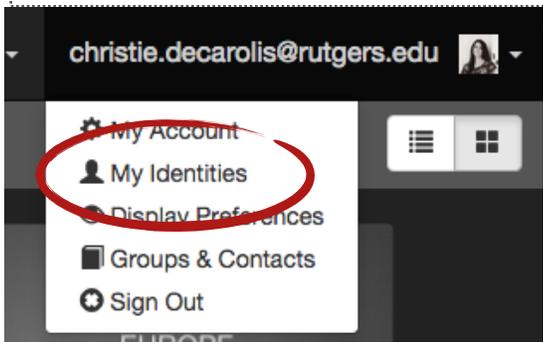


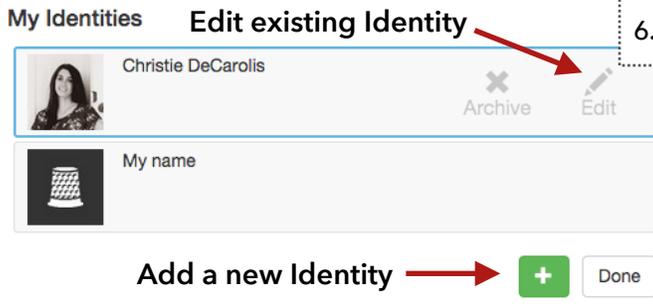
VOICETHREAD

Accessing VoiceThread & adding an Identity

- 1 Accessing VoiceThread for the first time**
1. Add VoiceThread to your Sakai/eCollege site (see IDT Workshop Sakai site with instructions on how to do this)
 2. Then, in a new tab/window: go to <http://voicethread.com>
 3. Click "Sign in" in upper right hand corner
 4. DO NOT enter username and password. Instead, click "Need Password?" link next to "Sign in" button
 5. Enter your RUTGERS email address; VoiceThread will send you instructions you can use to sign in with your Rutgers email

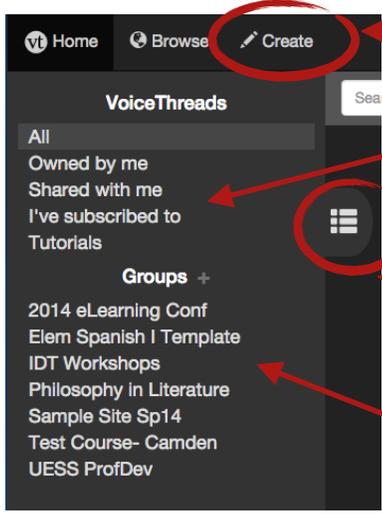


- 2 Adding an Identity** (this is what identifies your comments to other users)
1. While in VoiceThread: click on your email address in the upper right hand corner
 2. Click "My Identities"
 3. Click the green plus button
 4. Enter your name as you want it displayed to other users (exs: Dr. Smith, Prof. Doe)
 5. Add a photo by choosing "Upload from computer" or "Take a photo with webcam"
 6. Save



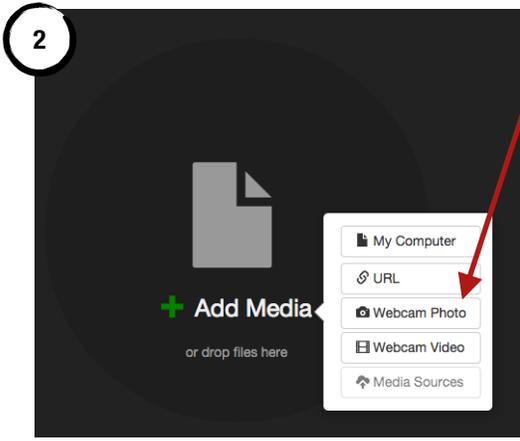
Students MUST add an identity or else there is no way to tell who made a particular comment. There are documents on the IDT Workshops Sakai site (under "Intro to VoiceThread") that include instructions on how to do this. Feel free to use these with your classes.

