

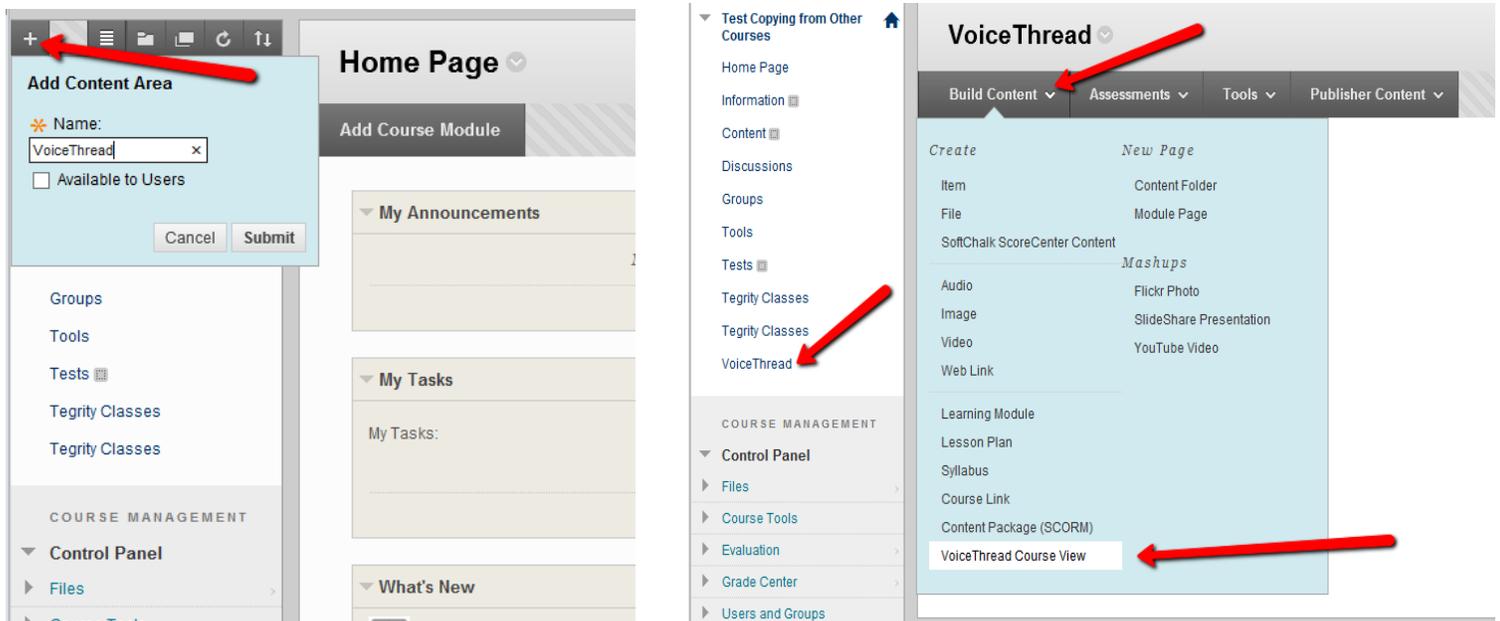
VoiceThread Instructions for UTMB Blackboard

VoiceThread is accessed by an LTI link in a Blackboard course. The Voicethread LTI (Learning Tools Interoperability) links connects Blackboard and VoiceThread by authenticating users. Each course will have its' own VoiceThread group in Blackboard. Please Note: These instructions are unique to UTMB's implementation of VoiceThread.

Adding the VoiceThread LTI to your Bb Course

Here are the steps to adding the VoiceThread interface:

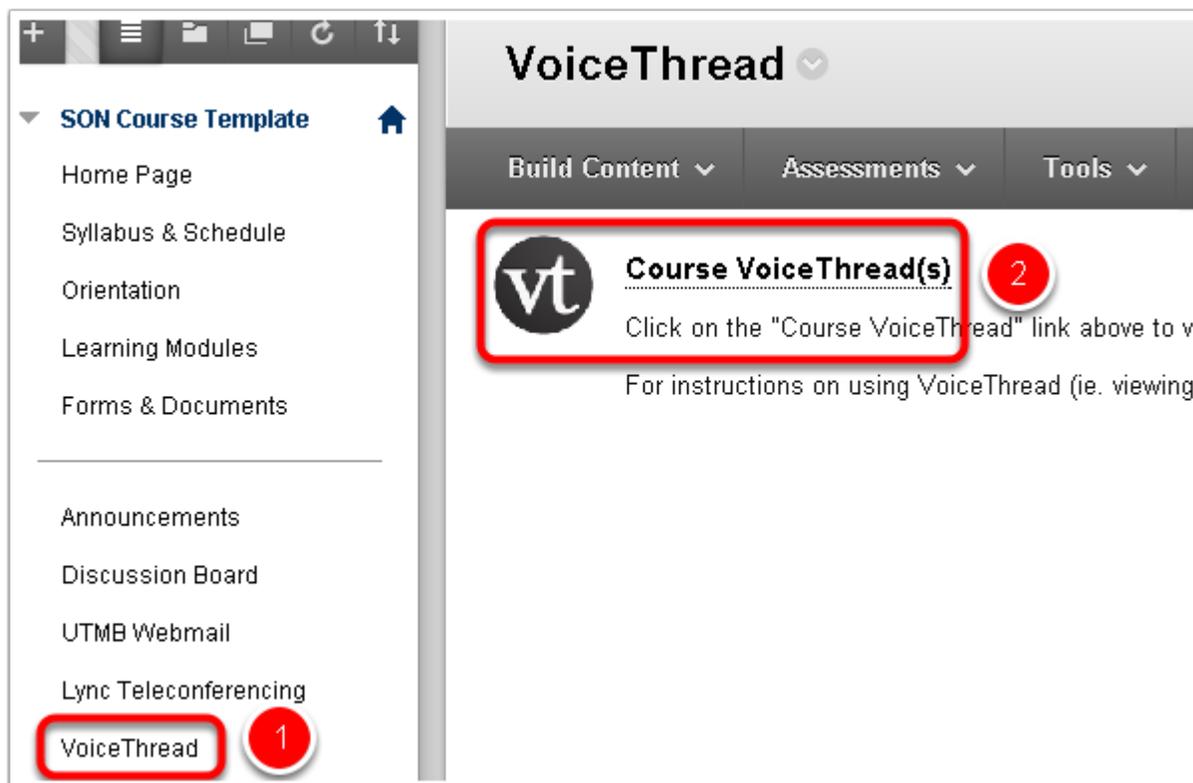
1. In your Blackboard Course, click the plus sign to add a **“Content Area”** and name it **“VoiceThread”**.
2. Next, click on the new **“VoiceThread”** content area and then select the **“Build Content”** dropdown menu. Then select the **“VoiceThread Course View”** option.



