VoiceThread Presentation as a Recorded Lecture

An Abbreviated Guide

VoiceThread as an option for a recorded lecture is appropriate if all the following statements are true:

- You are already comfortable working with VoiceThread.
- You have a USB headset and can produce quality audio recordings.
- You can't meet CTL studio recording deadlines or you prefer to create your own recorded lectures.

Preparation

Before creating your lecture's VoiceThread(s), please take the following steps:

- Verify your access the JHU VoiceThread service and, if you don't already know, ask your Instructional Designer if your account is upgraded from Basic to Pro.
- Be familiar with the Lecture Delivery Best Practices Checklist.
- Be familiar with CTL's Recording Tips for Independent Recording.
- Have all media for the lecture gathered & easily accessible in a single folder on your computer or one or a cloud service accepted by VoiceThread.
- Create a good, clean sample audio recording on the device where you will be recording your lecture. *RECOMMENDATIONS: Use a USB headset. Be in a quiet room, free of background noise. Listen to the intro of an NPR podcast and then listen to your sample recording. If you need to change the volume between listening to them both, then you need to go back and adjust your microphone settings!*

Recording

When you are ready, go ahead and create your VoiceThreads for your lecture. CTL highly recommends that you:

- Create a separate VoiceThread for each (10 to 20 min) segment of lecture.
- Upload and check the quality of all your media in advance of recording any audio. Click through your entire VoiceThread and, if necessary, replace a single slide if its appearance isn't what you expect.
- Test and adjust your microphone settings each time you sit down to record.
- Record or upload audio comments to each individual slide in your lecture instead of recording a single audio comment while navigating from slide to slide.

Sharing/Exporting

Once your VoiceThreads are finalized, at a minimum you want to make sure you securely share it with your Instructional Designer (ID).

- Add your Instructional Designer as a VoiceThread contact if you haven't already done so.
- For *each* VoiceThread that is part of your lecture, share your VoiceThread with your ID allowing permission to EDIT the presentation.
- *If there are several VoiceThreads that you will be sharing with your ID, create a VoiceThread Group, add your ID as a group member, and share (add) these VoiceThreads to the group.*

Ideally, you will export your VoiceThreads as high quality videos to be shared with your Instructional Designer. CTL can then convert the videos and upload them to the Lecture Materials section of a Lecture Page.

- By default, all JHU users should have unlimited VoiceThread export credits.
- For each individual presentation belonging to your lecture, export the VoiceThread.
- Download the videos from the Exports tab of your VoiceThread Account page when the exports are ready. (You can check the status of your export or wait til you receive an email notification.)
  - For VoiceThreads that will be shared with CTL through your ID, download the High Quality (HQ) videos. **The HQ video is preferred!** Remember, ideally any video uploaded to and shared through CoursePlus will be no longer than 20 minutes in length.
  - For VoiceThreads that are being downloaded less than two weeks before a lecture opens (and which you will share directly with your students), download the Mobile version of the videos.

Placement in CoursePlus

VoiceThread presentations as a recorded lecture can be shared with students in CoursePlus three ways: as videos in the Lecture Materials section of a Lecture Page, as videos in the Online Library, or as hyperlinks anywhere on the course site. **Ideally, faculty should opt to share their videos (ideally less than 20 min in length) in the Lecture Materials module** which is the most universally accessible option. Here students will be able to view the videos with interactive transcripts inside of the CoursePlus video player. They can also opt to download the video, text transcript, or MP3 export of the videos. In addition, each time an item hosted in this Lecture Materials section is accessed by a student, this action is logged by the CoursePlus reporting features.

Sharing through the Lecture Materials Section, with interactive transcript, *two weeks or more before a lecture opens*:
- Faculty must share the High Quality (*.mov file type) exported videos with the ID. Most likely, these videos will be very large file sizes so you will need to use a cloud service, such as OneDrive, to share these.
- The Instructional Designer and CTL will convert the videos, order the transcripts, and get these uploaded onto the Lecture Page inside the Lecture Materials module.

Sharing through the Online Library:
- Upload the MP4 (Mobile) versions of the lecture video(s) in the Online Library.
- Link the uploaded lecture video(s) to the Lecture Page.

Sharing the *links* to the actual Voicethreads as opposed the exported videos:
- Make sure the Playback Options for each of your VoiceThreads is correct before copying the Share links that you will be sharing with students.
- Share the hyperlinks to the lecture VoiceThread presentation(s) via: the Online Library and then link these (logically titled) Library items to the lecture page; the Lecture Materials module of a Lecture Page (requires assistance from CTL); or inside a Custom Section on the lecture page, edited to include a logical title for each lecture section before inserting the "Share link" as a hyperlink to the titles' text.

If you want to share a PDF version of your lecture's PowerPoint(s), **you will need to upload the PDF files to the Online Library** and link these to the Lecture Page.