



School Administrator Guide

The K-12 School license includes a virtual School Organization within the Ed.VoiceThread network, a secure environment open only to verified K-12 students and educators. This VoiceThread Organization consists of 350 or more accounts. Educators will hold Pro Educator accounts, while students hold Student accounts. There is one Administrator of the license initially, and more Administrators can be added at any time. Administrators set default rules for the members, create accounts for students and educators, and manage those accounts. This Guide is written specifically for educators with Administrator status within a K-12 School Organization.

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Roles within the School Organization

Administrator *(Pro Educator account)*

The Administrators for each VoiceThread School are the only users who can see and manage both Student and Pro Educator accounts. In addition, these Administrators will be the only ones capable of creating accounts, changing the Organization's default settings, or performing any financial transaction. The primary tasks of the School Administrators are to:

- Create new user accounts (if your school uses manual account creation).
- Set the default rules for the School Organization.
- Allocate phone-commenting minutes and export credits to users who need them.
- Delete or remove users from the School Organization.

Any current Administrator can make any other Pro Educator in the School Organization an Administrator, as well. See **Promoting a Pro Educator to Administrator** for details.

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, 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. These users' management tasks are typically quite minimal. They can create their own Groups and sort students into them (see **Setting up Groups/Classes**). The only other tasks they may perform in the Manager are changing student passwords, email addresses, and Identity names when necessary.

[Click here to download the Pro Educator Guide.](#)

Student *(Student account)*

Students have no access to the Manager.

Getting started

Where to find your new license

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

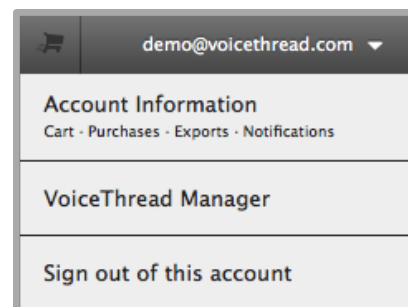


Figure 1: Accessing the Manager

Setting up your School Organization

If this is the first time anyone has signed into the Manager for your School Organization, you'll be prompted to select a name and custom domain (web address) for your Organization. Your custom domain is in the following format: `http://yourschool.ed.voicethread.com`. If this has already been done, you may not see this prompt and can skip ahead to the next section of this Guide, **Navigating the Manager**.

