Voicethread

a tutorial for instructors

delta

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NOTE: This manual is identical to the students' manual through page 36.

What is Voicethread?

Voicethread (http://www.voicethread.com) is a Web 2.0 tool that allows you to have interactive and powerful conversations around media. The creator of a Voicethread uploads media (video, pictures, audio, or documents) to the Voicethread website and threads the media together via a commenting function. Others can also be invited to join the conversation by viewing the media slides and adding their own comments.

Creating a Voicethread Account

1. Navigate to http://www.voicethread.com (See Figure 1).
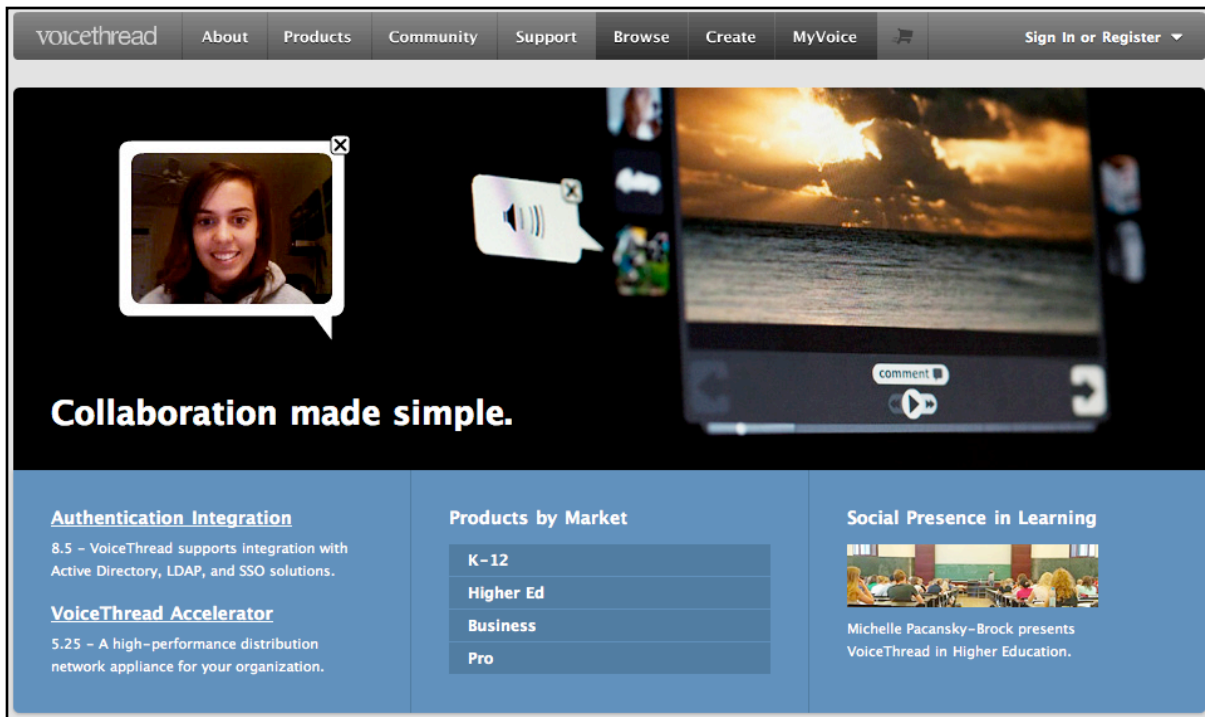

Figure 1. Voicethread.com

2. Select the "Sign in or Register" link from the top right-hand corner of the page.
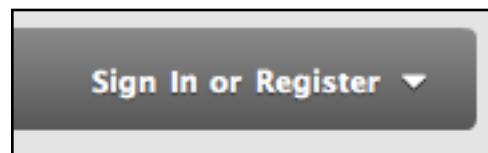
Figure 2. Zoom-in on Sign in or Register

3. Select the Register link from the menu on the left (or enter your e-mail address and password if you have already created an account; Figure 3) and enter your first and last name, e-mail address, and select a password (Figure 4). When you are finished, click "Register".
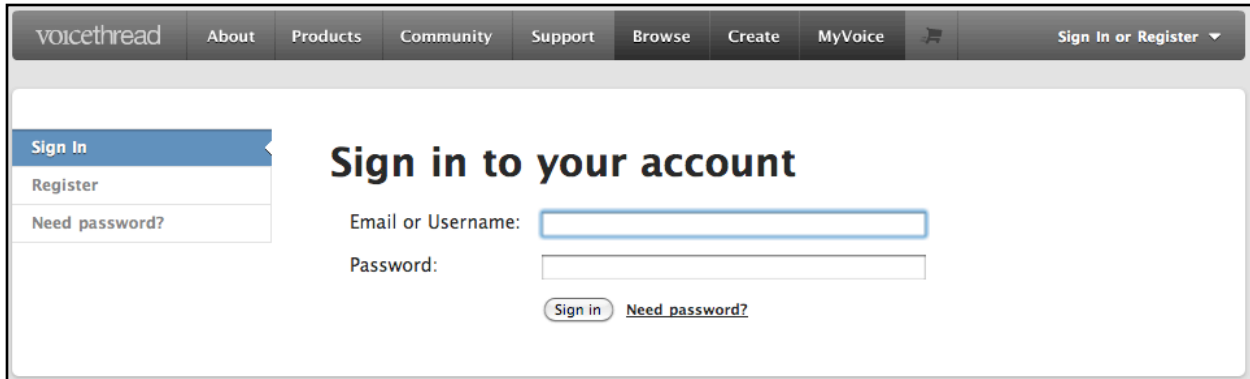
Figure 3. Sign in if you have already created an account, select "Register" if you have not
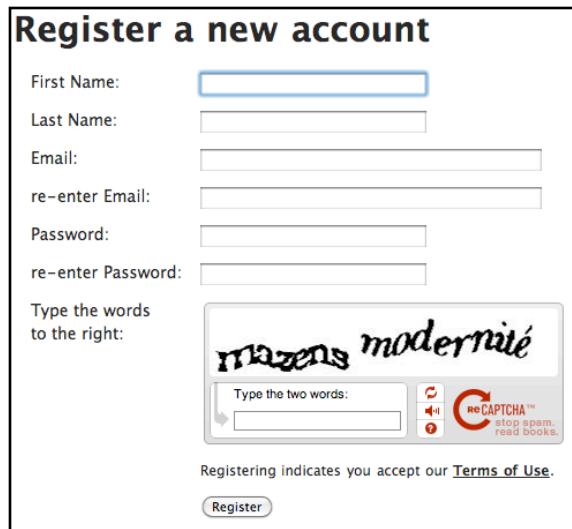
Figure 4. Registering a new account

4. Once the page refreshes and you see the e-mail address that you entered in the upper-right hand corner (Figure 5), you have successfully created your Voicethread account.

Figure 5. Once you have registered your account, your email address should appear here

Logging into your Voicethread Account

1. Navigate to http://www.voicethread.com.

Figure 6. Voicethread homepage

2. In the upper-right hand corner click on the "Sign in or Register" link.
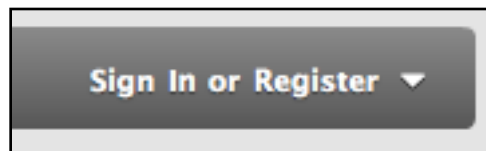
Figure 7. Zoom-in on Sign in or Register

3. Enter your e-mail address and password in the next page (Figure 8) and click "sign in".
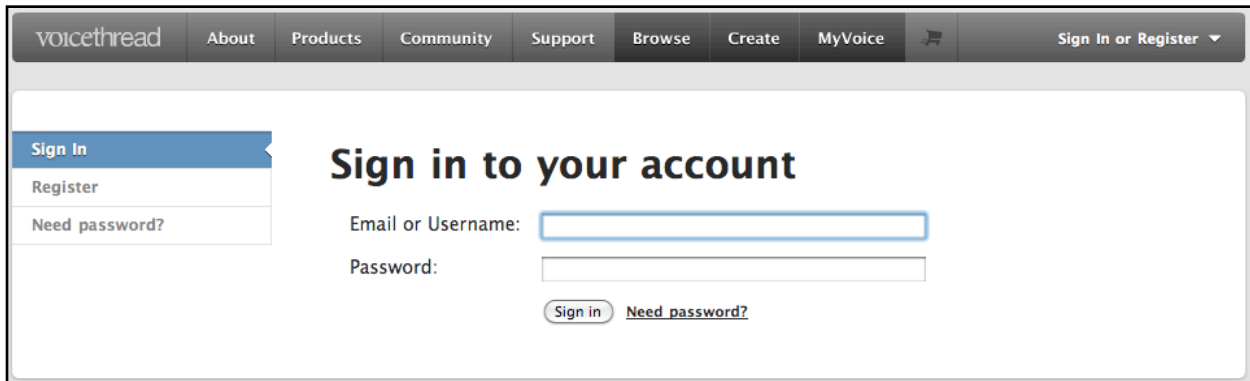
Figure 8. The sign in window

4. Once the page refreshes and you see the e-mail address that you entered in the top right-hand corner (Figure 9), you have successfully logged into your Voicethread account.
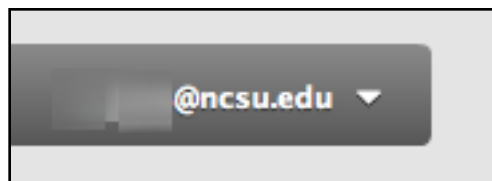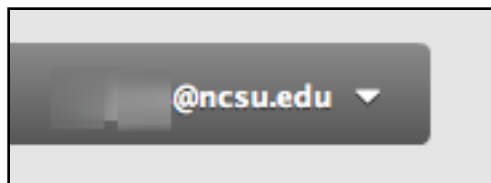

Figure 9. When you see your email address in the upper-right hand corner, you have successfully logged in

Creating a Voicethread

There are 3 steps to creating a Voicethread: Uploading Media, Commenting, and Sharing. Before proceeding, you might find it beneficial to view the <u>1 Minute Voicethread</u> presentation to get an overview of the creation process.

Uploading Media

The first step in creating your Voicethread will be uploading media to the Voicethread web site via the "Create" tab.

If you are not already logged in, navigate to <u>http://www.voicethread.com</u> and sign in with your registered e-mail address and password (Figure 10).
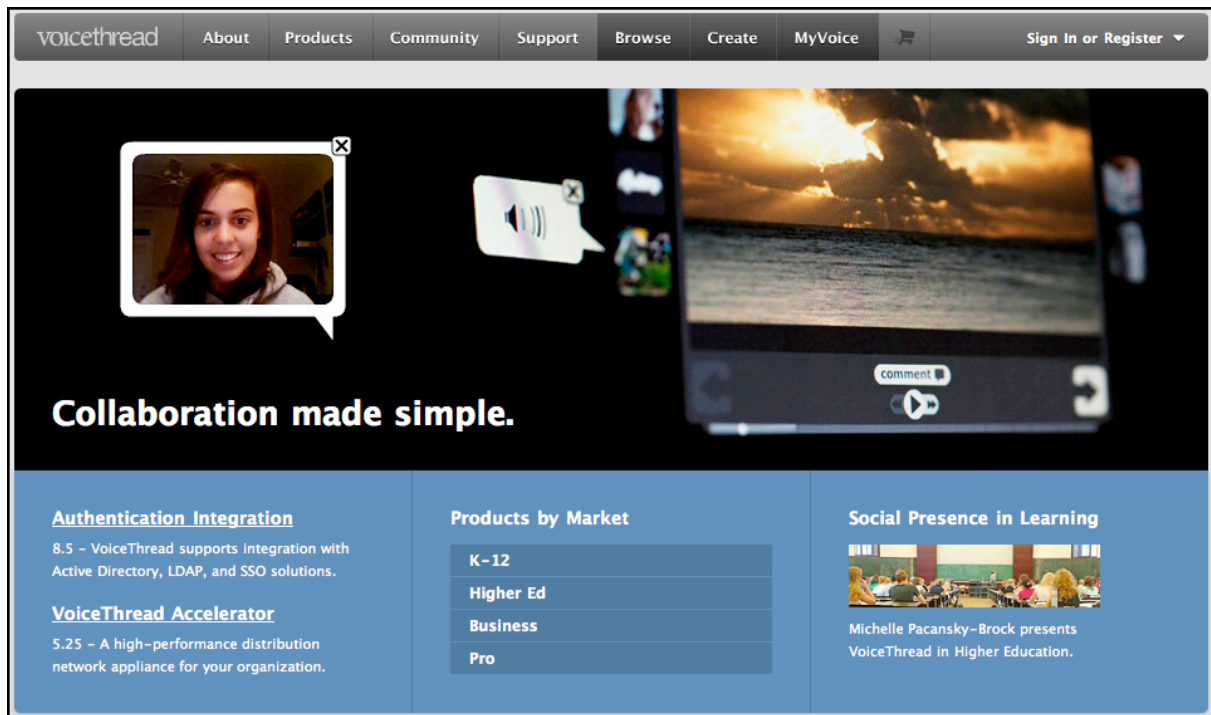
Figure 10. Voicethread.com

Click on the "Create" tab in the top left-hand corner of the window (Figure 11).

