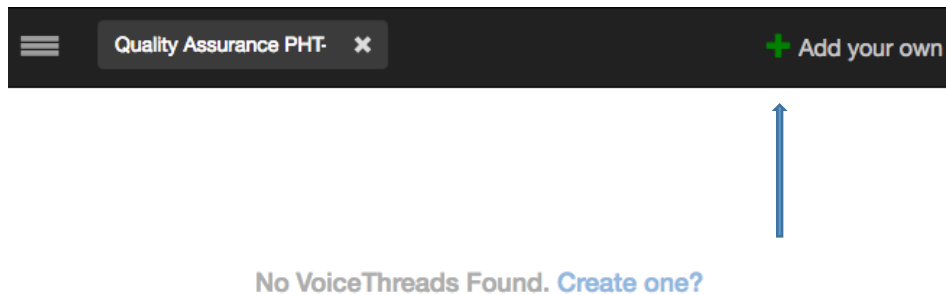
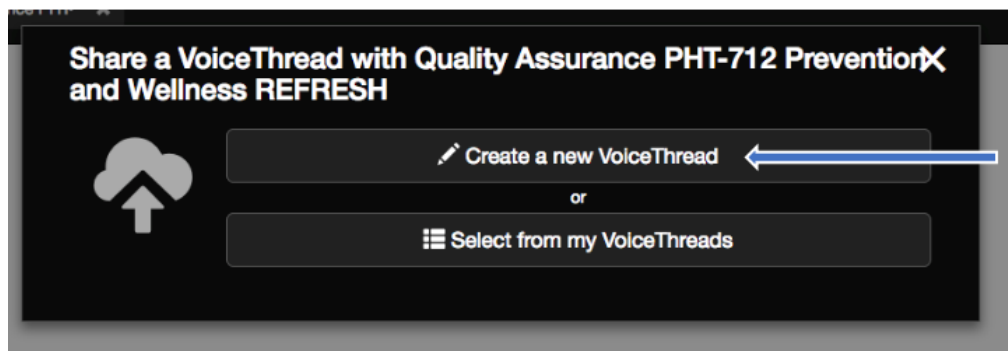


Uploading a PowerPoint

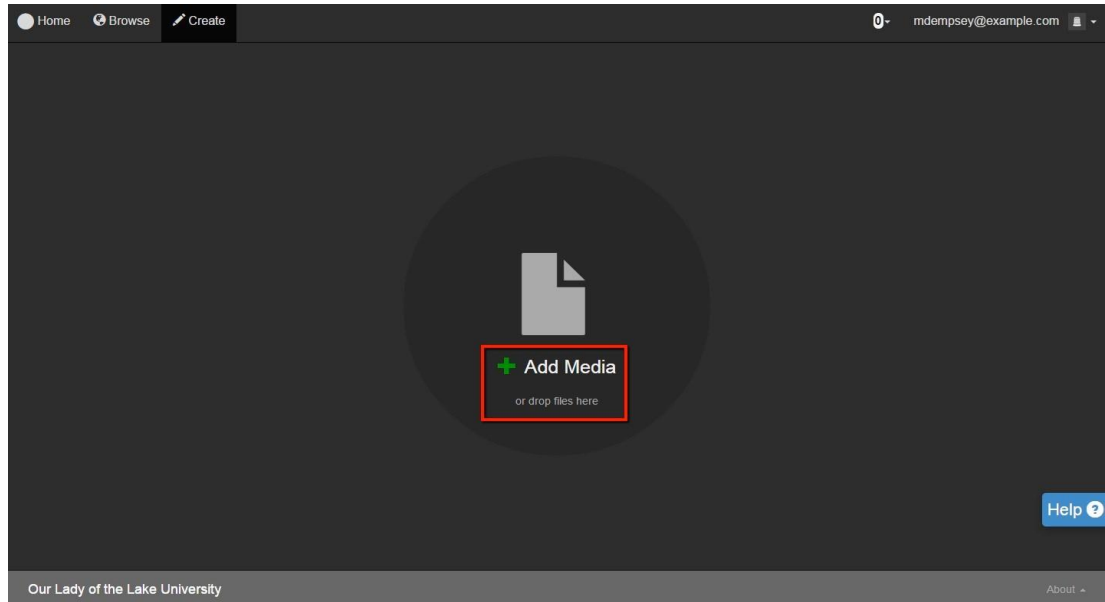
1. Open the VoiceThread by clicking on the VoiceThread link within your Engage course shell. Accessing VoiceThread through Engage ensures your completed work will be shared with your instructor and other students in your course. Do not use the **VoiceThread app** on any of your personal devices to create your VoiceThread, as it is not integrated with your course. You may use the VoiceThread app to comment on other presentations.
2. Click on **+ Add Your Own**.
 - a. This will open the VoiceThread website in a different window.



