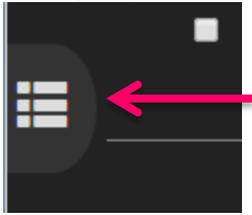


## Granting VoiceThread Editing Rights to Students

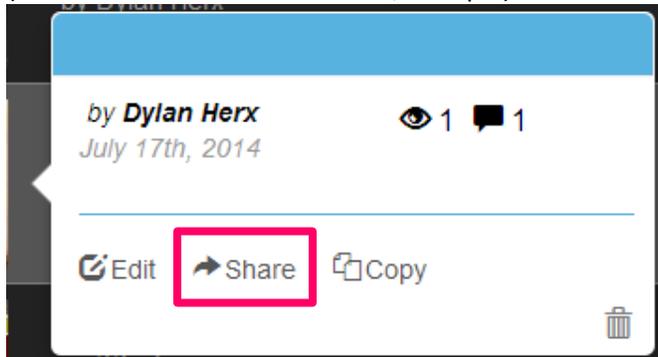
This set of instructions explains how to grant editing permissions to a Voicethread presentation (so students can edit existing Voicethreads). I recommend having a printed copy of all the group memberships handy before you begin.

1. In VoiceThread, click the Menu button on the left. Then, select Owned by me to see all the VoiceThreads that belong to you.

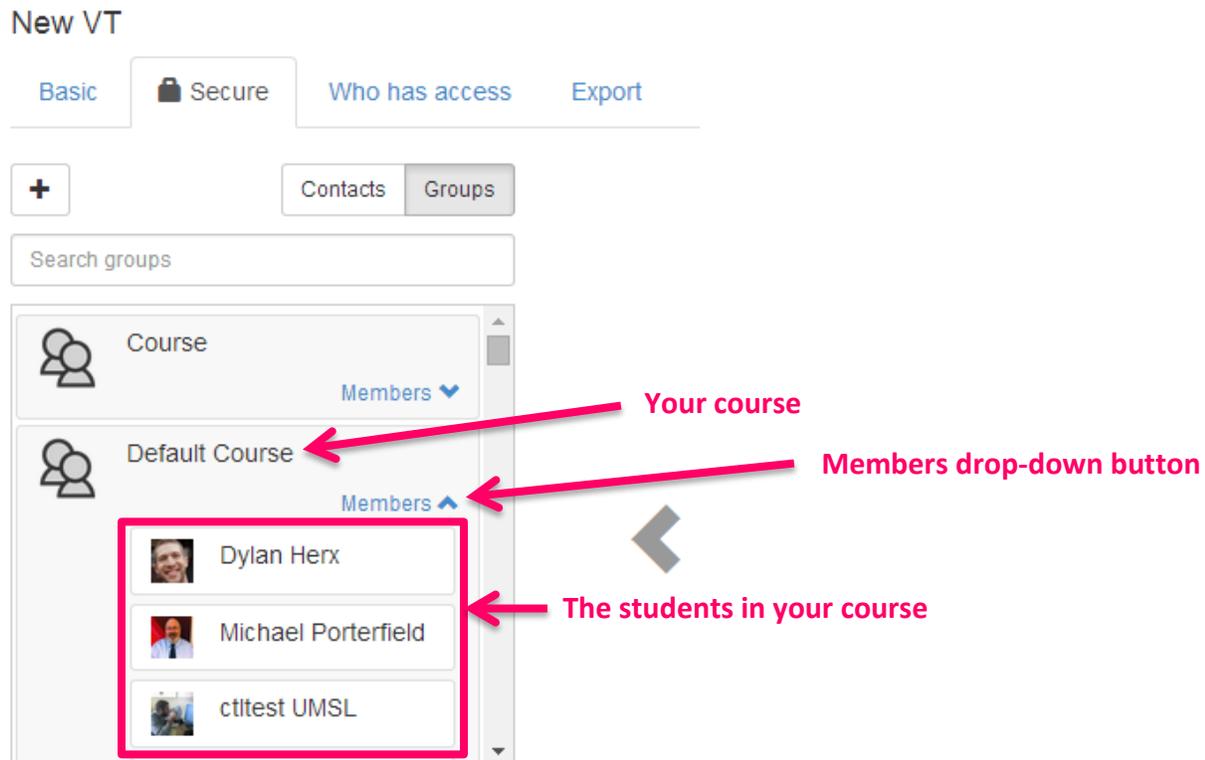


2. Hover over the VoiceThread for which you want to share editing rights. On the pop-out box that appears near your mouse, click Share.

(Ex. BIOL100 - Final Presentation, Group 1)



3. On the sharing dialog box, click the Members drop-down button under your course. This will display a list of all the students in your course.



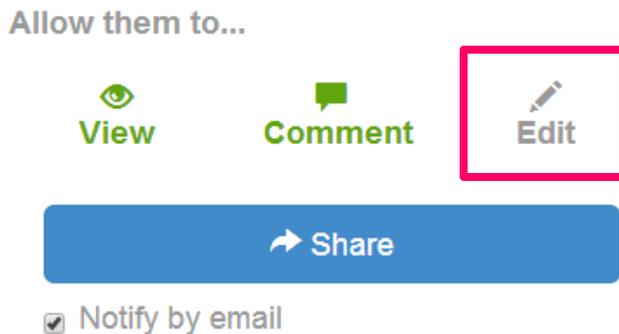
4. **From the student list, choose all the students for whom you want to share editing rights to the selected VoiceThread.**

You can select multiple students if you're sharing with a group of students. The student will be added to the right side of the dialog box.



5. **After selecting all the students, click the Edit button in the lower-right to give those student editing rights.**

!!!Note the Notify by email box is automatically checked. If you don't want students to receive an email about this sharing (ex. if you are setting this up in advance of the project being assigned) you can uncheck the box.



6. **Then click the Share button to submit your changes.** You'll see a success message.



7. **Exit the Share box and navigate to the next VoiceThread you'd like to share editing rights to. Repeat the steps above for each group's VoiceThread.**

**Note! Don't forget to provide a link to each group's respective VoiceThread in their group area so they can access it from MyGateway to make edits.**