Figure 11. The three tabs within Voicethread: Browse, Create, MyVoice

Note: If you are already logged in to your Voicethread account, your tabs will look like Figure 12.
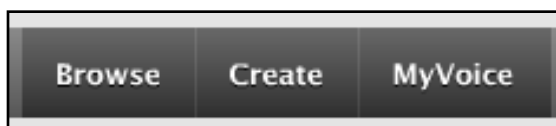
Figure 12. Browse, Create, and MyVoice tabs when already logged in

Click the "Upload" button (Figure 13) to view the four different ways to access your media: My Computer, Media Sources, URL, My Webcam (Figure 14).
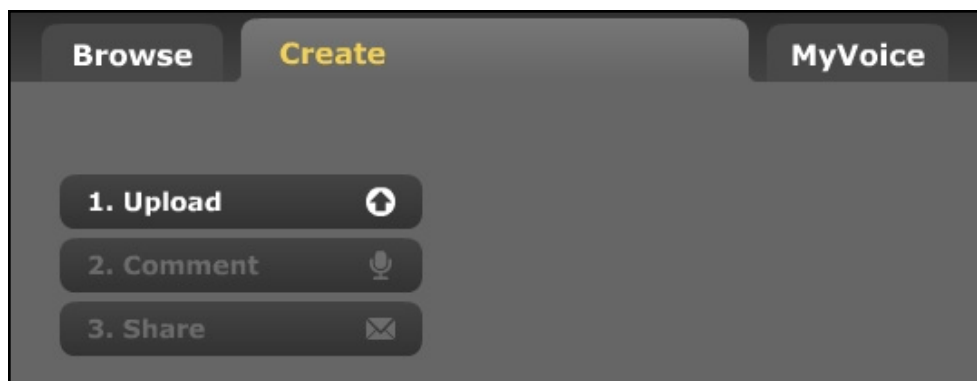
Figure 13. The "Create" menu
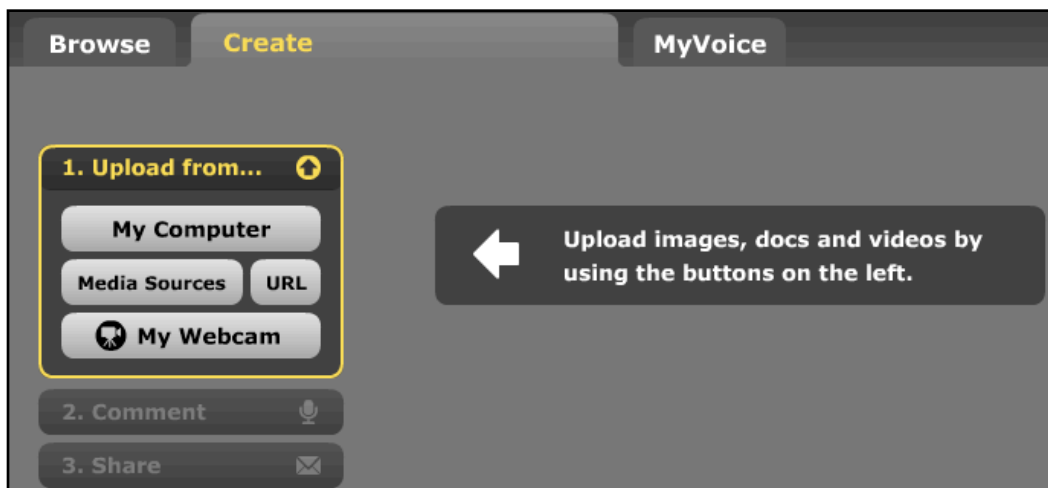
Figure 14. The Upload from... menu

Uploading from My Computer

Selecting this option opens a new window allowing you to access the files on your computer's hard drive. Once the window opens, navigate to the file(s) that you want to upload and click "Select" or "Open" when you are finished (Figure 15).

Figure 15. The Upload from your computer window

Uploading from Media Sources

Selecting this option opens a new window within the Voicethread website that gives you the option of importing media from a variety of sources including other Voicethreads that you have created, Flickr, and Facebook (Figure 16).
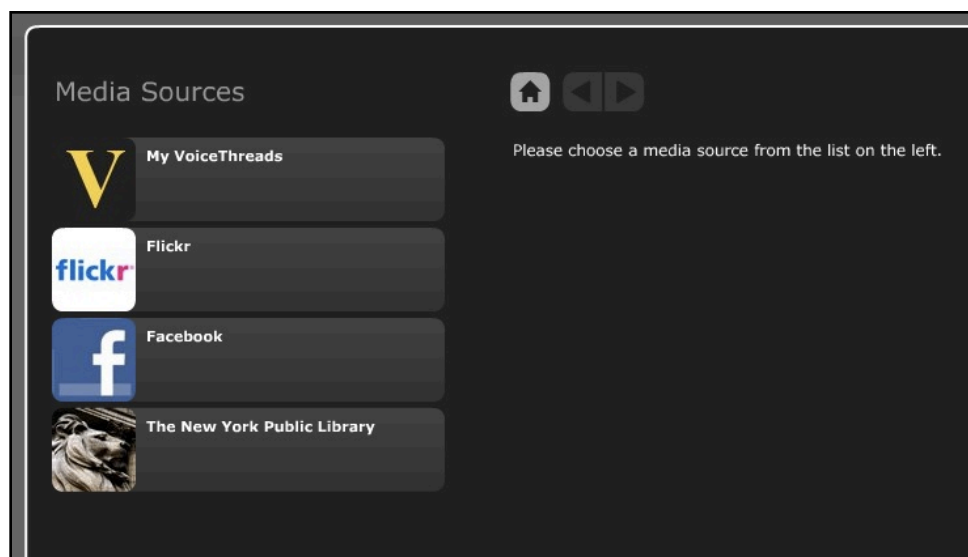
Figure 16. The Upload from Media Sources window

Uploading from a URL

Selecting this option opens a new window within the Voicethread website that requires you to paste a URL from the web for the media artifact (photo, video, or document) that you want to upload to your Voicethread (Figure 17).
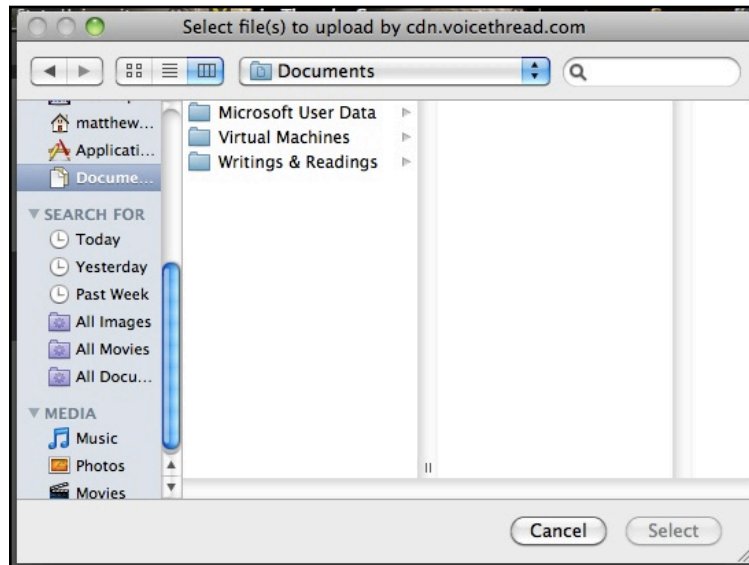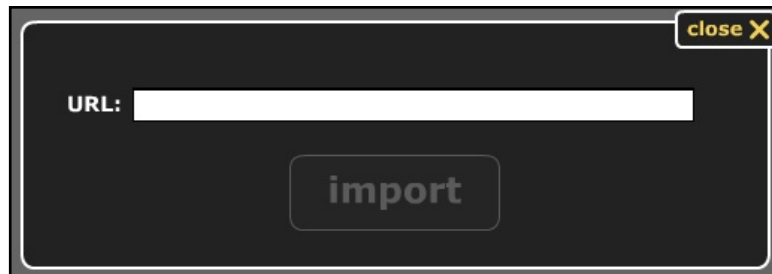

Figure 17. The Upload from a URL window

NOTE: Be sure that the URL you copy is the direct link to the media artifact that you want to upload. There are two quick checks that make sure that you have the correct link. The first is to take the copied URL and paste it into a browser address bar and hit Enter. If your media loads properly and you do not receive any error messages, you have the correct URL. The other check involves confirming that there is the appropriate extension at the end of the URL. For example, most images end with the extension .jpg, .jpeg, or .gif while videos often end with the extension .mov, .mpg, or .mp4.

Uploading from your Webcam

Selecting this option opens a new window within the Voicethread website that allows you to record a video or capture a snapshot from your computer's webcam (Figure 18).
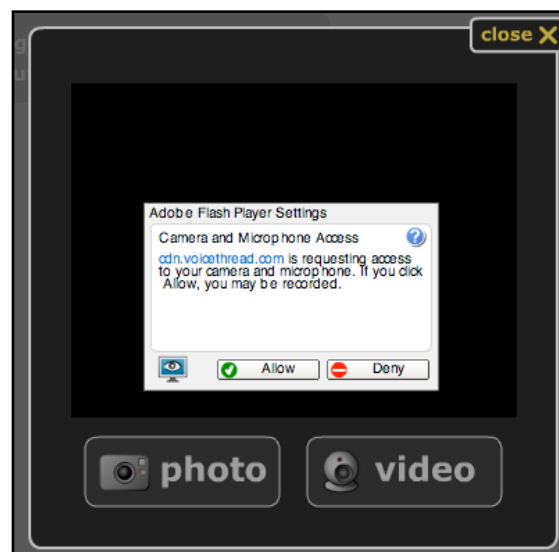
Figure 18. The Upload from your webcam window

Copyright, Fair Use, and Multimedia

Whether or not you are uploading or linking to content that was created by yourself or from another source, it is important to consider existing Copyright laws and agreements before doing so. For more information, see the NCSU Libraries' Digital Scholarship & Publishing Center.

Organizing Your Content

Once you have selected and uploaded the media you want to include in your Voicethread, the website will refresh to reflect the changes. Note Figure 19 below (uploaded images via "My Computer"). Also, if the media that you uploaded is not in the correct order, you can click and drag the thumbnails into the order that you prefer.
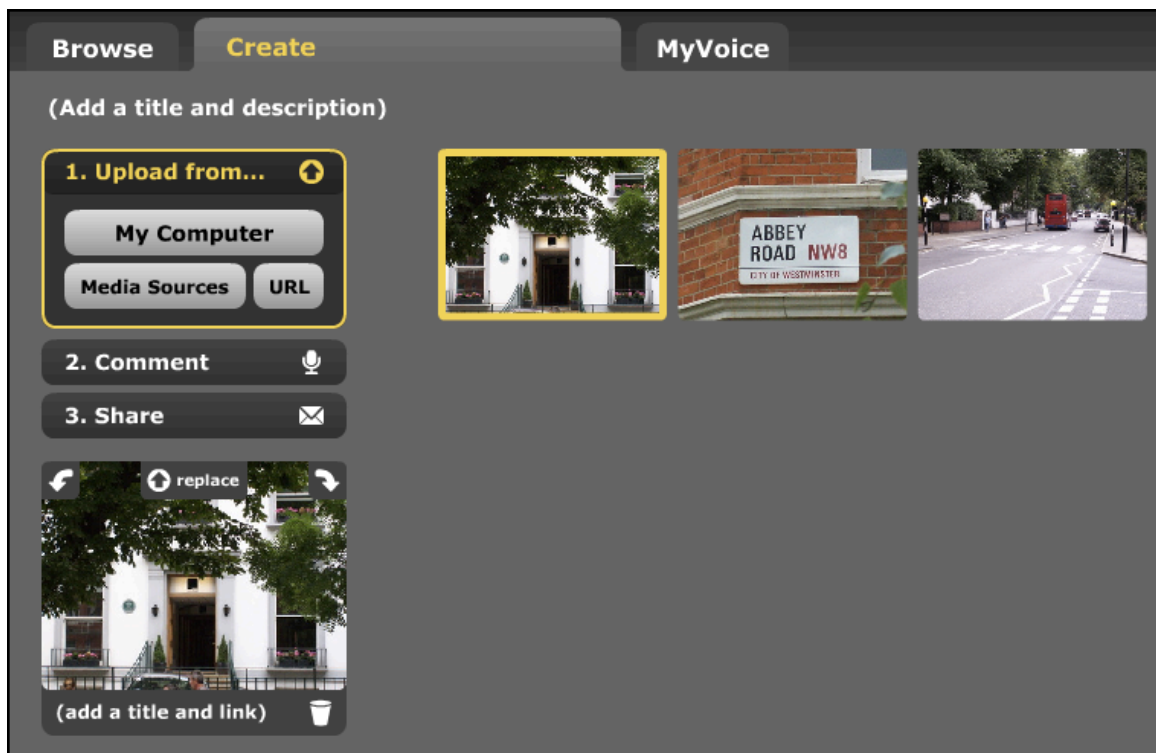
Figure 19. The Create menu after media has been uploaded from "My Computer"

You may want to provide a title for the media that you have uploaded. To do so, click on the media that you want to title (Figure 20) and then click on the "(add a title and link)" text and enter your title (Figure 21).

