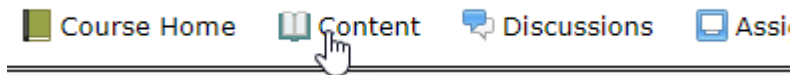
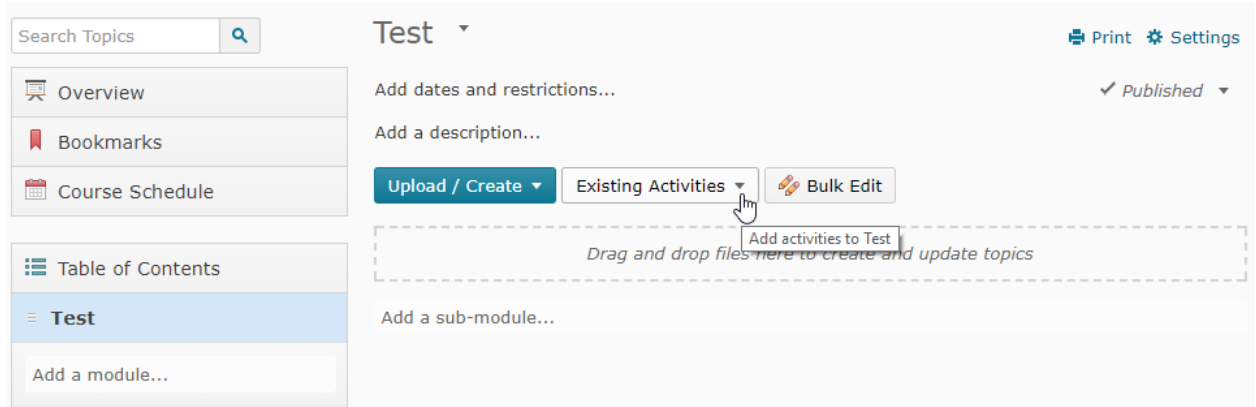


How to Share Files Securely Using VoiceThread in D2L

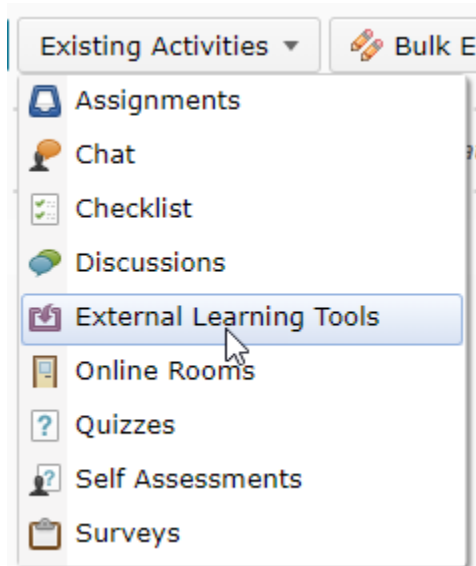
1. In your D2L course, click “Content.”



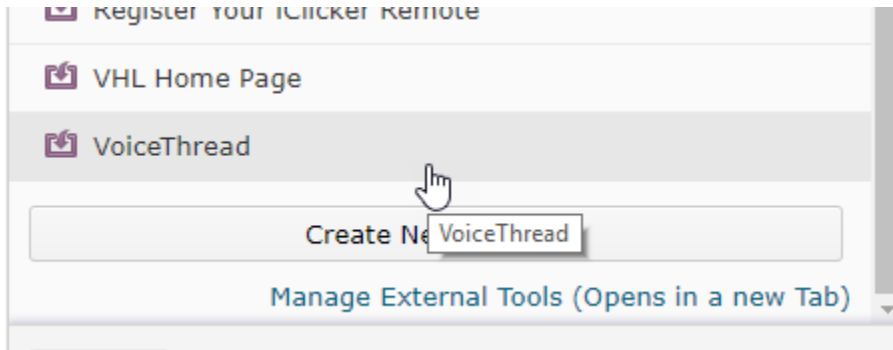
2. Inside the module that you want your secure file to be shared in, click “Existing Activities.”



