



Higher Ed. Instructor Guide

Instructors who are part of a Higher Ed Organization hold Pro accounts. Pro users are not responsible for creating and managing their students' accounts, but they can create Course Groups and invite their students to join those Groups. This Guide is written specifically for Pro-account holders who are members, but not Administrators, of a Higher Ed Organization.

If you are an Administrator, please [click here](#) to download the Higher Ed Administrator Guide.

HIGHER ED. INSTRUCTOR GUIDE AT A GLANCE:

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Getting Started

Organizations using external authentication

If your institution has a Site license and is using external authentication, please contact the VoiceThread Administrator for your Organization for the sign-in procedure.

Organizations not using external authentication

If you don't already have a VoiceThread account under your Higher Ed license, your VoiceThread Administrator will first need to create one for you. He or she will then need to send you your password so you can access your account.

You can access your new account by following these steps.

1. Go to <http://voicethread.com/>.
2. Click "Sign in or Register" in the top-right corner.
3. Enter your email address and the password you were given.
4. Click the "Sign-in" button.

If you have opened your own VoiceThread account before one is created for you, your Administrator can invite your existing account to join the Organization. This will upgrade that account to Pro. You'll receive an email invitation, and you can accept that invitation directly from the email.

You will also receive an on-screen pop-up invitation to join the Organization the next time you visit your MyVoice page where you can accept the invitation.

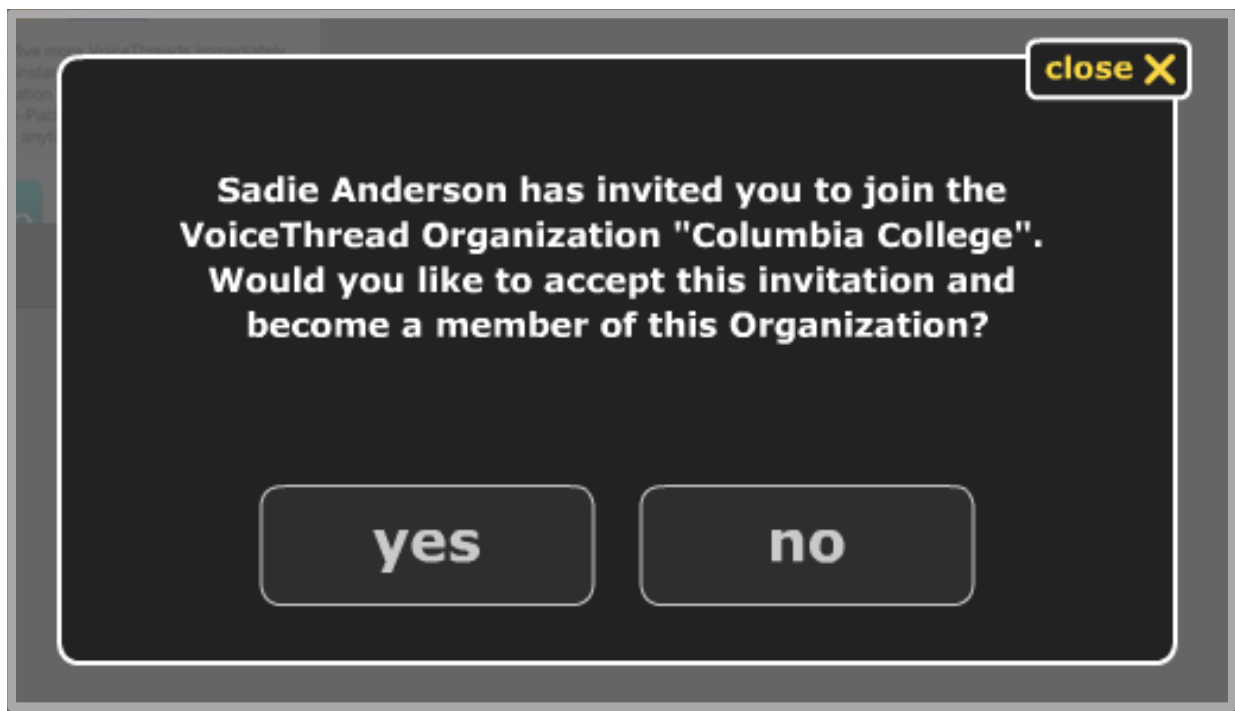


Figure 1: Organizations not using external authentication

Setting up Groups/Courses

Please note: If your Organization has a Site license and is using VISI (VoiceThread Information Systems Integration) to automatically create Course Groups, this step is not necessary.

