take up to 4 days to load and will need to be edited for accuracy. Check out our [Adding Captions to VoiceThread](#) guide.

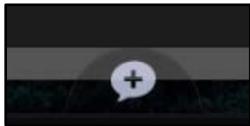
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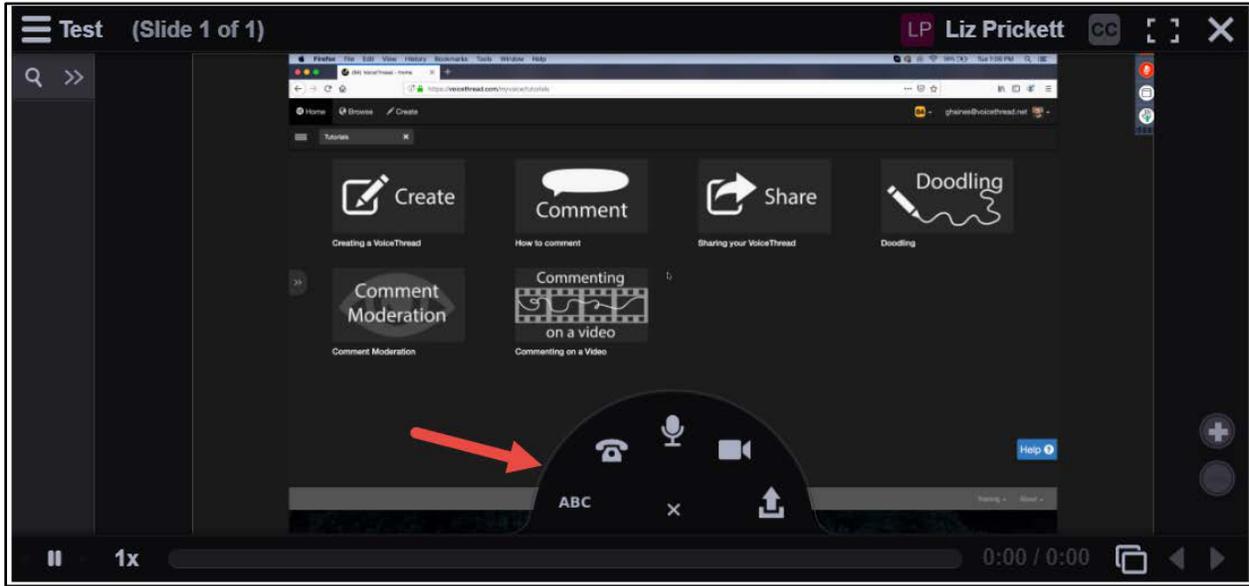
## How to Access Commenting



1. Open a **VoiceThread**, go to the **slide** where comments will be added, and click on the **+ icon** at the bottom of the page.



- This will expand your commenting options. Select which option (text, audio by microphone or phone, video by webcam, or audio/video file upload) you prefer for your comment.



## Recording Comments on a Slide

There are five commenting options: text, microphone, phone, webcam, and file upload. Select one and click its icon to start.



## Types of Comments

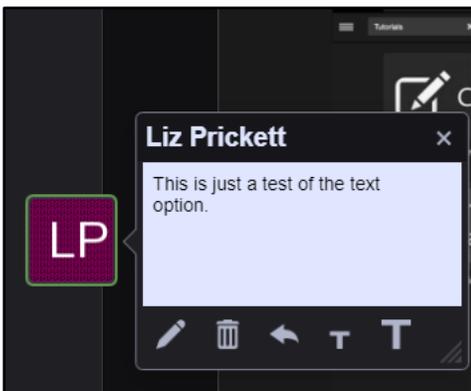
Note: Your instructor may have decided to limit the **types** of comments you are allowed in a particular VT. Your instructor may have also placed different **time** limitations on your comments. The listed limitations are the maximums allowed by VoiceThread.

### Text

Use this option to type your comments.

1. Click on the **text** (ABC)  icon.
2. Type your text comment.
3. Click **Save**.
4. If a URL is included in a text comment, it will be hyperlinked automatically.

Note: There is no length limit for text comments.



### Phone

When a microphone is not accessible, phone commenting is a great way to record audio comments.

1. Click the **phone**  icon.
2. Enter your **phone number**, and click the **Call Me** button.



3. When the phone rings, pick it up, and record your comment when prompted.
4. Hang up to save.

Note: Phone comments are limited to 10 minutes per comment. There is no cost associated with phone commenting through VoiceThread.

## Audio (Microphone)

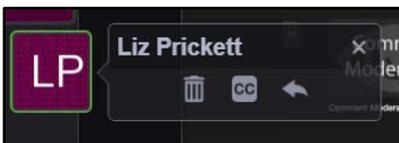
Use this option to record audio through a computer's built-in microphone or a microphone that has been connected to the computer.

1. Click the **audio** (microphone)  icon, wait for the recording countdown, and then begin speaking.



2. Click **Stop Recording** to stop.
3. The recording will be automatically played back.
4. Click **Save** to save the comment or **Cancel** to discard it.

Note: Audio comments are limited to 60 minutes per comment.



## Video (Webcam)

Use this option to record videos through a computer's built-in webcam or a webcam connected to the computer.

