

How to Participate in a VoiceThread

“What is VoiceThread?”

VoiceThread is a web-based, interactive, communication tool that allows groups of people to leave comments at different times around images and videos. Commenting in a VoiceThread is a unique experience because you have options! When you participate in a VoiceThread conversation, you may choose to type your comment in text, record your voice using your computer's microphone *or your telephone*, or record a video comment with your webcam!

“Do I have to pay to use it?”

No. Commenting in a VoiceThread is free -- unless you want to make extensive use of the very cool option to leave voice comments with your telephone. Three minutes of phone comments are provided free and you can add 60 additional minutes for \$10 (applied to your account). There is also a 30-minute total max on your webcam comments. All other commenting is unlimited and free. If you wish to **create** your own VoiceThreads with your *free* account (which is different from leaving comments on someone else's VoiceThread), you will be limited to a max of three.

“What must I do before I leave a comment?”

Before you leave your first comment, you must **Register** for your VoiceThread account -- it is free and takes a minute! After that, each each time you return to VoiceThread, you will need your email address and password to sign into your VoiceThread account before you leave a comment.

How to Register for your free account.

There are two ways you can create your account.

1. If you are viewing a VoiceThread already, simply click on the "Sign in or Register" button at the bottom left of your screen.

It looks like this:



2. Or you can register on VoiceThread's website:

Go to <http://www.voicethread.com>

- ◆ Click on “Sign In or Register”
- ◆ Click on Register to create a new account.

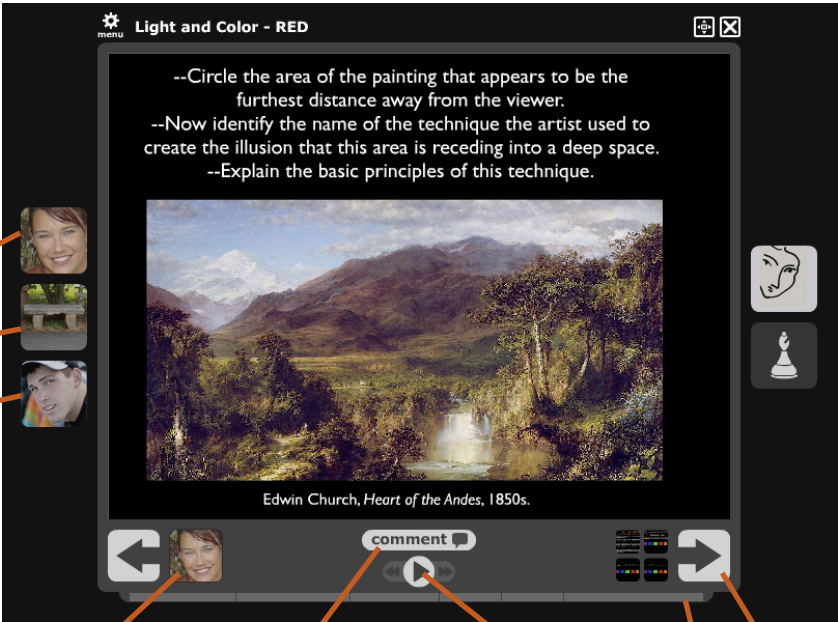
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A First Look

Below is an illustration showing one slide of a VoiceThread. You can tell there are more slides to view because there is an arrow icon in the lower right corner. *Five different people* have already commented on this slide (count the avatars that line the left and right side of the slide). *But there are six comments* that have been made on this slide (count the number of segments in the gray bar beneath the slide) -- so one person has left two comments. You can listen to/read the comments by clicking the play button (center arrow), clicking on each avatar or clicking on the gray segments beneath the image.

When you are ready to leave a comment, you need to

- 1) Sign In or Register and
- 2) click the Comment button (if there is no comment button, the creator has elected



Click on any avatar to read or hear the comment.

Click here to **sign in** to your account or **register** for a new account.

After you've logged in and you're ready to comment, click here to reveal the Comment Options Panel.

Click here to play or pause.

