Sharing - introduction

Each and every VoiceThread starts off in an absolutely private state and no one, but you its author can see it. For others to participate you will need to share it. Unlike a traditional presentation or document, a VoiceThread is a 'live' object and so you can edit its contents, and change your sharing preferences over and over, whenever you want. This creates some very powerful options for collaborating with individuals and groups. In this section we'll look at how to share with Groups, individuals, sending email invitations, getting a 'quick' link, and publishing your Voicethread.

* If you are a new user, or are teaching new users how to share Their VoiceThreads we suggest picking a sharing 'recipe' that's appropriate for the project at hand and then start using the tool immediately. 95% of VoiceThreads can be shared with just a few clicks of a mouse and a deep knowledge of all the powerful options is simply not necessary. Hands on is the way to go.
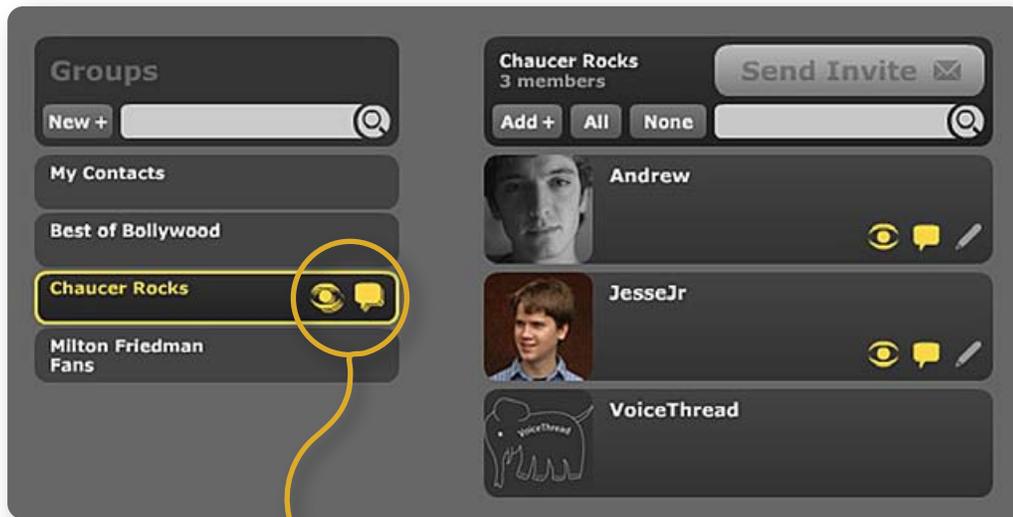
Your MyVoice Page

Click [menu] on the VoiceThread you want to share and then click [Share]

Sharing - with a group

To securely share with the members of a group:

Click a sharing button once to provide access and then click it again if you want to remove access. You can do this as often as you want.
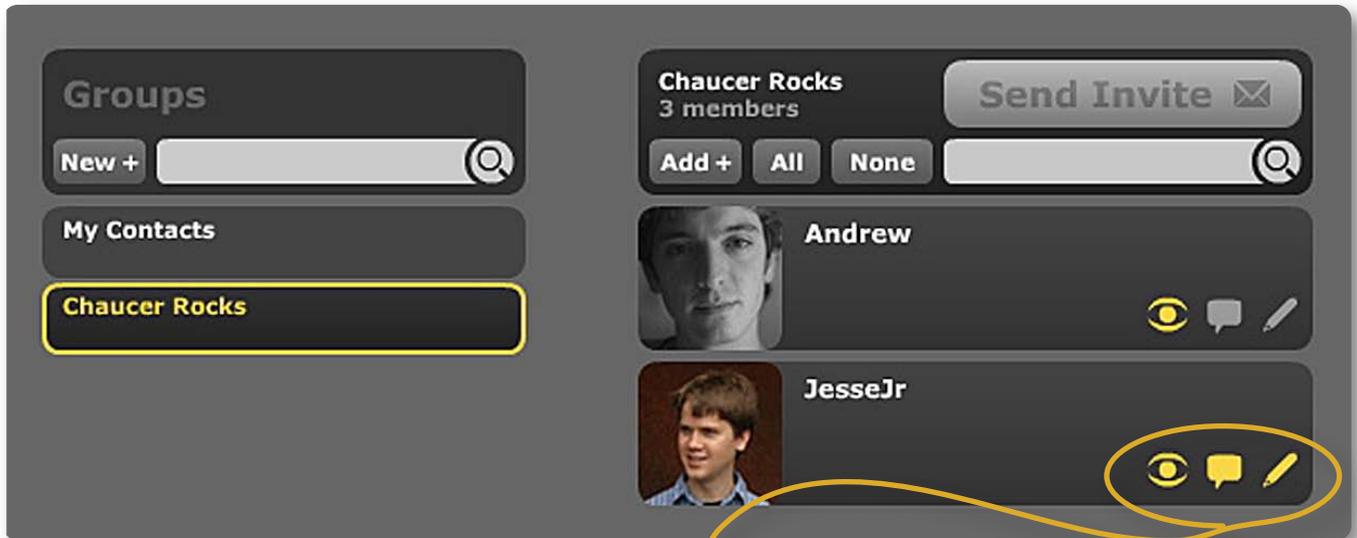
Click 👁 or 💬 on the Groups sharing buttons

