

# Using VoiceThread in Canvas

## *A How-To Guide for Faculty*

Created by the Academic Commons

Canvas, Jefferson's learning management system, has numerous features to help you facilitate student engagement within your course. Utilize this guide to use VoiceThread.

VoiceThread is an application designed for people to have discussions about shared digital media. The tool can be used both individually and collaboratively. VoiceThread allows users to combine images, video, text, and audio to enable multimedia conversations.

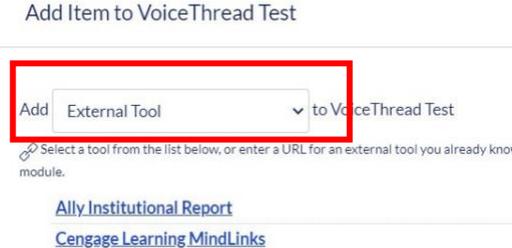
Please feel free to “click and go” to the applicable sections of this guide:

1. [Sharing a VoiceThread unrelated to an assignment](#)
2. [Creating a VoiceThread assignment](#)
  - a. [Assignment Type 1: Creating a VoiceThread](#)
  - b. [Assignment Type 2: Comment on a VoiceThread provided by faculty](#)
  - c. [Assignment Type 3: Watch a VoiceThread provided by faculty](#)
3. [Grading VoiceThread Assignments](#)
4. [Organizing VoiceThreads within “course view”](#)

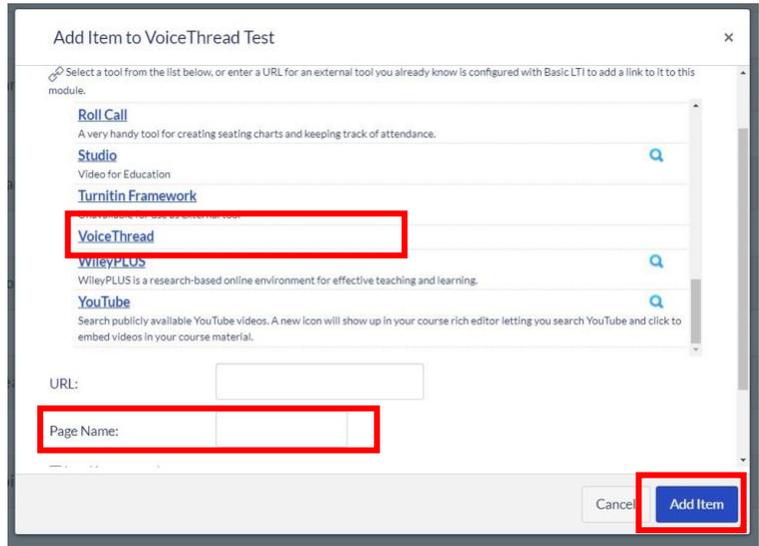
### Sharing a VoiceThread unrelated to an assignment

Add a link to a VoiceThread presentation within a module. Adding a VoiceThread this way is not an assignment, and will not be synced to the Canvas gradebook. It will create a “group” for the course within the VoiceThread environment. Once students click on the VoiceThread course page link, they will populate as “member” of the course “group” in VoiceThread.

#### ➤ Step 1: Set up your share link

1. Navigate to the Modules page of the course.	
2. Click “+” on the right side of the module title row.	
3. Select External Tool from the drop-down menu.	

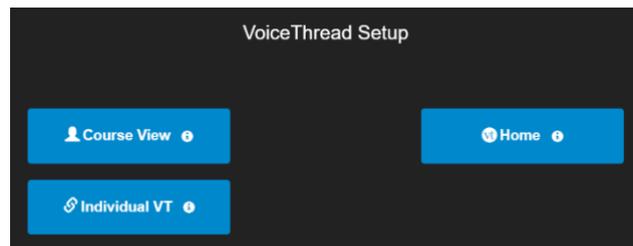
4. Find and select VoiceThread from the list.
5. Change the page name to the desired title.
6. Click "Add Item."



7. Click on the title to complete set up.



8. Select 1 of the 3 options: Course View, Individual VT, or VT Home. Things to consider when choosing:
  - a. **Course View** will take learners to the library of Voice Threads for the course.
  - b. **Individual VT** will take learners to a specific VoiceThread.
  - c. **VT Home** will open a new tab to the VoiceThread platform, separate from the Canvas environment.