Accessing VoiceThread

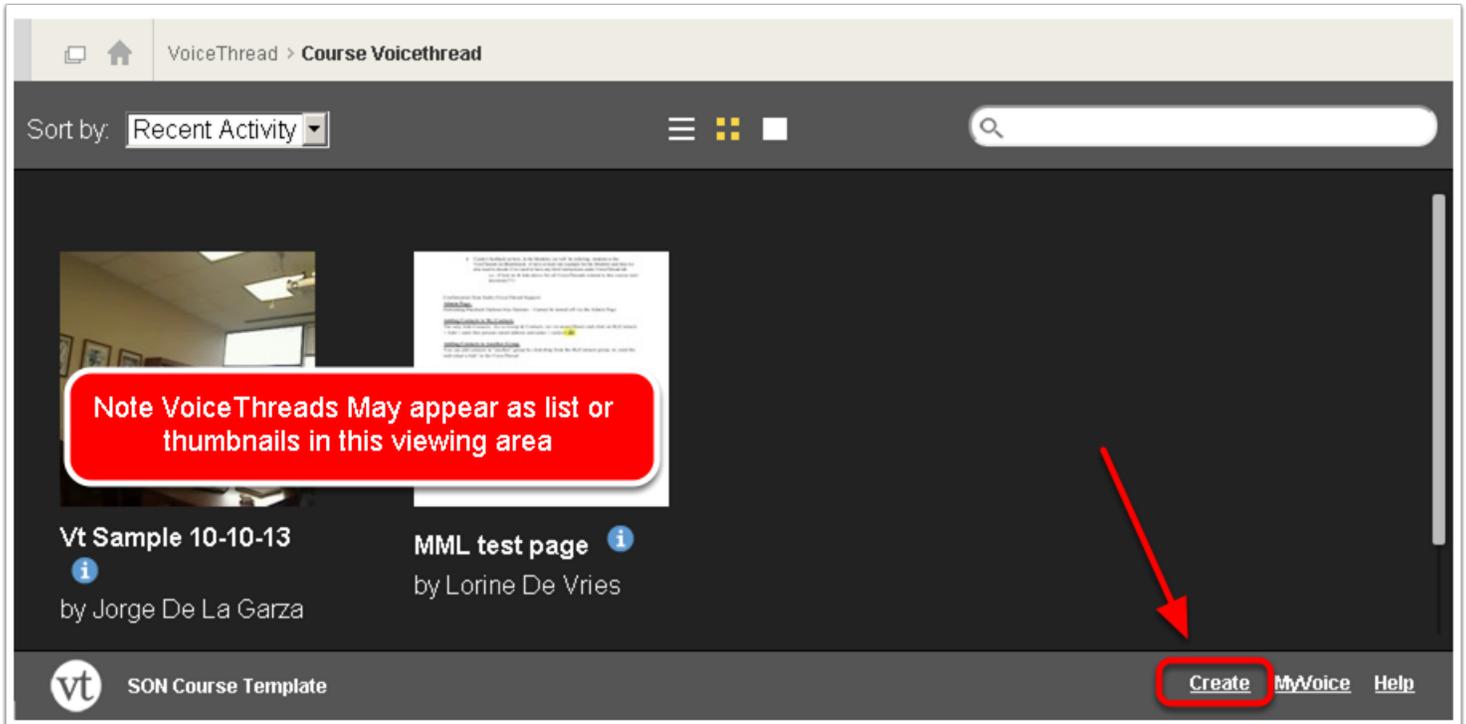
Here are the steps to access the VoiceThread interface:

1. In Blackboard, click on the "VoiceThread" link on the Course Menu (Note: If the VoiceThread link is missing, please contact your course technical support contact)
2. Next, click on the "Course VoiceThread(s)" link. this will take you to the course "VoiceThread Recent Activity" area.



Create a VoiceThread

The course "VoiceThread Recent Activity" area contains recent VoiceThreads shared with the current course. To begin creating a VoiceThread, click on the "Create" link at the bottom right of the VoiceThread. This will take you to the "Create" area. (Note: If you notice any issues, please try using another browser)

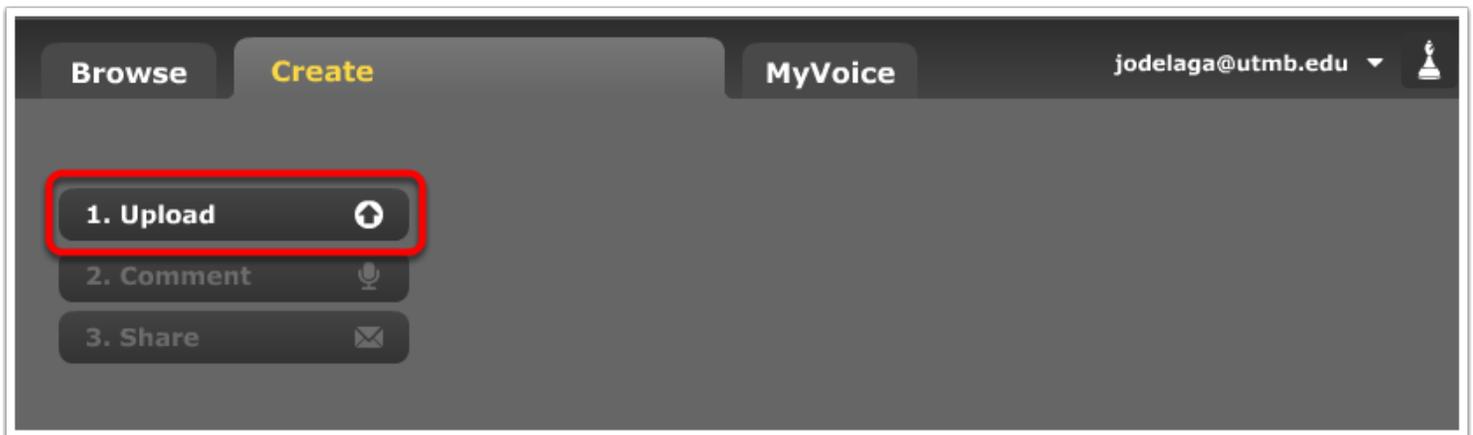


VoiceThread - "Create" Area

The VoiceThread "Create" area will walk users through uploading content, commenting/recording and sharing a VoiceThread. As a reminder, please keep in mind HIPAA, IHOP, and FERPA privacy policies when creating a VoiceThread.

