Create a VoiceThread Assignment

1) Enter the correct Bb course and navigate to the page where you want to create your VoiceThread. You can place a VoiceThread Assignment within the VoiceThread area or within a specific Weekly Module.
2) Hover mouse over Build Content. Choose VoiceThread from the drop-down menu.
Create a VoiceThread Assignment: Name and Description

1) Name your VoiceThread: e.g. Week 3 Assignment
2) Put instructions in the description field: describe the assignment and set your expectations
Create a VoiceThread Assignment: Settings

Before you click SUBMIT choose the following settings:

1) Grading: “Enable Evaluation” will create a column for this VoiceThread in the Grade Center. Note that if you Enable Evaluation at this step, you must also enter the number of points the assignment is worth (e.g. 100) and then select “Assignment Builder” in a later step (see Assignment Builder Set Up later in this document)

2) Options: select “yes” for “permit users to view this content” and for “track number of views”

3) Click Submit at the bottom of the page
Activate the Link

You will see a confirmation message in green at the top of the screen. Click on the link you just created to activate it.
Create a Graded Assignment in VoiceThread

Assignment Builder Set Up

Click on Assignment Builder.
Select the assignment type

You can create three different kinds of assignments:

1) **Create a VoiceThread**: Require students to create and submit a VoiceThread of their own
2) **Submit a Comment**: Require students to comment on a VoiceThread you have created (you don’t have to have a VoiceThread ready to set an assignment, the next page will prompt you to create a VoiceThread). See additional handout on how to create a VoiceThread.
3) **Watch a VoiceThread**: Require students to watch an entire VoiceThread start to finish (you don’t have to have a VoiceThread ready to set an assignment. The next page will prompt you to create a VoiceThread). See additional handout on how to create a VoiceThread.

After you’ve selected the type of assignment you’d like to create, you will be walked through the steps to complete the set up process. You can include a description for your assignment, select a VoiceThread you’ve created for the Comment or Watch Assignment, and even require a specific number of comments for the Comment Assignment.