



Baylor
College of
Medicine

DEPARTMENT OF
EDUCATION,
INNOVATION
& TECHNOLOGY

CENTER FOR TEACHING
& eLEARNING

Harris Health/Baylor College of Medicine Research Day

SPRING 2023

Instructions for Uploading Your Poster



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Harris Health/Baylor College of Medicine Research Day Spring 2023

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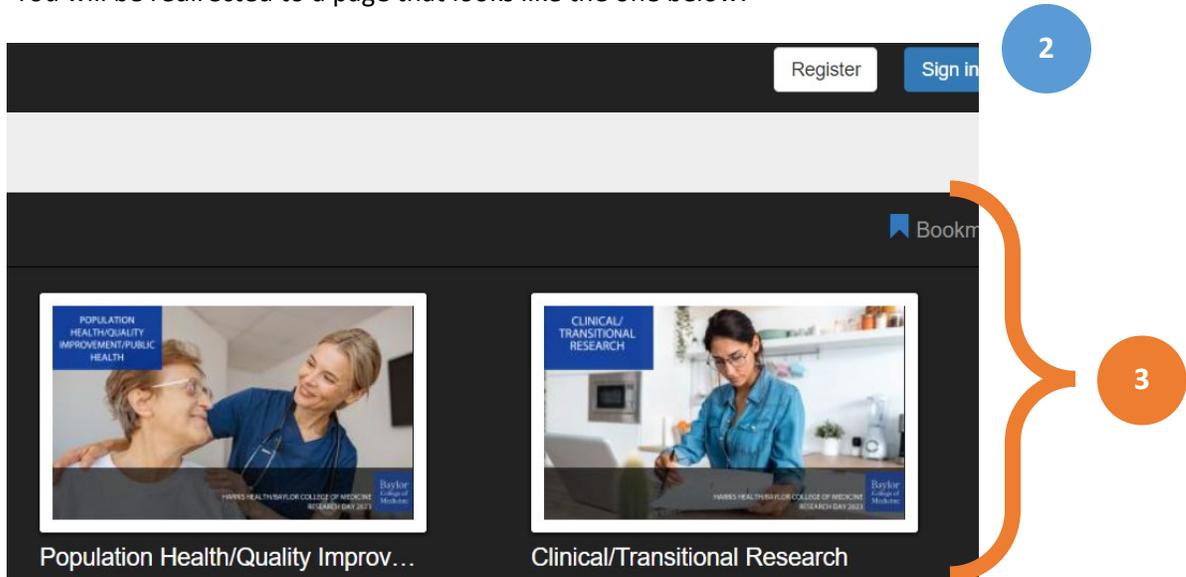
Contents

Signing into the Symposium	3
Uploading Your Poster	4
Narrating & Submitting Your Poster.....	6

Signing into the Symposium

1. Enter the Harris Health/Baylor College of Medicine Research Day by clicking the following link:
<https://bcm.voicethread.com/myvoice/browse/threadbox/7162>
2. Login using your BCM credentials. Please use your ECA.

You will be redirected to a page that looks like the one below:



3. Locate the category for your poster presentation and click on the corresponding button.

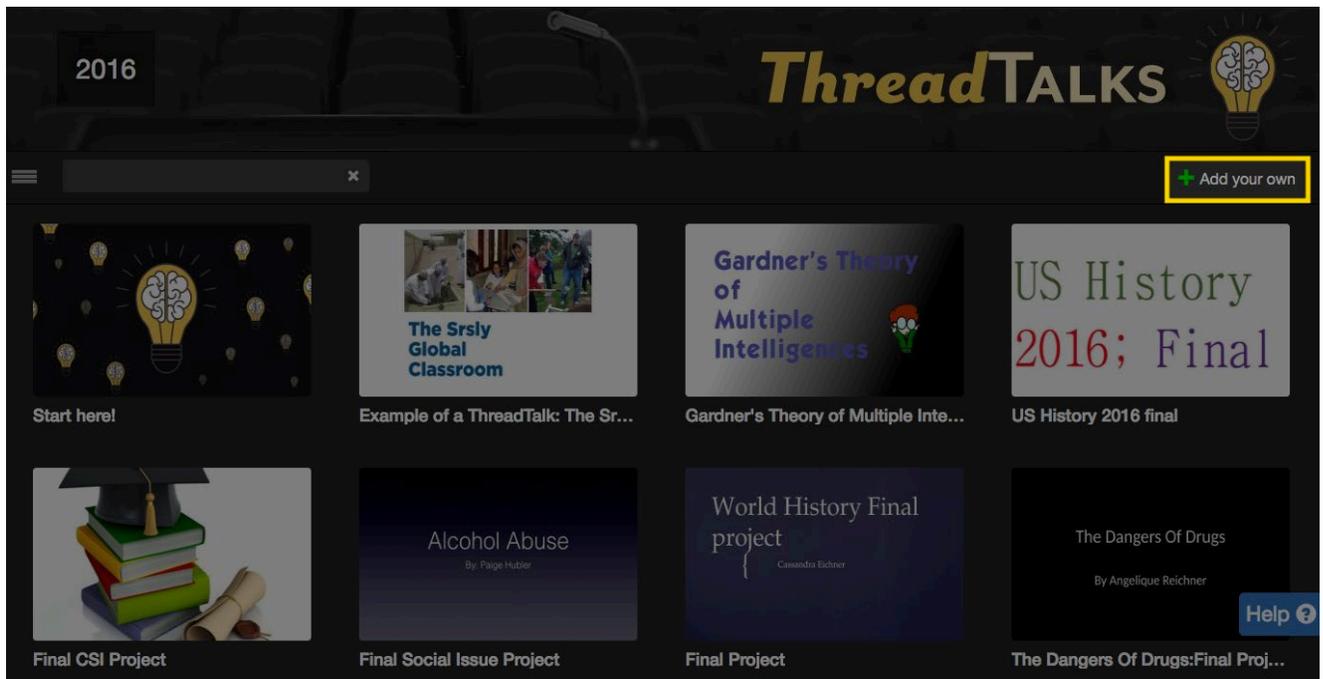
Your choices are:

- Population Health/Quality Improvement/Public Health
- Clinical/Transitional Research
- Miscellaneous (Informatics, Genomics, Precision Medicine)

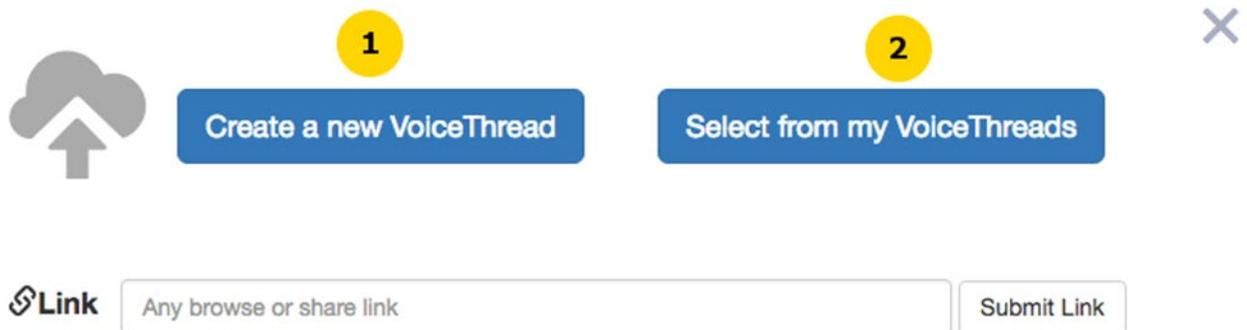
Uploading Your Poster

Now, it's time to upload your poster presentation. You can upload a variety of file types including PowerPoint, jpeg, or PDF. When you have your file ready, proceed to the next steps.

"Add your own" at the top-right corner of an open VoiceThread.



