

Digitally Speaking: Voicethread

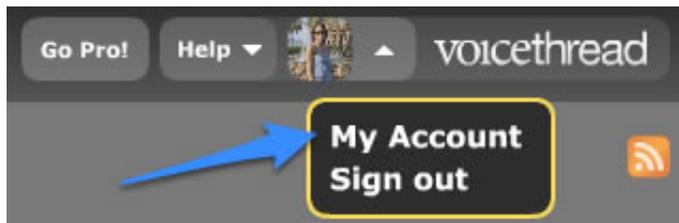
Getting Started

You will need to create a Voicethread account in order to create your own project.

- Open your browser and type in www.voicethread.com
- Click **sign in**, located at the top right of the page
- Click **register**
- Type in your name, e-mail address, and password
- Click **register**

Setting up your Identity

- In the upper right corner, click the **dropdown arrow** next to the Voicethread logo
- Click my account



- Click **edit**
- Here you can change the way your name is displayed on your comments. You can also add an image to represent who you are. You also have the option to create multiple identities so several people can comment using one account login.
- Click **save** when finished

Please note: This automatically signs you in. Now that you have an account, you only have to provide your e-mail address and password to sign in.

Creating your own Voicethread

Upload your files, images, and videos

- Click on the tab **create > upload**
- Choose the location where you want to upload your files, images, and videos. The choices are:
 - My computer - allows you to upload images from the computer you are working from
 - My voicethreads - allows you to use images from past voicethread
 - Flickr - allows you to use images posted to Flickr
 - Facebook - allows you to use images posted to Facebook
 - URL - allows you to pull an image or an html document via its web address

- After you have all of your files, click **OK**

Please note: You can rearrange your files by dragging and dropping them into the appropriate place. Also, Voicethread accepts JPEG, GIF, BMP, PNG image types and PPT, PPS, PDF, DOC, and XLS document types as well as FLV and MOV video formats.

Adding Titles and Web Links

- Choose the image or file
- In the bottom, left hand corner a window of the image appears

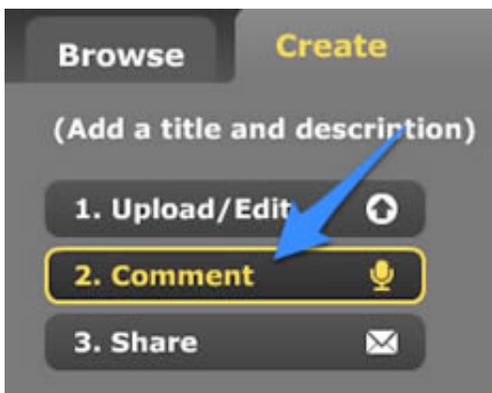


- Click **(add a title and link)**
- A window will pop up and you can create a title and also paste a link in the appropriate space
- Click **save**

Adding Comments and Annotation

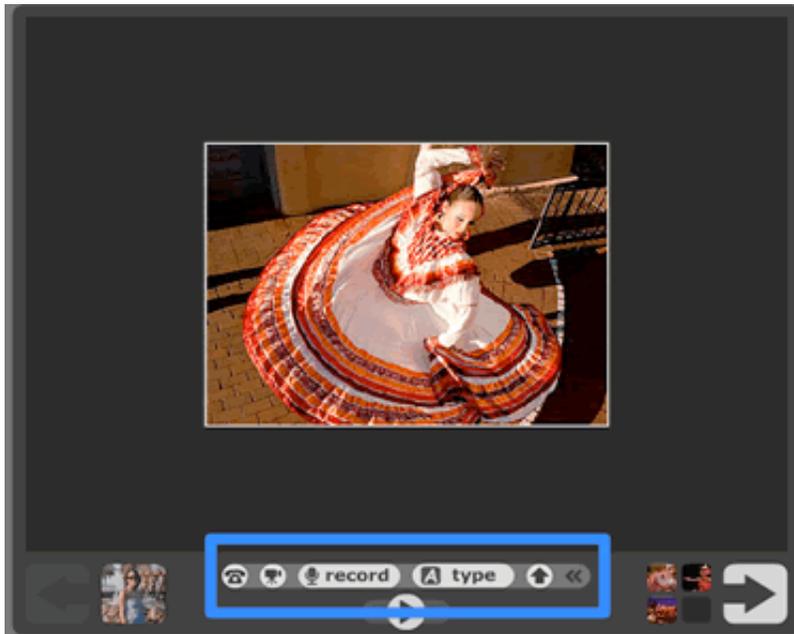
Comment on your Voicethread

- After you've uploaded the pictures, click **comment**



- A slideshow will appear with the pictures you've uploaded
- Click **comment**, now you have the following options:
 - Use your phone
 - Use your webcam to make a comment
 - **Use your microphone to make a comment**

- **Use your keyboard to make a comment**
- Upload an audio comment



In this class, we will focus on:

Comment via mic:

- Click the **record** button and start talking
- Once you are finished, click **stop recording**
- Click **save**
- Your recording will be automatically added to the first slide. You can record more by clicking the **record** button again. Your new audio will appear after your original recording.

Please note: If you want to add more recordings, press play and when you get to the place you want to record, click record. DO NOT click stop.

Comment via text:

- Click **type**
- Type message in the textbox
- Click **save**

Deleting a comment:

- Choose the slide with the comment you want to delete
- If you have more than one comment on the slide, move the slider bar over the comment you wish to delete
- Over your identity icon a box will appear that contains the comment. Click the **trashcan icon**



- Click **delete it**

Sharing your Voicethread

By default, all voicethreads are private and only viewable by the creator. In order for others to view your Voicethread, you need to individually invite people or copy the link and forward it to others.

Get a link:

- Once you are ready to share your Voicethread, in the tab Create, click **Share**
- Then click **Get a Link**
- This will automatically copy it to your clipboard. Now you have the option to send this link in an e-mail to your friends. Just paste it.



Select individual contacts below:

- The contacts in voicethread are similar to e-mail contacts. First you have to add the contact then you can select it to share.
- In the my contacts window, click **add**
- Enter the e-mail and name
- Click **add**
- From your My Friends list click on the icon next to the rights you want that person to have



Blue - view only

Orange - add comment

Green - edit the thread

- Highlight the contacts you want to share then click **send Invite**
-

Embedding Voicethread into iGoogle and WP Blog

Embed into WordPress Blog:

- Click [embed > copy link](#)

Please note: This is the link that will let you embed the video into your blog.

Embed into iGoogle:

- Make sure you are logged onto your iGoogle homepage
- Click [embed > iGoogle](#) icon
- Type in a title
- An iGoogle window will appear and click [add to Google](#)