

## Sharing and Quality Conversations

But after you've done that you're gonna wanna share. And let's take a look at that. So, I click share, and you have lots of options. And the first thing you wanna ask yourself is, do you wanna share with a specific set of people, either via a group or actual individuals, or do you wanna just get a quick and easy link that you can share with everyone. So if you don't need to do the secure sharing, then what I would do, is come up here and just click on "get a link". Okay, here you're gonna click this button to copy the link, and this link, by default, will allow anyone to view and comment on this VoiceThread and this is the easiest way to share, you click copy the link and then you take this link and you're gonna put it in an email, you could put it on a webpage and anyone who clicks that link is gonna be able to view and comment on it. So if you want to as an option, you can also decide to click here, which would turn on comment moderation, which basically means that only you will see these comments as they're made until you choose to show them to everyone else. Your other option here is, do you want it to show up on our browse page so that people who are browsing or searching on the browse page will be able to see it. But, after you make these choices you click "copy the link" and you're all set. So this is the simplest way to share when I don't know exactly who I want to have see this, and I want it to be able to virally move around. But if I am gonna be sharing something that needs to remain private, then these options over here are what I'm gonna use to privately share, either with a group or with individuals.

First let's share with a group. So you select a group and then you're going to click one of these two sharing buttons in here. They're both gray, which means they're not selected, and the first one, the eyeball, means allow to view, and the second one means allowed to view and comment. So I'm gonna go ahead and click on that, so you'll see immediately everyone who's in the group is now given permission to view and comment on the VoiceThread. So this is the group's method to allowing somebody to view and comment. So let me turn those off. I'll click them once to turn them on and once to turn them off, and instead over here I'm going to allow a particular individual. So, I'm gonna click here and now Bill can view and comment on the VoiceThread, and when you're sharing with an individual there's one more option, which is the pencil here. And if you click on the pencil icon that will allow them to view comment and co-edit, and co-editors can do everything that the owner could do, they can add new content, they can delete content, they can share, they can change publishing options, they can really do anything. And lastly if you want to you can click on a contact or multiple contacts to select them and then you can click the "send invite" button and we will send them an email with a special link in it that will allow them to immediately view this VoiceThread even through its private, it has key in it that will allow that individual immediate access.

Okay, these are all of the private sharing options, now let's take a look at some of the other options like publishing. Which you can access here by coming down here and clicking on the publishing options button. That will bring up this dialog where you can change the publishing settings for this VoiceThread. So, on this particular one, anyone is allowed to view and comment on it, and comment moderation is on, but it is not shown on the browse page. So you can change these anytime and as often as you like, by coming in here and checking or unchecking and then clicking save. And that's it for publishing. Let's go over some of these other options that you'll see at the bottom of the editing page. So over here is embed, and if you click that, will bring up this dialog here where you can quickly post to any of these services, but also you can click copy here to get the embedding code that you can embed on pretty much any webpage. I'll click done and then export. The export button will allow you to take this VoiceThread and all the content that's in it, the images, the videos, the commentary, whether it's audio,

text, or webcam, and we'll turn it into one single movie, that you can download and then play offline. And you can put this on an iPod or an iPad or a whole bunch of portable devices, you could also burn it to a DVD. So it allows you to take an entire VoiceThread conversation and archive it offline. And then lastly you've got playback options. And I'll click that, and I'll go through them one at a time. Okay, the first option is, how many seconds after the last comment plays on a VoiceThread particular slide that you then, it will go to the next page. And if the intention of your VoiceThread is to be like a presentation, and you want it to go from slide to slide to slide, then you're gonna want to probably set this at zero so it moves along quickly. But if instead what you really want is to allow people to take the time to think about and then comment on your VoiceThread, then you might want to set this for much longer, something more like 20 seconds before it turns to the next slide.

The next option is "start playing when opened," and the default for that is "yes". You can also have it open up in full browser mode so it fills the browser screen. You can also chose whether or not you want other people to download original images and documents. And this can be very useful if you're working with large files like PDFs which are like 50 megabytes and just too large to fit into an email, you can actually put them into the VoiceThread, and then other people can download them directly from the VoiceThread.

Okay, the last one is "hide the final share slide." On the last page of a VoiceThread we usually show a sort of like a title page with links to sharing, allowing someone to share it, and you can choose to hide that. You can also choose whether you want to allow other people to export. And you can also choose if you want to allow other people to make a copy. If you do do this, then what it would allow other people to do is make a copy that then becomes their own. And this can be really useful if you want to create templates that can then be used by others. Okay, I think that's all of the playback options.

And so I think I've covered all of the technical aspects of participating, creating, and sharing VoiceThreads, at least for a beginner level. But before I go I'd like to speak just a few moments about something really important to us at VoiceThread, which is quality. Having really great conversations online and this doesn't come automatically. If you go to our browse page and you look around you'll find some fantastic examples but how do you accomplish that? How do you get a great conversation online? Well, we've learned a couple of tips. So, the first thing is, to make sure that everybody understands and is given explicit instructions about what is expected of them. So the first commenter is so important and the second commenter is also very important because they set the tone for the entire conversation. If the first comment is "I love this" in text and that's the extent of it, well, chances are that people who come afterwards are going to leave similar comments. So if you want something more, if you want more complex and thoughtful commentary, make sure you lead by example and you provide it first, and if you can rope a friend in to leave the second comment, then you've got a conversation and people will tend to follow your lead.

The other thing is that it's an asynchronous environment, a VoiceThread, which means people come and participate whenever it's convenient for them. So, it means they have the time to really edit, and re-edit, and analyze, record, and re-record and it's helpful if people understand that this is a publishing vehicle, and so they have all the time in the world they want and they can take that time and really, you know, make something that is gonna be a great contribution for moving the conversation forward. So those are the two big tips to getting great conversations. But thank you for taking the time to look at this presentation and contact us and let us know if you have any thoughts. Thank you.

