

What is Voice Thread?

VoiceThread is a Web-based application used for asynchronous discussions. Through VoiceThread, you have the ability to upload images, videos, documents, and webpages. Once your media is uploaded, you can add text, voice recordings, and webcam recordings. Visit voicethread.com to learn more about the features and functionality of VoiceThread. Click **Help** from your dashboard or a presentation at any time for additional help using VoiceThread.

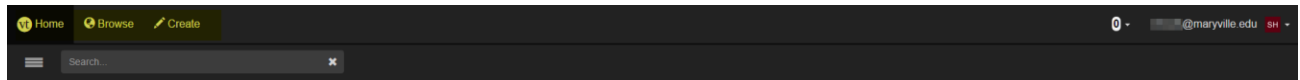
Log in to VoiceThread

1. From <http://maryville.voicethread.com>, click **Sign In**.
2. Type your Maryville.edu credentials, and then click **Sign In**.

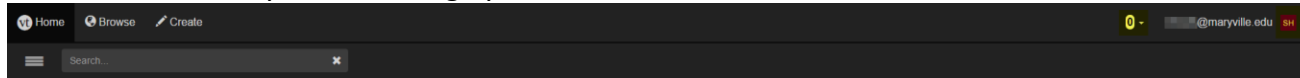
Your Dashboard

Your VoiceThread dashboard features three tabs that almost all actions occur through.

- Home
- Browse
- Create

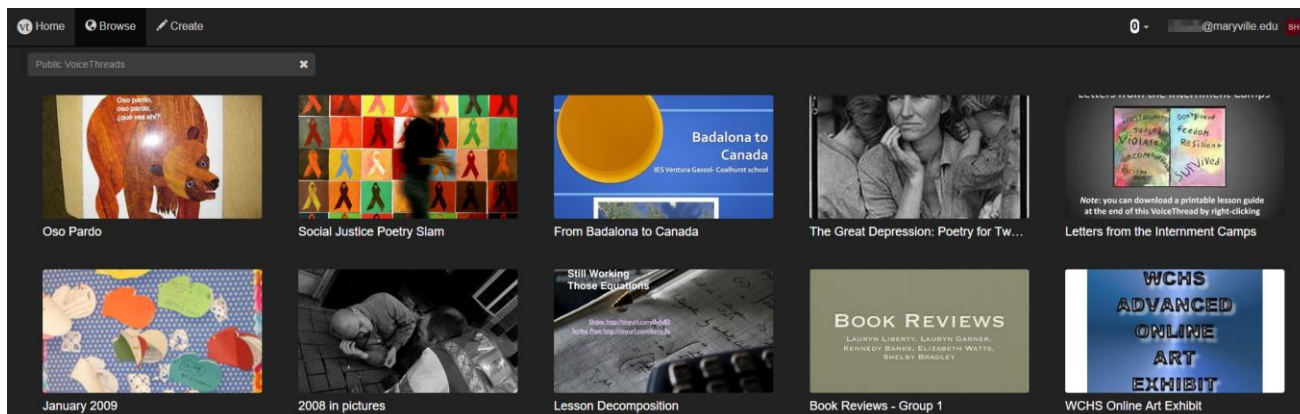


Your dashboard also features an activity indicator, which alerts you to recent activity. It also features a menu so you can manage your account.



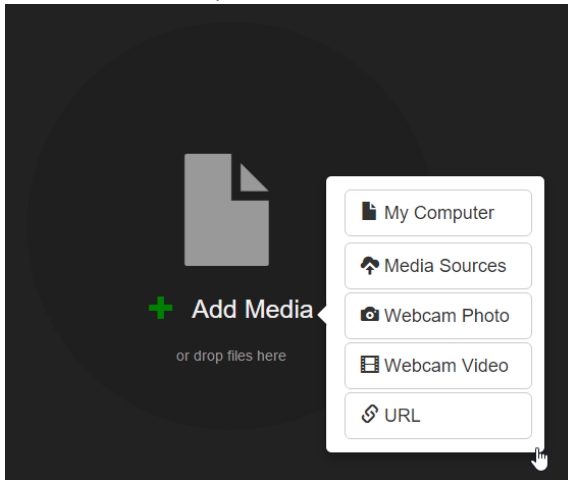
Browse for VoiceThreads

Click **Browse** to view published, public VoiceThreads.

