



LET'S COLLABORATE!

# WCPSS VoiceThread Tutorial

VoiceThread is a secure tool that allows users to create multimedia slideshows collaboratively. Users can navigate slides and leave comments using voice, text, audio, or video.



Required knowledge...

Basic Windows computing and/or Ipad use

Helpful knowledge...

Knowledge of recording audio/video with Ipad or on a computer



TECHNOLOGY SERVICES

## VoiceThread: WCPSS District License

### District License Features

- School Manager tool to oversee student accounts and reset passwords
- School Managers can create a custom homepage for their school to showcase work.
- Teachers able to edit VoiceThreads created by students at their school.
- Teachers allowed unlimited number of VoiceThreads
- Ability to create groups
- Ability to upload audio files as comments
- Unlimited Webcam commenting
- 500 slides per VoiceThread
- 10GB storage for teacher accounts. 1GB storage for student accounts
- Access to VT Universal for visually impaired users with screen readers
- VoiceThread mobile app for Apple mobile devices

### User Accounts

All WCPSS educators and students have pre-authorized, activated user accounts

- WCPSS educator usernames: 'wcs' prefix + employee id number without any leading zeros; **EX:** wcs12345
- WCPSS student usernames: NCWISE student id number

Initial passwords:

- WCPSS educator passwords: employee id number without the prefix and without any leading zeros.
- WCPSS student passwords: Same as the username.
- Users are encouraged to change their password.

Teachers will see students' full names. All others will see the student First name and first initial of their last name. (i.e. JohnB)

Teachers can utilize the "Need Password?" link on the login page if needed.

Student passwords can be reset by any teacher at their school.

## Sign In

1. Visit <http://wcpss.ed.voicethread.com>.

2. Click **Sign in**.



3. Enter your **Username and Password**.

ξ **Teachers:**

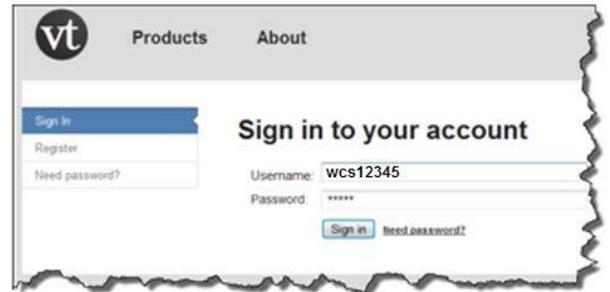
○ Username:

ξ Enter wcs **and** your WCPSS employee ID number without the leading zeros as your username. **EX:** wcs12345

○ Password:

ξ Enter your employee ID number without the prefix and any leading zeros. **EX:** wcs12345 would be entered as 12345.

ξ **Students:** Enter your NC WISE student ID number for both username and password.



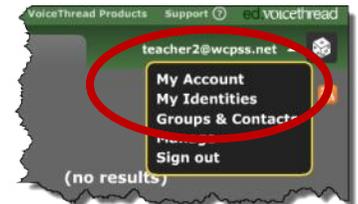
4. Click **Sign In**.

**NOTE:** Users are highly encouraged to change their password after Sign in.

## Change Password

1. **Sign in** to VoiceThread.

2. Click your **account** in the upper right portion of the screen.



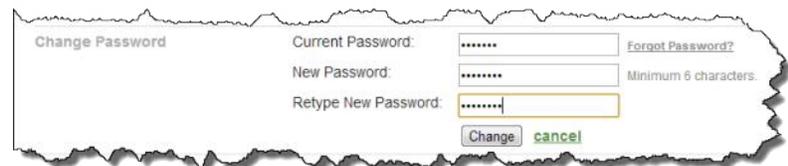
3. Click **My Account**.