To get started click on the "1. Upload" button to reveal the upload options.

Uploading PowerPoint files: If you are uploading a PowerPoint files, Transitions and Animations in the original PPT document (i. e., Fly in, Float in, Split, etc.) will not copy over to VoiceThread; if you save the PowerPoint file as a .pdf before uploading it, you will be able to see the uploaded version of the PPT file.



VoiceThread - Create Area (Cont.)

The first thing you will do is to upload images, documents and/or videos by selecting one of the four sources available for uploading content.

- 1. My Computer** - This option allows you to upload files from your computer into your VoiceThread. See notes below on document/image types and size limitations.
- 2. Media Sources** - The Media Sources option allows you to import media from four different media sources. Ex. Browse over 700,000 images shared by the New York Public Library.
- 3. URL** - This option allows you to import media using a URL. This will only work if you have the direct link to the file. Links to media-sharing sites like YouTube will not work.
- 4. My Webcam** - This option allows you to take a still photograph or a video using your webcam

Document/image types and size limitations:

- Images: *JPEG, GIF, PNG, and BMP*
- Audio: *MP3 or WAV format*
- Video: *QuickTime, WMV, or AVI videos in h.264 codec*
- Documents: *DOC, DOCX, PDF, ODT, XLS, XLSX, and ODS*
- Presentations: *PPT, PPTX, ODP, and PDF*

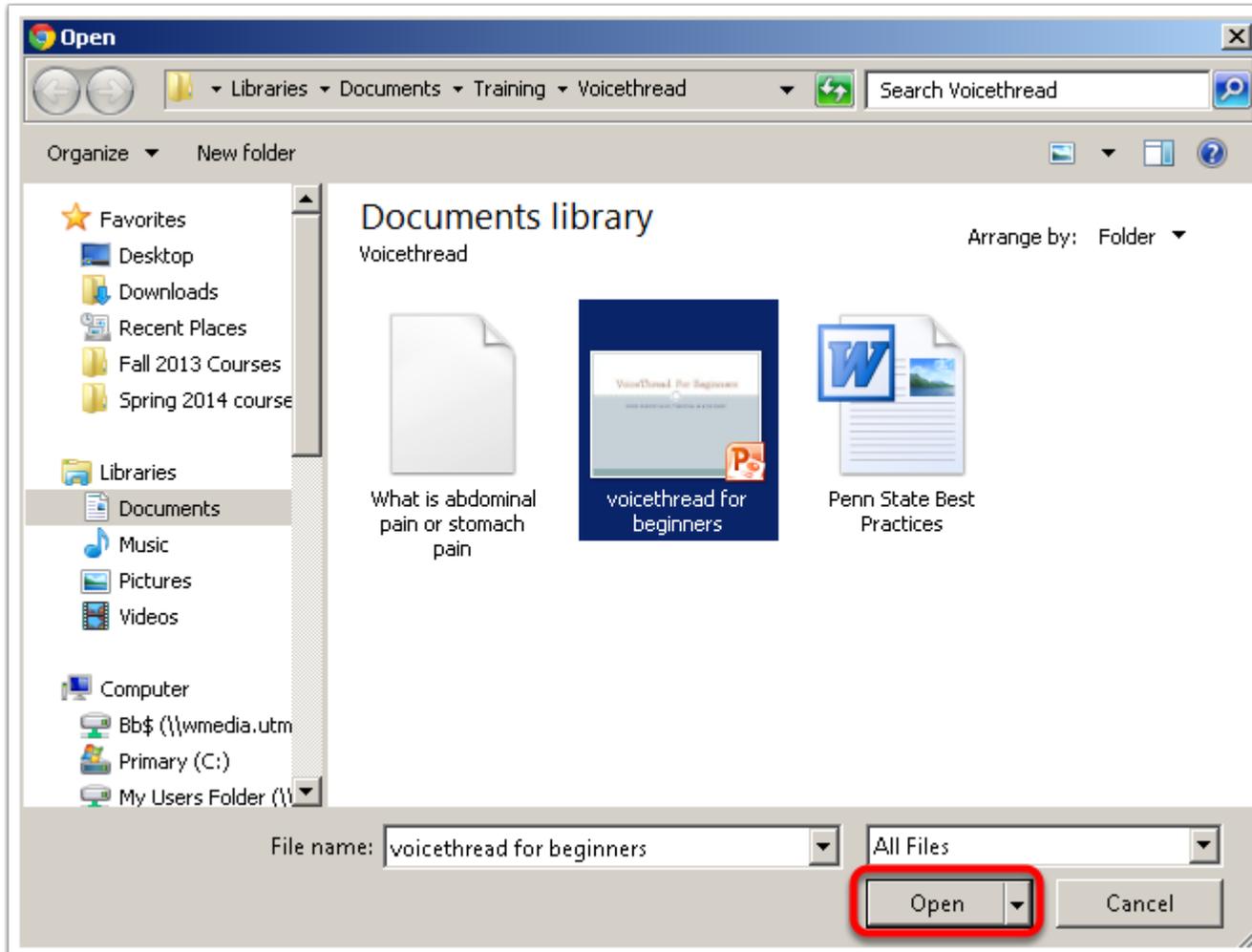
Here are the Uploading size limitations:

- *1GB per VoiceThread*
- *100 GB per Student*
- *500 max slides per VoiceThread*
- *100 MB per file uploaded*

