



K-12 District Administrator Guide

The K-12 District license includes a virtual District Organization for the whole district and one virtual School Organization for each of the schools in the district. Educators will hold Pro Educator accounts, while students hold Student accounts. There is one District Administrator initially, and that person can add more District-level or School-level Administrators at any time. Administrators set default rules for the members of an Organization, create accounts for students and educators, and manage those accounts. This Guide is written specifically for people who are District-level Administrators.

K-12 DISTRICT ADMINISTRATOR GUIDE AT A GLANCE:

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Structure of the District license

The District Organization is the overarching “parent” Organization for all of the schools in the district. Each School Organization is a “child” Organization that exists under the District and draws from its resources. Default Organizational rules are set at the District level, and then those settings can be changed for individual Schools to be appropriate for each student body.

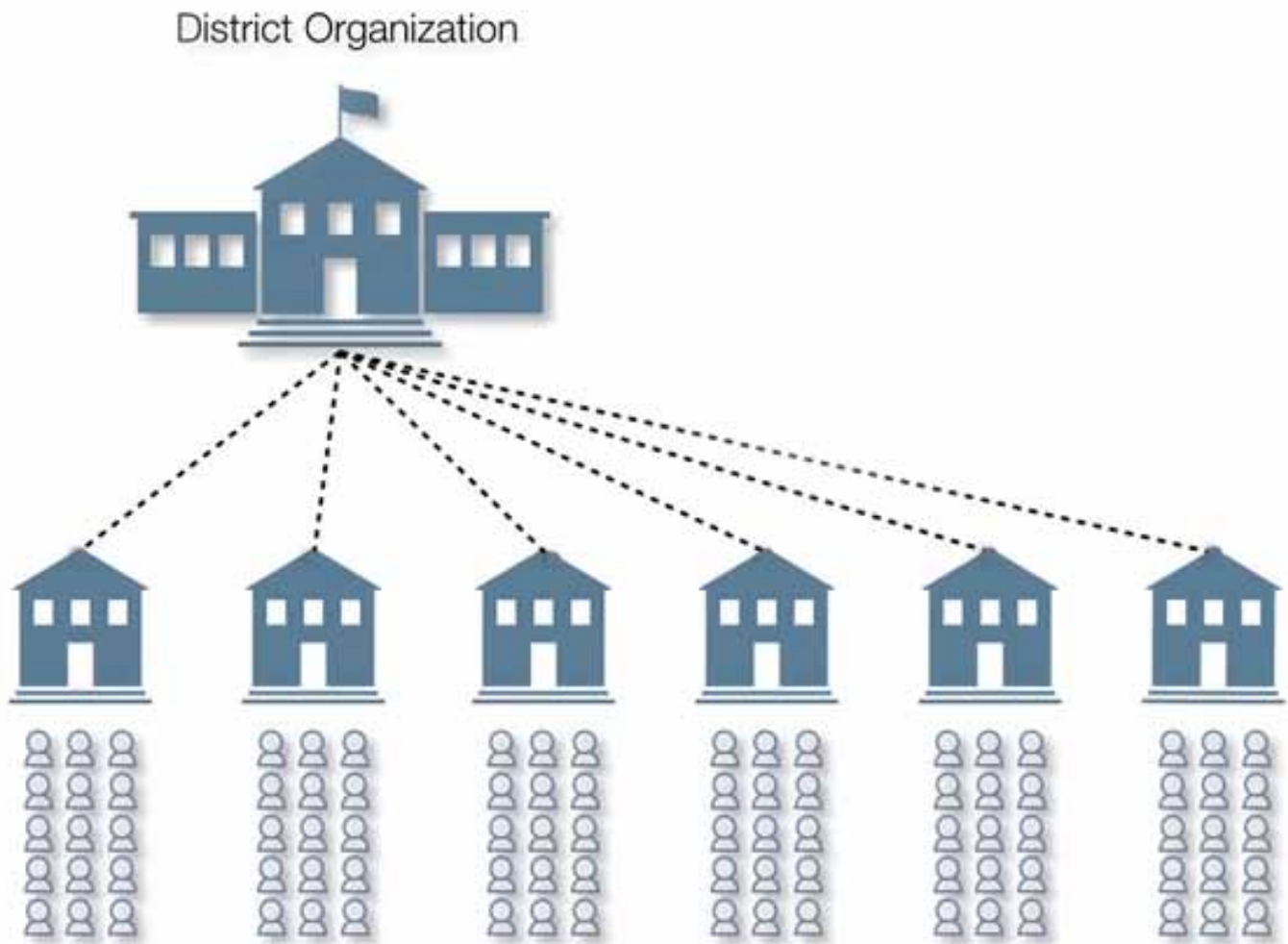


Figure 1: Structure of a District License

Your District Organization has its own custom domain with the following format: <http://yourdistrict.ed.voiceathread.com>. All students and teachers in the entire district will come to this url to access their accounts and view your public VoiceThread homepage.

All students and educators are members of the District Organization as well as the appropriate School Organization. This is because while everyone belongs to the same district, most day-to-day management is done on the school level, and it’s much easier for the Administrators at each school to manage only their own students.

[Learn more about District Organizational structure.](#)

Roles within a District License

Administrator for the District *(Pro Educator account)*

The Administrators for a District Organization are the only users who can see and manage both Student and Pro Educator accounts for the entire district. These Administrators can set default Organizational rules or perform any financial transaction. They also have Administrator status for every School Organization that falls under the District. The primary tasks of the District Administrators are to:

- Create accounts for other Administrators (if the district uses manual account creation).
- Promote other educators to Administrator status for each School Organization.
- Set the default rules for the District Organization.
- Move existing users from one School Organization to another, as necessary.
- Delete or remove users who are no longer members of your district from the District Organization.

Any current District Administrator can make any other Pro Educator a District-level Administrator, as well. See **Promoting a Pro Educator to Administrator** for details.

Administrator for a School *(Pro Educator account)*

The Administrators for each School Organization are the only users who can see and manage both Student and Pro Educator accounts in that Organization. In addition, these Administrators will be the ones responsible for creating accounts and changing the Organization's default settings. The primary tasks of the School Administrators are to:

- Create new user accounts (if the district uses manual account creation).
- Set the rules for the School Organization if they differ from the District settings.
- Allocate phone-commenting minutes and export credits to users who need them.

School-level Administrators can only manage their own School Organizations. They cannot manage other Schools or perform managerial tasks at the District level. Any current School-level Administrator can make another Pro Educator in the Organization a School-level Administrator, as well. See **Promoting a Pro Educator to Administrator** for details.

School Administrators should [download the School Administrator Guide](#) for instructions specific to their role.

