Single Educator Guide

The K-12 Single Educator license is a "pilot" license meant to be used by the first educator in a school or district to use VoiceThread. It includes a virtual Class Organization, 1 Pro Educator account and 50 Student accounts. Members of K-12 Organizations work on the Ed.VoiceThread network, which is a secure environment open only to verified K-12 students and educators. There is one Administrator allowed for this license. This person will set default rules for the members, create Student accounts, and monitor those accounts as well as any content created within them.

If more than one educator at your school will be using VoiceThread, please look into the School license, which allows the upgrading of multiple educator accounts, in addition to student accounts.

SINGLE EDUCATOR GUIDE AT A GLANCE:

Getting started

How to access your new license

Your license is attached to the VoiceThread account you were signed into when you purchased it. If the license was purchased with a purchase order, it was attached to the account specified on the purchase order.

To get started, visit http://ed.voicethread.com/ and sign into the account to which your license was delivered.

Accessing the Manager

The Manager is where you will create and manage your students' accounts, as well as set Organizational rules that apply to all students. To access your Manager, follow these steps.

1. Sign into your VoiceThread account.
2. Click on your email address in the top-right corner.
3. Select *VoiceThread Manager* or *Manage* from the list.
4. Sign into the Manager using the same email address and password you use to access your VoiceThread account.
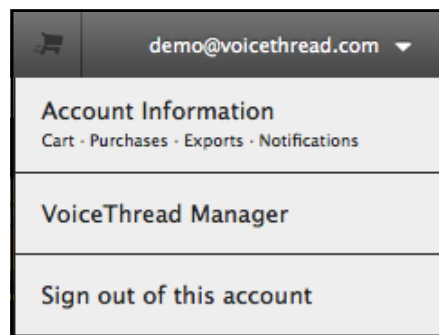

Figure 1: Accessing the Manager

Setting up your Class Organization

The first time you sign into your Manager, you'll be prompted to select a name and custom domain (web address) for your Class Organization. Your custom domain is in the following format: http://yourclass.ed.voicethread.com.
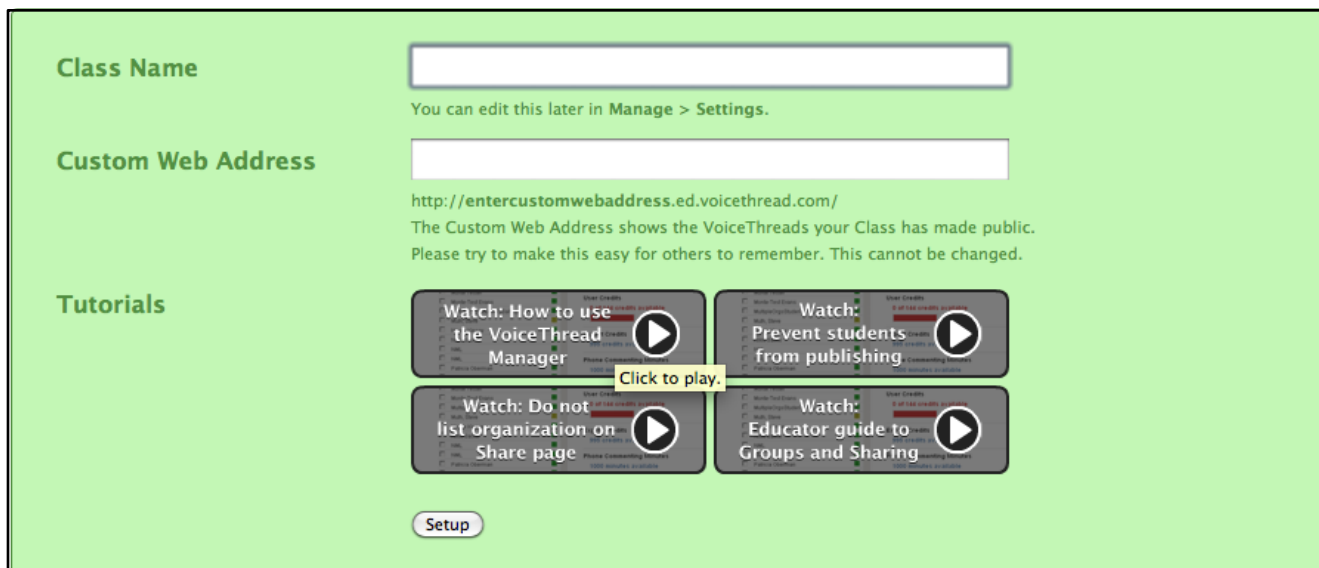

Figure 2: Setting up your Class Organization

Students will sign in through your custom domain. This is where any work made public by you or your students will be displayed. If students do not have real addresses, the Manage Tool allows the creation of student usernames, and the custom domain will also serve as these students' email domain.

• For example, Joe Smith can be given the username: "jsmith" which would be used to sign in as "jsmith@yourclass.ed.voicethread.com."

• When signing in at yourclass.ed.voicethread.com, Joe would only need to enter "jsmith." The domain will be added automatically.

This means that students will only need to remember their usernames, provided that they are signing into their accounts at your custom domain. We recommend bookmarking this domain or linking from the central webpage or portal that you use with your class. All students should sign into their accounts through the custom domain, even if they are using valid email addresses.

