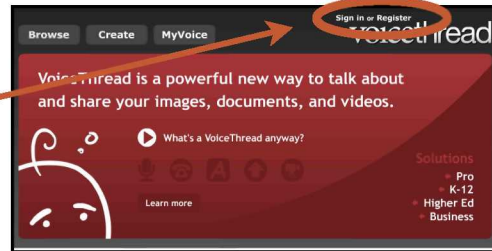


This is a friendly introduction to VoiceThread, written by an educator with educators' interests in mind. This guide will introduce you to the basic VoiceThread interface and take you through the simple steps involved with creating a VoiceThread.

Interested in learning more about how VoiceThread can enhance your students' learning? Contact *Teaching Without Walls* at [teachingwithoutwalls.com](http://teachingwithoutwalls.com) today!

## Getting Started

- ◆ Go to <http://www.voicethread.com>
- ◆ Click on "Sign In or Register"
- ◆ Sign in to an existing account or click Register (at the bottom) if you're a new user.
- ◆ Once you are signed in to your account, you'll see the basic account navigation page. Notice the three important tabs at the top: **Browse**, **Create**, and **My Voice**.



**Browse:** Click on this tab to review all the VoiceThreads ever created that authors have chosen to place in "Browse." When you create your own VT, you will have the choice to place yours here or exclude it for more privacy.

**Create:** Click on this tab to create a new VoiceThread. After you've created a VoiceThread, it will appear in your MyVoice tab.

**MyVoice:** Click on this tab to view thumbnails of all the VoiceThreads you've created, you've been invited to and you've subscribed to. The small yellow quote bubble icon signals that the VoiceThread has unread comments.



## How to Create a VoiceThread

3 Simple Steps

◆ Click on the "Create" tab.



1

**select your media** - Select from media you've created (Powerpoints, images, documents, movie files, PDFs or Excel spreadsheets) or explore the freedom and time saving potential of utilizing the existing content accessible in the Media Sources area.

◆ Click here.

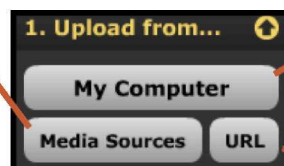


**1. Upload**



◆ In the "1. Upload from..." area, select where you'll import your media from. These are your options:

Media Sources	
	<b>My VoiceThreads:</b> import files directly from other VoiceThreads you've authored
	<b>Flickr:</b> import images from your Flickr account or select from thousands of Creative Commons licensed images!
	<b>Facebook:</b> import images from your Facebook account
	<b>New York Public Library:</b> Free and open access to over 700,000 images




upload files from your computer

upload a file hosted online at a specific url (doesn't work for video files, i.e. YouTube)

As you select your media for your VoiceThread, keep in mind that you may import items from a variety of sources into one VoiceThread. Get creative! Start an American History presentation with an image from the New York Public Library's Native American Portraiture collection. Or end your discussion with a creative image from Flickr's Creative Commons licensed images. Mix it up and have fun! And always remember you can come back later to rearrange the order of your slides or add more.

**2 comment** - Add your own comments to your slides in text, voice, or video format. You may delete your comments at any time.



You may click on the arrows (if you have multiple slides) to pan through your VoiceThread pages. When you are ready to leave a comment, click on the  icon to reveal the Comment Panel illustrated below.

## The Comment Panel



Record a voice comment with your phone (free accounts are limited to 3 free phone minutes - 1 hour can be purchased for \$10)

Record a video comment with your web cam

Record a voice comment with a microphone

Type a comment

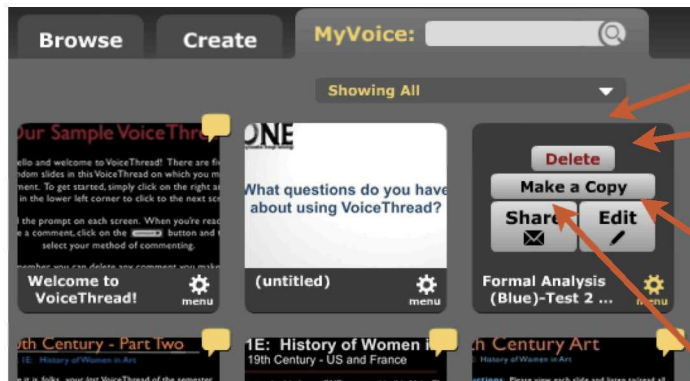
Upload a pre-recorded .mp3 audio comment (PRO Accounts Only)

Click here to go to the next slide

**Tips!** Here are a few more ideas to keep you moving along smoothly.

## How do I find the VoiceThread I just created?

To access your existing VoiceThreads, click on the **MyVoice** tab. Locate the thumbnail version of your VoiceThread. Notice the helpful  icon in the lower left corner. Click on it and explore these very helpful options!



The Menu icon reveals the following tools:


**Delete** this thread.

**Make a Copy** of this thread (very helpful!). Click for more options.

**Edit** returns you to Step 1 in the Create process (shuffle slides, add/delete slides, title slides, etc.)

**Share** returns you to Step 3 in the Create process.

## Do I have to recreate my VoiceThreads for each future class?

No! After you've located the VoiceThread you want to duplicate in your MyVoice area, utilize the "Make a Copy" option by clicking on the  icon. It provides you many quick, simple ways to duplicate your content with "just your comments," with "all comments" or with "no comments." From there you can further customize the newly copied VoiceThread which will also appear in your MyVoice area. Don't forget to give the new one a unique name!