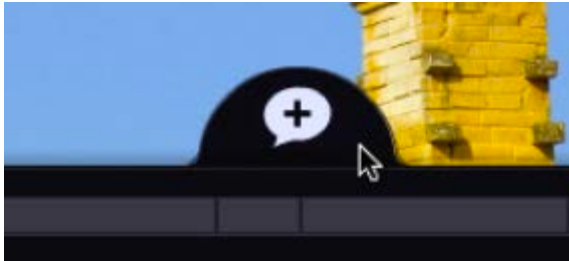


How to comment

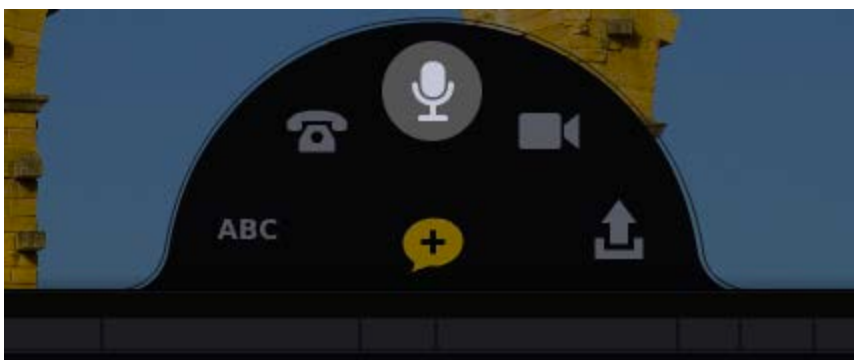
Begin by opening the VoiceThread and navigating to the slide on which you'd like to record a comment. At the bottom of that slide, you'll see a "+" icon. Click on this to see all of the commenting options.



- [Audio from a microphone](#)
 - [Text](#)
 - [Video from a webcam](#)
 - [Audio from a telephone](#)
 - [Audio or video from a pre-recorded file](#)
-

Audio from a microphone

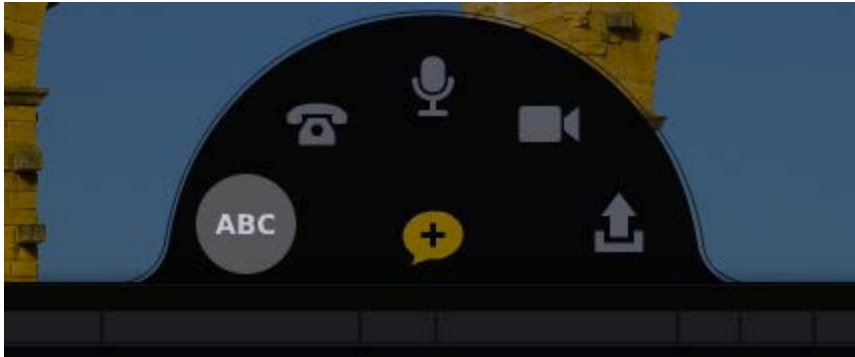
1. Click on the microphone button.
2. Click "Allow" on the Flash permissions box if prompted.
3. After the countdown is complete, begin recording your comment.
4. Click the red flashing light at the bottom of the screen to stop recording.
5. The comment will begin playing. Click "Save" to save it or "Discard" to cancel and try again.



Text

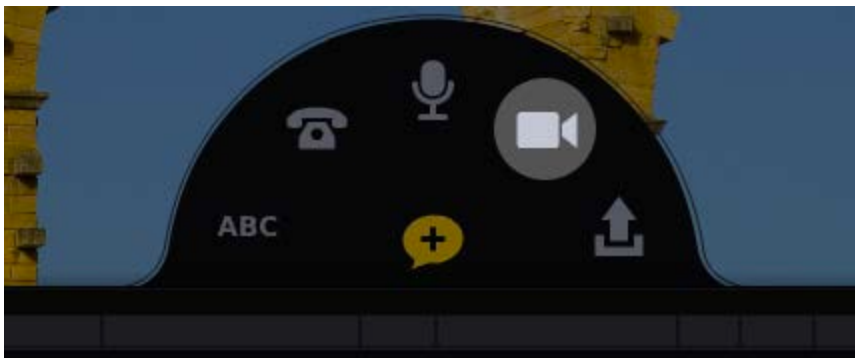
1. Click on the “ABC” button.
2. Type your text comment.
3. Click “Save”.

