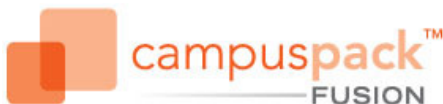




### Objectives:

In this scenario, you will:

- Navigate to the **Manage Sharing** page
- Define sharing permissions for authors and managers
- Define sharing permissions for users, and members of a course, group, and organization
- Invite an external user
- Assign editing, commenting, instructor entries, tagging, and date restriction options
- Assign administrative access
- Add a permission set



## Quick Start Guide:

### Managing Sharing for Journals

After creating a blog site, you can define who you want to grant blogging, editing, commenting, instructor entries, and tagging permissions.

You can group participants as authors and managers—granting each group discreet permissions. You can even rename the default permission sets, create new ones, and invite users outside your institution to participate.

The default setting for a blog site is “Share with the owner.” Other options are:

- Share with everyone at the institution
- Share with specific users
- Share with members in a course
- Share with members of a group
- Share with members of an organization

### Navigation

When initially creating a journal site, you are automatically taken to the **Manage Sharing** page. If you left this page or want to modify the sharing permissions, follow the navigation below.

1. Enter a journal site.
2. Click the **Sharing** link in the **Actions** area.

### Steps

Authors

1. Click the **Edit People** button.
2. In the *Who has access?* area, select **Everyone, Users, Courses, Groups, or Organizations**.

If you selected **Everyone**:

- a. In the second column, select **Everyone** at the institution.
- b. Click the **Add** button.

If you selected **Users**:

- a. In the second column, select the user roles (e.g., All Administrators, All Faculty, All Staff, All Students).
- b. Click the **Add** button.
- c. If you want to include individual users, select a name and click the **Add** button.

*To locate a user quickly, type part of the name in the Find field.*

*To select more than one user at a time, use the Control or Shift keys when selecting the names and then click the Add button.*



## Quick Start Guide: Managing Sharing for Journals (cont'd)

### Steps:

If you selected **Courses**:

- a. In the second column, select a course (e.g., Applied Human Anatomy, English Online, Virtual Acoustics).
- b. In the third column, select the course roles (e.g., Everyone, All Instructors, All Students).
- c. Click the **Add** button.
- d. If you want to include individual users, select a name and click the **Add** button.

If you selected **Groups**:

- a. In the second column, select a group (e.g., Agricultural Economics, Rhetoric and Composition, Soil Judging).
- b. In the third column, select the group roles (e.g., Everyone, All Managers, All Members).
- c. Click the **Add** button.
- d. If you want to include individual users, select a name and click the **Add** button.

If you selected **Organizations**:

- a. In the second column, select an organization (e.g., Commentary on Art, Food Chemistry, Operations Strategy).
- b. In the third column, select the organization roles (e.g., Everyone, All Leaders, All Members).
- c. Click the **Add** button.
- d. If you want to include individual users, select a name and click the **Add** button.

Invite an External User

- a. Click the **Invite Person via Email** button.
- b. Enter the email address in the **Email address** field.
- c. Enter text in the **Subject** field if applicable.
- d. Enter text in the **Body** box if applicable.
- e. Click the **Invite Person** button.

3. In the *What type of access?* area, define:

- a. Select the **Editing** options (e.g., Edit Journal – Own Entries, Purge Entries, Export/Copy Journal).
- b. Select the **Commenting** options (e.g., View Comments, Make Comments, Delete Comments).
- c. Select the **Instructor Entries** option (e.g. View Instructor Entries).
- d. Select the **Tagging** option (e.g., Tag Items).



## Quick Start Guide: Managing Sharing for Journals (cont'd)

### Steps:

4. In the *Any time restrictions?* area, select the appropriate **Start** and **End** date options.
5. If done, click the **Finish** button.

### Managers

1. Click the **Edit** button.
2. In the *Who has access?* area, select **Everyone, Users, Courses, Groups, or Organizations**.
3. Click the **Add** button.
4. In the *What type of access?* area, select the **Manage Journal** option to grant full administrative access.
5. In the *Any time restrictions?* area, select the appropriate **Start** and **End** date options.
6. If done, click the **Finish** button.

### Add a Permission Set

1. To create another set of permissions to be applied to another group of users, click the **Add Permissions Set** button.
2. Enter the role name in the field.
3. In the *Who has access?* area, select **Everyone, Users, Courses, Groups, or Organizations**.
4. Click the **Add** button.
5. In the *What type of access?* area:
  - a. Select the **Editing, Commenting, and Tagging** options if applicable.
  - b. Select the **Manage Blog** option to grant full administrative access if applicable.
  - c. Select the **View All Entries** option if applicable.
6. In the *Any time restrictions?* area, select the appropriate **Start** and **End** date options.
7. If done, click the **Finish** button.