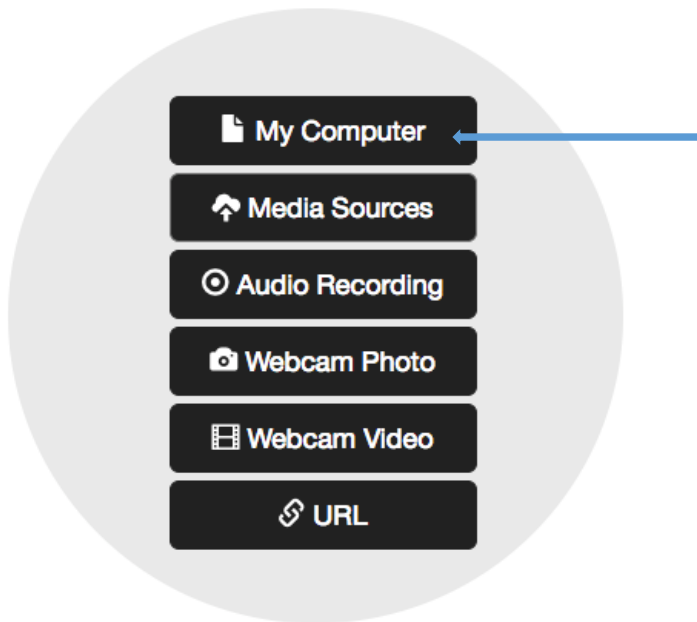
3. Click **Create a new VoiceThread**.



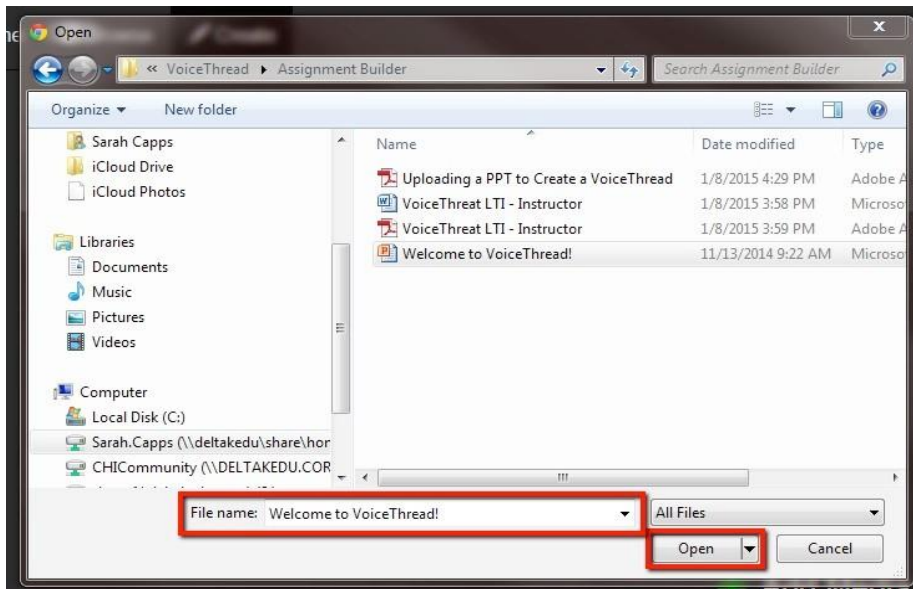
4. Click **+ Add Media**.



