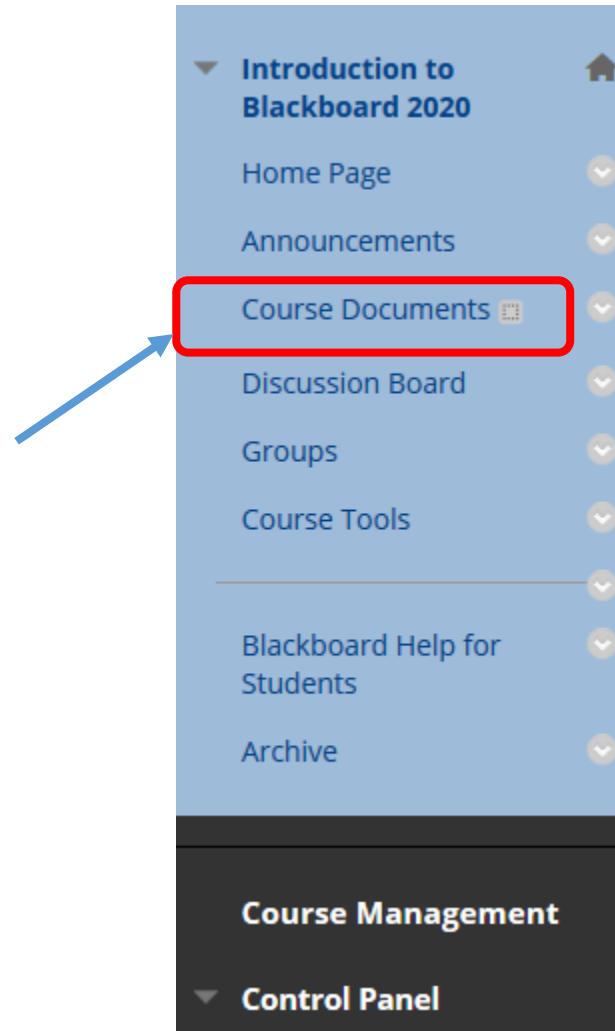




How to Create a VoiceThread on Blackboard

1. Log in to the Course on Blackboard. Look for the course menu in your course, shown below, which will be on the left side of the webpage when viewing your course.

Go to a content area, like **Course Documents**, in your course where you want the students to find the **VoiceThread link** that will take them to VoiceThread in your course.



****Please note:** the Course Documents content area exists in every course by default.

2. Click **Build Content**, and then click **Baruch VoiceThread** from the drop down menu.

The image shows a two-step process in the Blackboard interface. On the left, the 'Build Content' menu item is highlighted with a red box. A blue arrow points to the right, where the 'Build Content' dropdown menu is open. In this menu, the 'Baruch VoiceThread' option is highlighted with a red box and a blue arrow pointing to it from the right.

Course Documents

Build Content ▾ **Assessments** ▾ **Tools** ▾ **Partner Content** ▾

Create

- Item
- File
- Audio
- Image
- Video
- Web Link
- Video (illumira Repository)

New Page

- Content Folder
- Module Page
- Blank Page

Mashups

- Flickr Photo
- SlideShare Presentation
- YouTube Video

Learning Module

- Lesson Plan
- Syllabus
- Course Link
- McGraw Hill Connect LTIA
- Labster LTI 1.3
- Turnitin LTI 1.3
- Wiley Resources
- Content Package (SCORM)
- Wiley Assignments
- CUNY OpenEd
- Baruch VoiceThread**
- ATLAS
- OCC WeRWork

Course Management

- Content Collection →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups
- Customization →
- Packages and Utilities →
- Help

3. Enter a title for the VoiceThread. Entering a description or attaching files are optional. Scroll down the page and go to the next step of this guide.

Introduction to Blackboard

- Home Page
- Announcements
- Syllabus
- Course Documents
- Discussions
- Groups
- Course Tools
- Blackboard Help for Students

Course Management

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help
- Quick Unenroll

Create Baruch VoiceThread

* Indicates a required field.

