VoiceThread QuickGuide: Sharing

Overview

Use this document if a VoiceThread has been created and is ready to be shared with others. VoiceThreads are private by default unless they are shared with others. The best way to make a VoiceThread accessible for students is to add a link of the VoiceThread in a D2L course in which the students enrolled. By default, the sharing permissions of a new allow participants to “View” and “Comment”. The sharing permissions of an existing VoiceThread can be edited at any time through the Sharing Setting page. Changes will be visible to all the participants of the VoiceThread immediately after they are made.

How to Access the Sharing Setting Page

There are several ways to provide a link and set up the permissions. Please see the following section for details.

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Sharing with a Course

The easiest way to share a VoiceThread with all the students in a course is to add and set up a link in a D2L course.

1. From any page in the course, click Edit Course on the Navbar.
2. Click Content under Site Resources.
3. From Table of Contents section, choose a folder (module) in which a VoiceThread link needs to be added. Click the folder open. (Figure 1)

![Figure 1](image1.png)
4. Click **Add Existing Activities.** Choose **External learning tools** from the drop-down menu. (Figure 2)

![Figure 2](image)

5. Choose **VoiceThread** from the pop-up menu. (Figure 3)

![Figure 3](image)

6. A **VoiceThread** link will be added to the module folder. (Figure 4)

![Figure 4](image)
7. Click to open the link and chose **Individual VT** (Figure 5)

![Figure 5](image)

8. Select a VoiceThread from a list of existing VoiceThreads on the left side of the page to share it. A preview of this VoiceThread will show on the right side of the page. (Figure 6)

9. Click **Share with Class** to share it within the course. (Figure 6)

![Figure 6](image)

**Note:** VoiceThreads shared through the link allow all members of the course to view and comment. If editing feature needs to be added, the creator of the VoiceThread has to go to the Sharing Setting page and check the option. Read the following sections for how-to. A new VoiceThread can be also created through the page and shared with the link that has been set up in the course. Click **Create new VoiceThread** at the top-left corner of the page to go to the **Create** page(Figure 6). For how to create a VoiceThread, please refer to **VoiceThread QuickGuide: Creating**.
Sharing with Groups

There are two options for sharing a VoiceThread with a group.

**Note:** A default Course group is automatically created when an instructor adds the first VoiceThread link to a course in D2L. All the students enrolled in that course automatically become members of the course group. They can access to all the VoiceThread links shared within the course. An instructor can create as many groups as needed in his or her account. Please refer to *VoiceThread QuickGuide: Groups and Contacts* for how to create and use groups.

Option 1: From VT home page,

1. Click this icon to open the **sidebar** to reveal all the groups (courses) on the left side. (Figure 7)
2. Drag a VoiceThread to the sidebar (Figure 7)

![Figure 7](image)

3. In the pop-up window, choose a group and the level of permissions. Click **Share**. (Figure 8)

![Figure 8](image)
Option 2: From your VT Home page or Course page,

1. Hover the mouse over the cover of a VoiceThread. (Figure 9)
2. Click **Share**. (Figure 9)

![Figure 9](image)

3. Click **Secure** tab on the Sharing Setting page (Figure 10).

![Figure 10](image)

4. Click the name of a group (course) from the list of groups and courses on the left side of the page. The group will be highlighted and the sharing permissions will appear at the right side of the page. (Figure 11).
5. Choose the level of permission (View, Comments and/or Edit). A green button means that permission is granted. A grey button means that permission is not granted. (Figure 11) The default setting is anybody in the group can view and comments on the VoiceThread.
6. If **Notify by email** box is checked, the group members will receive an email notification. They will be able to open the VoiceThread directly from their email if they have logged in their VoiceThread account. (Figure 10)
7. Click **Share**. (Figure 11)
Option 3: If the VoiceThread to share is already open (Figure 12),

1. Click **Menu** icon at the top right corner of the page.
2. Click **Share** from the drop-down menu.
3. Follow the instructions from 3 to 8 in Option 2 above.

**Note:** A VoiceThread shared with groups can be seen from the VoiceThread homepage of the group members when they log into their account. A better way to grant a direct access to a VoiceThread is to add a link in a D2L course. With the link in the course, students do not have to go through all of the VoiceThreads in their homepage to find the correct one.

**Sharing With Individuals**

A VoiceThread can be shared with any individual who is a member of a course group, a group or a contact.

**Note:** For instructions on how to add and use contacts, please refer to *VoiceThread QuickGuide: Groups and Contacts.*
From the VT Home page or a Course page,

1. Hover the mouse over a VoiceThread. (Figure 13)
2. Click Share.

3. Go to the Secure tab on the Sharing Setting page. (Figure 14)
4. Click on the Members link below any Group name under Group Tab or click Contact tab to reveal individual contacts. (Figure 14)

5. Click on the names of the individuals with whom the VoiceThread will be shared. The names will appear in the top-right corner of the window. (Figure 15)
6. Click on the level of permission (View, Comments and/or Edit) you’d like to give those people on the right side of the page. A green button means that permission is granted. A grey button means that permission is not granted. (Figure 15)
7. If “Notify by email” box is checked, the group members will receive an email notification. They will be able to open the VoiceThread directly from their email if they have logged in their VoiceThread account. (Figure 15)
8. Click Share. (Figure 15)

![Figure 15 Moderating Sharing Permissions](image)

**Moderating Sharing Permissions**

The creator of a VoiceThread or anyone who has been granted editing authorization for a VoiceThread can moderate its sharing permissions any time.

From the VT Home page or a Course page,

1. Hover the mouse over the cover of a VoiceThread. (Figure 16)
2. Click ![Figure 16](image)
3. Click open **Who has access** tab on the Sharing Setting page. (Figure 17)
4. Change the sharing permissions as needed for each groups that the VT has been shared with. (Figure 17)
5. Click **Save changes**. (Figure 17)