

# VoiceThread Basics for Goucher Students

## What is VoiceThread

VoiceThread is a tool that facilitates media-rich conversations between you, your instructor and classmates using audio, video, images, documents and more. In a VoiceThread conversation you can post audio comments using a microphone, or video comments using a webcam. You can post just using text. You can even phone in. VoiceThread is integrated in your Canvas course site, so there is no software to download, install or update.

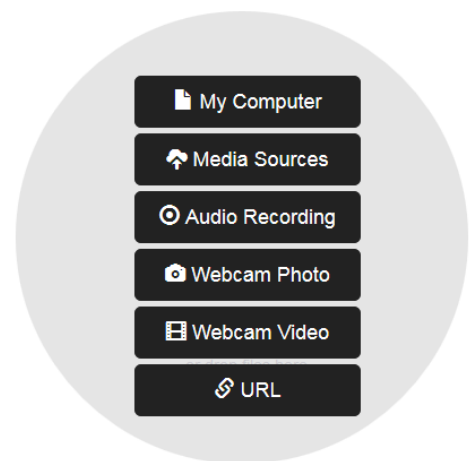
## Comment on a VoiceThread

1. Open the VoiceThread conversation link from your Canvas course page.
2. Listen/view the media and any prompt from your instructor or classmates.
3. Click on the + sign on the conversation wheel at the bottom of the VoiceThread window.
4. Add your own comment using video or audio (or text or phone).
5. Record your response and click [Save](#). You can preview your comments before saving.



## Create Your Own VoiceThread Presentation

1. Open the VoiceThread assignment link on your course Modules page.
2. (Open the column on the left *if needed* (>>)) and click on your course listing.)
3. Click [Add your own](#) in the upper right => [Create a new VoiceThread](#) => [Add Media](#) => Select a source, like your computer, media from other sources, audio recordings, etc.
4. When prompted, give your presentation a descriptive title using this example format:  
[FinalProjectPresentation\\_JaneDoe\\_120918](#)
5. You can upload PowerPoint files, Prezi files, images, videos, audio.....be creative. Arrange your slides as desired.
6. Narrate each individual slide by recording/saving a comment to it. For each slide, select [Comment](#) => choose video or audio.  
*Alternatively, you can narrate your entire presentation as one comment, but most instructors prefer that you record a separate comment for each individual slide. This allows others to comment on each of your slides. Defer to your instructor's guidelines.*
7. IMPORTANT: When you finish commenting, click on the setting symbol in the upper left (3 yellow horizontal lines), click [Share](#) => select your course from the list => click on the [Share](#) button. Success!



## **Tips on Recording and Viewing**

- VoiceThread is supported in full in Google Chrome and Mozilla Firefox
- *Critical: Audio and video cannot be recorded in Safari and Microsoft Edge*
- VoiceThreads can be opened and viewed in Safari and Microsoft Edge
- Do not use iPads and smart phones for recording.

## **Captioning**

All audio and video recordings you create in VoiceThread will be [automatically captioned](#). You don't need to do anything at all to initiate the process. As soon as you save your recording, the captioning process will begin. Captions should appear in 5 to 10 minutes.

Please review captions using the caption editor, and make changes where needed. To edit your captions, hover over your comment thumbnail => click on [CC](#) => click [Edit Captions](#) near the bottom => Edit your captions => [Save Captions](#) => [Done](#)

## **Troubleshooting**

*Check your web browser's settings:*

- Make sure you are using either Mozilla Firefox or Google Chrome.
- Make sure your web browser is fully up to date.
- Check the browser's microphone and webcam settings to make sure the correct input is selected and that VoiceThread has not been blocked.
- Clear your browser's cache.
- Make sure your browser allows third-party cookies.

*Restart your computer:* A simple computer restart can help with some issues, especially if it has been a while since you last restarted or if you have lots of other applications running.

*Check your mic or webcam settings:* Make sure that the correct microphone and/or webcam is selected in your computer's sound input settings. If you can successfully record audio or video in other applications, you can skip this step.

*Check your network settings:* VoiceThread requires certain URLs and ports to be open on your network or allowed in your browser. If one is blocked, this may prevent successful recording. [Click here](#) if you are working on a local area network.

*Try another internet connection and computer:* Trying another location and/or computer will help narrow down where the issue is occurring at the very least. It will also allow you to complete your VoiceThread work in the short term while you continue troubleshooting your own computer or network.

## **Other Support**

Visit VoiceThread [Support Categories](#) at <https://voicethread.com/howto/> - Web Application section, and search for your issue. Also visit the [Student Tutorials and Resources](#) page for VoiceThread tutorials: *Student VoiceThread Training* ([video](#)) and *Exporting Your VoiceThread to Post on YouTube or Elsewhere* ([video](#))