Figure 20. What your media will look like once you click on it
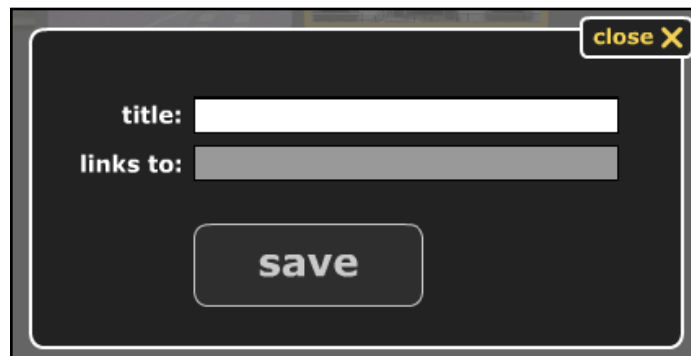
Figure 21. The title menu for your media

Naming Your Voicethread

Finally, give your Voicethread a title and description by clicking on "(Add a title and description)" at the top-left of the screen above the Upload button (Figure 22).
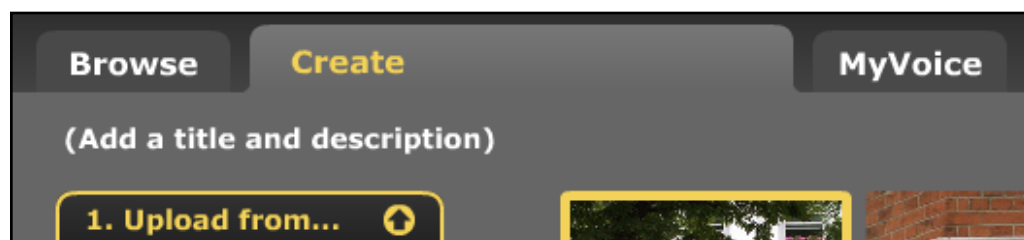
Figure 22. The Add a title link

Also, providing tags for your Voicethread (keywords or phrases) will help others be able to find your work (Figure 23).
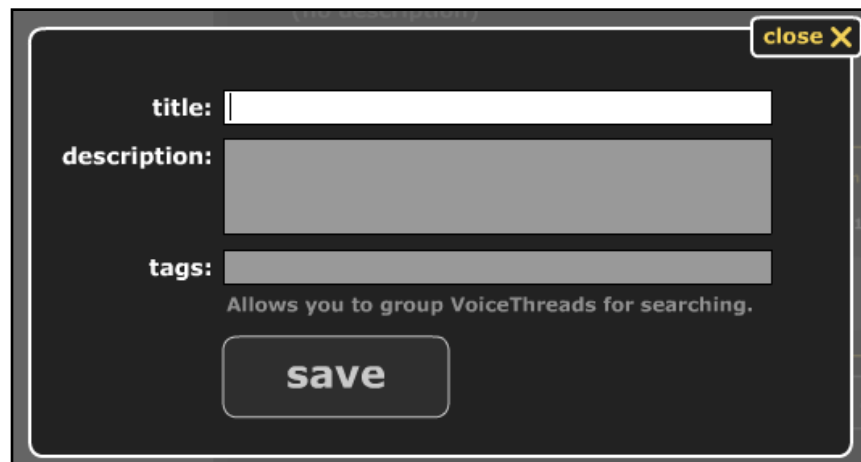
Figure 23. The pop-up window to name, describe, and tag your Voicethread

Commenting

Once your media has been uploaded and you have determined the order that you want your media to be presented (See <u>Uploading Media on page 7</u> for more information), you will need to connect (or thread) your media together by using the Commenting function.

1. Click on the "Comment" button (found underneath the "Upload" button) to begin (Figure 24).
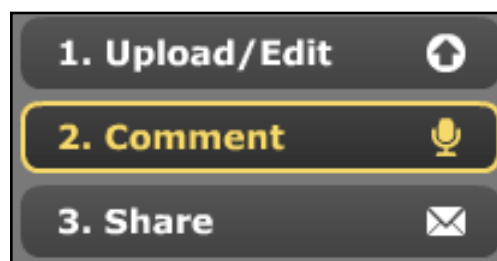
Figure 24. The Comment button on the Create menu

2. After you click on the "Comment" button, the page will refresh to look like Figure 25. Note that the image that loads will be dependent on the media that you have uploaded.
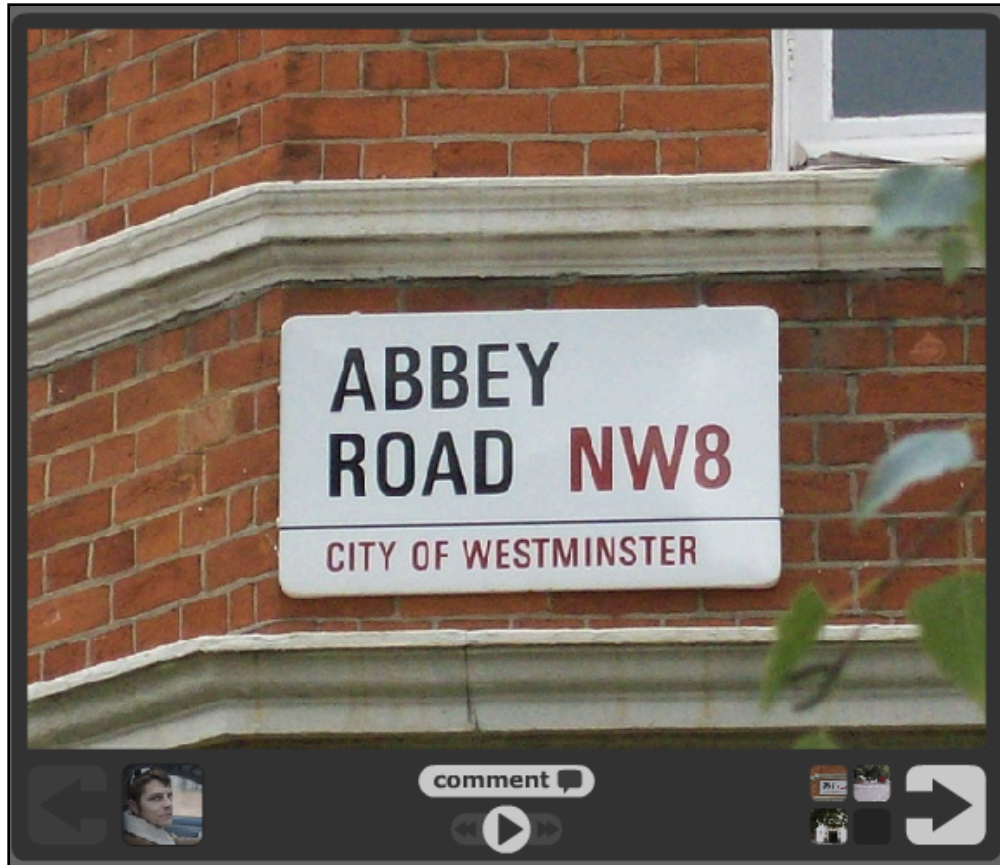
Figure 25. The Voicethread viewing window

Adding an Image to Your Account

When the window loads, you may be prompted to upload a profile image to your account (Figure 26). Uploading an image makes it easier for others to recognize when you have left a Comment on a particular image or piece of media. Click "upload it" to upload an image from your computer's hard drive or click "I'll do it later" to upload an image at another time. Once you have uploaded your image you will find it located directly to the right of the Left-Arrow at the bottom left of the window.
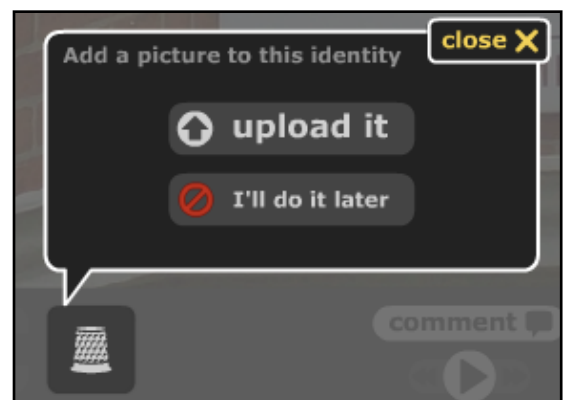
Figure 26. Add a picture to your account pop-up window

There are five different ways to add a Comment to an image: Phone, Webcam, Microphone, Keyboard, and Upload Audio. Clicking on the "comment" button above the Play button in the bottom center of the window will reveal these five inputs (Figure 27). Additionally, there is an Annotation (Draw) function that occurs simultaneously. See Annotation (Draw) on page 19 for more information. Note that you will need to repeat the commenting process for each slide that you want to comment on.

Figure 27. The comment button

Phone

Selecting the Telephone button (Figure 28) opens a new window (Figure 29) asking you to enter your phone number. Voicethread will then call you at the provided number and you will be able to record an audio comment via telephone. Be mindful that with a free account you can only leave a phone comment up to 3 minutes in length. Instructor/Manager accounts will have additional minutes.
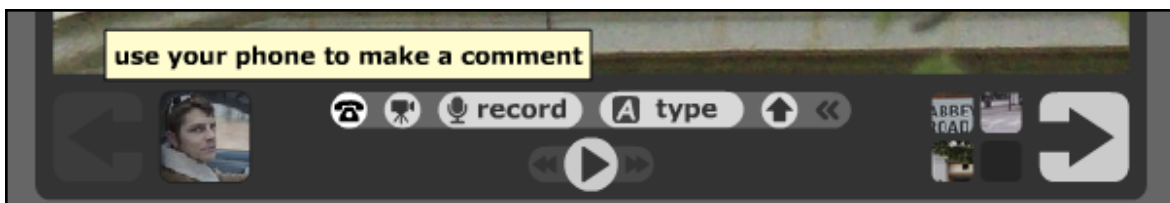
Figure 28. The telephone comment button
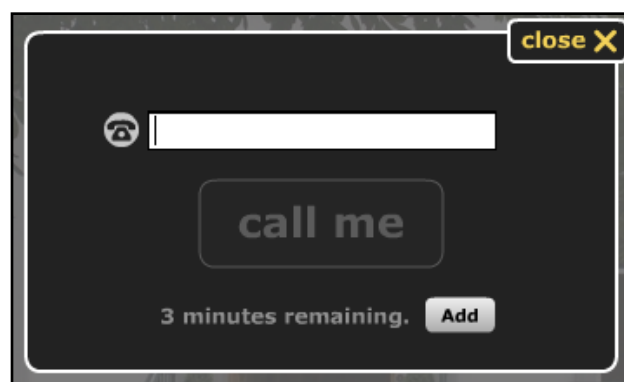
Figure 29. The call me pop-up window

Webcam

If you have a webcam connected to your computer, clicking the Webcam button will turn your camera on and Voicethread will automatically begin recording video and audio (Figure 30). Be sure that your video and audio (microphone) settings are configured properly before selecting this option. (For troubleshooting information, see the tutorials on page 47.)
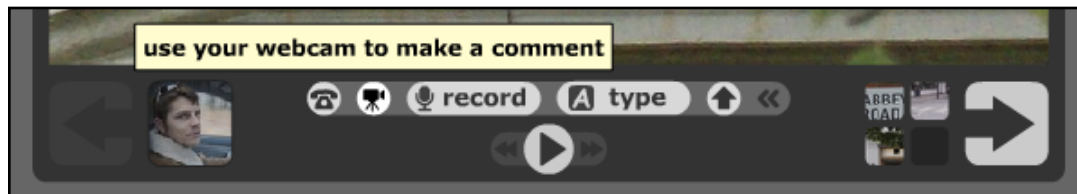
Figure 30. The webcam comment button

Recording has begun when you see the red highlighted text, "OK, start talking...", as well as a video window pop up to the left of your Voicethread (Figure 31). When you are finished with your video, click "OK, start talking..." and then the "save" button. (Note: Depending on your browser settings a pop-up menu may appear requesting access to your webcam. Click "Allow" if this window appears.)
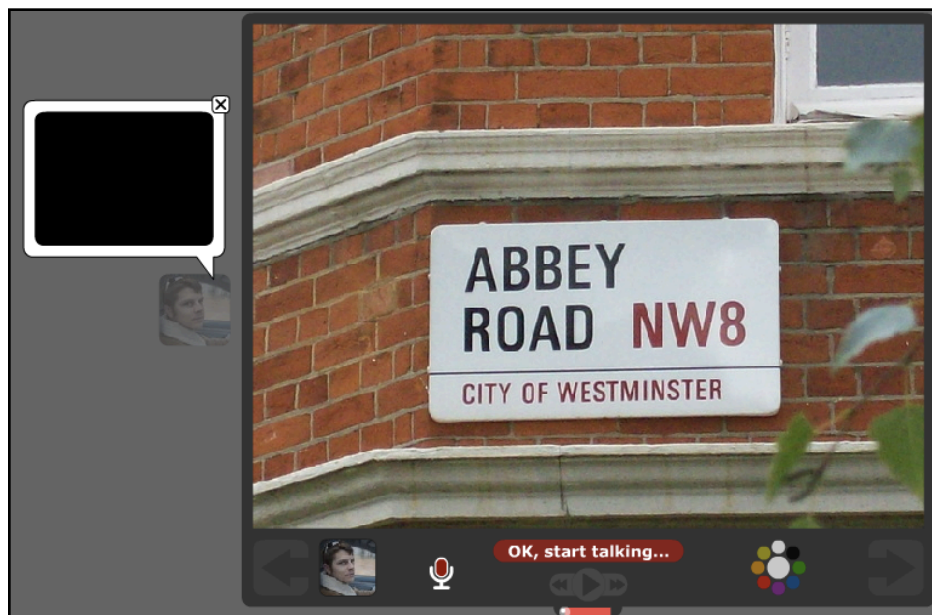
Figure 31. The video recording commenting function

Microphone

If you have a microphone, clicking the "record" button will automatically begin recording audio (Figure 32). You will know that recording has begun when you see the red microphone image appear next to a red button labeled "stop recording" (Figure 33). When you are finished making your comment, click "stop recording".
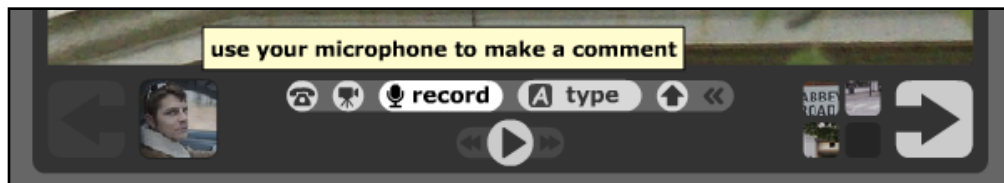
Figure 32. The microphone record button
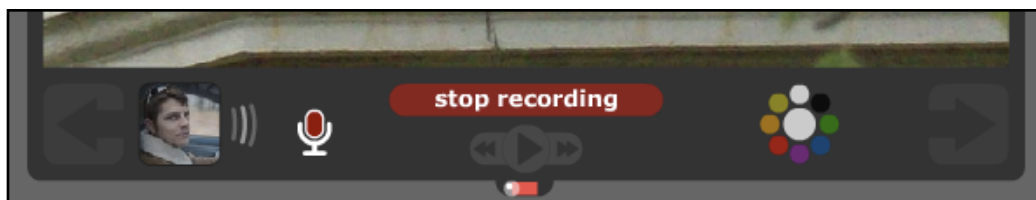
Figure 33. The active microphone

For help setting up your microphone see <u>Additional Support on page 47</u>.