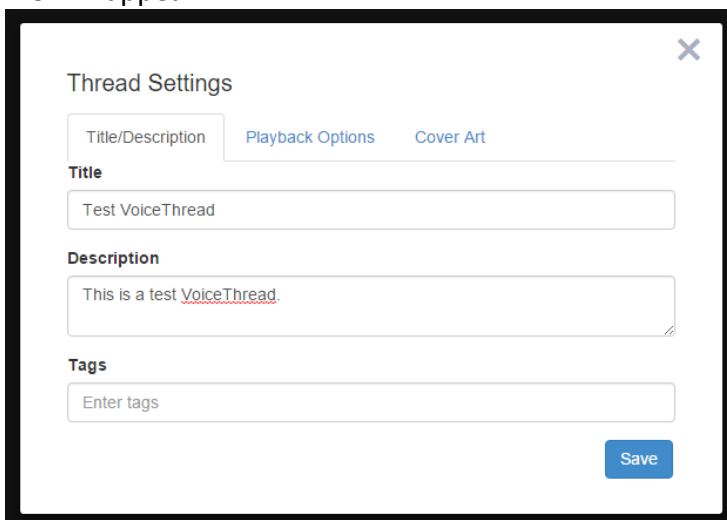


Create a VoiceThread

1. Click **Create**.
2. Click **Add Media**, and then select a source where your file is stored.



3. Configure the **Thread Settings**. **Thread Settings** include your VoiceThread's title, description, playback options, and cover art. The cover art is the image that appears when users search for your VoiceThread. If no image is uploaded, the first page of the file will appear.

A screenshot of the 'Thread Settings' form in VoiceThread. The form is titled 'Thread Settings' and has a close button (X) in the top right corner. It is divided into three tabs: 'Title/Description', 'Playback Options', and 'Cover Art'. The 'Title/Description' tab is active. Under 'Title', there is a text input field containing 'Test VoiceThread'. Under 'Description', there is a text area containing 'This is a test VoiceThread.'. Under 'Tags', there is a text input field containing 'Enter tags'. A blue 'Save' button is located at the bottom right of the form.

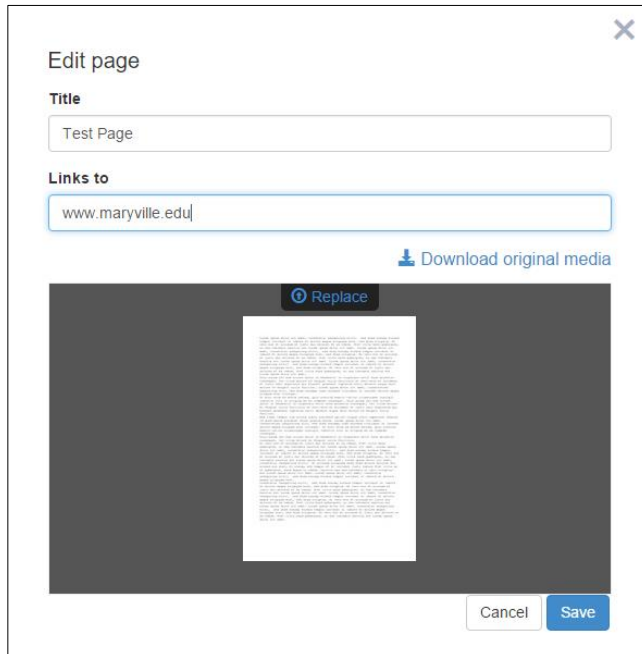
4. Click **Save** when finished configuring the settings.
5. Continue adding files to your VoiceThread by clicking **Add Media**, and then the source location.

Click **edit** or **add cover art** at any time to make changes.

Manage Your Content

VoiceThread allows you to control how your content is presented.

- Your content is automatically arranged in the order it was uploaded. Rearrange it by clicking a page and moving it to the desired location.
- Edit a page by clicking the pencil icon on the page. Add a title and link for the page. Click **Save** when finished. You can also click **Download original** media to download the file or click **Replace** to replace the file.



Dialog box titled "Edit page" with a close button (X) in the top right corner.

Title: Test Page

Links to: www.maryville.edu

[Download original media](#)

[Replace](#)

Cancel Save

- To delete a page, click and highlight the page. Click the trashcan icon. Click **Delete**. Remember, if you delete a page, all comments associated with it will also be deleted.

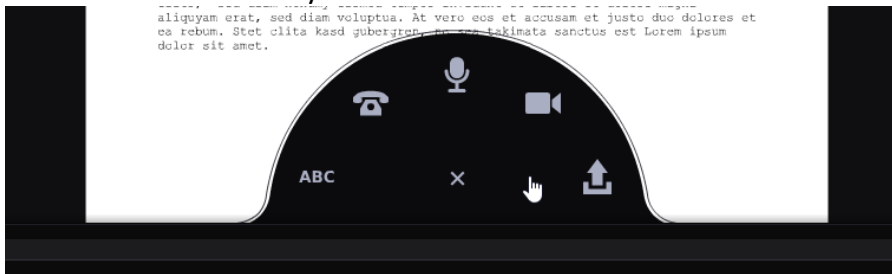
Comment on Your Content

1. From your dashboard, click **Comment** to comment on your pages using a variety of different media.
2. Click the play arrow to view the VoiceThread presentation. You can also view your pages side by side by clicking the stack icon.