Educator *(Pro Educator account)*

All educators get Pro Educator accounts, but not all of them are Administrators. Those who are not promoted to Administrator still have access to the Manager for their School Organizations, but they only have access to the Overview section. They will only see Student accounts; they will not be able to see or manage other Pro Educator accounts. The goal is to remove most management tasks from Educators' workflow so they can focus on their own students.

All Pro Educators can do the following within the Manager:

- Create Class Groups for sharing between students.
- Manage Student accounts: names, emails, Identities and passwords.

Educators should [download the Pro Educator Guide](#) for instructions specific to their role.

Student (Student account)

Students have no access to the Manager.

Accessing the Manager

The Manager is where you will create and manage Pro Educator and Student accounts, as well as set default Organizational rules.

To access your Manager, follow the steps below.

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.

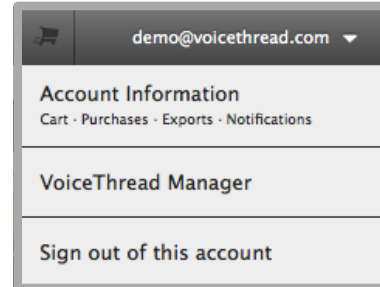


Figure 2: Accessing the Manager

Navigating the Manager

You will see a list of all your Organizations, including both the District and the various Schools. To edit the default settings or add Administrators at the District level, click on the name of the District Organization. To edit the settings or add users and Administrators at the School level, click on the name of the school.

School-level Administrators will only see the District Organization and the School Organizations of which they are members.

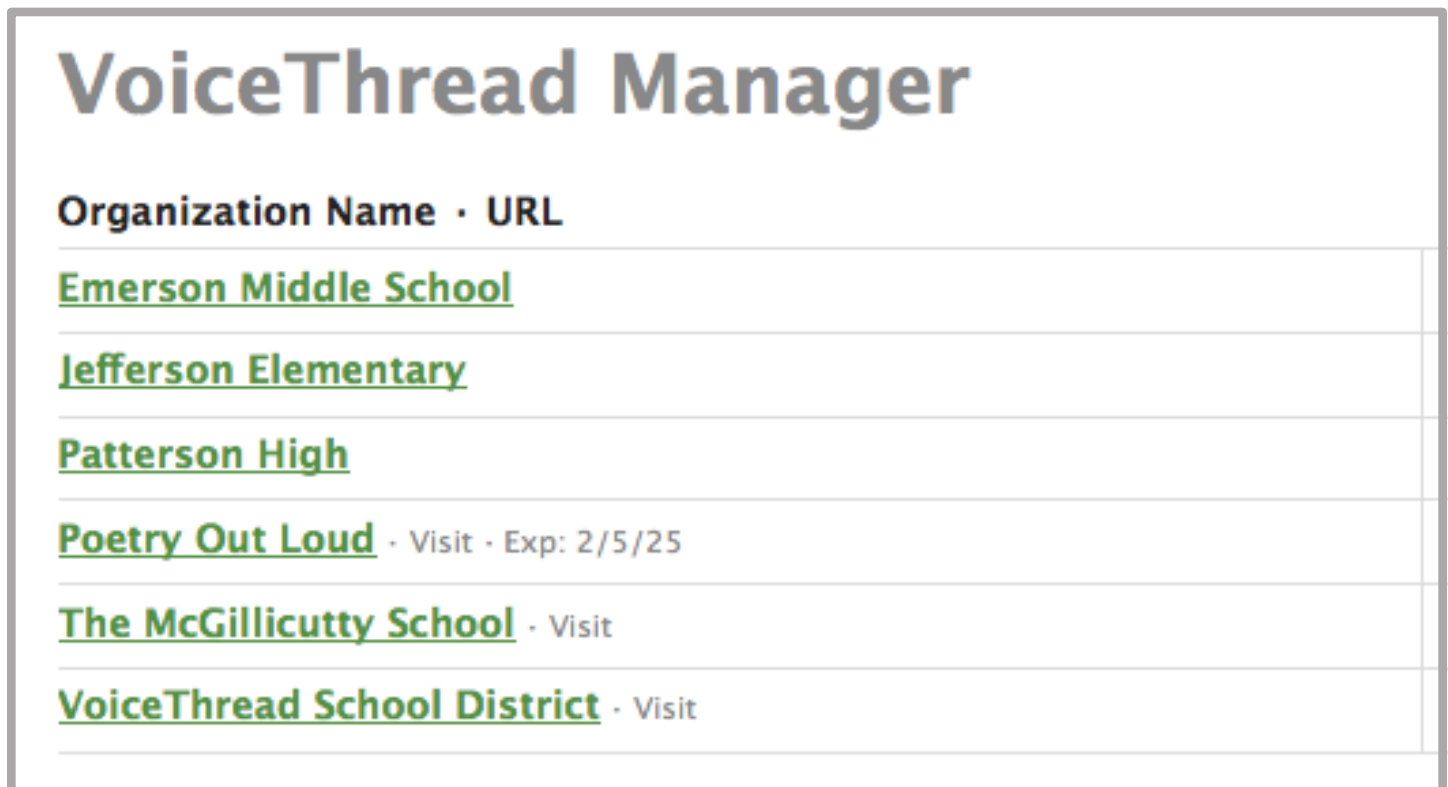


Figure 3: Navigating the Manager

Once you have clicked on the name of an Organization, you are taken to the Manager for that Organization. The blue menu bar at the top of the page allows you to access the different areas in the Manager.

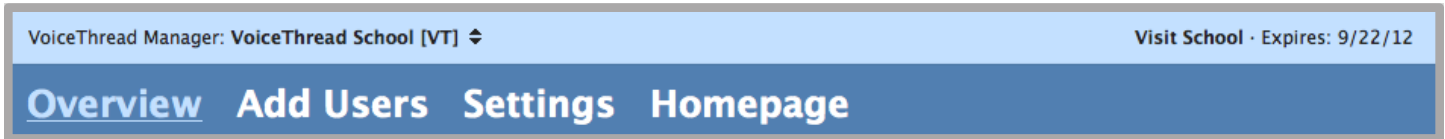


Figure 4: Navigating the Manager

Overview

In the Overview, you'll see a list of the members of the Organization on the left. Students' accounts have a green icon, while Pro Educator accounts have a yellow icon. In the Manager for your District Organization, you'll be able to purchase more phone-commenting minutes using the *Add minutes* button on the right. Since the District license includes unlimited user credits and export credits, you will not need to purchase those resources here. You can also go directly to your custom domain by clicking *Visit School*.



Figure 5: Overview

At the top of the page, click the name of the Organization that you're currently managing to see a list of all other Organizations you're able to manage. You can choose another Organization from that list to be taken directly to its Manager.