INFORMATION

* Name

Color of Name
Black

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). 100%

ATTACHMENTS

Select **Do Not Attach** to remove a selected file.

Attach File

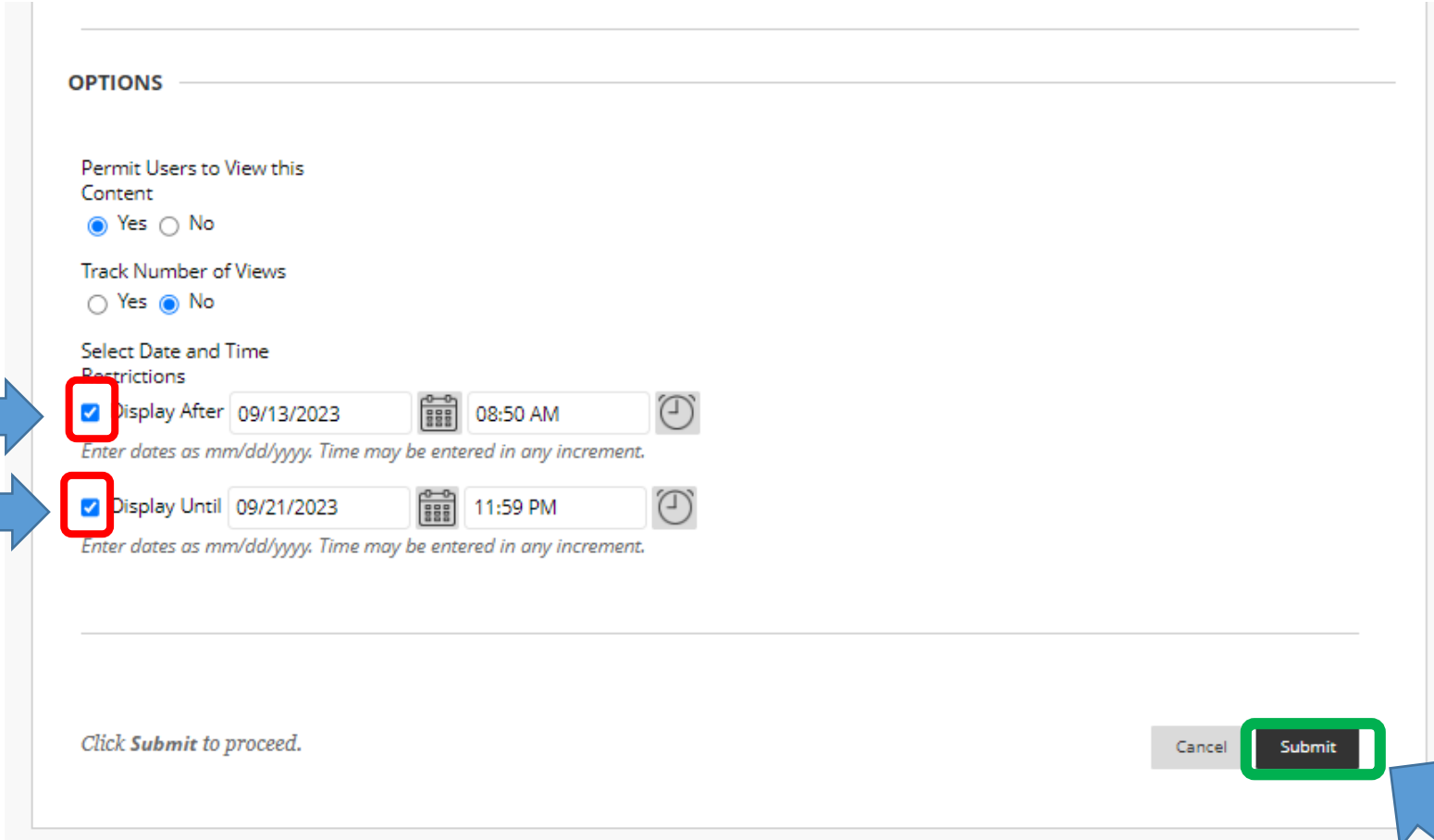
Browse Local Files Browse Content Collection

Click **Submit** to proceed.

