



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).

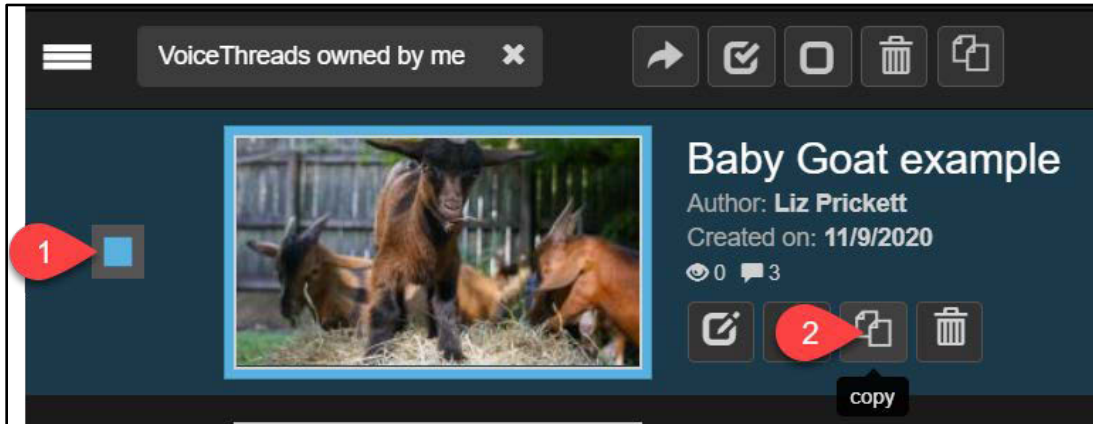
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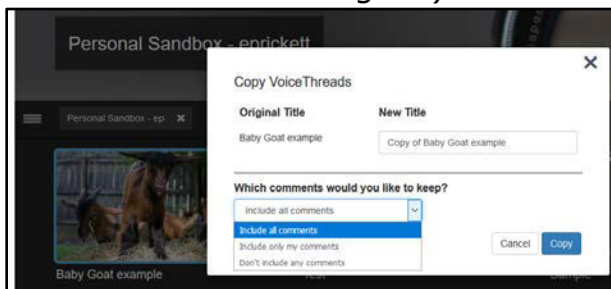
Make a copy via VoiceThread

1. Log into **VoiceThread** with your CMU credentials at <https://voicethread.com/myvoice/owned> (If you are already logged into D2L, it should automatically authenticate.)
2. Navigate to the VoiceThread you wish to copy.

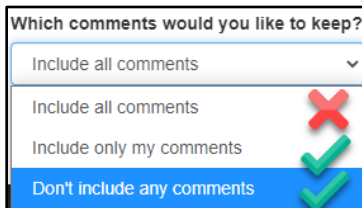
3. Click on it and then click **Copy**.



4. In the **Copy VoiceThreads** dialog add a **New Title** (rename it so that you don't confuse it with the original).



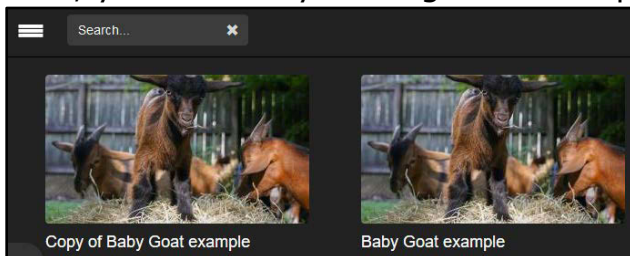
5. In the **Which comments would you like to keep** dropdown menu, select either **Include only my comments** or **Don't include any comments**. (**DO NOT** select **Include all comments**.)



