



# K-12 Pro Educator Guide

All educators who are members of a K-12 VoiceThread Organization have Pro Educator accounts. Pro Educators can manage Student accounts, monitor student work, and create Class Groups so that students can quickly and easily share their work with each other. 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. This Guide is written specifically for Pro Educators who are members, but not Administrators, of a K-12 School or District VoiceThread Organization.

If you are an Administrator, please [click here](#) to download the K-12 School Administrator Guide.

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## K-12 PRO EDUCATOR GUIDE AT A GLANCE:

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# Getting started

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## Organizations using external authentication

If your school or district 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 school or district's license, your VoiceThread Administrator should be asked to create one for you. He or she will then need to send you your password so you can access your account.

If you have opened your own VoiceThread account, your Administrator can invite your existing account to join the School or District Organization. This will upgrade that account to Pro Educator and move all of your existing VoiceThread content into the Ed.VoiceThread network. 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.

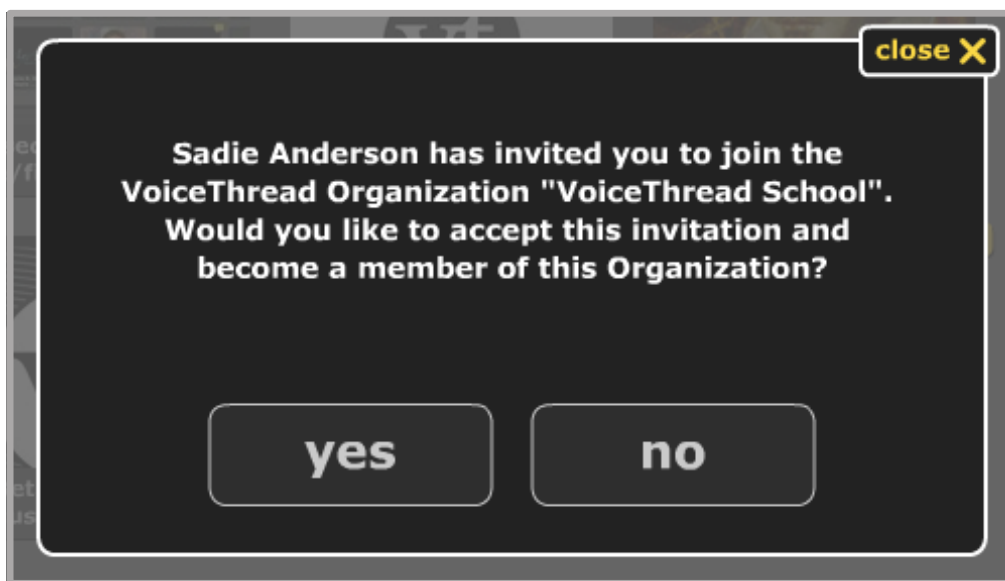


Figure 1: Getting Started

Once your account has been added to the Organization, sign into your Pro Educator account from your school or district's custom domain, which is in the following format: <http://yourschool.ed.voicethread.com>.

Use your email address and VoiceThread password to sign into your account.

# Managing Student accounts

The Manager is where you will manage Student accounts.

## Accessing the Manager

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 your email address and VoiceThread password.

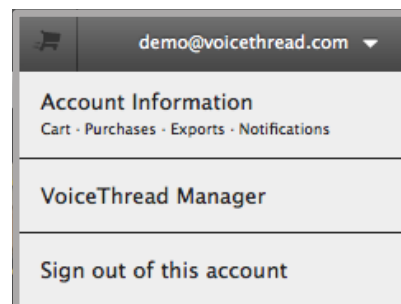


Figure 2: Managing Student accounts

## Navigating the Manager

On the left side of the Manager, you'll see a list of the members of your School Organization. Students' accounts have a green icon, while your Pro Educator account has a yellow icon. You are not able to view or manage other Pro Educators in your Organization. You can go directly to your custom domain by clicking *Visit School*.