Note: You can enter URL in a text comment, and it will be hyperlinked automatically.



Video from a webcam

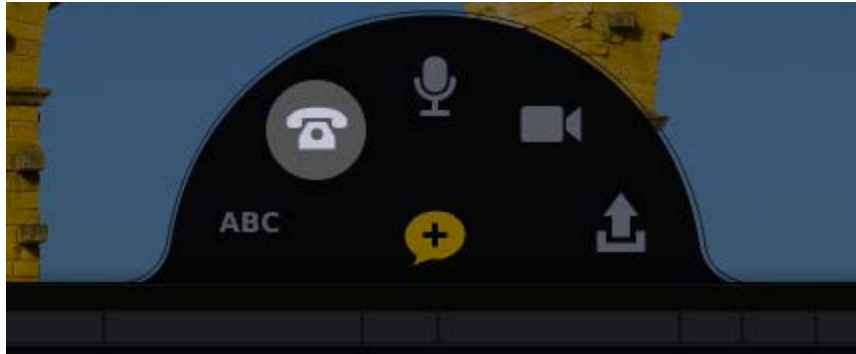
1. Click on the camera icon.
2. Click “Allow” on the Flash permissions box if prompted.
3. After the countdown is complete, begin recording your comment.
4. Click the red flashing light at the bottom of the screen to stop recording.
5. The comment will begin playing. Click “Save” to save it or “Discard” to cancel and try again.



Audio from a telephone

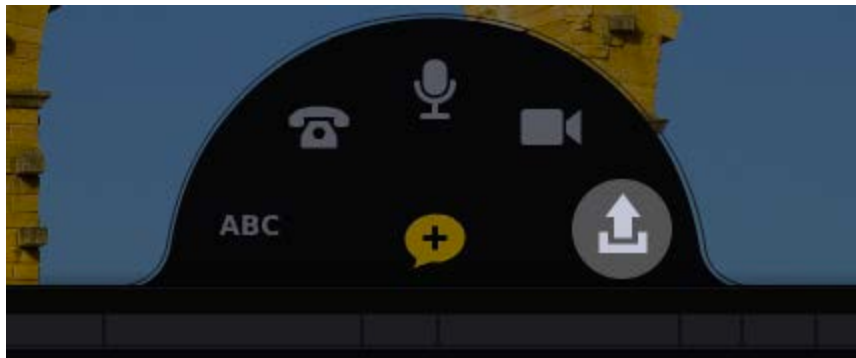
1. Click on the telephone icon.
2. Enter your 10-digit phone number (US and Canada only).

3. Click “Call Me”.
4. When your phone rings, pick it up, and record your comment when prompted.
5. Hang up to save.



Audio or video from a pre-recorded file

1. Click on the upload icon.
2. Browse for the video or audio file you wish to upload, and select it.
3. Wait for the file to finish processing. You’ll know it’s done because the spinning wheel over your Identity image on the left will disappear.



Number of comments per slide

There is no limit to the number of comments a slide can contain. You can record as many comments as you’d like, and you can invite as many people as you’d like to comment. Each comment belongs to a separate Identity image on the left side of the page, and the conversation scrolls indefinitely.

Limits for comments

Microphone: 60 minutes per comment

Text: No limit

Webcam: 60 minutes per comment

Phone: 10 minutes per comment

Audio and Video file upload: 100 MB per file

Multi-slide (M/5) comments

An M/5 comment allows you to narrate an entire collection of media in one unbroken comment.

To make an M/5 comment, record either a microphone or webcam comment. As you're speaking, you can navigate to other slides in your VoiceThread using the arrows in the bottom-right corner. All movements between slides are recorded as part of your comment, so when people listen to your comment, they'll see on their screens the slides that you saw as you were recording.

