



Sharing a VoiceThread

The best way to make a VoiceThread available to students is to add a link of the VoiceThread in a D2L course in which the students are enrolled. By default, the sharing permissions allow participants to **View** and **Comment**. This guide will walk you through the basics of sharing a VoiceThread and adjusting sharing settings.

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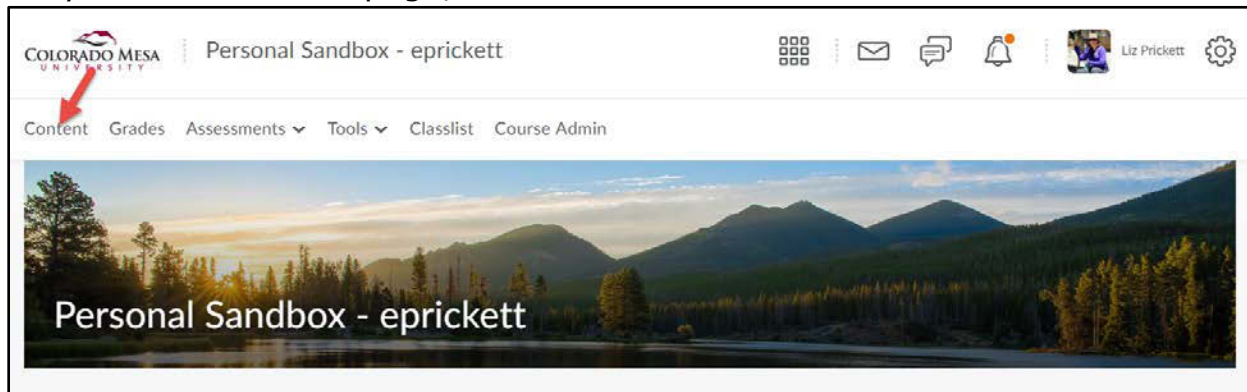
Tutorial Video

[Sharing a VoiceThread](#)

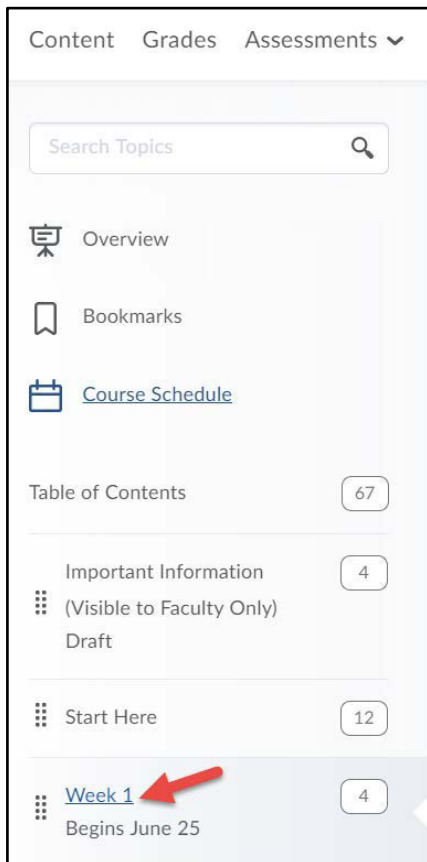
Sharing Basics

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.

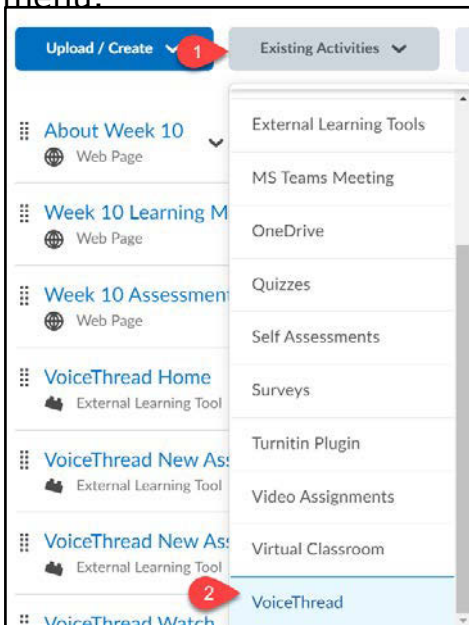
1. On your course home page, click on **Content**.