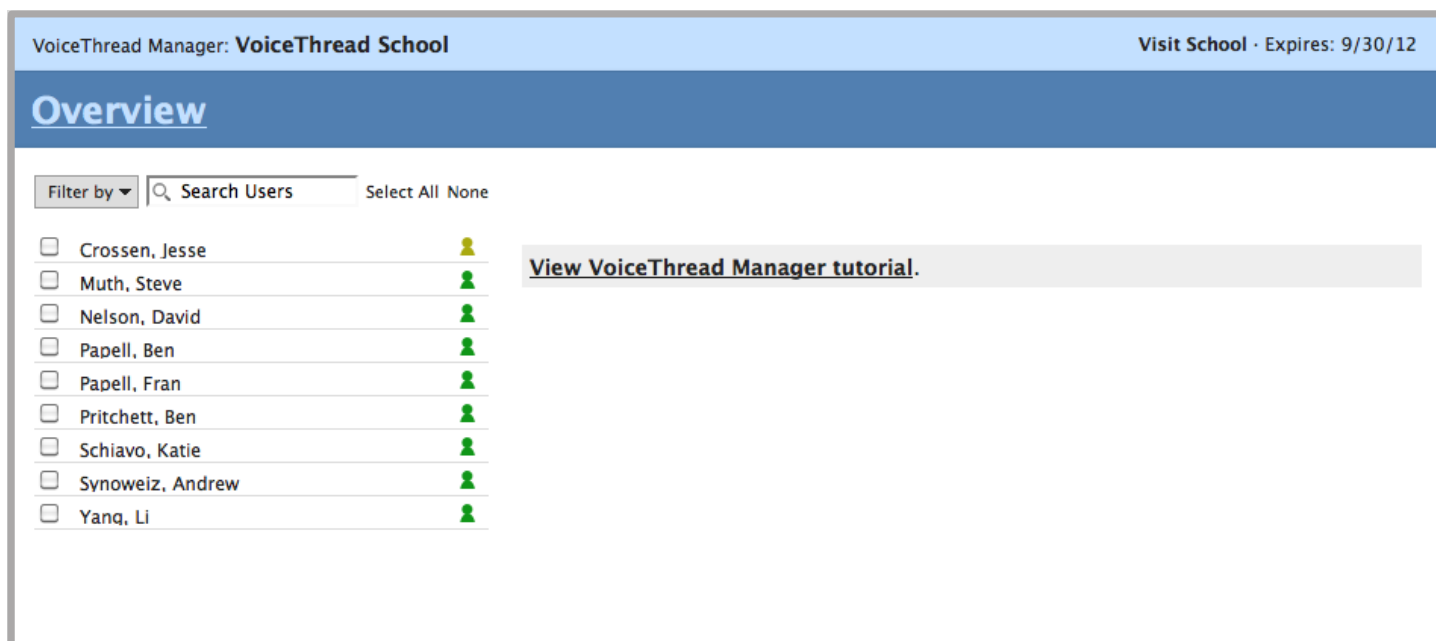


Figure 3: Managing Student accounts

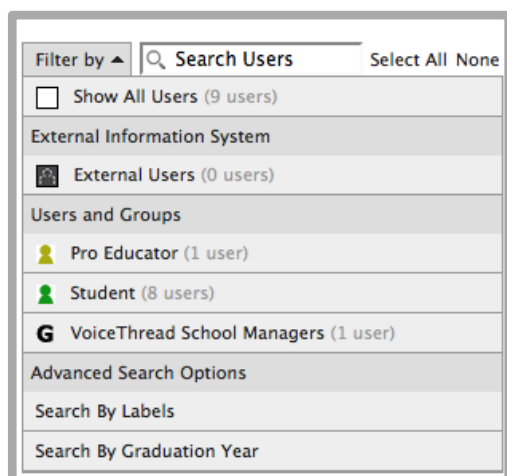


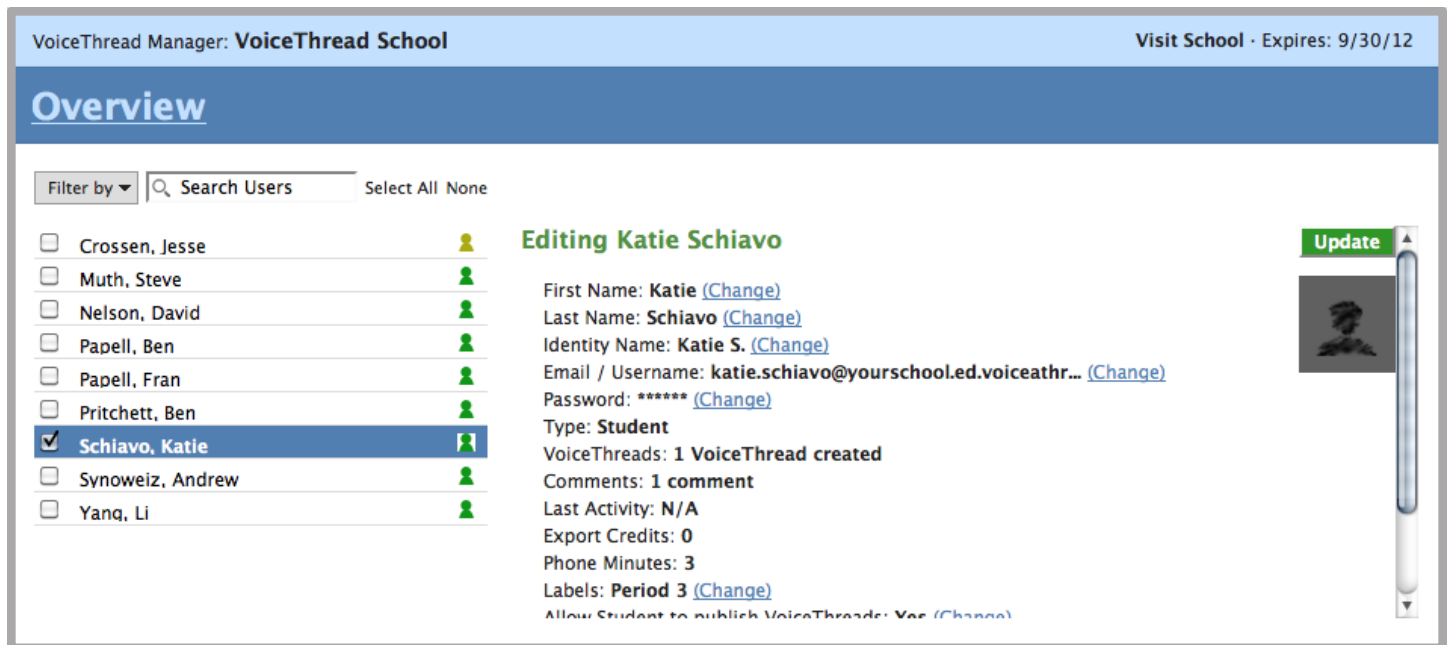
Figure 4: Managing Student accounts

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 Student accounts or view only the members of a specific Group.

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.

## Editing student information

Click on a student's name to view and edit details on his account. Click *change* next to any piece of information you'd like to edit, make your change, and click *Update* when you're done. Items that don't include a *change* option are ones that you are not able to edit. Changes to this information must be made by an Administrator for your Organization.



VoiceThread Manager: **VoiceThread School** Visit School · Expires: 9/30/12

### Overview

Filter by ▾ Search Users Select All None

- Crossen, Jesse
- Muth, Steve
- Nelson, David
- Papell, Ben
- Papell, Fran
- Pritchett, Ben
- Schiavo, Katie**
- Synoweiz, Andrew
- Yang, 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](#))  
Type: **Student**  
VoiceThreads: **1 VoiceThread created**  
Comments: **1 comment**  
Last Activity: **N/A**  
Export Credits: **0**  
Phone Minutes: **3**  
Labels: **Period 3** ([Change](#))  
Allow Student to publish VoiceThreads: **Yes** ([Change](#))

[Update](#)

