

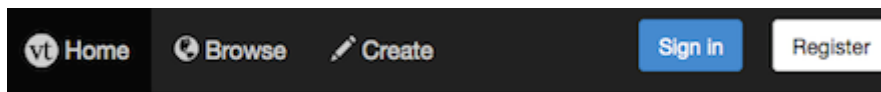
Creating a VoiceThread

VoiceThread allows you to place collections of media like images, videos, documents, and presentations at the center of a conversation. These conversations are not live; they take place whenever and wherever it's convenient for people to participate. A VoiceThread allows people to have conversations and make comments using any mix of text, audio, and video.

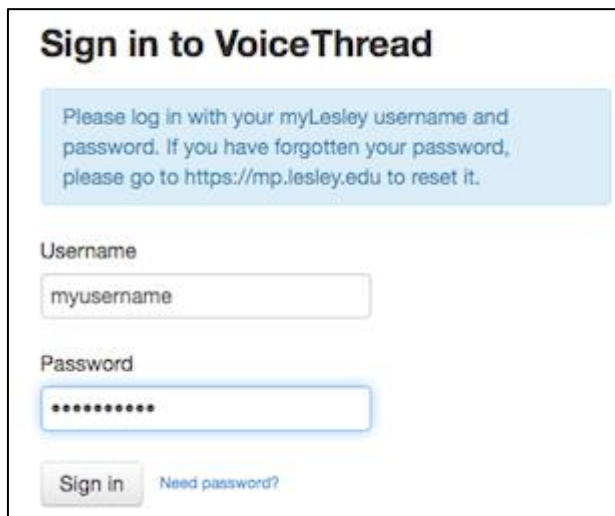
Signing in to VoiceThread

Get started using VoiceThread by logging in at the Lesley VoiceThread portal:
<http://lesley.voicethread.com>

Click the **Sign In** button at the top of the page.



Enter your myLesley username and password and click **Sign In**.

A screenshot of the 'Sign in to VoiceThread' login form. The form has a white background and a black border. At the top, it says 'Sign in to VoiceThread'. Below that is a light blue box with instructions: 'Please log in with your myLesley username and password. If you have forgotten your password, please go to https://mp.lesley.edu to reset it.' There are two input fields: 'Username' with the placeholder text 'myusername' and 'Password' with a masked password '*****'. At the bottom, there is a 'Sign in' button and a link that says 'Need password?'.

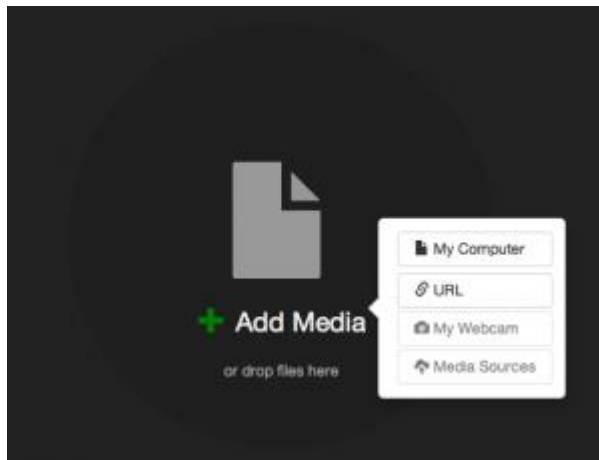
Creating a New VoiceThread

To create a new VoiceThread, click the **Create** button at the top of the page.



