How to Use VoiceThread in D2L
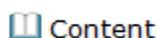
These instructions will teach you how to get access to VoiceThread from within D2L, how to create a VoiceThread, and how to share VoiceThread with your students.

NOTE: These instructions assume that you have already created a PowerPoint presentation or video to use in your VoiceThread. If you have not yet, please do so before continuing in this tutorial.
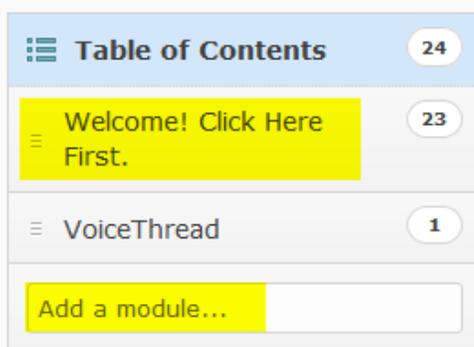
How to get access to VoiceThread from within D2L

VoiceThread is now integrated into D2L so that it is easier for KSU professors and students to use, however to gain access to it you must create a link to it in your course.
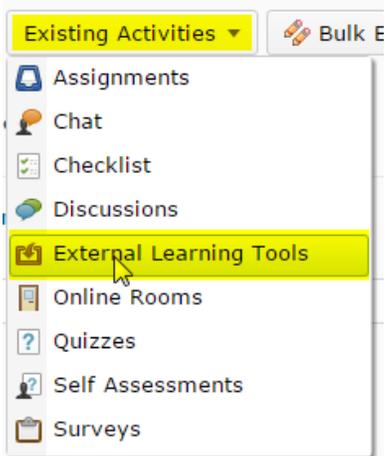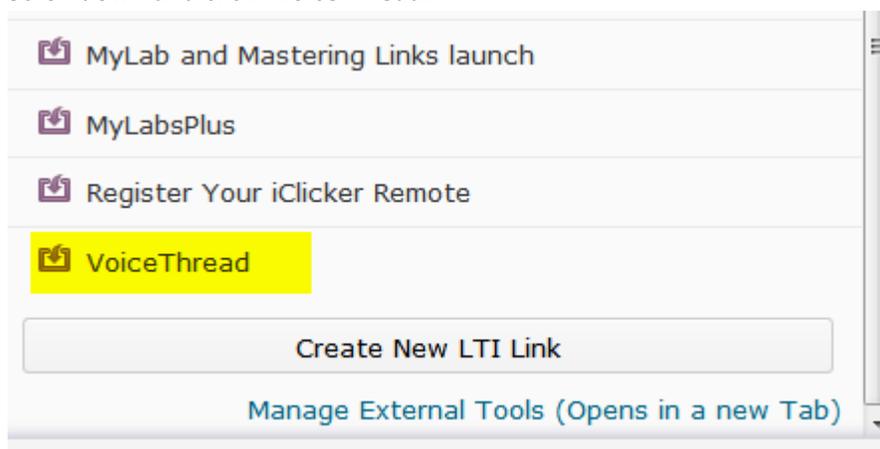
1. Log into your D2L course and click "Content."

2. You can either create a new module for your VoiceThread by clicking "Add a module…" and typing a module name, or you can put your VoiceThread in a module you have already created (for example, your Start Here module) by clicking that module in the side bar.

3. Click "Existing Activities," then click "External Learning Tools."
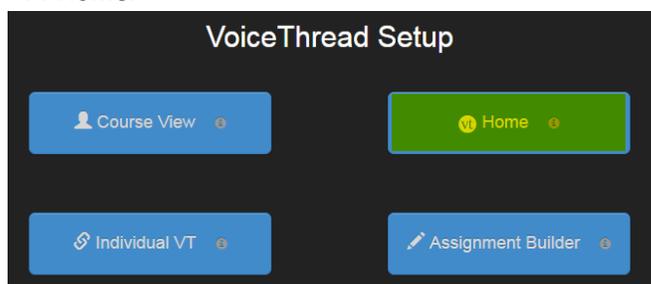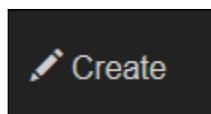

4. Scroll down and click "VoiceThread."

You now have a link to VoiceThread in your course. Click the link to see your VoiceThread Setup page and move on to the next section of the tutorial.

