

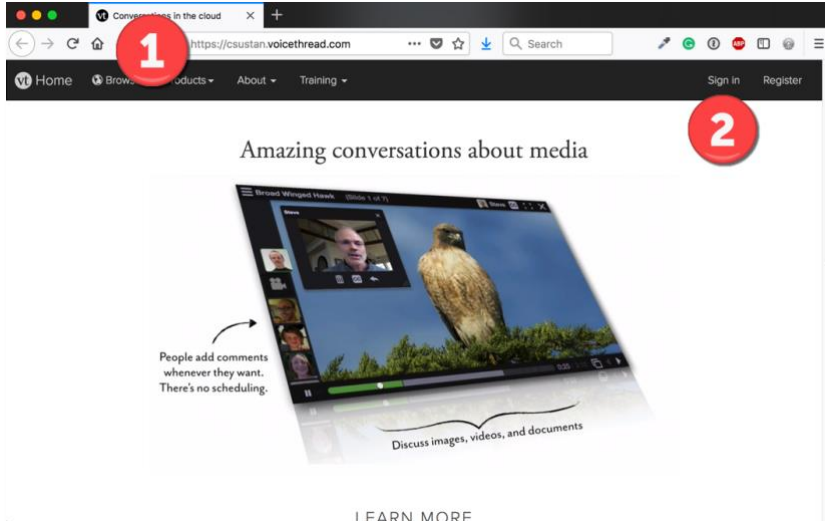
# VOICETHREAD GROUP PRESENTATION

## INTRODUCTION

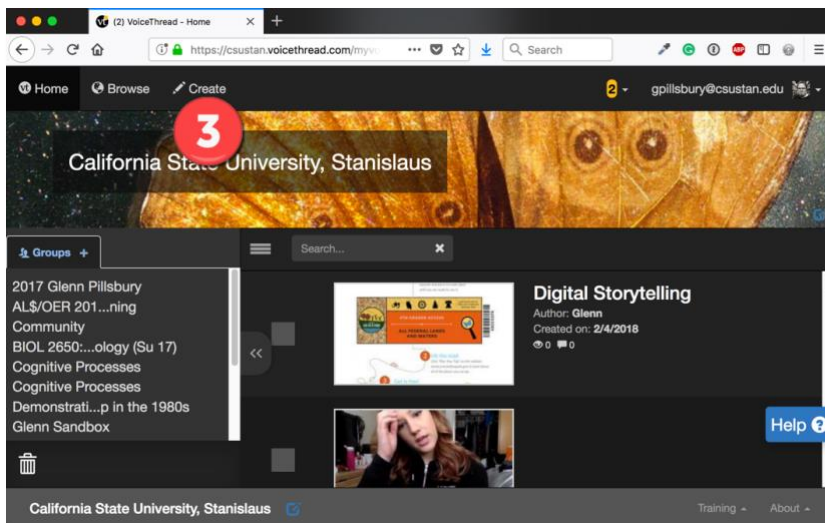
This handout provides an overview of the process and responsibilities that various group members have in completing a group VoiceThread presentation. Groups will submit the URL of their finished presentation to the instructor and may be asked to share their VT with the rest of the class. The details of a specific assignment might be different than what is illustrated here. If necessary, review the [VoiceThread documentation](#).