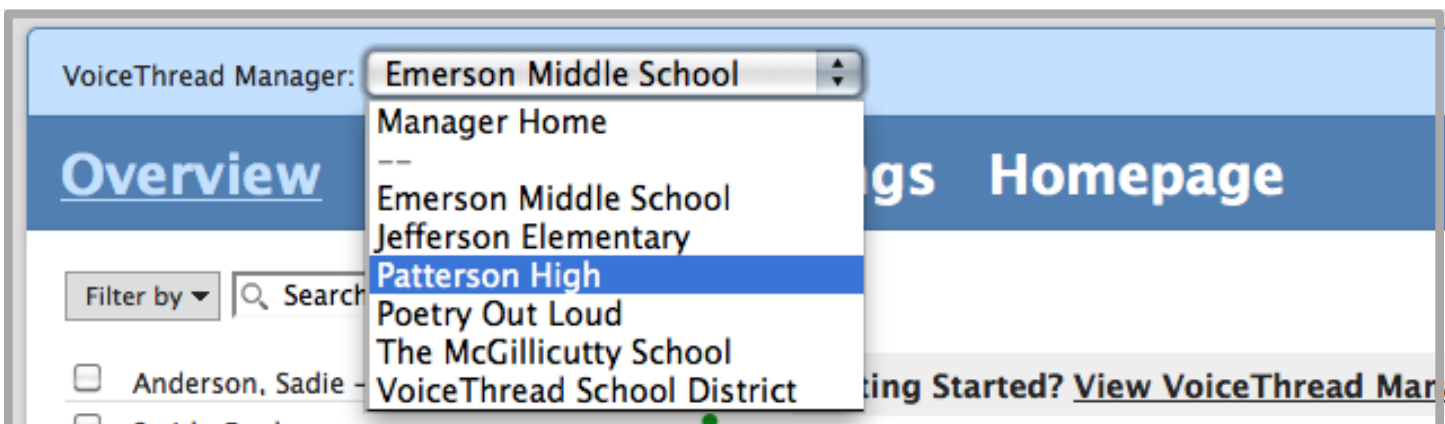


Figure 6: Overview

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, you can choose to view only Pro Educator accounts or view only the members of a specific Group.

VoiceThread Manager: VoiceThread School [VT] Visit School · Expires: 10/12/13

[Overview](#) [Add Users](#) [Settings](#) [Homepage](#)

Filter by Select All None

- Show All Users (10 users)
- External Information System
 - External Users (0 users)
- Users and Groups
 - Pro Educator (1 user)
 - Student (9 users)
 - VoiceThread School Managers (1 user)
 - BB test (6 users)
 - Fresh Group (7 users)
 - Groups in 51 seconds! (2 users)
 - Hilary (1 user)
 - Katie Group (1 user)
 - New Tutorials (2 users)

User Credits
 Used: 10 Available: 345 Capacity: 355 Add credits

Export Credits
 350 credits available Add credits

Phone Commenting Minutes
 600 minutes available Add minutes

[View VoiceThread Manager tutorial.](#)

Figure 7: Overview

To search for users by label or graduation year, go to the *Filter by* menu and select one of the *Advanced Search Options*, and then type the search term in the *Search Users* field.

Add Users

If your district is using manual account creation, this is where you'll add all Students and Pro Educators to your Organization. Please see **Adding Users** below for details about this process. If your district is using external authentication to create users' accounts, you will not need to use the Add Users section.

VoiceThread Manager: The VoiceThread School 216 Visit School · Expires: 4/1/30

[Overview](#) [Add Users](#) [Settings](#) [Homepage](#)

Figure 8: Add Users

Settings

The Settings area is where you can change any Organization-level rules or permissions. Settings will apply to all students, but exceptions can be made for individual accounts.

VoiceThread Manager: Rawson Elementary [VT] Expires: 11/2/13

Overview Add Users Settings Homepage

Organization Name: [What is this?](#)

Support Email: [What is this?](#)

Billing Email: [What is this?](#)

Resource Allocation

Give up to phone commenting minutes to each user as they need them

Give up to export credits to each user as they need them

Please use increments of 5 export credits or phone commenting minutes.

Organizational Restrictions

Prevent members from sharing with the entire Organization [What is this?](#)

Require all users to access VoiceThread through an encrypted connection. [What is this?](#)

Set the period of inactivity after which a user will be signed out automatically. [What is this?](#)

Prevent students from publishing VoiceThreads [What is this?](#)

Media Sources Restrictions

Restrict importing via Facebook in media source [What is this?](#)

Restrict importing via Flickr in media source [What is this?](#)

Restrict importing via NYPL in media source [What is this?](#)

Figure 9: Settings

ORGANIZATION NAME

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

SUPPORT EMAIL

Enter the email address of the person who is the main Support contact for your Organization, and click *Save Settings*.

BILLING EMAIL

Enter the email address of the person whom VoiceThread should contact regarding any financial transactions for your District license, and click *Save Settings*.

RESOURCE ALLOCATION

Automatically give users 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

Prevent members from sharing with the entire Organization:

This option allows you to prevent all members from sharing their VoiceThreads with everyone in your School Organization. This means that they will only be able to share with their individual Contacts or the members of their Groups (see **Setting up Groups/Classes**).

Require all users to access VoiceThread through an encrypted connection:

This option is only available if your School Organization is part of a District license. It allows you to require that all users send content and data over SSL. Users are able to set this option for their own accounts individually, but checking this box would enforce that setting for all members of your Organization.

Set the period of inactivity after which a user will be signed out automatically:

This option is also only available if your School Organization is part of a District license. It allows you to select a period of inactivity after which a user will be signed out of his or her account. This helps ensure account security because if a student accidentally forgets to sign out of his account on a shared computer, he will be automatically signed out after the specified time.

Prevent students from publishing VoiceThreads:

The last option allows you to prevent students from making their VoiceThreads public. 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. Even when student publishing is not allowed, Educators will still have the option to publish student work manually, on a case-by-case basis.

In the case that a global default has been set for student publishing, you can set student publishing options on an individual level (student-by-student) as well. To set individual privileges, just click on the student's name in your Overview list and change the *Allow Student to publish* VoiceThreads information. See **Editing user information** for more detailed instructions.

Learn more about the [Organization Restrictions](#).

Media Sources Restrictions

Prevent students from importing images from any of the listed media sources. These restrictions will not apply to Pro Educators.

Homepage

Your District license includes a customizable website for each Organization. The main District homepage is attached to your custom domain, and each School homepage is accessed using a menu on the District homepage. This is a place to showcase some of the best VoiceThreads created by members of your district. You can also upload an image or logo and create messaging to be read by anyone who visits your custom domain.

