



## 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](#). Share our [Completing a Graded VoiceThread Assignment guide](#) with your students.

For more information from the **NEW** Graded Assignments experience, check out these guides from VoiceThread:

- [Instructor Guide](#)
- [Student Guide](#)

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. (The **new Chromium version of Edge** allows you to record audio and video.)
- 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.
- Users with visual impairments who need accommodations may switch to [VoiceThread Universal](#) from their accounts.
- Check out [VoiceThread's Troubleshooting documentation](#) for more details.

## Contents

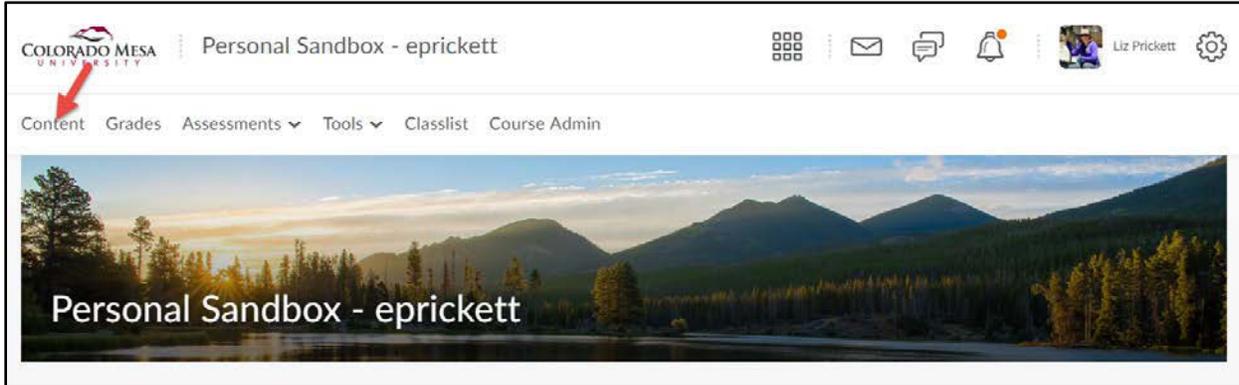
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## Tutorial Videos

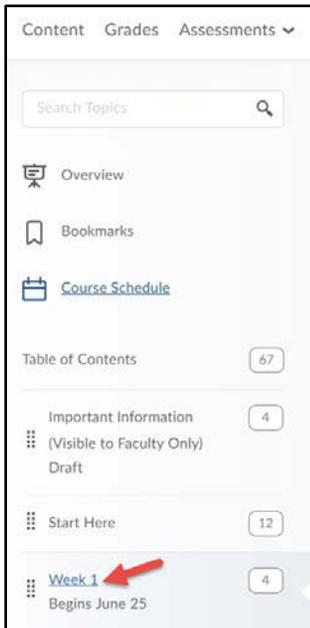
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- **Comment:** [New Assignments Comment Setup](#)
- **Watch:** [New Assignments Watch Setup](#)
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## Getting Started with Assignment Builder

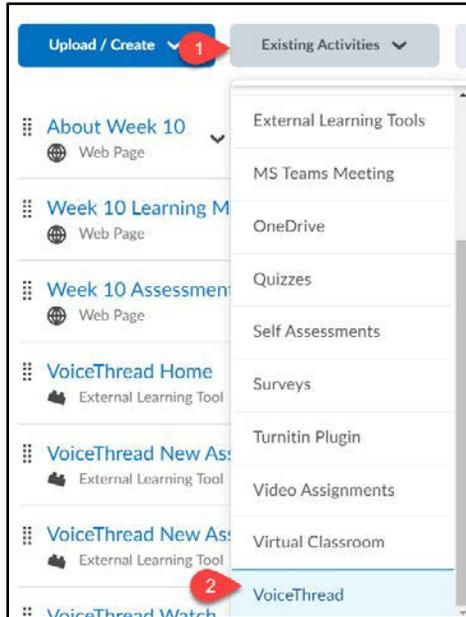
1. On your course home page, click on **Content**.



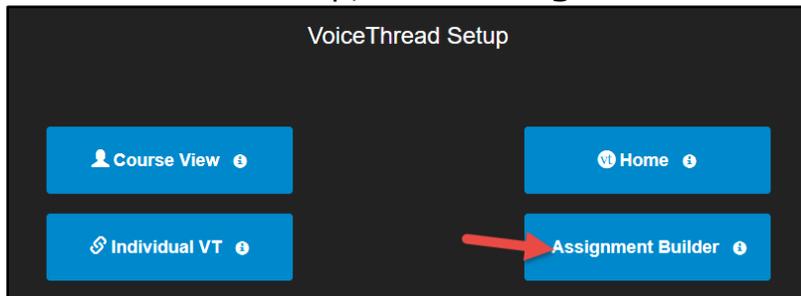
2. From the **Table of Contents** section, choose a folder (module) in which a VoiceThread link needs to be added. Click the folder/module link to open it.



3. Click **Add Existing Activities**. Choose **VoiceThread** from the dropdown menu.



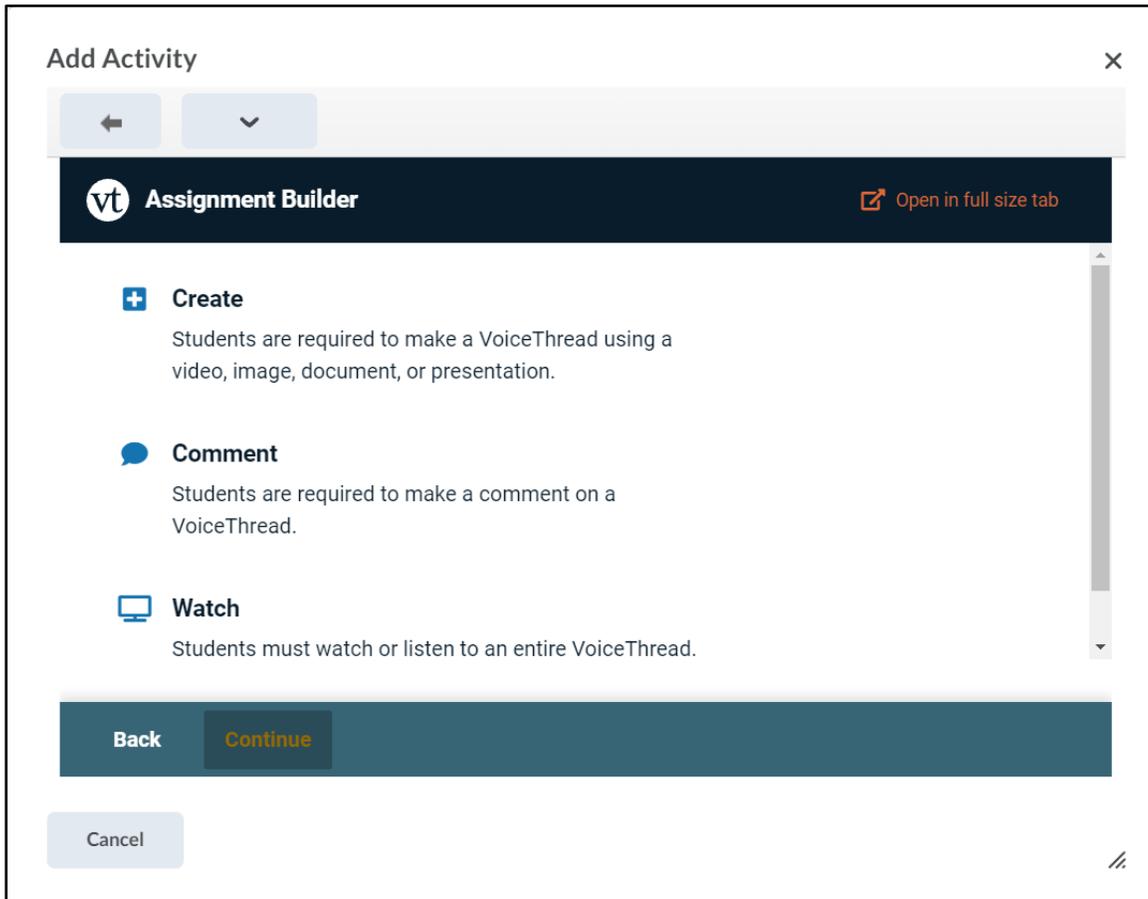
4. In VoiceThread Setup, select **Assignment Builder**.



## Select a Graded VoiceThread

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

Once you click on **Assignment Builder**, you will need to select: **Create**, **Comment**, or **Watch**.



Note: It may be easier to see all of your options if you click the **Open in full size tab** button at the top right of your screen.

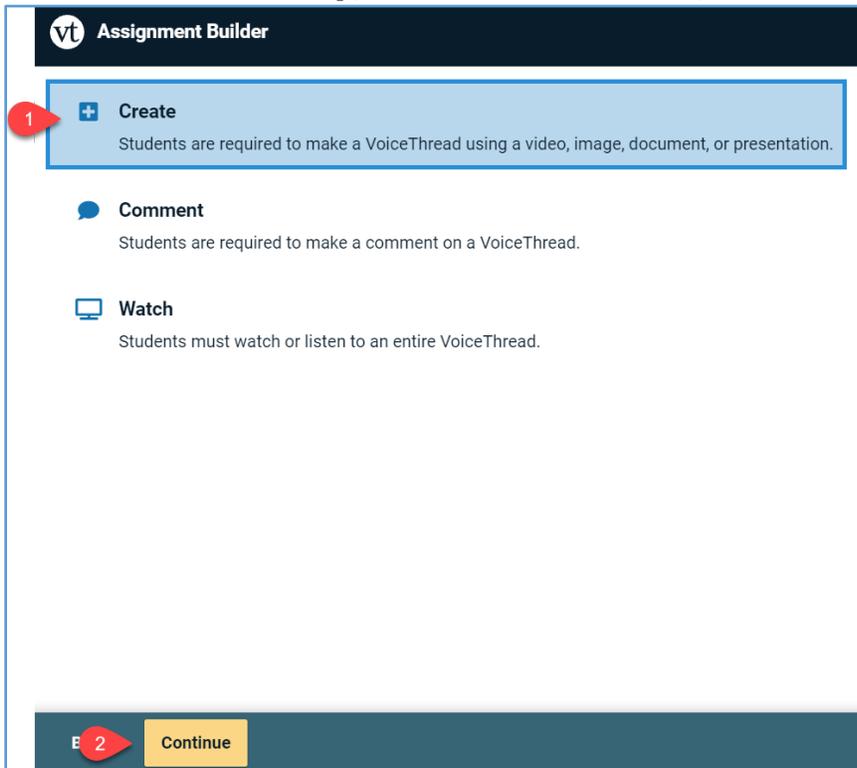
## Create

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. In **1 Choose activity**, select **Create**. Then, click **Continue**.



2. In **Participation requirements**, select your preferences for **Commenting**, **Playback**, **Permissions**, and **Student Gallery**.

3. In **Participation requirements/comments:**

**Participation requirements**

**A** Number of comments students must record on their own VoiceThread  Minimum ▾

**B** Number of slides required  Minimum ▾

**C** Select which comment types will be allowed

- Microphone
- Webcam
- Telephone
- Upload
- Text

**D**  Allow students to add slides to any VoiceThreads for this assignment.

**E**  Enable threaded commenting

**F**  Enable comment moderation

**G**  Don't allow commenters to delete their own comments

**H**  Limit length of each comment to:

**I**  When recording, automatically advance to next slide after:

- A. Number of comments students must record on their own VoiceThread:** Enter the **number** and then use the dropdown to select **Minimum, Maximum, or Exact**. Note: Students will not be able to submit the assignment until your number is met. (Default setting – 0 Minimum. Note: This means that the student will **not** need to leave any comment on their own VoiceThread.)
- B. Number of slides required:** Enter the **number** and then use the dropdown to select **Minimum, Maximum, or Exact**. Note: Students will not be able to submit the assignment until your number is met. (Default setting – 1 Minimum. Note: This means that the student will need to create a VoiceThread with at least one slide on their own VoiceThread.)
- C. Select which comment types will be allowed:** Checkmark **Microphone, Webcam, Telephone, Upload, and/or Text**. (Default setting – all options are check marked)
- D. Allow students to add slides to any VoiceThreads for this assignment:** Checkmark this option if you wish to allow students to add slides to their assignment as well as others' assignments.
- E. Enable threaded commenting:** You'll typically want to check mark this option, since this is one of the main features of VoiceThread. (Default setting – check marked)

- F. **Enable comment moderation:** Check this option if you want to moderate comments before other students can see them. Note: You may also never reveal them to other students. (Default setting – unchecked)
- G. **Don't allow commenters to delete their own comments:** Decide if you want students to “retry” for their assessment or not. (Default setting – unchecked)
- H. **Limit length of each comment to:** 60 is ultimate maximum minutes. VoiceThread suggests something shorter, such as 2 minutes. Enter the **Minutes** and **Seconds** you prefer. (Default setting – unchecked, but if you check mark it, the default setting is 60 Minutes, 0 Seconds.)

Limit length of each comment to:

Minutes	Seconds
60	0

- I. **When recording, automatically advance to next slide after:** This is typically a special use case. Format options include **20 Seconds (Pecha Kucha Format)**, **15 Seconds (Ignite Format)**, or **Custom**. (Default setting – unchecked, but if you check mark it, the default setting is Custom 30 Seconds.)