## PHASE I. GROUP LEADER DUTIES: CREATE THE VOICETHREAD SHELL & SHARE WITH GROUP MEMBERS

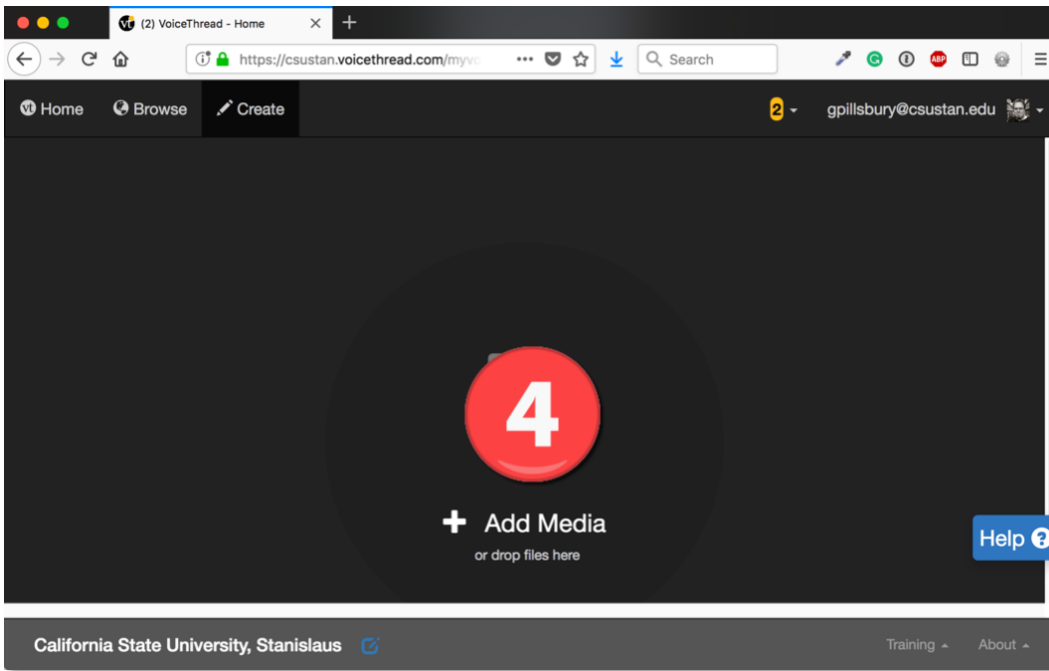
1. Go to <http://csustan.voicethread.com>
2. Click "Sign in" and sign in with CSU Stan username and password



3. Click "Create" on your VoiceThread homepage.



#### 4. Click “Add media” icon.



#### 5. Import presentation files from your computer or import from Google Drive.

Click “My Computer” to locate a file on your computer, such as a PowerPoint file.

-Or-

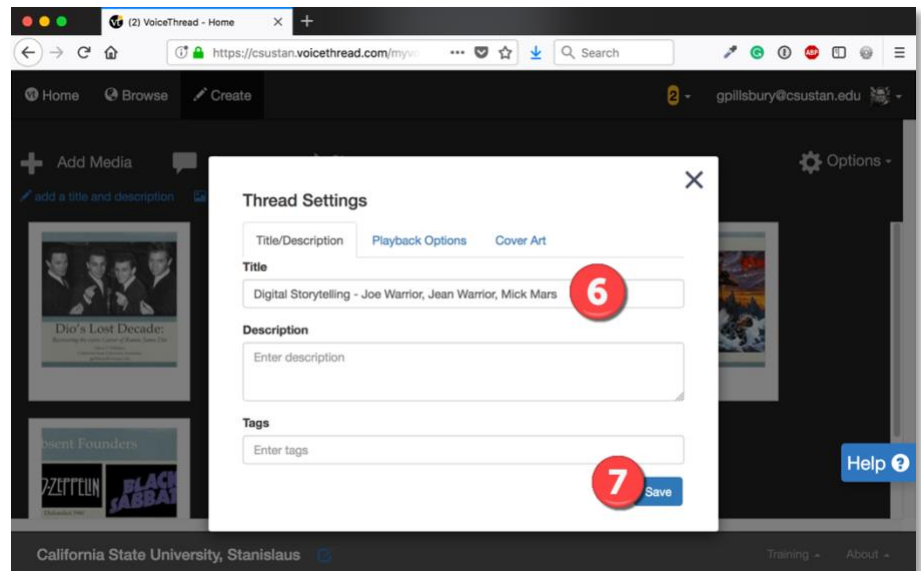
Click the “Media Sources” choice to access your Google Drive. Follow the on-screen instructions to authorize VoiceThread to access your Drive and then import the presentation you need. **STOP:** Do not proceed with this step until your Google presentation is finalized. You can make changes to your Google file, but you will need to return to this step to bring the updated slides into the VoiceThread project.

