



Commenting on a VoiceThread

1. Select the VoiceThread you wish to view.
2. Choose the slide you want to comment on.
3. Click the Add icon  at the bottom of the slide.
 - o In Google Chrome on a Mac, you may also need to click **Allow** to have VoiceThread access your camera and microphone.
4. Choose the type of comment you want to make:
 - o **Type a text comment:** click the ABC icon and type your comment.
 - o **Record a video comment:** click the camera icon. You will be prompted to review your comment before saving it to the VoiceThread.
 - o **Record an audio comment:** click the microphone icon. You will be prompted to review your comment before saving it to the VoiceThread.
 - o **Upload a comment** (a previously-recorded comment or file): use the upload icon.



5. **Save** your comment for each slide before moving to the next slide.


Replying to a comment in VoiceThread

1. Find the comment in the VoiceThread that you wish to reply to.
2. Click the comment. *The options box displays.*
3. Click the Insert a Direct Reply icon  in the options box.
4. Choose the type of reply you would like to make and complete the steps for adding that type of comment.
5. Click **Save**.

Editing your comments in VoiceThread

1. Find your comment in the VoiceThread that you wish to edit. You can only edit your own comments.
2. Click the comment. *The options box displays.*
3. Click the Edit this comment icon in the options box.
4. Edit your comment and click **Save**.

Deleting your comments in VoiceThread

1. Find the comment in the VoiceThread that you wish to delete.
2. Click the comment. *The options box displays.*
3. Click the Delete this comment icon  in the options box. *You will be prompted again to make sure you want to delete the selected comment.*
4. Click **Delete**.

VoiceThread Assignments in EduCat

If you are commenting as part of a VoiceThread assignment in EduCat, you must click the **“Submit Assignment”** button in the upper left hand corner once you have finished making all of your comments, and are ready to submit it for grading.