How to create a VoiceThread from within D2L

1. When you click the VoiceThread link you just created, you will come to a VoiceThread Setup page. This is where you choose the screen you want your VoiceThread link to default to. Click "VT Home."
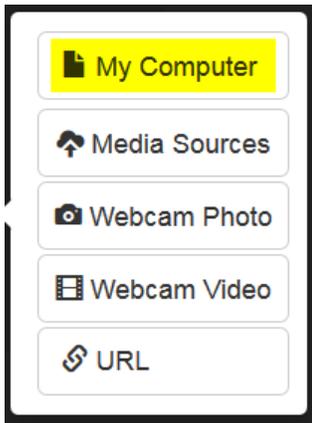

2. To create a VoiceThread, click "Create" in the top left navigation.

3. Click "Add Media" in the middle of the page.

4. When you click "Add Media," you'll see you have several options to import into your VoiceThread. You can upload a file from My Computer (most likely a PowerPoint, an image, or a video lecture), you can explore media sources (this sends you to choose from Khan Academy, Flickr, and the New York Public Library), you can take a photo or video with your webcam, or you can insert the URL of a file to upload. For our purposes, we are going to click "My Computer."

5. Find your PowerPoint, image, or video lecture and upload it.

6. VoiceThread will automatically prompt you to add a title and description. Fill out the form with however you want to describe your VoiceThread. The description is a good place to put any instructions you need to give your students. Click "Save" when you are done.
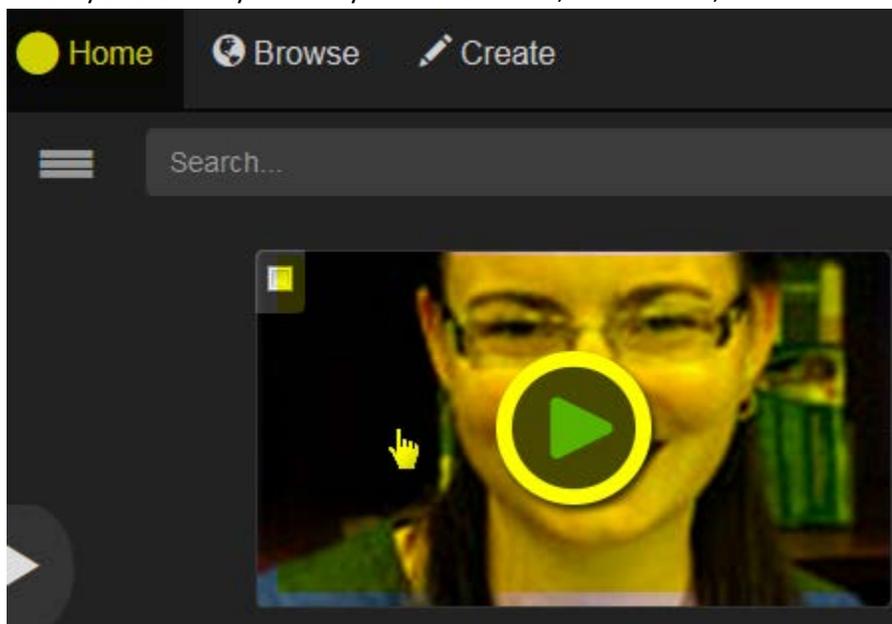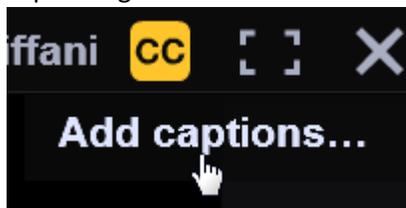

7. You can also give each slide a title, if you so desire. Hover over your slide and click the pencil. When you hover over the slide you will also see a trash can. Click that if you want to delete the slide.

8. When you are ready to view your VoiceThread, click "Home," and then click your VoiceThread.
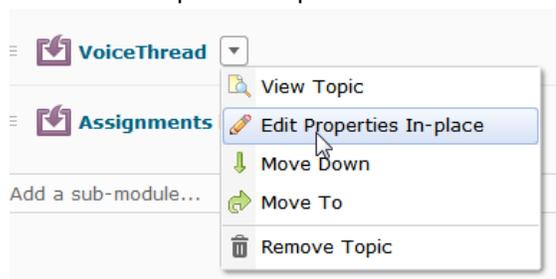

9. If you added a video, you will notice a CC icon in the top right corner. Click there to upload a closed captioning file for ADA compliance. If you don't know how to make a closed captioning file, you can upload your video to YouTube, caption it in YouTube, and then download the closed captioning file from YouTube. For help, contact the CHSS ODE office.
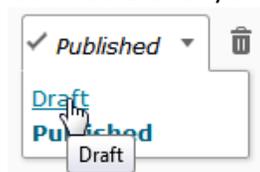