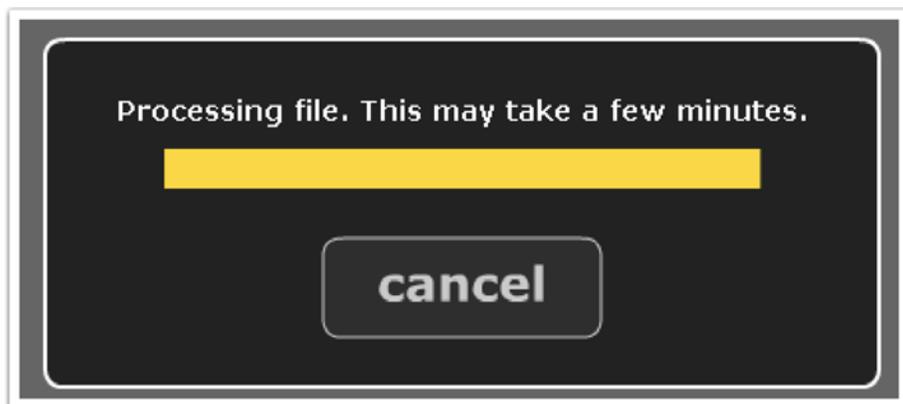


Upload from... My Computer

1. Clicking on My Computer in the upload area will open up the file manager window to allow you to locate your file(s).
2. Select the file(s) you want to upload from your computer to create your VoiceThread.
3. Click the "Open" button to begin uploading your file(s).



You will see an upload-progress bar followed by a processing message. **Remain on this page until processing is complete.**

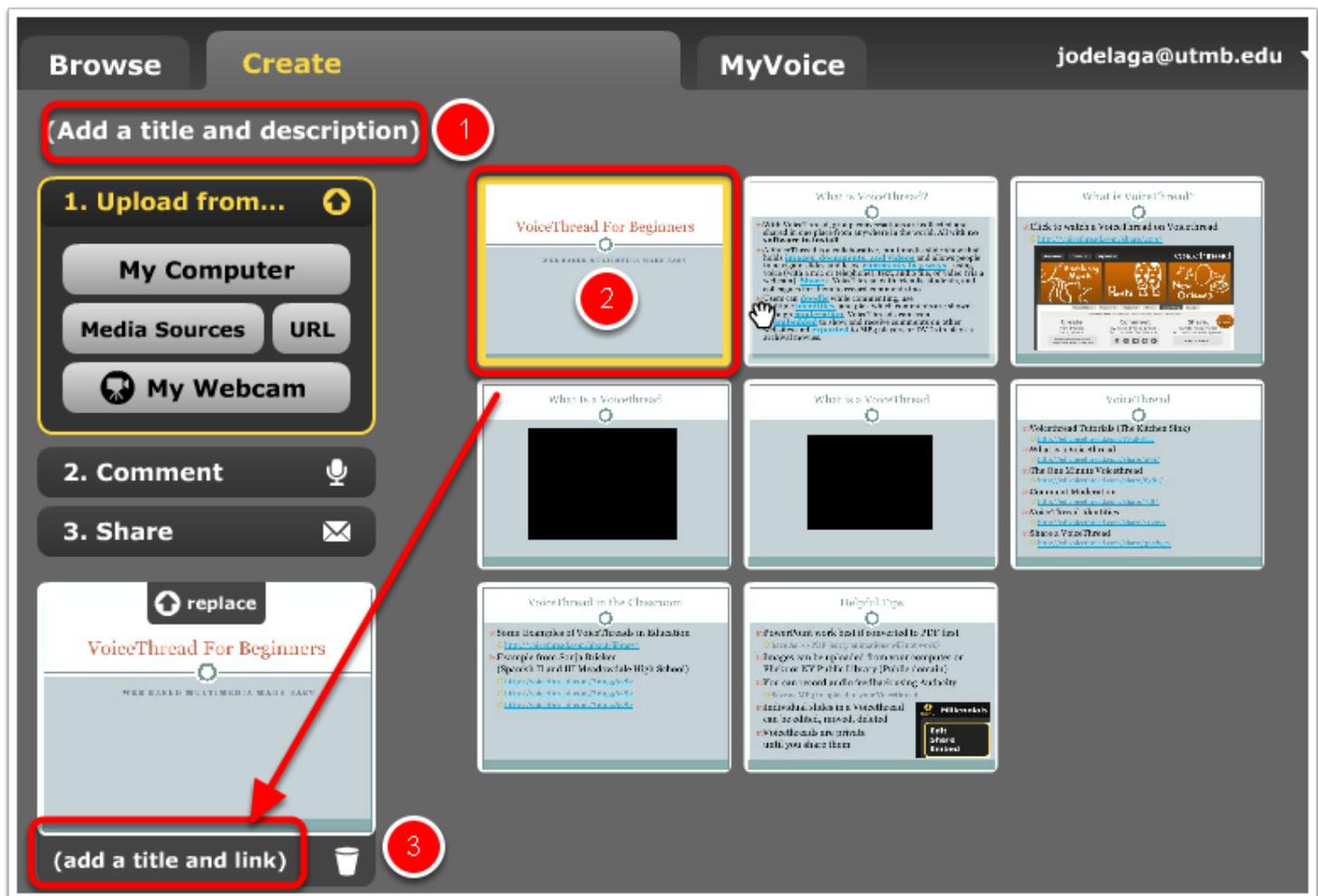


Upload from... My Computer (Cont.)

Once the files have been uploaded, you will see the individual slides created and will need to create a title for your VoiceThread. (Tip: If the VoiceThread is a part of a module, include the Module number at the beginning of the title. Ex. "Module 1 – Intro to Nursing")

1. First, add a title and description. To do this, click on the "(add a title and description)".
2. To edit the title of a slide, click on a slide. The slide will show in the edit area; here you can add a title to the individual slides.
3. The "Trash" icon will delete a selected slide from the VoiceThread, if needed.

Now that you have created the slides for your VoiceThread, you can proceed to recording comments.