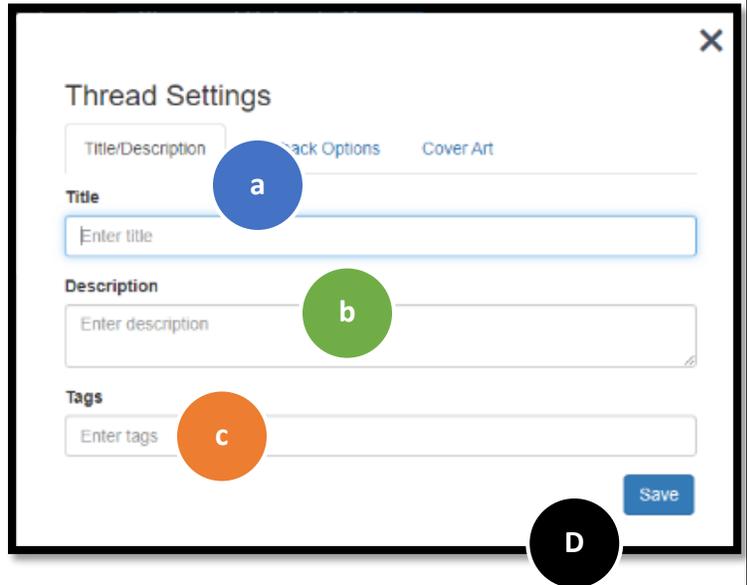
There are three sources from which you can add a VoiceThread.



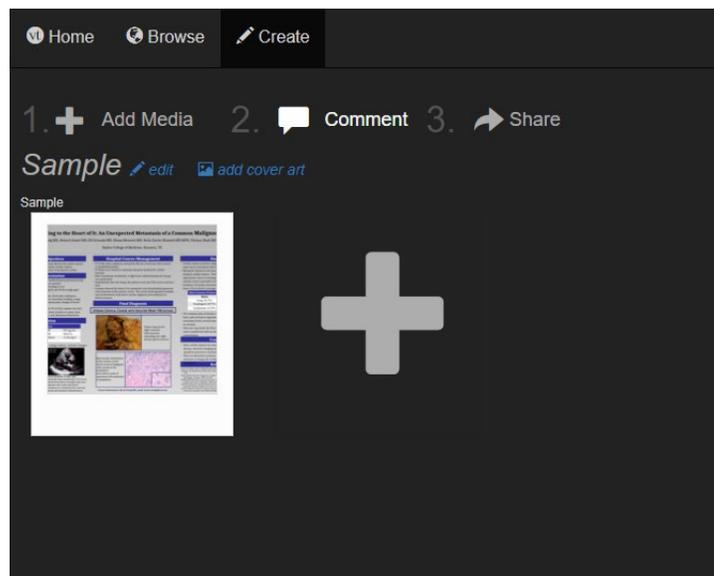
1. ****Create a New VoiceThread: ****Create a new VoiceThread of your own. You will need to upload at least one slide.
2. If you have previously created a VoiceThread, select option 2.

While your file is uploading into VoiceThread, the following menu will appear:

1. Enter the following information under the “Title/Description” tab:
 - a. **Title of Your Presentation**
 - b. **Brief Description**
 - c. **Any Tags or Key Words**
2. When you are finished, click the “Save” button



Your poster should be uploaded to VoiceThread now! You’re almost there. The next step is to add your Narration, VoiceThread refers to this as commenting.