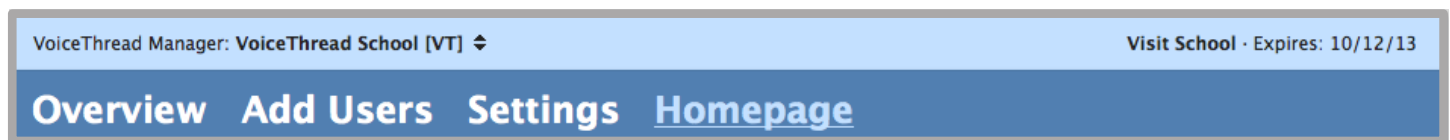


Figure 10: Homepage

[Learn more about how to customize and enable your homepage\(s\).](#)

Adding users

There are two methods of adding users to an Organization: external authentication and manual creation with a CSV file. External authentication is included in the District license, and we strongly encourage all districts to use this option.

External authentication

External authentication is the option that requires the least administrative work for your district, and it will ensure that all user information is added accurately and securely. VoiceThread can authenticate through LDAP/Active Directory, Shibboleth, and Moodle, among other options.

[Download documentation on all methods of external authentication available.](#)

Along with external authentication, the District license includes the VoiceThread Information Systems Integration (VISI). This system automatically creates Course Groups based on data from your school's or district's Information Management System. Before they ever sign into their accounts, students and educators will be members of the correct Course Groups. This makes setup much easier for teachers because they will not need to create their own Groups. VISI will also sort users into the correct School Organizations automatically.

[Click here for more information about VISI.](#)

Please [contact us](#) if you are interested in these options.

Adding users manually

If you choose not to use external authentication, you'll manually create accounts in the Add Users section of the Manager.

VoiceThread Manager: VoiceThread School Visit School · Expires: 9/22/12

Overview **Add Users** Settings Homepage

Add a single user

First Name [What goes here?](#)

Last Name [What goes here?](#)

Identity Name [What goes here?](#)

Email / Username [What goes here?](#)

Password [What goes here?](#)

Labels [What goes here?](#)

User Type

Graduation Year

Use Credit from [What does this do?](#)

Add a whole bunch at once

- View the CSV import [instructions](#).
- Download the CSV [sample file](#) format.
- Upload your comma-separated values (CSV) file.

Figure 11: Adding users manually

To add a single user, enter the user'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 user'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 users' information, and then upload it using the area on the right.

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_username	password	type	graduation	label	identifier			
2	George	Washington	George W	educator's email	atleast6char	educator						
3	Bobby	Tables	Bobby T	username@	atleast6char	student	2016	optional	optional: unique information system identifier			
4												
5												

Figure 12: Creating a CSV file

FIRST_NAME

Enter the user's real first name. This information is only visible to educators in the District or School Organization, so it's important to enter the correct information.

LAST NAME

Enter the user's real last name. This information is only visible to educators in the District or School Organization, 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 user makes a comment. This name will be visible to anyone who can view a VoiceThread on which this user 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

When creating a Pro Educator account, enter the educator's valid email address. If a student possesses a valid email address, enter that address for the student. The email address is what users will use to sign into their accounts.

If your students cannot use email, then you can create fictitious email addresses for them based on your district's 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@yourdistrict.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 strange characters that are difficult for students to remember. Passwords are case-sensitive

TYPE

Enter *student* for all Student accounts and *educator* for all Pro Educator accounts.

GRADUATION

When creating a Student account, enter the year in which the student is scheduled to graduate from the school of which he or she is a member. This is not necessary for Pro Educator accounts.

LABEL (optional)

We recommend entering a label for users. The label will be attached to the account and can be used with the search/filter functions in the Overview area to find all users who share a label. You can then perform bulk actions like adding them to a Group, moving 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 ever plan to consider enabling [VISI](#) (VoiceThread Information Systems Integration) in the future. The identifier is a user's unique identifier in your district's Information Management System. If you are not sure where to find this information, the person who manages student information for your district should be able to help.

Uploading a CSV file

Once the CSV file is complete, save it to a folder on your computer. Next, go back to the Add Users area and click *Choose File*. After you've selected the correct file, click the *Upload* button.

A confirmation list will appear under the Add Users area. Scroll down to review this list and confirm that all of the information is correct.

Add a single user

First Name [What goes here?](#)

Last Name [What goes here?](#)

Identity Name [What goes here?](#)

Email / Username [What goes here?](#)

Password [What goes here?](#)

Labels [What goes here?](#)

User Type

Graduation Year

Use Credit from [What does this do?](#)

Add a whole bunch at once

- View the CSV import [instructions](#).
- Download the CSV [sample file](#) format.
- Upload your comma-separated values (CSV) file.

Verify the information below. To make changes, click "Cancel Import", correct your CSV file, and then upload it again.

[Add users to VoiceThread School](#) or [Cancel Import](#).

Name	Email / Username	Password	Identity
Nikolai Lifanov	nikolai.lifanov@yourschool.ed.voicethread.com	niklif1	Nikolai L.
Jesse Crossen	jesse.crossen@yourschool.ed.voicethread.com	jescro1	Jesse C.
VoiceThread Demo	demo@voicethread.com	<i>User has a password</i>	VoiceThread

[Add users to VoiceThread School](#) or [Cancel Import](#).

Figure 13: Uploading a CSV file

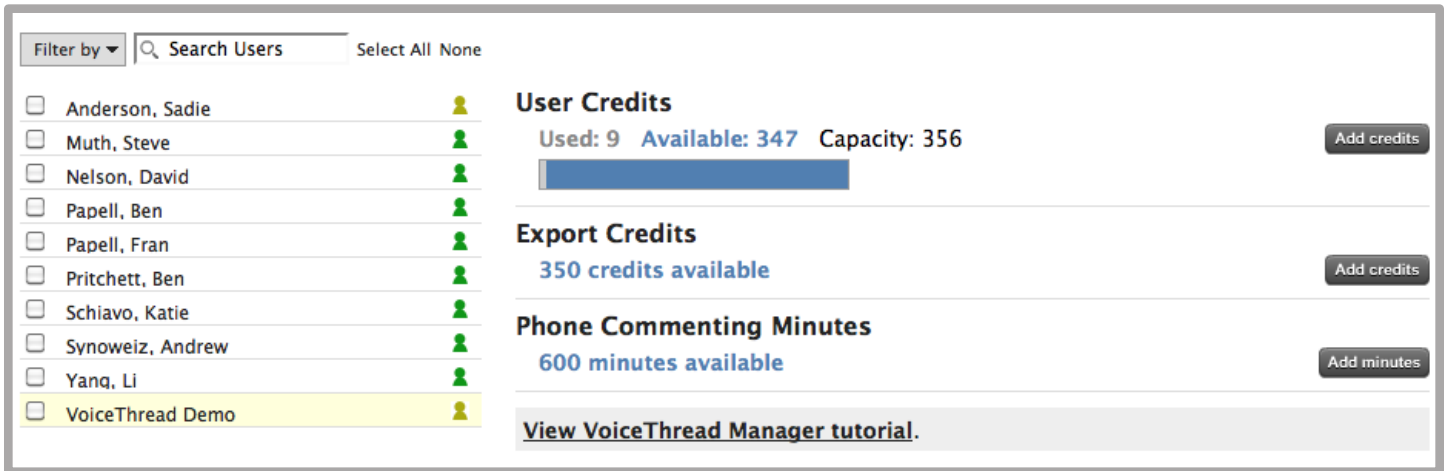
If any information is incorrect, click *Cancel Import*. You can then correct your CSV file and re-upload it.