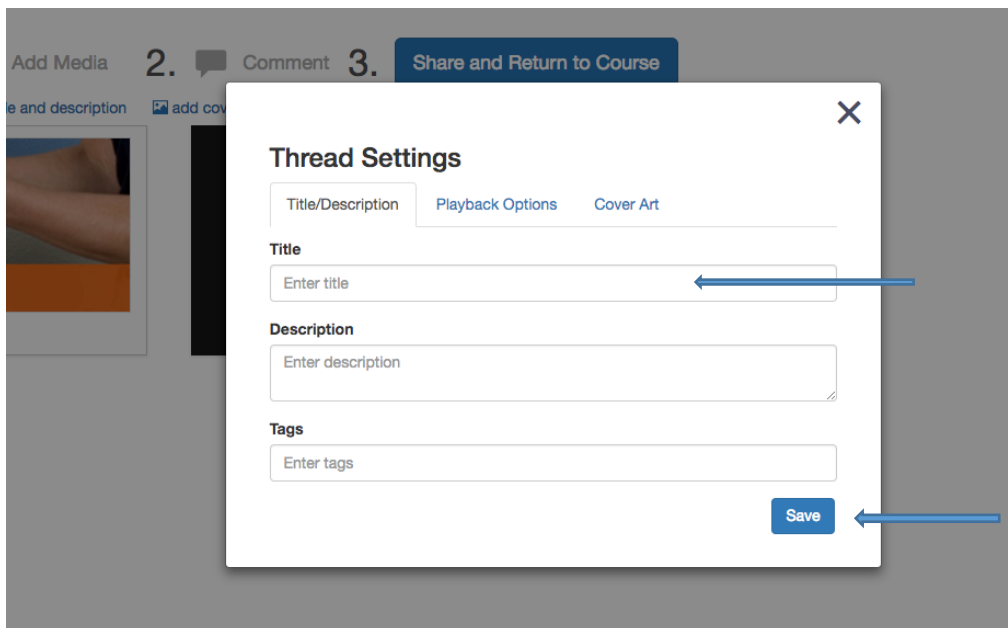
5. Click **My Computer**.



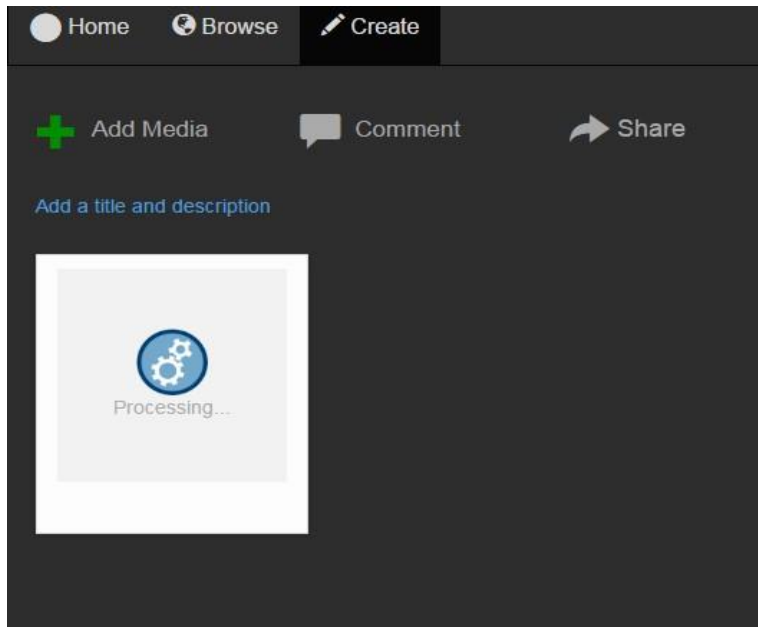
6. Browse for the PowerPoint file and click **Open**.



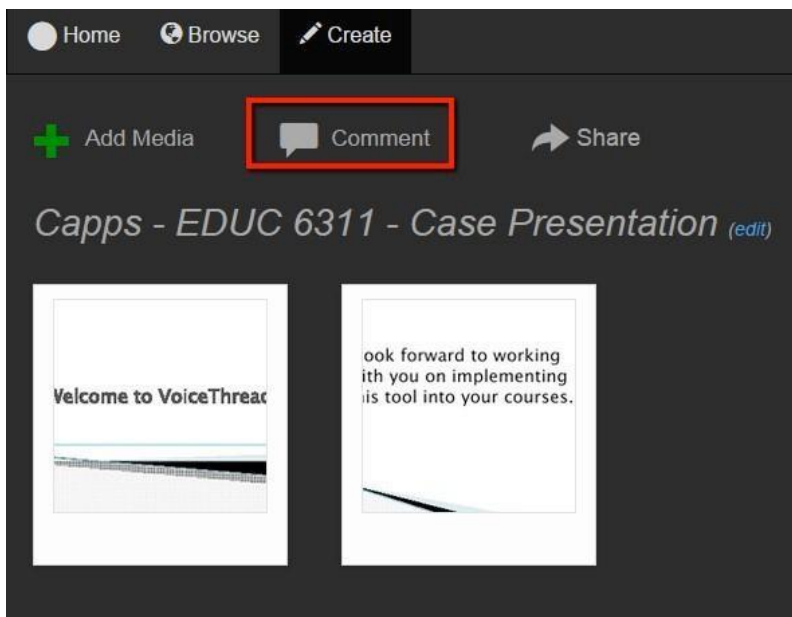
7. Add a **Title** (e.g. LastName--Course—AssignmentName) and **Save**. You can also add a description and tags if you wish. **Do not forget to SAVE**.