When recording, automatically advance to next slide after:

**Format**

20 Seconds (Pecha Kucha Format)

15 Seconds (Ignite Format)

Custom

Minutes	Seconds
0	30

4. In **Playback:**

**Playback**

**A**  Start playing when opened

**B**  When final comment on a slide has played, automatically advance to next slide after:

- A. **Start playing when opened:** We recommend keeping this **unchecked**. (Default setting – unchecked)

- B. **When final comment on a slide has played, automatically advance to next slide after:** Enter the number of **Seconds**, if you wish to have the slides automatically advance. (Default setting – unchecked, but if check marked, the default setting is 4 seconds.)

When final comment on a slide has played, automatically advance to next slide after:

Seconds

4

5. In **Permissions:**

**Permissions**

**A**  Allow download

**B**  Allow export

**C**  Allow students to make a copy

- A. **Allow download:** Checking this option allows students to download the central media from the VoiceThreads their classmates create. (Default setting – unchecked)
- B. **Allow export:** Checking this option allows students to export their VoiceThread. (Default setting – unchecked)
- C. **Allow students to make a copy:** Checking this option allows students to make a copy of one another’s VoiceThreads. You probably do **NOT** want to leave the option checked. (Default setting – check marked)

6. In **Student Gallery:**

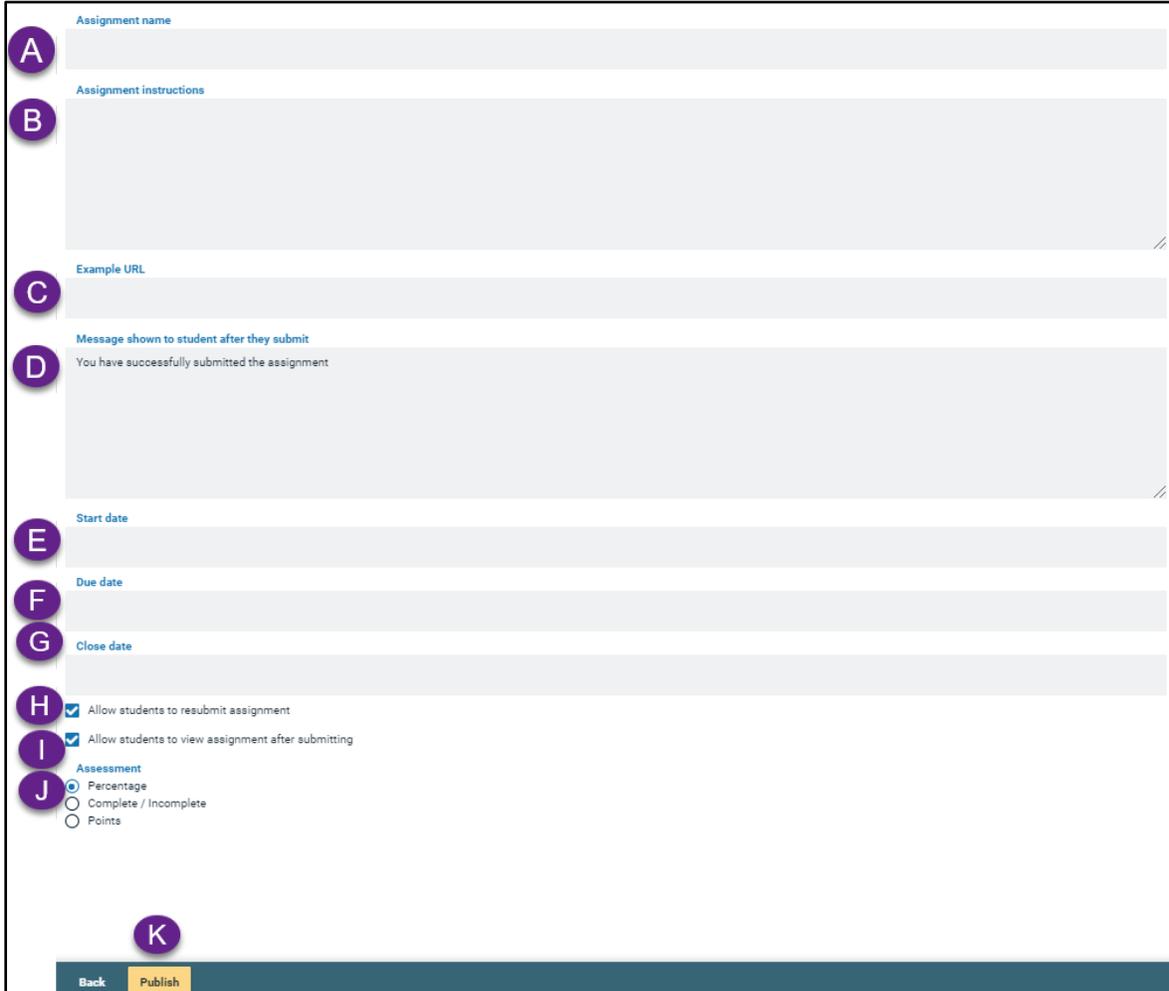
**Student Gallery**

Allow students to see each other's submissions for this assignment?

**All students to see each other’s submissions for this assignment?** This will depend on your assignment. You will need to enable this option if you plan on doing **peer reviews** or if you want students to leave **comments** on classmates’ VoiceThreads. Check out [Peer Reviews and Other Comments](#). (Default setting – unchecked)

7. Click **Continue** once you’ve finished your selections in **Choose options**. (You can use the **Back** button if your need to go back to the previous screen.)

8. Edit as needed:

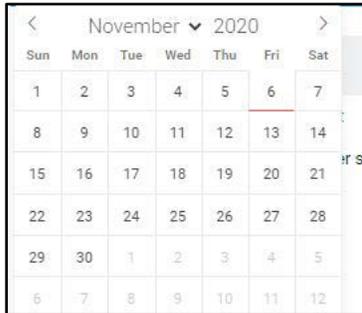


The screenshot shows a form for creating an assignment. It includes the following sections and callouts:

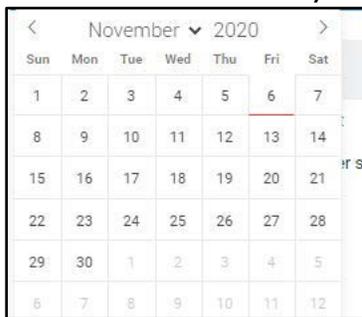
- A:** Assignment name (text input field)
- B:** Assignment instructions (text area)
- C:** Example URL (text input field)
- D:** Message shown to student after they submit (text area, default text: "You have successfully submitted the assignment")
- E:** Start date (text input field)
- F:** Due date (text input field)
- G:** Close date (text input field)
- H:**  Allow students to resubmit assignment
- I:**  Allow students to view assignment after submitting
- J:** Assessment type (radio buttons):
  - Percentage
  - Complete / Incomplete
  - Points
- K:** Back and Publish buttons at the bottom.

- A. **Assignment name:** We recommend changing the name to something related to your assignment.
- B. **Assignment instructions:** Please enter the relevant instructions here. (Default – blank)
- C. **Example URL:** You may enter a sample VoiceThread here. (You may share a VT URL.)
- D. **Message shown to students after they submit:** You may revise the default message if you wish. (Default – You have successfully submitted the assignment.)

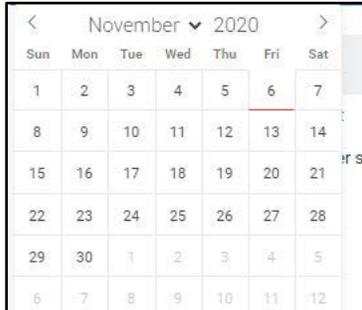
E. **Start date:** You may select the date from the calendar picker.



F. **Due date:** You may select the date from the calendar picker.



G. **Close Date:** You may select the date from the calendar picker.



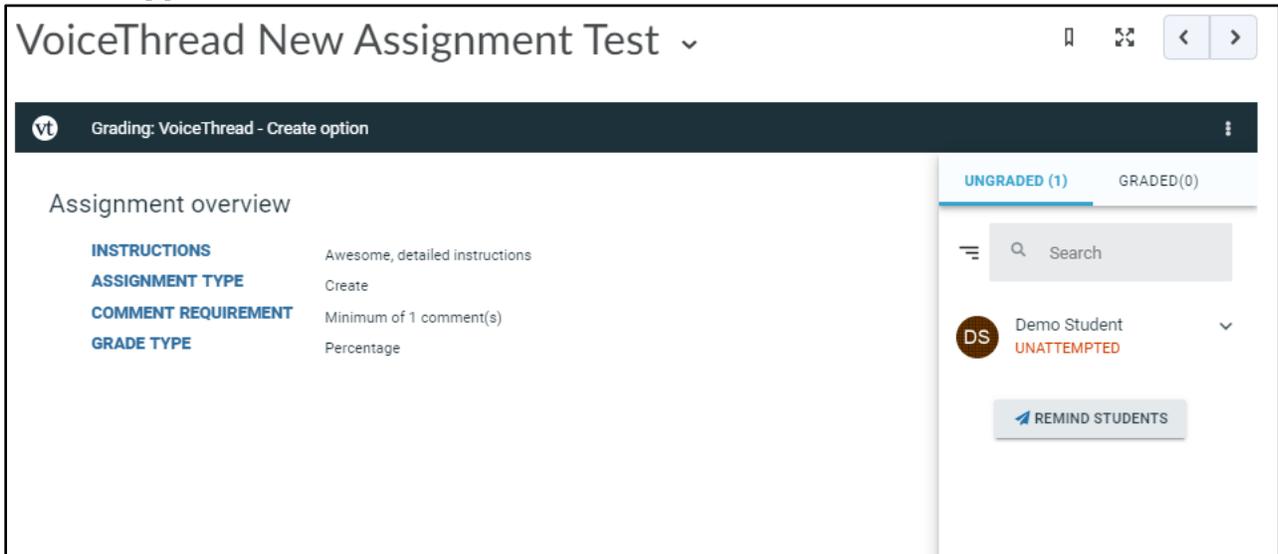
H. **Allow students to resubmit assignment:** (Default – check marked)

I. **Allow students to view assignment after submitting:** (Default – check marked)

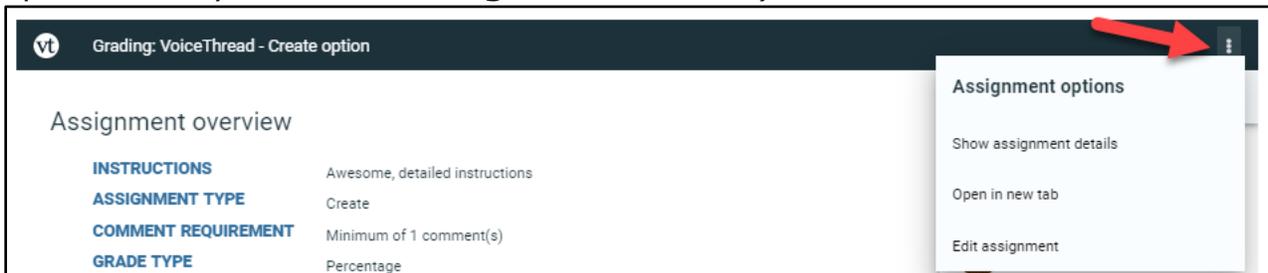
J. **Assessment:** Select from **Percentage**, **Complete/Incomplete**, or **Points** (Default – Percentage)

K. **Publish:** Click the **Publish** button once you are finished editing the assignment.

9. Once you publish the assignment, you'll see your **Assignment overview**, including **Instructions**, **Assignment Type**, **Comment Requirement**, and **Grade Type**.