3. Click “External Learning Tools.”



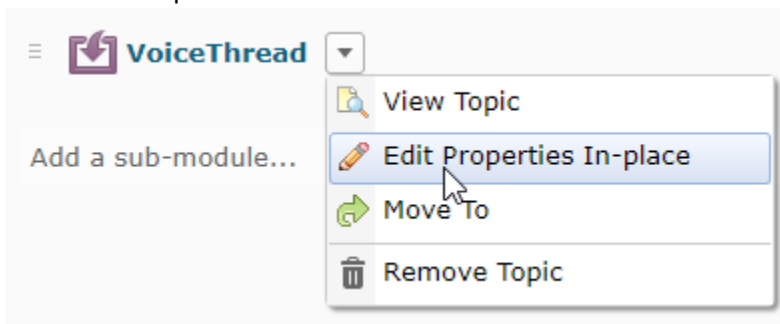
4. Scroll to the bottom and click “VoiceThread.”



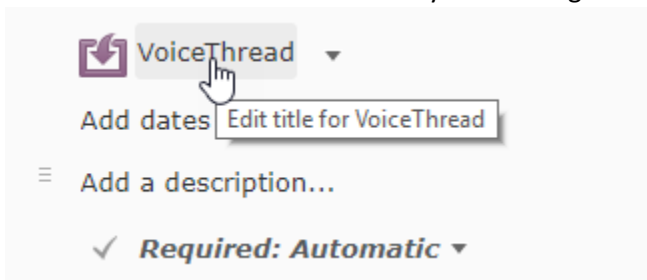
5. Next to the new “VoiceThread” link, click the menu arrow.



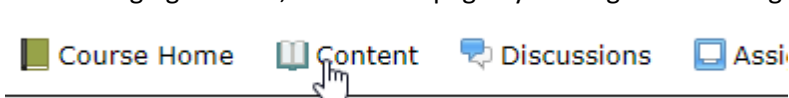
6. Click “Edit Properties In-Place.”



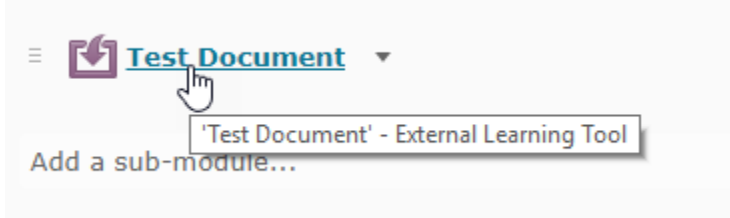
7. Click “VoiceThread.” This will allow you to change the title to what you would like it to be called.



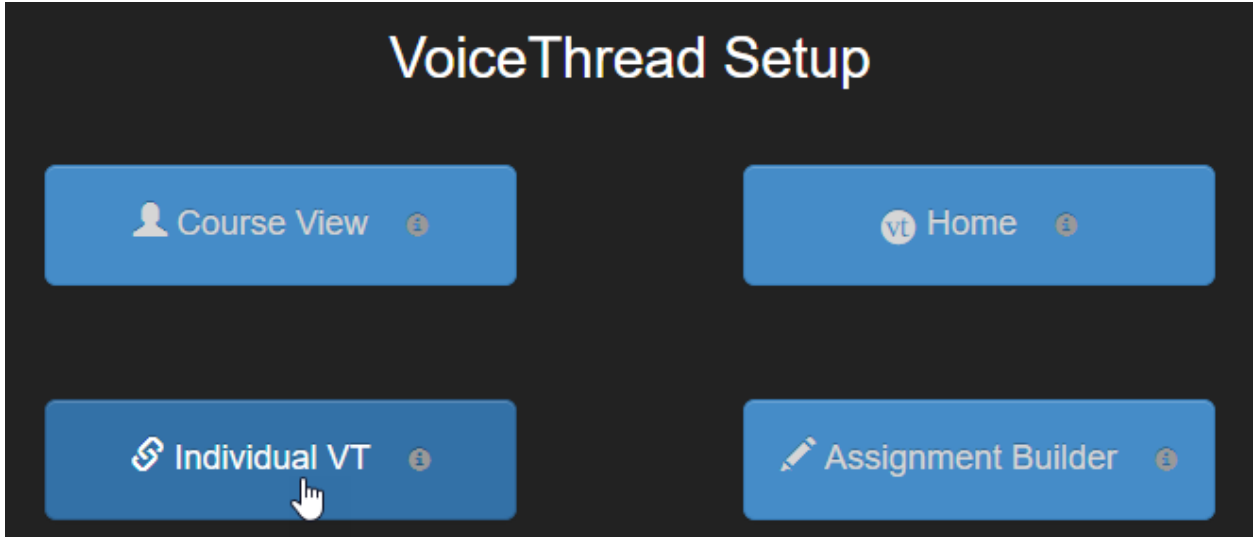
8. After changing the title, refresh the page by clicking “Content” again.