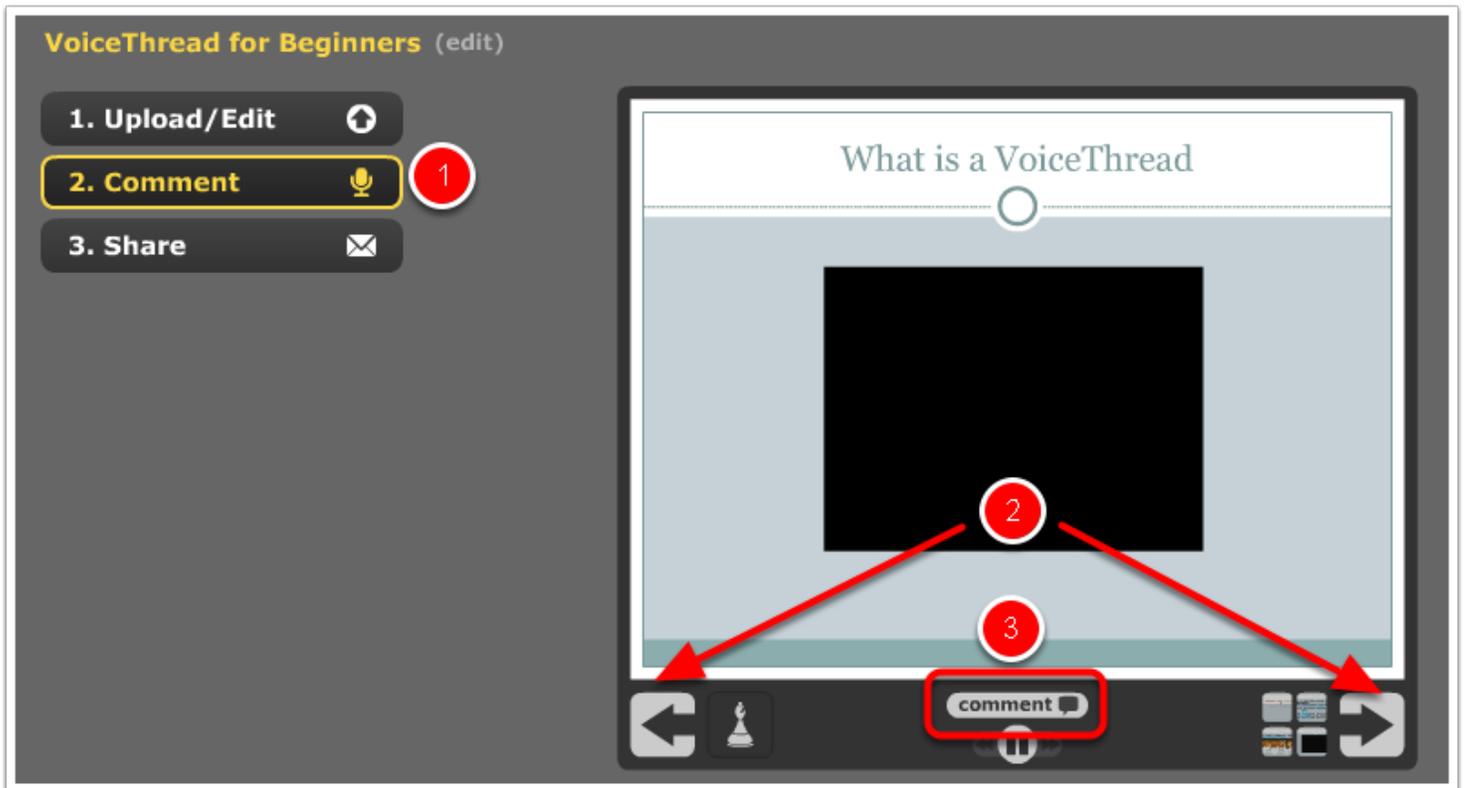


The screenshot shows the VoiceThread interface in the 'Create' tab. The top navigation bar includes 'Browse', 'Create', 'MyVoice', and the user email 'jodelaga@utmb.edu'. The main area displays a grid of slides. A sidebar on the left offers upload options: '1. Upload from...' (with sub-options: 'My Computer', 'Media Sources', 'URL', 'My Webcam'), '2. Comment', and '3. Share'. A red box labeled '1' highlights the '(Add a title and description)' button. A red box labeled '2' highlights a slide titled 'VoiceThread For Beginners'. A red box labeled '3' highlights the '(add a title and link)' button in the edit area for the selected slide. The grid contains several slides, including 'What is VoiceThread?', 'VoiceThread in the Classroom', and 'Helpful Tips'.

Recording a Comment

As a reminder, please keep in mind HIPAA, IHOP, and FERPA privacy policies when recording comments.

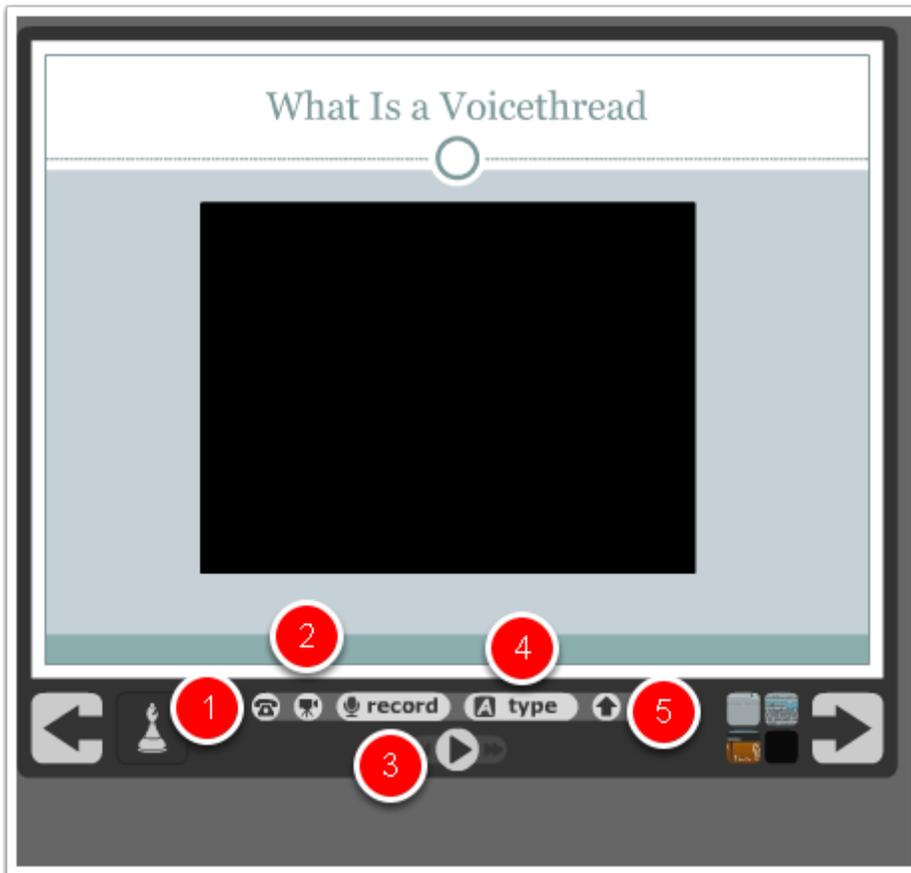
1. To record a comment, click on the "2. Comment" button.
2. You can navigate the slides using the left and right arrow buttons.
3. Next, you will click on the comment button to select the comment type.



