



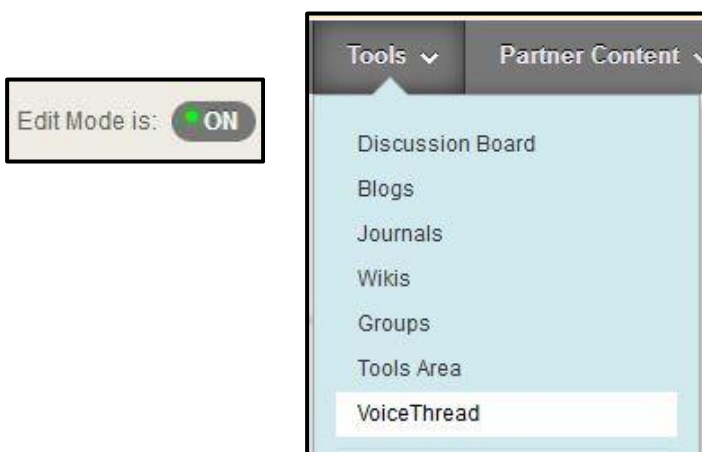
VoiceThread (VT) is a web-based educational technology that can be used to enhance student engagement and allow for innovation in a variety of assignment types in your Blackboard course.

**More in-depth instructions for using VoiceThread can also be found at**

<https://voicethread.com/howto/blackboard-2/>

## Creating a VoiceThread (VT) Link in Blackboard

1. Log into Blackboard (BB) at <https://blackboard.jhu.edu>
2. Go to the area of the course where you want a VT link to be accessible by students
3. With Edit Mode turned on, select 'Tools'



4. Enter the name of the VT Assignment and provide a description, keeping in mind the course design and content standards which are outlined in more detail in the Course Design Toolbox\*
5. Enable grading if relevant, and enter Points Possible as well as a Due Date for students

**Note:** If there is a Rubric for the assignment, it will need to be attached by editing the Column Information for the assignment in the Full Grade Center. When you enable grading, this column will be automatically created.

6. Before submitting, check that "Permit Users to View this Content" and "Track Number of Views" have 'Yes' selected, and adjust the Data/Time Restrictions for the submission link, if preferred

**GRADING**

Enable Evaluation  Yes  No

*To set additional evaluation options, use the Column settings in the Grade Center*

\* Points Possible

Visible to Students  Yes  No

Due Date  11/30/2018  11:59 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

## Important Notes

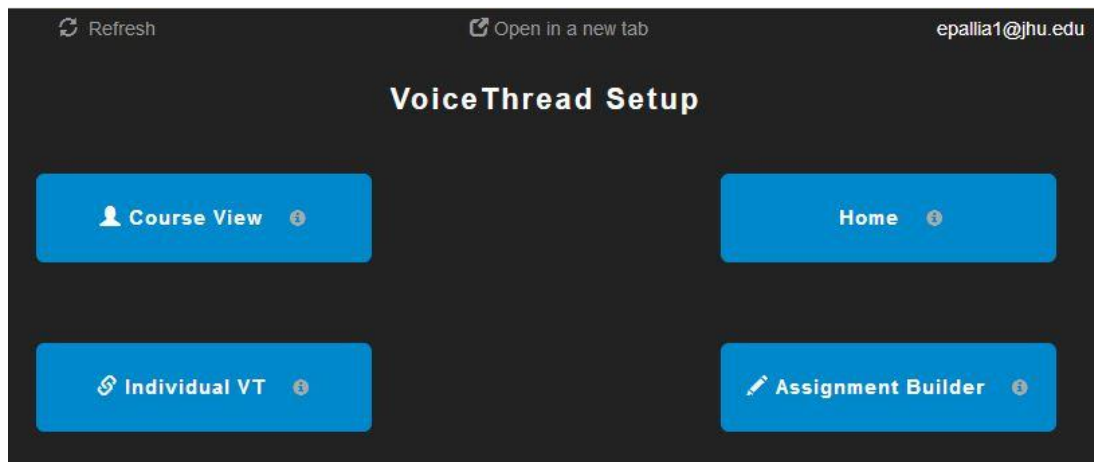
Either Mozilla Firefox or Google Chrome must be used to access this platform.

At any time, you can login to view your VT account at <https://jhu.voicethread.com/>

\*For more information on our course design and content standards, review the materials found in the Course Design Toolbox. The most recent version of the CDT can always be found on the Teaching Resources site in Blackboard.

7. After clicking submit, you will be redirected back to the page you created your link on, and you will see your VT link at the bottom of the page. Click that link, to activate it and finalize setup.

**Note:** When you click the link, wait for VoiceThread to load -- **do not** click the 'Launch' button.



\*Assignment Builder will only appear if grading is enabled when the link is created in BB

*Upload a prompt for students to review/respond to*

Are you uploading a PowerPoint slide or presentation that the students will need to review and/or comment on? Follow these instructions depending on if this is a graded or ungraded assignment:

#### **GRADED**

1. Click the Assignment Builder button to activate this VT link as a graded assignment
2. Select the type of assignment – either 'Submit a Comment' or 'Watch a VoiceThread.'

#### **UNGRADED**

1. Click the Individual VT button
2. Either select a prompt/presentation you have already uploaded, or upload a new file to share with all student users in the course

*Allow students to upload a file for grading/peer review*

Will students be submitting to this link to post their own presentations for you or their peers to review? Follow these instructions depending on if this will be a faculty graded or peer review assignment:

#### **FACULTY REVIEW (w/ grading)**

1. Click the Assignment Builder button to activate this VT link as a graded assignment
2. Select 'Create a VoiceThread'
3. Enter a description for the assignment, and click 'Create Assignment'

#### **PEER REVIEW (w/o grading)**

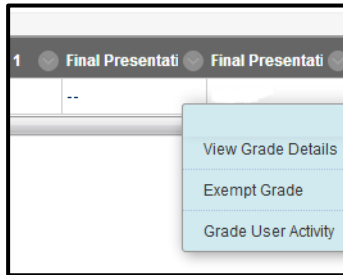
1. Click the Course View button

**Note:** There are no other actions to take for this option. When students access the VT site for the course, they will see each other's shared VT presentations in Course View. All VTs uploaded to the course will be found here.