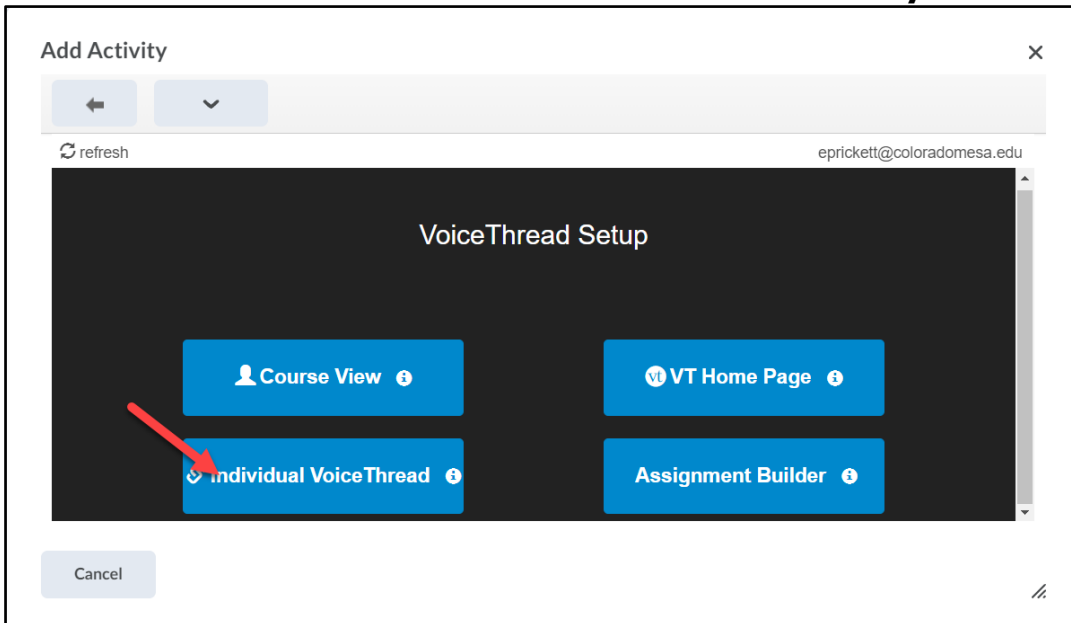
2. From the **Table of Contents** section, choose a folder (module) in which a VoiceThread link needs to be added. Click the folder/module link to open it.



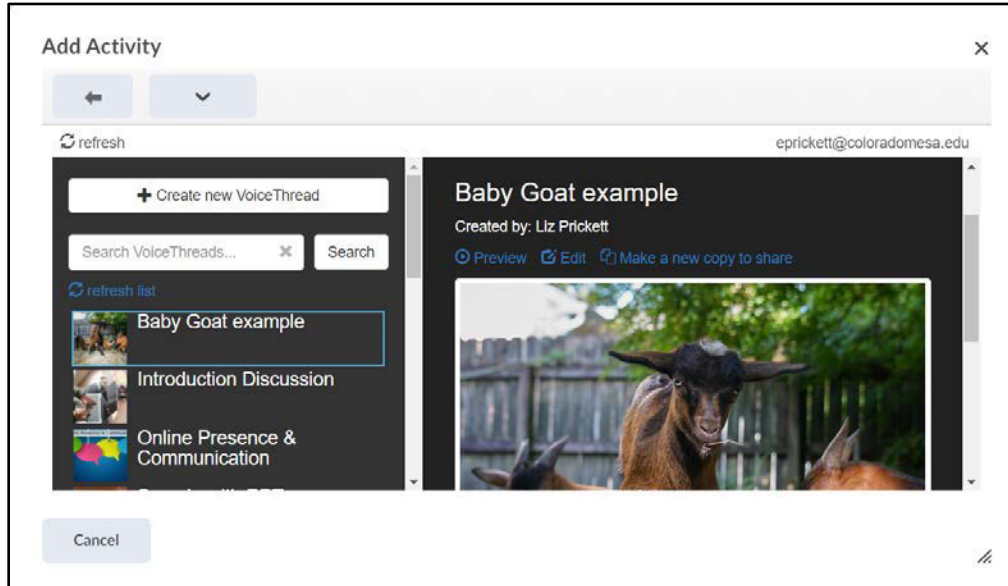
3. Click **Add Existing Activities**. Choose **VoiceThread** from the dropdown menu.



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 and click the **Share with Class** button to share it.