Navigating the Manager

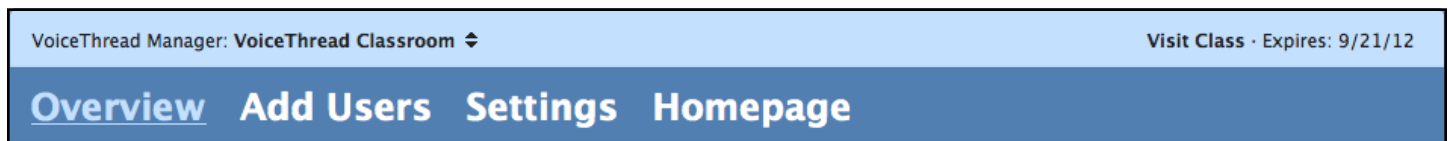The navigation menu at the top of the page allows you to access the different areas in the Manager.

Figure 3: Overview

Overview

Use the Overview area to see a list of the members of your Organization. Student accounts are distinguished from Pro Educator with a green icon in the Overview. On this page, you'll be able to add more user credits (Student accounts), export credits, or phone-commenting minutes to your Organization's total using the buttons on the right. You can also go directly to your custom domain by clicking *Visit Class*.
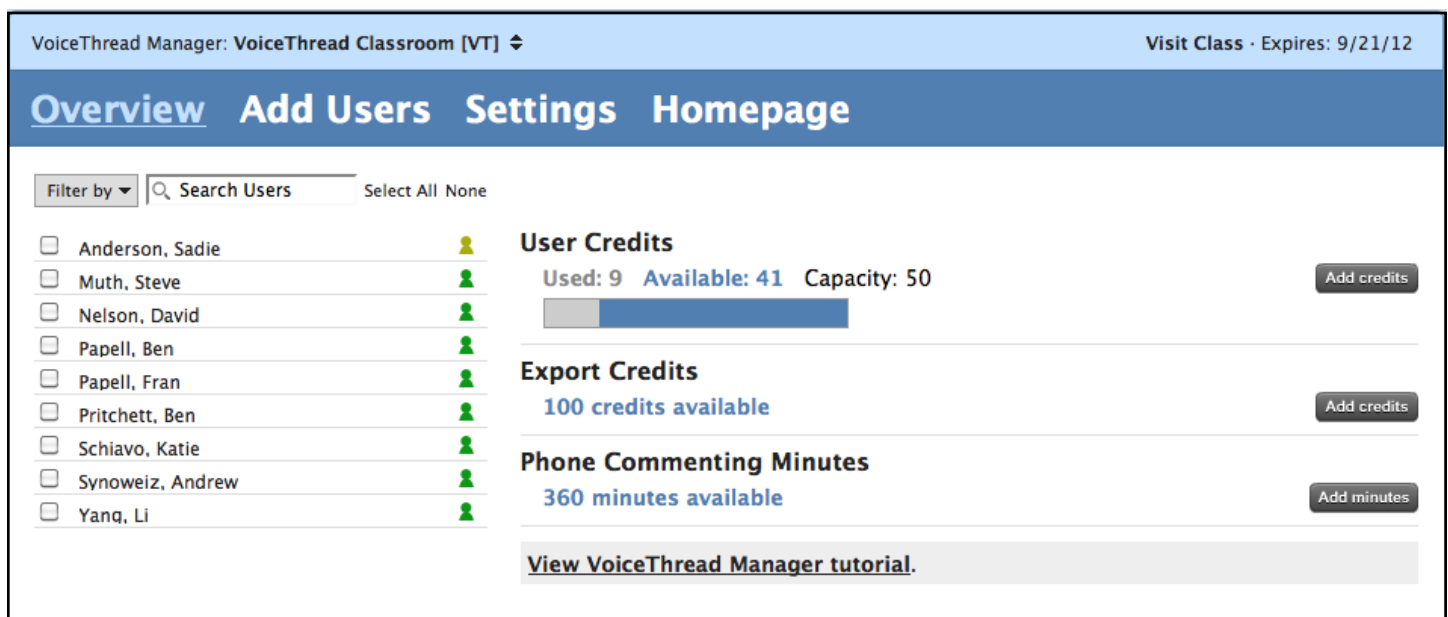

Figure 4: Overview

Use the *Search Users* field at the top of the Overview list to search for a specific person, or use the *Filter by* menu to narrow your view. For example, choose to view only Student accounts or view only the members of a specific Group.
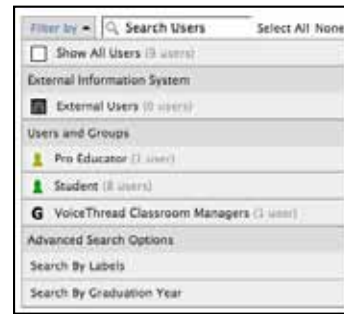

Figure 5: Overview

Add Users

This is where you will create Student accounts. Please see **Adding Users to your Class Organization** for more details about this process.
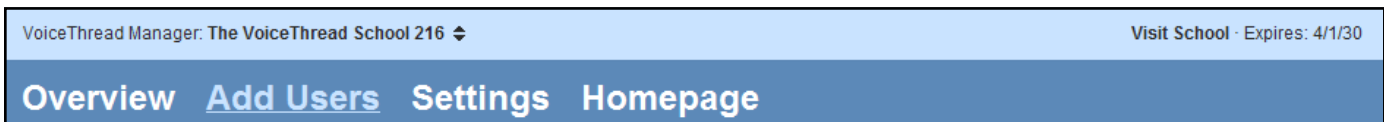