4. In the Password row, click **Change**.



5. Enter your **Current Password**.

6. Enter a **New Password** and **Retype New Password**.



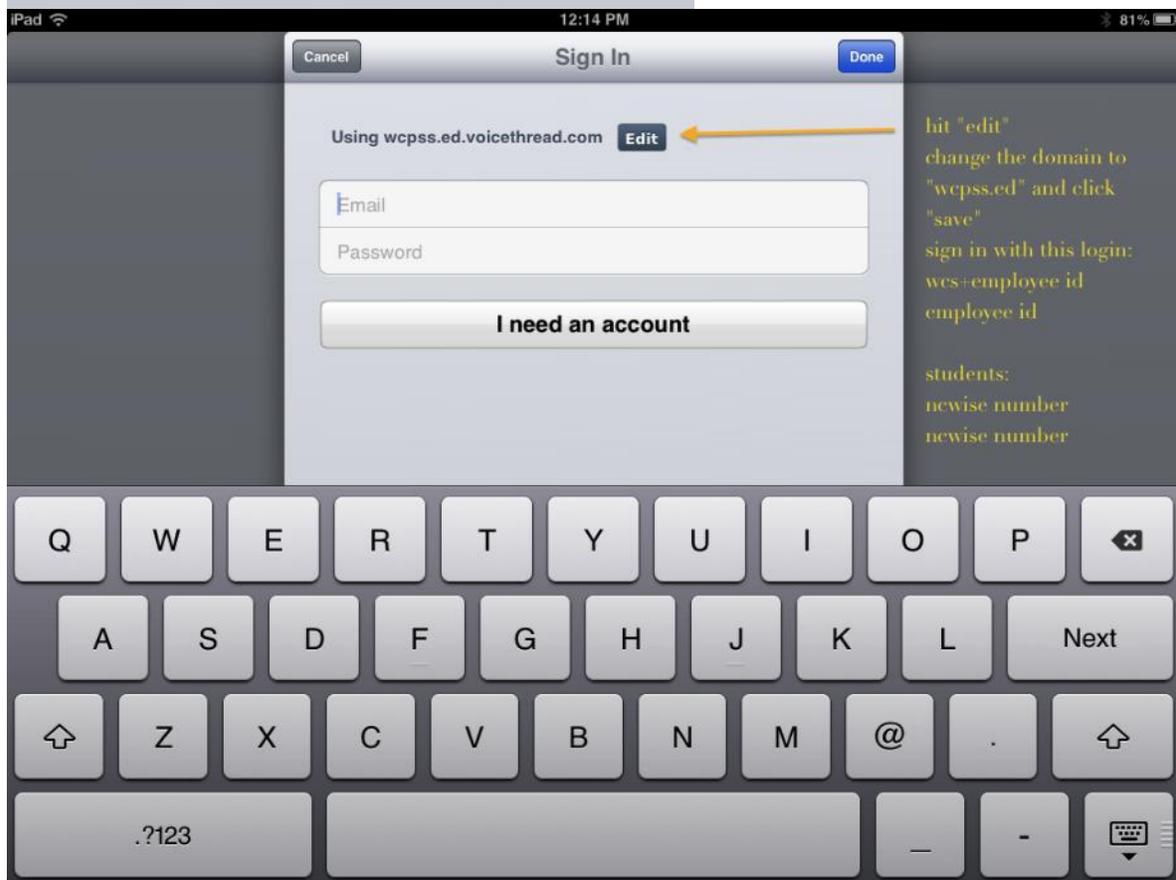
7. Click **Change**.

# USING VOICETHREAD ON IPAD



Open the VT App

Touch "Sign In"



Edit the domain and change it to wcpss.ed.voicethread.com

Save the custom domain

Touch **Done** to log in!

# QUICK-START GUIDE

## Step 1. Create a class and add some students to it

Sign in to the VoiceThread Manager by clicking your email in the upper right hand corner of your MyVoice page. Find and click on your own name in the list on the left hand side. When your information loads on the right hand side, scroll down within it to find *Group/Class* and click (*Create New*).



1. After naming and creating your Group, click on the checkbox next to the names of the students you want to add to it.

1. Select the Group from the drop-down menu on the right.
2. Click *Update*.



That's it! The class has been created and students added. You can view the current members of any Group/Class by using the *filter by* menu at the top of the user list on the left.

Once a Group/Class is created, the simplest way to share work with the Group is the “Drag-n-Drop” sharing method on the MyVoice page. Just click and drag any of your own VoiceThreads on your MyVoice page to the name of any Group on the left hand side of the page, and the work will be shared and organized.