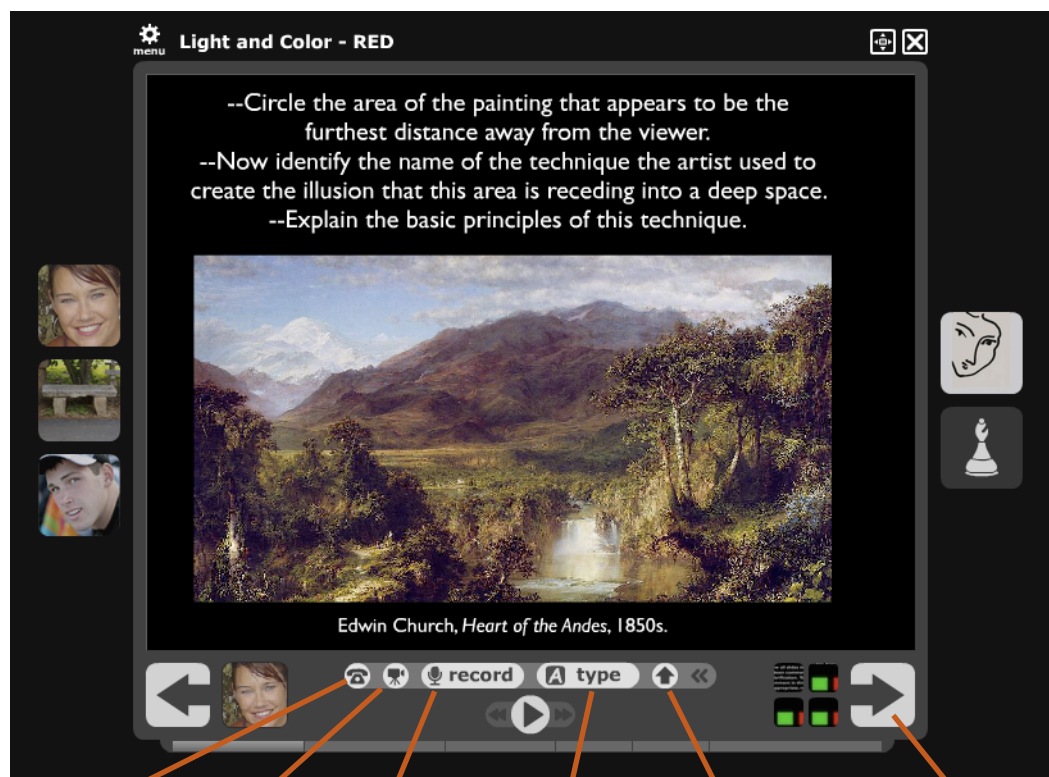
Click here to go to the next slide in the VoiceThread.

"Segment bar" that illustrates the total number of comments on the slide. You can click on each "segment" to play the individual comments.

How to Leave Your First Comment

After you have clicked on the “Comment” button, the Comment Options Panel is revealed (see illustration below). As you can see, VoiceThread provides plenty of commenting options. All you need to do is listen to or read the comments left by others (if any) and then think about what you want to contribute to the conversation, analysis or activity. Be sure to review the instructions and guidelines the VoiceThread creator has provided. Keep in mind is the fact that you can delete any comment after you’ve made it, so don’t feel anxious.

To make your comment, click on the appropriate icon for the type of comment you wish to contribute (see image below for explanation), leave your comment, preview it, **CLICK SAVE** and then you’ll see your avatar appear on the slide, with any other avatars of users who have commented previously. If you want to delete your comment at any time, just play it back and click on the garbage can icon that appears in your comment box. Only YOU (and the author/editors of the VoiceThread) can delete YOUR comments. That’s it!



Record an
voice
comment with
your
telephone.

Record a
video
comment
with your
web cam.

Record a
voice
comment
with a
microphone.

Type a
comment.

Upload a pre-
recorded audio
comment (not
available with
free accounts).

Click here to
go to the next
slide.

More Tips!

How to purchase additional phone commenting minutes.

A free VoiceThread account comes with **3 free minutes** of phone commenting. If you want to add additional minutes to your account, just click on the arrow next to your avatar, select "My Account," locate the "Phone Comments" row, and click on "Add Minutes." You may purchase one hour of phone comments for \$10.

How to change your name, email or password for your account.

Click on the arrow next to your avatar, then click on "My Account," and then click on the "Change" button next to the appropriate item.

How to save a VoiceThread and return to it later.

When the VoiceThread is open, click on the small "gear" icon in the upper left corner. Then select "Subscribe." After you subscribe to a VoiceThread, it can be accessed through your "My Voice" tab in the future. To "unsubscribe," follow the same steps. If you don't see an option to "subscribe," the creator has disabled this setting.

How to get more help.

VoiceThread is easy to use but in case you need some extra help or want to figure out how to use some of the more advanced features, you can rely upon the wonderful help resources built into the site.

Click on the "My Voice" tab to view help tutorials that are automatically shared with you when you create your account.

Click on "Support" at the top of the page to access:

- How To: step-by-step answers to commonly asked questions
- Manuals: Pretty printable documents to guide you as you work.
- Forum: A place to discuss VoiceThread with other passionate users.
- Contact: Reach out to VoiceThread and share your feedback.



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