Figure 6: Add Users

Settings

Change any Organization-level rules or permissions in the Settings area. Settings made here will apply to all students.
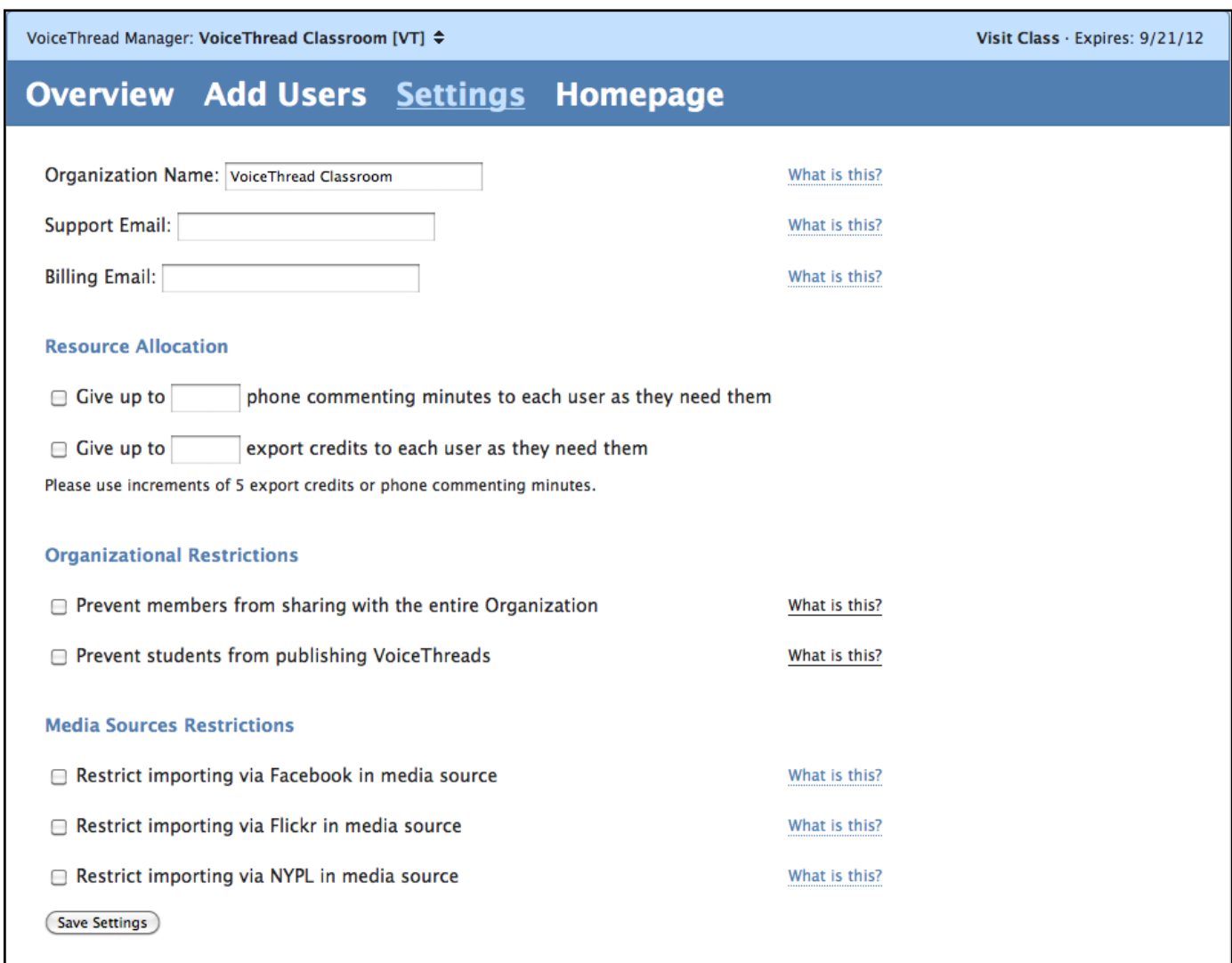

Figure 7: Settings

Organization Name
If you want to change the name of your Class Organization, enter the new name here, and click *Save Settings.*

Support Email
If VoiceThread should contact someone other than the Pro Educator regarding details about your Class Organization, enter that person's email address here. Click *Save Settings.*

Billing Email
If VoiceThread should contact someone other than the Pro Educator regarding any financial transactions for your Class Organization, enter that person's email address here. Click *Save Settings.*

Resource Allocation
Automatically give students export credits and phone-commenting minutes so that you don't have to allocate these resources manually. See **Using export credits and phone-commenting minutes** for details.

Organizational Restrictions
As the Administrator, you may choose to prevent students from sharing their VoiceThreads with all members of the Organization. This means that they will only be able to share with the members of any Groups to which you add them (see **Setting up Groups/Classes**).

You can also prevent students from making their VoiceThreads public by selecting the relevant option in your Organization Settings area. Students would be unable to select *Allow anyone to view* and *Allow anyone to comment* in the Publishing Options for their VoiceThreads.   This also means that they would be unable to showcase their VoiceThreads on your custom domain Browse page. You can still perform these tasks for a student if this option is checked.

Learn more about settings and defaults.

Media Sources Restrictions
Prevent students from importing images from any of the listed media sources.