Type

The simplest way to add a comment to a Voicethread is via text. To add a comment this way, click the "type" button (Figure 34) and insert your comment in the text bubble that appears (Figure 35). When you are finished typing, click "save".
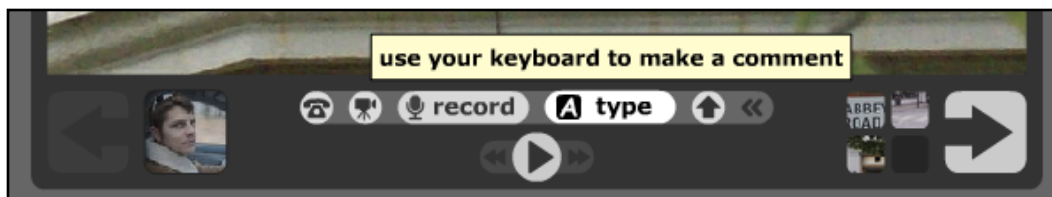
Figure 34. The type comment button
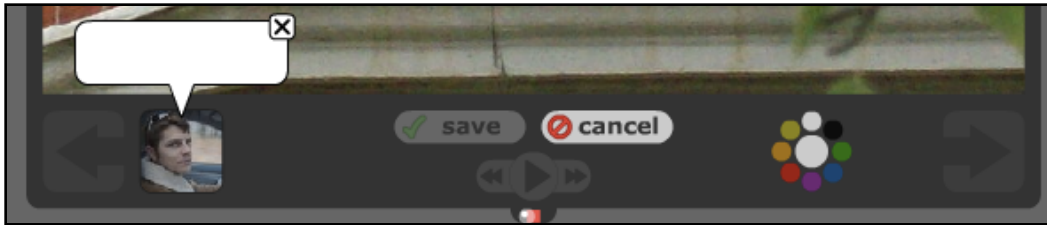
Figure 35. The text comment bubble

Upload Audio

The final way that you can comment is by uploading audio. To do so, click on the up-arrow button to the right of the "type" button (Figure 36).
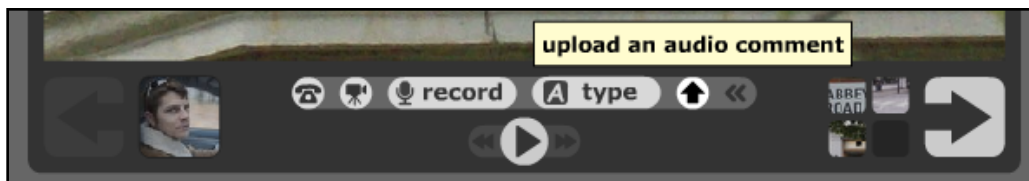
Figure 36. The upload audio comment button

After you click the upload button, a window will open that allows you to access the files on your computer's hard drive. When you have selected your file, click "Select" (on a Mac) or "Open" (on a PC) and it will be uploaded to the Voicethread website (Figure 37).
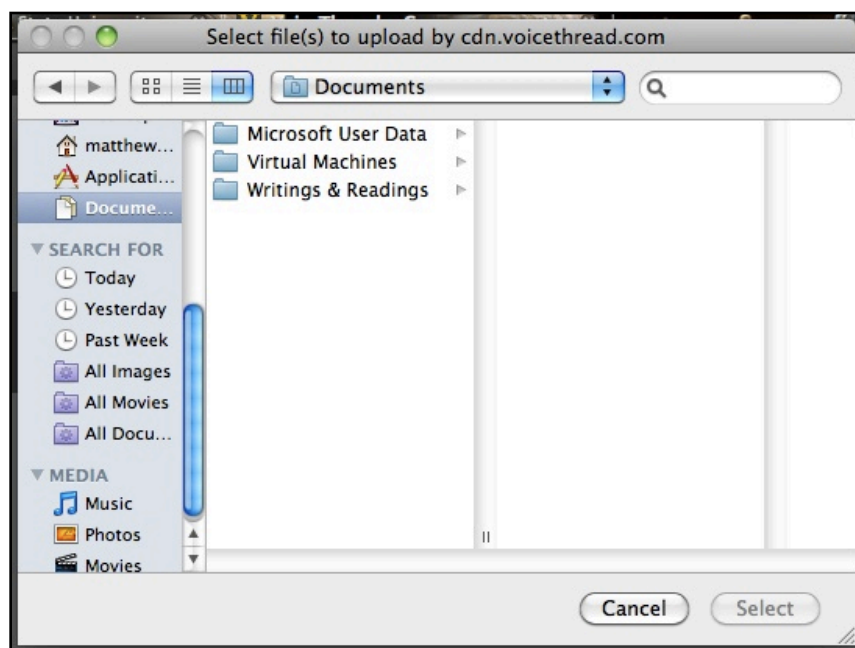
Figure 37. The upload a file screen

Annotation (Draw)

Within the typing and microphone commenting functions you can also annotate, or draw (it is also sometimes referred to as "The Doodler"). In Figure 38, a "Type" comment is being created. When the cursor is positioned over the image, it changes into a pen. Also note the color wheel to the right of the "save" and "cancel" buttons on the bottom-center of the Voicethread window.
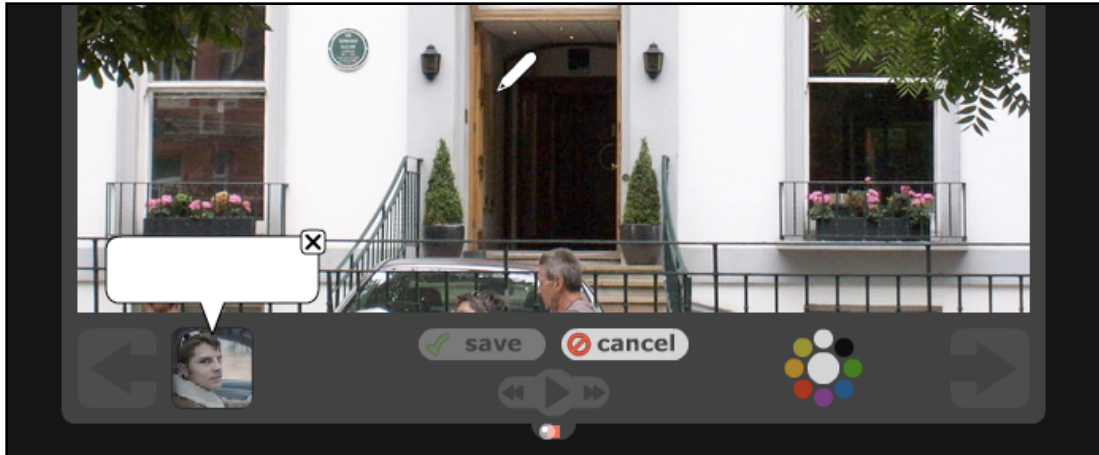
Figure 38. The annotating pen within a text comment

Figure 39 shows an arrow drawn with the pen while a Type comment is being made.
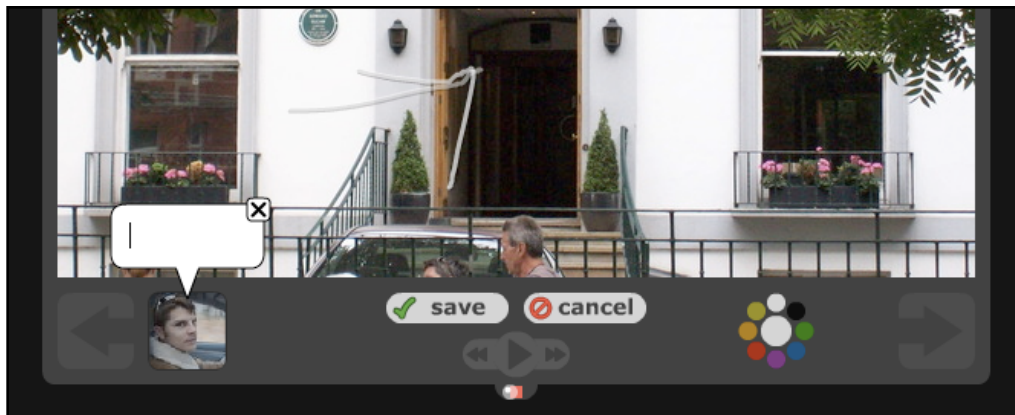
Figure 39. An example of the annotating tool

Figure 40 is an example of an annotating pen while a Microphone comment is being left.
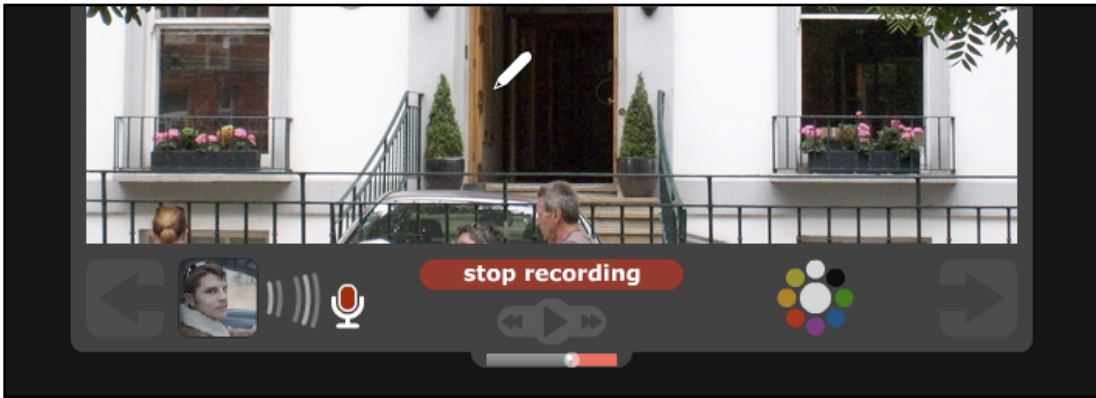
Figure 40. The annotating pen within a microphone comment

Drawings made with the Annotation feature will appear when the Voicethread comment is viewed.

For more information on the Annotation feature, see the <u>Additional Support on page 47</u>.

Commenting on Video

The examples above have primarily focused on commenting on slides containing images. You can also comment on videos that are included in a Voicethread. Once you click the "comment" button on the page with the video (you can comment using any of the above functions) you will be able to play, pause, and navigate the video while you are leaving your comment. Figure 41 shows a video page about to be commented on. Note the movie play bar just above the comment options.

For more information about the options available to you while commenting on video, see <u>Additional Support on page 47</u>.
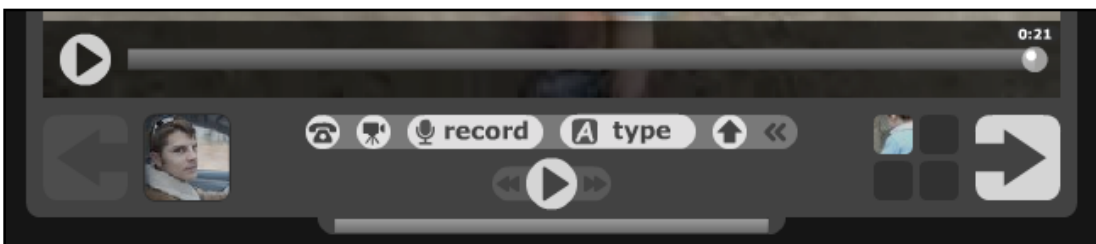
Figure 41. Commenting on a video

Viewing Your Comments

Once you have created your comment, it will appear on the side of the Voicethread connected to your account image (Figure 42). To view your comment, click the Play button in the bottom-center of the screen.
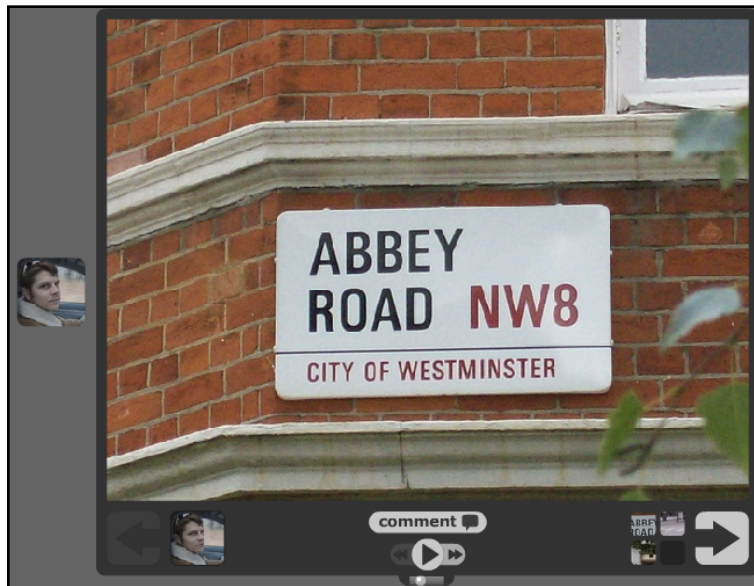
Figure 42. A traditional Voicethread viewing window

To delete a comment, click the comment, click on the Trash Can at the bottom of the comment bubble (Figure 43, and finally click "delete it" (Figure 44).
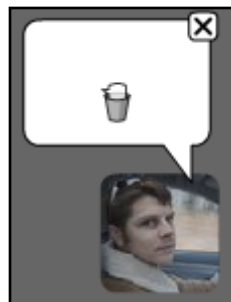
Figure 43. Trash can to delete a comment
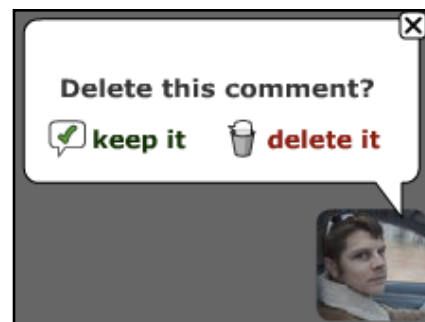
Figure 44. Delete this comment? bubble

Repeat this process for all of your media, adding comments via the medium that you choose. When you have finished commenting, you will reach the final screen which will provide you with a number of options to help you share your Voicethread.