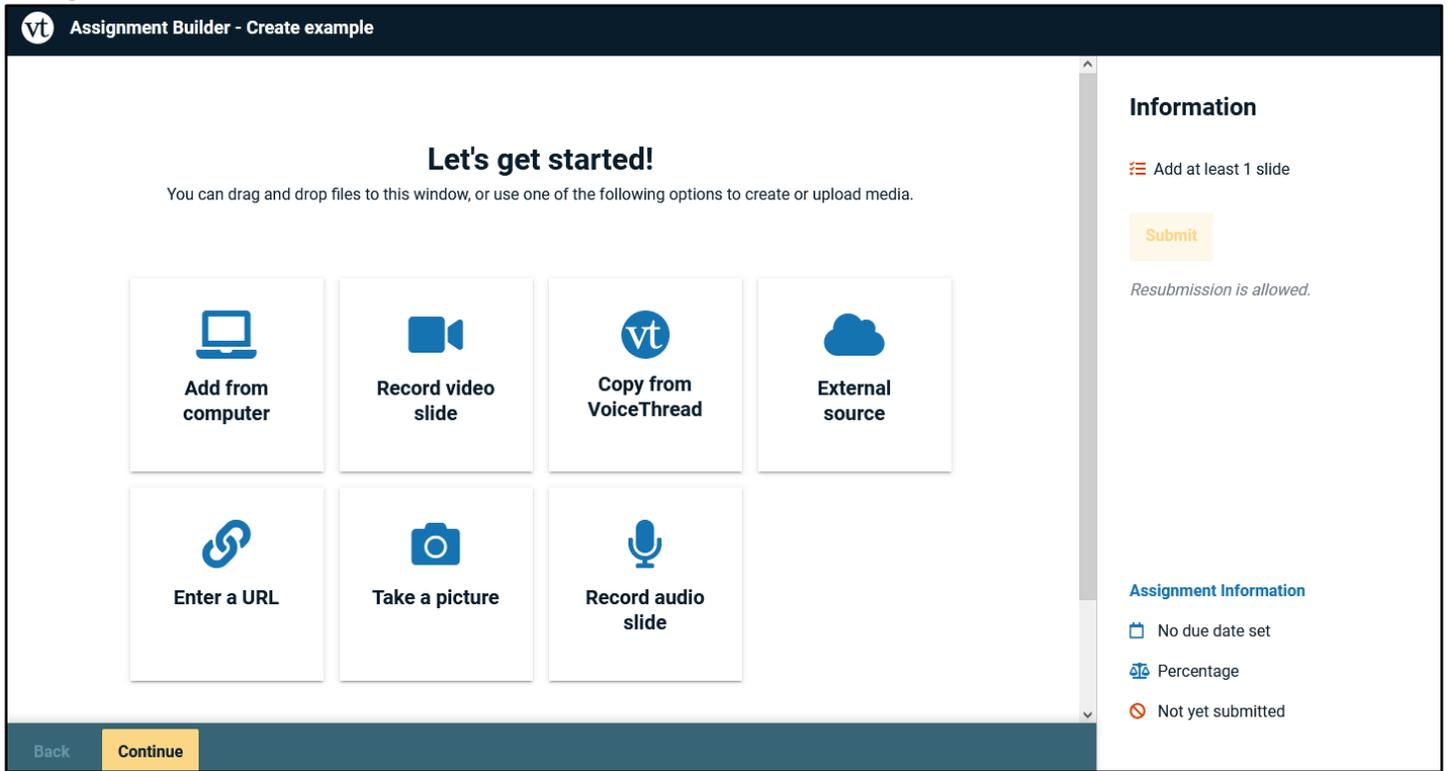
10. If you click on **Assignment options** (3-dot menu), you can **Show assignment details** (the overview), **Open in new tab**, or **Edit assignment** (this option takes you back to **Assignment Builder**).



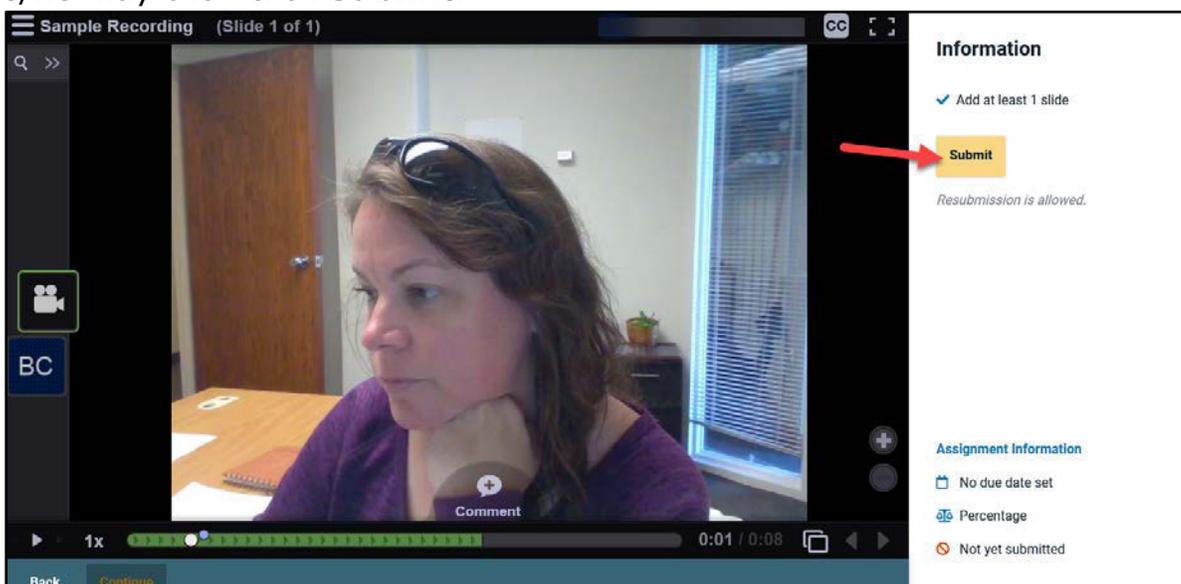
11. If you edit the assignment, remember to **republish** it.

## Create – Student View

Here's an example of what a student may see for a **Create new VoiceThread** assignment:

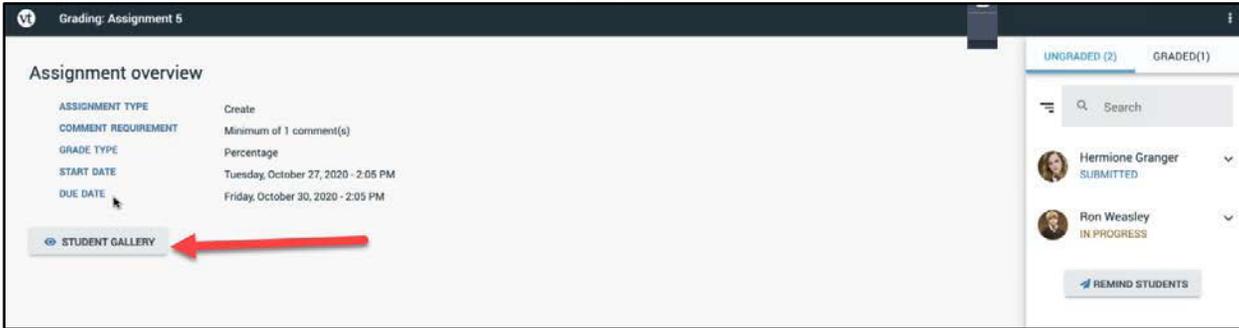


Once a student has added **media**, along with any **comments**, and chosen **settings**, s/he may then click **Submit**.

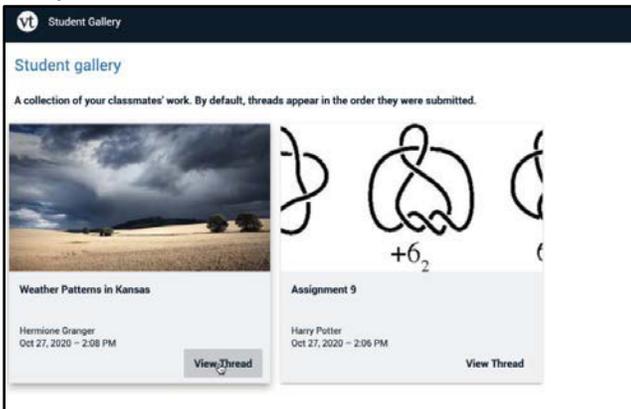


The student receives a **Success** message and has the option to **Withdraw submission** if you allowed it. The student may then edit the submission and then click **Resubmit** when finished.

If you enabled the **Student Gallery** option,



Students will see the **Student Gallery** with their classmates' VoiceThreads in the order they were submitted.



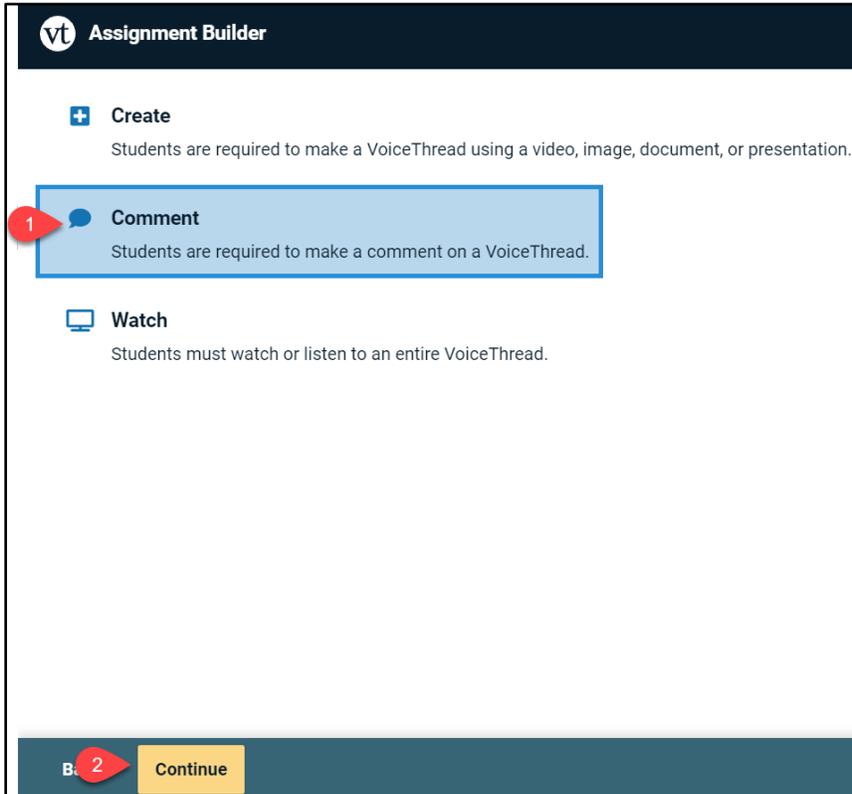
## Comment

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.

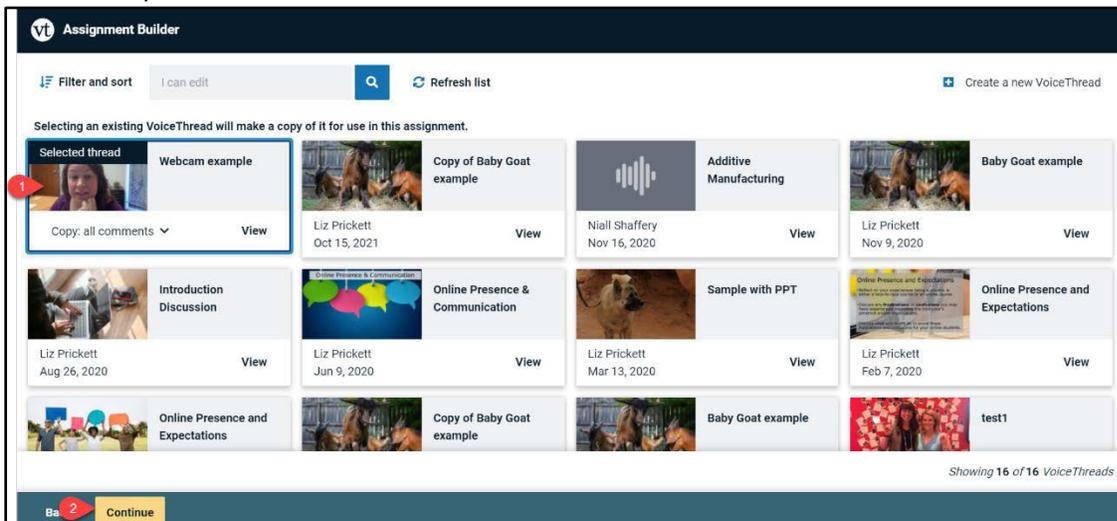
Another use of the Comment option is **quizzing**. You would add the number of comments required based on the number of questions you added on your VoiceThread. An oral quiz for language course may be a good use of this type of quiz. Students may even use the **Doodle** tool to label a diagram. Be sure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

To add a **Comment Assignment**:

1. In **1 Choose activity**, select **Comment**. Then, click **Continue**.

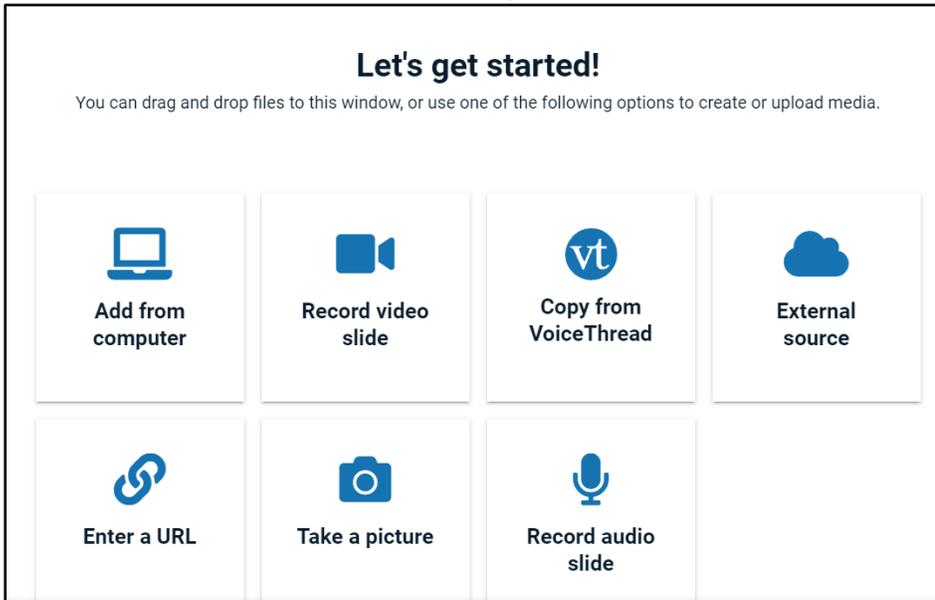


2. You can select an **existing VoiceThread** (this will make a copy of it for use in the assignment) or you can **Create a new VoiceThread**. Once you make your selection, click **Continue**.