Homepage

The custom homepage is not available with a K-12 Single Educator license. If you are interested in using the custom homepage, you'll need to upgrade to a School license. Read more about the custom homepage.
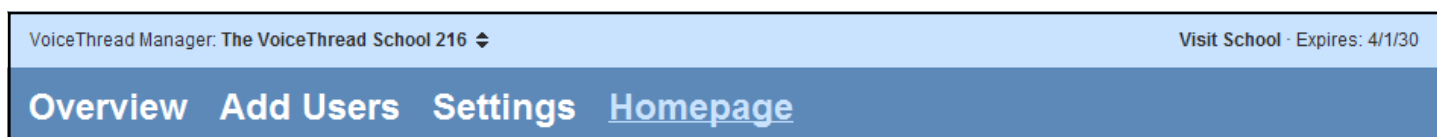

Figure 8: Homepage

Adding users to your Class Organization

To create Student accounts, click on the Add Users section of the Manager. You'll be able to add students one-by-one or in bulk.

Please note: With a K-12 Single Educator license, you can only create Student accounts. If you want to add another Pro Educator, you'll need to upgrade to a School license.

Figure 9: Adding Users to your Class Organization

To add a single user, enter the student's information into the fields on the left side of the screen, and then click *Add*. Be sure to record the account information shown at the bottom of the confirmation page so that you have the student's password. It will not be shown again.

To add users in bulk, you'll use a CSV file. Download the sample file from the right side of the screen to guide you. Fill the spreadsheet with your students' information, and upload it using the upload field on the right side of the page.

Creating a CSV file

The sample CSV file downloaded from the Manager already has the column headings in place, along with some sample information.

	A	B	C	D	E	F	G	H	I	J	K	L
1	first_name	last_name	identity	email_userni	password	type	graduation	label	identifier			
2	George	Washington	George W	educator's el	atleast6char;	educator						
3	Bobby	Tables	Bobby T	username@y	atleast6char;	student	2016	optional	optional: unique information system identifier			
4												
5												

Figure 10: Creating a CSV file

first_name
Enter the student's real first name. This information is only visible to you, so it's important to enter the correct information.

last_name
Enter the student's real last name. This information is only visible to you, so it's important to enter the correct information.

identity
An Identity is the public name that appears next to an Avatar (the picture that represents the person) whenever a student makes a comment. This name will be visible to anyone who can view a VoiceThread on which this student commented, so you'll need to follow your school or district policy regarding visible student information. For example, you could use first name and last initial, which would allow the student to easily recognize his own work while not showing his full name.

email_username
If your students possess valid email addresses, enter their email addresses in this field. This address is the one they will use to sign into their accounts.

If your students cannot use email, then you can create fake email addresses for them based on your custom domain. Enter any name or identifier as the student's username. If you enter "john.smith," then this will be the student's username. His full fictitious email address will be john.smith@yourclass.ed.voicethread.com. See **Student sign-in** for more information about how students can use their usernames to access their accounts.

password

The password needs to be at least 6 alphanumeric characters long and should not contain any non-Latin characters that are difficult for students to remember. Passwords are case-sensitive.

type

This refers to the type of account a user is assigned. Enter *student* for all users. With the K-12 Single Educator license, only Student accounts can be added.

graduation

Enter the year in which the student is scheduled to graduate from your school.

label (optional)

We recommend entering a label for students. The label will be attached to the account and can be used with the search/filter functions in the Overview area to find all students who share a label. You can then perform bulk actions like adding them to a Group, removing them, or allocating resources like export credits and phone minutes. If you do use the label field, make sure your labels are unique. The more data you include, the more unique and useful labels will be. For example, "Mr.SmithHomeroom" is better than just "Mr.Smith."

identifier (optional)

This field should be used if you plan to eventually upgrade to a School license and enable the automatic creation of Class Groups using VISI (VoiceThread Information System Integration) at any point in the future. The identifier is a student's unique identifier in your school's or district's Information Management System. If you are not sure where to find this information, the person who manages student information for your school or district should be able to help.

Uploading a CSV file

Once the CSV file is complete, save it to your computer. Go back to the Add Users area and click *Choose File*. Once you've selected the file, click *Upload*.

A confirmation page with a list of information for the accounts that you just created will appear below the Add Users form. Please review this list and confirm that all of the account information is correct (see example below.) If any information is incorrect, click *Cancel Import*. You can then correct your CSV file and re-upload it.

Figure 11: Uploading a CSV file

If all information is correct, click *Add users to [Class title]* at the top or bottom of the list. A confirmation of the new accounts' information will appear at the bottom of the page.

PLEASE PRINT THIS INFORMATION FOR YOUR RECORDS. IT CANNOT BE RETRIEVED ONCE YOU LEAVE THIS PAGE.

Students who already have VoiceThread accounts

If you add students who already have VoiceThread accounts under the email addresses you entered, then VoiceThread will need their permission before adding them to your Class Organization. You'll know which users already have accounts because in the confirmation list you see after you add them, the password area will say *User has a password*. Their names in your Overview list will be highlighted to indicate that their membership is pending, and you won't be able to manage their accounts until they agree to join your Organization.
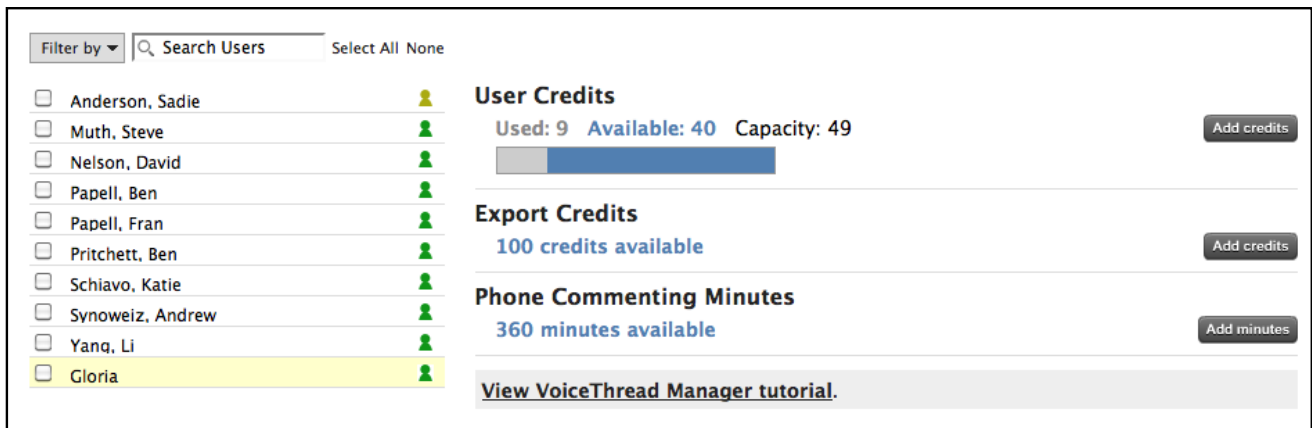