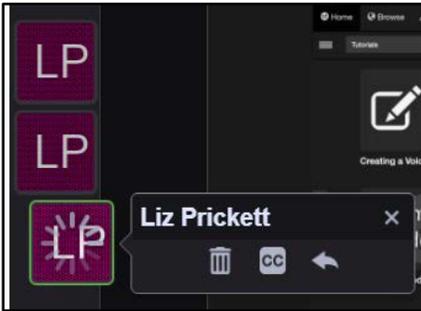
1. Click the **video**  icon, wait for the recording countdown, and then begin speaking.



2. A camera view will be opened on the left side of the recording screen, in which you can see and adjust how you look in the video. (Note: If prompted, click **Allow** on the permission popup page before recording.)
3. Click **Stop Recording** to stop.
4. The recording will be automatically played back.
5. Click **Save** to save the comment, **Cancel** to discard it, or **Record More** to continue recording.



Note: Webcam comments are limited to 60 minutes per comment.



### File Upload

Use this option to upload a pre-recorded audio or video file. MP3 and Wav files are supported.

According to VoiceThread, most QuickTime, WMV, and AVI video formats are also supported. For best video file results, VoiceThread recommends the use of H.264 codec to encode or compress the video, and upload videos that roughly match the native size of a VoiceThread (600 x 450 pixels).

1. Click on the **file upload**  icon to open a file manage window.
2. Select a file from your computer.
3. Upload the file.

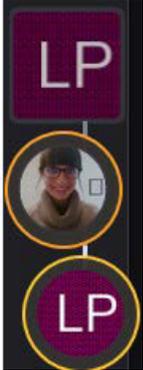
Note: Audio and video file uploads in comments are limited to 3 GB per file for upgraded accounts and 25 MB for free accounts.

### Group, Direct, and Private Comments

As a student, VoiceThread gives you 3 options when it comes to comments: comment to the thread, directly reply to a comment, or reply privately to another participant's comment. For comments to the thread, you'll use the method described previously in the How to Access Commenting section. This comment will appear at the end of the current comments.

Notes on **threaded comments**:

- Threaded comments are enabled by default. This allows direct replies to have a visual connection. The original comment will appear as a square icon, with the direct replies as circle icons beneath it. Connecting lines appear between each.



- If your instructor has **disabled** threaded comments, you will only have the comment or private reply option. Even if your instructor has given you editing permissions, direct comments will be allowed but will not appear as threaded comments.

To add a **direct reply**:

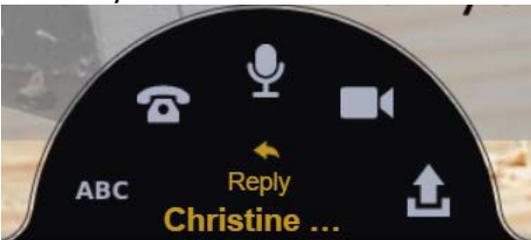
1. Click on the comment on which you wish to reply directly.



2. When it opens, click on the **Insert a direct reply** (backwards arrow) icon.



3. Select your method of commenting.



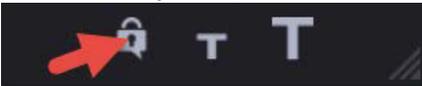
4. Compose and post your comment.

To add a **private reply**:

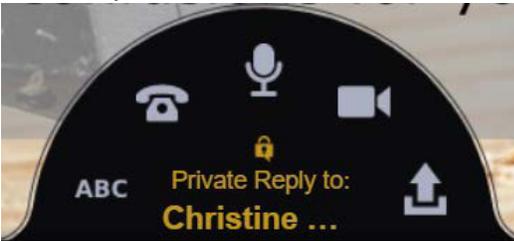
1. Click on the comment on which you want to reply directly.



2. When it opens, click on the **Insert a private reply** (padlock) icon.



3. Select your method of commenting.



4. Compose and post your comment.
5. You'll see your private comments as circles (vs the usual squares) marked with the padlock icon connected by a white line. These comments be hidden from the other participants.



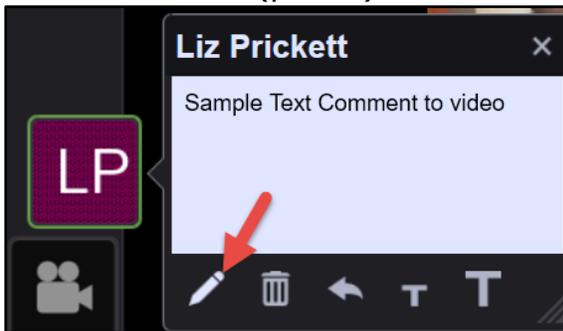
## Moderated Comments

Your instructor has the option to turn on **Comment Moderation**. Comment Moderation allows instructors to review all comments before allowing other students to see them. Then your instructor has the option to reveal individual comments or keep them hidden. They may use this option to preview the quantity or quality of student comments or as an assessment tool.

## Editing Text Comments

Once made, comments will automatically be shown on the left side of the main media. Audio and video comments cannot be edited once they are recorded, but text comments can be edited at any time.

1. Open a VoiceThread and navigate to the slide on which a textual comment was made.
2. Tap on the **identity image** (photo or initials) to open the text comment.
3. Select the **edit** (pencil) icon inside the comment bubble.



4. Make the edits.
5. **Save** it or **Cancel** to discard the change.
6. Click the **Delete** (trash) icon to delete this comment if needed.