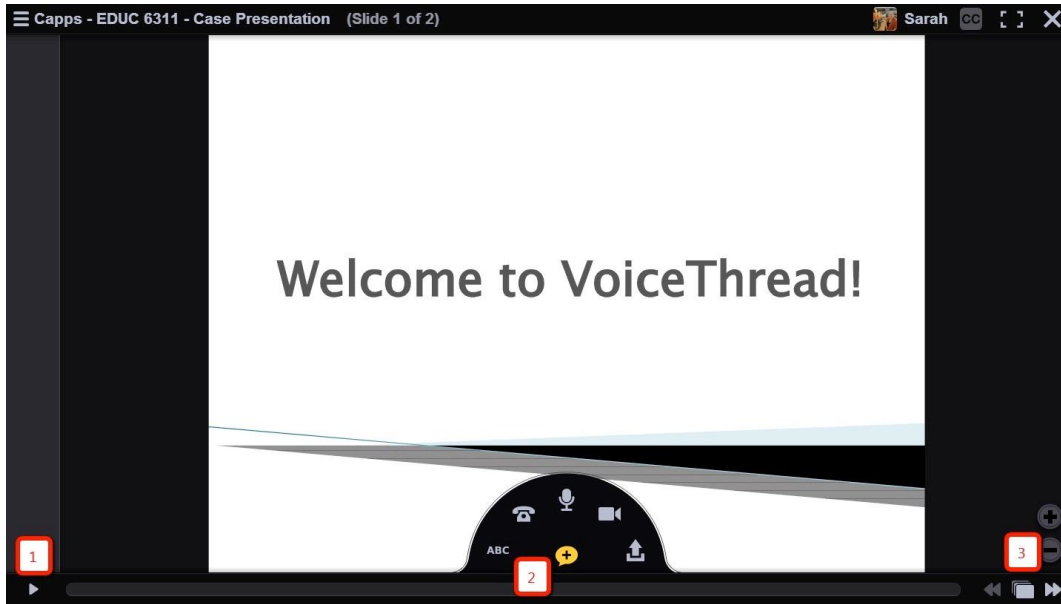
- The upload may take a few minutes to process. Once the file has processed, all the slides will display.



- Click **Comment**.