Note: A **Preview** of your selected VoiceThread will show on the right side of the page. You may **Preview**, **Edit**, and/or **Make a new copy to share**. (If you've used the VoiceThread previously and students have added comments, be sure to make a new copy, as this allows you to only include your comments or no comments. You also have the option to **Create new VoiceThread** from this page.

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

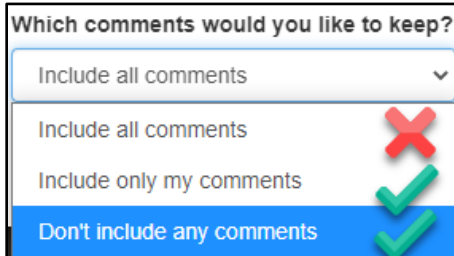
New Title

New Description

New Tags

Which comments would you like to keep?

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.)

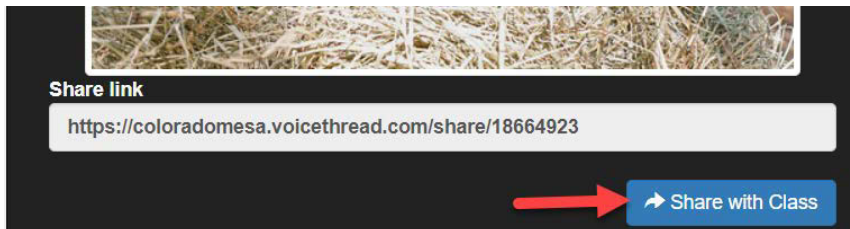


Note: Private comments will **NOT** be copied with any option. Be sure to click **Copy** once you've made all of your selections.

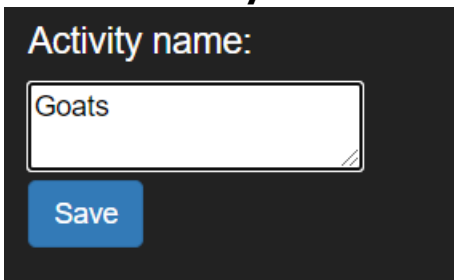
6. Be sure to click **Copy** once you've made all of your selections.
7. A **Thread was successfully copied** message will appear.



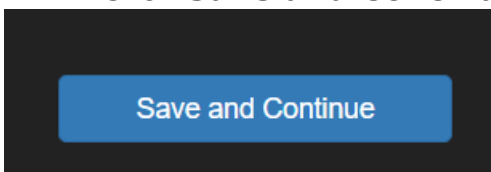
8. Click the **Share with Class** button to share it.



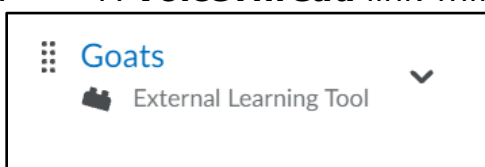
9. Add an **Activity name** and click **Save**.



10. Click **Save and Continue**.



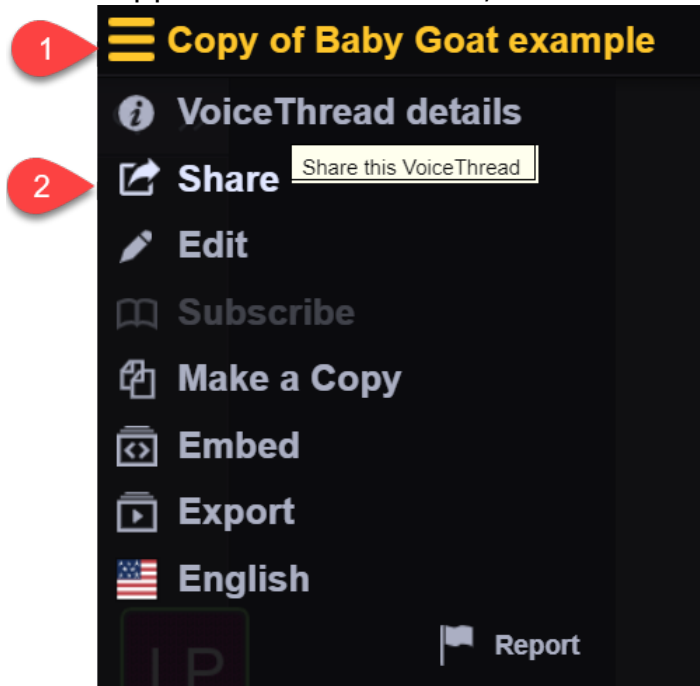
11. A **VoiceThread** link will be added to the module folder.