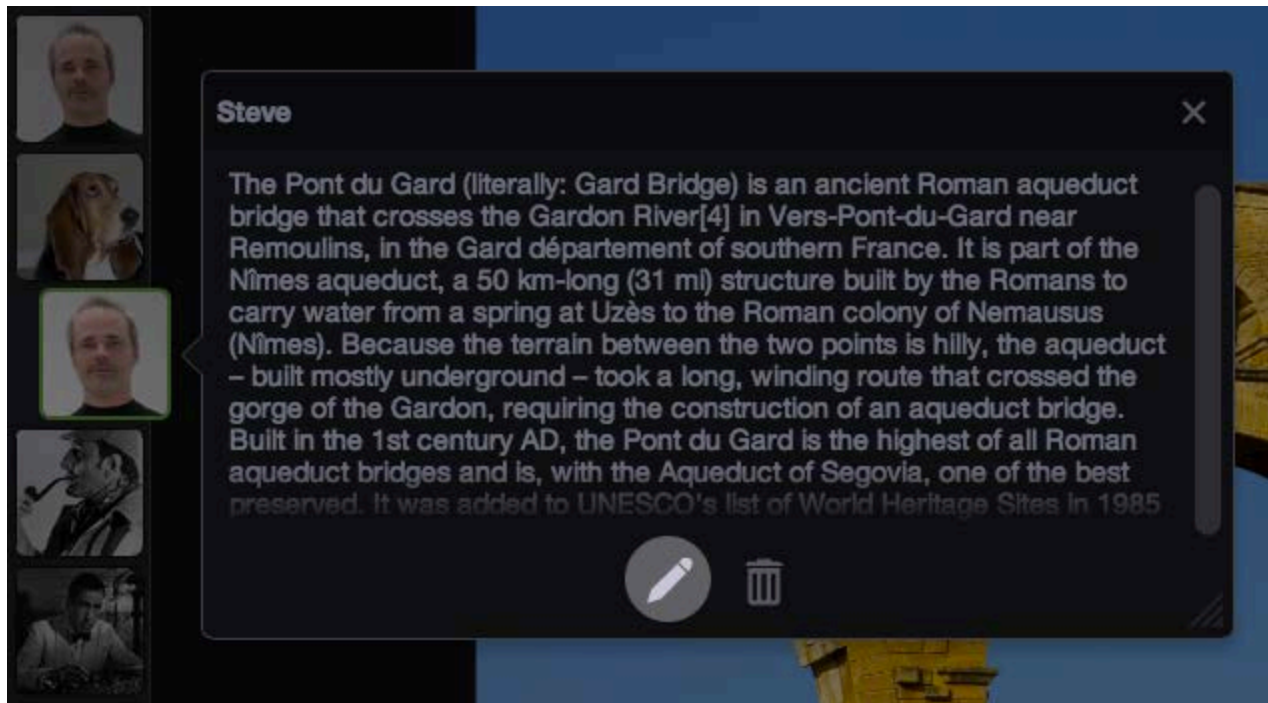


When the comment finishes playing, viewers are taken back to the slide on which you started recording, and the VoiceThread will continue playing through subsequent comments and slides.

Editing a comment

To edit your own text comment, follow these steps:

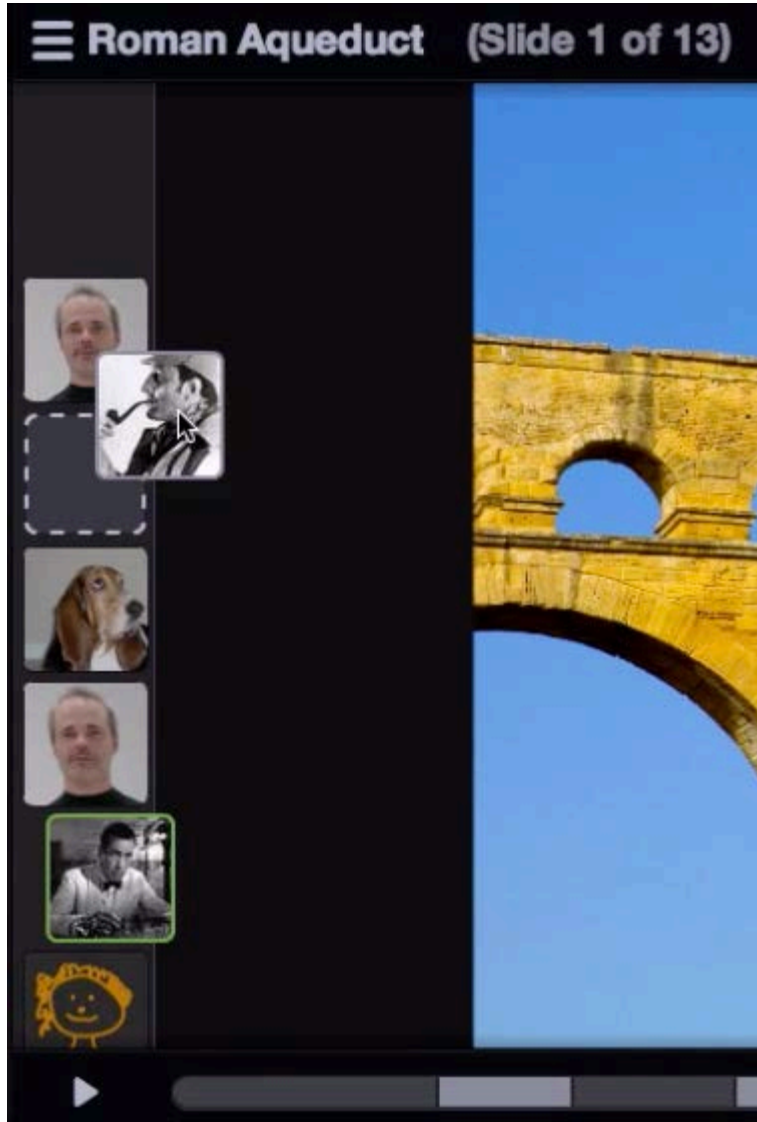
1. Begin playing the text comment you want to edit.
2. Click on the pencil icon at the bottom of the comment bubble.
3. Make your changes.
4. Click "Save".



Audio and video comments cannot be edited, but you can always [delete the entire comment](#) and then re-record.

Changing the order of comments

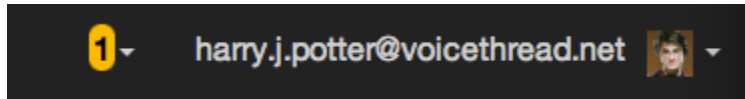
You can change the order of the comments on a slide in any VoiceThread that you own or can edit. Just find the Identity image for that comment on the left side of the VoiceThread, and drag it to its new location among the others. The new position will be saved automatically.



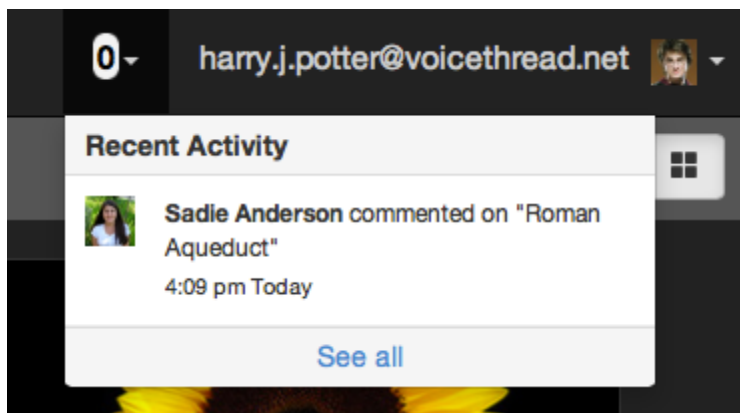
Finding new comments

Using the Activity Feed

At the top of your VT Home page, there is a number to the left of your email address in the top-right corner. This tells you how many new comments there are on your VoiceThreads. Click on this number to see a list of all recent comments, and select any one of them to view it.

