Adding the VoiceThread Tool

1. Open your Sakai course.
2. Add the VoiceThread tool to your course. For instructions on how to add tools see Reordering and Renaming Tools.
3. Select the VoiceThread tool from the tool menu bar.
4. Select the view to for this course.

*Note: Only one view can be used for each course.

VoiceThread Views

1. Home view displays the web interface.
2. Course view display all VoiceThreads that are being shared with that Sakai course.
3. Individual VT will display a single VoiceThread.

4. Assignment Builder providing the ability to create a VoiceThread assignment.
   *Note: Only 1 assignment can be used per course.

**Home View**

1. The Home page of VoiceThread, displaying all VoiceThreads that have been shared with you regardless of course.
2. Hover over a VoiceThread to play and add comments.
3. From the top menu bar.
   a. Select **Browse** to view all public VoiceThreads.
   b. Select **Create** to add a new VoiceThread.
4. Select the Menu bar (left corner) to view a specific VoiceThread.
Course View

1. Hover over a VoiceThread to play and add comments.
2. Select +Add your own, right hand corner, to add a new VoiceThread.
3. Select the Menu bar (left hand corner) to view specific VoiceThreads.

Individual VT

1. Select a VoiceThread or select Create a New VoiceThread.
2. The selected VoiceThread will appear and begin to play with the ability to add comments.
3. Select the X to return to the Home View.
Assignment Builder

1. Select the Edit button (upper right corner).

2. Enter a name in **Create Gradebook Item**.

3. Select **Update Options**.

4. Close out of Sakai and clear your browser history in order to reset the tool.

5. Once logged back in, select the **Assignment Builder** option.

6. Select the type of assignment you would like to assign.