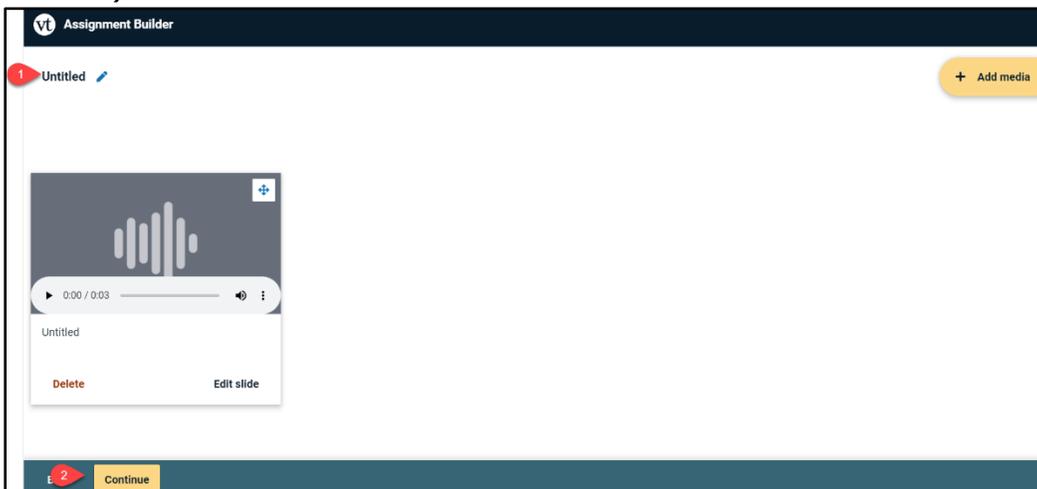
Note: If you were used to using these assignments with the old version of VoiceThread assignments, **the assignment lives in the link** vs the home page now.

3. If you decide to **Create a new VoiceThread**, you'll have a few extra steps. If you're not creating a new one, skip to number 4.
- a. You may add media in **Let's get started!** You'll have the option to **Add from computer, Record video slide, Copy from VoiceThread, External source, Enter a URL, Take a picture, or Record audio.**

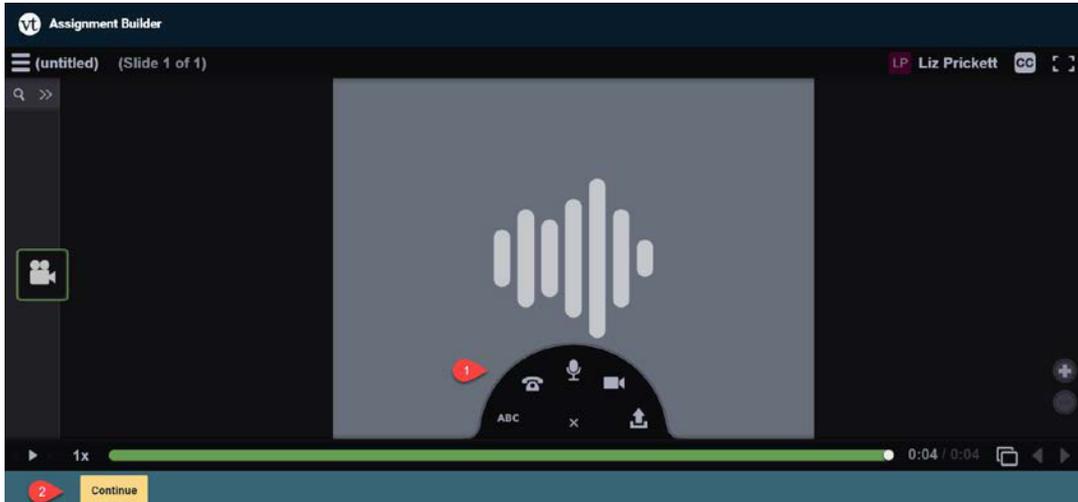


For more details on **creating** a new VoiceThread, check out our [Creating a VoiceThread guide](#).

- b. Next, add a **title** and click **Continue**. (You may also edit your slide or add media.)



- c. Once you've added your media, you can add **Text**, **Telephone** (audio), **Microphone** (audio), **Webcam** (video), or **Upload** comments. Then, click **Continue**.



For more details on **commenting**, check out our [Commenting on a VoiceThread guide](#).

4. In **Participation requirements/commenting**:

### Participation requirements

**A** Number of comments required  Minimum ▾

**B** Number of slides required  Minimum ▾

**C** Select which comment types will be allowed

- Microphone
- Webcam
- Telephone
- Upload
- Text

**D**  Allow students to add slides to any VoiceThreads for this assignment.

**E**  Enable threaded commenting

**F**  Enable comment moderation

**G**  Don't allow commenters to delete their own comments

**H**  Limit length of each comment to:

**I**  When recording, automatically advance to next slide after:

- A. **Number of comments required:** Enter the **number** and then use the dropdown to select **Minimum, Maximum, or Exact**. You may decide to set this up as a **quiz** instead of a discussion. If so, you probably want to set an exact number vs a minimum number of comments. Note: Students will not be able to submit the assignment until your number is met. (Default setting – 1 Minimum)
- B. **Number of slides required:** Enter the **number** and then use the dropdown to select **Minimum, Maximum, or Exact**. (Default setting – 0 Minimum)
- C. **Select which comment types will be allowed:** Checkmark **Microphone, Webcam, Telephone, Upload,** and/or **Text**. If you set this up as a **quiz**, you may need all options if your questions require different types of input. (Default setting – all options are check marked)
- D. **Allow students to add slides to any VoiceThreads for this assignment:** Checkmark this option if you wish to allow students to add slides to their assignment as well as others' assignments.
- E. **Enable threaded commenting:** You'll typically want to check mark this option, since this is one of the main features of VoiceThread. (Default setting – check marked)
- F. **Enable comment moderation:** You don't want comment moderation turned on for this type of assignment unless you want to set it up as a **quiz**. Be sure to enable this on a quiz so that students cannot see/hear others' answers. (Default setting – unchecked)
- G. **Don't allow commenters to delete their own comments:** If you set this assignment up as a **quiz**, you may or may not want to check this option. IT depends on the type or quiz. (Default setting – unchecked)
- H. **Limit length of each comment to:** You will probably want to limit the comment length. 60 is ultimate maximum minutes. VoiceThread suggests something shorter, such as 2 minutes. Enter the **Minutes** and **Seconds** you prefer. (Default setting – unchecked, but if you check mark it, the default setting is 60 Minutes, 0 Seconds.)

<input checked="" type="checkbox"/> Limit length of each comment to:	
<b>Minutes</b>	<b>Seconds</b>
60	0

- I. **When recording, automatically advance to next slide after:** This is typically a special use case. Format options include **20 Seconds (Pecha Kucha Format)**, **15 Seconds (Ignite Format)**, or **Custom**. (Default setting – unchecked, but if you check mark it, the default setting is Custom 30 Seconds.)

When recording, automatically advance to next slide after:  

**Format**

20 Seconds (Pecha Kucha Format)

15 Seconds (Ignite Format)

Custom

Minutes	Seconds
0	30

12. In **Playback:**

**Playback**

**A**  Start playing when opened

**B**  When final comment on a slide has played, automatically advance to next slide after:

- A. **Start playing when opened:** We recommend keeping this **unchecked**. (Default setting – unchecked)
- B. **When final comment on a slide has played, automatically advance to next slide after:** Enter the number of **Seconds**, if you wish to have the slides automatically advance. (Default setting – unchecked, but if check marked, the default setting is 4 seconds.)

When final comment on a slide has played, automatically advance to next slide after:  

**Seconds**

4

13. In **Permissions:**

**Permissions**

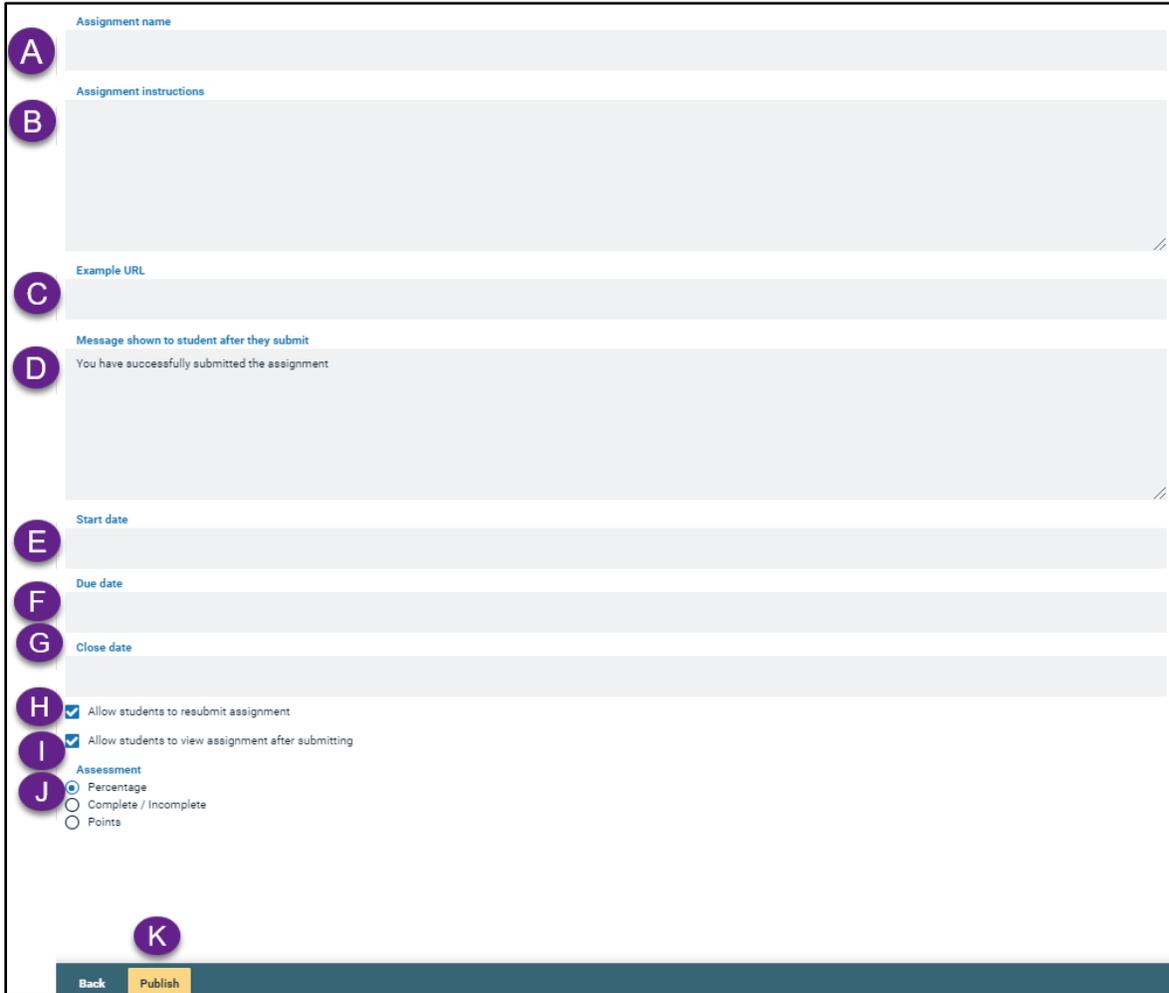
**A**  Allow download

**B**  Allow export

**C**  Allow students to make a copy

- A. **Allow download:** You probably do not want to enable this option on a **quiz**. (Default setting – unchecked)
- B. **Allow export:** You probably do not want to enable this option on a **quiz**. (Default setting – unchecked)

- C. **Allow students to make a copy:** You probably do not want to enable this option on a **quiz**. (Default setting – unchecked)
14. Click **Continue** once you’ve made your selections
15. Edit as needed:



The screenshot shows a form for creating an assignment. It includes the following sections and callouts:

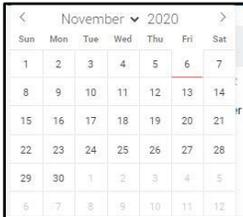
- A:** Assignment name
- B:** Assignment instructions
- C:** Example URL
- D:** Message shown to student after they submit (Default: You have successfully submitted the assignment)
- E:** Start date
- F:** Due date
- G:** Close date
- H:**  Allow students to resubmit assignment
- I:**  Allow students to view assignment after submitting
- J:** Assessment type (Percentage selected, Complete / Incomplete, Points)
- K:** Back and Publish buttons

- A. **Assignment name:** We recommend changing the name to something related to your assignment.
- B. **Assignment instructions:** Please enter the relevant instructions here. (Default – blank)
- C. **Example URL:** You may enter a sample VoiceThread here. (You may share a VT URL.)
- D. **Message shown to students after they submit:** You may revise the default message if you wish. (Default – You have successfully submitted the assignment.)

