

## How To: Consider Security and Tracking Options

When you need to restrict access to your presentation, you may want to consider enabling a secret password and providing it to the viewers whom you want to see the content. If your topic contains more sensitive information, requiring a login for the presentation may be more appropriate. And, whenever you want to provide more detail or information about your viewer's progress through your presentation, the Brainshark security and tracking options discussed in this document may help.

**NOTE:** The Brainshark Viewing Console displays your communication for your viewer. There are several settings you can enable (identified by *vc* before the section title) which affect the look and operation of the Viewing Console, some of which may not be available to you as determined by your Company Administrator.

For more information about permissions and access to viewing console options, contact your Company's Administrator; for assistance in determining who that person may be, view the [Designated Brainshark Company Administrator](#) document.

### *<sup>vc</sup> Provide Examination Score to Viewer*

If you are using examination questions, you can choose to provide the examination score to your viewers. The score will display beneath the Table of Contents in the viewing console.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Score to viewer**, in the *Allow viewers to* section.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### *Require a Login to View Your Presentation*

Requiring a login prior to viewing your presentation restricts viewing to those who have a login and password for your Brainshark site. If your company uses single sign-on (SSO), credentials will be passed without input from the viewer, otherwise the viewer will need to enter his/her Brainshark username and password to view the presentation. If you wish to enable a Login for your presentation and do not know if your viewers have the necessary Brainshark logins, contact your Company Administrator.

1. Navigate to **Edit Presentation**.
2. On the *Security* tab, select **Require User ID and password to view presentation**.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### *Add a Password to Your Presentation*

Adding a password to your Brainshark presentation adds an extra layer of security to your message and lets you control who is watching your presentation. You can change the password at any time, but be aware that this disallows use of all previous passwords you have communicated to your viewers.

**NOTE:** Remember that you will need to inform your viewers of the presentation password in another communication.

1. Navigate to **Edit Presentation**.
2. On the *Security* tab, select **Set a password for this presentation**.
3. Enter and Re-type the Password. **NOTE:** the password will be immediately encrypted.
4. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### *Set an Expiration Date for Your Presentation*

Once enabled, viewers who click the link to the expired presentation will be notified that the presentation is no longer available for viewing.

1. Navigate to **Edit Presentation**.
2. On the *Security* tab, select **Set an expiration date**.
3. Enter the **Expiration Date** in the format MM/DD/YYYY, or select a date by clicking the calendar icon.
4. Brainshark will notify you via email when your presentation is about to expire. In the **Send warning to** field, keep the default Author's email or enter a new email address or addresses.
5. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### *Consider Whether to Allow Personalization and Presentation Copy*

If you are concerned about the security of your presentation, you should consider whether you will allow other authors to personalize or copy your presentation. The *How to: Allow Presentations to be Reused, Copied or Shared* [document](#) can assist with process steps to enable or disable these features.

### *Deactivate a Presentation*

When you deactivate a presentation, it can no longer be viewed through a link or embedded thumbnail. Brainshark users who have Viewing and/or Author access to the folder where the presentation is stored will still be able to view (Viewing access) and edit (Author access) the presentation, but only while logged into Brainshark.

1. Navigate to **Edit Presentation**.
2. On the *Security* tab, deselect **Presentation is active**. To reactivate the presentation, select **Presentation is active** again.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### *Hide Your Presentation from Search*

Enable this option on the Security tab to prevent others from finding your presentation in the Content Portal or in the Presentations application. Your presentation will not be listed in search results, but will still be accessible by direct link or by delivery through a Learning Management System (LMS), as long as the presentation is active. Content hidden from search is also still available for use in Merge Content (if Copy is enabled), Personalization (if enabled), Reporting, and for course creation in Rapid Learning™ (by those with the correct viewing or author permissions).

1. Navigate to **Edit Presentation**.
2. On the *Security* tab, select **Hide content from search**.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### <sup>vc</sup> *Translating the Brainshark Viewing Console to Another Language*

If you have created a presentation in a language other than English, and it is one of Brainshark's supported languages, you can add a URL modifier that will display the Brainshark Viewing Console specific to that language. For more information on adding this URL modifier, or for a list of supported languages, please see the *Multi-Lingual Support in the Brainshark Viewing Console* [document](#).

**NOTE:** If the viewer's browser is set to display in one of the supported languages there is no need to modify the URL. The presentation will play in the local language.

### *Deleting a Presentation*

When you delete a presentation, it is permanently removed from your Brainshark site. If you have allowed others to make copies of your presentation, those will still be available until deleted by the copying author.

1. From *My Presentations* or the folder in *All I Can View*, click **More**.
2. Select **Delete**.
3. Click **OK**.

### *Receive Viewing Receipts*

You can receive instant notification when a presentation is viewed so you can immediately follow-up with the viewer. This feature will send an email to the specified email address each time the presentation is viewed.

**NOTE:** All viewing data is captured by Brainshark and can be reported on, so if you do not need instant notification, do not enable this setting.

1. Navigate to **Edit Presentation**.
2. On the *Presentation Properties* tab, select **Notify me when this presentation is viewed**.
3. Enter the email address or addresses where you want viewing receipts sent.
4. Select when you would like the viewing receipt sent:
  - a. **After Viewing Ends:** Brainshark will send an email when the viewer finishes watching the presentation.
  - b. **Before Viewing Ends:** Brainshark will notify you that someone is viewing your presentation. The viewer may still be in the process of watching the presentation.
  - c. **Both Before and After Viewing:** You'll receive email notification both when viewing begins and ends.
5. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### <sup>vc</sup> *Using Completion Criteria*

If you are sending out an important communication or required learning material, completion criteria can help communicate the importance of the material and ensure your viewers complete it. When enabled, viewers will see an indicator at the top of the Brainshark Viewer showing them when the criteria set by the author has been met. For more information on using Completion Criteria, please refer to the *Adding Completion Criteria* [tutorial](#) and [process document](#).