Once you're sure all of the information is correct, you must click *Add users to [School name]* at the top or bottom of the list. A confirmation list will appear below.

Please print this information for your records. It cannot be retrieved once you leave this page.

Users who already had VoiceThread accounts

If you add users who already have VoiceThread accounts under the email addresses you entered, then VoiceThread will need their permission before adding them to your Organization. You'll know which users already had 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.



The screenshot shows a user management interface. On the left, there is a list of users with checkboxes and status icons. The 'VoiceThread Demo' user is highlighted in yellow and has a yellow person icon, indicating a pending account. Other users have green person icons. At the top, there are search and filter options. On the right, there are three resource usage sections: 'User Credits' (Used: 9, Available: 347, Capacity: 356), 'Export Credits' (350 credits available), and 'Phone Commenting Minutes' (600 minutes available). Each section has an 'Add' button. At the bottom, there is a link to 'View VoiceThread Manager tutorial'.

Figure 14: Users who already have VoiceThread

If these users have valid email addresses, they'll receive email invitations. They can accept your invitation directly from that email.

They will also receive an on-screen pop-up invitation to join your Organization the next time they visit the MyVoice page. This is how people who don't have valid email addresses or haven't checked their email can accept your invitation.

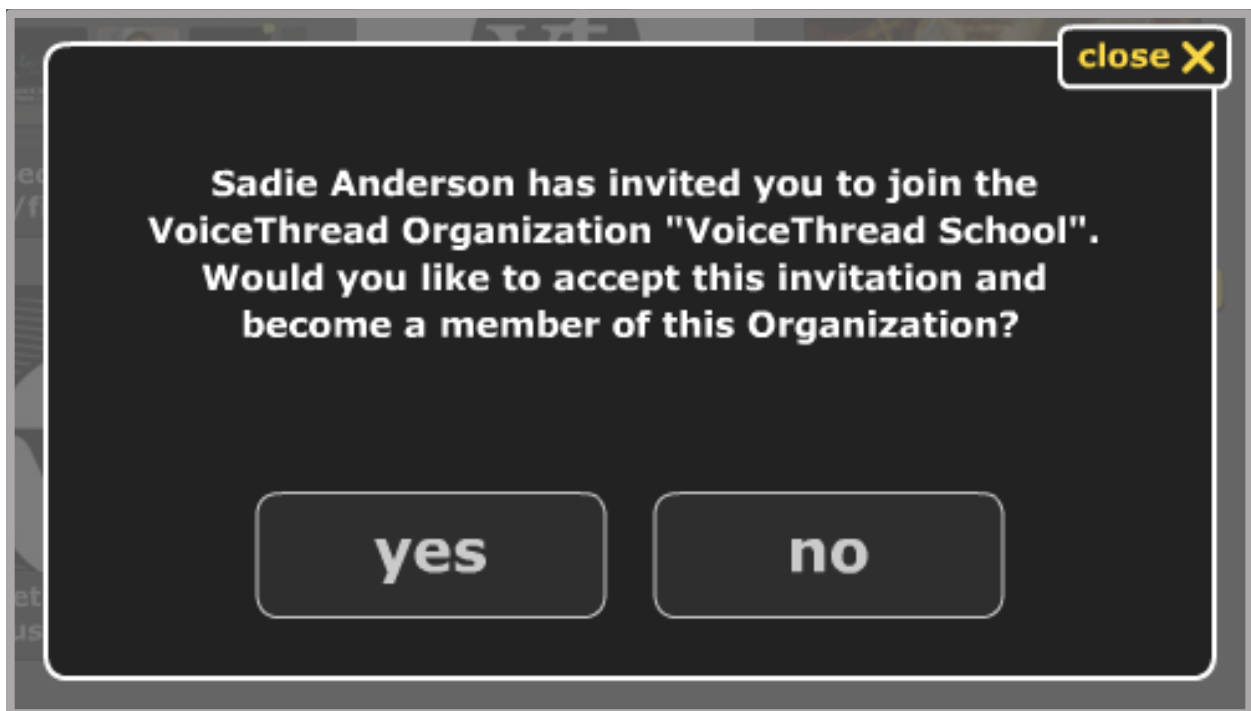


Figure 15: Users who already have VoiceThread accounts

After the user accepts your invitation, he will receive the confirmation message below. He will be added to your Organization, and you'll be able to manage his account immediately. His name will no longer be highlighted as pending in your Overview list.

Successfully added to VoiceThread School

You have been added to this Organization. Your VoiceThread account has also been upgraded.

If you have any questions about what it means to join to an Organization, please [click here](#).

Thanks,
The VoiceThread Team

Go to your [My Voice](#) page.

Figure 16: Users who already have VoiceThread accounts

Editing users' information

Edit users' information in the Overview section of the Manager.

Edit a single user

Click on a user's name to view and edit details on his account or allot him export credits and phone-commenting minutes. Just click *change* or *add* next to any piece of information you'd like to edit, make your change, and click *Update* when you're done.

VoiceThread Manager: VoiceThread School [VT] Visit School · Expires: 9/22/12

Overview Add Users Settings Homepage

Filter by Select All None

<input type="checkbox"/>	Anderson, Sadie	
<input type="checkbox"/>	Demo, VoiceThread	
<input type="checkbox"/>	Muth, Steve	
<input type="checkbox"/>	Nelson, David	
<input type="checkbox"/>	Papell, Ben	
<input type="checkbox"/>	Papell, Fran	
<input type="checkbox"/>	Pritchett, Ben	
<input checked="" type="checkbox"/>	Schiavo, Katie	
<input type="checkbox"/>	Synoweiz, Andrew	
<input type="checkbox"/>	Yanq, Li	

Editing Katie Schiavo

First Name: **Katie** [\(Change\)](#)
Last Name: **Schiavo** [\(Change\)](#)
Identity Name: **Katie S.** [\(Change\)](#)
Email / Username: **katie.schiavo@yourschool.ed.voiceathr...** [\(Change\)](#)
Password: ********* [\(Change\)](#)
Account Type: **Student** [\(Change\)](#)
VoiceThreads: **1 VoiceThread created**
Comments: **1 comment**
Last Activity: **N/A**
Export Credits: **0 credits** [\(Add\)](#)
Phone Minutes: **3 minutes** [\(Add\)](#)
Labels: **Period 3** [\(Change\)](#)
Allow Student to publish VoiceThreads: **Yes** [\(Change\)](#)
Graduation Year: **2013** [\(Change\)](#)

Update

Figure 17: Edit a single user

Please note: If your district is using external authentication, you should not edit users' email addresses or passwords in the Manager. These changes must be made in your district Information Management System instead.