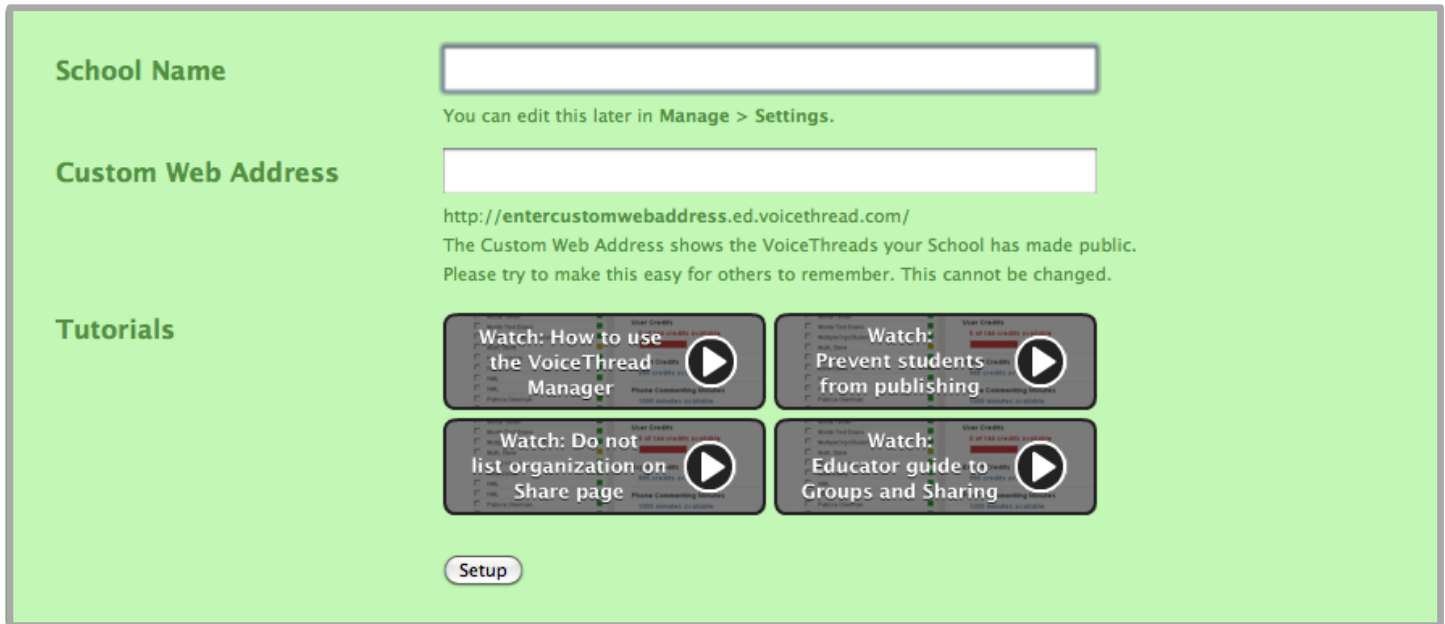


Figure 2: Setting up your School Organization

Your custom domain is a place for students to sign into their VoiceThread accounts. If you assign your students usernames instead of using valid email addresses, this domain will also be their fictitious email domain (see **Adding users**). In addition, your custom domain is the place where any work made public by members of your School Organization will be displayed. See **Publishing and sharing student work** for details.

Please note: If you'd like to change your custom domain later, you'll need to [contact us](#).

Navigating the Manager

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

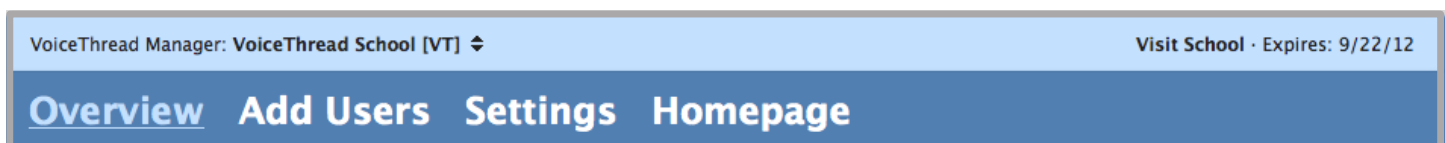


Figure 3: Navigating the Manager

Overview

In the Overview, you'll see a list of the members of your School Organization on the left. Students' accounts have a green icon, while Pro Educator accounts have a yellow icon. On this page, you'll be able to add more user credits (accounts), more export credits, or more phone-commenting minutes to your Organization's total using the *Add credits* buttons on the right. You can also go directly to your custom domain by clicking *Visit School*.

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 type="checkbox"/>	Schiavo, Katie	
<input type="checkbox"/>	Synoweiz, Andrew	
<input type="checkbox"/>	Yanq, Li	

User Credits
Used: 10 Available: 349 Capacity: 359 Add credits

Export Credits
350 credits available Add credits

Phone Commenting Minutes
600 minutes available Add minutes

[View VoiceThread Manager tutorial.](#)

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, 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 5: 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 School 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.

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

Figure 6: 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 7: Settings

ORGANIZATION NAME

If you want to change the name of your 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 School Organization, 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 School license includes a customizable website that is attached to your custom domain. It is a place to showcase some of the best VoiceThreads created by members of your School Organization. You can also upload an image or logo and create messaging to be read by anyone who visits your custom domain.

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

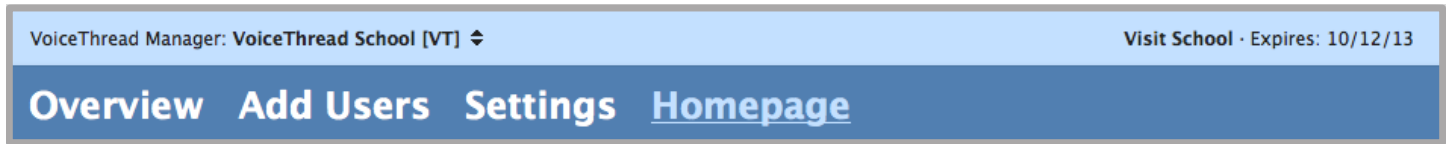


Figure 8: Homepage

Adding users

There are two methods of adding users to your School Organization: external authentication and manual creation with a CSV file.

