

## How to Upload a PowerPoint to VoiceThread on Brightspace

1. Select the module in which you would like to add a VoiceThread into.
2. Once in the module click **Existing Activities** then scroll down and click on **VoiceThread QCC**.
3. Once the VoiceThread box has popped up select **Individual VoiceThread** then click **Continue**

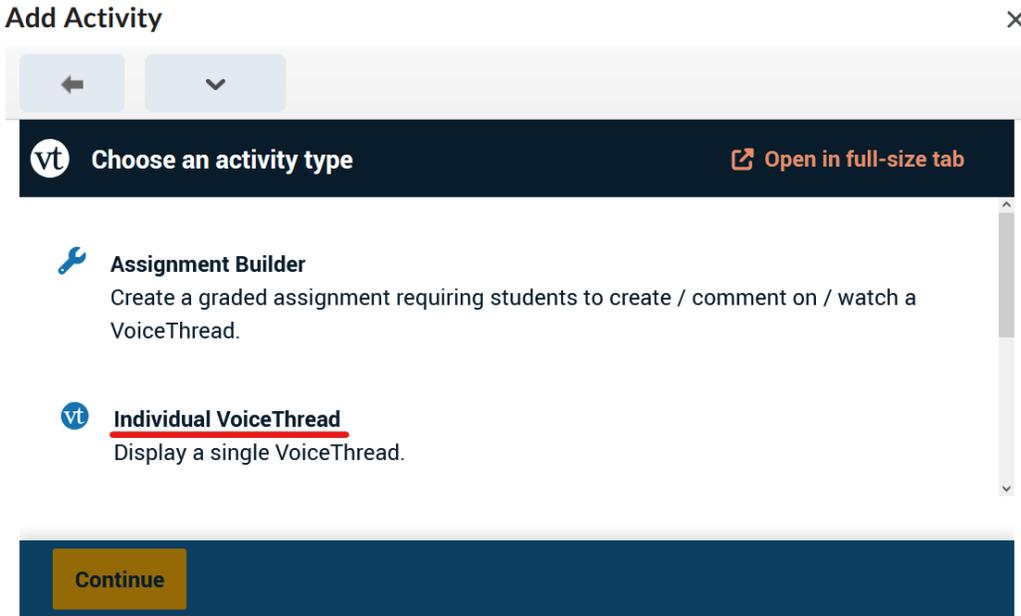


Figure 1: Adding an activity, with options for "Assignment Builder" and "Individual VoiceThread."

4. Next select **Create a New VoiceThread**

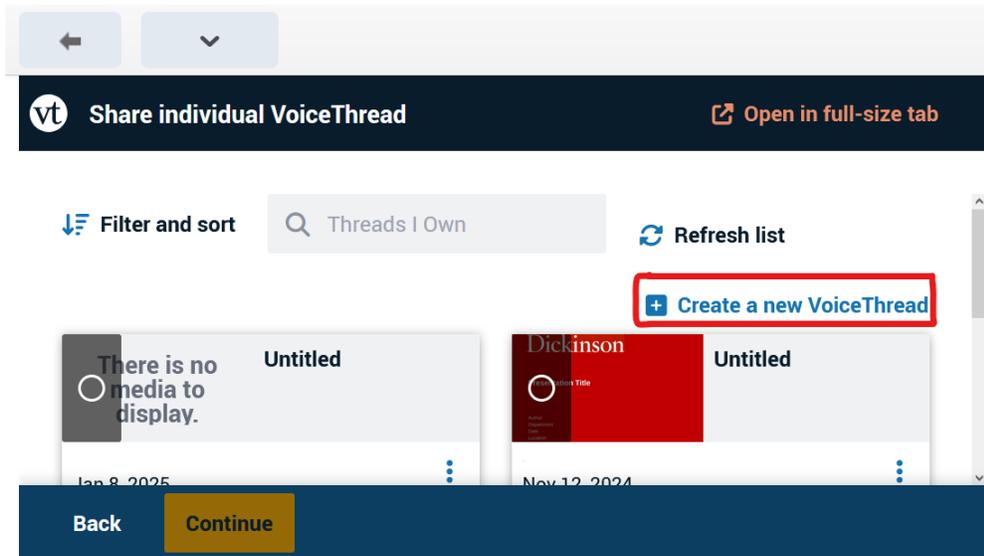


Figure 2: VoiceThread options to create and manage threads.

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5. Choose where you would like to upload your PowerPoint from. Then select the PowerPoint lesson. *\*Add from Device will allow you to select a PowerPoint from your device.\**

### Let's get started!

You can drag and drop files to this window, or use one of the following options to create or upload media.



Add from device



Record video slide



Copy from a VoiceThread



External source



Enter a URL



Take a picture



Record audio slide

Figure 3: VoiceThread media upload options

6. Once the PowerPoint slides have loaded, select where it states “**Untitled**”. Once selected, options to enter a title, description and tags will appear. After entering the information click **Save**.

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Thread details

Enter title for this thread

Enter a description of this thread

Enter tags separated by commas

**Custom cover image**  
This will be the thread's thumbnail in the threadlist, instead of the first slide. The cover image file should be widescreen format (16:9).

Upload cover image

You have unsaved changes! Cancel Save

Figure 4: VoiceThread options for entering thread details with fields for title, description, and tags.

- Next check off the **Select all** box to include all of the PowerPoint slides displayed.  
*\*If there are some slides that are not needed then check off the boxes for each slides needed and omit the ones not needed. \**

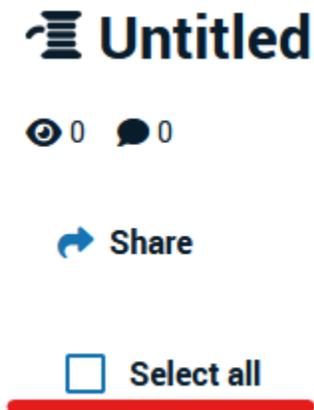


Figure 5: displaying "Untitled," with options for zero views, zero comments, sharing, and selecting all.

- A preview of your PowerPoint lesson will appear, next click **continue**.
- Select which comment types will be allowed as well as the **Playback** and **Permissions** settings then click **continue**.

## How to Upload a PowerPoint to VoiceThread on Brightspace

### Select which comment types will be allowed

- Microphone
- Webcam
- Upload
- Text
  
- Allow students to add slides in this VoiceThread.
- Enable threaded commenting
- Enable comment moderation
- Don't allow commenters to delete their own comments
- Limit length of each comment to:
- When recording, automatically advance to next slide after:

### Playback

- Start playing when opened
- When final comment on a slide has played, automatically advance to next slide after:

### Permissions

- Allow download
- Allow export
- Allow students to make a copy

Figure 6: Displays comment and permission options, showing checkboxes for various capabilities.

10. Add the **Activity Name**.

11. Click **Publish**