view only — view and comment

After you have shared your Thread with a Group it will be instantly accessible to all the members of the group via the 'drop down' filter on their MyVoice page.

Sharing - with specific individuals

Groups

New +

My Contacts

Chaucer Rocks

Chaucer Rocks
3 members

Send Invite ✉

Add +   All   None

Andrew
👁 💬 ✏

JesseJr
👁 💬 ✏

To share with with one or more people click the appropriate sharing button within their contact thumbnail. When you click any button to share, the change is instant and the VoiceThread will be available on that person's MyVoice Page.

👁 Allows viewing only

💬 Allows viewing and commenting

✏ Allows Co-editing(everything that you can do)

*Tip - If you click and select multiple contacts, or select   All   and then click one of the sharing buttons, it will apply the same affect to all of the selected contacts. So you can click on 5 people, then click ✏ and all of them will be made co-editors instantly.

Sending e-mail invitations:

Chaucer Rocks
2 selected

Send Invite ✉

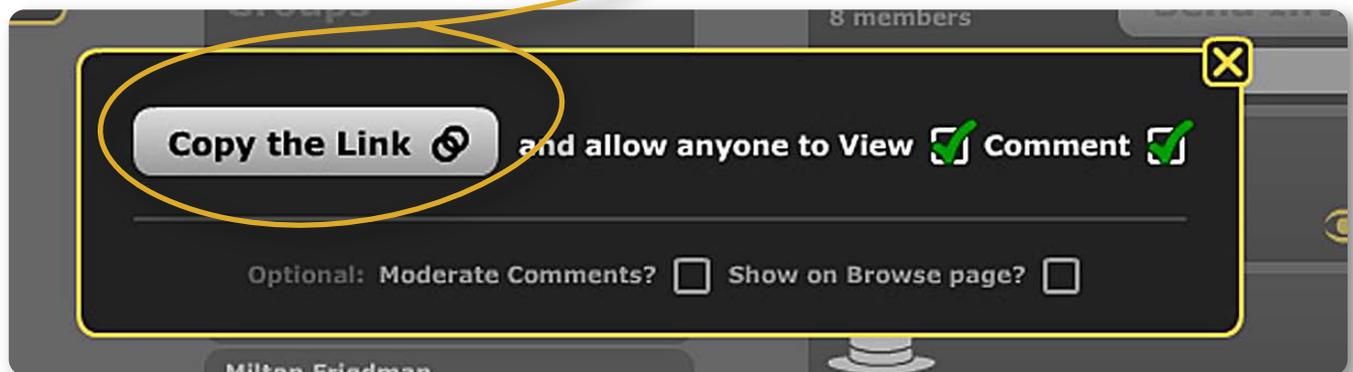Add +   All   None

Andrew
👁 💬 ✏

JesseJr
👁 💬 ✏
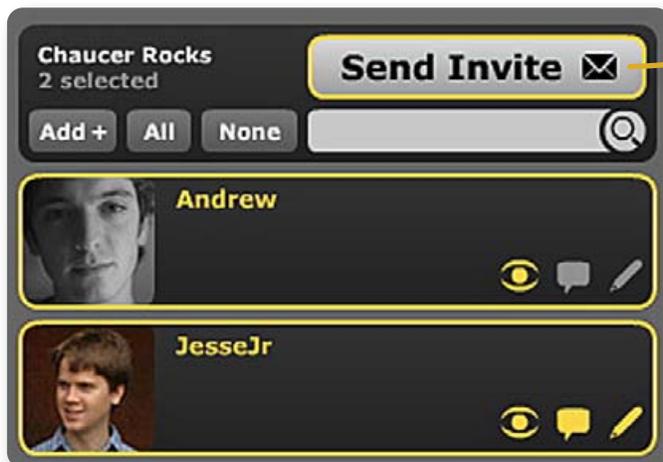
Whenever you click a contact(s) you can choose to send them an email invitation. The daily limit is 50 for free accounts and 500 for Educators and Pros.

Sharing - quickly and simply with anyone

If you want a link to your VoiceThread that you can copy and paste into an email, or put on a blog or printed document click the **Get a Link ⊘** Button.

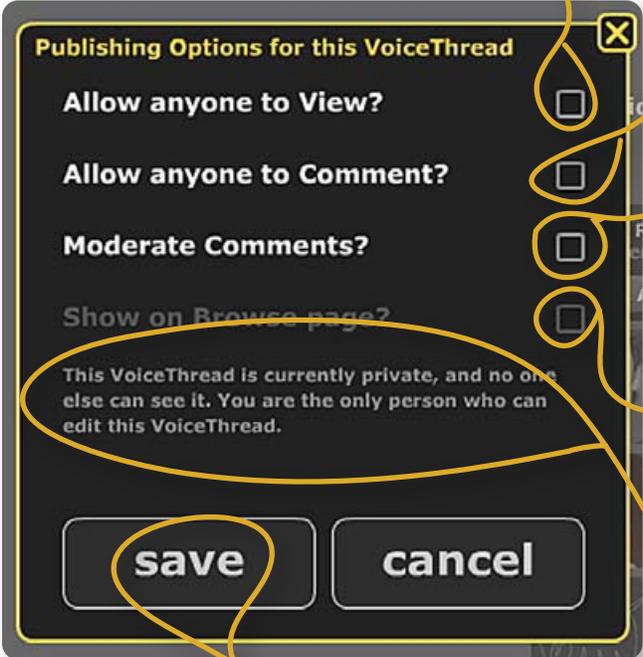**Get a Link ⊘** to Share or **Select individual Groups or Contacts below:**