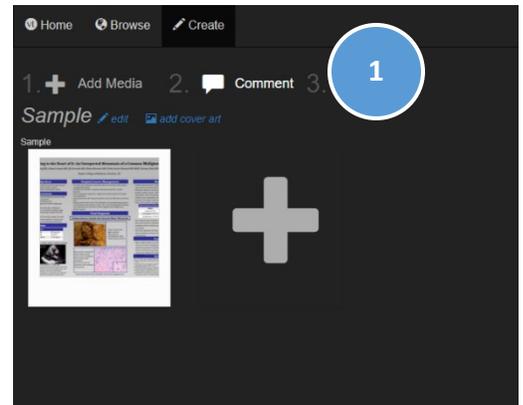


Let’s move on to the next step: Narrating & Submitting Your Poster

Narrating & Submitting Your Poster

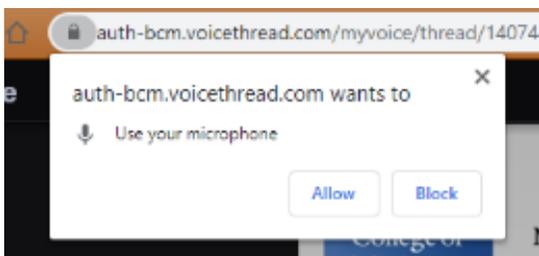
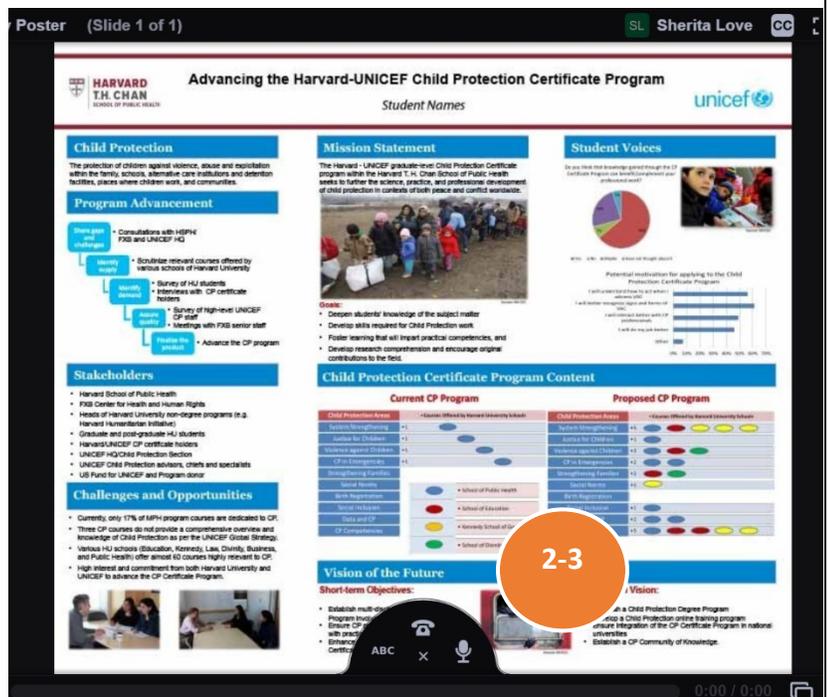
Now that your poster has been uploaded, now it's time to narrate or comment. It may be helpful to have this written out already, like a speech, or at minimum rehearsed.

1. With your presentation selected, click the **“Comment”** button.

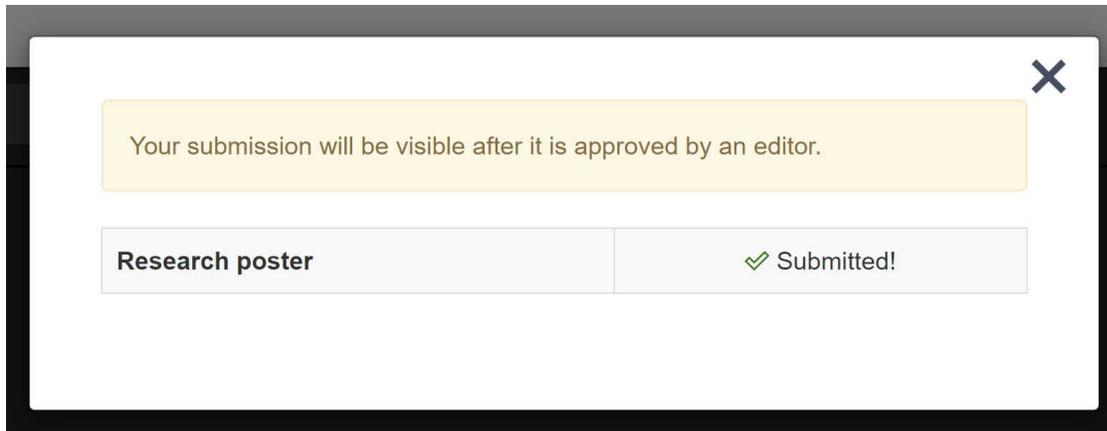


2. Locate the **“Make a Comment”** button that the center bottom screen. You have the option of recording your narration three ways, via text, phone or microphone. We recommend recording it using the **“microphone”**

3. When you are ready to begin recording, click the **“microphone”** button.



Please note, depending on your browser and computer settings you may be asked to allow VoiceThread to Use your Microphone. If this button pops- up, please **“Allow”**



Your finished presentation has now been submitted for approval!