Cancel Submit

4. You can also **create a schedule** for when you want the VoiceThread link to appear or disappear from students view of the course on Blackboard. The schedule can be created by clicking the boxes next to **Display After** and **Display Until**, marked in red below. You can enter the dates and times for either **Display After** or **Display Until**.

In the example below, the VoiceThread link would first become visible to students on September 13th at 8:50AM, and then they would no longer see it on September 21st at 11:59pm.



The screenshot shows the 'OPTIONS' section of a Blackboard content restriction configuration. It includes the following elements:

- Permit Users to View this Content:** Radio buttons for 'Yes' (selected) and 'No'.
- Track Number of Views:** Radio buttons for 'Yes' and 'No' (selected).
- Select Date and Time Restrictions:**
 - Display After:** A checkbox (checked and highlighted with a red box) followed by a date field '09/13/2023', a time field '08:50 AM', and a clock icon. A blue arrow points to the checkbox. Below the field is the text: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'
 - Display Until:** A checkbox (checked and highlighted with a red box) followed by a date field '09/21/2023', a time field '11:59 PM', and a clock icon. A blue arrow points to the checkbox. Below the field is the text: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right. The 'Submit' button is highlighted with a green box and a blue arrow. Below the 'Submit' button is the text: 'When ready to move on, click **Submit**.'
- Footer:** The text 'Click **Submit** to proceed.'

5. **Success!** The link has been created. This will serve as your Student's entry portal to VoiceThread. As the instructor, you can now click on the title of the link you created to enter the VoiceThread environment.

Once the Display After date/time comes to pass, the students will be able to click on the link as well.

The screenshot displays a Blackboard course interface. At the top, a purple notification banner reads "Success: VoiceThread for Week 1 created." Below this, the "Course Documents" section is visible. A navigation bar includes "Build Content", "Assessments", "Tools", and "Partner Content". The main content area features a link titled "VoiceThread for Week 1" with a globe icon, which is highlighted by a green rectangular box and a blue arrow. Below the link, the text states: "Availability: Item is hidden from students. It will be available after Sep 13, 2023 8:50 AM." The left sidebar contains a menu with options such as "Introduction to Blackboard", "Home Page", "Announcements", "Syllabus", "Course Documents", "Discussions", "Groups", "Course Tools", and "Blackboard Help for Students".

6. Now you are entering the VoiceThread environment integrated within Blackboard.

Click *Individual VoiceThread* to be brought to the webpage where you can ***Create a New VoiceThread!***

Introduction to Blackboard Course Documents VoiceThread for Week 1

vt Choose an activity type [Open in full-size tab](#)

- vt Individual VoiceThread**
Display a single VoiceThread.
- Course View**
Display all the VoiceThreads shared with this course.
- vt VT Home Page**
Display all VoiceThreads and all courses a student is enrolled in.

7. Click **Create a new VoiceThread** on the upper right of the web page to begin.

The screenshot shows a web browser window with the following elements:

- Browser tabs: "Introduction to Blackboard", "Course Documents", "VoiceThread for Week 1".
- Dark navigation bar: "vt Share individual VoiceThread" on the left and "Open in full-size tab" on the right.
- Control area: "Filter and sort" (with a dropdown icon), a search box containing "I can edit", and a "Refresh list" button (with a refresh icon).
- Content area: A single VoiceThread card titled "VT Thread 1" by "James Weirich" dated "Jul 19, 2021".
- Callout: A blue arrow points from the right side of the interface to a red-bordered box containing a blue plus icon and the text "Create a new VoiceThread".