Bulk editing

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

The screenshot shows the 'Editing 3 Users' interface. On the left, a list of users is displayed with checkboxes. Three users are selected: Muth, Steve; Nelson, David; and Pritchett, Ben. The right side of the interface contains editing options for the selected users, including a dropdown for 'Add users to Group/Class', checkboxes for 'Add export credits to these users' and 'Add phone commenting minutes to these users', and a dropdown for 'Allow student to publish VoiceThreads'. A red box highlights the 'Bulk User Removal (Click to expand)' section, which lists the three selected users: Steve Muth, David Nelson, and Ben Pritchett. An 'Update' button is visible in the top right corner.

Figure 18: Bulk Editing

Promoting a Pro Educator to Administrator

Go to the Manager Overview for any Organization and click on the name of a Pro Educator user. The *Management* field is the one you'll need to change to promote that person to Administrator.

If you promote someone to Administrator while in the District Manager, that person will be a District-level Administrator. If you want someone to be a School-level Administrator, be sure you go to the Manager for that School Organization before promoting the account.

The screenshot shows the 'Editing VoiceThread Demo' user profile. The user is currently a 'Pro Educator'. The 'Management' field is highlighted in yellow and shows 'Cannot manage school [Change]'. Other fields include: First Name: VoiceThread (Change), Last Name: Demo (Change), Identity Name: VoiceThread (Change), Email / Username: demo@voicethread.com (Change), Password: ***** (Change), Type: Pro Educator, VoiceThreads: 16 VoiceThreads created, Comments: 10 comments, Last Activity: N/A, Export Credits: 57 credits (Add), Phone Minutes: 1 minutes (Add), Labels: No Labels Available (Change), and Allow Student to publish VoiceThreads: Yes (Change). An 'Update' button is visible in the top right corner.

Figure 19: Promoting a Pro Educator to Administrator

Setting up Groups/Classes

Pro Educators can create their Groups/Classes and add students to them. Only the person who created a Group will be able to add or remove members. For this reason, we suggest having educators create their own Class Groups.

Please note: If you're using VISI, this step is not necessary.

To create a Group, go to your Manager Overview and follow the steps below.

1. Click on the names of the users you want to add to a Group.
2. Use the drop-menu on the right to add them 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.

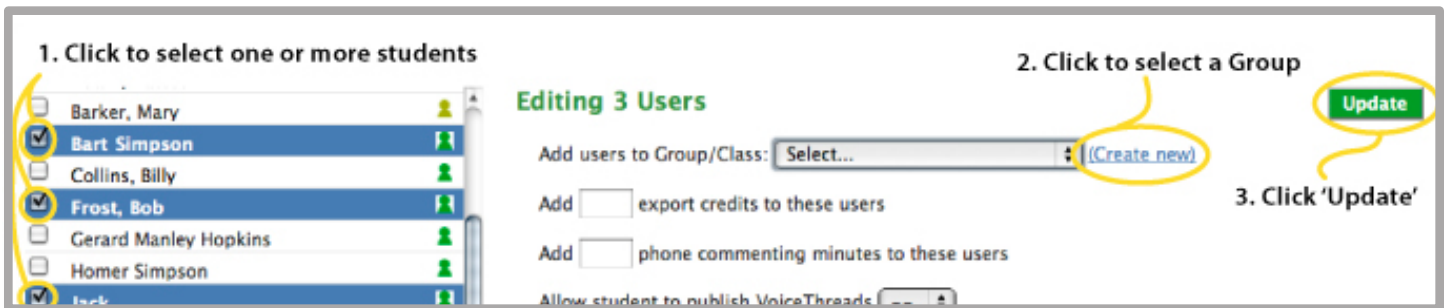


Figure 20: Setting up Groups/Classes

That's it! The Group has been created and users added. You can view the current members of any Group by using the *Filter by* 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 21: Setting up Groups/Classes

Student sign-in

If your district is using external authentication, students should sign into their accounts using your authentication system.

If your Organization is not using external authentication, students should sign into their accounts at your custom domain (<http://yourdistrict.ed.voiceathread.com/>). If they sign in here, students using fictitious email addresses can enter just their usernames. The rest of the fictitious 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@yourdistrict.ed.voiceathread.com. This makes signing in very simple for students.

Transparency for educators

Pro Educators in your district are automatically and irrevocably made editors of all student-created work. This means that students cannot create any content that an educator can't view and edit if necessary. Students' VoiceThreads will appear automatically on an Administrator's MyVoice page.

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



Figure 22: Transparency for educators

Pro Educators who are members of your district will see students' full names in addition to their Identity names. This helps them to know exactly who left the comment even if the student's Identity name is not enough for them to know who the student is.



Figure 23: Transparency for educators

Using export credits and phone-commenting minutes

Automatic resource allocation

Allow users to automatically use export credits and phone-commenting minutes from an Organization's total. This total can be set for the District Organization, or it can be set at the School Organization level individually. Follow the steps below to enable this option.

1. Sign into your Manager.
2. Click *Settings* at the top of the page.
3. Check the boxes next to each option to enable it.
4. Enter the maximum number of credits or minutes you would like to allow students to use.
These numbers must be increments of 5.
5. Click the *Save Settings* button.