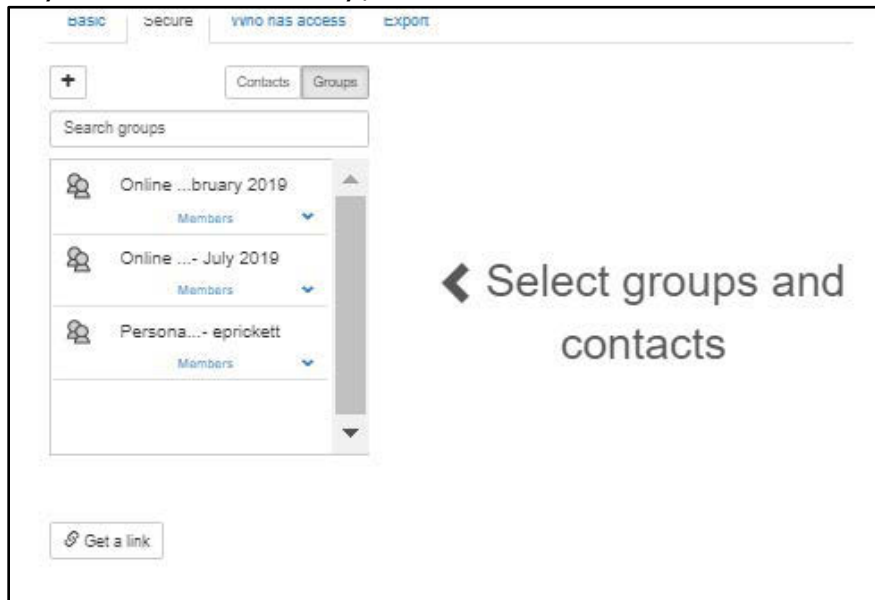
Sharing Settings

VoiceThreads shared through the link allow all members of the course to **View** and **Comment**. If the editing feature needs to be added, the creator of the VoiceThread has to go to the **Sharing Settings** page.

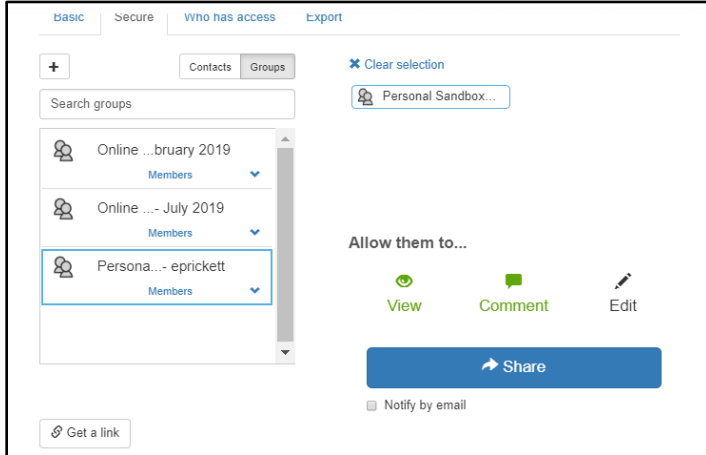
1. In the applicable VoiceThread, use the **sandwich** (3 bar) **menu** to select **Share**.



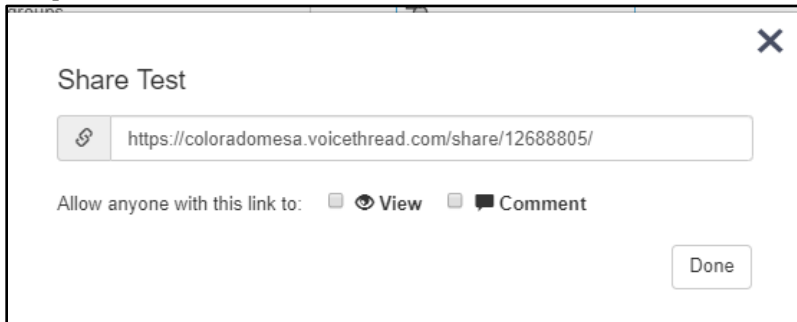
2. If you haven't already, select which course to share with in the **Secure** tab.