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

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

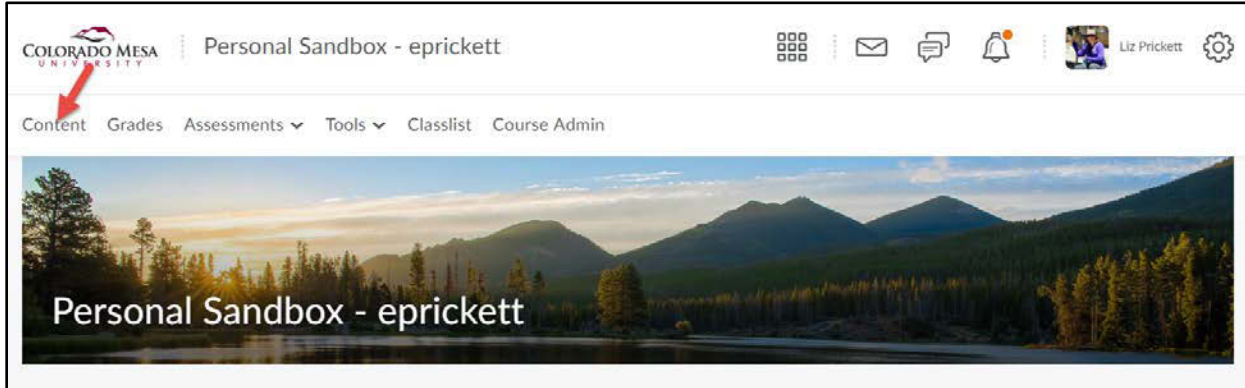
7. Now, you will see your original and copy.



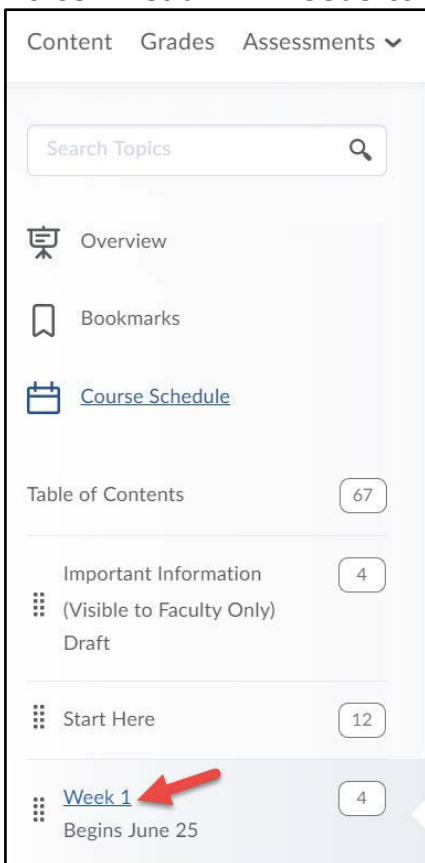
8. Be sure to use the **new** version with your new class.

Make a copy via D2L

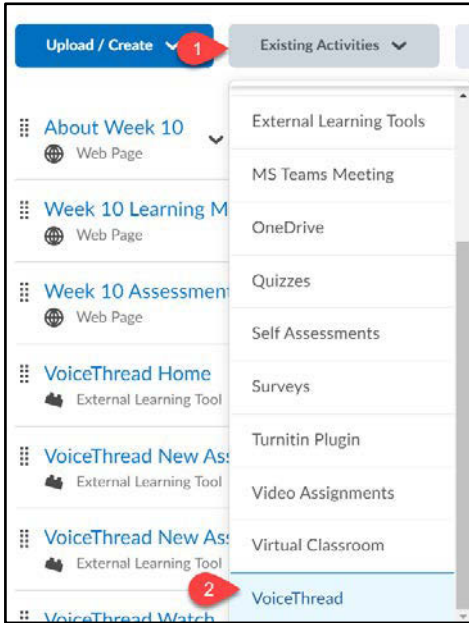
1. On your course home page, click on **Content**.



