



## Adding VoiceThread to your course in Blackboard is a Two-Step Process

Before you are able to use VoiceThread in your course, you need to enable it by going to Control Panel/Customization/Tool Availability/Lehman VoiceThread LTIOne and putting a check-mark in the very last column, then clicking Submit.

**Step 1:** Adding VoiceThread to your course: a) Navigate to the “Content” area for your course. Click on the “Build Content” menu. Select “Lehman VoiceThread LTIOne” from the menu. b) Give the link a title and description if you’d like. NOTE: The description cannot contain any line breaks or multiple paragraphs. If you will be creating a graded assignment, enable grading for this link in section 3 of the setup page, and enter the number of points your assignment is worth. c) Submit.

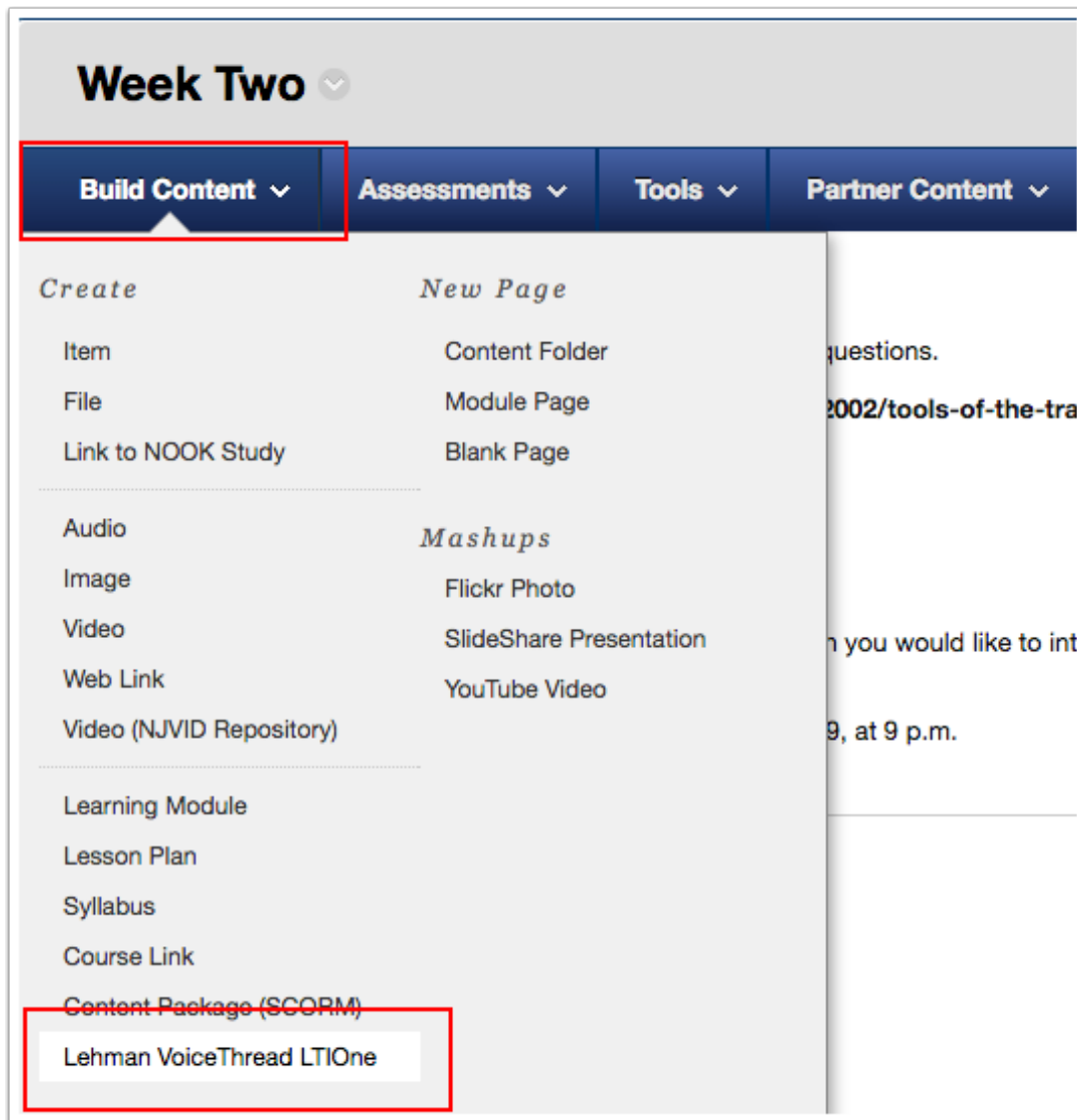
**Step 2:** Activate your link

For step-by-step directions, please continue to the next page.



## Step 1a: Adding VoiceThread to your course

Navigate to the “Content” area for your course. Click on the “Build Content” menu. Select “Lehman VoiceThread LTIOne” from the menu.



## Step 1b: Adding VoiceThread to your course

1. Give the link a title.