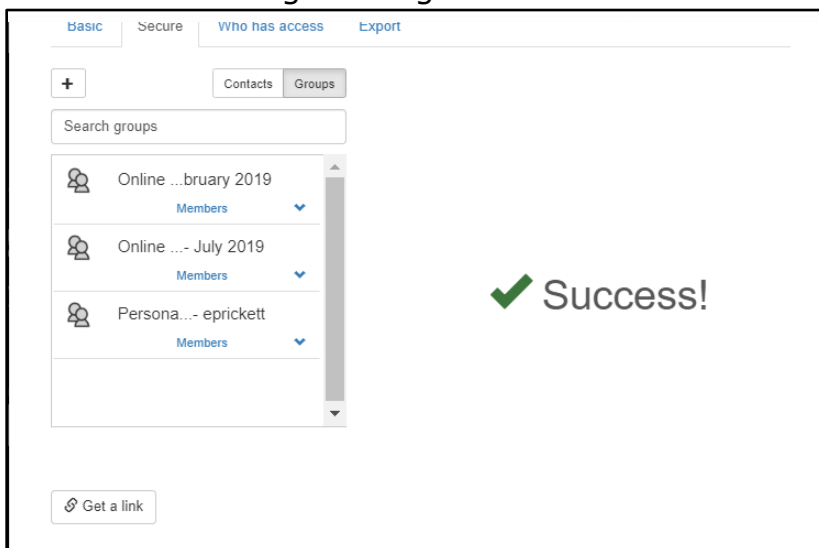
3. Adjust permissions as needed. The **Secure** tab allows you to adjust (**View**, **Comment**, **Edit** permissions) for the entire course or individuals.



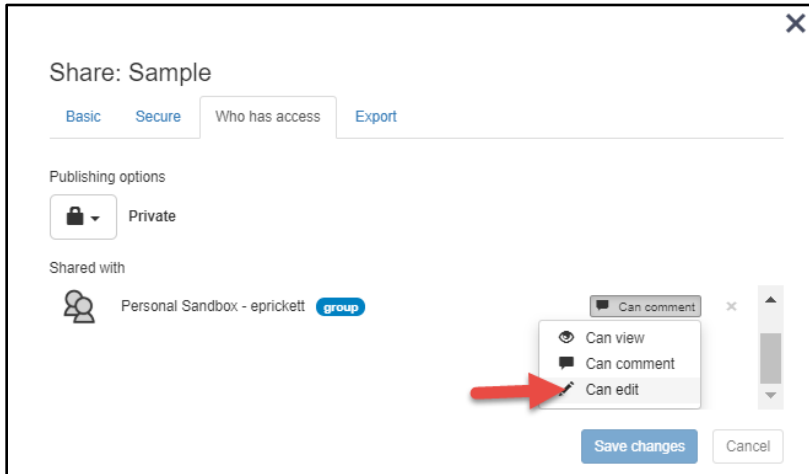
Note: If you **Share** for the link, you can checkmark whether you wish to **Allow anyone with the link to View** and/or **Comment**.



Successful sharing message:

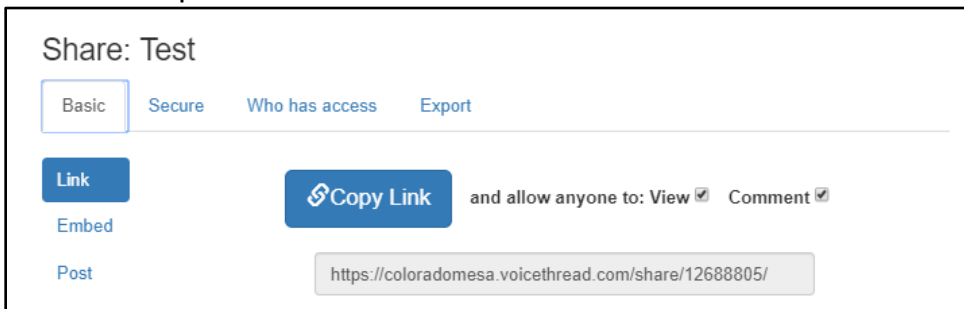


4. You may also check and edit permissions in the **Who has access** tab.



5. The **Basic** tab options include **Link**, **Embed**, or **Post**.

a. **Link** example:



b. **Embed** example:

