

VoiceThread is an easy tool that enables you to upload images, video, or documents, record audio, video, or text comments, and then invite others to record comments in your course.

1. **Create a sample VoiceThread for students.** This should provide an area for students to use the tool prior to a graded assignment. An example would be an introduction of themselves to the class.
2. **Provide VoiceThread Resources.** When communicating about using VoiceThread in your class you should provide resources to students in case they need help when they begin using the tool. Resources can be found on the [VoiceThread](#) page.
3. **Set the tone first.** An instructor should set the tone of the VoiceThread in order to inform students of the requirements for their replies to the assignment.
4. **Define etiquette.** General online etiquette is important to establish early to create a friendly, safe and engaging learning environment for all students.
5. **Set the expectations early.** It is important for the instructor to set the expectations early and explicitly as well as placing any guidelines and/or information together.
6. **Provide examples.** Providing good examples of VoiceThread with the same requirements can clarify expectations and guidelines.
7. **Keep it short.** It is recommended to keep a VoiceThread short and on a specific topic. Putting information together in small parts improves learning.
8. **Actively engage students.** It is important to keep students attention by providing choices, encourage self-monitoring, connect simulating a live presence and allow multiple ways to comment.
9. **Incorporate the human aspect.** Use the webcam to narrate slides or comment. The visualization allows students to see visual cues and facial expressions which assists in creating a cohesive online learning environment.
10. **Keep it fun with the Doodle tool.** Don't just talk or provide text, use the Doodle tool to provide visual stimuli when possible.
11. **Choose the right environment.** Choose a quiet space to record in order to have less background noise that may be distracting to others.
12. **Edit all slides before adding comments.** Once a comment has been added they cannot be edited. The only way to make a change is to record it again.