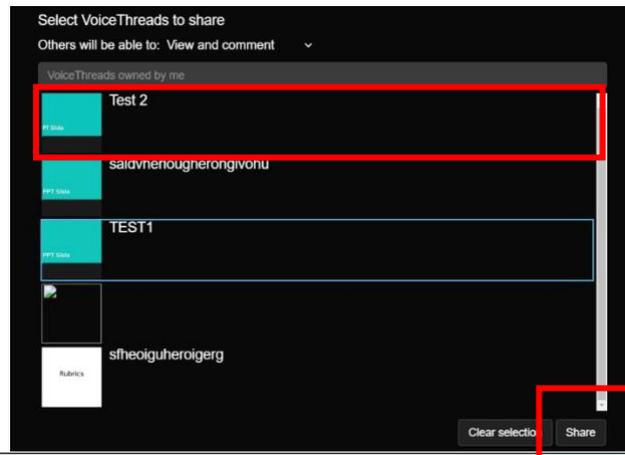
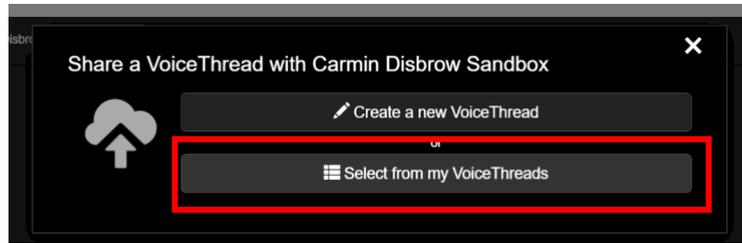
➤ **Step 2: Choose or Create the VoiceThread**

1. Choose - If you have already created the VoiceThread you would like learners to watch, search and select it from your VoiceThread library.

i. Click “Select from my VoiceThreads.”

ii. Select the VoiceThread you would like to use.

iii. Click “Share.”



2. Create - If you are creating the VoiceThread you would like learners to comment on, select "Create a new VoiceThread."

i. Click "Add Media" and follow the prompts.

ii. Enter the title and description for the presentation. Click "Save."

iii. Click "2. Comment" to add narration and commenting.

iv. Click "+" for multiple files/ file types for the VoiceThread.

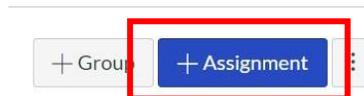
v. Click "Share and Return to Course."

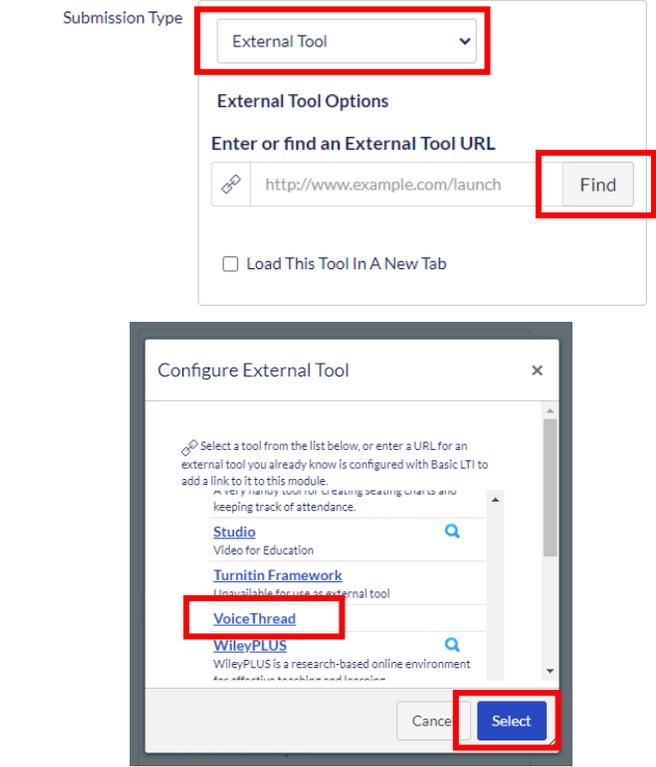
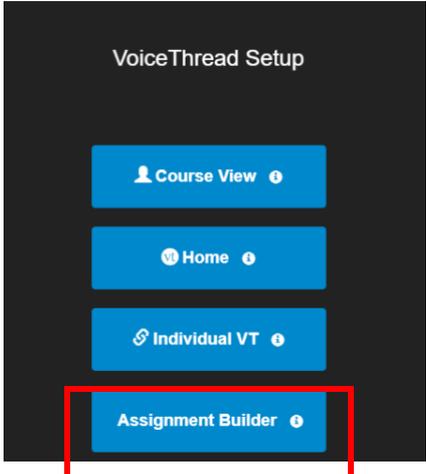
## Creating a VoiceThread Assignment

