

VoiceThread Instructions

I. Accessing VoiceThread:

- *Go to the EMS Learning Portal
- *Click on “Morrow House” on the left side of the page
- *Click on “EMS VoiceThread” on the right side of the page

In the top, right corner, login with your VoiceThread online name and password. (Remember: your login is case sensitive!)

II. Creating a VoiceThread Project:

- *Click on “Create”
- *Begin uploading images
- *Click on “Add a Title and Description” to name your assignment and add your name
- *Click on “Comment”
- *Click on “Record” to record your assignment
- *SAVE! SAVE! SAVE! Click “Save,” when you have finished recording
- *Click on “Share” to share your VoiceThread with Latin 8 once you’ve finished

A. Uploading Images from Personal Account/Computer

- *SAVE! SAVE! SAVE! Save all images as image files to your student account
- *Locate your images
- *Select images & click enter
- *All images will appear in the order that you have uploaded them
- *Click & drag images in the order you’d like to use them
- *SAVE! SAVE! SAVE!

B. Uploading Images from a Website

- *CITE! CITE! CITE! Don’t forget to CITE your sources!
- *Go to Google.com
- *Click on “Images”
- *Type in the name of the image you wish to search
- *Click the picture you like
- *RIGHT CLICK on the picture and select “SAVE PICTURE AS”
- *Name the picture and save it to your student account. The image will be there for you to upload into your VoiceThread
- *CITE! CITE! CITE! Don’t forget to CITE your sources!
- *SAVE! SAVE! SAVE!

C. Once you’ve uploaded your image, you can:

- *Add a title & a link
- *Delete it
- *Rotate it
- *Edit it—if you click on the image, it will appear on the left side of the page. At this point, you can edit your image.
- *SAVE! SAVE! SAVE!

IV. Recording Your Voice/Making Comments

- *Click on the image that accompanies the passage you’d like to record
- *Make certain that your mouth is close enough to the microphone for you to produce a clear recording

Latin II—Stage XIX

“Isis”

nomen:

dies:

*Click “Record” when you are ready to speak

*Click “Stop Recording” when you would like to pause or are finished

*SAVE! SAVE! SAVE!

A. Deleting a track

*If you make a mistake, and wish to delete and/or re-record, open your project in edit mode

*As the recording you wish to delete plays, click on the garbage can. You can only delete entire tracks—not sections of a track.

*SAVE! SAVE! SAVE!

B. Troubleshooting

*If you’re having trouble with your microphone, click on “Start.” Next, you’ll click on the control panel, and then you’ll click on “Sound.” Click on “Voice,” and then click on the volume to turn up the microphone volume.