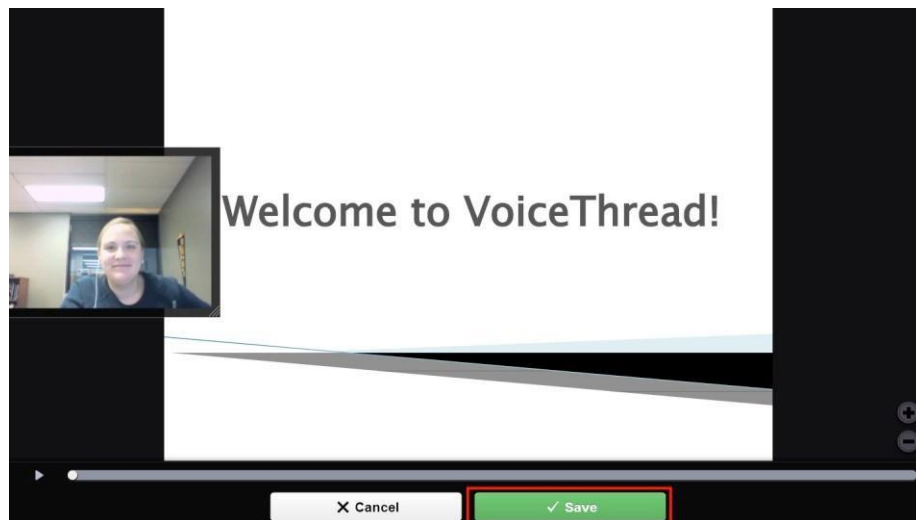


10. When ready, record the comment.

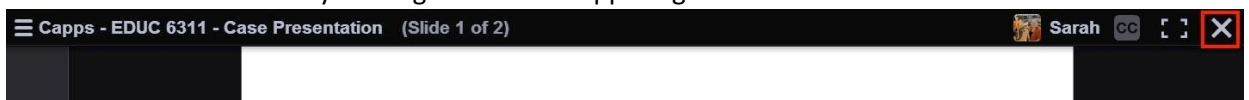


1. Click the Play button to begin recording.
2. Use the comment tools to narrate the PowerPoint.
 - a. Record video, audio or type a comment using text.
3. Use the Left/Right arrows to flip through the slides.

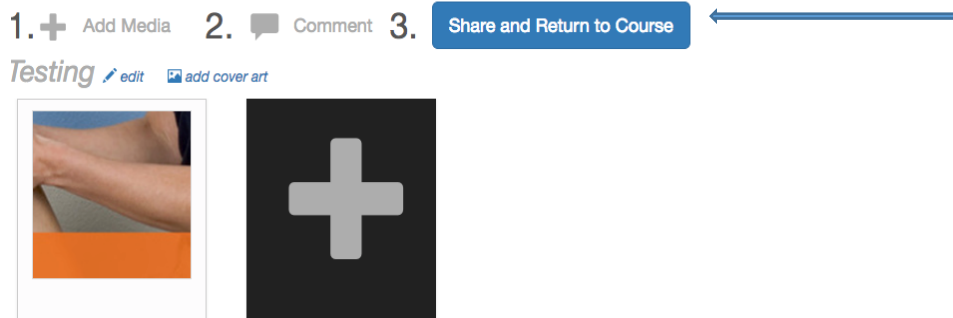
11. When complete, click **Save**.



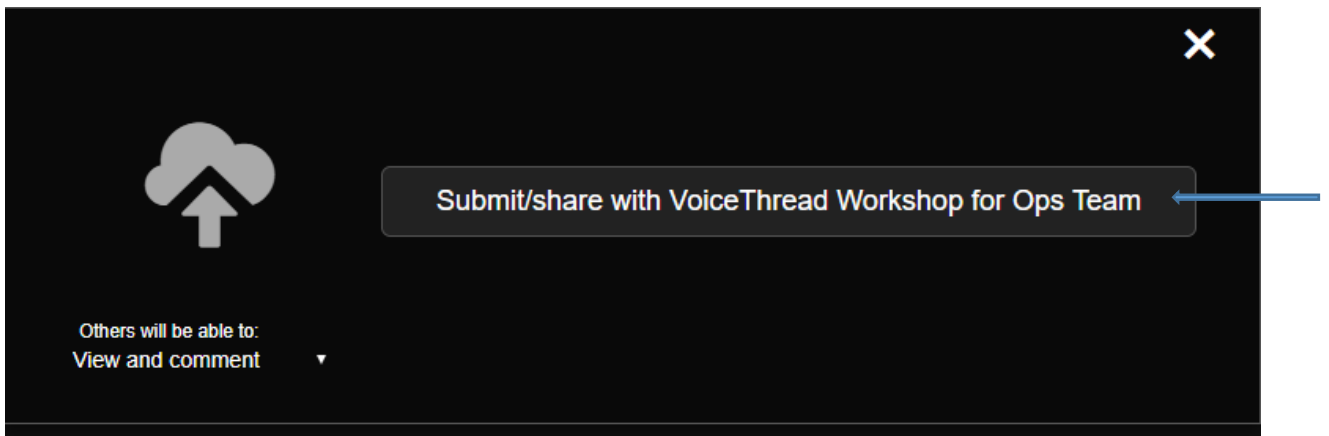
12. Close out of the window by clicking the **X** in the upper right--hand corner.



13. Click on **Share and Return to Course**. This is an important step as it shares your presentation with your instructor and the other students in your course.



14. Click **Submit/share with** (Course Name Here).



15. Return to your Engage course, click the VoiceThread assignment link to verify that your VoiceThread is now visible in the group space.