Setting up your VoiceThread Link

After you have added VoiceThread to your course, you’ll need to decide what you want students to see when they click on that link. Start by clicking on the link you’ve just created. This will show you the VoiceThread Setup page and where you can select the option that best fits your needs. These options are detailed below:

1. Course View
2. Individual VT
3. Home
4. Assignment Builder

Note: If you want VoiceThread integrated with your grade book, you must use the “Assignment Builder.”
1. Course View

This option displays the collection of VoiceThreads that have been shared with your course. Only VTs that have been explicitly shared with your course will appear here.

Note: This is a good option when you want students to find and comment on each other’s work or if you want to allow students to review all course materials prior to an exam.

2. Individual VT

This option displays any VoiceThread that you have created. When students click on the link, they’ll see just this one VoiceThread.

Note: This option is the best way to create a VoiceThread discussion board or lecture. Students will not need to look through a collection of VoiceThreads to find the correct one; they will be taken directly to it.
3. VT Home

This option displays all of a student’s VoiceThread content in a single view. This includes all VoiceThreads and all courses that belong to them.

*Note:* This option is useful if you want to create a simple portal into VoiceThread without directing students to any specific content.

4. Assignment Builder

This option creates a graded assignment for students to complete. You can require them to do *one* of the following:

- Create their own VT to submit.
- Comment on a VT you’ve created.
- Simply watch a VT from start to finish.
4. Assignment Builder (continued)

After you’ve selected which type of assignment you’d like to create, you will be prompted to complete the setup process. You have the option to do the following:

- Include a description (recommended since you cannot include a description when creating the VT link from your content page.)
- Select a VT you’ve created for the “Comment” or “Watch Assignment” options.
- Decide whether students are allowed to resubmit their assignments or if the first submission is final.
- Require a specific number of comments for the “Comment” assignment.

Notes:
Student view does not work with the VT tool. Please contact us to set up a guest account if you would like to view VTs from the student perspective.

Grading Student Work

As soon as students click “Submit Assignment,” you will be able to grade their work. That grade will automatically post to the Grade Center.

When you’re ready to grade a VT assignment, return to your course and click on the VT link for the assignment. This will open the grader.
Click on a student’s name on the right to see that student’s submission. You can click on each comment below his or her name individually to jump directly to it. Enter a grade on a percentage scale (0-100), and hit “Enter.”

If you have students who have not yet submitted their assignments, click on the “Remind” button to send them an email reminder. Click “Remind all students” to send an email to everyone who has not yet submitted.

Notes:

- If you have set the assignment to be worth less than 100 points, **still grade it on a scale of 0-100**. The score will be adjusted accordingly in Grade Center.
- Assignment due dates do not save within Blackboard.
- You cannot have a link break or hyperlinked item in the description of any link.
- Submitted assignments do not show up in the “Needs Grading” area of the Grade Center.

For more details about using VoiceThread within Blackboard, see VoiceThread support here: VT in your Learning Management System.