2. Add a description if you'd like. NOTE: The description cannot contain any line breaks or multiple paragraphs.
3. If you will be creating a graded assignment, enable grading. Note that if you Enable Evaluation at this step, you must also enter the number of points the assignment is worth (e.g. 100) and then select "Assignment Builder" in a later step (see Assignment Builder Set Up later in this document).
4. Enter a number of points you want this VT to be worth.
5. Click *Submit*.

### Create Lehman VoiceThread LT1One

*\* Indicates a required field.* Cancel Submit

**INFORMATION**

*\* Name*  1

Color of Name  Black

Description

2

Path: p Words: 0

**ATTACHMENTS**

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File Browse My Computer Browse Content Collection

**GRADING**

Enable Evaluation  Yes  No 3

*To set additional evaluation options, use the Column settings in the Grade Center*

*\* Points Possible*  4

Visible to Students  Yes  No

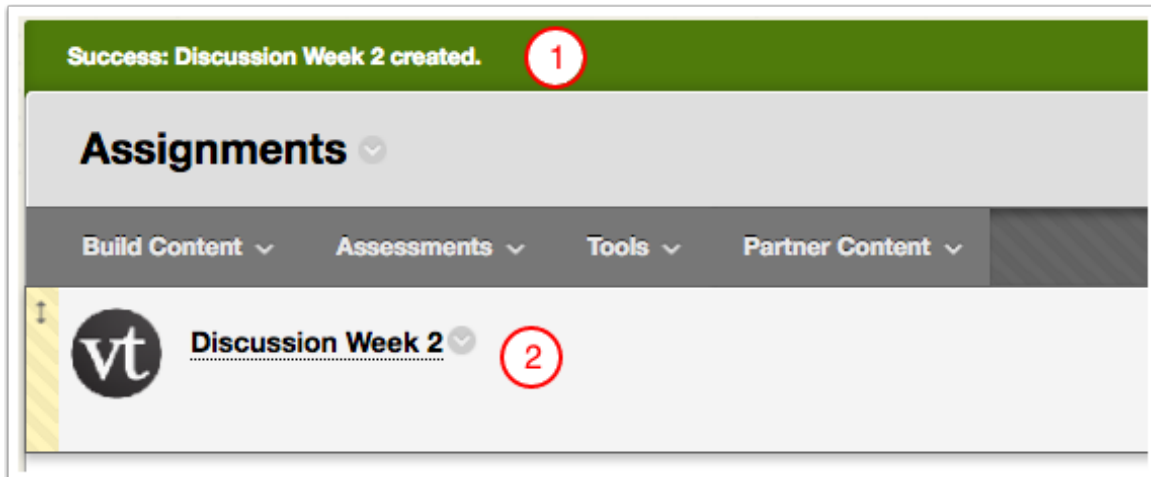
Due Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*



## Activate the Link

1. You will see a confirmation message in green at the top of the screen.
2. Click on the link you just created to activate it.