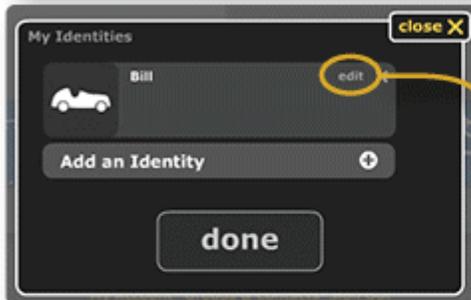


## Adding a Face to Your Identity

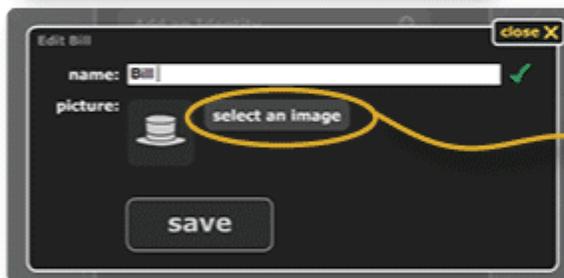
Within every VoiceThread conversation, you'll be represented by an "Identity," which is an avatar photo and a name. The first time you view a VoiceThread conversation, you'll be prompted to upload a picture for this Identity. If you haven't done so already, or if you want to create an extra Identity, follow the steps below.



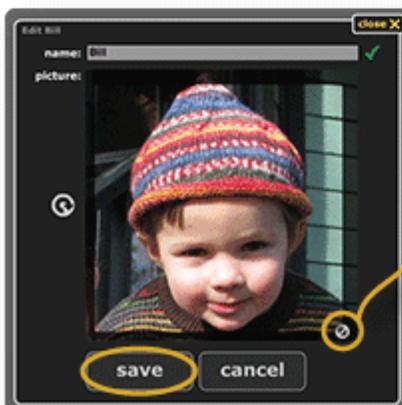
Go to your MyVoice page and click on your email in the upper right hand corner and select 'My Identities'



A default Identity with a generic image will already be there.  
Click Edit to change the name or add a picture.  
Click 'Add an Identity' if you want to create an additional Identity.



Click 'Select an image' to browse your computer for a picture to use.



When your picture loads, click and drag the lower right hand corner to crop the image if necessary and then click 'save'

That's it! For a more thorough look at Identities see this tutorial:  
<http://voicethread.com/share/11932/>

## The Basics

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- Your MyVoice page is like your email inbox. It contains all the VoiceThread conversations that you create, are invited to, or subscribe to.
- When you sign in and go to your MyVoice page, you'll see a list on the left hand side that allows you to sort your VoiceThreads by ownership or Group.
- For inspiration and examples of best practice, visit the library:  
<http://ed.voicethread.com/community/library/>
- For answers to almost any question you can think of, visit:  
<http://ed.voicethread.com/support/howto/>

