Copying a VoiceThread

Depending on how you use VoiceThread, you may wish to reuse VoiceThreads from semester to semester. You don’t want to use the same VT with student comments with another class, but you can create a fresh copy of just your slides and applicable comments. Use this guide to copy your slides (and your comments, if applicable).

Make a copy

1. Navigate to the VoiceThread you wish to copy.
2. Click on the 3 row/sandwich menu.
3. Select Make a Copy from the dropdown menu.

Note: If you are already looking at the VT you would like to copy in D2L, you may also hover over the VT and click Copy.
4. In the Copy VoiceThreads dialog add a **New Title** (rename it so that you don’t confuse it with the original) and add **New Description** and/or **Tags** as needed.

![Copy VoiceThreads dialog](image)

Note: If you selected the hover **Copy** option, you’ll see this version of the **Copy VoiceThreads** screen, prompting you to add a **New Title**.

![Copy VoiceThreads screen](image)

5. In the **Which comments would you like to keep** dropdown menu, select either **Include only my comments** or **Don’t include any comments**. (DO NOT select **Include all comments**.)

![Which comments would you like to keep](image)

**Note**: Private comments will **NOT** be copied with any option.

6. Be sure to click **Copy** once you’ve made all of your selections.

7. Now, you will see your original and copy.

![Original and copy](image)

8. Be sure to use the new version with your new class.