External Authentication

External authentication is the option that requires the least administrative work for your school, 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. Please click [here](#) to download details about all methods of external authentication available.

If you are interested in external authentication and are not a member of a larger District license, you'll need to purchase the Integration Package. Along with external authentication, the Integration Package includes the VoiceThread Information Systems Integration (VISI). This system automatically creates Class 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 Class Groups. This makes setup much easier for teachers because they will not need to create their own Groups. For more information about VISI, click [here](#).

The Integration Package for schools is \$200 per year. Please [contact us](#) if you are interested in this option.

Adding users manually

You'll manually create accounts in the Add Users section of the Manager.

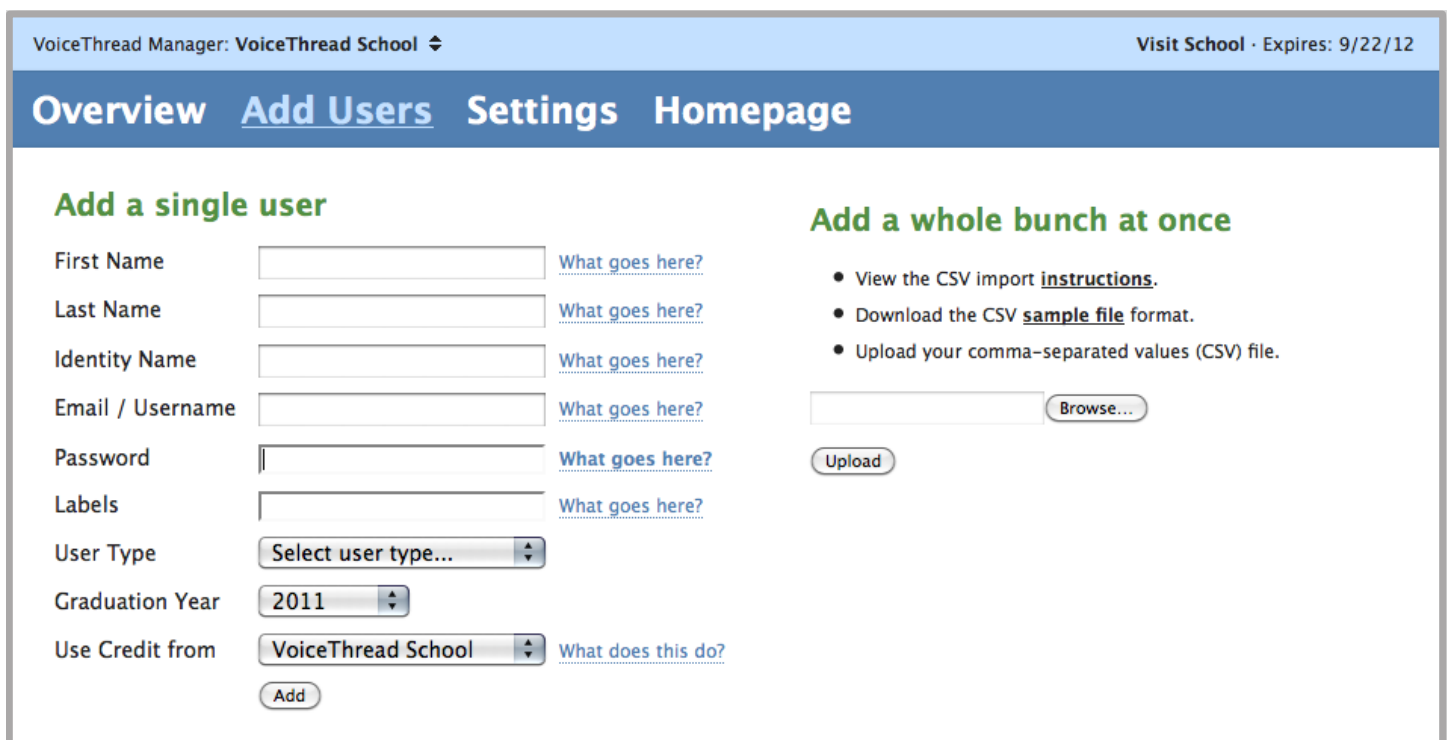


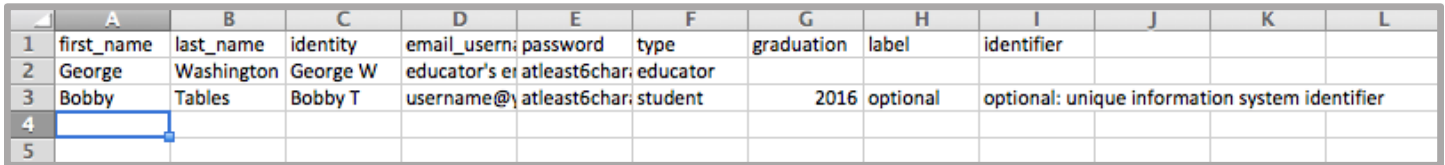
Figure 9: Adding users manually

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 e	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 user's real first name. This information is only visible to educators in your 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 your 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 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@yourschool.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 your school. 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, 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 ever plan to consider enabling [VISI](#) (VoiceThread Information Systems Integration) in the future. The identifier is a user’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 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. 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.

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	User has a password	VoiceThread

