



Higher Ed. Student Guide

Students who are members of a Higher Ed Organization hold Basic accounts. Being a member of an Organization makes it easy to interact with instructors and classmates. This Guide is written specifically for Basic-account holders.

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Getting Started

Organizations using external authentication

If your institution is using external authentication, please contact your instructor for the sign-in procedure.

Organizations not using external authentication

If you don't already have a VoiceThread account under your Higher Ed license, one must be created for you. Your instructor will take care of ensuring that one has been created 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.
**If you were not given a password, you may request a new password via email.*
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 Basic. 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.

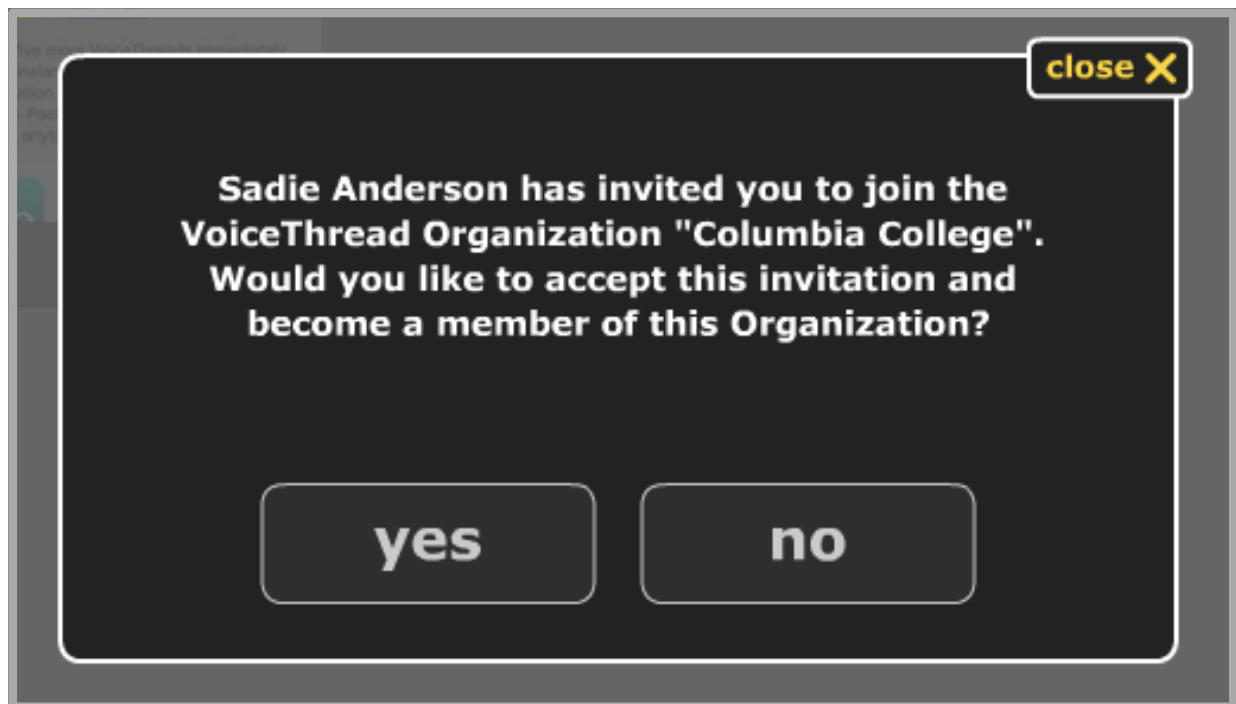


Figure 1: Organizations not using external authentication

Using Course Groups

Joining a Group

If you are not yet a member of the appropriate Course Group, you'll need to join it by clicking the Group sign-up link. This is a link provided by your instructor. As soon as you click this link and sign into your VoiceThread account, you'll see a confirmation that you were added to the Group.



Figure 2: Joining a Group

Once you have joined a Group, you will see that Group name on the left side of your MyVoice page.

Sharing with a Group

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: Sharing with a Group

Viewing content shared with a Group

All content that has been shared with the Group by you, your instructor, or your classmates can be viewed by clicking on the name of the Group from the left side of the MyVoice page.

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.