Voicethread Quick Directions

Logging into Voicethread:
Forsyth County Schools has our own Voicethread channel and has created accounts for all students and teachers.

Option 1: Logging in through itslearning
- Log into itslearning.
- Click on Tools and Apps tab (may need to click More tab and then Tools and Apps).
- Select Voicethread from the list of Resources.

Option 2: Logging in through website
- Go to https://forsyth.ed.voicethread.com
- Login using your computer username and password.

Creating Voicethread:
Once you have logged into Voicethread, click on the Create tab to begin creating a Voicethread. Typically, one has already created a PowerPoint presentation that will be used in Voicethread.

1. **Upload**—
   a. Click the Upload button.
   b. Select *My Computer*.
   c. Search to find your file.
   d. Choose the file and hit *Open*.
   e. Computer will process file and create slides for each page.
   f. If needed, click and drag slides around on the page to reorder them.

2. **Comment**—
   a. Click the Comment button.
   b. Across the bottom of the first slide, you will see the options for adding a comment (phone, video, record, type). Select the desired method and follow on screen prompts.
   c. Click right and left arrow keys to go to other slides to make comments.

3. **Share Voicethread**—
   a. If you want to send your Voicethread to someone, you can click the Share button and get a link to email or post somewhere.
   b. In Forsyth County Schools, I recommend setting up class groups and sharing the voicethread within the groups. (See steps below.)

4. **Embedding Voicethread in itslearning course**—
   a. If you want to put your voicethread into your itslearning course, you can click the Share button.
   b. Once Share window opens, click the *Basic* tab.
   c. Click the *Embed* link.
   d. Click *Copy Embed Code*.
   e. Go back to itslearning and paste code into note, page, assignment, discussion, or test.
Groups in Voicethread:
As a teacher, one can both join Voicethread groups and create Voicethread groups for each of their classes.

- **To Join a Group:**
  - You need a link either sent to you or posted somewhere for you to copy and paste.
  - Once you login Voicethread, you should be part of the group.

- **To Create a Group and Get Students to Join:**
  - In Voicethread, click the drop down arrow next to your email address in the upper right hand corner.
  - Select *Groups & Contacts*.
  - Click the +*Group* button.
  - Name the group.
  - Hit *Create Group*. (You will be asked to select a header for the group.)
  - In the next window, you will see a link that will be used to join the group, but you will also get an email with the link.
  - Copy and paste that link into an email or into your itslearning course so that students can copy and pasted it into a browser and join your group.

Sharing Voicethread with Groups:
After creating a Voicethread and setting up groups, you will want to share your Voicethreads with each class.

1. Click on the *vt Home* tab.
2. On the left hand side of the page, under the Voicethreads heading, make sure *Owned by me* is highlighted.
3. In the middle of the page, you should see the Voicethreads you created.
4. You need to create copies of the Voicethread for each class.
5. Hover your cursor over the Voicethread and select Copy icon.
6. Give it a title that includes the class period name.
7. Select *Include only my comments*.
8. Click back on *vt Home* tab and you will see the copied Voicethread.
9. Repeat steps 4 - 8 as many times as needed based on number of classes.
10. If you don’t see your groups on the left side of the screen, click the arrow located on the left side of the screen.
11. To share the Voicethread with the correct group, click the Voicethread and drag it to the group name.
12. To check that it was shared correctly, click on the group name, and you should see the Voicethread showing in that group.

**Caution:** If you don’t make copies of the Voicethread for each class, student comments from *all* classes will be visible for all students.
Editing Voicethreads:

- To edit a Voicethread, go to the vtHome tab and view voicethreads owned by me.
- Hover your cursor over a Voicethread and select Edit (pencil on paper icon).
- One can also delete an entire Voicethread here by clicking on the Trashcan.
- To delete a comment on a Voicethread, click the x in the upper right hand corner of the comment.