VoiceThread Quick Reference Guide

Getting Started
Visit https://voicethread.com/join-org/596586?type=2 to create your account.
Detailed instructions visit the VoiceThread Help site: https://voicethread.com/howto/

Home Screen

1. Home screen
2. Browse public threads
3. Create screen (see below)
4. Groups panel (should include rostered classes for teachers of record)
5. View types, sort and filter threads
6. Search your threads
7. Notifications (new comments and threads)
8. Account options (change photo, add contacts, create groups)
9. View and hide group panel
10. Number of thread views and comments
11. Click to view thread
12. Trash folder
13. Edit, share, copy, delete or remove threads
14. VoiceThread Help

Create Screen

1. Add media to thread
2. Add teacher comments
3. Share thread
4. Edit thread title and description
5. Add thread cover art
6. Access thread options: playback settings, copy, and delete
7. Edit media title and add a hyperlink
8. Delete media
9. Add media to thread
Suggested Playback Settings

- Enable threaded commenting
- Allow commenters to add slides to this VoiceThread
- Allow others to download original media
- Allow others to export
- Start playing when opened
- Allow others to make a copy
- Enable Comment Moderation
- Automatically advance to the next slide after 4 seconds
- Don’t allow commenters to delete their own comments

Allowed Comment Methods
- Microphone
- Webcam
- Telephone
- File upload
- Text

Comment Icons

Thread View

1- Original comment
2- Private comment (not available between students)
3- Current comment playing
4- Hidden comment awaiting teacher moderation
5- Threaded comment reply
6- Thread slide count
7- Author name
8- View closed captions, full screen, or close thread
9- Follow the link (if present) to a website
10- Zoom in and zoom out of the media
11- Recording bar (visible during commenting)
12- Play, pause, advance, rewind comment
13- Search commenters
14- Comment timeline (grey is viewed, green is current, yellow is new)
15- Add a comment
16- Add text comment
17- Add comment by phone message (not recommended)
18- Add audio comment
19- Add video comment
20- Upload an audio or video comment file
21- Slide elapsed and total time
22- View all slides (where commenters can add slides if allowed)
23- Navigate through slides
24- Change annotation color (for audio and video comments)
25- Set annotations to fade or stay visible during the comment