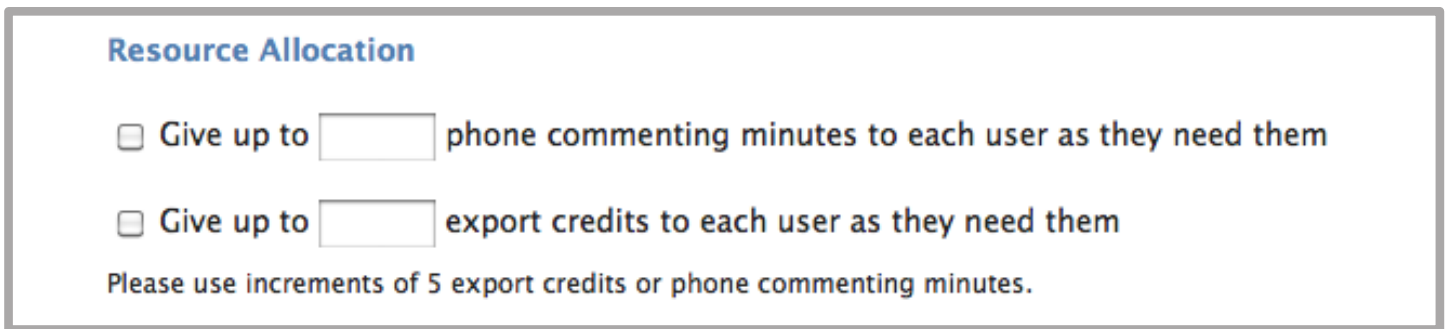


Figure 24: Automatic resource allocation

When these options are enabled, users will automatically be allotted credits or minutes in 5-unit bundles until they've reached the maximum number you entered. Once users 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 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.

The screenshot displays a user management interface. On the left, a list of users is shown with checkboxes and user icons. 'Schiavo, Katie' is selected with a checkmark and highlighted in blue. Below it, 'VoiceThread Demo' is highlighted in yellow. At the top left, there is a 'Filter by' dropdown, a 'Search Users' input field, and a 'Select All None' button. On the right, the 'Editing Katie Schiavo' panel is visible. It includes an 'Update' button and a profile picture placeholder. The user's details are listed: First Name: Katie (Change), Last Name: Schiavo (Change), Identity Name: Katie S. (Change), Email / Username: katie.schiavo@yourschool.ed.voicethr... (Change), Password: ***** (Change), Account Type: Student (Change), VoiceThreads: 1 VoiceThread created, Comments: 1 comment, Last Activity: N/A. Two items are highlighted with a yellow box: 'Export Credits: 0 credits (Add)' and 'Phone Minutes: 3 minutes (Add)'. Other settings include 'Labels: Period 3 (Change)', 'Allow Student to publish VoiceThreads: Yes (Change)', and 'Graduation Year: 2013 (Change)'.

Figure 25: Manual resource allocation

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

Please note: You cannot return credits from a user's account to an 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 district to comment on their work.

Publishing

If you have not disabled student publishing in the 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. This means that when people visit the Browse page at either <http://ed.voicethread.com/> or your custom domain (<http://yourdistrict.ed.voicethread.com/>), they can locate the VoiceThread without having the direct link. Only people who are members of Ed.VoiceThread are able to comment on the published student VoiceThread.

If you have disabled student publishing, any Pro Educator can still perform these tasks for a student's 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, an educator must share it with those people using his or her own Pro Educator account.

[Click here for more information about secure sharing.](#)

Moving and removing users

At the end of an academic year, students may move from one school to another within your district, or they may graduate out of the district entirely. The tools in the Manager will allow you to smoothly move or remove students' accounts as necessary.

Moving users between School Organizations

If your district is using VISI, you will not need to manually move your students. School Organization membership is handled automatically.

If you are not using VISI, you can manually move students from one Organization into another by following the steps below.

1. Sign into the Manager for the School Organization where the users' accounts currently exist.
2. Check the boxes next to two (2) or more users' names.
3. Wait for the information on the right to load.
4. Use the *Move users to a different organization* menu to select the School Organization to which these members should be moved.
5. Click the green *Update* button.

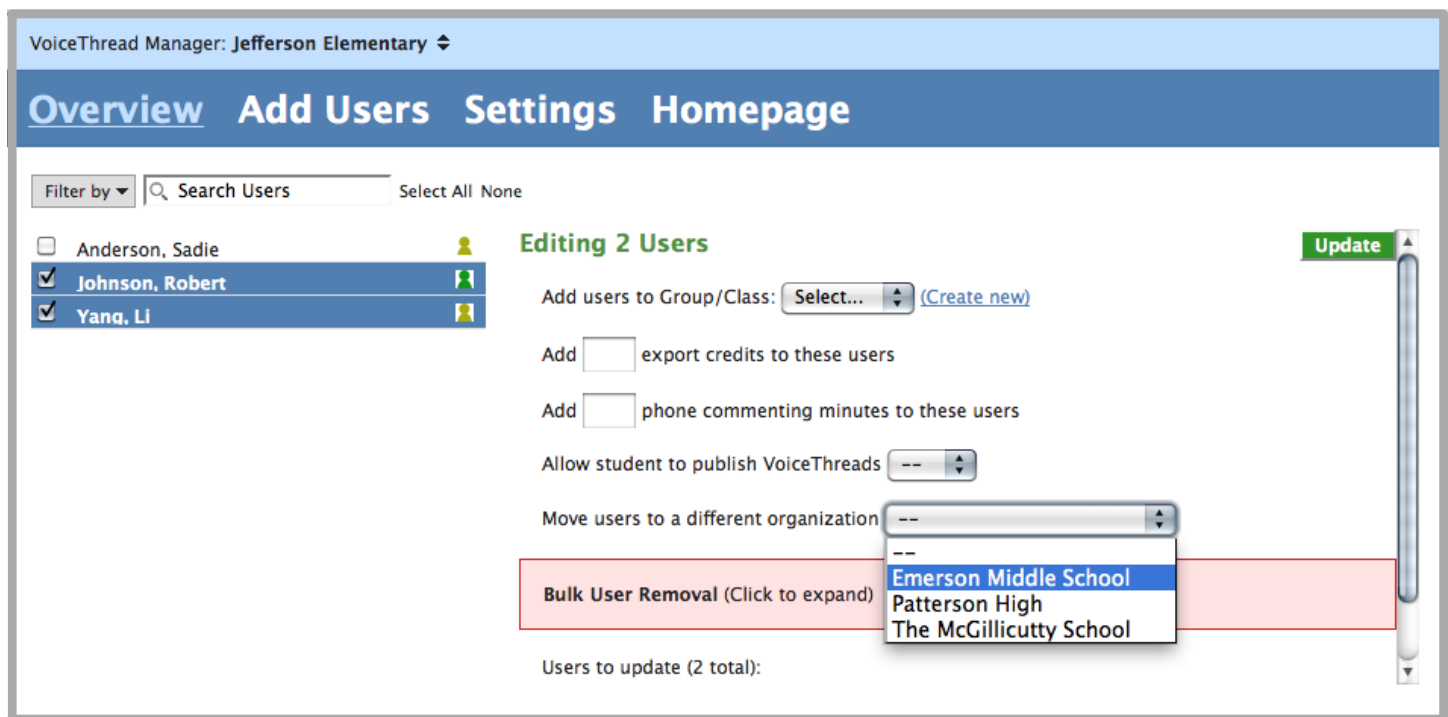


Figure 26: Moving users between School Organizations

Removing a single user

If a user is no longer a member of your district, you'll need to remove him from the District Organization entirely. To do this, first sign into your District Organization's Manager.