Figure 5: Managing Student accounts

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

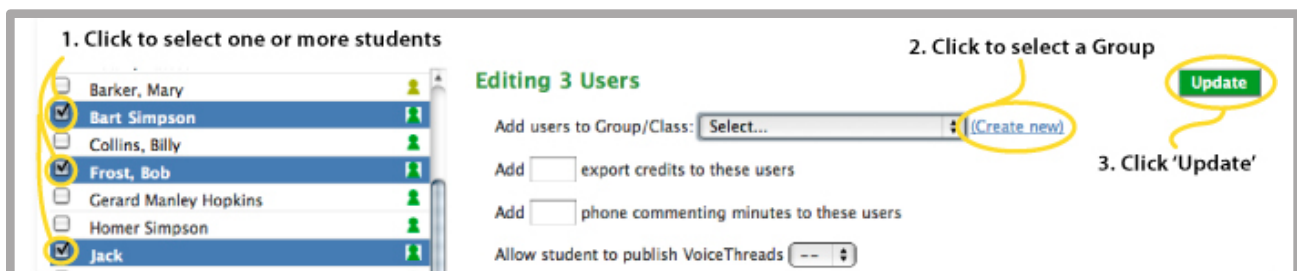
## Setting up Groups/Classes

*Please note:* If your Organization has Class Groups created automatically with [VISI](#) (VoiceThread Information Systems Integration), this step is not necessary.

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.

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

1. Click on one or more names to select the students 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.



**1. Click to select one or more students**

- Barker, Mary
- Bart Simpson**
- Collins, Billy
- Frost, Bob**
- Gerard Manley Hopkins
- Homer Simpson
- Jack**

#### Editing 3 Users

Add users to Group/Class: **Select...** ([Create new](#))

Add  export credits to these users

Add  phone commenting minutes to these users

Allow student to publish VoiceThreads: **--**

[Update](#)

**2. Click to select a Group**

**3. Click 'Update'**

Figure 6. 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.

Click on *MyVoice* at the top of your page to begin sharing with your groups.

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 7. Setting up Groups/Classes

## Student sign-in

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

If your Organization is not using external authentication, students should sign into their accounts at your custom domain (<http://yourschool.ed.voicethread.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@yourschool.ed.voicethread.com. This makes signing in very simple for students.

## Transparency for educators

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Pro Educators in your School or District Organization are automatically and irrevocably made editors of all student-created work. This means that students cannot create any content that an educator can't see and edit if necessary.

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 School Organization will see this Identity name only.



Figure 8. Transparency for educators

Pro Educators who are members of your School or District Organization 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 9. Transparency for educators

## Using export credits and phone-commenting minutes

Export credits and phone-commenting minutes can only be allotted by VoiceThread Administrators for your Organization. If you or your students need export credits or phone-commenting minutes, please contact the Administrator for your school.

## 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 School Organization to comment on their work.

### Publishing

Ed.VoiceThread facilitates the building of an educational community around student work and protects that work from the input of the greater VT public. If student publishing has not been restricted by a VoiceThread Administrator, 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. Only people who are members of Ed.VoiceThread or who have been explicitly invited by a Pro Educator are able to comment on a public student VoiceThread.

Students can also check *Show on Browse* page in their Publishing Options. Selecting this option means that when people visit the Browse page at either <http://ed.voicethread.com/> or your custom domain (<http://yourschool.ed.voicethread.com/>), they can locate the VoiceThread without having the direct link. Only people who are members of Ed.VoiceThread or who have been explicitly invited by a Pro Educator are able to comment on the published Student VoiceThread.

If student publishing has been restricted for your School or District Organization, any Pro Educator can still publish a student's VoiceThread.

## Sharing

Students are not able to invite non-Ed.VoiceThread individuals to view or comment on their VoiceThreads. In order for non-Ed.VoiceThread users like parents or community members to comment on a student-created VoiceThread, a Pro Educator should share the VoiceThread with those people through his or her own Pro Educator account.

For more information about secure sharing, please visit [Groups and Sharing](#) in the VT Support Center.

([http://voicethread.com/support/howto/Groups\\_and\\_Sharing/](http://voicethread.com/support/howto/Groups_and_Sharing/))

## Archiving student work

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In VoiceThread, all content belongs to the person who created it. If a student creates 8 VoiceThreads and then is removed or deleted from your School Organization by an Administrator, the content will no longer be held within the School Organization and will remain connected with the individual 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 in the [Exports section of the Support Center](#).

(<https://voicethread.com/support/howto/Exports/>)

## Additional support

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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. (<http://voicethread.com/support>)

You can also [contact us](#) with any specific questions. (<http://voicethread.com/contact>)