Recording a Comment... (Cont.)

There are five ways to record a comment.

1. **Telephone** - Comments can be recorded through a telephone call.
2. **WebCam** - use a webcam to record a video comment.
3. **Microphone** - record audio using a microphone or headset to leave a comment.
4. **Keyboard Entry** - Type in a comment.
5. **Upload** - Allows users to upload a MP3 or Wav Audio file as a comment.

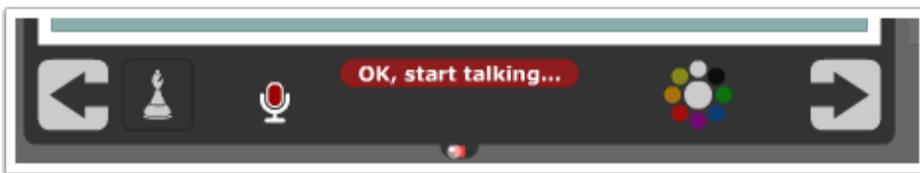


Recording a Comment... (Cont.)

When using a microphone, headset, or webcam, Adobe will request Camera and Microphone access. Click "Allow" to activate your device.



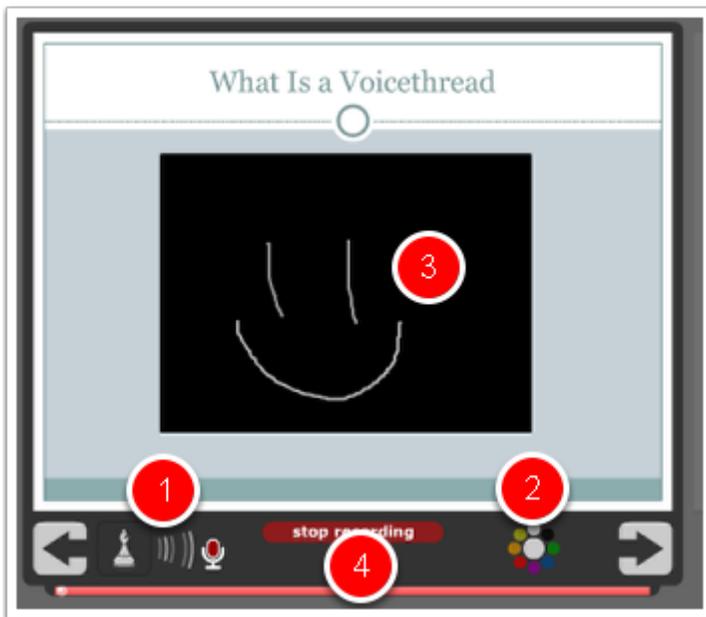
When recording a comment you will need to click on to "start recording". Note: if you clicked to start recording and it displays "hold on..." check to see if the browser also needs access to media. If so, click apply.



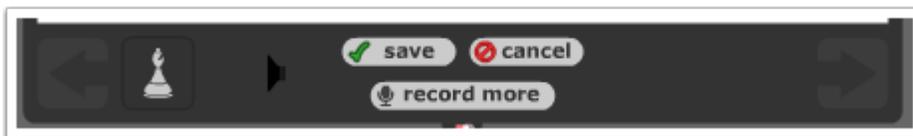
Recording a Comment... (Cont.)

When recording you will see various elements to assist you record.

1. The microphone area will confirm it is receiving audio
2. The Pen Pallet allows you to switch the color of your pen.
3. This is a sample of how you can write over your slides while recording.
4. if you need to pause or are finished recording, click on "stop recording".



If you are finished commenting on the particular slide, click save. If you would like to continue recording, click on "record more".



Recording a Comment... (Cont.)

When you are finished recording a comment, you can move on to the next slide and continue commenting or begin sharing your VoiceThread.



Sharing a VoiceThread

By default, VoiceThreads are private until published or shared. Please review the VoiceThread Sharing Policy below:

In VoiceThread, there are various publishing options available, and one in particular is the “Share” option. The creator of a VoiceThread can set the Sharing options to be shared with only those in the course (internally), or they can be set to be shared with the “general public” (externally).

When a VoiceThread is shared publicly, it allows “anyone”, anywhere in the world, to view the VoiceThread, and it is also shareable through social media. Please be mindful and aware of [HIPAA](#), [IHOP](#), and [FERPA privacy policies](#) when creating and/or publicly sharing content in a VoiceThread.

Failure to adhere to UTMB policies, or applicable laws, may result in disciplinary and/or legal action.

For intellectual property, be aware that sharing a VoiceThread publicly may place your content in the hands of others.

As best practice, do not share a VoiceThread publicly unless directed by the Instructor.

Sharing a VoiceThread... (Cont.)

By default VoiceThreads are private until published/shared. There are various options available when sharing a VoiceThread. Below are the options when you click on the "3. Share" button.

1. **Get a Link** - Provides a link for public access.
2. **Orgs & Groups** - Manages viewing access for course groups.
3. **My Contacts** - Manages viewing access for contacts and individual members. "My Contacts" Members are automatically populated with those whom you have shared a VoiceThread with and/or with those who have given you access to their VoiceThread(s).
4. **Playback Options** - Allows the VoiceThread creator to apply viewing/playback settings. (See the "Playback Options" section for specific details).
5. **Export** - Allows users to download a video file that can be viewed offline by computer or compatible mobile device. Please keep in mind HIPAA, IHOP, and FERPA privacy policies. Note: UTMB's license includes unlimited export credits. Do not purchase export credits. No refunds by UTMB will be provided.)
6. **Embed** - Not used at this time.
7. **Publishing Options** - Manages who can view and comment on a VoiceThread. (See the "Publishing Options" section for specific details).