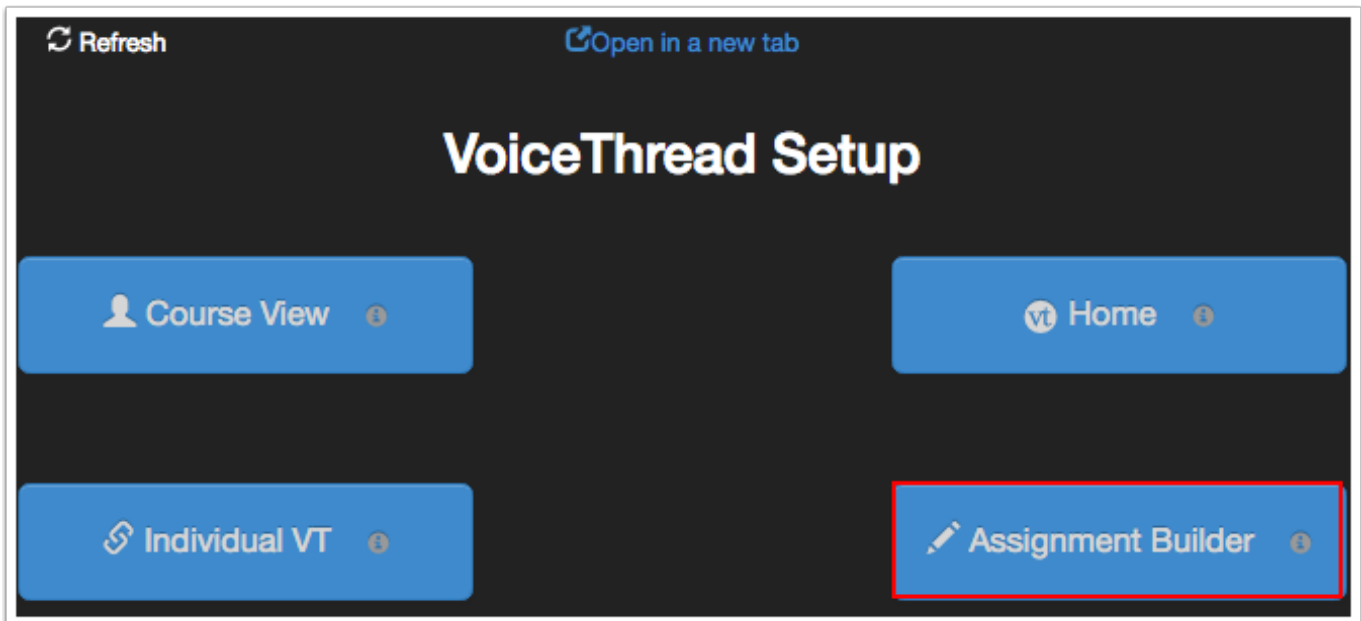




## Step 2a: Activate your link

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, where you can select the option that best fits your needs. For more information visit this page <https://docs.voicethread.com/vt-in-your-lms/instructors/blackboard-2/#add>

We recommend that you choose an Assignment builder. It will allow you to engage students in active learning by contributing to the VoiceThread.



## Step 2b: Select the assignment type

You can create three different kinds of assignments:

1. **Create a VoiceThread:** Require students to create and submit a VoiceThread of their own. E.g. You might want your students to create a VT and add a slide every week to document their learning and reflect on the process.
2. **Submit a Comment:** Require students to comment on a VoiceThread you have created (you don't have to have a VoiceThread ready to set an assignment, the next page will prompt you to create a VoiceThread). See additional handout on how to create a VoiceThread.



3. **Watch a VoiceThread:** Require students to watch an entire VoiceThread start to finish (you don't have to have a VoiceThread ready to set an assignment. The next page will prompt you to create a VoiceThread). See additional handout on how to create a VoiceThread.

After you've selected the type of assignment you'd like to create, you will be walked through the steps to complete the set up process. You can include a description for your assignment, select a VoiceThread you've created for the Comment or Watch Assignment, and even require a specific number of comments for the Comment Assignment.