E. **Start date:** You may select the date from the calendar picker.



F. **Due date:** You may select the date from the calendar picker.



G. **Close date:** You may select the date from the calendar picker.



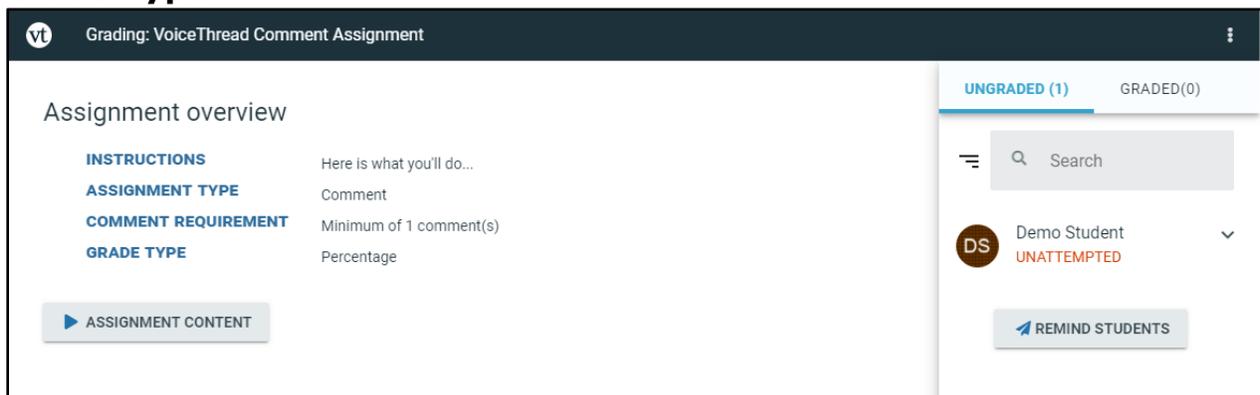
H. **Allow students to resubmit assignment:** (Default – check marked)

I. **Allow students to view assignment after submitting:** (Default – check marked)

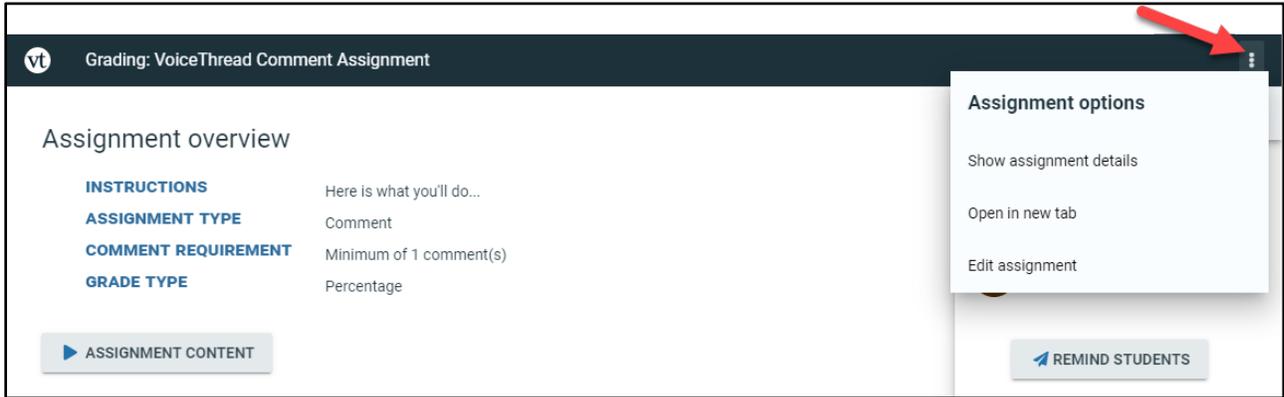
J. **Assessment:** Select from **Percentage, Complete/Incomplete, or Points** (Default – Percentage)

K. **Publish:** Click the **Publish** button once you are finished editing the assignment.

16. Once you publish the assignment, you'll see your **Assignment overview**, including **Instructions, Assignment Type, Comment Requirement, and Grade Type.**



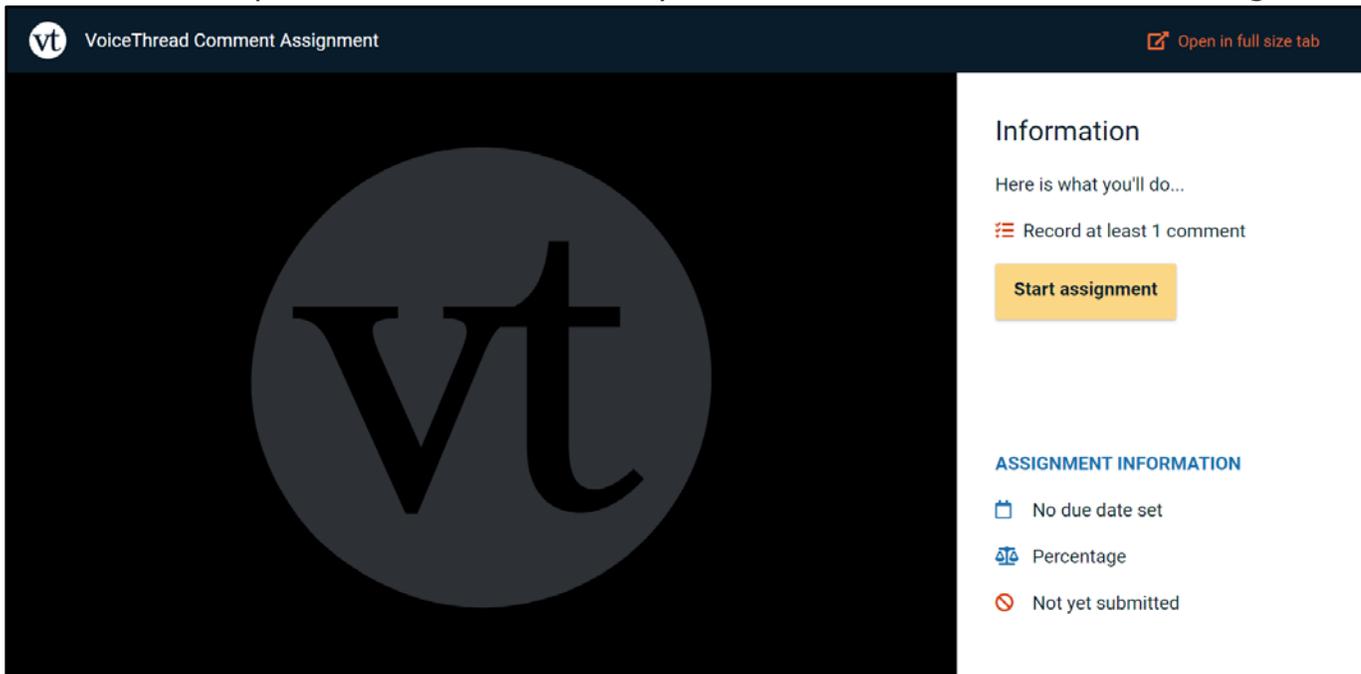
17. If you click on **Assignment options** (3-dot menu), you can **Show assignment details** (the overview), **Open in new tab**, or **Edit assignment** (this option takes you back to **Assignment Builder**).



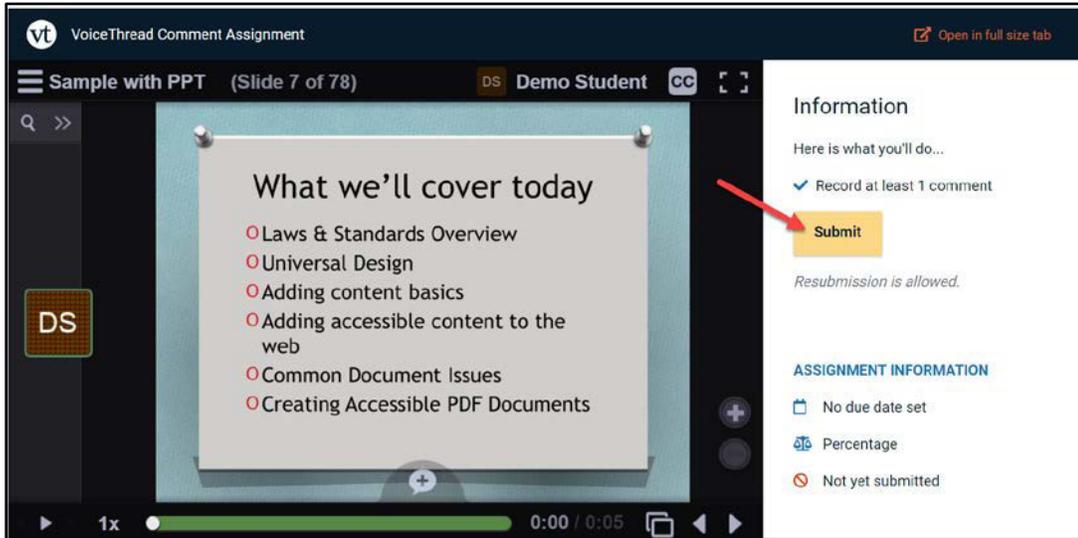
18. If you edit the assignment, remember to **republish** it.

### 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**.



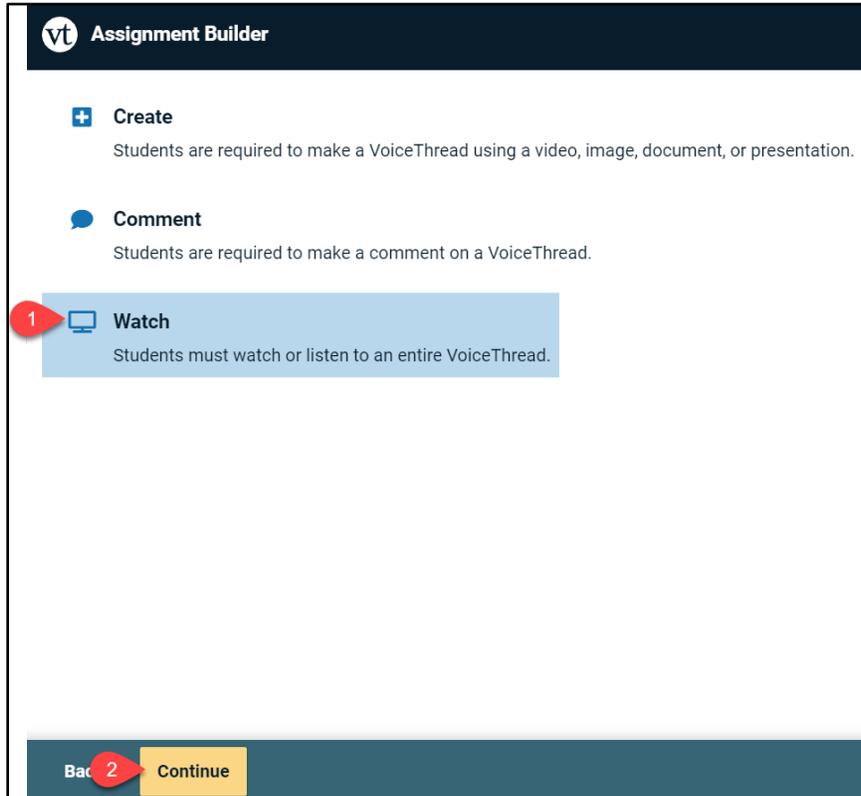
The student receives a **Success** message and has the option to **Withdraw submission** if you allowed it. The student may then edit the submission and then click **Resubmit** when finished.

## Watch

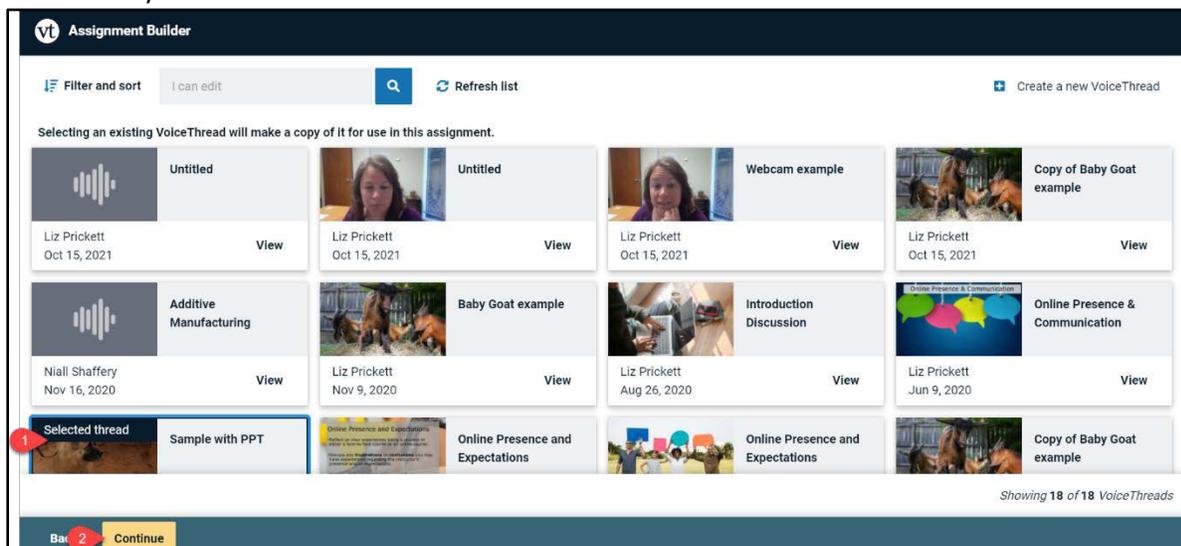
The **Watch** option is designed more for passive watching, rather than slides with peer comments. Otherwise, VT will make students listen to all associated comments. They will be required to watch **100% of all slides and comments** before they are allowed to submit the assignment.

