# Transcript-Sharing the Presentation

VoiceThread

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On your VoiceThread home page, hoover your mouse over your presentation so that you will have several options. Click the arrow icon to get a link to the VoiceThread presentation.

In the pop-up window, click on “Who has access” to determine the level of access you want to give. Then, click the dropdown menu to get a list of options.

Here is the breakdown of the options:

* **Anyone can comment-** This means that anyone who has access to the link can comment on the VoiceThread. If you are creating a lecture, I do not recommend this option. If you want students/peers to collaborate on the presentation, then this is the one would choose.

Choosing this option does not mean this is open to everyone on the internet unless you click the “Publish on Browser page” option. Only those who have access to the link (whether you pasted the link in Populi or shared it in an email) will be able to comment. Commenters need to have at least a free version of VoiceThread.

* **Anyone can view-** This option means that anyone who has access to the link can view but cannot comment. Viewers do not have to have a VoiceThread account to view a presentation.
* **Private –** This means those who do not have a VoiceThread account cannot view or comment.

 Once you decide which option is best for your presentation, go to the “Basic” tab to access the link. Make sure that “View” and/or “Comment” are checked. Then, click “Link” and then click “Copy Link.” From there, you will be able to paste the link in Populi or in an email. When you are finished, you can log out of your VoiceThread account.

And that’s how to share a presentation.