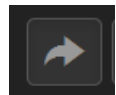


## Copying/sharing VoiceThread(s) with another course

Do you have VoiceThreads you would like to use again during an upcoming term? Please consult the following steps to copy and share one or more VoiceThreads with another course.



1. Within a Blackboard course, access your existing VoiceThread Home page.
2. From the VoiceThread Home page, click to select the VoiceThread(s) you wish to use in another course.



3. From the options bar at the top of the Home page, click the **Share Selected With a Group** icon.

4. In the ensuing pop-up window, click **Copy and share these VoiceThreads**.
5. Select the course or group with which to share the VoiceThread(s).

Share 3 VoiceThreads with group

Select a group and permission level

Course 1 View View & Comment Edit

Share these VoiceThreads  Copy and share these VoiceThreads

6. Choose the permissions level to be applied to all selected VoiceThreads.

Which comments would you like to keep?

Include all comments Cancel Copy and share

Include all comments

Include only my comments

Don't include any comments

7. Choose whether or not to include comments from existing selected VoiceThreads.
8. Click **Copy and share**.