Create your Course Groups and invite users to join them. Only the person who created a Group will be able to add or remove members. For this reason, we suggest that you create your own Course Groups.

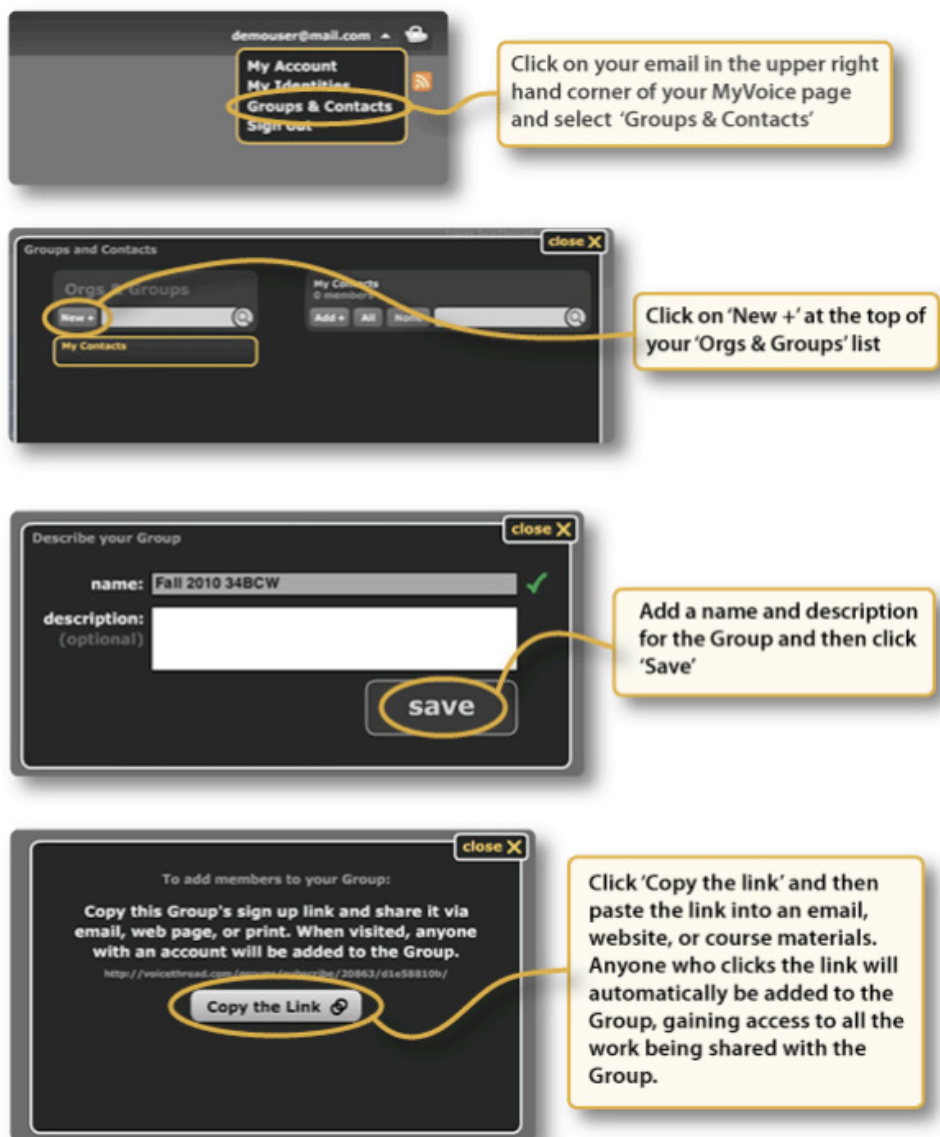


Figure 2: Setting up Groups/Courses

Once a Course Group 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 3: Setting up Groups/Courses

Archiving student work

In VoiceThread, all content belongs to the person who created it. If a student creates VoiceThreads and then is removed or deleted from your Organization by an Administrator, those VoiceThreads will be removed from your Organization and remain with the Student's account.

If you want to save a copy of a student-created VoiceThread, you'll need to export it. Exporting a VoiceThread turns it into a static MOV file that you can save on your computer, a CD/DVD, etc. You can read more about exporting [here](#).

Additional support

If there is any information you did not find in this Guide, please visit the [VT Support Center](#) to take advantage of the many resources available.

You can also [contact us](#) with any specific questions.