Best Practice: Use the "Orgs & Groups area to give all users (including students who have not entered the course) access to the VoiceThread. Student names populate into the My Contacts area upon entering the class through the LTI link. As a result, This allows any users that are not populated at the time of creation to be added.

The screenshot shows the VoiceThread interface for a video titled "VoiceThread for Beginners". The interface is dark grey with several key elements highlighted by red circles and boxes:

- 1**: A red circle highlights the "Get a Link" button, which is used to generate a shareable link for the video.
- 2**: A red box highlights the "Orgs & Groups" panel, which lists various groups and contacts that can be selected for sharing. The "My Contacts" sub-panel is highlighted with a yellow border.
- 3**: A red box highlights the "My Contacts" panel, which shows a list of individual contacts (Anita, Jodd, and SPRING 2013 STUDENT) with a "Send Invite" button.
- 4**: A red circle highlights the "Playback Options" button at the bottom left.
- 5**: A red circle highlights the "Export" button at the bottom.
- 6**: A red circle highlights the "Embed" button at the bottom.
- 7**: A red circle highlights the "Publishing Options" button at the bottom right.

At the top left, there are three main actions: "1. Upload/Edit", "2. Comment", and "3. Share". The "Share" button is highlighted with a yellow border. Below these actions, the text "Get a Link to Share or Select individual Groups or Contacts below:" is displayed.

Playback Options

Here are descriptions of the Playback Options:

- **Wait -- seconds before turning the slide.** - Sets the amount of seconds, after the last comment, to move to the next slide. (Tips: Transition quick for presentations or wait longer to allow reflection and commenting before moving to the next slide.)
- **Start playing when opened?** - The VoiceThread will start playing automatically when accessed. (Optional)
- **Show fullscreen when opened?** - The VoiceThread will display in fullscreen when accessed. (Optional)
- **Allow others to download original images and documents** (Optional)

Allows students to download the original PowerPoint, original files, documents, etc.

Note: This includes the original PowerPoint file and all uploaded/recorded files and videos

To download original files

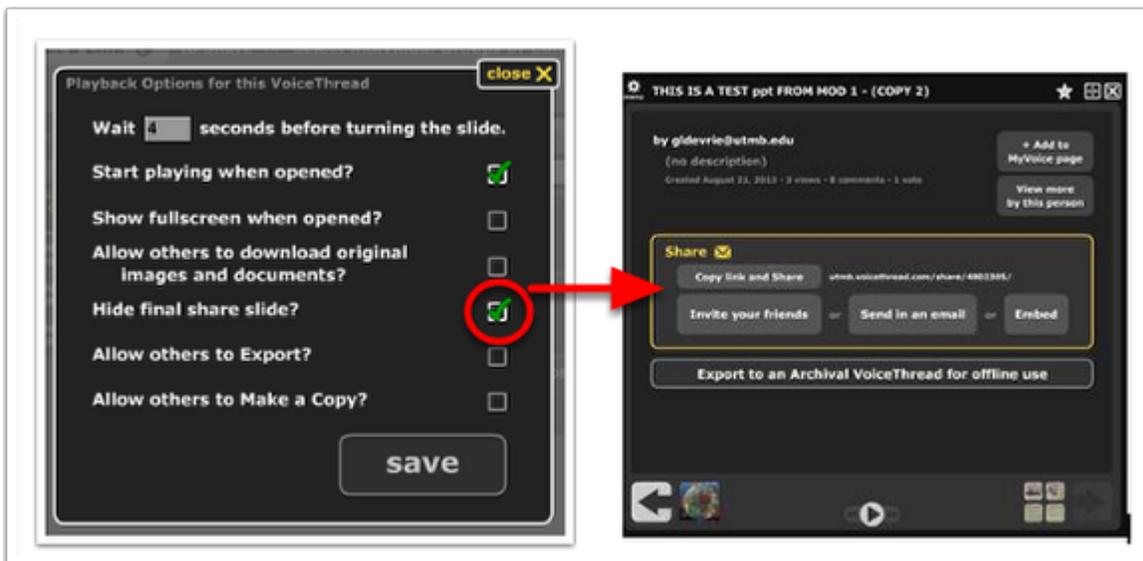
1. Right-click (for PC) or control-click (for Mac) anywhere on the slide.
2. Select Download Original File.
3. Choose a location to save your file.
4. Click Save.

Note: Video files are converted and downloaded as ".flv" files.



Playback Options... (Cont.)

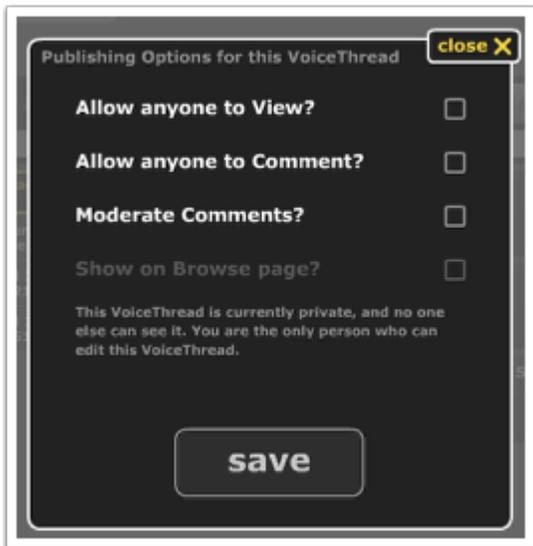
- **Hide final share slide** - The final share slide provides various options for a VoiceThread to be publicly shared on social media and other digital mediums. Remember, recordings and comments may contain student data, instructor intellectual property, and exam reviews. As a result, please keep in mind HIPAA, IHOP, and FERPA privacy policies.
- **Allow others to Export** - Allows users to download a video file that can be viewed offline by computer or compatible mobile device. Please keep in mind HIPAA, IHOP, and FERPA privacy policies. (Note: Final Share Slide must be enabled in order for students to expore. Also, UTMB's license includes unlimited export credits. Do not purchase export credits. No refunds by UTMB will be provided.)
- **Allow others to Make a Copy** - Makes a new copy with full access to make edits and sharing. (Leave unchecked)