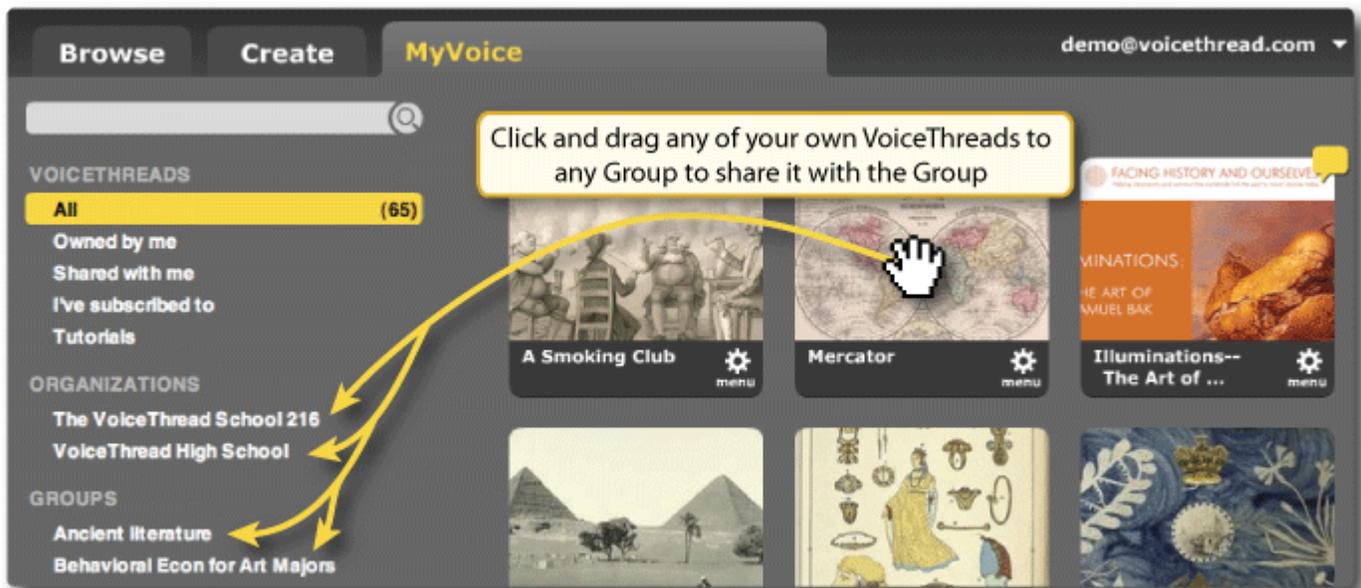
### Sharing

Each VoiceThread begins as completely private. No one but you, its author, can see it. In order for others to participate, you will need to share the VoiceThread with them. Unlike a traditional presentation or document, a VoiceThread is a “live” object, so you can edit its contents and change your sharing preference whenever you wish. This creates some very powerful options for collaborating with individuals and groups.

Note: If you are a new user or are teaching new users how to share their VoiceThreads, we suggest picking a sharing “recipe” that’s appropriate for the project at hand. A large majority of VoiceThreads can be shared with just a few clicks of a mouse. A deep knowledge of all the powerful options is not necessary. Hands-on is the way to go! For a complete guide to all of the ways you can share your VoiceThread, please [download this document](https://voicethread.com/media/misc/sharing_voicethreads.pdf)  
[https://voicethread.com/media/misc/sharing\\_voicethreads.pdf](https://voicethread.com/media/misc/sharing_voicethreads.pdf). For everyday sharing within a school or class, the “Drag-n-Drop” sharing method is the way to go.

### Drag-n-Drop Sharing with Groups

This is our newest and simplest way to share with groups, and you never have to leave your MyVoice page! Once you’re signed in and on your MyVoice page, just click on the VoiceThread you want to share with a Group and drag it over to the Group’s title on the left side of the page. You’ll see a confirmation saying that you’ve added the VoiceThread to your Group. That’s it! All of the group members will immediately be able to see the VoiceThread by clicking the Group title on their MyVoice page.



The Tutorials link on the left will show you a list of very short tutorials that cover specific features, but you do not need to look at them all to get started. VoiceThread is currently being used by Kindergartners all over the world that do not look at tutorials and cannot yet read. These young students learn by trying, and they almost always succeed. We suggest that you adopt their spirit of excited fearlessness. You will not hurt anything by playing and experimenting, but you will learn to use VoiceThread more quickly. If you ever get stumped, take a look at a tutorial or in the detailed but very simple How-to section. <http://voicethread.com/support/howto/Basics/>.

Quality online conversations require thoughtful preparation from your students, so make sure you give them time prior to creating or participating in any VoiceThreads. Here is a link to a great resource for guidance in this area: <http://digitallyspeaking.pbworks.com/Voicethread>.