Figure 12: Students who already have VoiceThread accounts

If these users have valid email addresses, they should receive an invitations via email, which will allow them to join your Organization. The email also contains a link where perspective members can learn more about becoming a member of a VoiceThread Organization.

Invited users will also receive a pop-up message the next time they visit their MyVoice page if they have not yet accepted the invitation to join your Organization. This provides notification of the invitation for those who registered with an invalid email address or for those who check their inbox infrequently.
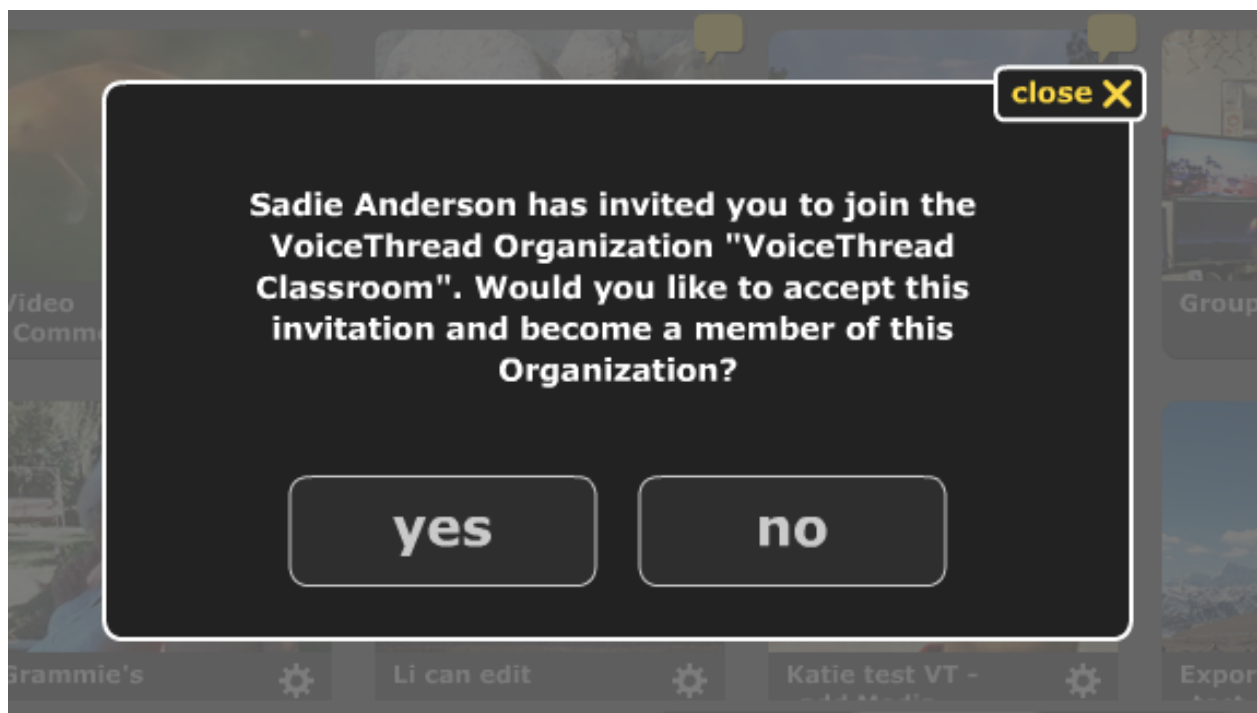

Figure 13: Students who already have VoiceThread accounts

After the user accepts your invitation, the confirmation message below will appear. The account will be added to your Organization, and will immediately be upgraded and manageable from within the Manage Tool.
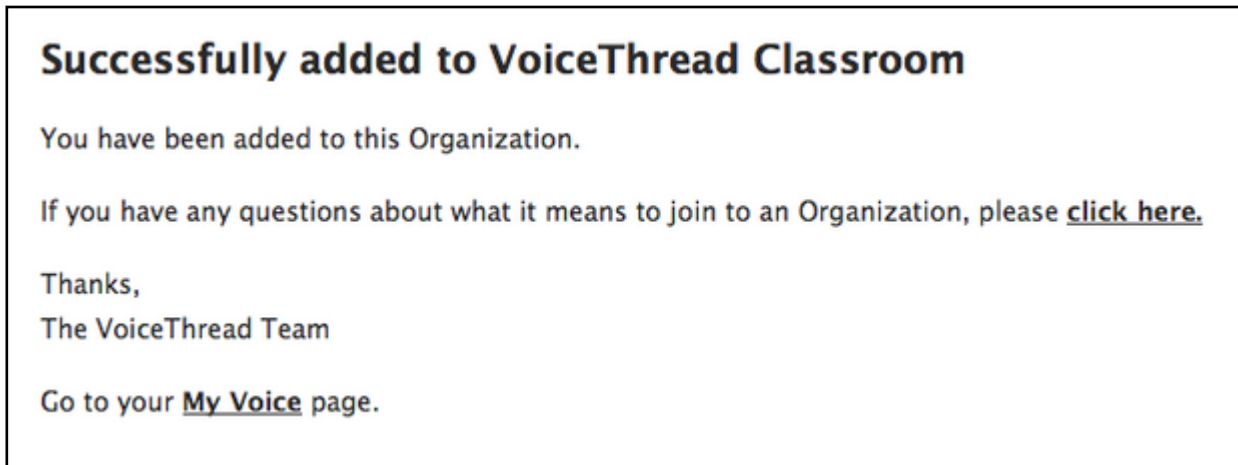