Publishing Options

Here is a description of the Publishing Options:

- **Allow anyone to View?** - (Leave unchecked) This option allows Anyone in the general public or outside of the course to view the VoiceThread. (See VoiceThread Sharing Policy).
- **Allow anyone to Comment?** - "Anyone" with access will be able to leave a comment. (Leave unchecked).
- **Moderate Comments** - Allows Voicethread Owner to moderate comments before going live. (Leave unchecked)
- **Show on Browse Page?** - Only allowed for public VoiceThreads. This will post a VoiceThread to the VoiceThread.com site and allow it to be viewable by anyone searching the site. (See VoiceThread Sharing Policy) (Leave unchecked)



The image shows a dark-themed dialog box titled "Publishing Options for this VoiceThread" with a "close X" button in the top right corner. It contains four options, each with an unchecked checkbox:

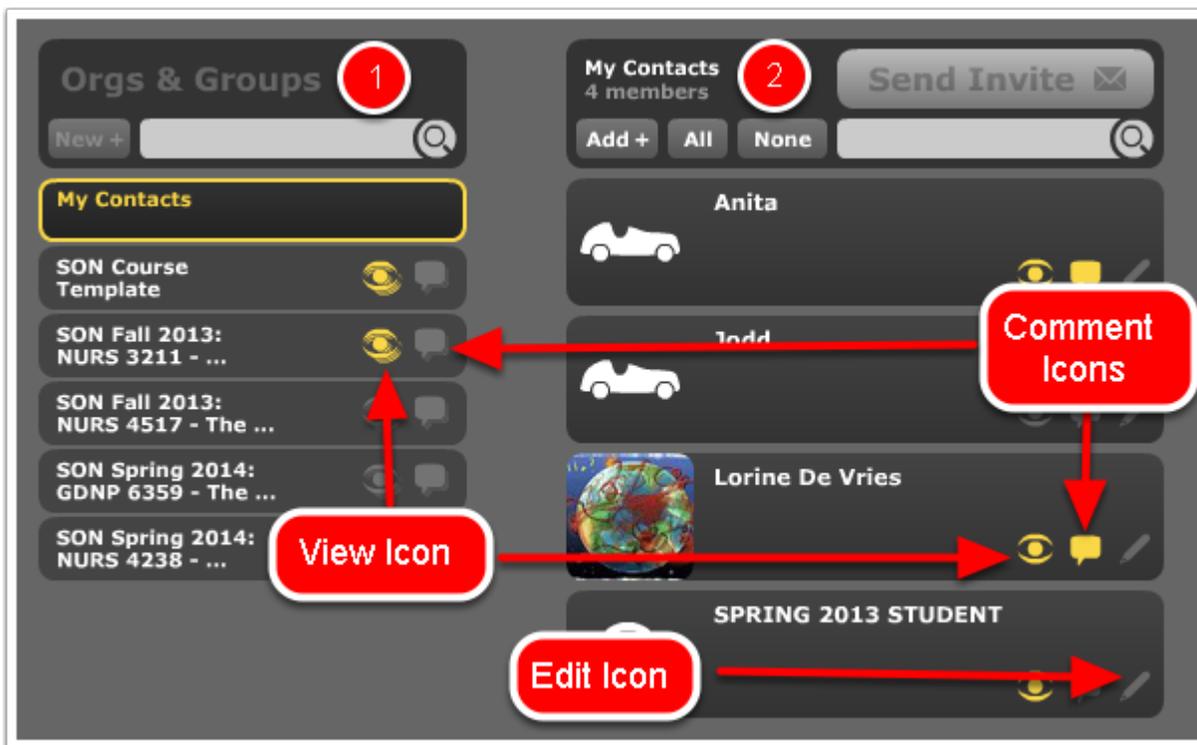
- Allow anyone to View?**
- Allow anyone to Comment?**
- Moderate Comments?**
- Show on Browse page?**

Below the options, a message states: "This VoiceThread is currently private, and no one else can see it. You are the only person who can edit this VoiceThread." At the bottom of the dialog is a "save" button.

Sharing to your Class/Group

Finally, to share the VoiceThread with your class or group, click on the View icon and/or allow Comments icon to highlight/enable access. Members will immediately have access to view the VoiceThread in their corresponding courses. Yellow = enabled. Grey = disabled. selecting icons from the Orgs & Groups area selects all members of that group. Selecting members on the second column gives individual privileges.

- In the Contacts/Members area, the icon located to the right of the Comment icon (resembles a pencil) is the “Edit” icon .
- If the “Edit” icon is highlighted (enabled), next to a member’s name, that person will have the ability to “Edit” the VoiceThread.
- An example where the edit icon might be enabled is if you needed someone to assist you in editing the VoiceThread, otherwise, make sure the edit icon is “not enabled” next to anyone’s name in the Course and My Contacts area.



Sample Welcome Message & VoiceThread Sharing Policy

Welcome to VoiceThread,

When you click on the link above, you will be logged into VoiceThread and will be directed to the Course VoiceThread page which includes all VoiceThread(s) that have been assigned to this course.

Please refer to the course Learning Modules for instructions on interacting with assigned VoiceThreads (i.e., accessing and/or creating).

Also, before interacting with a VoiceThread, please read the VoiceThread Sharing Policy below.

VoiceThread Sharing Policy:

In VoiceThread, there are various publishing options available, and one in particular is the “Share” option. The creator of a VoiceThread can set the Sharing options to be shared with only those in the course, or they can set the Sharing options to be shared with the “public”.

When a VoiceThread is shared publicly, it allows “anyone”, anywhere in the world, to view the VoiceThread, and it is also sharable through social media. Please be mindful and aware of HIPAA, IHOP, Copyright and FAIR USE Act privacy policies when creating and/or publicly sharing content in a VoiceThread, or Blackboard in general.

Failure to adhere to UTMB policies, or applicable laws, may result in disciplinary and/or legal action.

As best practice, do not share a VoiceThread publicly unless directed by the Instructor.