Creating a Graded Assignment with VoiceThread

This guide walks you through creating a graded VoiceThread in your D2L Course with **Assignment Builder**. Follow up with guides on Commenting, Sharing, and Adding Captions. For more information, check out the **VoiceThread Best Practices** guide. If you need assistance with uploading material or editing your slides, check out **Creating a VoiceThread in Your D2L Course**.

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Getting Started with Assignment Builder

1. On your course home page, click on **Content**.

2. From the **Table of Contents** section, choose a folder (module) in which a VoiceThread link needs to be added. Click the folder/module link to open it.
3. Click **Add Existing Activities**. Choose **External learning tools** from the dropdown menu.

4. Choose **VoiceThread** from the **Add Activity** menu.
5. A **VoiceThread** link will be added to the module folder. Use the dropdown menu to select **View Topic**.

![VoiceThread link](image)

6. Select Assignment Builder.

![Assignment Builder](image)

**Select a Graded VoiceThread View**

There are three graded options: **Create, Comment, and Watch**. Use this guide to decide which option works best for your assignment.

In some cases, you may need to use 2 different options. For example, if you want students to create a VT that their peers can also view and comment on, you will create 2 different assignments. First, you’ll use the Create option for the students to create their VTs. Then, you’ll use the Course View option (from non-graded assignments) so that students can find peers’ submissions.
Once you click on Assignment Builder, you will need to Select a type of assignment: Create a VoiceThread, Submit a Comment, or Watch a VoiceThread.

Once you create any of these assignments, you’ll receive a confirmation: Assignment created

Create

When you use a creation assignment, you’re requiring students to submit a VT they have created. This type of assignment may be used for presentations, portfolios, demonstrations, etc. Authentic assessments, where students actually demonstrate skills, may be added to your course in this manner. Writing, design, photography, etc. portfolio-style assignments, where progression is shown over time, may be created with this type of assignment. Formative assessments may also be created, where you give written or media feedback, as well as use the Doodle tool for annotations.

If you want students to peer review work, make sure students know to share their VTs with the class, too. Students can add slides, get feedback, and then upload revisions.

To add a Creation Assignment:

1. Add a Description.
2. Check or uncheck the option Allow students to resubmit assignment.
3. Click the Create Assignment button.
Create – Student View
Here’s an example of what a student may see for a Create new VoiceThread assignment:

Once a student has added media, along with any comments, and chosen settings, s/he may then click Submit Assignment.

The student will have the opportunity to Preview their VT and to checkmark the and share with class option before finalizing the submission by clicking on the Submit Assignment button.

The student receives a confirmation: Assignment submitted
Comment
If you want an efficient way to count the number of student replies to peer presentations without doing it by hand, you’ll want to consider the Submit a Comment assignment. If you have your students each add a slide to your one VoiceThread with their presentation content, then VT will collate all student comments for you on the various slides that have been added.

Another use of the Comment option is quizzing. You would add the number of comments required based on the number of questions you added on your VoiceThread. An oral quiz for language course may be a good use of this type of quiz. Students may even use the Doodle tool to label a diagram. Be sure to checkmark the box to moderate comments so that students’ responses are hidden from other students.

Once you select the comment option from Assignment Builder, you’ll be prompted to select a VT.

1. Select your VT.
2. Add a Description.
3. Select the number of Comments required.
4. Checkmark your selections:
   a. And share with class
   b. Moderate comments
   c. Allow students to resubmit assignment
5. Click the Create Assignment button.
Comment – Student View

Here’s an example of what a student may see for a **Submit a Comment** assignment:

Once the student has added the appropriate number of comments, s/he may click **Submit Assignment**.

The student receives a confirmation: **Assignment submitted**
Watch

The **Watch a VoiceThread** option is designed more for passive watching, rather than slides with peer comments. Otherwise, VT will make students listen to all associated comments.

Once you select the watch option from **Assignment Builder**, you’ll be prompted to select a VT.

1. Select your **VT**. Note: You need to select one with at least 1 comment. The comment(s) will most likely be yours.
2. Checkmark your selections:
   a. **And share with class**
   b. **Allow students to resubmit assignment**
3. Click the **Create Assignment** button.
Watch – Student View

Here’s an example of what a student may see for a **Watch a VoiceThread** assignment:

If the student does not finish watching the **entire** VT, s/he will receive a **You have not finished watching this VoiceThread message**. The **entire** VT, including all slides and comments, must be watched in order to **Submit Assignment**.
Set up Gradebook Association

Note: A present, only one graded VoiceThread assignment may be associated/linked with the grade book per course. If you want to offer more than one graded VoiceThread assignment, additional grades will need to be added to the grade book manually.

To set up an association with your gradebook, scroll down below your VT to the Activity Details area in D2L.

1. Click on the Add dates and restrictions area to add:
   a. Start Date, Due Date, End Date
   b. Any applicable Release Conditions if needed
   c. Click the Update button to save.

2. Click on the Assessment area to select or add a gradebook item.
a. If you already added a placeholder item in your gradebook, you may select it from the dropdown menu.

![Dropdown menu screenshot](image1.png)

b. If you need to add an item to your gradebook, click the New Grade Item (+) button.

![New Grade Item button screenshot](image2.png)

This will display the New Grade Item dialog, where you can add the Name, Category, Description, Maximum Points, Weight, Can Exceed, Bonus, Grade Scheme, and any applicable Restrictions. Remember to click the Create button when you are finished.

3. Click the Save button in the Assessment area to save your changes.
Grade a Submission

Grading in VT is based on **percentage**. As soon as a student submits an assignment in VT, you’ll be able to grade their submission.

Note: You’ll receive an email when students **comment** on a VT. You may adjust your notification preferences. You have the opportunity to adjust instant as well as daily notifications. You may not want instant notifications for every comment, but you may want a daily report.

1. Click on the VT assignment in your course to access the grader.
2. You’ll see a list of **Submitted** and **Not Submitted**.
3. You may search your class list by name or email. You may also filter the list by Last Name, First Name; First Name, Last Name; or Grade.

4. If you click on the Remind all students button, you may send a reminder email to all students who have not submitted the assignment.

5. If you click/hover on an individual’s name, you may send an individual reminder email.
Create – grading

Click on a student submission to review the VoiceThread. Click on the percentage (%) button to add a grade.

You have the opportunity to provide feedback by adding comments on the VT. (You may add comments after grading as well.)

Once the grade is added, you’ll receive a confirmation: Grade saved.
Comment – grading

Click on a student submission to read/listen/watch comments. Click on the percentage (%) button to add a grade.

You may make public comments or private replies to the student.

Once the grade is added, you’ll receive a confirmation: Grade saved.
Watch – grading

The watch option is **automatically** graded.

The grade will also automatically appear in your **gradebook**.