Figure 14: Students who already have VoiceThread accounts

Editing student information

Edit students' information in the Overview section of your Manager.

Edit a single Student account

To view and edit details on a Student account or allot export credits and phone-commenting minutes, click on a student's name, and then click *change* or *add* next to the information you'd like to edit. Make your change, and click *Update*.

Figure 15: Edit a single Student account

Bulk edit Student accounts

Some information can be edited for more than one student at once. To manage students in bulk, just check the box next to two (2) or more names and use the area on the right to make any changes.
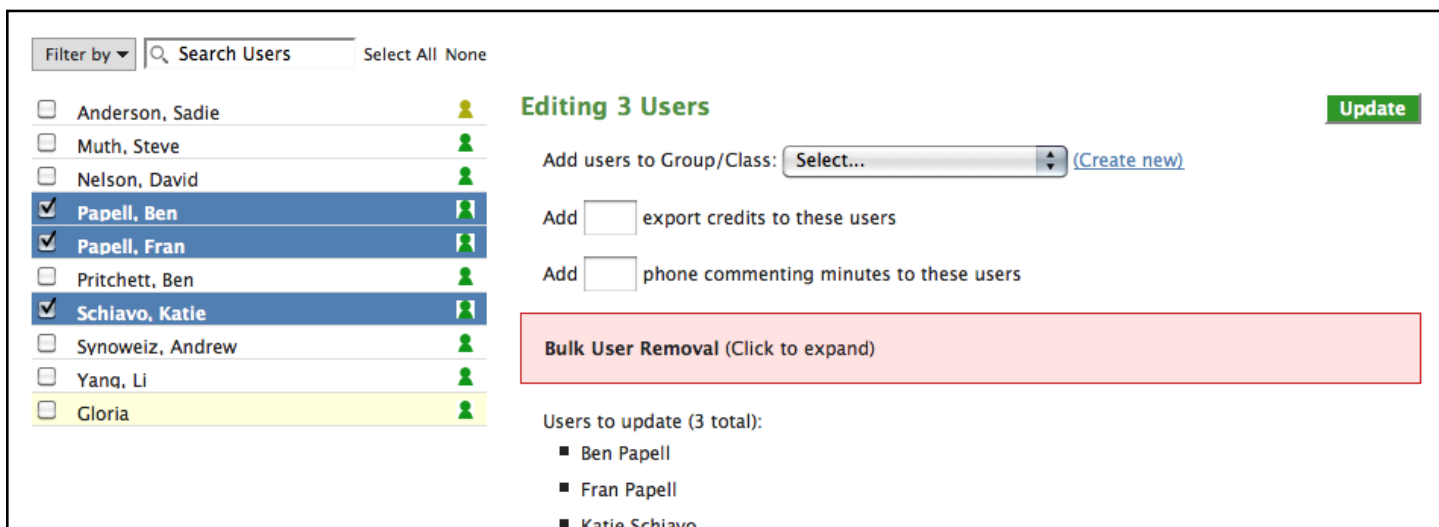

Figure 16: Bulk edit Student accounts

Setting up Groups/Classes

After completing the student-account creation process, create your Groups/Classes and add the students to them. Only the person who created a Group will be able to add or remove members. Go to the Manager Overview and follow these steps:

1. Click on the names of the students you want to add to a Group.
2. Use the drop-menu on the right to add the students to an existing Group, or click *Create new* to create a new Group.
   You'll receive a pop-up message asking you to name a new Group.
3. Click the green *Update* button.
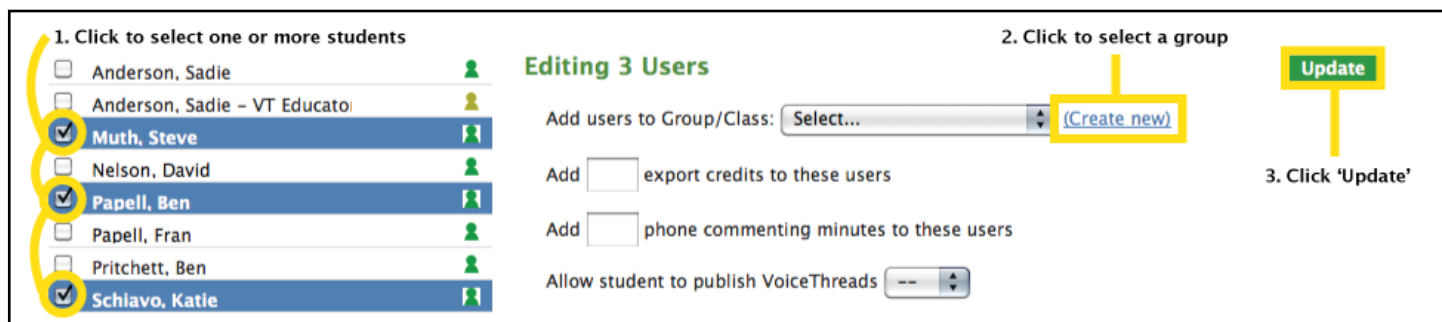
Figure 17: Setting up Groups/Classes

Congratulations! You have created a Group. View current members of any Group by using the menu at the top of the Overview list.