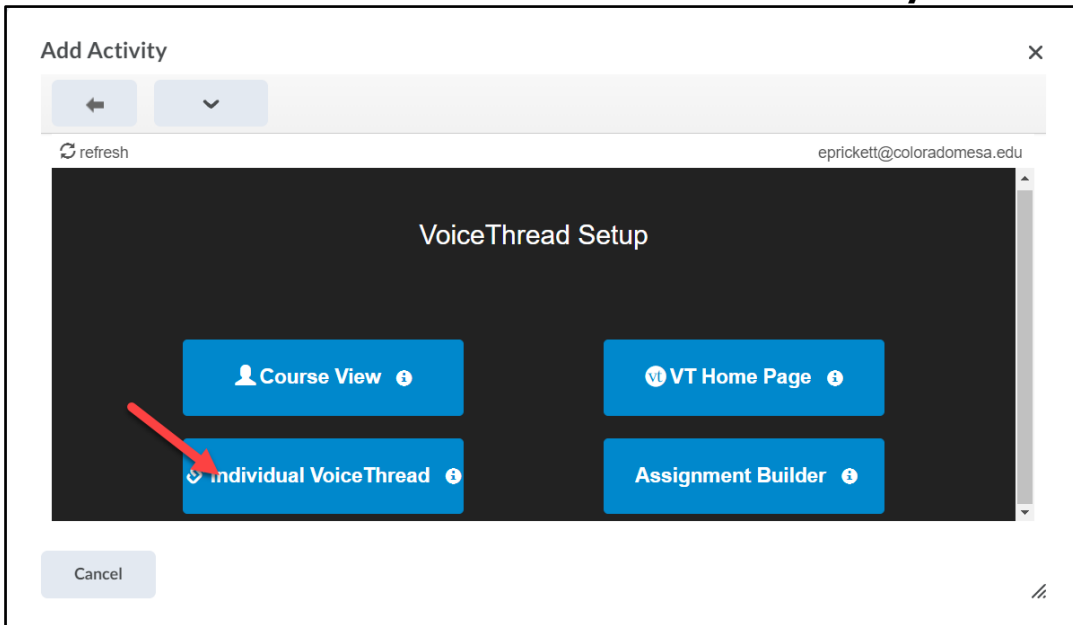
2. From the **Table of Contents** section, choose a folder (module) in which a VoiceThread link needs to be added. Click the folder/module link to open it.