# SHARING A STUDENT VOICETHREAD

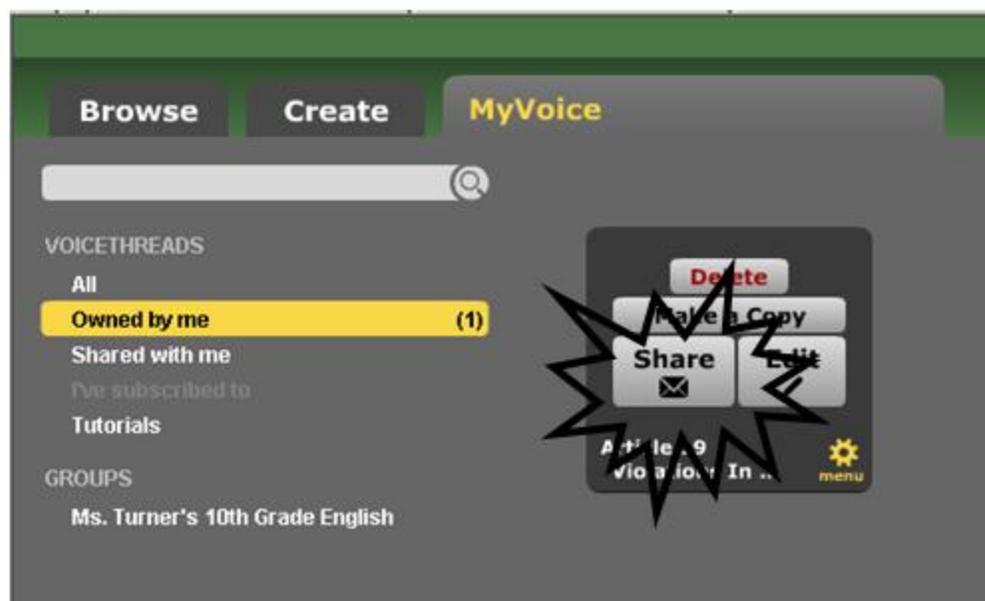
By Bess Turner 5/13

After creating and finalizing your Voicethread, you will need to share it with your teacher and class. Your teacher will have already created a group for your class. If you have not done so already, be sure you are a member of the group. Your teacher may have already added you or asked you to join before starting your Voicethread project. To do so, follow the steps below on a computer. **This cannot be completed on an iPad or iPhone.**

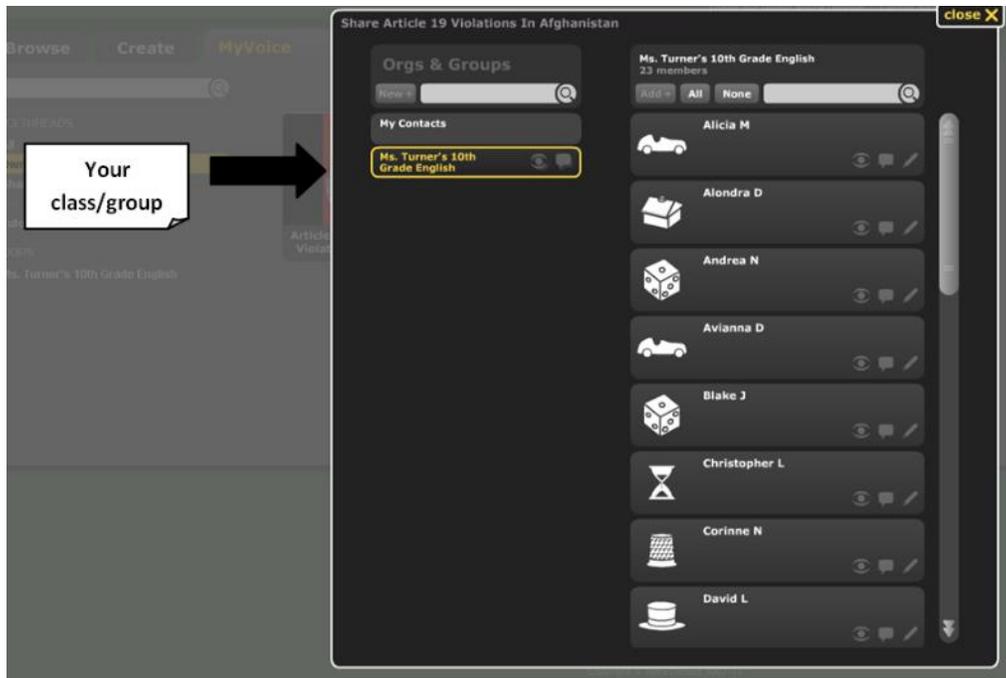
1. Go to the **WCPSS Voicethread** website: <http://wcpss.ed.voicethread.com/>. Log in using your username and password.
2. On the left-hand VT menu, click on the “Owned by me” option. All VT’s that you created will appear after clicking. Next, click the “menu” and gear image that appears in the bottom right corner of your Voicethread.