### Manually Grading a VT in Blackboard (w/ rubric)

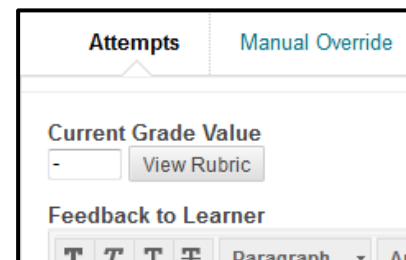
If you have a rubric for this assignment and would like to grade using that rubric in Blackboard, please inform your course support administrator so they can associate the rubric with the assignment in the Grade Center.

1. With manual grading for a VT assignment, you will not see a “!” in the Grade Center indicating a student has made a submission – however, for anyone who has submitted their assignment to the link provided, you will see “**Grade User Activity**” when you click the dropdown next to their name in that column.



**Note:** When you click Grade User Activity, you will be taken out of Blackboard to VoiceThread. Only click it if you have not yet opened VT. You should have one window open with VT, and the other window open with the Blackboard Grade Center visible.

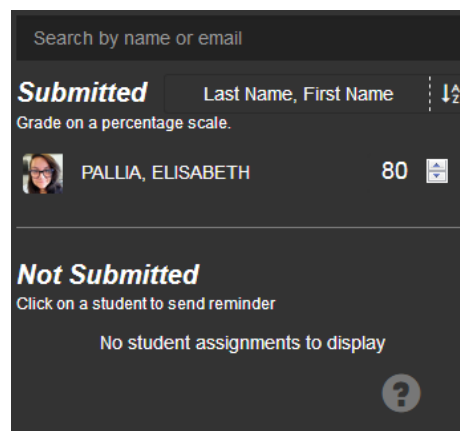
2. Once you have VT open in one window and the Blackboard Grade Center open in another, click to open the dropdown menu next to the student's attempt in the VoiceThread column, and select “**View Grade Details**”
3. Under Current Grade Value, you should see an empty box next to the “View Rubric” button
4. Grade using the rubric as you normally would for an assignment in Blackboard. After clicking save, you should see the score auto-populate.
5. Once you are finished grading and have made the Grade Center column visible to students, they can review the graded rubric in the My Grades area of their classroom.



### Grading via VoiceThread (w/o rubric)

When your VT has been set up using the VT Assignment Builder, you will grade student submissions directly in VT – this does not allow for you to use a rubric for grading.

When you're ready to grade a VoiceThread assignment, simply return to your course and click on the



VoiceThread submission link in the Assignments area. This will take you out of Blackboard to VT, where you will see all submissions to this assignment link, and the VT grader tool.

You can click on the student's name to review the submitted assignment, and then enter a grade on a scale of 0-100 percent. Grades are instantly recorded in your Blackboard Grade Center, and automatically adjusted accordingly for assignments that are not worth 100 points. In VT, you will enter the percentage earned, not points earned. If you have students who have not yet submitted their assignments, click on the “Remind” button to send them an email reminder.

## Creating and Using Sub-Groups

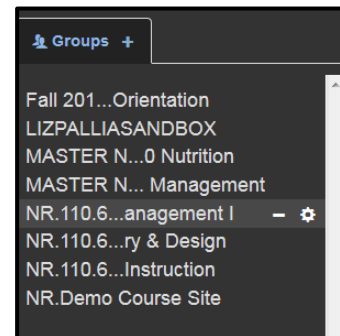
You can use sub-groups in VT to create smaller groups within your class site, which can be used to organize students for group work or help you differentiate between assignment submission areas in your VT course site.

**Note:** Before a sub-group can be created, you will need to have a ‘parent group’ created – this is the VoiceThread Course Site that is created after you follow the steps above to create a VoiceThread submission link in your course. **Sub-groups cannot be created until that link has been made.**

### Creating a Sub-Group

1. Once the VoiceThread course site has been populated (see note above), sub-groups can be created by accessing the full VT website at <https://jhu.voicethread.com/>
2. Hover over the name of the VT course site where you would like to create groups, and click on the cog icon that appears
3. Click on the ‘Overview’ tab in the window that appears, and then

click on the ‘**Create sub-group(s)**’ button



We recommend making no more than 5-6 groups per course site, and applying custom names that keep group names relatively short.

4. Once you have selected the number of groups and entered custom names for your sub-groups, click the **Create** button
5. Click the **X** button in the corner of the Members window to close this pop-up, and you should see the Groups listed under the course title in your left navigation area of VT

### Important Notes

Only the person who created the VT submission link in Blackboard can create or edit sub-groups within the VT course site.

The groups in a course site can only be created or edited when you are on the full VoiceThread site at <https://jhu.voicethread.com/>

### Adding Users to a Sub-Group

1. Once the sub-groups are created, hover next to the group name and click on the cog icon that appears
2. In the pop-up window, click the **+Add members** button
3. A window will appear that will allow you to select group members from the list of students already enrolled in the VT course site

Alternatively, when you click one of the groups, you’ll be taken to the group page. At the top of the page is a chain link icon, which will give you an option to copy a direct link to the group in VT. This should only be shared with students if they have already enrolled in the VT course site.