3. Click **Add Existing Activities**. Choose **VoiceThread** from the dropdown menu.

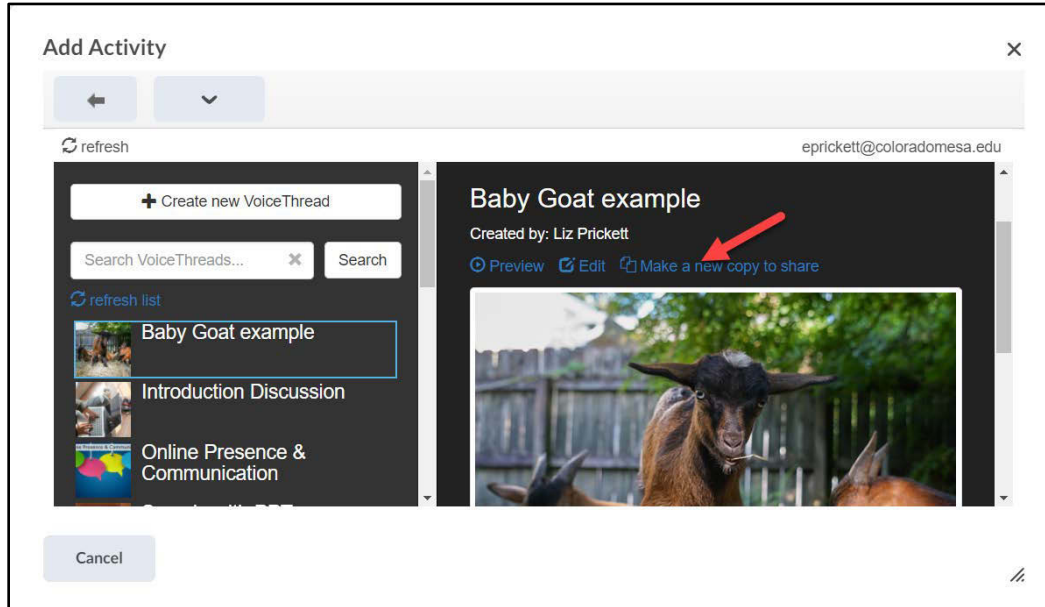


4. Choose **Individual VoiceThread** from the **Add Activity** menu.

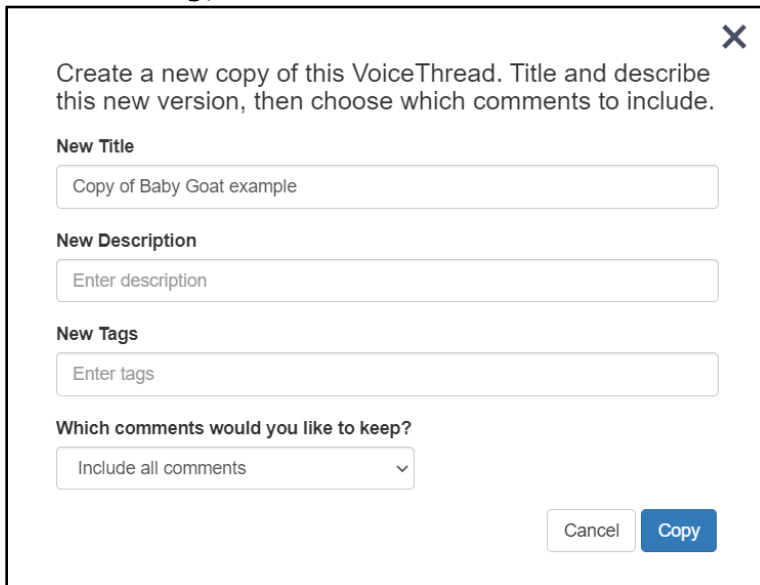


5. Select a VoiceThread from the list of your existing VoiceThreads on the left side of the page.

6. A **Preview** of your selected VoiceThread will show on the right side of the page. Select **Make a new copy to share**.



7. In the dialog, enter a New Title and then New Description and Tags as needed.



Create a new copy of this VoiceThread. Title and describe this new version, then choose which comments to include.

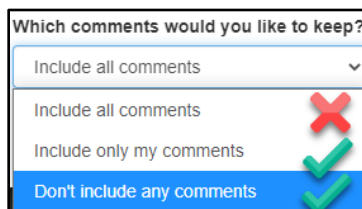
New Title

New Description

New Tags

Which comments would you like to keep?

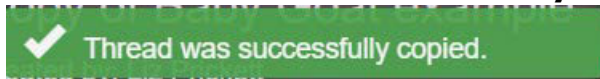
8. In the **Which comments would you like to keep** dropdown menu, select either **Include only my comments** or **Don't include any comments**. (**DO NOT** select **Include all comments**.)



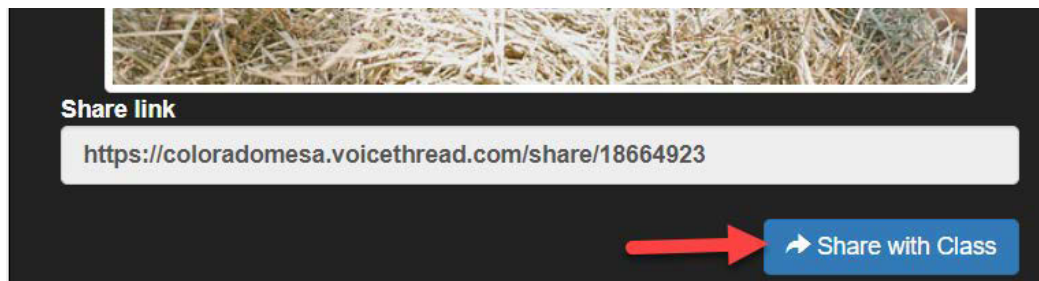
Note: Private comments will **NOT** be copied with any option.

9. Be sure to click **Copy** once you've made all of your selections.

10. A **Thread was successfully copied** message will appear.



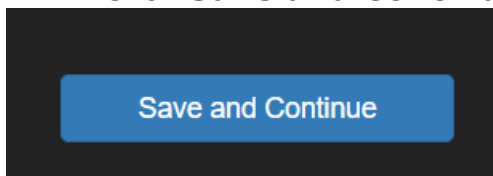
11. Click the **Share with Class** button to share it.



12. Add an **Activity name** and click **Save**.



13. Click **Save and Continue**.



14. A **VoiceThread** link will be added to the module folder.