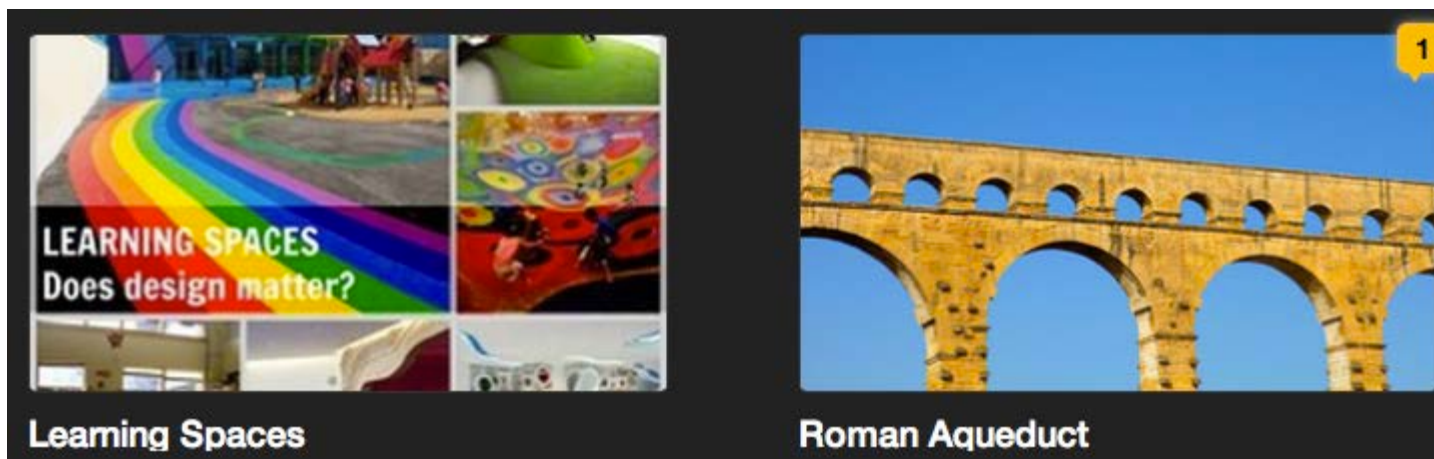


You can also click “See all” at the bottom of that list of comments to open the Activity Feed, which allows you to see all recent comments organized by the VoiceThreads on which they appear.



On-screen notifications

Locating new comments on a VoiceThread is as simple as following the yellow new-comment notifications. From the VT Home page, you'll see a yellow speech bubble icon next to any VoiceThread that contains new comments.



When you open the VoiceThread, any new comments will be underlined in yellow on the VoiceThread timeline, and the commenter's Identity image will be outlined in yellow. Click on that comment to play it. As soon as you view or listen to it, the new-comment notification will disappear.



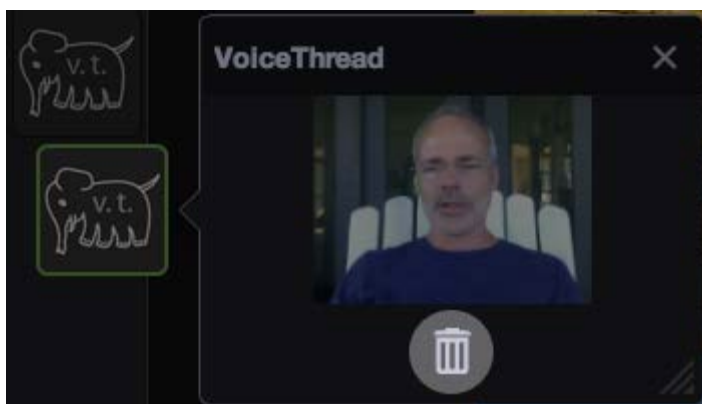
Email notifications

You might receive the [Daily Digest](#), [instant email notifications](#), or both. These detail new comments recorded on your VoiceThreads, and you can click on the comments listed in those emails to view them.

Deleting a comment

You can delete any comment you created, and you can delete any comment no matter who recorded it from a VoiceThread that you own.

1. Begin playing the comment you want to delete.
2. Click on the trash can icon at the bottom of the comment bubble.
3. Confirm your deletion by clicking "Delete" again.



Note: If you don't see the trash can icon, that means you don't have permission to delete that comment.