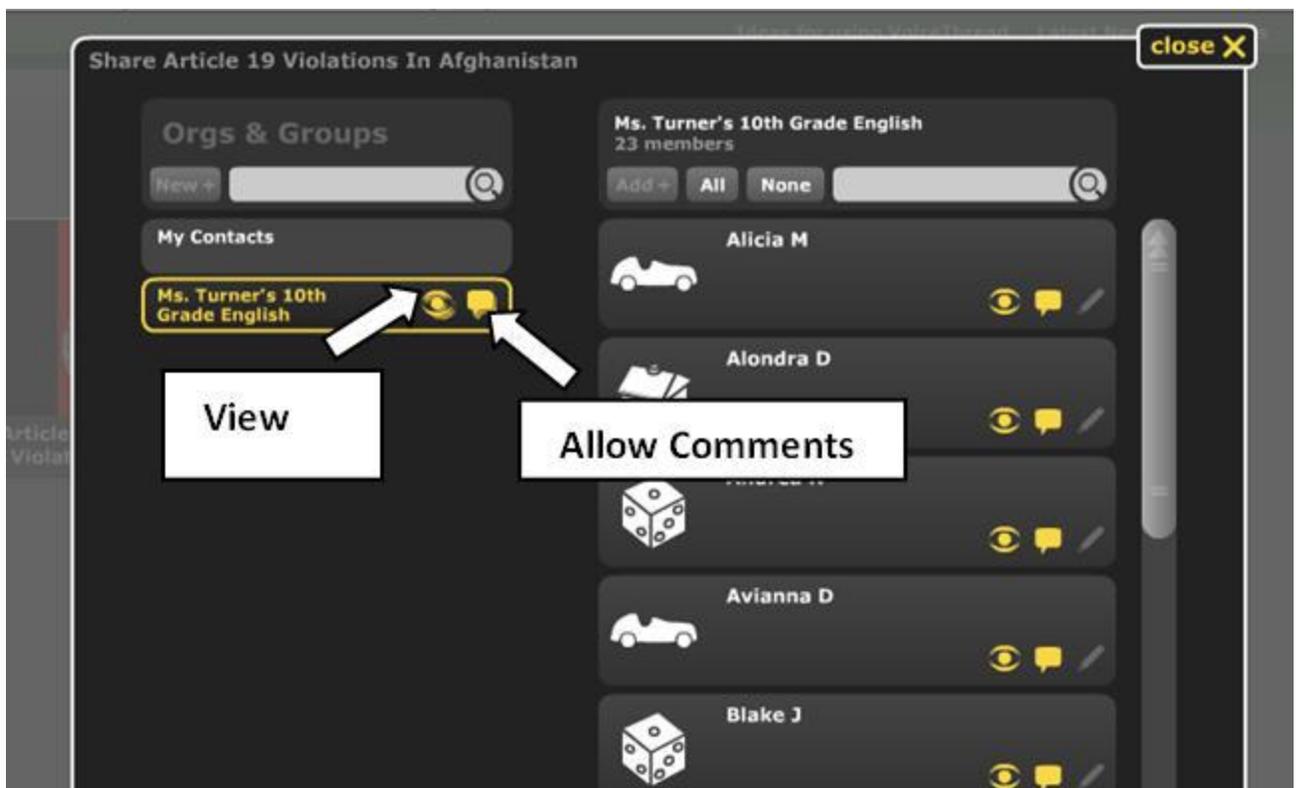
3. A new menu will appear. Select the “Share” option, which appears with a small envelope below it.



4. The following menu will appear. You will see your class/group listed under “My Contacts” on the left-hand side. Select the class/group with which you want to share your Voicethread. Your classmates/groups members will then appear in a list on the right-hand side of the menu.



5. Finally, click the eye image on the left to allow the selected group to view your Voicethread, and click the speech bubble on the right to allow the selected group to comment on your Voicethread. Both images should turn yellow after you have selected them.



6. Return to your Voicethread homepage and click on the class/group under the “My Groups” menu on the left-hand side. Your shared Voicethread, along with any others shared by your classmates/group members will appear in the class’s/group’s Voicethreads on the right.

