VoiceThread Comment Assignment - How to check that student submissions are private

Instructions for the Creator of the VoiceThread
If you want student submissions to be private (not visible to other students) then in Playback Options tick Enable Comment Moderation. This must be ticked before submissions come in. Ticking this after submissions come in will not alter the visibility of those submissions. You would need to go through and manually close the eye for each submission.

Private student comment assignments appear greyed and set to the left. See below....

When the teacher is playing a student submission a closed eye will be seen. This is further confirmation that the submission is not visible to other students.
**Please note:** Private means that the VT submissions are not visible to other students. Nor are they visible to other teaching staff in the unit. You would need to share the VT to allow other markers to view, comment and grade.

**How to share your private VoiceThread Comment Assignment with other markers**

1. Go to the VT and then to the hamburger icon and from the drop-down list select **Share**.
   
   **NOTE:** you must be the creator of the VT to access this.

2. Under the **Secure** tab (see pic below) find the relevant class and expand ‘**Members**’. Find the member and select.

3. Click the **Edit** option ... ie. make sure that **View, Comment, Edit** are all green and click **Share**. If ‘notify by email’ is clicked then the staff member will get an email to say the VT has been shared with them.

4. You can check who has access at any time via the **Who has access** tab.