Three Questions Before Sharing

There are three questions that you will need to ask yourself as you begin to consider Voicethread's sharing options: Who do you want to share your Voicethread with, Why you want to share it with them, and How you want them to access it.

Share with who?

There are three ways that you can approach who you share your Voicethread with:

• an individual
• a group of people
• the public.

Once you have identified who you want to access your Voicethread, you will need to consider what you would like them to do once you have give them access.

What do I want my viewers to be able to do with my Voicethread?

There are three different functions that visitors to your Voicethread can engage in:

Function	Description
Viewing	By default, when you share your Voicethread with either an individual, a group of people, or the public, your visitors will be able to view your media, comments, and others' comments.
Commenting	In addition to simply viewing your Voicethread, you may want to have others add their own comments to your media. Selecting the commenting function automatically selects the viewing function.
Editing	By selecting this option your visitors will not only be able to view and comment on your Voicethread, but they will also be able to edit your media and moderate comments.

Figure 45. Function and descriptions of sharing options

How will they access it?

This final question addresses what you will need to do to share your Voicethread once you have decided who you want to share it with and what you want those who have access to your Voicethread to do with it.

There are three ways that visitors to your Voicethread can access it: by URL, by embedding, and via the MyVoice Tab (See Figure 46).

Accessed by	Difficulty	Things to consider
URL	Easy	Make sure to copy the entire URL and that you have set up all of your sharing privileges correctly (the latter applies to all access options).
Embedding in a blog or website	Intermediate	At least some experience with copying/pasting HTML code is helpful, may or may not work depending where you paste code, must make sure viewers have access to website/blog/etc. that the Voicethread is posted on (for example, you cannot embed a Voicethread within a Moodle discussion board).
the Visitor's MyVoice Tab	Easy	When you select this option, visitors to your Voicethread will only see that you have shared it with them when they visit their "MyVoice" tab within their Voicethread accounts.

Figure 46. Ways to access your Voicethread and some considerations

<u>URL</u>

To get the URL (more commonly known as a link) for your Voicethread, click on the Share button on the Create tab (Figure 47) and click the "Get a link" button (Figure 48).
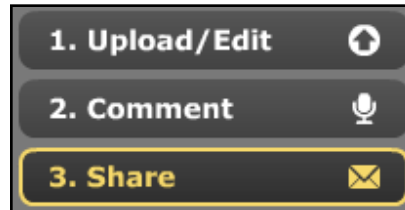
Figure 47. The Share button
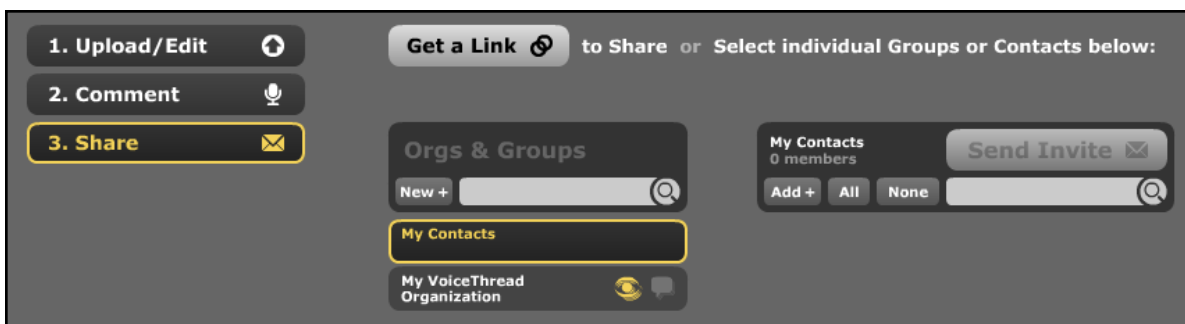
Figure 48. The Share menu; "Get a Link" button

You can also get the link for your Voicethread from the last slide while viewing your Voicethread (Figure 49), by clicking on the "Embed" button (Figure 50) at the bottom of the Create tab screen (Figure 51), or by clicking on the Voicethread thumbnail on the MyVoice tab (Figures 52 & 53).
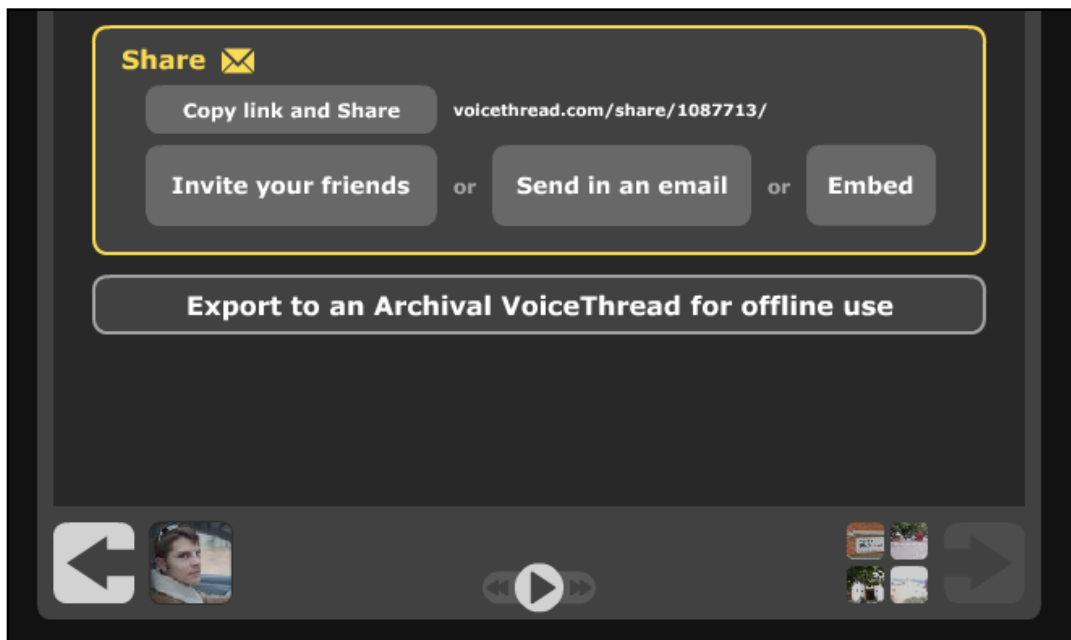
Figure 49. The Share menu on the final Voicethread screen; "Copy link and Share" button
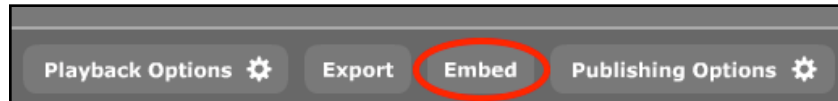
Figure 50. The Embed button at the bottom of the Create tab
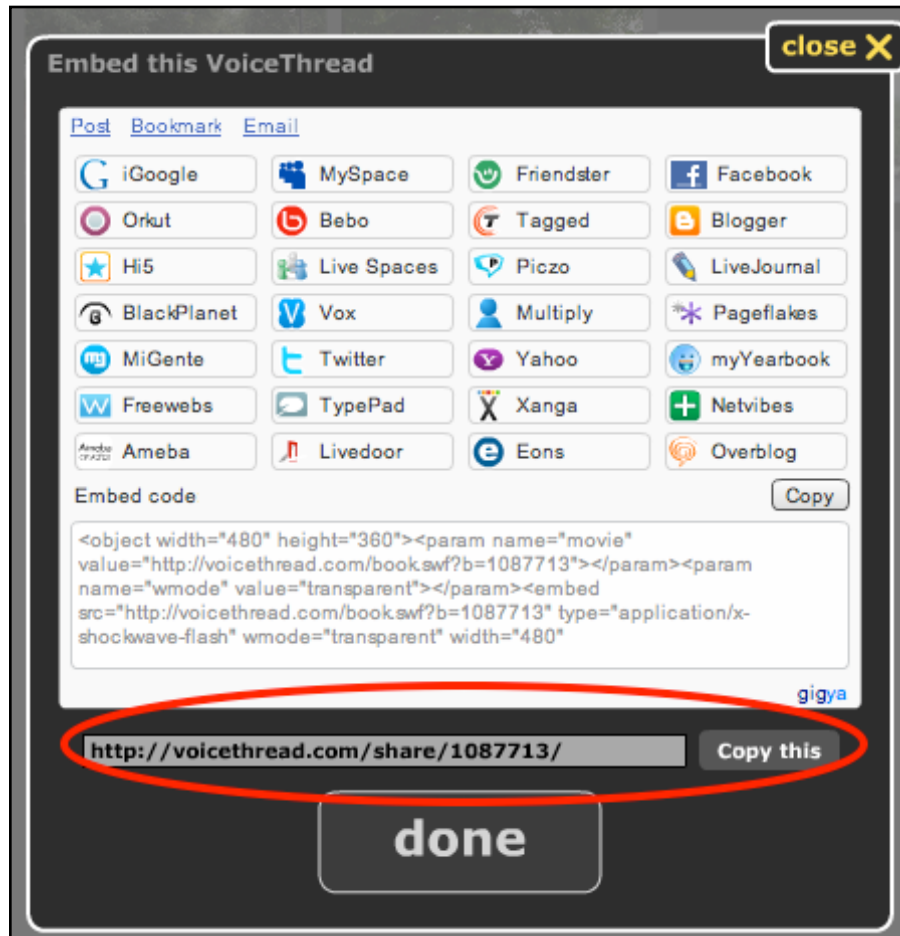
Figure 51. The Embed menu; "Copy this" button

Figure 52. Options available when clicking on Voicethread within MyVoice tab
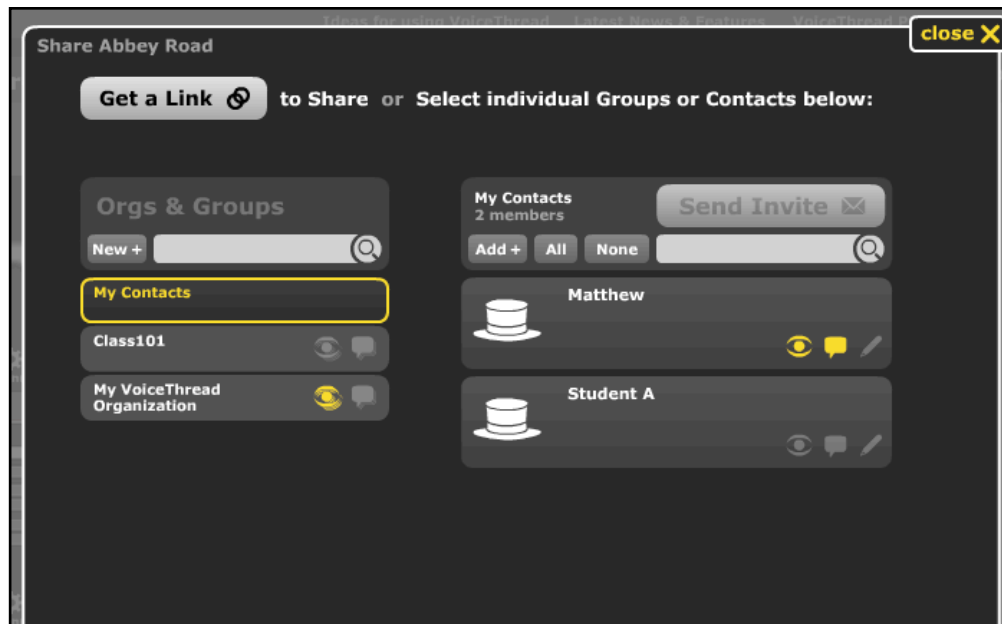
Figure 53. Sharing Options available when clicking on Share button; "Get a Link"

Embedding

Rather than sending visitors a link to your Voicethread, you can also embed your Voicethread on another website such as a blog, wiki, or Moodle page. This is done by copying and pasting a Voicethread.com-generated piece of code into your own webpage's code. Note that even if you post your Voicethread on another website you will still need to set your publishing settings such that your visitors will have access to it.

There are two ways to access the embedding code: from the last slide while viewing your Voicethread (Figure 49) or by clicking on the "Embed" button (Figure 50) at the bottom of the Create tab screen (Figure 51).

To get the code onto your webpage, you can either click on the buttons listed on with embed pop-up window (Figure 51) or Copy/Paste the code yourself. Voicethread.com has developed a number of partnerships with other websites that makes sharing your Voicethread on their websites easy should you already have an account/website on those sites.

To copy the code you will need to:

1. Select and copy all of it either by clicking on the "Copy" button on the Embed pop-up window (Figure 51) or by insert your cursor within the textbox of code and using the Control-/Command-A (for Select All) and Control-/Command-C (for Copy) keyboard shortcuts (Control for Windows, Command for Macs).