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

Figure 11: Uploading a CSV file

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 School 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. At the top, there is a 'Filter by' dropdown, a search bar labeled 'Search Users', and a 'Select All None' link. Below this is a list of users, each with a checkbox and a small person icon. The 'VoiceThread Demo' user is highlighted in yellow. To the right of the list, there are three sections: 'User Credits' showing 'Used: 9', 'Available: 347', and 'Capacity: 356' with a progress bar and an 'Add credits' button; 'Export Credits' showing '350 credits available' and an 'Add credits' button; and 'Phone Commenting Minutes' showing '600 minutes available' and an 'Add minutes' button. At the bottom, there is a link to 'View VoiceThread Manager tutorial.'

Figure 12: Users who already had VoiceThread accounts

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.

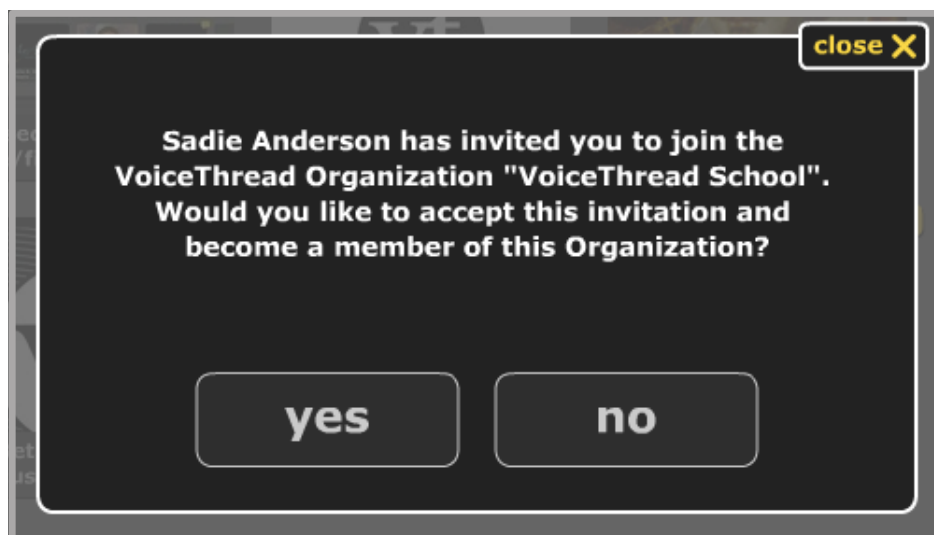


Figure 13: Users who already had VoiceThread accounts

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 14: Users who already had VoiceThread accounts

Editing users' information

Edit users' information in the Overview section of your 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 Search Users Select All None

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

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 15: Edit a single user

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

Filter by Search Users Select All None

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

Editing 3 Users Update

Add users to Group/Class: [\(Create new\)](#)

Add export credits to these users

Add phone commenting minutes to these users

Allow student to publish VoiceThreads

Bulk User Removal (Click to expand)

Users to update (3 total):

- Steve Muth
- David Nelson
- Ben Pritchett

Figure 16: Bulk editing

Promoting a Pro Educator to Administrator

Go to your Manager Overview 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.

Overview Add Users Settings Homepage

Filter by Search Users Select All None

<input type="checkbox"/>	Anderson, Sadie	
<input checked="" 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 type="checkbox"/>	Schiavo, Katie	
<input type="checkbox"/>	Synoweiz, Andrew	
<input type="checkbox"/>	Yanq, Li	

Editing VoiceThread Demo Update

First Name: **VoiceThread** [\(Change\)](#)

Last Name: **Demo** [\(Change\)](#)

Identity Name: **VoiceThread** [\(Change\)](#)

Email / Username: **demo@voicethread.com** [\(Change\)](#)

Password: ********* [\(Change\)](#)

Type: **Pro Educator**

Management: Cannot manage school [Change]

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** [\(Change\)](#)

Allow Student to publish VoiceThreads: **Yes** [\(Change\)](#)

Figure 17: Promoting a Pro Educator to Administrator

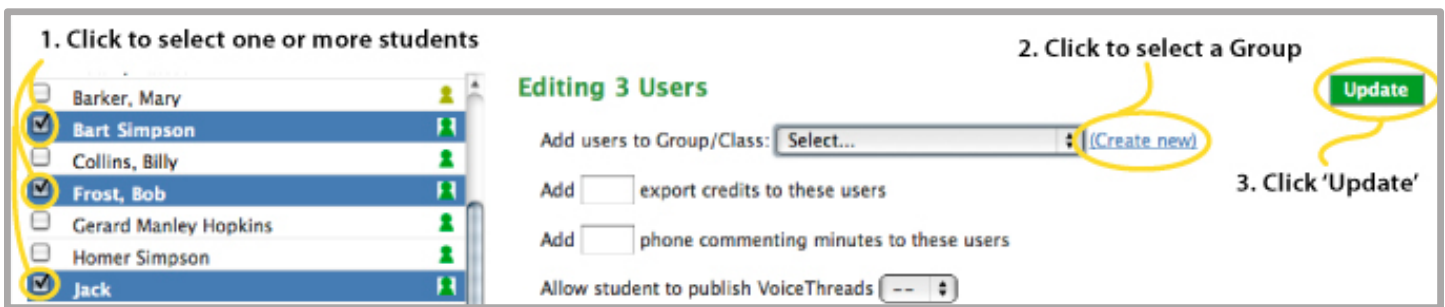
Setting up Groups/Classes

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.



18. 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.



19. Setting up Groups/Classes

Student sign-in

If your Organization 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://yourschool.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@yourschool.ed.voiceathread.com. This makes signing in very simple for students.

Transparency for educators

Pro Educators in your School 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 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 School Organization will see this Identity name only.



Figure 20: Transparency for educators

Pro Educators who are members of your School Organization 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.



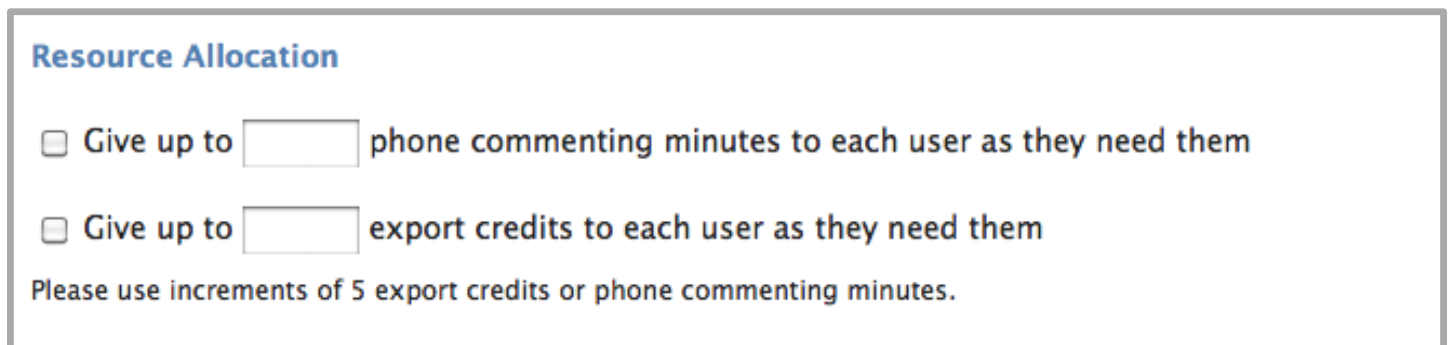
Figure 21: Transparency for educators

Using export credits and phone-commenting minutes

Automatic resource allocation

Allow users to automatically use export credits and phone-commenting minutes from 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. 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.



The screenshot shows a section titled "Resource Allocation" with two checkboxes. The first checkbox is labeled "Give up to [input field] phone commenting minutes to each user as they need them". The second checkbox is labeled "Give up to [input field] export credits to each user as they need them". Below these options is a note: "Please use increments of 5 export credits or phone commenting minutes."

Figure 22: 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 from your Organization's total by following the steps below.

1. Sign into your 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 shows a user management interface. On the left, a list of users is displayed 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 are search and filter options. On the right, the 'Editing Katie Schiavo' panel shows various user details and settings, including name, email, password, account type, and resource allocation. A yellow box highlights the 'Export Credits: 0 credits (Add)' and 'Phone Minutes: 3 minutes (Add)' fields. An 'Update' button is visible in the top right corner.

Figure 23: 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 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 School 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. This 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 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.

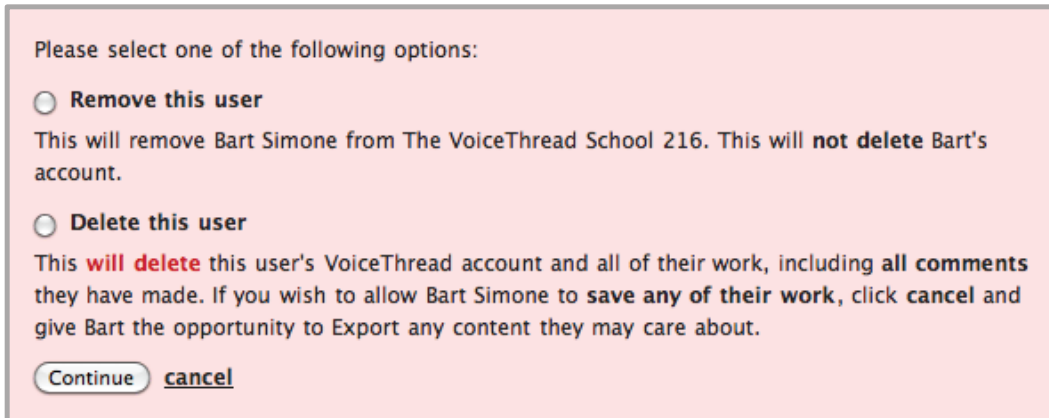
For more information about secure sharing, please click [here](#).

Removing Users

When a user no longer needs access to your School Organization, you can remove or delete his account.

Removing a single user

Select a name in your Overview and select *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.

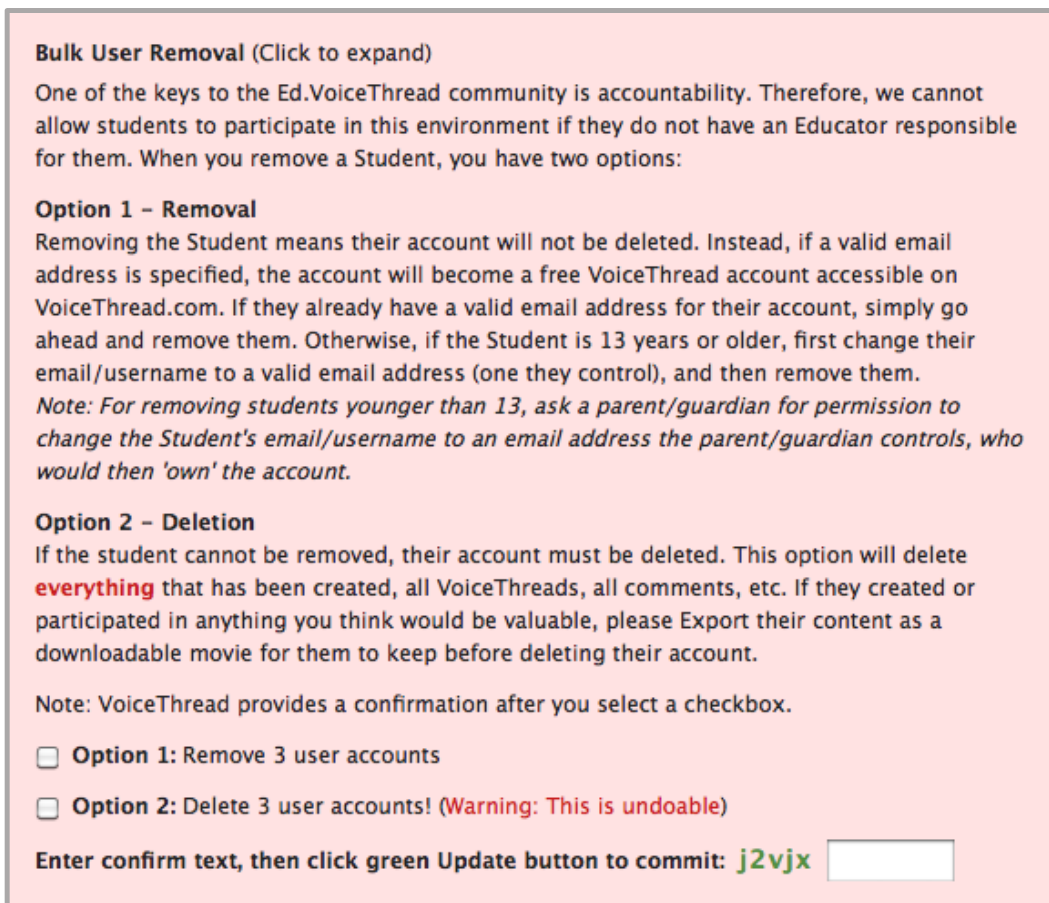
Delete this user
This **will delete** this user's VoiceThread account and all of their work, including **all comments** they have made. If you wish to allow Bart Simone to **save any of their work**, click **cancel** and give Bart the opportunity to Export any content they may care about.

[cancel](#)

Figure 24: 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.



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 25: 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 School 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 School 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.

Renewing your license

One month before your School license is set to expire, a green *Renew* button will appear in the top-right corner of your Manager. Click this button to renew your license. You'll have the option to pay by credit card or purchase order.

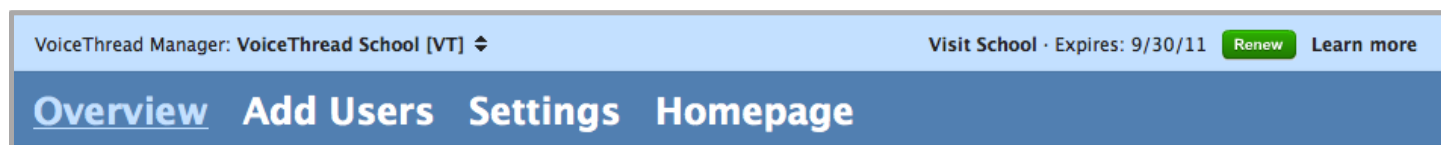


Figure 26: Renewing your license

If you need a formal quote or estimate in order to generate a purchase order for your renewal, please [contact us](#), and we are happy to send one.

Expired licenses

If your license and it has expired, any Student accounts that were not removed from the Organization before its expiration are held for a period of 90 days. During that time, the accounts are not accessible, but they can be reactivated. Beyond those 90 days, the accounts and work may be permanently deleted.

Preserving Student accounts

If you did not remove Student accounts from your Organization before it expired and the students need access to their accounts, they can remove themselves from your Organization and downgrade to a Free account by going to <https://voicethread.com/account/migrate/> and entering the email addresses you used to create their accounts.

Please note: Students can only do this if they are using valid email addresses and are at least 13 years old.

Reactivating your license

Reactivate an expired license to regain access to your Manager and reactivate your Students' accounts. Sign into your Manager and click the green *Renew* button. This will walk you through the check-out process, where you can enter your credit card information or use a purchase order. As soon as you do this, you'll have access to your School Organization.

If you need a formal quote or estimate in order to generate a purchase order for your reactivation, please [contact us](#), and we are happy to send one.

Canceling your license

If your school chooses not to renew, you do not take any action. You can simply let the subscription lapse on its expiration date.

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.