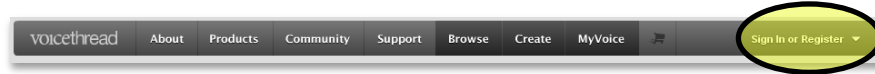


Making Your VoiceThread

STEP 1 Visit <http://pkwy.ed.voicethread.com>

STEP 2 Sign in **using the same username and password** you use to get in to your computer.



STEP 3 Once you have signed in, click the **“Create”** tab at the top. That will bring you to this screen.



Notice the tabs at the top. All of your VoiceThreads can be found in the “MyVoice” tab. VoiceThreads automatically save here.

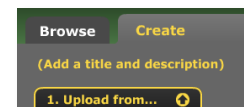
STEP 4 Upload your pictures.

- Click the **Upload** button, and then select the **“My Computer”** button.
- Browse to the files on your computer
- Select your files by holding your **“Ctrl”** key as you click each one.
- Click the **“Open”** button. You will see icons like these appear.



STEP 5 Title your VoiceThread.

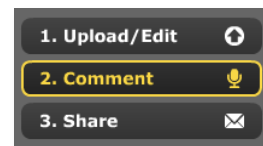
- Click the **“Add a title and description”** link at the top right corner.
- Use this format: **Period #, Last Name, First Name** (i.e. 4JonesJaime)



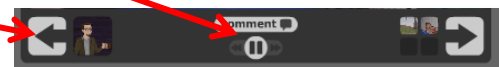
STEP 6 Talk about each of your pictures.

- Click the **“Comment”** button on the **left**.

(Your VoiceThread may begin to “play”. In this case, simply click the “pause” button at the bottom to stop it.)



- Display your first page by using the arrows.



- c. **Enable your microphone.** Plug in the USB headset and right-click on your picture. Choose “Settings” in the menu that appears.



On the Settings screen, select to “Allow” access, then click on the microphone tab and select “Generic USB”



Click “close”

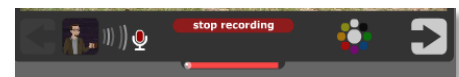
- d. Click the “**comment**” button at the bottom of your picture



- e. Click the “**record**” option that appears.



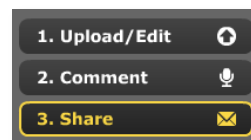
- f. Finish your recording by clicking “stop recording”. Once you’ve stopped the recording, you’ll be able to listen to see if you like what you’ve said.



- g. Repeat steps **d – f** for each of your pictures.

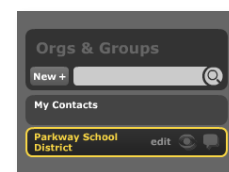
STEP 7 Share your VoiceThread with your teacher.

- a. Click on the “Share” button on the left.

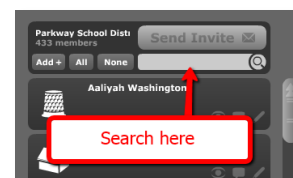


- b. Add your teacher as a contact.

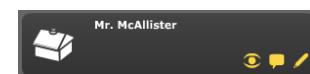
- I. Click in the “Parkway School District” button under “Orgs & Groups”



- II. Search for your teacher’s name in the Parkway Group.



- c. Click the **pencil icon** to allow your teacher to edit your VoiceThread



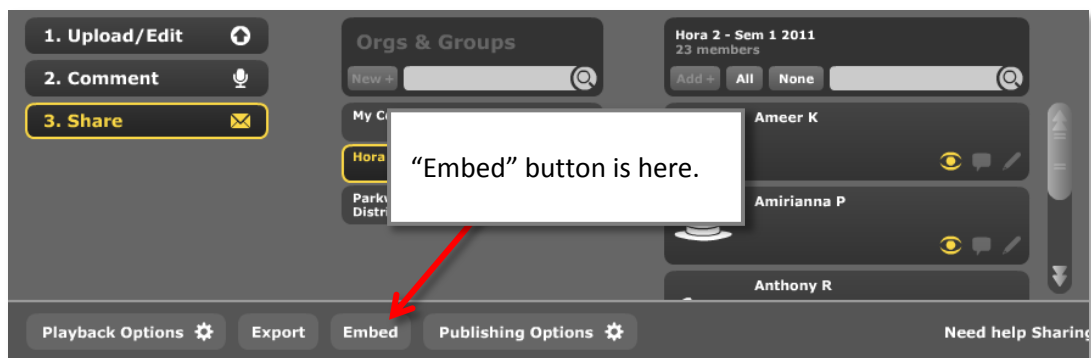
Step 8 Share your VoiceThread with classmates

On the same “Share” screen as above, select the **Comment** icon next to your class group.

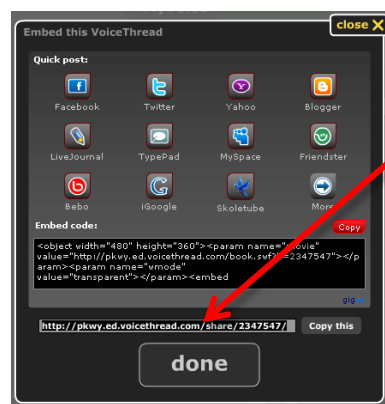


Step 9 Copy the link to your VoiceThread

Click the “Embed” Button at the bottom of the “Share” screen.



Copy the link found toward the bottom of the “Embed” dialog box.



Copy this link.

The link can be pasted anywhere, but only those that are included in the group can see it.

Please Note:

Only people in your group will be able to view your VoiceThread. If you want others to view it you can share it with them by searching for their names in the Parkway School District group. If you want people outside Parkway to view it, ask your teacher. Only your teacher has the permissions necessary to publish student work outside the Parkway system.