To add a **Watch Assignment**:

1. Select **Watch**. Then, click **Continue**.

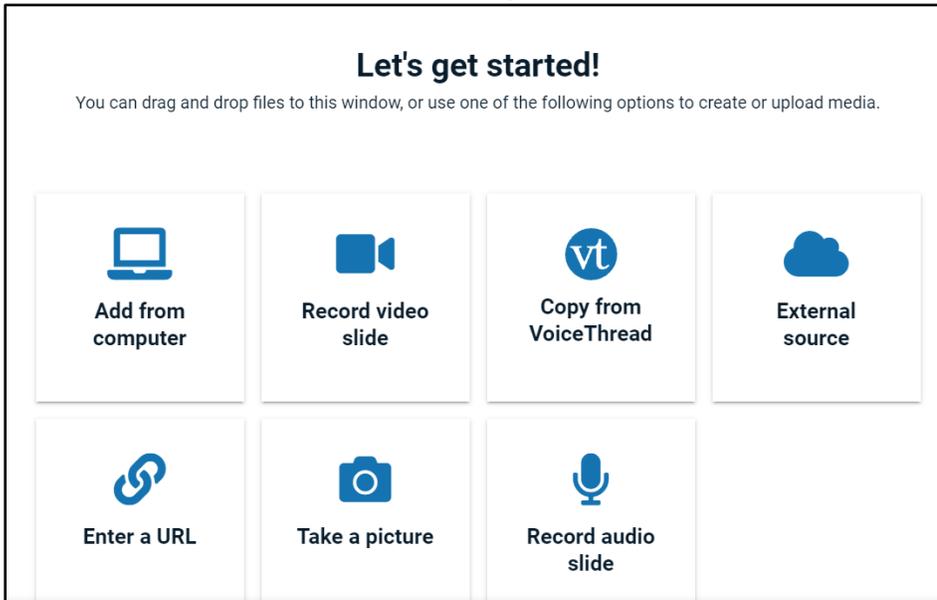


2. You can select an **existing VoiceThread** (this will make a copy of it for use in the assignment) or you can **Create a new VoiceThread**. Once you make your selection, click **Continue**.



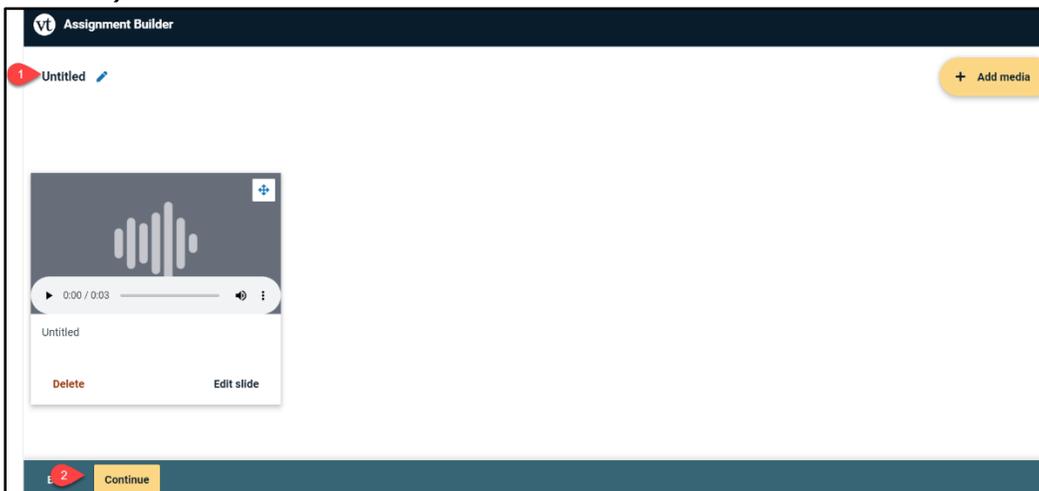
Note: If you were used to using these assignments with the old version of VoiceThread assignments, **the assignment lives in the link** vs the home page now.

3. If you decide to **Create a new VoiceThread**, you'll have a few extra steps. If you're not creating a new one, skip to number 4.
- a. You may add media in **Let's get started!** You'll have the option to **Add from computer, Record video slide, Copy from VoiceThread, External source, Enter a URL, Take a picture, or Record audio.**

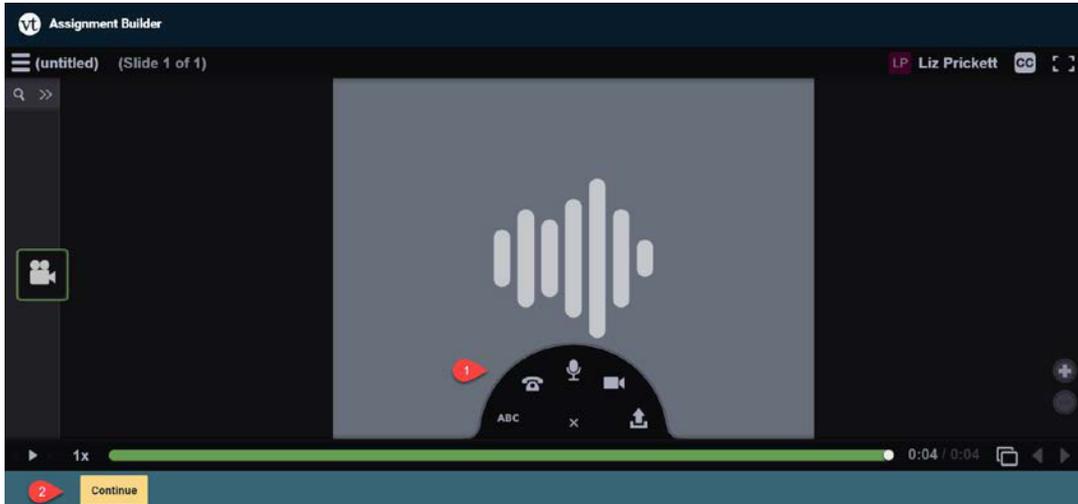


For more details on **creating** a new VoiceThread, check out our [Creating a VoiceThread guide](#).

- b. Next, add a **title** and click **Continue**. (You may also edit your slide or add media.)



- c. Once you've added your media, you can add **Text**, **Telephone** (audio), **Microphone** (audio), **Webcam** (video), or **Upload** comments. Then, click **Continue**.



For more details on **commenting**, check out our [Commenting on a VoiceThread guide](#).

4. Click continue until you get to the screen where you may edit **Playback** and **Permissions** as needed:

**Playback**

- A  Start playing when opened
- B  When final comment on a slide has played, automatically advance to next slide after:

Seconds

4

**Permissions**

- C  Allow download
- D  Allow export
- E  Allow students to make a copy

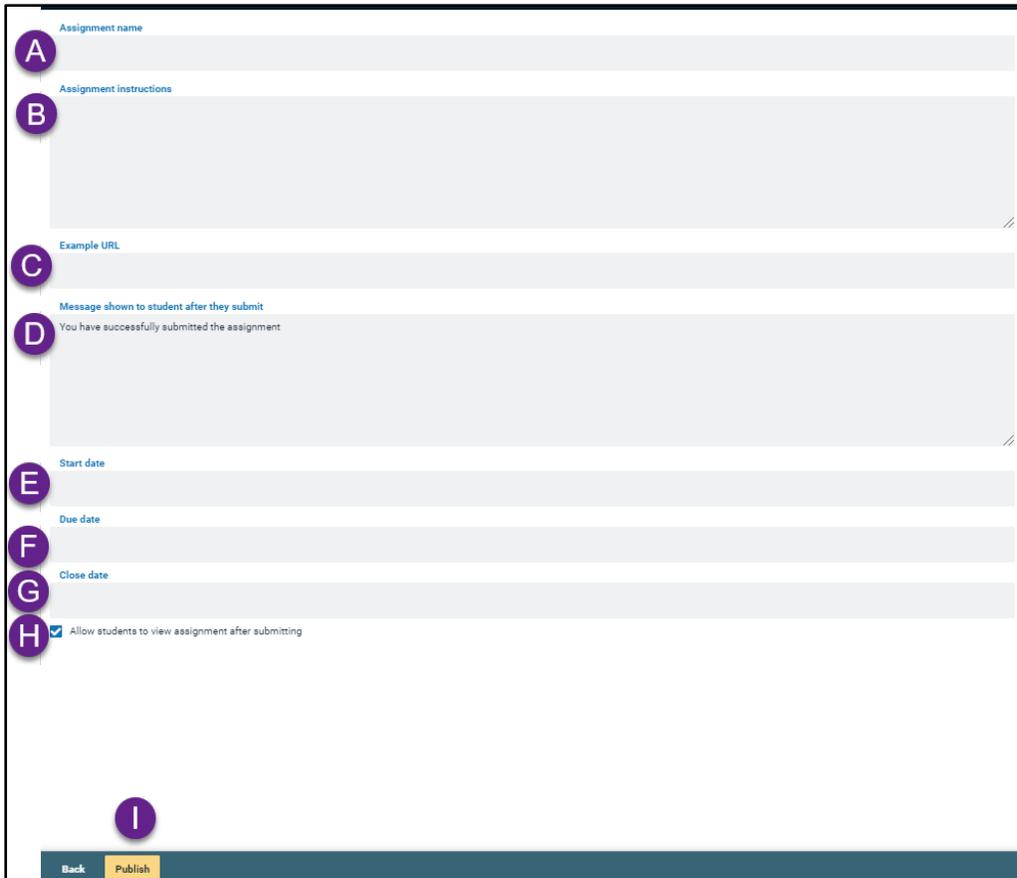


- A. **Playback - Start playing when opened:** We recommend keeping this **unchecked**. (Default setting – unchecked)
- B. **Playback - When final comment on a slide has played, automatically advance to next slide after:** Enter the number of **Seconds**, if you wish to

have the slides automatically advance. (Default setting – check marked with 4 seconds.)

- C. **Permissions - Allow download:** Checking this option allows students to download the central media from your VoiceThread. (Default setting – unchecked)
- D. **Permissions – Allow export:** Checking this option allows students to export the central media from your VoiceThread. (Default setting – unchecked)
- E. **Permissions - Allow students to make a copy:** Checking this option allows students to make a copy of your VoiceThread. (Default setting – unchecked)
- F. Click **Continue**.

5. Edit:



The screenshot shows the 'Edit' form for a VoiceThread assignment. It contains the following fields and options:

- A:** Assignment name (text input field)
- B:** Assignment instructions (text input field)
- C:** Example URL (text input field)
- D:** Message shown to student after they submit (text input field, with a default message: "You have successfully submitted the assignment")
- E:** Start date (text input field)
- F:** Due date (text input field)
- G:** Close date (text input field)
- H:**  Allow students to view assignment after submitting
- I:** A bar at the bottom containing 'Back' and 'Publish' buttons.

- A. **Assignment name:** We recommend changing the name to something related to your assignment. (Default – VoiceThread)
- B. **Assignment instructions:** Please enter the relevant instructions here. (Default – blank)
- C. **Example URL:** You may enter a sample VoiceThread here. (You may share a VT URL.)

- D. **Message shown to students after they submit:** You may revise the default message if you wish. (Default – You have successfully submitted the assignment.)
- E. **Start date:** You may select the date from the calendar picker.



- F. **Due date:** You may select the date from the calendar picker.

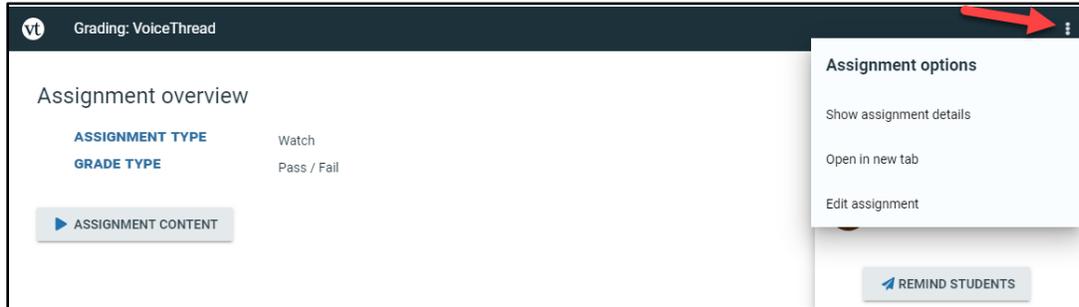


- G. **Close date:** You may select the date from the calendar picker.