Once a Group/Class is created, the simplest way to share VoiceThreads with the Group is the Drag-n-Drop sharing method on the MyVoice page. Just click and drag any of your own VoiceThreads to the name of the Group on the left side of the page. The VoiceThread will instantly be shared with that Group, so all members will be able to view and comment on it.

Figure 18: Setting up Groups/Classes

Student sign-in

Students should sign into their accounts at your custom domain (http://yourclass.ed.voicethread.com/). If they sign in here, students using fictitious email addresses can enter just their usernames. The rest of the fake email address will be filled in for them. For example, a student could enter john.smith, and when he goes to enter his password, the rest of the address will auto-fill for him, so he'll see john.smith@yourclass.ed.voicethread.com. This simplifies the sign-in process for students.

Transparency for educators

All student VoiceThreads will appear automatically on your MyVoice page in the default "All" view. You are automatically and irrevocably made an editor of student-created work. This means as a managing Pro Educator, you will be able to monitor and edit all student comments or VoiceThreads.

When a student creates a VoiceThread or a comment, the Identity name is listed as the author of the VoiceThread or comment. All students and any users who are not members of your Class Organization will see this Identity name only.
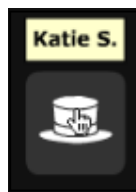

Figure 19: Transparency for educators

You, as the Pro Educator who manages the Student accounts, will see students' full names in addition to their Identity names. This helps you to know exactly who left the comment if the student's Identity name is not enough for you to know who the student is.

Figure 20: Transparency for educators

Using export credits and phone-commenting minutes
Automatic resource allocation

Allow students to automatically use export credits and phone-commenting minutes from your Organization's total. Follow the steps below to enable this option.

1. Sign into your Manager.

2. Click *Settings* at the top of the page.

3. To enable each option, select the corresponding box.

4. Enter the maximum number of credits or minutes you would like to allow students to use.

   These credits must be increments of 5.

5. Click the *Save Settings* button.

Figure 21: Automatic resource allocation

When these options are enabled, students will automatically be allotted credits or minutes in 5-unit increments until they've reached the maximum number of credits you entered. Once students have reached the maximum, you can continue to allot them credits manually. These totals can be changed at any time.

Manual resource allocation

If you don't have automatic resource allocation enabled or would like to give additional credits to an individual, you'll need to allot credits from your Organization's total by following the steps below.

1. Sign into the Manager.
2. Click on the name of the person who will be exporting or using the phone minutes. Select your own name if you will be using these resources. You can also select multiple names to allot credits to more than one person at a time.
3. Click *Add* next to the number of export credits and/or phone minutes that person currently has.
4. Enter the number you'd like to allot.
5. Click the green *Update* button.

Figure 22: Manual resource allocation

These resources will be subtracted from your Organization's total and added to the specific user's account.

Please note: You cannot return credits from a user's account to your Organization's total, so it's best to only allot them when they're needed.

Publishing and sharing student work

Students can share their work with each other seamlessly, but there are some restrictions around inviting people outside of your Class Organization to comment on their work.

Publishing

If you have not disabled student publishing in your Manager Settings, students can select *Allow anyone to view* and *Allow anyone to comment* in the Publishing Options for their VoiceThreads. This means that anyone who has the link to the VoiceThread will be able to view it. Ed.VoiceThread facilitates the building of an educational community around student work and protects that work from the input of the greater VT public. Only people who are members of Ed.VoiceThread are able to comment on a public student VoiceThread.

Students can also check *Show on Browse page* in their Publishing Options. When people visit the Browse page at either http://ed.voicethread.com/ or your custom domain (http://yourclass.ed.voicethread.com/), they can locate the VoiceThread without having the direct link simply by searching username, keyword, or title. Only people who are members of Ed.VoiceThread are able to comment on the published student VoiceThread.

If you have disabled student publishing, you can perform these tasks manually for any student VoiceThread.

