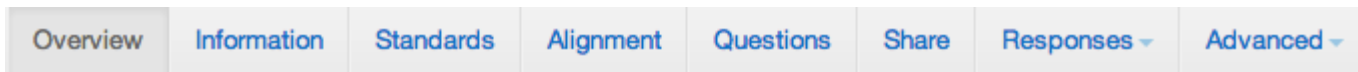


Share With Others

In Illuminate, it is easy to share a resource (assessment, summary assessment, assessment view, demographic, gradebook, custom report, pre-built report, or student group) you have created. This lesson will walk you through the steps on how to share an assessment with other users.

Note: The steps are the same for other resources.

Where to Start



Click the **Share** tab once you have opened your assessment.

Share With Users

Included in this Permission Group

Can View & Download View Users	Can Administer View Users	Can Edit View Users	Remove <input type="checkbox"/>
This assessment hasn't been shared with any users. Click here to share it with some users.			
			Save Changes

1. Click the **Click Here** link. If you are already sharing with users, scroll down the page to the **Share with more users** section.

Add Some Users to this Permission Group

Select how you would like to share this assessment

Share With

Example: If you want to share with particular staff members in the district you'll pick User, but if you want all teachers at your school site to access this assessment you'll choose Site & Role, etc.

2. Use the drop down to select an option to **Share By**:

Site & Role - Example: All teachers at my school

Site & Grade Level - Example: Anyone affiliated with 4th grade students at Earl E. Lerner Elementary School

Site & Department - Example: Math Department at Ames High School

Site & Course - Example: Anyone who teaches English 6 at Ames High School

Permission Group - Example: Department PLC (a permission group of teachers you setup, see [Create a Permission Group](#) lesson)

User - Example: Anita Book, Al Jibra, & Kurt Lecture (you may share with any user(s) in the district)

Additional options are only available to System Administrators:

Site - Example: Everyone at Ames High School

Role - Example: All principals in the district

Grade Level - Example: Anyone in the district affiliated with 7th grade students

Department - Example: Anyone in the district affiliated to the Math department

Course - Example: Anyone in the district who teaches Calculus 1

Select the site & role combination you'd like to access your assessment.

Site

Role

Example: Selecting "Ames High" as Site & "Teacher" as Role gives all teachers at Ames High School access to this assessment.

3. After selecting your **Share By** option, a form will populate below for you to fill in. Select the appropriate options and scroll down.

Can View & Download 5

4 Allows user(s) to open the assessment, view its reports, & download its results

Can Administer

Allows user(s) to scan student answer sheets, manually enter student responses, and import student response data for this assessment; user(s) may also remove responses for students to which they have access

Can Edit

Allows user(s) to modify the structure of the assessment (change info, answers, standard alignment, etc.); user(s) will never have permission to delete the assessment

Share 6

4. Check the box(es) for the permissions you want the users to have. Use the explanation (5) to help you decide.

6. Click **Share**.

Note: The sharing options will vary based on the resource you are sharing.

Review Permissions

New permissions were successfully added to this assessment. 1

Included in this Permission Group

	Can View & Download View Users	Can Administer View Users	Can Edit View Users	Remove 3
SITE & ROLE Grant High School / Administrator	2 <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 Save Changes

1. Once shared, a green confirmation bar will appear at the top of the page.

2. The check boxes indicate which permissions you gave. You can always make changes to the permissions by using the check boxes below each of the permission levels. **View Users** will display what users have which permission.

3. If you ever need to remove permissions, use the check boxes in the remove column to select which permissions should be completely removed.

4. Be sure anytime you make a change you click **Save Changes**.

Next Steps

Add More Users to Permission Group

Select how you would like to share this assessment

Share With 1
Example: Anita Book, Al Jibra, & Kurt Lecture

Type the name of a staff member you'd like to access your assessment.

User 2

Example: Begin typing the name (1st or last) of a staff member. Keep typing & select the full name when it appears. Repeat as necessary to add additional staff.
To reduce the risk of selecting an old account, you may only share with users affiliated with the year you are currently logged in as.

3

Can View & Download

Allows user(s) to open the assessment, view its reports, & download its results

Can Administer

Allows user(s) to scan student answer sheets, manually enter student responses, and import student response data for this assessment; user(s) may also remove responses for students to which they have access

Can Edit

Allows user(s) to modify the structure of the assessment (change info, answers, standard alignment, etc.); user(s) will never have permission to delete the assessment

Share

Did you share your assessment with a user group or site but want to exclude or limit a particular staff member? Go ahead and share the assessment with the site or user group (and save the permission). Next, create a new permission where you share by user **(1)**, then enter the user's name **(2)**, and only check the boxes for permissions you want to give that user **(3)**. Click Share **(4)**.

For any other questions please feel free to email us at help@illuminateed.com or give us a call 951-739-0186 Monday-Friday, 8 A.M.-5 P.M. PST.