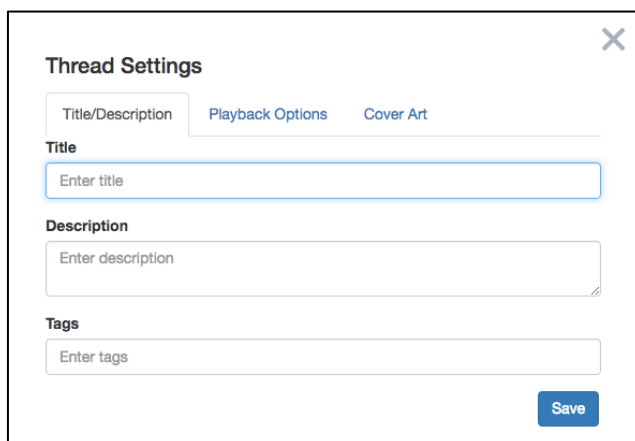
There are two ways to add files from your computer to a VoiceThread.

- Drag your files from your computer and drop them onto the Create page.
- Click on **Add Media** and select **My Computer**. Select your files.



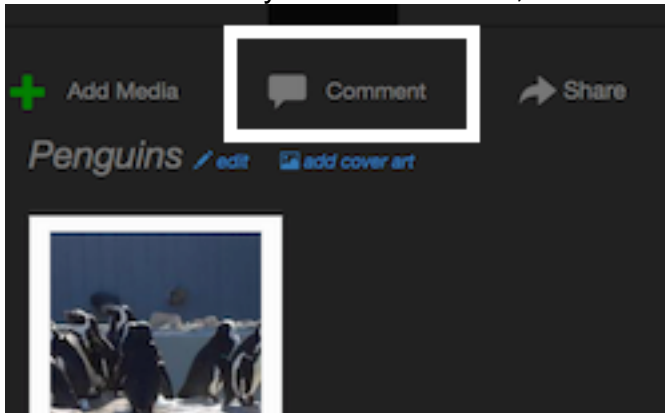
The files will upload and process. As soon as they are ready you will see them as thumbnails on the Create page.

While your VoiceThread is processing, the **Thread Settings** box will pop up. Enter a title for your VoiceThread and (optional) description.

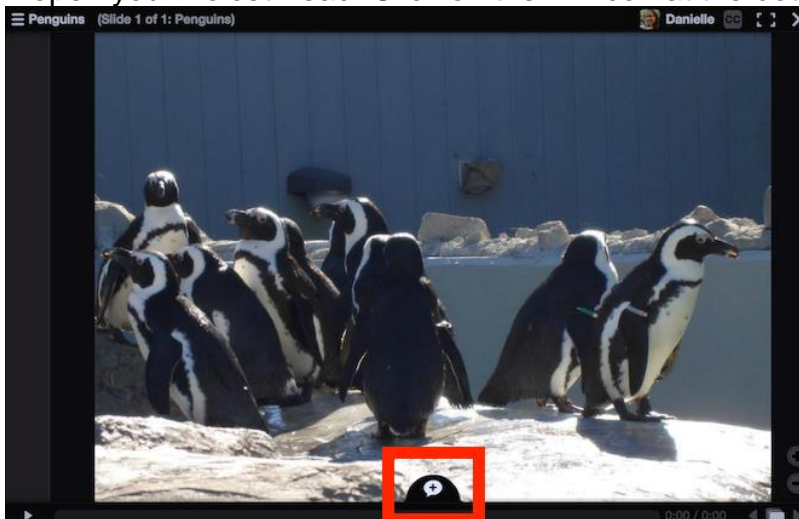
A white dialog box titled 'Thread Settings' with a close button (X) in the top right. It has three tabs: 'Title/Description', 'Playback Options', and 'Cover Art'. The 'Title/Description' tab is active. It contains three text input fields: 'Enter title', 'Enter description', and 'Enter tags'. A blue 'Save' button is at the bottom right.

Adding a Comment

To add audio or video to your VoiceThread, click the **Comment** button at the top of the page.



This will open your Voicethread. Click on the "+" icon at the bottom of the slide.



This will bring up all of the commenting options. Click on:



to create a text comment



to create an audio comment



to create a video comment

If you create an audio or video comment you will be prompted to allow Adobe Flash Player to access your microphone. Click **Allow**.