Sharing

Students are not able to invite non-Ed.VoiceThread users to comment on their VoiceThreads.   This means that if you want non-Ed.VoiceThread users like parents or community members to comment on a student-created VoiceThread, you must share it with them from your own Pro Educator account.
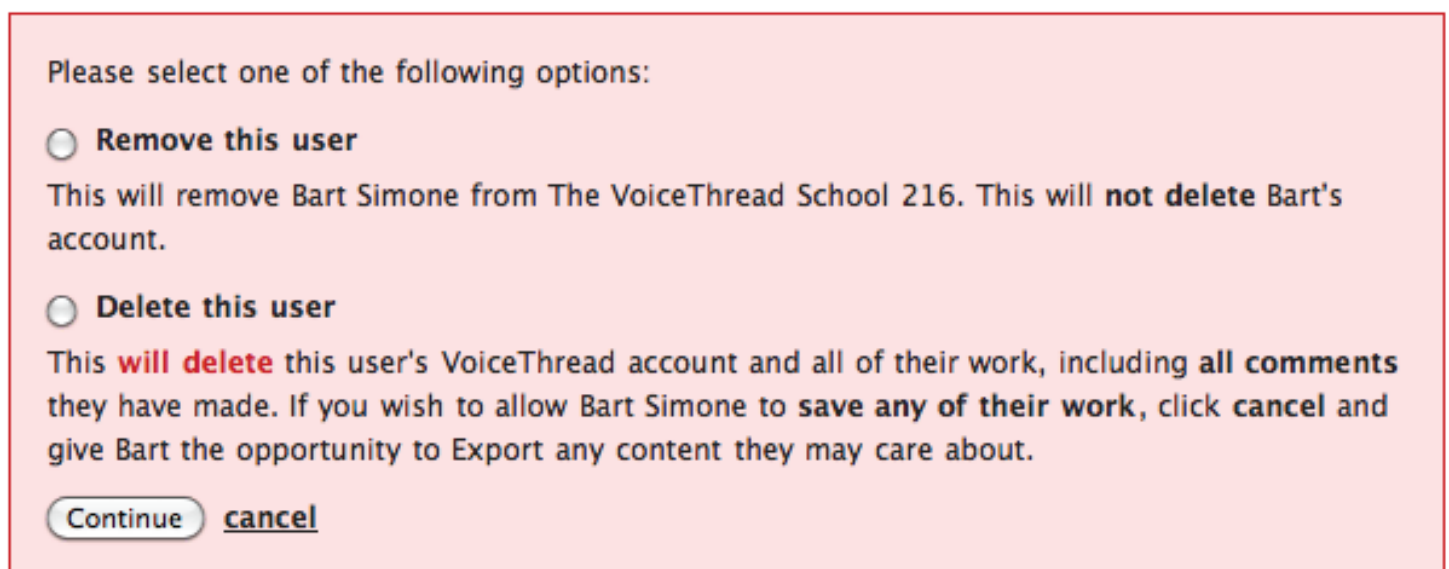
Learn more about secure sharing.

Removing students

When a student no longer needs access to your Class Organization due to graduation or moving to another class, you can remove or delete his account.

Removing a single student

Select a name in your Overview and click *Remove from Organization*. Choose *Remove* or *Delete*, and click *Continue*.

Please select one of the following options:

◯ **Remove this user**
This will remove Bart Simone from The VoiceThread School 216. This will **not delete** Bart's account.

◯ **Delete this user**
This **will delete** this user's VoiceThread account and all of their work, including **all comments** they have made. If you wish to allow Bart Simone to **save any of their work**, click **cancel** and give Bart the opportunity to Export any content they may care about.

(Continue) cancel

Figure 23: Removing a single student

Removing students in bulk

Select two (2) or more names in the Overview list and click the *Bulk user removal* option. Select *Removal* or *Deletion*, enter the confirmation text, and click the green *Update* button.

Bulk User Removal (Click to expand)

One of the keys to the Ed.VoiceThread community is accountability. Therefore, we cannot allow students to participate in this environment if they do not have an Educator responsible for them. When you remove a Student, you have two options:

Option 1 – Removal
Removing the Student means their account will not be deleted. Instead, if a valid email address is specified, the account will become a free VoiceThread account accessible on VoiceThread.com. If they already have a valid email address for their account, simply go ahead and remove them. Otherwise, if the Student is 13 years or older, first change their email/username to a valid email address (one they control), and then remove them.
Note: For removing students younger than 13, ask a parent/guardian for permission to change the Student's email/username to an email address the parent/guardian controls, who would then 'own' the account.

Option 2 – Deletion
If the student cannot be removed, their account must be deleted. This option will delete **everything** that has been created, all VoiceThreads, all comments, etc. If they created or participated in anything you think would be valuable, please Export their content as a downloadable movie for them to keep before deleting their account.

Note: VoiceThread provides a confirmation after you select a checkbox.

☐ **Option 1:** Remove 3 user accounts

☐ **Option 2:** Delete 3 user accounts! (Warning: This is undoable)

Enter confirm text, then click green Update button to commit: j2vjx [   ]

Figure 24: Removing students in bulk

If possible, we recommend that you remove Student accounts rather than deleting them. Deleting them would permanently delete all of their work. Students who are removed will no longer be part of your Class Organization, but they will still have access to their accounts, and they can keep all of their work. Their accounts are downgraded to a Free-account status. This is a great way to allow students to take their "digital portfolio" with them once they leave your class.

You will not be able to remove any students who sign in with usernames because these utilize fictitious email addresses and do not comply with VoiceThread's core security infrastructure. A great method for removing one such account is to change the fake email address to the valid address of a parent or guardian. You could then remove the student from the Organization, thereby "handing off" the digital portfolio to the parent or guardian.

Please note: Students must be at least 13 years old to have a Free account. If they are younger, you'll need to hand the accounts off to parents or guardians before removing them.

Archiving student work

In VoiceThread, all content belongs to the person who created it. If a student creates eight VoiceThreads and is then removed from your Class Organization, the student account holder will maintain ownership of that content. The only time this would not apply is if you delete the student's account instead of removing it from your Organization, in which case all of the student's work would be deleted permanently.

To save student work before removing or deleting accounts, turn student VoiceThreads into archived videos by exporting completed projects. The resulting video includes all media, comments, and Doodles. Play the VoiceThread video offline, store it on your computer, burn to DVD or download to an MP3 player or mobile phone.

Additional support

If there is any information you did not find in this Guide, please visit the VT Information Center to take advantage of the many resources available.

You can also contact us with any specific questions at VoiceThread.com/contact.