3. Click **Comment**, which appears at the bottom of the page.

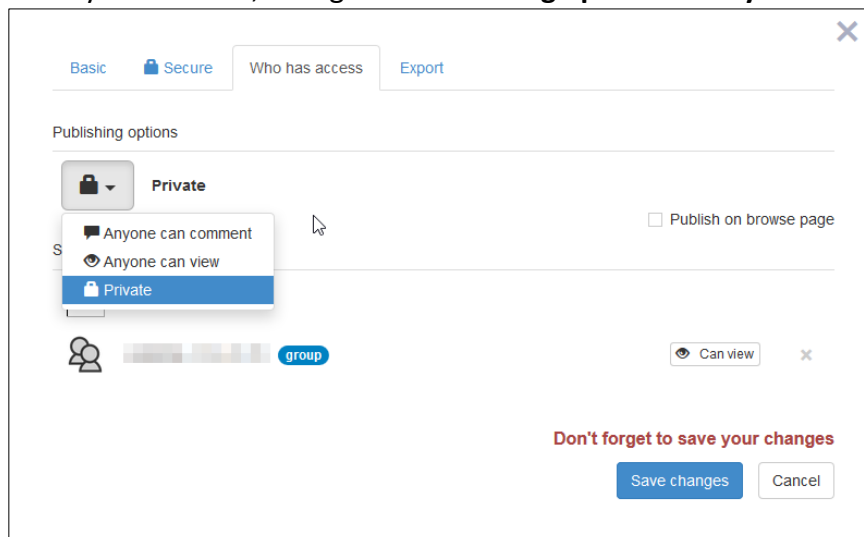


4. Click an icon to submit your comment.



Share Your VoiceThread

1. From your dashboard, click **Share**.
2. Configure your share settings. Remember, a VoiceThread is private by default. In order to share your content, change the **Publishing options** to **Anyone can view**.



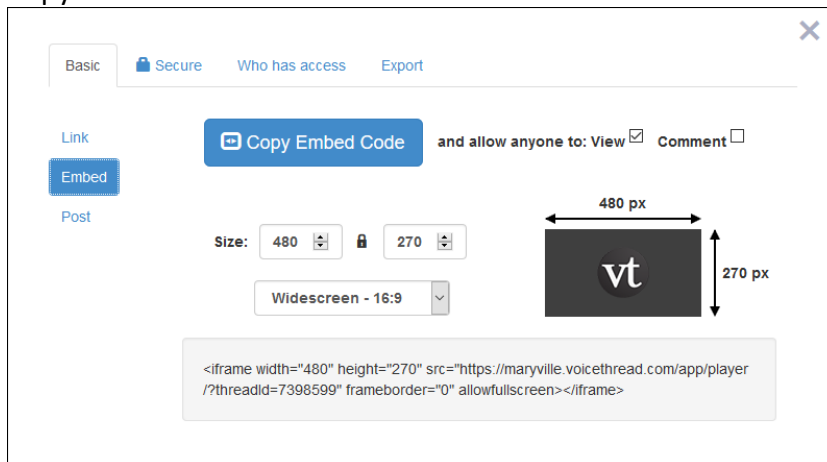
3. Click **Save Changes** when finished.

Access an Embed Code

There are two ways to access an embed code for your VoiceThread.

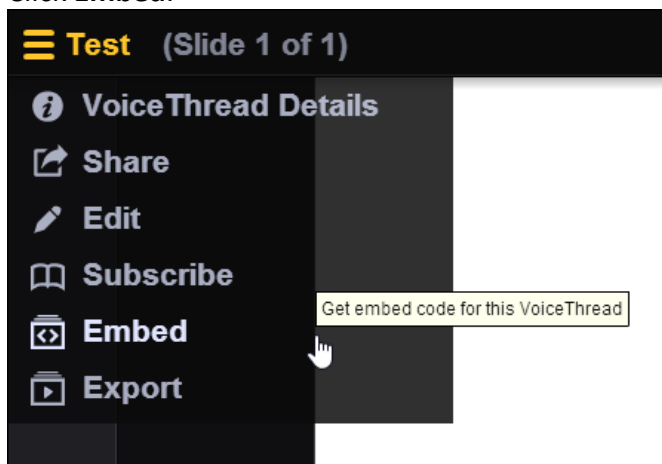
From your share settings:

1. From your dashboard, click **Share**.
2. Copy the embed code from the **Basic** tab.



From your VoiceThread:

1. Click your VoiceThread.
2. Click the horizontal lines in the top left-hand corner.
3. Click **Embed**.



4. Copy the embed code.

Saved VoiceThreads

VoiceThreads that you've created, participated in, or subscribed to will appear on your dashboard. Each VoiceThread is represented by a thumbnail image, and each one is its own virtual space filled with media and conversation.

If you hover over a VoiceThread you can:

- Play the VoiceThread.
- Determine the number of views the VoiceThread received.
- Determine the number of comments the VoiceThread received.
- Edit the VoiceThread.
- Share the VoiceThread.
- Copy the VoiceThread.
- Delete the VoiceThread.
- Remove a subscribed VoiceThread.