### ➤ Step 1: Create the assignment in Canvas

1. Go to the Assignments tab in the course navigation menu.

2. Use the "+ Assignment" button to create a new assignment.



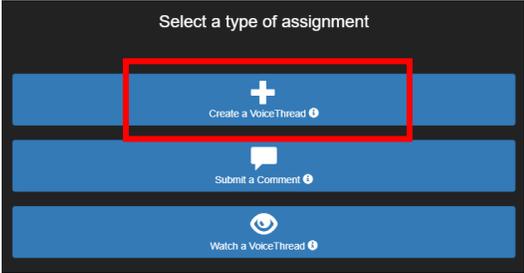
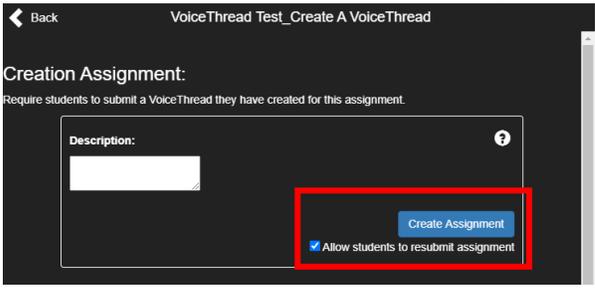
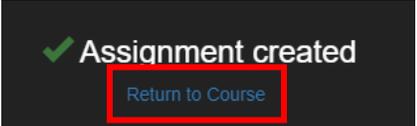
<p>3. Insert title &amp; instructions.</p>	
<p>4. Under Submission Type:</p> <ol style="list-style-type: none"> <li>Submission Type = External Tool.</li> <li>Click "Find."</li> <li>Scroll down and select VoiceThread from the list.</li> <li>Click "Select."</li> <li>Click "Save" after defining all assignment settings.</li> </ol>	
<p>5. Select "Assignment Builder" in the VoiceThread menu window.</p>	

➤ **Step 2: Define the Type of VoiceThread Assignment Options:**

1. Ask learners to create their own VoiceThread
2. Ask learners to comment on a VoiceThread you created
3. Require learners to watch a VoiceThread you created

## Assignment Type 1: Creating a VoiceThread

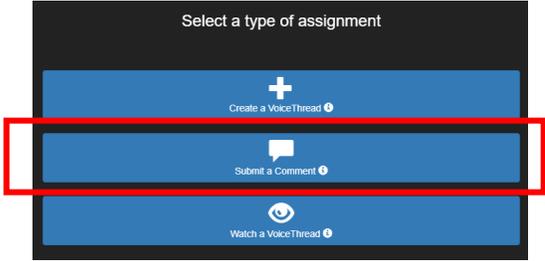
Choose this assignment type if you want learners to upload a VoiceThread presentation. Their submission is viewable only to you when using this method.

<p>1. Click “Create a VoiceThread.”</p>	
<p>2. Enter a description (not required), and click “Create Assignment.”</p> <ol style="list-style-type: none"><li>Check “Allow students to resubmit assignment” if permitting multiple drafts.</li></ol>	
<p>3. Click “Return to Course” – you will be redirected to the Assignments page in Canvas.</p>	

Select the assignment again to view the submission window. This is where you will review and grade the submissions from learners.

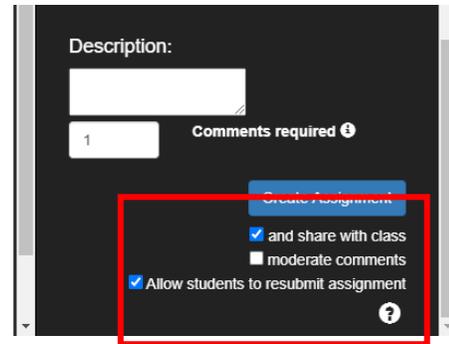
## Assignment Type 2: Comment on a VoiceThread provided by faculty

After creating the assignment and selecting VoiceThread from the external tools list:

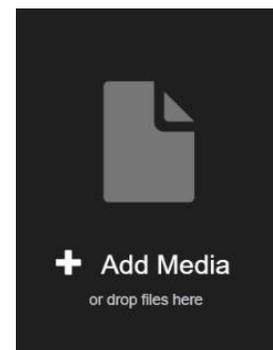
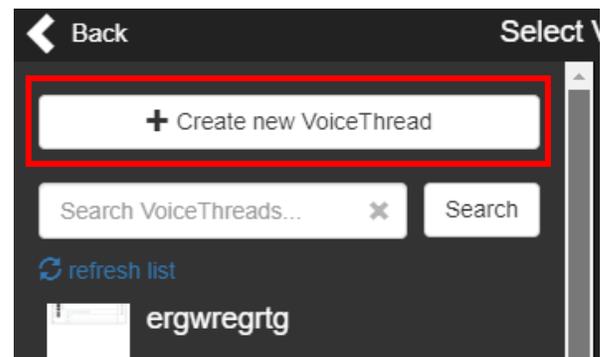
<p>1. Click “Submit a Comment.”</p>	
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2. Choose the VoiceThread for learners to comment on from your VoiceThread library on the left, or begin creating a new VoiceThread.

- a. If you have already created the VoiceThread you would like learners to comment on, search and select it from your VoiceThread library.
  - i. Enter a description (not required)
  - ii. Type the number of required comments for each learner to make
  - iii. Select “and share with the class” – will be shared by default.
  - iv. Check “moderate comments” if you want to limit learner view. Learners will not see each other’s comments with this setting.
  - v. Check “Allow students to resubmit assignment” if permitting multiple attempts.
  - vi. Click “Create Assignment.”

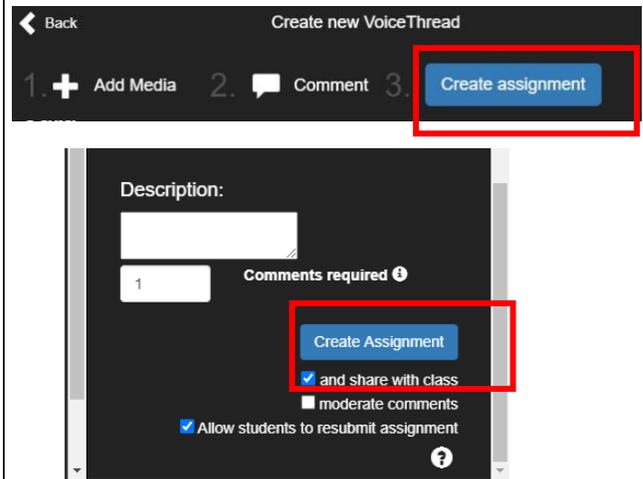


- b. If you are creating the VoiceThread you would like learners to comment on, select “+ Create new VoiceThread”
  - i. Click “Add Media” and follow the prompts.
  - ii. Click “Comment” to add narration and commenting.
  - iii. Click “+” for multiple files/file types for the VoiceThread.
  - iv. Click “Create Assignment.”
  - v. Type the number of required comments for each learner to make.
  - vi. Select “Share with the class” – will be shared by default.
  - vii. Check “moderate comments” to limit access to learner comments. Only you and the learner will be able to view their submission.



viii. Check “allow learners to resubmit the assignment” if permitting multiple attempts.

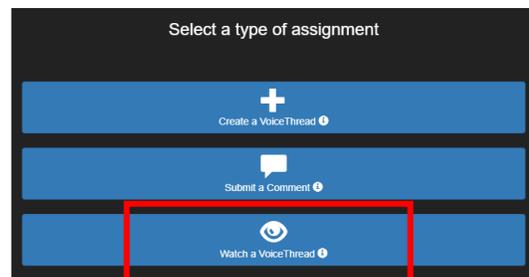
ix. Click “Create Assignment.”



### Assignment Type 3: Watch a VoiceThread provided by faculty

A score must be designated for the assignment. The assignment builder for VoiceThread will not function for complete/incomplete assignments. After creating the assignment and selecting VoiceThread from the external tools list:

1. Click “Watch a VoiceThread.”



2. Define the VoiceThread you want learners to watch.

- a. If you have already created the VoiceThread you would like learners to comment on, search and select it from your VoiceThread library.
  - i. Enter a description (not required).
  - ii. Type the number of required comments for each learner to make.
  - iii. Select “and share with class” – will be shared by default.
  - iv. Check “moderate comments” if you want to limit learner view. Learners will not see each other’s comments with this setting.
  - v. Check “Allow students to resubmit the assignment” if permitting multiple attempts.
  - vi. Click “Create Assignment.”

Description:

1 Comments required ⓘ

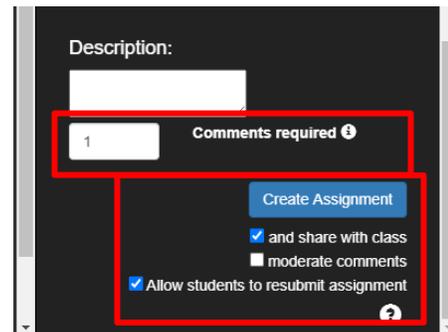
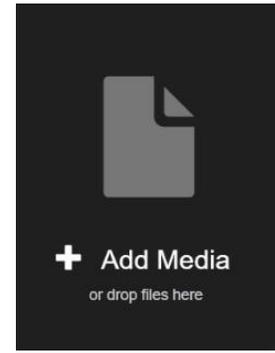
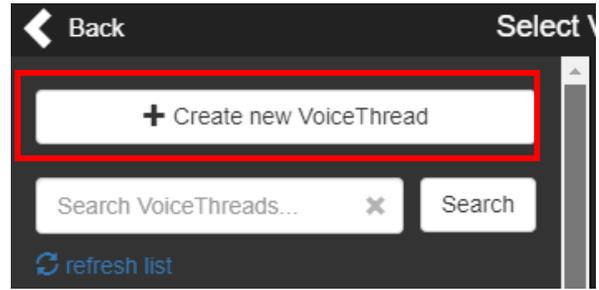
Create Assignment

and share with class

moderate comments

Allow students to resubmit assignment

- b. If you are creating the VoiceThread you would like learners to comment on, select “+ Create new VoiceThread”
- i. Click “Add Media” and follow the prompts.
  - ii. Click “2. Comment” to add narration and commenting.
  - iii. Click “+” for multiple files/file types for the VoiceThread.
  - iv. Click “Create Assignment.”
  - v. Type the number of required comments for each learner to make.
  - vi. Select “Share with the class” – will be shared by default.
  - vii. Check “moderate comments” to limit access to learner comments. Only you and the individual learner will be able to view their submission.
  - viii. Check “allow learners to resubmit the assignment” if permitting multiple attempts.
  - ix. Click “Create Assignment.”



See [this VoiceThread Guide](#) for more details and video based guides.

Share [this VoiceThread guide](#) with students for details on submitting VoiceThread assignments.

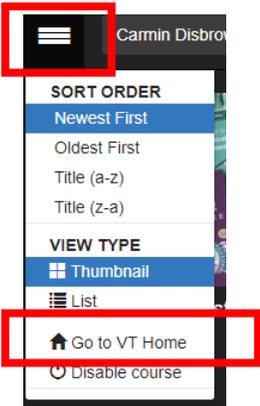
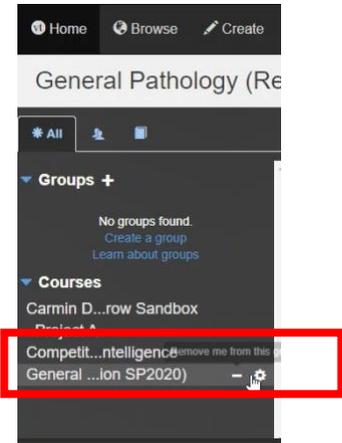
## Grading VoiceThread assignments