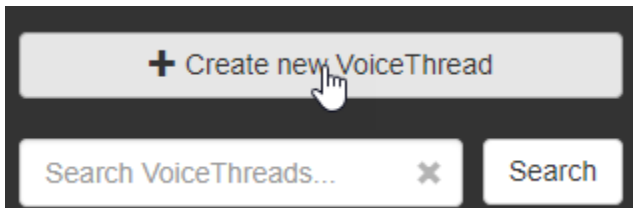
9. Click the link to your VoiceThread (it will be called what you changed the name to).



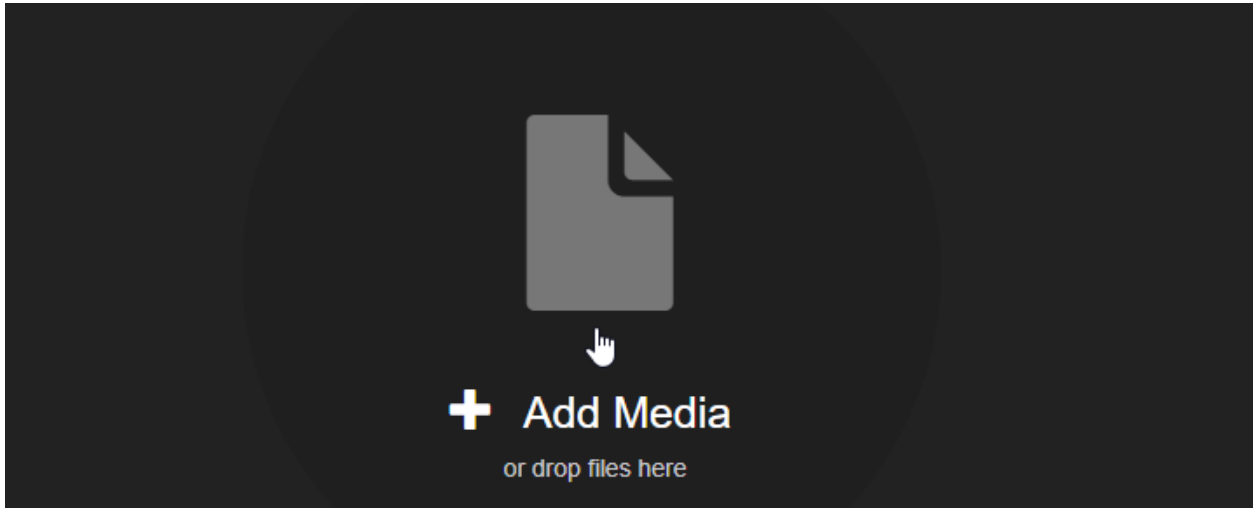
10. Click "Individual VT."



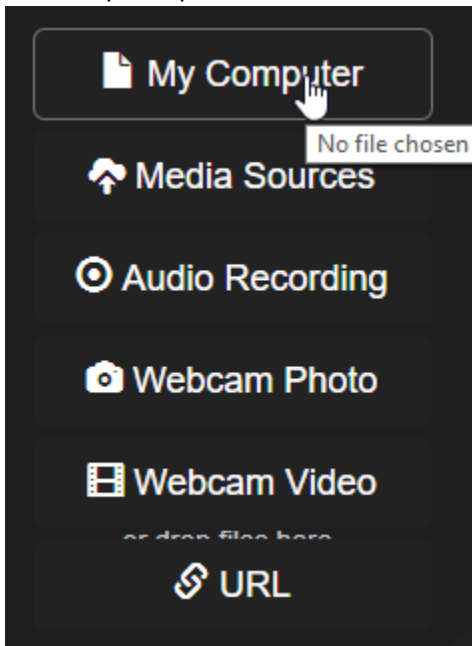
11. Click "+Create New VoiceThread."



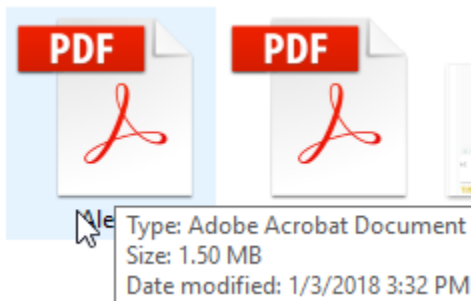
12. Click "+Add Media."