10. The last thing you'll want to do is hide your VoiceThread link from your students. If it is left there, students might get confused as to which link they are supposed to go to, because when we share the VoiceThread in the next section we will be creating a new link for their assigned VoiceThread. To hide your main VoiceThread link, go back to the link and click the arrow next to it.
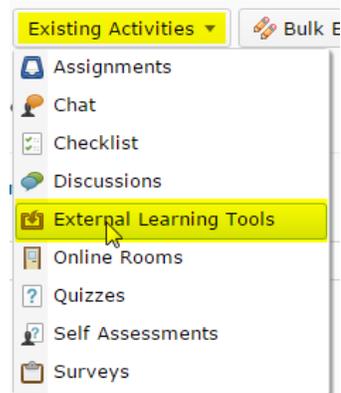
11. Click "Edit Properties In-place."

12. Where you see "Published," change it to "Draft." This will hide the link from your students but leave it there for your own reference.
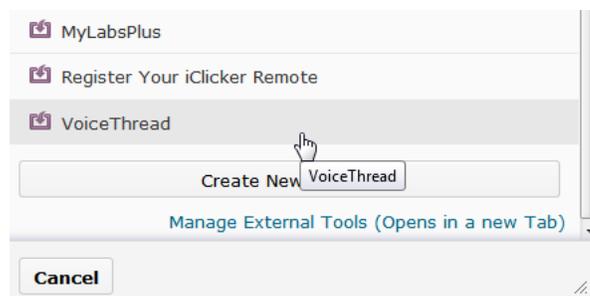

How to share VoiceThread with your students

To share your VoiceThread with your students, you will want to create a new VoiceThread link in the module you want to assign it in.
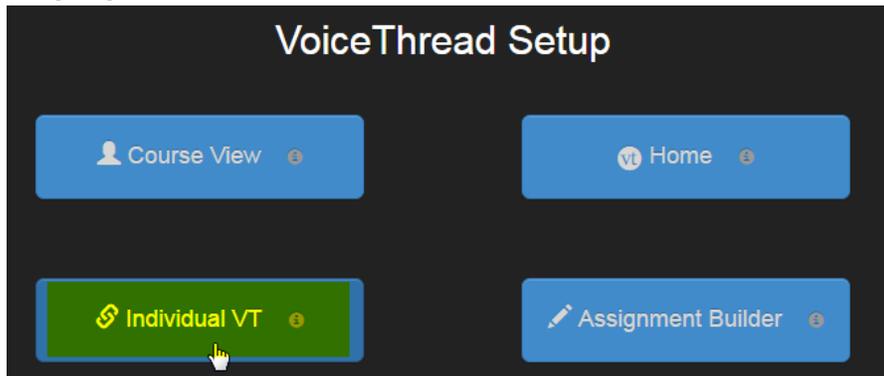
1. Under "Content," go to the module you want this VoiceThread to be nested under. Click "Existing Activities," then "External Learning Tools."
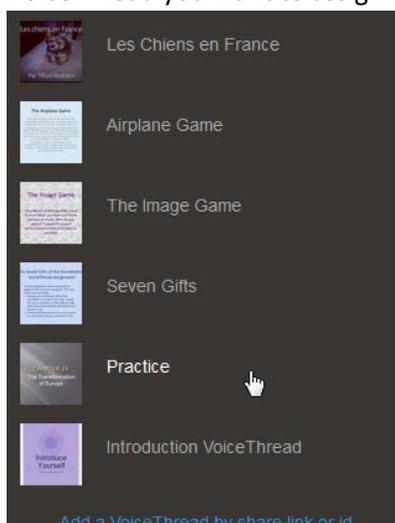

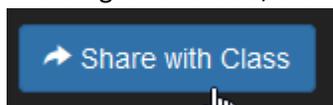2. Scroll down and click "VoiceThread."

3. Click the link you just created. You should see the VoiceThread Setup screen again. This time, we are going to click "Individual VT."

4. You will see a screen with all your VoiceThreads listed on the left-hand side. Click the VoiceThread you want to assign.

5. In the right-hand side, click "Share with Class."

6. Your VoiceThread is now shared with your class. Now any time that you or your students clicks that link, you (or your students) will see the VoiceThread you just assigned.

Enjoy your VoiceThread! If you need instructions for your students on how to comment on a VoiceThread, give them the link below. This is a video that will introduce your students to VoiceThread and how it works.

https://mediaspace.kennesaw.edu/media/VoiceThread+for+StudentsA+How+to+Comment/1_6g9dj31c

Instructions created by: Tiffani Reardon, June 2015

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