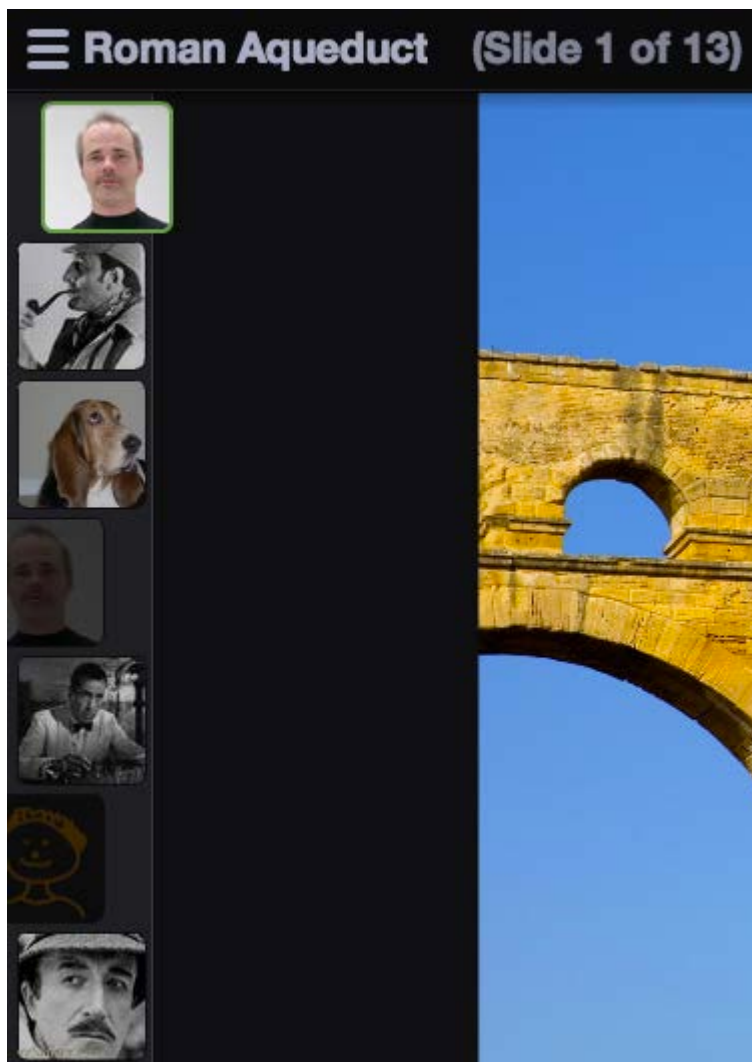
Using Comment Moderation

Comment Moderation allows you to review all comments before allowing others to see them. This is useful for public conversations where you are worried about the quantity or quality of comments, and it's a powerful tool for assessment. If Comment Moderation is enabled, students' cannot see one another's submissions unless you choose to reveal them.

To enable Comment Moderation:

1. Go to the [Edit page](#) for the VoiceThread.
2. Click on the "Options" menu in the top-right corner.
3. Select "Playback Settings" from the menu.
4. Check the box that says "Enable Comment Moderation".
5. Click "Update".

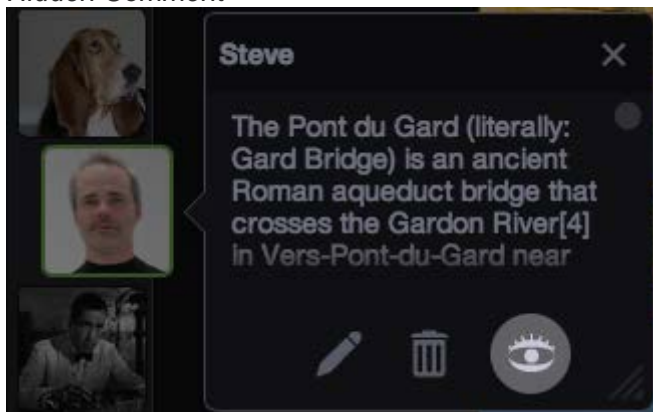
When a comment is hidden, the Identity image for the commenter appears shifted to the left and is darker than the others. There are two moderated comments in the image below.



When you play the comment, you'll also see a closed-eye icon at the bottom of the comment bubble. Just click that icon to open the eye and reveal the comment. Everyone else will be able to see the comment at that point.



Hidden Comment



Visible Comment