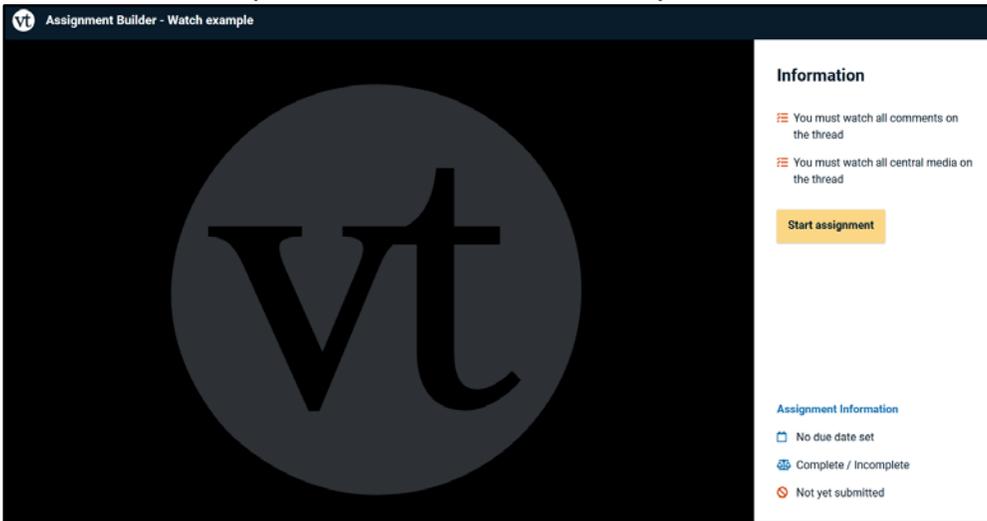
- H. **Allow students to view assignment after submitting:** Keep this option checked for a Comment assignment. (Default – check marked)
  - I. **Publish:** Click the **Publish** button once you are finished editing the assignment.
6. Once you publish the assignment, you'll see your **Assignment overview**, including **Assignment Type** and **Grade Type**.

7. If you click on **Assignment options** (3-dot menu), you can **Show assignment details** (the overview), **Open in new tab**, or **Edit assignment** (this option takes you back to **Assignment Builder**).

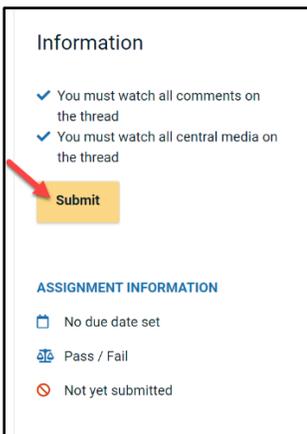


### Watch – Student View

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 not be able to submit the assignment. The **entire** VT, including all slides and comments, must be watched in order to **Submit**.



The student will receive a **Success** message and see the date submitted. These are automatically graded as **Complete/incomplete**, so the student will also see the submission was **Graded**. (Students may go back and watch the VoiceThread in part or full again.)

**Information**

- ✓ You must watch all comments on the thread
- ✓ You must watch all central media on the thread

**You have already submitted this assignment**

**ASSIGNMENT INFORMATION**

-  No due date set
-  Pass / Fail
- ✓ Submitted Nov 10, 2020 - 1:35 PM
-  Graded

## Gradebook Association

Assignment Builder VoiceThreads are automatically added to your gradebook in D2L. They will appear as an External Learning Tool assessment.

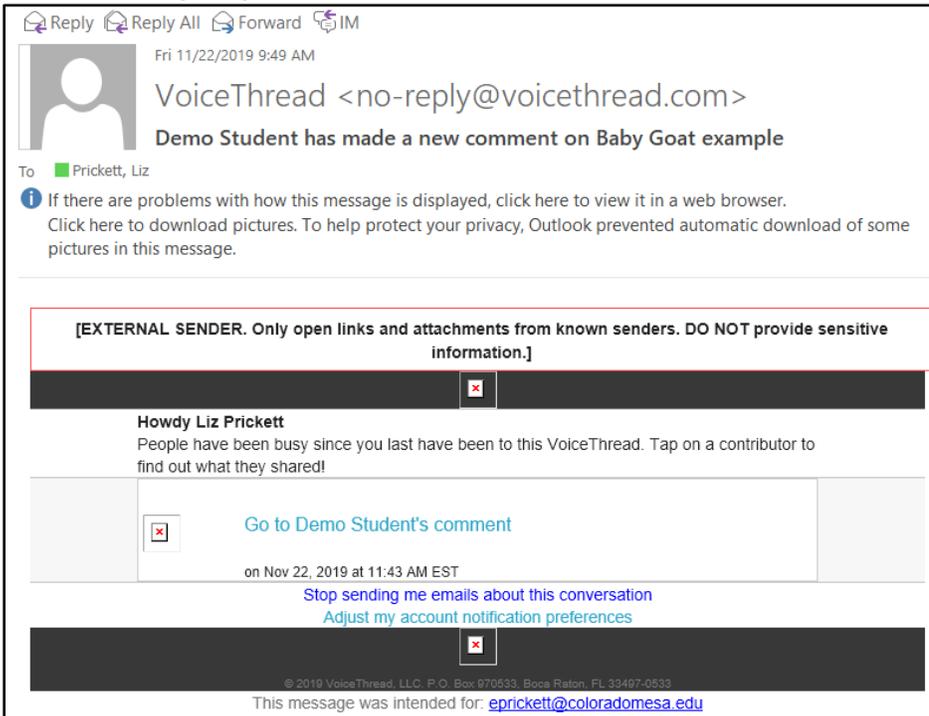
<input type="checkbox"/>	Assignment Builder - Watch example ▾	Numeric	External Learning Tool ?	1	10
<input type="checkbox"/>	Assignment Builder - Comment example ▾	Numeric	External Learning Tool ?	100	10
<input type="checkbox"/>	Assignment Builder - Create example ▾	Numeric	External Learning Tool ?	100	10

You may edit the items in the gradebook as needed.

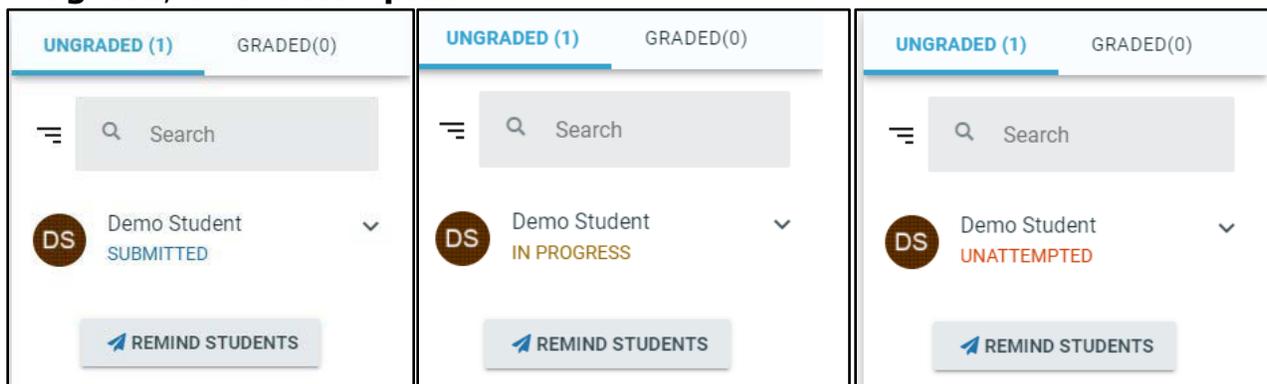
## Grade a Submission

Grading in VT is based on **percentage** or **points** (unless you are using a Watch assignment, which is complete/incomplete). 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 **Ungraded** and **Graded** tabs. Students will show as **Submitted, In Progress, or Unattempted**.



3. You may **search** your class list by **name** or **email**. You may also **sort** the list by **First Name, Last Name, or Submission status**.

4. If you click on the **Remind Students** button, you may send a reminder email to **all** students who have not submitted the assignment. (Default subject and message may be edited to meet your assignment needs.)

**Notify students who have not yet submitted?**

1 student will be notified

---

Subject\*

Don't forget to submit your VoiceThread assignment

---

Message \*

You have not yet completed this assignment. Please don't forget to submit an entry before the deadline.

[SEND MESSAGE](#)

[CANCEL](#)

5. If you click/hover on an **individual's name**, you may send an **individual** reminder email by clicking on **Remind**.

**Notify students who have not yet submitted?**

1 student will be notified

---

Subject\*

Don't forget to submit your VoiceThread assignment

---

Message \*

You have not yet completed this assignment. Please don't forget to submit an entry before the deadline.

[SEND MESSAGE](#)

[CANCEL](#)

UNGRADED (1)   GRADED(0)

---

☰   🔍 Search

 **Demo Student**   ^

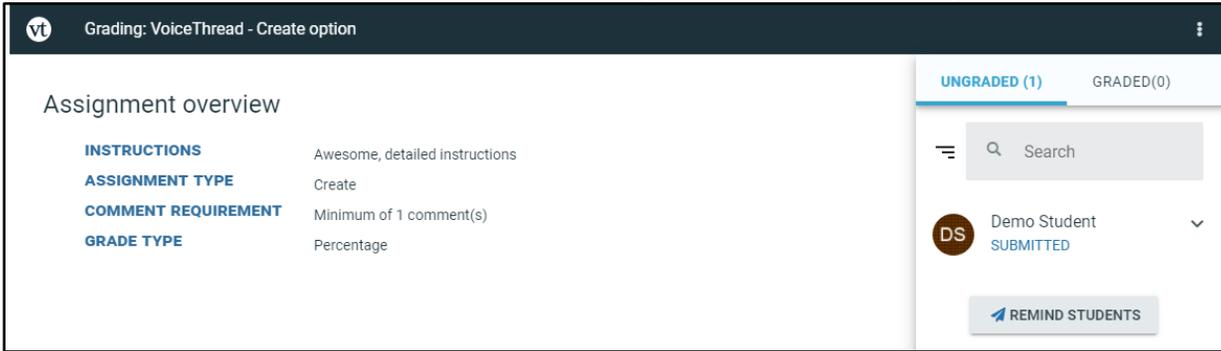
UNATTEMPTED

**1**   [REMIND](#)

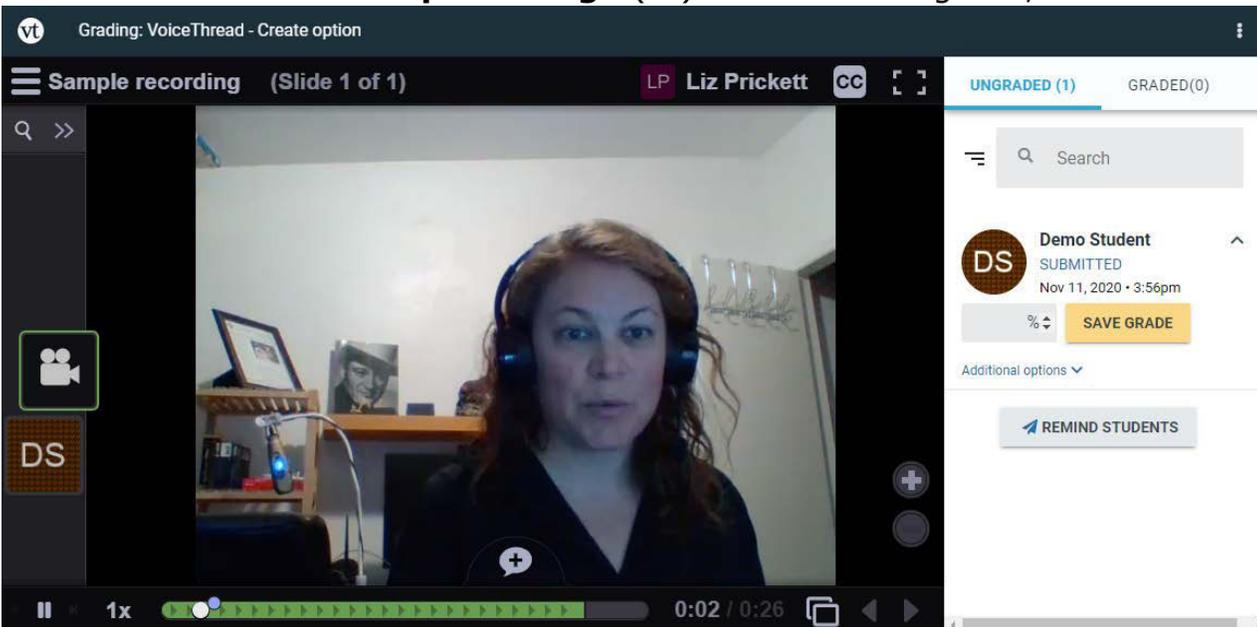
[REMIND STUDENTS](#)

## Create – grading

In the New Assignment Builder it is now possible for instructors to view work **in progress** and give **partial credit** for work in progress. Instructors can also **unsubmit** work for a student if needed so that they can redo the assignment.

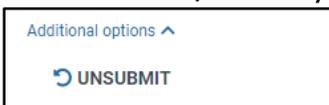


Click on a **student submission** to view the submission date and time and review the VoiceThread. Click on the **percentage (%)** area to add a grade, then click **Save Grade**.

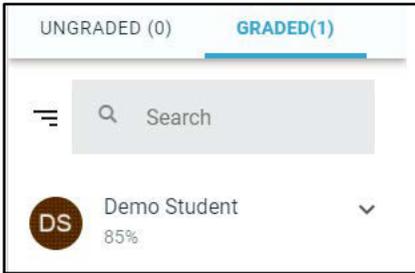


You have the opportunity to provide feedback by adding **comments** on the VT. (You may add comments after grading as well. Decide if these should be public or private comments on the VoiceThread if you enabled the Student Gallery option where students have access to others' VoiceThreads.)

You may click **Additional options** if you need to **Unsubmit** the assignment for a student so s/he may redo it.



Once the grade is added, the student's submission moves to the **Graded** tab.

