Sharing a VoiceThread

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 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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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 **External learning tools** from the dropdown menu.

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

5. A **VoiceThread** link will be added to the module folder. Click the **VoiceThread** link.
6. In the VoiceThread Setup, choose **Individual VT**.

7. 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 also have the option to **Create new VoiceThread** from this page.

8. You’ll receive a **VoiceThread shared with class** notification.
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.

![Secure tab screenshot]

Note: If you Get a link, you can check whether anyone with the link can view and/or comment.

![Share Test screenshot]

**Successful sharing message:**

![Successful sharing message screenshot]
4. You may also check and edit permissions in the **Who has access** tab.

![Permission Options](image1.png)

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

![Link Example](image2.png)

   b. Embed example:

![Embed Example](image3.png)