- When you create a VoiceThread assignment, a column will populate in your Canvas gradebook.
- To review and grade VoiceThreads, click on the link or assignment instead of searching for submissions in the gradebook. VoiceThread content is not accessible via Canvas gradebook or Speedgrader. You will view and enter a grade for the assignment from the Assignment page, not in Canvas gradebook or Speedgrader.
- When grading in the VoiceThread window, you will enter the grade based upon 0-100%, no matter the grade display settings in Canvas.

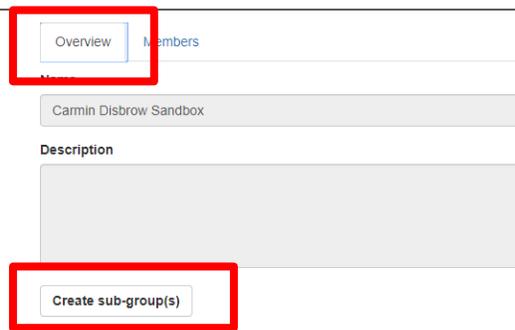
- The grade entry (entered in the assignment’s VoiceThread window) will populate into the corresponding column of the gradebook. Canvas will calculate the transition from a percentage score to a point value score if needed.
  - For example: You designate 50 points in the Canvas settings for the assignment and graded the submission at 50% in the VoiceThread window. The score that will automatically populate in the Canvas gradebook column will be 25 points.

## Organizing VoiceThreads within “Course View”

You may want to group VoiceThreads within course view to assist with content organization and navigation. To do so, follow these steps to create “subgroups” in the course. We recommend setting up subgroups before submissions begin.

1. Create and click on the Course View link (Section 1, Step 1 of this guide).	
2. Open VoiceThread in a new window by clicking “Open in a new tab?” in the top center of your screen.	
3. In the new window, select the menu on the far left, and click “Go to VT Home.”	
4. In the new window, hover over the course name from the list of courses on the left, then select the gear icon for the course.	

5. Select "Overview" and "Create sub-group(s)."

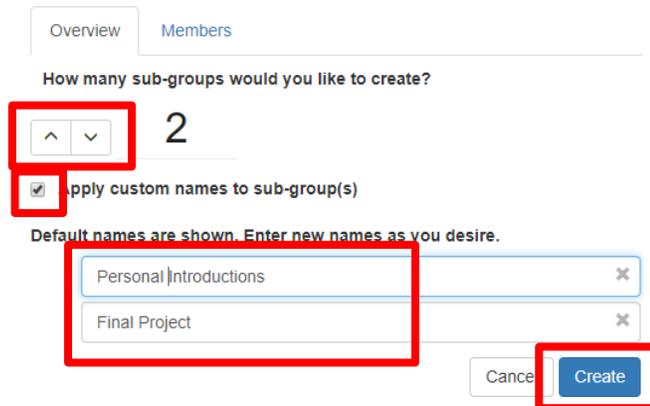


6. Decide & Define the number of sub-groups you will create by clicking the up and down buttons.

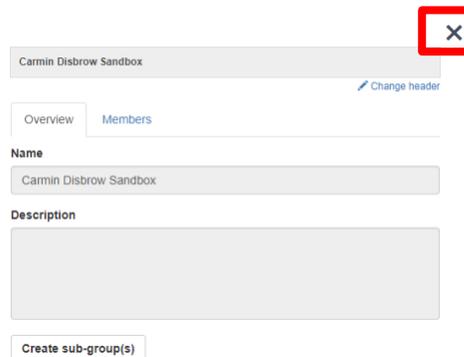
Check "Apply custom names to sub-group(s)."

Type the names in the provided text boxes.

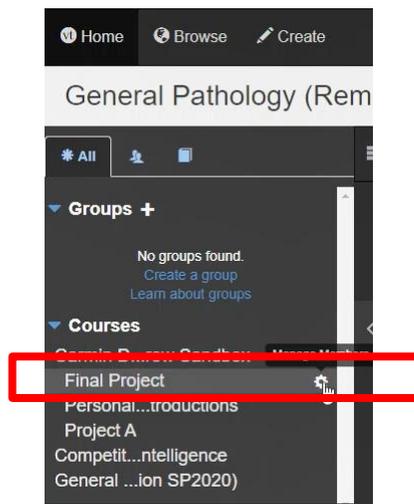
Click "Create."

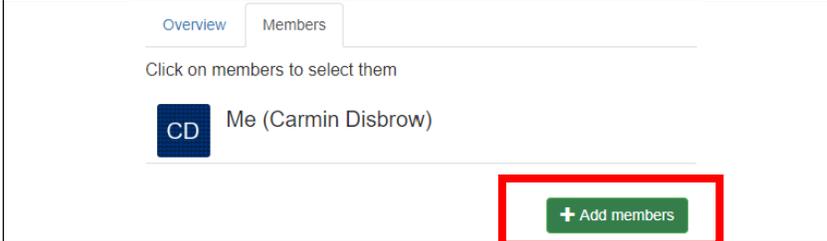
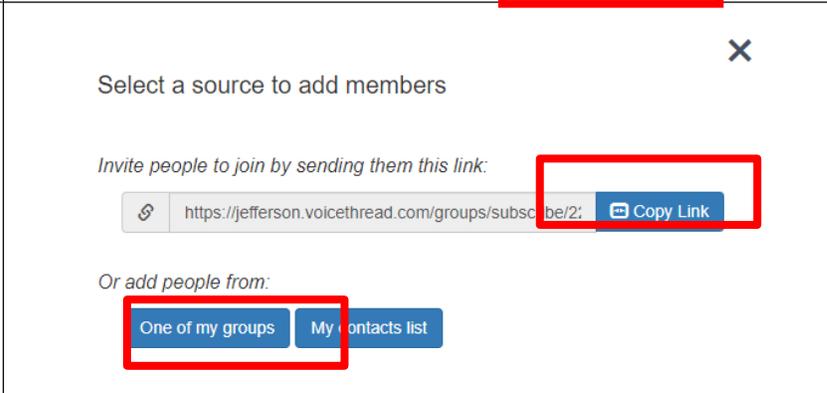
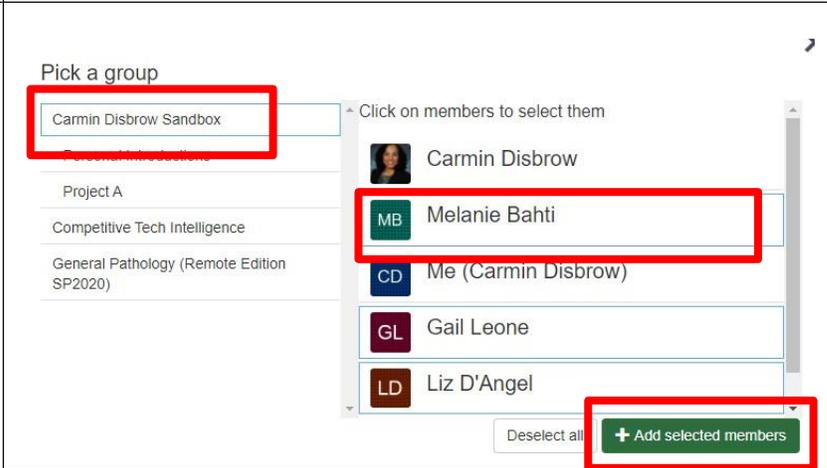


7. The menu will revert to the course settings menu, click "X" to close the menu.



8. The sub-group names you created will appear nested under the course name. Hover over it and click the gear icon.



<p>9. Click "+ Add members."</p>	
<p>10. Click "One of my groups."</p>	
<p>11. Select the course name from the "Pick a group" menu on the left. Select/highlight the names of all students who should have access to the sub-group content. Click "+ Add selected members."</p>	
<p>12. A green confirmation message will appear/flash on your screen very quickly.</p> <p>Click "X" to close the top layered menu.</p> <p>Review the sub-group member list for accuracy.</p> <p>Follow steps 9-11 if needed, or click "X" to close the menu.</p>	