Home

1. All VoiceThreads that are currently being shared with you will appear on Home.
2. Select **Menu** to:
   a. View certain groups of videos (i.e. those owned by you).
   b. To sort based on a specific criterion (i.e. Newest appearing first).
   c. To change the view between Thumbnail and List.
3. Select the **Right Arrow** to view all groups you are currently enrolled in
   a. Select a specific group to view all VoiceThreads shared with that group.
   b. Select the **Right Arrow** again to hide the group list.
4. Use the **Search** box to search for a specific VoiceThread through either the creator’s name, title, group or keyword.

5. Hover over a VoiceThread to view additional information including
   a. Title
   b. Creator
   c. Date it was created
   d. How many views it has received
   e. How many comments it has received
Browse

1. All Public VoiceThread will appear on Browse.
2. Use the Search box to search for a specific VoiceThread through either the creator’s name, title, group or keyword.
3. Hover over a VoiceThread to view additional information including
   a. Title
   b. Creator
   c. Date it was created
   d. How many views it has received
   e. How many comments it has received
Create

1. Select to add a new VoiceThread video.
2. See Quick Start Guide for specific details on how to create, comment and share.

Notification

1. VoiceThread will notify you when either a new comment is made on one of your VoiceThreads or a VoiceThread that has been shared with you.
2. **Recent Activity** Notifications are indicated by a yellow number next to your username.
   a. Select the down arrow of the notification to view activity.
   b. After selected the drop-down menu, the notification will be removed.

3. **New Comment** Notifications are indicated by a yellow comment icon on the specific VoiceThread.
   a. Select the notification to play the video.
   b. Once all comments have been viewed, the notification will be removed.
My Identity

1. My Identity includes the name and picture displayed when adding comments.
2. Click the drop-down menu next to your username and select My Identities.
3. Select Edit.
4. Type in the name you wish to have displayed as your thumbnail on all your comments.
5. Select Upload from Computer or Take a Picture with Webcam to change the picture that will be used as your thumbnail.
6. Select Save and then Done.