

Inviting a Guest to Create a Presentation

The Brainshark Guest Author feature is ideal for quickly and easily inviting a guest to upload presentation materials and add audio to create a presentation. The person you invite could be a subject matter expert, a contractor, a partner, or an employee who is familiar with creating presentation materials. After the Guest has completed the presentation, you can control when or if the presentation is active or becomes available to others. This document will walk you through the process of inviting a Guest to create a presentation; additional Related Resources, for both you and the Guest, are included on the last page.

Prepare Your Guest

1. Explain to your guest that he/she will receive an email with a link and steps to create the presentation.
2. Alert your Guest that the presentation can no longer be modified once it has been marked **Complete**.
3. Provide your Guest with [Brainshark Best Practices](#).

Invite Your Guest

1. Login to your Brainshark site and navigate to **My Presentations**.
2. Click **Manage Guest Authoring** on the *Things you can do* menu.
3. Click **Send New Guest Create Request** in the upper right section of the page.
4. In the *Send Guest Creation Request* window:
 - a. Enter the **Email address** of the Guest to whom you are sending the request.
 - b. Modify the *Message* field as desired.

NOTE: The *Message* field includes the steps your Guest needs to take to complete the Guest Authoring task.
 - c. Complete the remaining fields as necessary:
 - i. *Presentation Author:* If the guest author has a Brainshark login, then you may choose whether the presentation's author is the requesting author (you) or the guest author. The presentation author's photo can be set to display during presentation playback.
 - ii. *Copy Properties from:* You can choose to specify a presentation to serve as a template for the presentation created by this request. Brainshark will mirror the settings on the Presentation Properties tab of the selected presentation to the new Guest presentation.
 - iii. *Create in Folder:* Select the folder where the presentation should be stored.
 - iv. *Require Login:* Requires the Guest Author to login to Brainshark. **DO NOT** select Yes unless the Guest has a Brainshark login.

- v. *Send me a copy of this email*: If you select this checkbox, **DO NOT** click the link in the resulting email as it will inactivate the presentation link for your Guest.

4. Click **Send Invitation**.

Monitor Your Guest's Progress

1. Click **Manage Guest Authoring** on the *Things you can do* menu.
2. On the Manage Guest Authoring page, note the following columns and potential options:
 - a. *Title*:
 - i. The name of the Guest's presentation that has been uploaded.
 - ii. [Waiting for Upload]: no presentation has been uploaded.
 - b. *Type*:
 - i. *Voice*: Request for audio only.
 - ii. *Create*: Request for presentation content and audio.
 - c. *Status*:
 - i. *Requested*: Email has been sent, not action has been taken.
 - ii. *Incomplete*: The link has been clicked by the Guest, not action has been taken.
 - iii. *Complete*: the Guest has marked the presentation Complete, inactivating the Brainshark link in the creation email. The Guest is no longer permitted to log into Brainshark and make changes to the presentation.
 - iv. *Completed Slides*: Identifies the [number of slides that contain audio]/[total number of slides uploaded].
 - d. *Duration*: Duration of audio recorded (minutes: seconds).
 - e. *Last Modified*: The date last edit was made.

Review and Revise

1. If appropriate, review the presentation with the Guest Author prior to the Guest clicking **Complete**. Once the presentation is marked Complete, the Guest can no longer make changes.
2. If changes need to be made to the presentation:
 - a. You can modify the presentation.
 - b. The Guest can send you updated material that you can use to make changes to the presentation.

- c. If only audio needs to be revised, you can send a Guest Audio request.
 - d. You can start from the beginning by sending a new Guest Authoring Request.
3. You will receive an email once the Guest has declared the presentation complete.

Related Resources

- *Inviting a Guest to Create a Presentation* [tutorial](#)
- *Creating a Presentation as a Guest Author* [tutorial](#) and [process document](#)
- *Best Practices for Creating Content* [tutorial](#) and [process document](#)
- *Best Practices for Creating Audio as a Guest* [process document](#)