Creating a VoiceThread in Your D2L Course

This guide walks you through creating a basic VoiceThread in your D2L Course. Follow up with guides on Creating Graded Assignments, Commenting, Sharing, and Adding Captions. For more information, check out the VoiceThread Best Practices guide.

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Getting Started

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**.

6. Select **Course View**.

**Non-Graded VoiceThread Views**

For the purposes of this guide, we’ll use the **Course View**. The other options for non-graded views are **Individual VT** and **Home**. You also have the option for **graded** VoiceThreads with **Assignment Builder**. Refer to the **Creating a Graded Assignment with VoiceThread** guide for more information.
Here is a quick overview of the 3 non-graded view options so that you can select the option that works best for your course. You may decide to select different options in different parts of your course.

**Course View**
This option only displays the VoiceThreads you’ve **shared** with your course. If you’ve only shared one, it will only display that 1 VT.

According to VoiceThread, “This is a good option when you want students to find and comment on each other’s work or if you want to allow students to review all course materials prior to an exam.”

Here’s an example of what a student may see from the **Course View**:

![Course View Example Image](image)

In this case, there were 4 VTs shared with the course. (The 4th is mostly cut off from view in the screenshot.)

**Individual VT**
If you select this view, students will only see the **1 VT** you **selected** when they click on the link.

According to VoiceThread, “This option is the best way to create a VoiceThread discussion board or lecture. Students will not need to look through a collection of VoiceThreads to find the correct one; they will be taken straight to it.”
Once you’ve selected the VT you wish you share, click on the **Share with Class** button.

You’ll receive a confirmation: **VoiceThread shared with class.**

Here’s an example of what a student may see from the **Individual VT:**

**Home**

Selecting this option allows students to view any VoiceThreads from courses that belong to (or have been shared with) them. This means they may see VTs from other courses along with yours.

According to VoiceThread, “This option is useful if you want to create a simple portal into VoiceThread without directing students to any specific content.”
Once you’ve selected the **Home** option, you’ll receive a confirmation: **Success!**

Here’s an example of what a student may see from the **Home view**:

![Home view example](image)

### Uploading Material for Slides

1. Click the **Create one** link (or the **Add your own** button) to get started.

![Create one link](image)
2. Click the Create a new VoiceThread button.

3. Add Media.
4. Choose from the options: My Computer, Media Sources, Audio Recording, Webcam Photo, Webcam Video, or URL.

5. In the **Thread Settings Title/Description tab**, add a **Title** and **Description**.
6. Adjust default **Playback Options** as needed.

   ![Playback Options screenshot]

   **Thread Settings**

   - Title/Description
   - Playback Options
   - Cover Art

   - Enable threaded commenting
   - Allow commenters to add slides to this VoiceThread
   - Allow others to download original media
   - Allow others to export
   - Start playing when opened
   - Allow others to make a copy
   - Enable Comment Moderation

   - Automatically advance to the next slide after [4 seconds]
   - Don’t allow commenters to delete their own comments
   - Limit each comment to [60 minutes 0 seconds]
   - When recording, go to the next slide every [0 minutes 20 seconds]

   - Pecha Kucha format
   - Ignite format

   ![Cover Art screenshot]

7. Add **Cover Art**.

   ![Cover Art upload screenshot]

   **Thread Settings**

   - Title/Description
   - Playback Options
   - Cover Art

   ![Cover image should be widescreen format (16:9) icon]

   Example: The Cover Art banner needs to be a widescreen format (16:9).
8. You’ll see your VT is started and you can edit as needed.

**Editing Your VoiceThread**

**Page and Thread Options**

1. To Edit your page options, click on the edit/pencil icon. (Note: You’ll need to hover over the Thread to access the Page edit icon.)
2. Adjust the **Title, Links to** as needed and click **Save**.

3. To edit the Thread, use the edit/pencil icon to get to the **Thread Settings** menu.
Slides

1. To add media and/or more slides: Click Add Media.

2. Select an option: My Computer, Media Sources, Audio Recording, Webcam Photo, Webcam Video, or URL.

Samples with thumbnails:
Media Sources
Current media sources options include: My VoiceThreads, Khan Academy, flickr, Google Drive, and New York Public Library.

Note: You will need to connect Google account if you use that option.