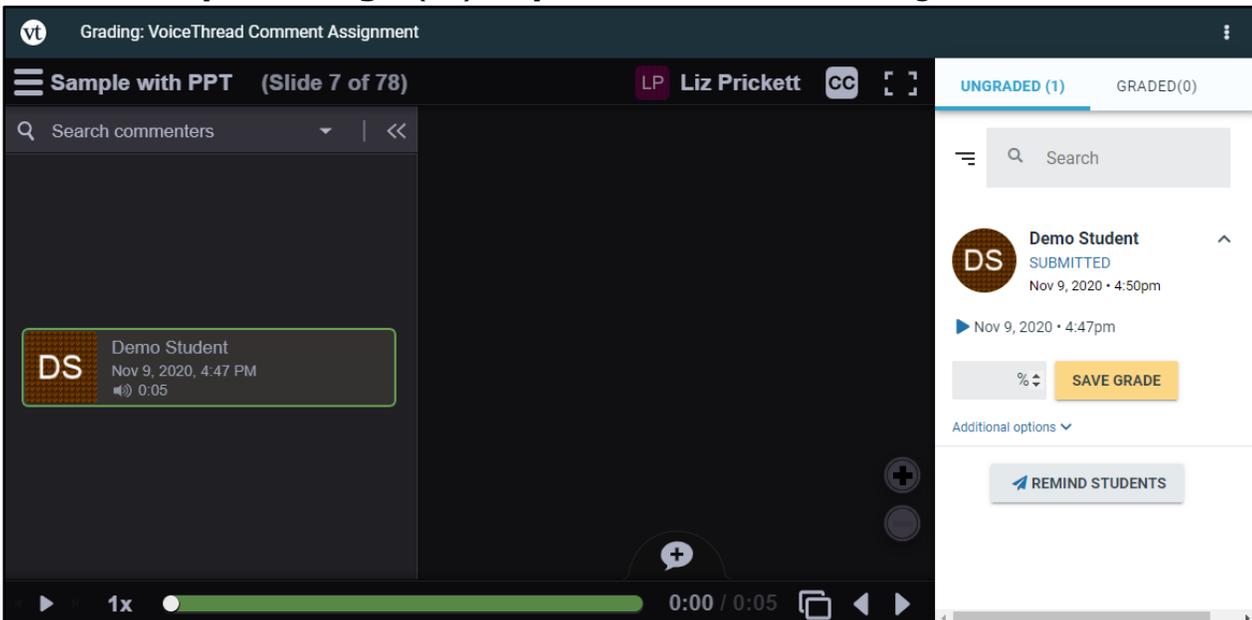


## Comment – grading

Click on a **student submission** to view the submission date and time and review the comments.

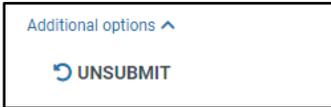


Click on the **percentage (%)** or **points** button to add a grade.

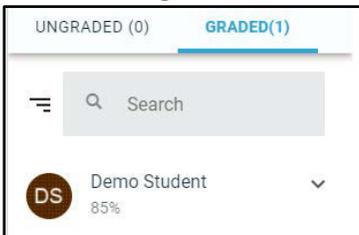


You have the opportunity to provide feedback by adding **comments** on the VT. (You may add comments after grading as well. Decide if these should be public or private comments on the VoiceThread.)

You may click **Additional options** if you need to **Unsubmit** the assignment for a student so s/he may redo it.

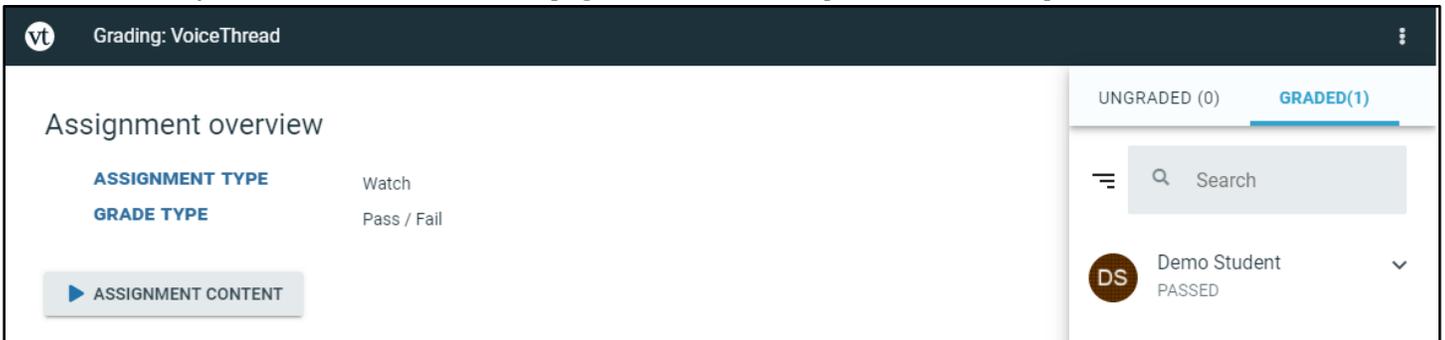


Once the grade is added, the student's submission moves to the **Graded** tab.

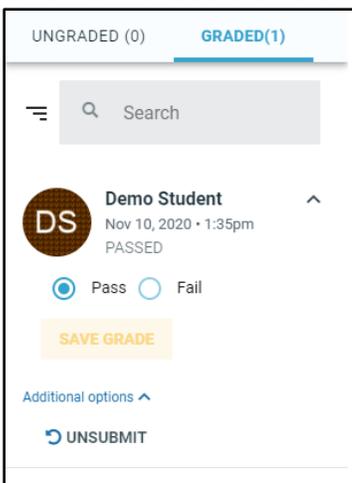


## Watch – grading

The watch option is **automatically** graded as **complete/incomplete**.

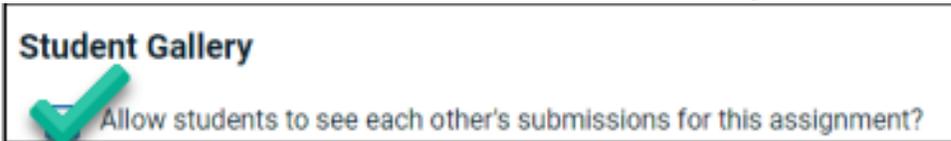


Click on a **student submission** to view the submission date and time.



## Peer Reviews and Other Comments

You may want students to complete a peer review (or comment) on their classmates' VoiceThreads. If this is the case, be sure you checked the option for **Allow students to see each other's submissions for this assignment.**



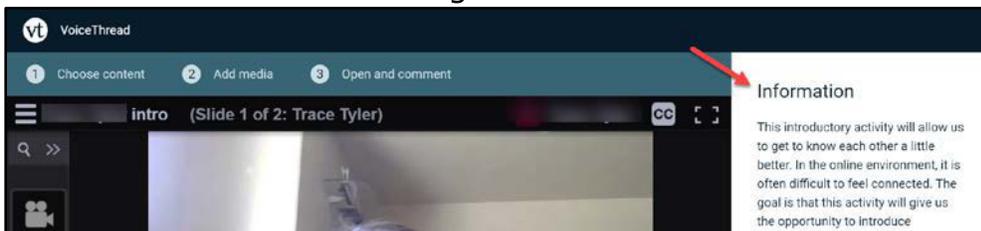
Once students have submitted their own assignment, they will follow these steps to submit a comment/review for a classmate's video.

1. Navigate to the applicable VoiceThread link.

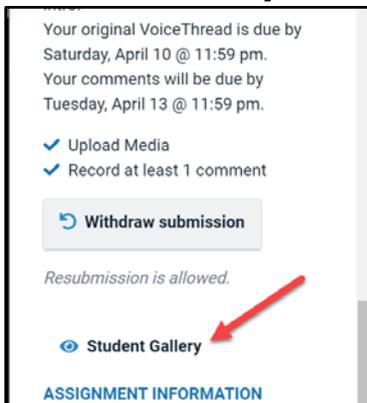
Click on the **Student Gallery** button to access your classmates' VoiceThreads.



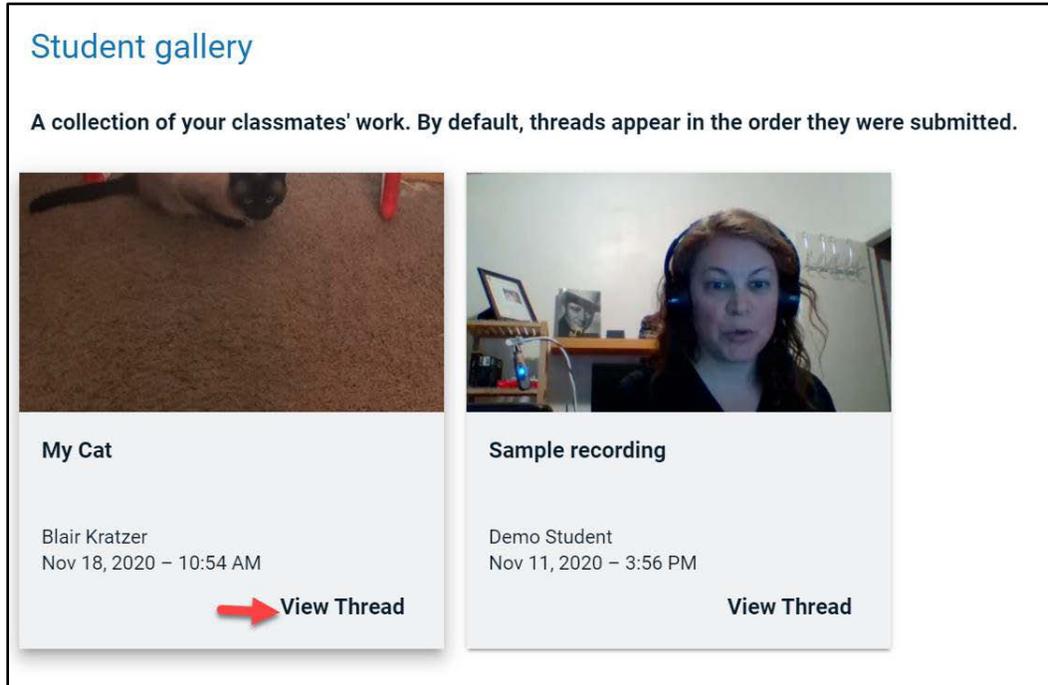
Note: Depending on the type of assignment, students may need to go back to their submissions to access the gallery. In their submission, they will go to the **Information** area on the right.



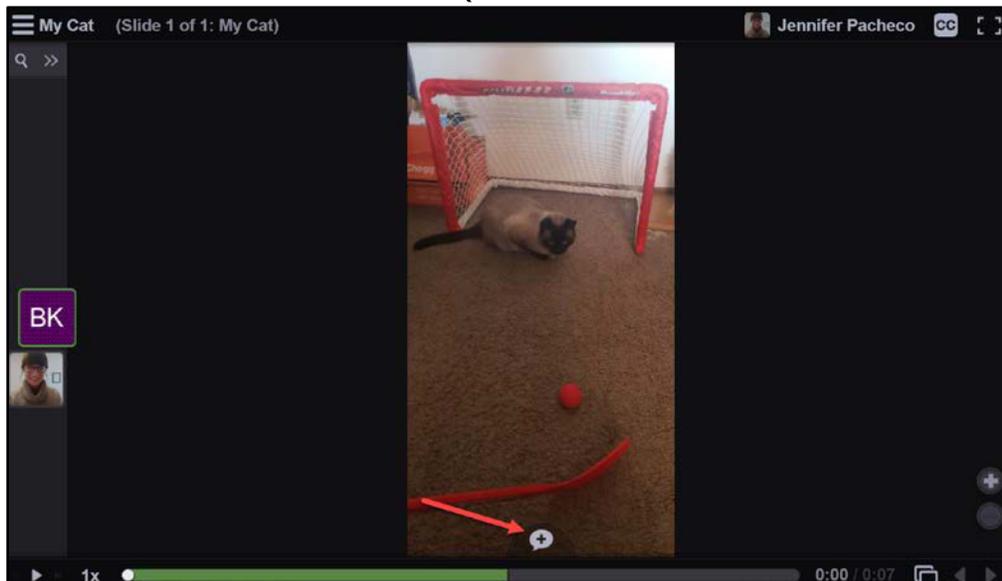
Then, they will scroll most of the way down. Here they will be able to access the **Student Gallery** button.



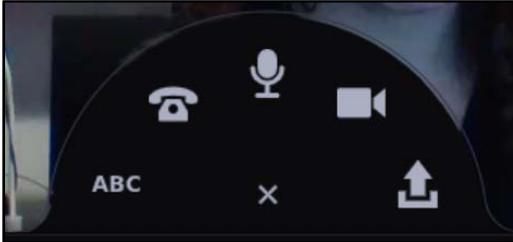
2. In **Student Gallery**, navigate to the classmate you are to review and click the **View Thread** button on their tile.



3. View your classmate's video.
4. Click on **Make a Comment** (the + icon at the bottom of the screen).



5. Select the **type** of comment you wish to use for your review and record/type/upload your comment/review. (Your instructor may have included instructions to use a specific type of comment, so follow the instructions provided by your instructor.)



6. Repeat the process for additional peer reviews/comments if your instructor directs you.

Note: You will be able to view/listen to classmates' reviews, too.

