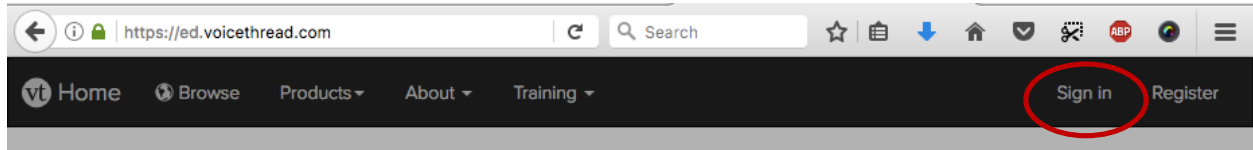


# voicethread

## An Introduction

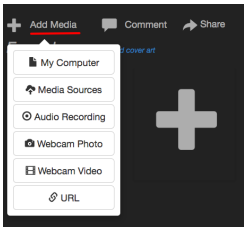


### Signing In

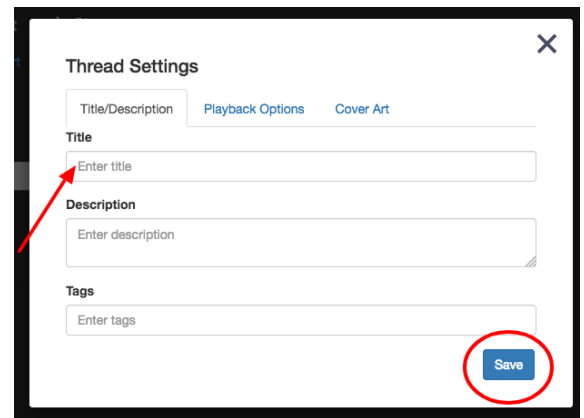
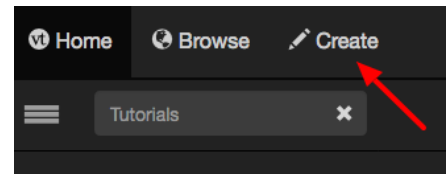
1. Go to ed.voicethread.com and click “sign in” in the upper right hand corner
2. Sign in with your full Latin email address including the @students.latinpcs.org
3. Your password is SumusLeones. Capitals count.

### Creating a VoiceThread: Adding Images

1. Click the “Create” button in the top bar
2. From the folder of images you saved, drag and drop the pictures you want to use onto the screen
3. You will be prompted to give your VoiceThread a title. Use one that makes sense. You can edit it later if you need to. Click “Save”.
4. You can continue to add images in three ways:



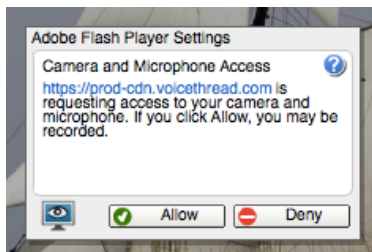
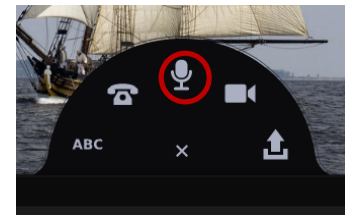
- Click the “Add Media” menu in the upper left, under the Home button, and select “My Computer” to access your folder of images
- Click the giant plus to the right of the image you just added for the same list of options
- Drag and drop images from your folder onto the screen



5. Once your images have been uploaded, you can reorder them by dragging them into the order in which you want them to appear.
6. Delete unwanted images by hovering and clicking the trash can.

### Recording a Vocal Track

1. Select the first image and click “Comment” next to the “Add Media” button.
2. Your image will appear with a speech bubble with a + in. When you click on the speech bubble, 5 icons will appear. Click the microphone icon to record your vocal track.



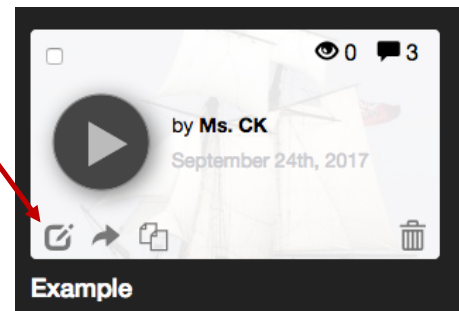
3. If you need to grant VoiceThread access to your computer’s microphone, please do that by clicking allow if this menu appears.
4. Before the computer starts recording, there is a 4 second count down. Click the red button to stop recording.

5. You can record your vocal track in two ways: image by image or in one take
  - Image by Image: Record your vocal track connected to each image by stopping the voice recording before changing slides. This will allow you to record (and rerecord if needed) in stages.
  - One Take: Record your vocal track in one take by clicking on the arrow to switch images while you are recording. This will record the image change seamlessly so the viewer doesn't need to do anything while watching.
6. Draw on the images while you are recording by clicking on the pencil next to the "Stop Recording" button. You can select a color and whatever you draw on the image will be recorded. As you continue recording, your drawing will fade.

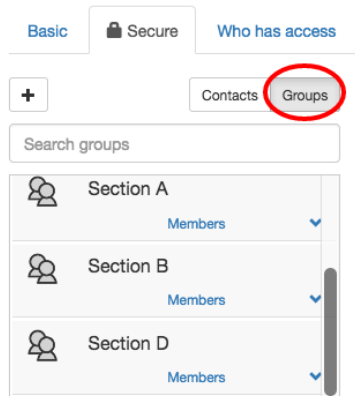


### Editing and Sharing:

1. Edit your VoiceThread at any point by going to your Home screen and hovering over your VoiceThread. Then click on the pencil in a box icon.
2. Share your VoiceThread with me and your class by clicking on the arrow icon next to the edit icon.



#### Share this VoiceThread



- Make sure the group option is selected.
- Select your section from the drop down menu. (Your section should be the only option in your account. I am a member of your section.)

### Adding Comments:

1. Add comments to another VoiceThread by clicking on the comment button (the speech bubble). When the 5 icons appear, select the ABC option.
2. Type your comment into the text box that appears. Keep it brief and check for spelling and punctuation errors.
3. Click "Save" when you are finished.