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

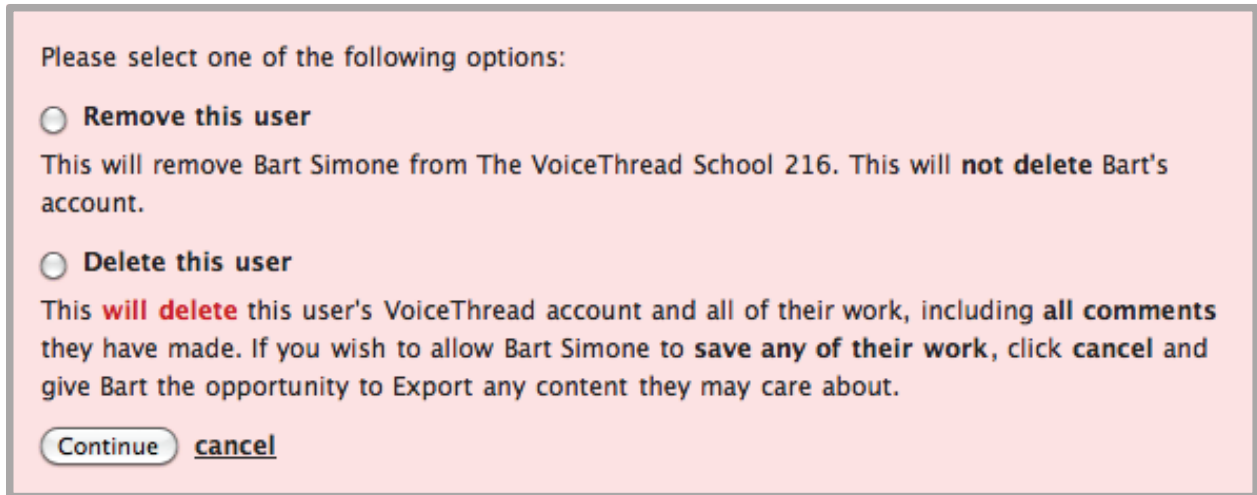


Figure 27: Removing a single user

Removing users 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 then click the green *Update* button.

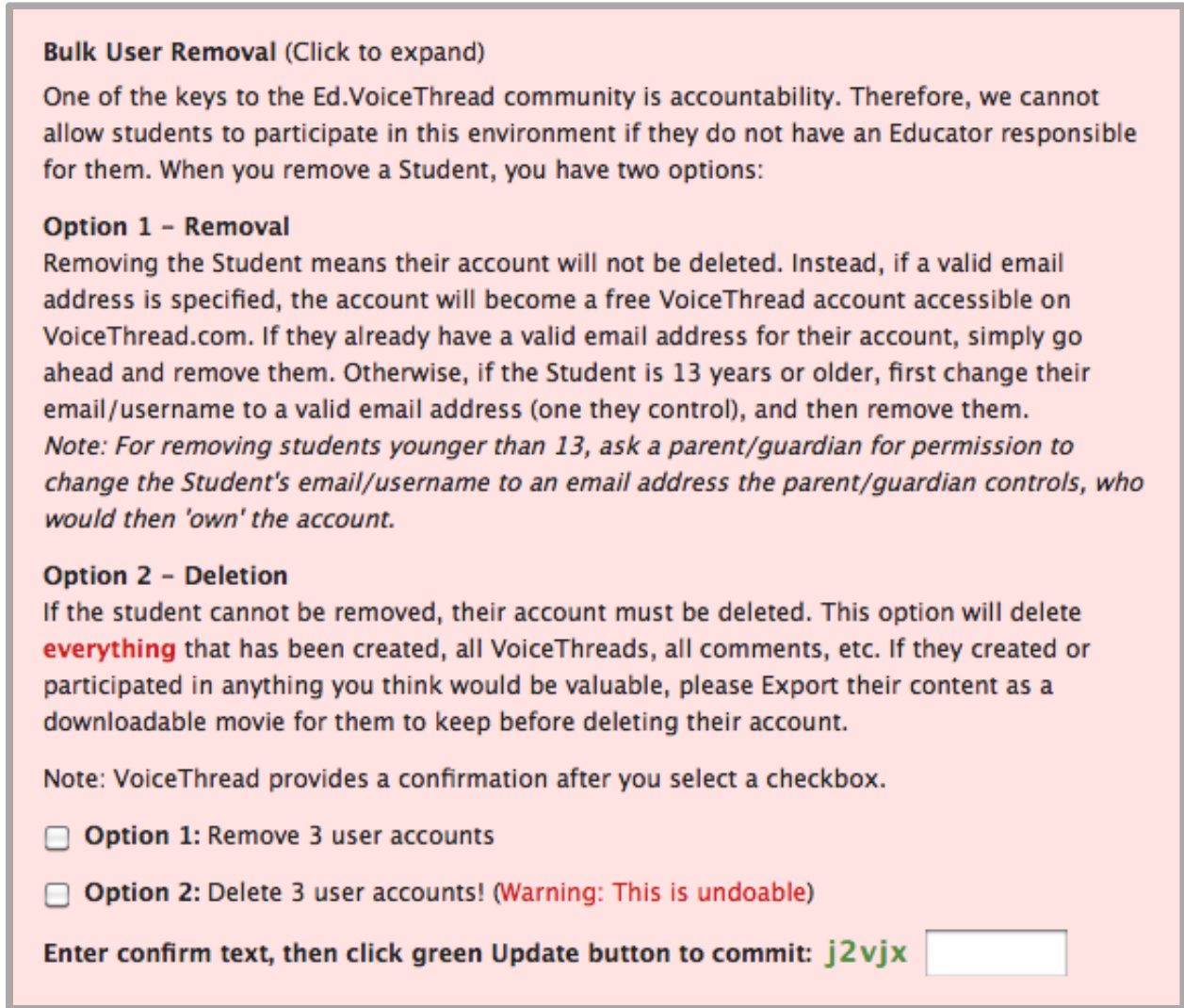


Figure 28: Removing users in bulk

If possible, we recommend that you remove users rather than deleting them. Deleting them would permanently delete all of their work. Users who are removed will no longer be part of your District Organization, but they will still have access to their accounts, and they can keep all of their work. Students' accounts are downgraded to Free when removed, and Pro Educators' accounts are downgraded to VT Educator. This is a great way to allow students to take their "digital portfolio" with them.

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 fictitious 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 8 VoiceThreads and then is removed from your District Organization, he will take that content with him. 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 his 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 Support Center](#) to take advantage of the many resources available.

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