#### 6. Enter a title for the VoiceThread. Refer to the assignment instructions for the format to use for the name.

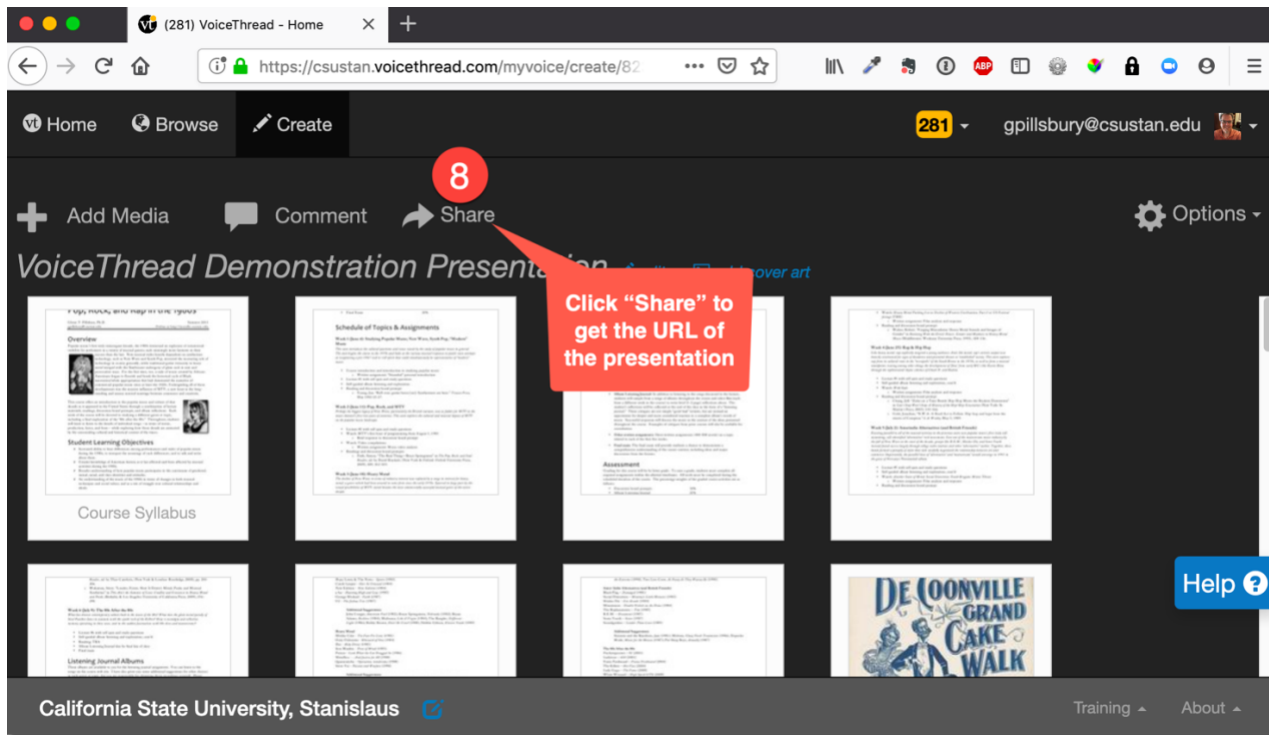
Note: If other group members will be adding slides, you must click “Playback Options” and then check the box for “Allow commenters to add slides”.

#### 7. Click “Save”

Note: Each slide of your presentation materials is converted into a slide in the VoiceThread. You can always add additional materials to the VT by clicking “Add Media” at the top of the page. You can also reorder the slides by dragging them into new positions. There is no need to save anything – VT saves your presentation automatically.



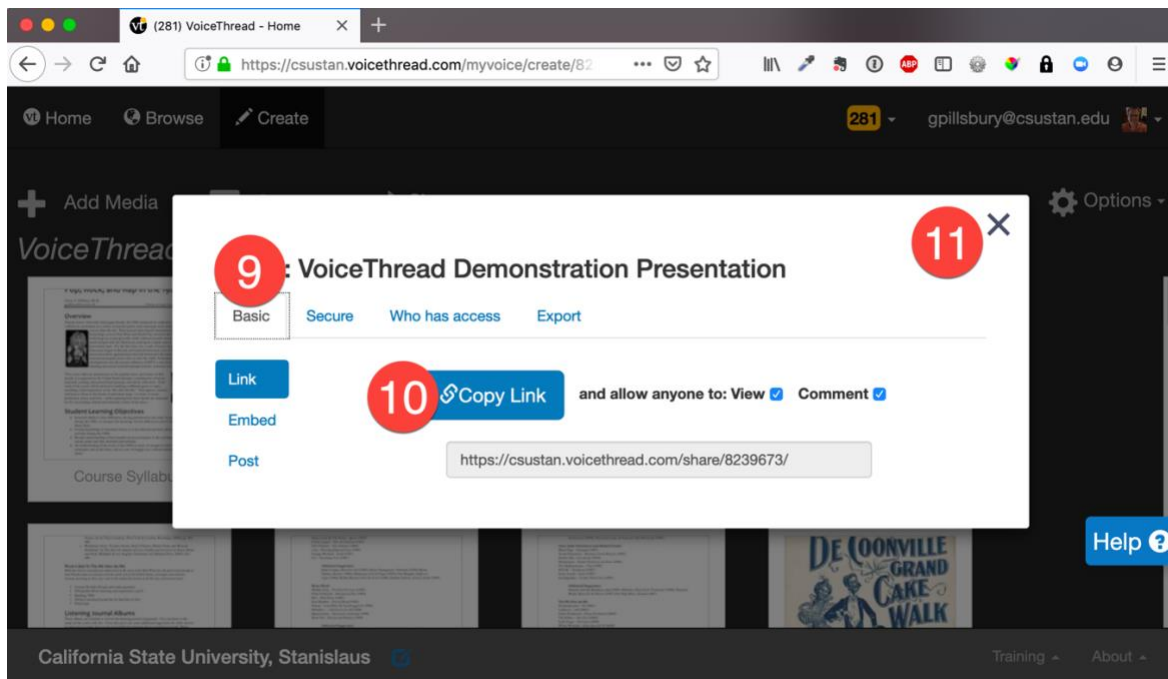
8. Click “Share” to get the URL of this presentation for group members and the instructor to watch and comment.



