

Adding New Authors to your Site

You are part of a growing community of users who know that Brainshark empowers people company-wide to communicate in a rich, high-impact format that drives business results. As you know, communication is critical to business performance and profitability. As you consider how your Company uses Brainshark, reflect on this: the quality of a Brainshark presentation is directly related to the quality of the content and audio that goes into it. As an Administrator for your Company's site, you don't have to be the only Brainshark resource at your Company! Inviting new authors will help you address communication challenges, remove the bottlenecks in the content creation process, and increase your Company's ability to create and share quality, timely communications. This document will help you consider who to invite as a Brainshark Author; think about your Company's use of Brainshark; and share the Brainshark Help & Training resources to ensure successful Brainshark presentations.

Consider Your Authors

So, who should you invite as a Brainshark Author?

Any employee who has a need to communicate can be empowered to share information in a faster and more compelling way. Employees such as training managers, product managers, thought leaders, executives, marketers, salespeople, and other knowledge workers make great Brainshark Authors!

Think about Your Company

Next, consider how your Company will use Brainshark. Anyone can be a Brainshark Author; what can a Brainshark Author do? Well, that depends on the profile the Administrator creates for that Author. The user privileges section under *Set Profile* gives you the ability to set and restrict access to different features in Brainshark. The *Set Permissions* section gives you the option to grant viewing, authoring or administration privileges by folder to a new author; this is the most critical area because it governs what content authors have the ability to see and/or edit.

Share Help & Training Resources

- *Create*: The tutorials and process documents in this section will help authors scope, script and create content.
- *Upload & Edit*: The tutorials, process documents and step-by-step videos in this section help authors identify and enable the appropriate combination of Brainshark features and settings to meet presentation goals.
- *Share*: The topics in this section provide the Author with an overview of the sharing options available.
- *Track*: Before you share, adjust your presentation settings so that you get the data you need to prove your communication a success! The tutorials, process documents and step-by-step videos in this section will help.
- *Online Training*: Authors can register for a wide range of online classes to learn how to get started or hone their Brainshark skills.
- *Get Certified*: Passing this test distinguishes an advanced Brainshark Author from a newer user. Exposes an Author to the features and functionality in Brainshark and how to use them appropriately.
- *Brainshark Support*: Support is available by phone, email, and chat to help with questions or technical issues.

How to Add New Authors

Adding New Authors in Brainshark is easy!

1. Log into Brainshark.
2. Select **My Applications** from the main navigation ribbon.
3. Select **Administration**.
4. Click the **Manage Users** button on the left navigation menu.
5. Select **Add User**.
6. At minimum, enter the first 6 fields of information:
 - a. User Name
 - b. Password
 - c. Verify Password
 - d. First Name
 - e. Last Name
 - f. Primary e-mail
7. Complete remaining fields at your discretion.
8. Based on the profile you wish to create, adjust the settings in each of the following sections:
 - a. User properties
 - b. User privileges
 - c. Communication preferences
9. Click **Continue**.
10. Based on the profile you wish to create, set the permissions for this user:
 - a. Placing a checkmark in the **Viewer** column, enables this user to View all presentations in the Folder
 - b. Placing a checkmark in the **Author** column, enables this user to create and copy presentations in the Folder
 - c. Placing a checkmark in the **Administrator** column, enables this user to Add and Edit sub-folders to this Folder (**NOTE:** If your site has Content Approval enabled, placing a checkmark in the Administrator column will also give this user Approval rights for any content in the Folder where approval has been requested.)
11. Click **Submit**.
12. Set the Groups to which this user belongs (**NOTE:** Placing a checkmark in any Group makes the user a member of the Group. Any permission changes granted at the Group level will be applied to all members of the Group.)
13. Click **Submit**.