VoiceThread Basics: Menu & creating VoiceThreads

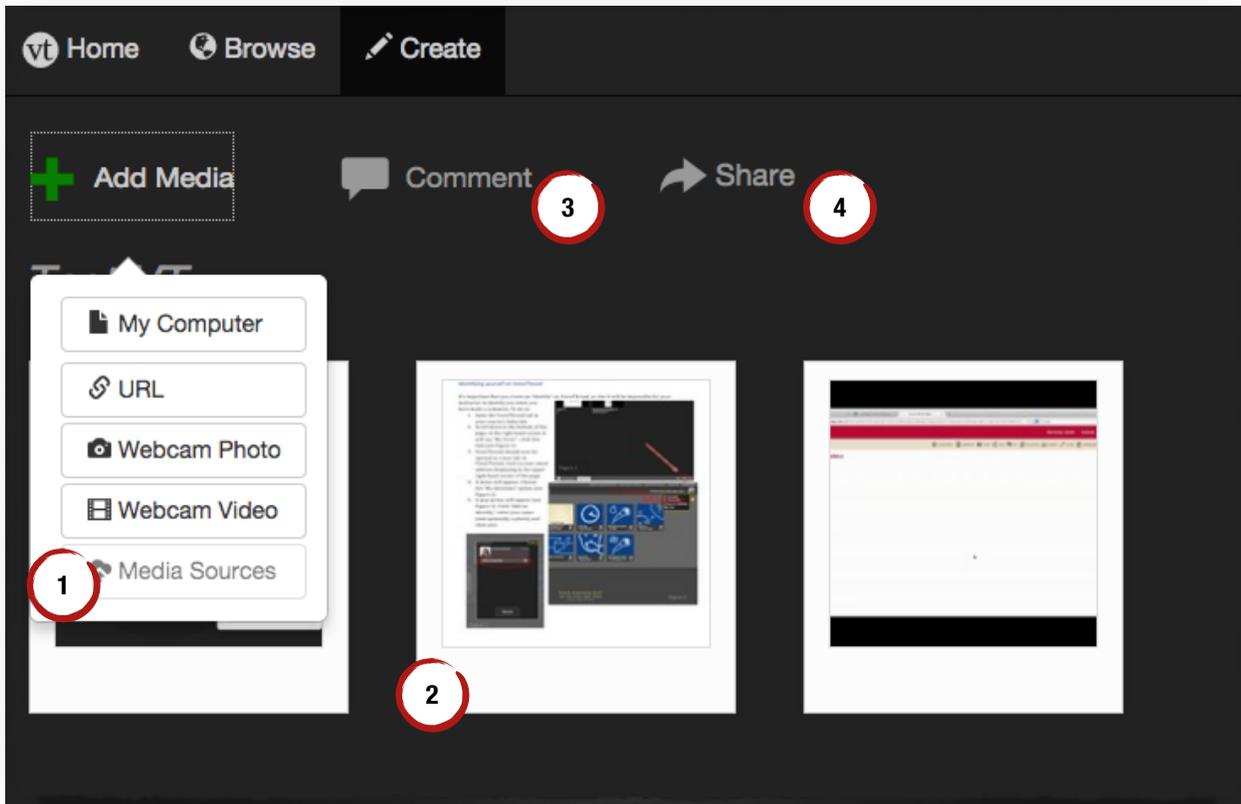


- 1 Menu navigation**
- Choose which VoiceThreads to view
 - Toggle this to show/hide the menu
 - View specific classes

Create new VoiceThreads by choosing PowerPoint, video, PDF, doc, image files to add



Editing/Sharing VoiceThreads



1 Use the "Add Media" option to add more files, URLs, or webcam videos/photos to your VoiceThread

2 Drag and drop "slides" in the order in which you would like them to appear; hover over each slide to see "Edit" (pencil icon) or "Delete" (trash can icon) options

3 Use the "Comment" option to add comments to your VoiceThread. These may be instructions to students, or lecture audio to accompany the content on the "slides."

You can add text, audio, or video comments. You also have the ability to upload pre-recorded comments. Choose the appropriate icon to make a comment. Click the + sign at the bottom of each "slide" to toggle the comment window on/off).

4 Use the "Share" option to share a VoiceThread with the class after you have uploaded all media and added comments. After clicking "Share":

First, choose the class with which you would like to share the VoiceThread.

Then, adjust the permissions (if needed) and click "Share."

