VOICETHREAD HOW-TO GUIDE

1. Open VoiceThread (voicethread.com) and select **Sign in.**

2. You can log in through the "**Sign in via institution**" button or by using your email, Google, Apple, or Microsoft account.

3. Navigate to the topmost toolbar and select **+ Create a new VoiceThread**.

4. Select **Add from computer**. Select the item you want to add.

5. The added media should appear in your workspace. Select the vertical kebab menu (⋮) on the lower-right corner of your uploaded media's tile.

6. Optionally, select the pencil, arrow, or trash icon in this menu to edit, download, or delete this media.

7. Select **Untitled** at the top of your workspace to give your VoiceThread a title, description, tags, and cover art.

8. Select **Settings** at the top of the editing workspace.

9. Under **Commenting**, select the appropriate comment settings.

10. Because this is a Gallery Walk, be sure to allow comments. You may want to allow only certain types of comments (e.g. allowing microphone, text, and file upload comments, but disallowing webcam comments).

11. Under **Playback**, keep the **Start playing when opened** check box checked. Edit other settings as needed.

12. Under **Permissions,** uncheck the **Allow commenters to add slides to this VoiceThread** permission box.

13. Keep the **Allow others to export** check box checked. Edit other settings as needed.

14. In the editing workspace, select + **Add Media** to add more media. Repeat this process until you have uploaded all of the student work to your VoiceThread.

15. Select **Share**.

16. Select the link sharing options menu. In the dropdown menu, select **Anyone with link can comment**.

17. Select **Copy link**.

18. To share the link with the class, paste this link into a slide deck, LMS, or whatever platform you use to share information with students.