13. Click "My Computer."



14. Find the document on your computer and **double-click** it.



15. While the document is processing, add a title.

Thread Settings

Title/Description Playback Options Cover Art

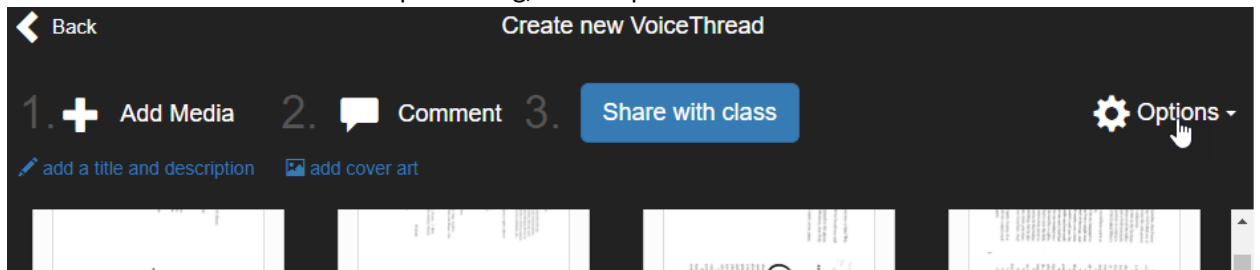
Title

Test Document

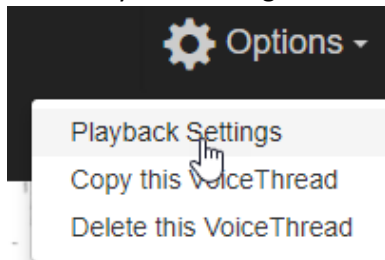
16. Click "Save."



17. Once the document has finished processing, click "Options."



18. Click "Playback Settings."



19. **Uncheck** all options on this page except “Text” under “Allowed Comment Methods.” **Note:** “Text” should stay checked only because you must have one allowed comment method. This will only allow students to comment on the page they are currently looking at, but nothing else.

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 seconds

Don't allow commenters to delete their own comments

Limit each comment to minutes seconds

When recording, go to the next slide every minutes seconds

Pecha Kucha format Ignite format

Allowed Comment Methods

Microphone

Webcam

Telephone

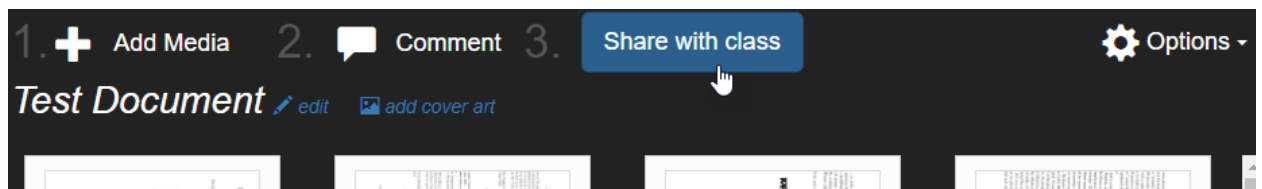
File upload

Text

20. Scroll to the bottom and click “Save.”



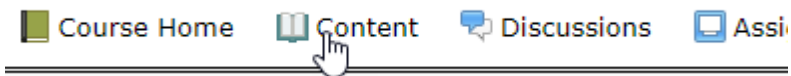
21. Click “Share with class.”



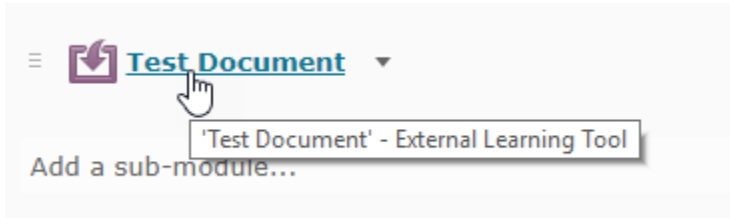
22. Scroll down and click “Share with Class.”



23. To double-check that the document shared correctly, click “Content.”



24. Click the VoiceThread link.



25. The VoiceThread should appear with the first page of your document.

Instructions created by Tiffani Reardon, January 2018.