9. Switch to the “Basic” tab in Sharing dialog window.

10. Click the “Copy Link” button to copy the presentation URL. Be sure others are allowed to View and Comment!

11. Exit the Sharing dialog window by clicking the “X” in the upper right corner.



12. Send the URL to all group members so they can begin uploading their materials and recording their comments.

13. Click “Comment” at the top of the page to begin recording comments on any slides that you are responsible for.

## PHASE II. GROUP MEMBER DUTIES: UPLOAD CONTENT AND RECORD COMMENTS ON SLIDES

1. Go to <https://csustan.voicethread.com> and click “Sign In” at the upper right. Sign in with your CSU Stan username and password.

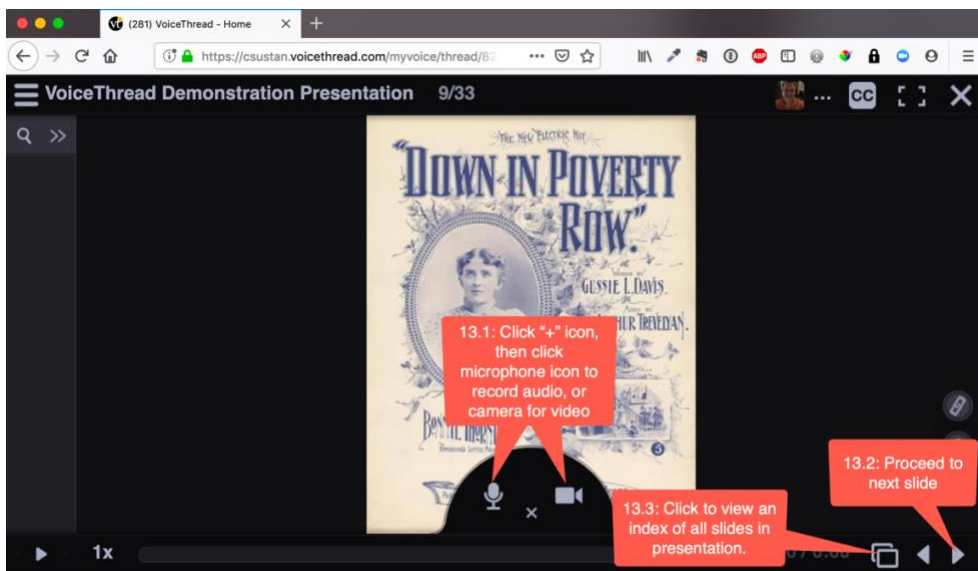
2. Go the URL for the VoiceThread presentation that the Group Leader sent you.

3. Find the slides you are responsible for by clicking the navigation arrows at the bottom of the screen.

*Note: If you are responsible for adding slides to the presentation, do that by clicking the “Show all slides” icon in the bottom right corner, and then click the “+” to upload your content.*

4. Record comments one slide at a time (see instructions below).

*Note: Multiple people can record comments on the same slide. All comments will play in the order they were recorded.*



4.1 Click “+” icon at bottom of a slide to choose a commenting type and then you’re your recording. *You can cancel and redo recordings as many times as necessary. Click Save to finish the comment.*

4.2: Proceed to next slide and record comment. Repeat for all your slides. Your presentation is saved automatically.

**Note:** you can return to the VoiceThread to make any changes or record comments at any time.

## PHASE III. GROUP LEADER DUTIES: SUBMIT URL AND SHARE VT WITH CLASS

*Note: Sign in to VoiceThread (<https://csustan.voicethread.com>) and click the “Share” icon for the presentation.*

1. Click the “Share” icon for the presentation and make sure you are in the “Secure” tab.

2. Click “Get a link” at the bottom and copy the URL of the presentation. *You will submit this URL to the instructor in the class web site according to the instructions provided by the instructor.*

3. Select your class in the left-hand menu of classes.

4. Click “Share” to make this VT available to the other members of your class. *It will now be accessible via a link in the class web site that the instructor has created.*