2. Navigate to your webpage and locate how to access your webpage's code. (Within many webpage, blog, and wiki editors there is a section within the site's Settings or Layout menus that will allow you to insert an "HTML/Javascript" block. When in doubt, check your website's Help or Support menus.)

3. Paste the code into the editable text window using the Control-/Command-V (for Paste) keyboard shortcut. Click on the "Save" or "Publish" button when you are finished.

4. Refresh or reload your webpage to ensure that it appears properly.

MyVoice Tab

Another way to share your Voicethread is to add your visitors within your Contacts menu (See Figures 48 & 53) and set up their access privileges within that webpage. The drawback to this option, however, is that you will need to know all of your visitors' email addresses that are associated with their Voicethread accounts. For more information on this option, see Private Sharing Options on page 31.

Playback, Publishing & Exporting

Critical to being able to share your Voicethread, these three options help you select the parameters by which your visitors can access your Voicethread. To access these settings, within the Create tab (Figure 54), locate the buttons on the bottom-left of your browser window (Figure 55).
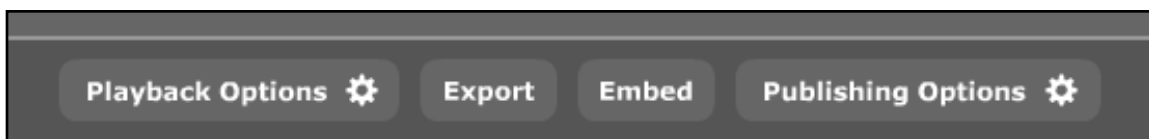

Figure 54. The Create tab

Figure 55. The Playback, Export, Embed, and Publishing Options buttons

Playback Options

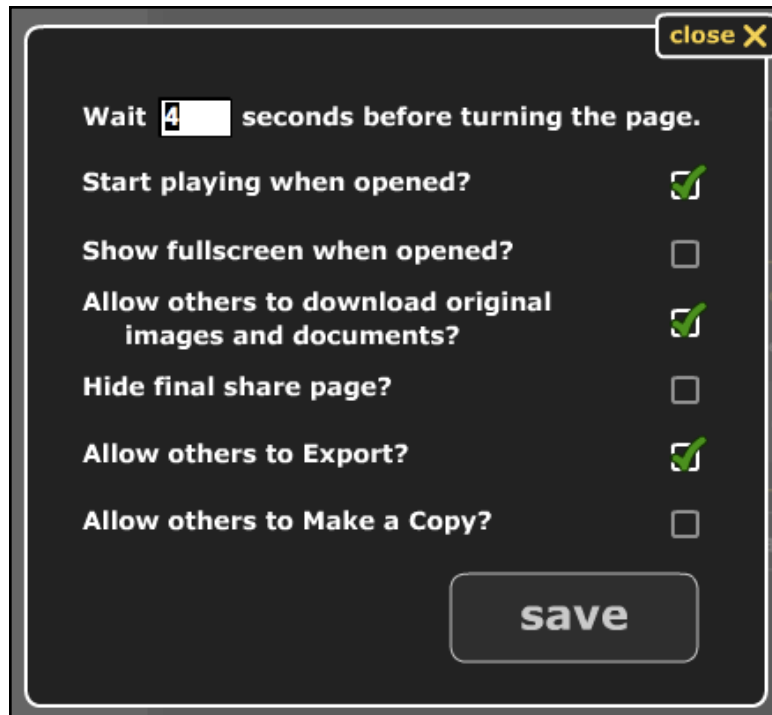When you click this button, a pop-up window will appear (Figure 56) that will give you the following options:

Figure 56. The Playback Options

(from top to bottom)
- How many seconds do you want each slide to be displayed?
- Do you want your Voicethread to automatically begin playing when it is opened?
- Do you want your Voicethread to be played in fullscreen mode when it is opened?
- Do you want others to be able to download the media that you uploaded for your Voicethread after viewing?
- Do you want the final Share page to be viewed at the end of your Voicethread or not?
- Do you want to allow others to be able to Export your Voicethread?
- Do you want to allow others to be able to make a copy of your Voicethread?

If you answer yes to any of these questions, click the checkboxes next to the appropriate statement. Click "save" when you are finished.

If you are considering using the Voicethread that you have created as a stand-alone presentation, be sure to view the Voicethread on Voicethread Presentation settings and options. A link to this presentation can be found on the <u>Additional Support on page 47</u>.

Publishing Options

By default, a new Voicethread is set as private, meaning it can only be viewed by the creator. This ultimately means that all of your hard work will still only be visible to you unless you allow others to view it. By clicking the "Publishing Options" button (Figure 55), a pop-up window will appear and give you the following options (Figure 57):
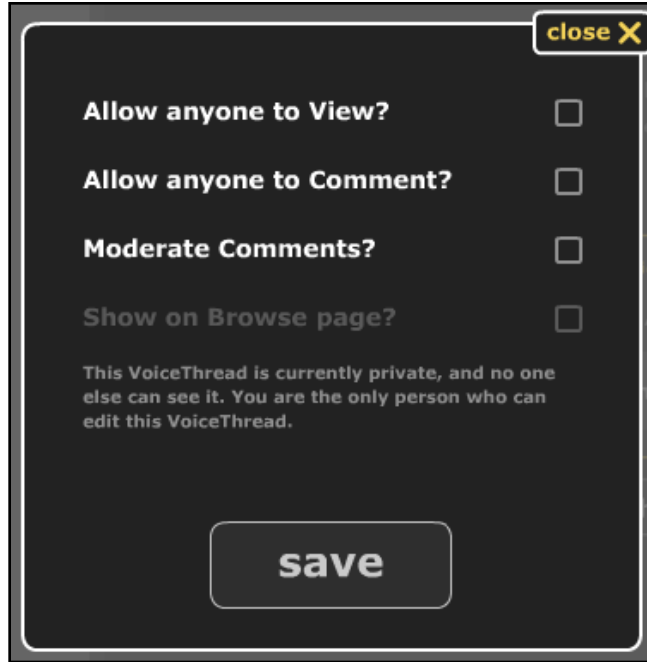
Figure 57. The Publishing Options

There are a number of different combinations that can be made within these settings. To fully grasp the combinations, see Figure 58 and the text descriptions that follow (Figure 59).

	View	View Comment	View Comment Moderate	View Comment Moderate Browse	View Comment Browse	View Browse	Private
Allow anyone to View?	✓	✓	✓	✓	✓	✓	
Allow Anyone to Comment?		✓	✓	✓	✓		
Moderate Comments?			✓	✓			
Show on Browse page?				✓	✓	✓	

Figure 58. Chart explaining Publishing Options

Text Descriptions of the Publishing Options

View
Everyone can view this Voicethread, but only the people you have invited can comment on it. It will never show up on the Browse page or in search results. You are the only person who can edit this Voicethread.

View & Comment
Everyone can view and comment on this Voicethread. It will never show up on the Browse page or in search results. You are the only person who can edit this Voicethread.

View, Comment & Moderate
Everyone can view and comment on this Voicethread, but new comments are moderated. It will never show up on the Browse page or in search results. You are the only person who can edit this Voicethread.

View, Comment, Moderate & Browse
Everyone can view and comment on this Voicethread, but new comments are moderate. It will show up on the Browse page and in search results. You are the only person who can edit this Voicethread.

View, Comment, & Browse
Everyone can view and comment on this Voicethread. It will show up on the Browse page and in search results. You are the only person who can edit this Voicethread.

View & Browse
Everyone can view this Voicethread, but only those who you invited can make new comments. It will show up on the Browse page and in search results. You are the only person who can edit this Voicethread.

Private
This Voicethread is currently private, so only the people you have invited can see or comment on it. You are the only person who can edit this Voicethread.

Figure 59. Text descriptions explaining Publishing Options

Some Notes to Consider

- If you select "Allow anyone to Comment," it will automatically select "Allow anyone to View" for you.
- If you select "Moderate Comments," you will be required to approve and publish comments as they are made. For more information, see "Moderating Comments."
- If you select "Show on Browse page," your Voicethread will be publicly accessible and viewable via the Browse page (the page that loads when you click on the "Browse" tab within the Voicethread website).

Once you have made your publishing decisions and selected the appropriate checkboxes, click "save".

Exporting

The final option that you have is the Export feature. (Note: With a standard, free account you will not have access to the Export function.) When you click on the Export button, a pop-up window will appear providing you with details of Exporting.

To learn more about the Exporting process, the costs associated with Exporting, and view a video about the Exporting feature, see the Exporting link on the Additional Support on page 47.

Private Sharing Options & Managing Contacts

By default your Voicethread is set to private meaning that only you can, comment, view, and edit your Voicethread. If you will only want to share your Voicethread with a group of people such as a class (or an individual) and not the public, you will need to set up your private sharing options via your Contacts.

Accessing Your Contacts

By clicking on the "Share" button on the edit menu which is located under the Create tab (Figure 60) your Sharing settings and Contacts will appear (Figure 61) .
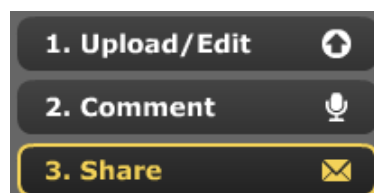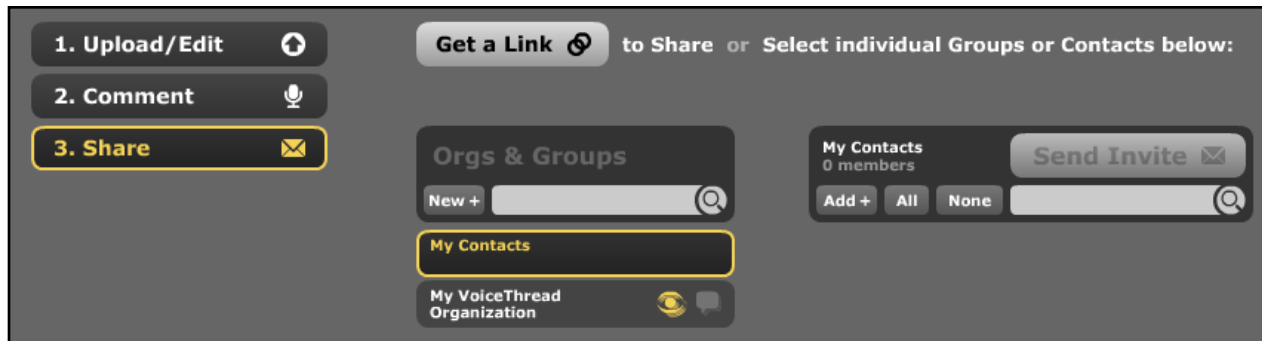

Figure 60. The Share button

Figure 61. The Sharing settings, Contacts

Adding Contacts

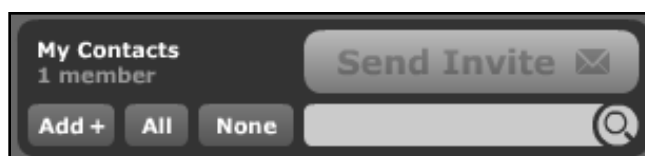Click on the "Add+" button under My Contacts (Figure 62).

Figure 62. My Contacts, "Add+" button

In the pop-up window that appears (Figure 63), enter the individual's e-mail, name, and any tags that you may want to attach to the individual. (Note that some visitors may already have a Voicethread account associated with one of their email addresses so it is best to check with your visitors.) When you are finished, click "add". The students' name should now appear under your Contacts (Figure 64).
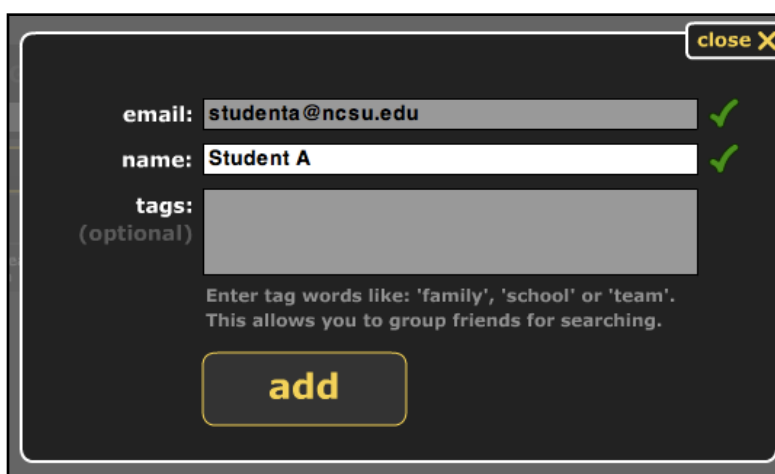

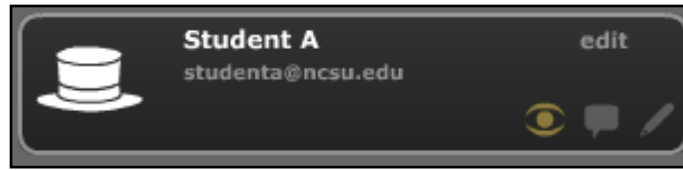*Figure 63. Adding a contact pop-up window*

Figure 64. Contact block

Sharing Settings with Contacts

In the bottom-right of each contact's block you will see three mini-icons that allow you to set that individual's sharing settings (Figures 64). When you select any of these options the mini-icon will change from gray to yellow so that you can see who has access to your Voicethread.

