How to submit a VoiceThread Create Assignment

1. Login to Blackboard.
2. Open your course.
3. Click on the VoiceThread link (title set by your instructor).
4. If you've already created your VoiceThread skip to step #11.
5. Click on the blue “Create” new VoiceThread link on top left. This will open a new browser tab.

6. Click “Upload” and add all of your slides to your VoiceThread. You can repeat this as many times as you need. Click here for more about creating a VoiceThread.
7. Click “Comment”.
8. Record your comments. Click here for more about commenting on a VoiceThread.
9. Now that you've created your VoiceThread, you can close that tab and go back to Blackboard.
10. Click “Refresh List”.

![Image of VoiceThread creation process]
11. Select the VoiceThread you want to submit.

12. Click Submit Assignment (do not forget to click “share with class” if your instructor wishes you to do so).
13. Done!

How to submit a VoiceThread Comment Assignment

1. Login to Blackboard.
2. Open your course.
3. Click on the VoiceThread link (title set by your instructor).
4. Review the information on the left to see how many comments are required.

5. Record your comments on the VoiceThread. Click here for more about commenting on a VoiceThread.
6. Click “Submit Assignment” in the top-left corner.

7. Done!