That will open the window below. Click **Copy the Link ⊘** and you can then paste the link in an email, or anywhere you like. The default values for your link will allow anyone with that clicks the link to view and comment on your VoiceThread. If you uncheck View and Comment, then only people that have specifically invited via a group or your contacts list will be able to access your VoiceThread.

8 members

Copy the Link ⊘ and allow anyone to View ✓ Comment ✓

Optional: Moderate Comments? ☐ Show on Browse page? ☐

Milton Friedman

Unless you have a real security need that requires absolute control over who has access we recommend that you 'copy the link' and share using the default values. This method allows your link to travel outside of your contacts list so extended family, friends, co-workers, and clients can see it, interact, and share it further. If you are concerned about 'strangers' commenting then just turn on Comment Moderation, so that you can preview and approve new comments before others can see them.

Sharing - Publishing Online

If you want your VoiceThread to be accessible worldwide to anyone you'll need to change your default private settings. To do this go the bottom of the Share page and click on **Publishing Options ⚙**

check here to allow anyone to view only

check here to allow anyone to both view and comment.

Check here if you want to preview and approve all new comments before others can see them.

Choose whether you want this VoiceThread to be found on our public Browse page.

Publishing Options for this VoiceThread

Allow anyone to View? ☐

Allow anyone to Comment? ☐

Moderate Comments? ☐

Show on Browse page? ☐

This VoiceThread is currently private, and no one else can see it. You are the only person who can edit this VoiceThread.

save   **cancel**

Here is a summary of your sharing options to date. Whenever you make changes we'll update it to reflect the current options

Whenever you make a change, click 'Save' to keep it.