Viewing
Clicking the eye mini-icon will allow the individual to view your Voicethread (Figure 65).
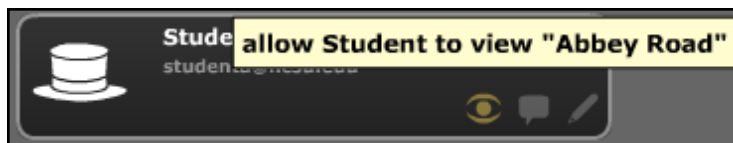

Figure 65. The view button

Commenting
Clicking the thought bubble mini-icon will allow the individual to comment on your Voicethread (Figure 66).
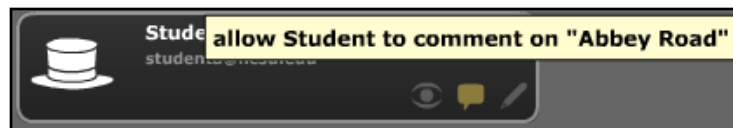

Figure 66. The comment button

Editing
Clicking the pen mini-icon will allow the individual to edit you Voicethread. Note that by selecting this option the user will have the same controls that you have (with the exception of Deleting) (Figure 67).

Figure 67. The edit button

Moderating Your Voicethread

On a regular basis, you will want to visit your Voicethread to view and moderate the comments that others have made. This is especially important if you have selected to moderate and approve comments within your Publishing Options.

For a brief overview of the Comment Moderating features, be sure to view the Voicethread listed as such on the Additional Support on page 47..

1. Access your Voicethread by navigating to http://voicethread.com and logging in or clicking on a link to your Voicethread.

2. Check to see if anyone has made comments on the Voicethread by paging through all of your slides/pages. New comments will appear either a yellow outline or noted by a small, yellow speech bubble.

In Figure 68 you can see that the Voicethreads on your MyVoice tab with new comments have a small, yellow speech bubble located in the upper-right hand corner.
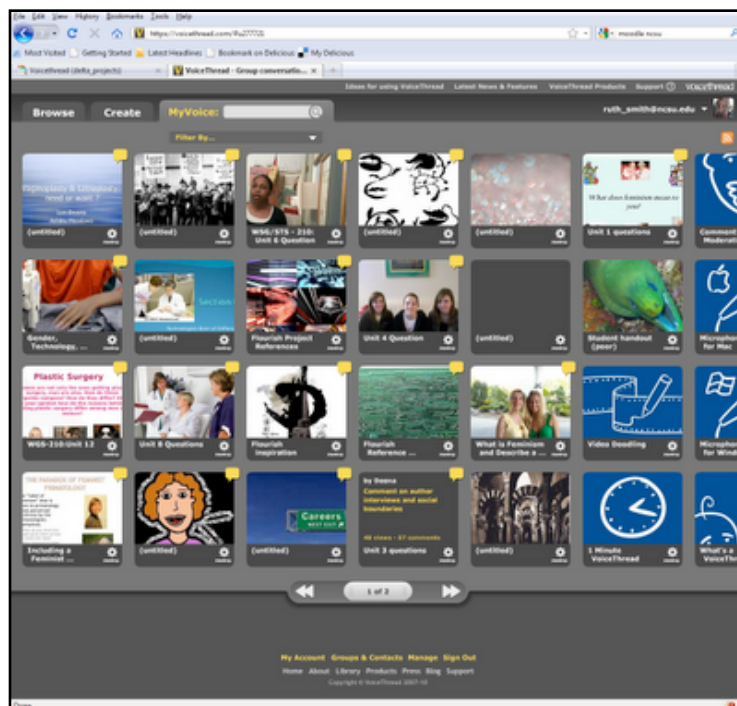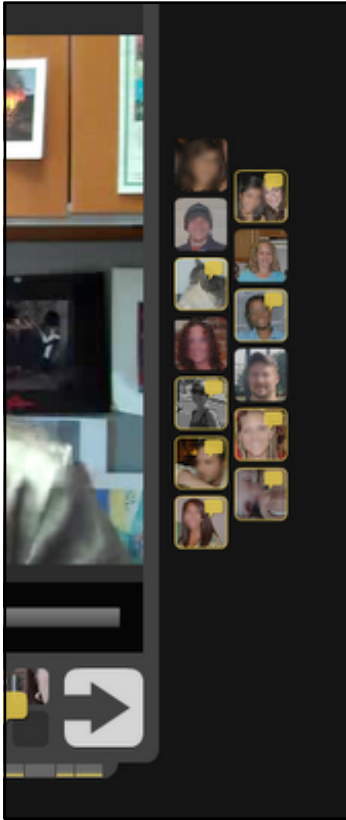

Figure 68. New, unread comments on MyVoice tab

In Figure 69 you can see within a Voicethread that new/unread/unviewed comments are highlighted in yellow with a small, yellow speech bubble located in the upper-right hand corner of the user's profile image.

Figure 69. New, unread comments within a Voicethread

Finally, in Figure 70 new/unread/unviewed comments are noted in yellow on the timeline at the bottom of the Voicethread, and also via a small, yellow speech bubble included on the thumbnails located just to the left of the right arrow.

Figure 70. New, unread comments within a Voicethread timeline

3. If you have turned comment moderation on, new comments will appear grayed out (Figure 71).
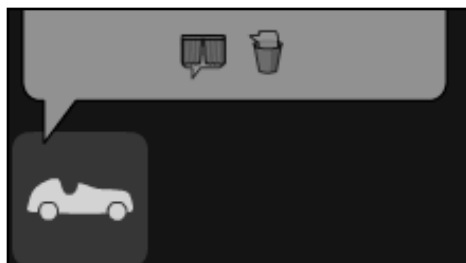
Figure 71. A comment awaiting approval

To approve the comment and make it available publicly, click on the closed curtain icon to the left of the trash can icon. When you do, the comment will refresh and turn white (Figure 72).
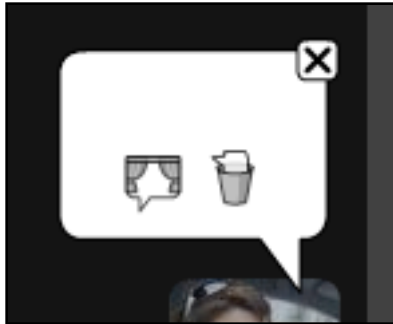

Figure 72. An approved comment

Notice that the closed-curtain icon has now also changed to an open curtain. To hide a comment again, click the open curtain icon.

4. Make follow-up voice or text comments in response to others' comments as needed.

Advanced Sharing Information & Considerations for Instructors

Setting the sharing options, creating student accounts, and teaching students effective use of Voicethread can get tricky. The following sections aim to simplify many of these processes and decisions for instructors: Creating Groups, Managing Users/Your Account, Using Identities, and Sharing Scenarios.

Creating Groups

One way to share your Voicethread would be to create a Group for your students on the Voicethread website. The important distinction to make in choosing this route is to determine whether or not your students will already have Voicethread accounts. (Note: You will only be able to create and moderate groups if you have a paid, Pro Voicethread account.)

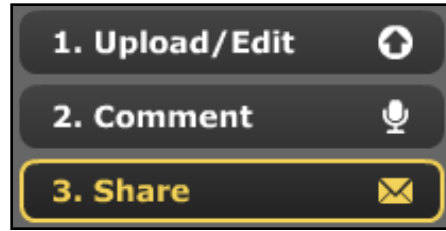1. Click the "Share" button on the left-hand side of the edit menu (Figure 73).
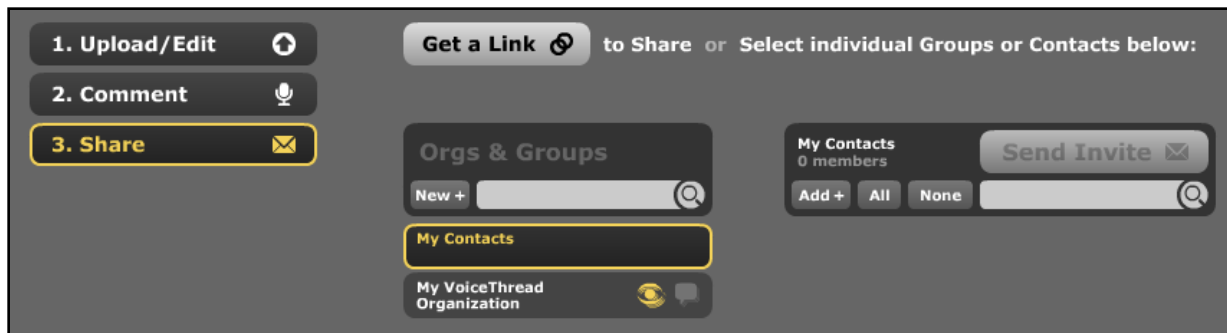
Figure 73. The Share button

Figure 74. The Share / Contacts menu

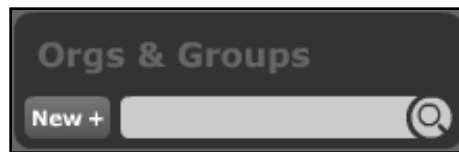2. Click the "New +" button under Orgs & Groups (Figure 75).

Figure 75. The "New +" button

3. In the pop-up window that appears (Figure 76), enter a name for the group and a brief description (optional). When you are finished, click "Save".
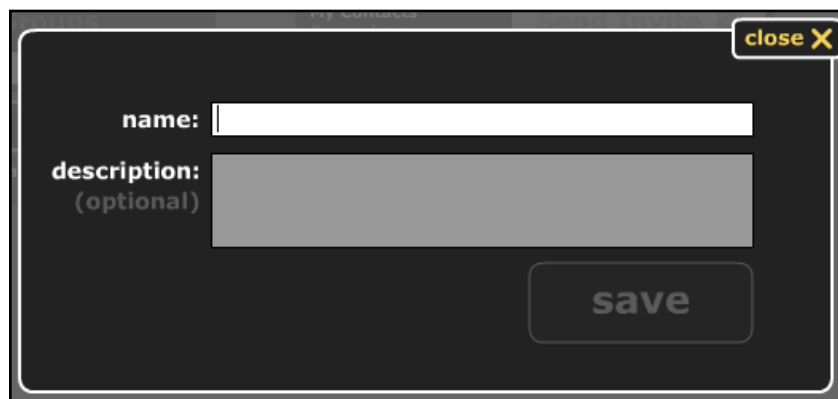

Figure 76. The "New +" group pop-up window

4. Your new group will appear under the Orgs & Groups section (Figure 77).

Figure 77. The newly created group

5. To add new members to your group, hover your mouse over the group's button and then click the "edit" link that appears (Figure 77). A pop-up window will appear (Figure 78):
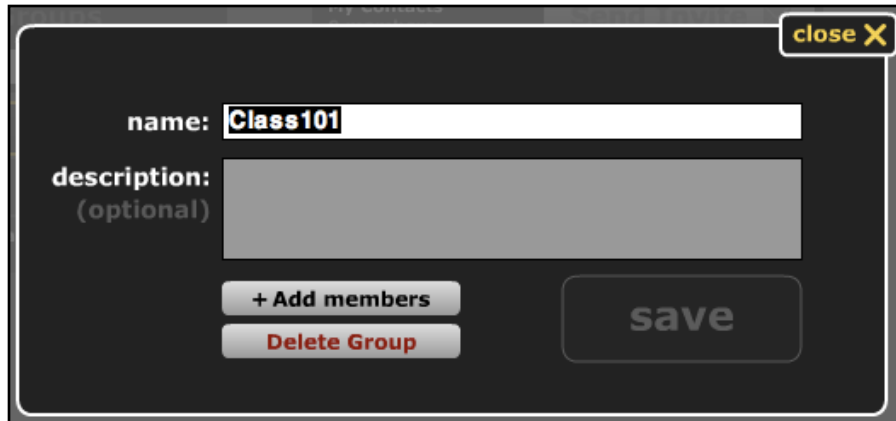

Figure 78. Pop-up menu to edit group details

6. Click on the "+Add members" button to learn more about how to add members to your group via an additional pop-up window (Figure 79).

Figure 79. Pop-up window on how to add group members

Note: When members of your group click on the group sharing link, they will be brought to a page asking for their log-in information (Figure 80).
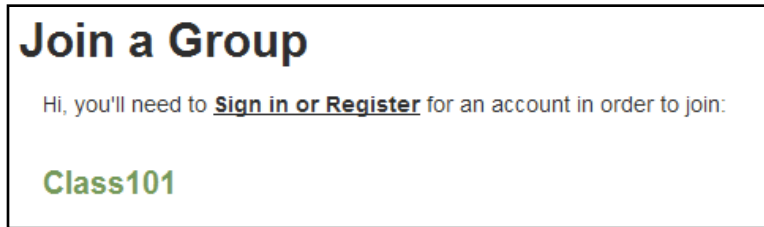

Figure 80. Message visitors will see when they click on a group sharing link

If students click on the "Sign in or Register" text, they will be given the opportunity to sign in with their account if they have already created one (Figure 81). Once they are successfully logged in, they will have access to your Voicethread.
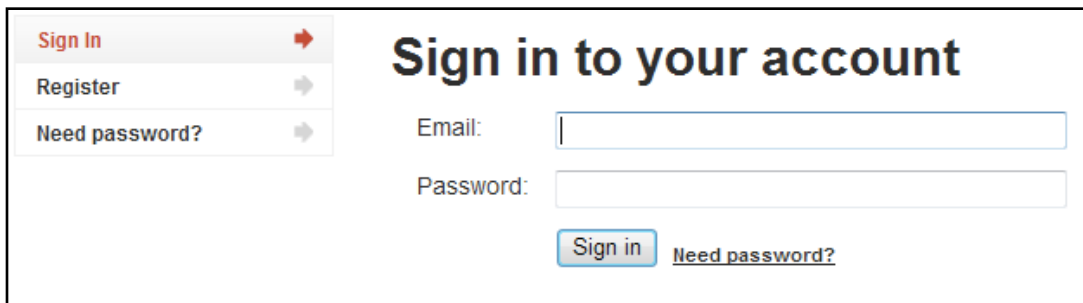

Figure 81. Sign in screen

If they click on the "Sign in or Register" text and they do not have a Voicethread account, they will need to click on the "Register" button on the left and fill out the appropriate information to create an account (Figure 82). Once they have completed this process they will have access to your Voicethread. (Before selecting this option, be sure to consult the Sharing Scenarios on page 43.)
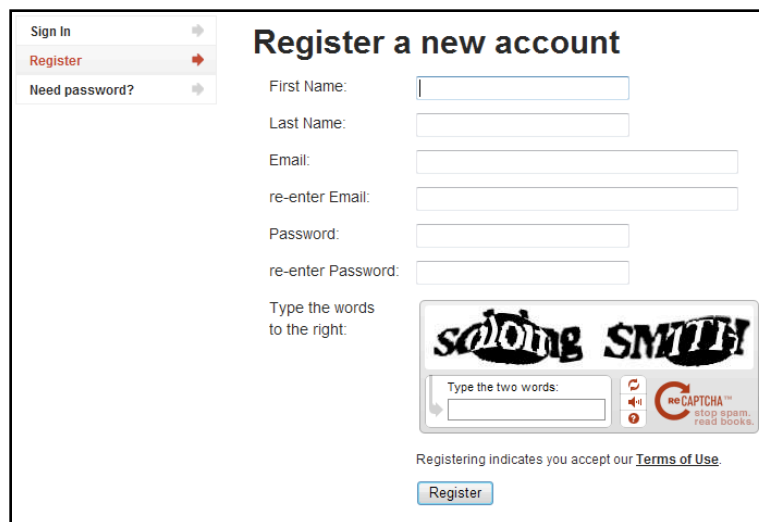

Figure 82. Register a new account screen

You can also add members to your group by adding them as individuals (see page 32) and then clicking and dragging each individual onto the group.

7. Once you have identified the members of your group, you will need to set the group's viewing, commenting, and editing privileges.

In the bottom-right of the new group's block you will see two mini-icons:

Viewing (Figure 83) - Click the eye mini-icon to allow the group to view your Voicethread.
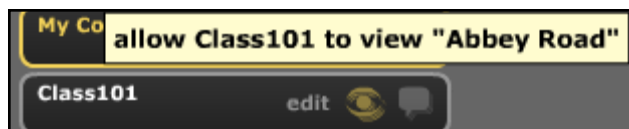

Figure 83. Giving viewing rights to a contact group

Commenting (Figure 84) - Click the thought bubble mini-icon to allow the group to comment on your Voicethread.

Figure 84. Giving commenting rights to a contact group

When you select any of these options, the mini-icon will change color from gray to yellow so that you can see the group's access privileges to your Voicethread.

Managing Users & Your Account

To access your Manage settings, click on the arrow to the right of your email address which can be found in the upper-right hand corner of any Voicethread page (when you are not in View mode). In the drop-down menu that appears, select "Manage" (Figure 85).
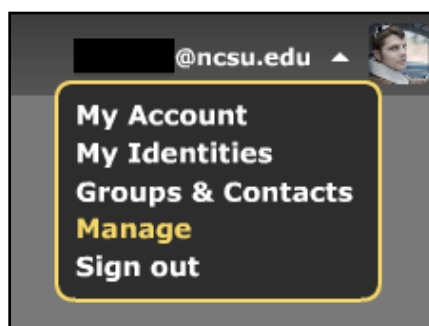

Figure 85. Drop-down menu available by clicking arrow next to account email

There are many settings and adjustments that can be made within the Manage section, so you will be asked to log in with your e-mail address and password again to ensure security (Figure 86).
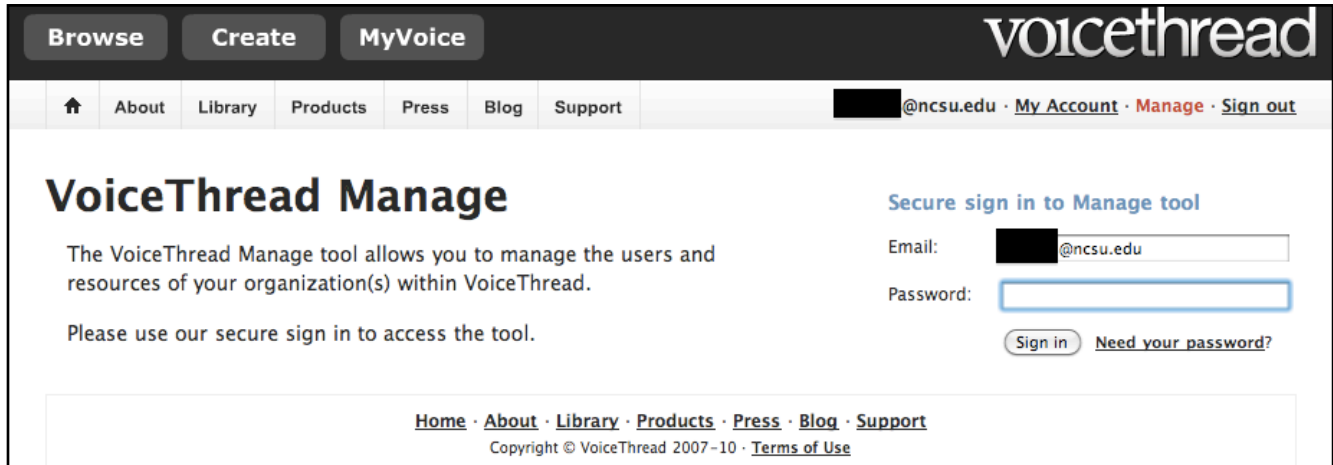

Figure 86. Authentication process to access account settings

There are two sections within the Manage settings: "Overview" and "Add users".

Manage Overview

When you are in the Overview section of the Manage settings, you will see a listing of all of your associated users. In the Figures 87 and 88 below, you will see information about these individuals including their username, the number of Voicethreads they have created, their total number of comments, and the last time they logged into Voicethread.com.
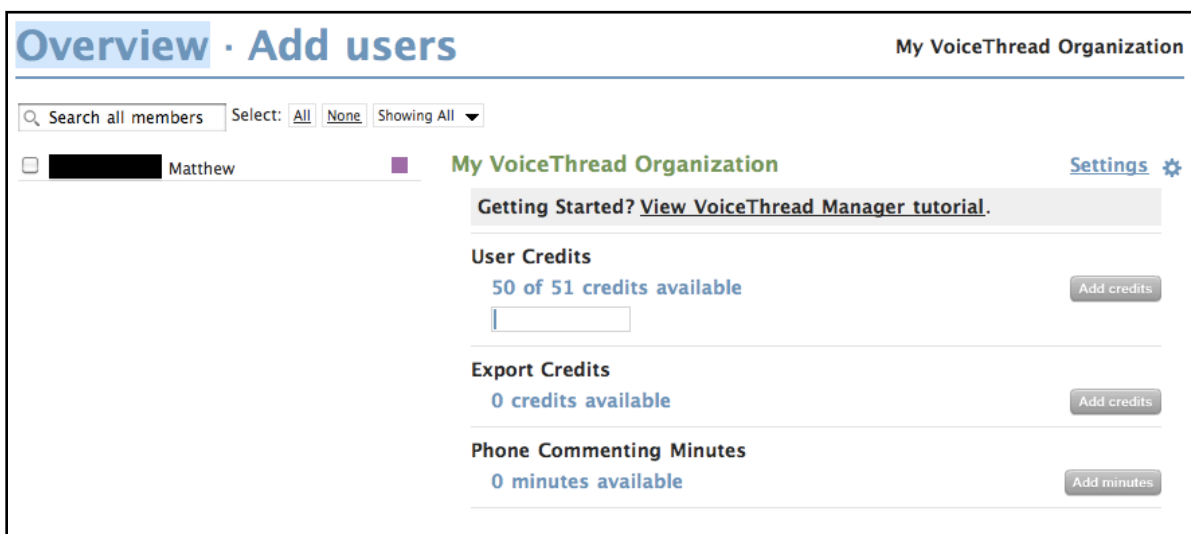

Figure 87. Overview menu

Figure 88. When a member is selected, information about their account will appear

Adding users

There are a number of avenues to share a Voicethread with a large audience. The "Add users" menu allows you the option to add one or multiple users by importing a CSV (comma-separated values) file (Figure 89).

Figure 89. Add users menu

<u>My Account Settings</u>

Within the Manage settings, you will also have access to your Account information. To access this page, select "My Account" from the link at the top-right of the screen (next to the "Manage" and "Sign out" links). In this section you will have the ability to change your name, password, and e-mail, as well as view your current statistics with regards to comments, storage, and export/phone credits (Figure 90).

Figure 90. My Account settings screen

Sharing Scenarios

Before deciding how you will share your Voicethread with your students, consider the scenarios along with their specific advantages and disadvantages in the following table (Figure 91). When possible, use students' registered @ncsu.edu e-mail accounts.

Figure 91. Sharing Scenarios

Scenario	Advantages	Disadvantages
• One-time use • View: only those you choose • Comment: only those you choose • Pull your students' e-mail addresses from your class roster • Send an e-mail including the URL to your shared Voicethread to your students trusting that they will be able to create a Voicethread account and access your Voicethread	• Simple, easy, low maintenance for you • Only have to send one mass email • Only those whom you choose will have access to view/comment on your Voicethread	• Students may have trouble creating an account - and may take longer than expected • Students may already have a Voicethread account, but with an alternative email • If students have not updated their contact e-mail within MyPack Portal, you will not have ready access to them via e-mail
• One-time use • View: anyone • Comment: only those you choose • Pull your students' e-mail addresses from your class roster • Send an e-mail including the URL to your shared Voicethread to your students	• Opens up your work/ students' work to the public which may affect quality/ quantity	• Since your Voicethread will be viewable by anyone, you will not have any control over who has access to see your media and your students' comments • While students will not need an account to view the Voicethread, to comment within the Voicethread requires them to create an account. At this point, this Scenario mimics the first in that your students will be ultimately responsible for signing in or creating their own accounts to post comments
• One-time use • View: anyone • Comment: anyone • Pull your students' e-mail addresses from your class roster • Send an e-mail including the URL to your shared Voicethread to your students	• Opens up your work/ students' work to the public which may affect quality/ quantity • Allows the general public, other professors/ instructors, and other classes to view and comment on your content • Simple/low maintenance for you - once students have received the URL they can view without signing in via an account	• If comments are not moderated, students could become overwhelmed and it will be much more difficult to manage the tone/subject matter discussed via comments made by either students or others outside of the class • While students will not need an account to view the Voicethread, to comment within the Voicethread requires them to create an account. At this point, this Scenario mimics the first in that your students will be ultimately responsible for signing in or creating their own accounts to post comments

Scenario	Advantages	Disadvantages
• Multiple use • View: only those you choose • Comment: only those you choose • Pull your students' e-mail addresses from your class roster • Using Voicethread's instructions, create a CSV file • Upload the CSV file to the website and instantly create accounts for all of your students • Send an e-mail including the URL to your shared Voicethread to your students (For more information, see the Additional Resources below. Within this scenario you could also add individual users, one at a time by hand via the same "Add users" menu option.)	• Instantly creates accounts for all students • Can save time • Once accounts have been created, sharing is done with the click of a button (students will receive e-mail confirmation of their accounts and shared Voicethreads) • Only those who you choose will have access to view/ comment on your Voicethread	• Will require time if not familiar with CSV files • May require additional tutorial on uploading CSV files • Students may already have a Voicethread account, but with an alternative email and could ultimately end up with multiple Voicethread accounts • If students have not updated their contact email within MyPack Portal, you will not have ready access to them via email

Using Identities

Each Voicethread account can have multiple "identities" associated with it. From the Voicethread FAQ:

Think of an identity as your VoiceThread personality. Each time you leave a voice or text comment, your VoiceThread will attach your identity to the comment. By creating more identities, you can share a single account with an entire family, so the whole group can comment on a VoiceThread without ever having to sign into another account. This feature is useful for parents or teachers who wish to monitor a child or student as they leave comments in a VoiceThread ... One thing to remember is that all identities share the same account, and so there is no privacy between identities. If you would like a totally private account, we would recommend that you simply register a new account. [source]

For more information on creating and managing Identities, view the Voicethread tutorial on page 47.

While using Identities within the classroom may have its benefits (e.g. only one account to keep track of, easy to remember username/password), its challenges outweigh its perks. Most instructors will find that having students create and manage their own accounts is the best available option for them - but when considering using Voicethread in the classroom, it is important to understand the role that Identities play. Some instructors, however, have found that using the Identities function can help them facilitate exercises where they play a more "traditional" role as well as a "devil's advocate" without having to use multiple Voicethread accounts.

Additional Support: Voicethread Tutorials

There are a number of additional Voicethread tutorials available online on the Voicethread website: http://www.voicethread.com. Use the following tutorials to help with concepts covered in this document. If you are viewing this PDF on a computer the links will be live and will take you to the appropriate website.

Using Voicethread Video Tutorials for Instructor & Students

- What is Voicethread?
- One-Minute Voicethread
- Annotating
- Video Doodling
- How to Share
- How to Share 2
- Setting up your mic (Windows XP)
- Setting up your mic (Mac)
- Zooming

Setting up Voicethread Video Tutorials for Instructors

- Educator Guide to Creating Classes and Sharing
- The Manager Tool
- Adding Users
- Groups
- Comment Moderation
- Embedding a Voicethread
- Voicethread plug-in for Wordpress
- Creating Identities
- Voicethread Presentations

Manuals, Guides & FAQs

- An Educator's Guide to Voicethread (pdf)
- Getting Started in the Classroom (pdf)
- Sharing Voicethreads (pdf)
- 7 Things You Should Know About Voicethread (pdf)
- Introduction to Voicethread (pdf)
- Using Voicethreads for Digital Conversations (wiki)
- Voicethread FAQ (website)