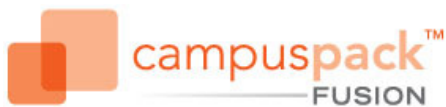




Objectives:

In this scenario, you will:

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



Quick Start Guide: Managing Sharing for Wikis

After creating a wiki site, you can define who you want contributing as well as to whom you want to grant editing, commenting, and tagging permissions.

You can group participants as contributors, viewers, 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 is managed by the site creator Other options are:

- Share with everyone in the world
- 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 wiki 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 wiki site.
2. Click the **Sharing** link in the **Actions** area.

Steps

Contributors

1. Click the **Edit** 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 in the world** or everyone at your 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 Wikis (continued)

Steps:

If you selected **Courses** or **My Courses**:

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

If you selected **Groups** or **My Groups**:

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

If you selected **Organizations**:

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

Invite an External User

- Click the **Invite Person via Email** button.
 - Enter the email address in the **Email address** field.
 - Enter text in the **Subject** field if applicable.
 - Enter text in the **Body** box if applicable.
 - Click the **Invite Person** button.
- In the *What type of access?* area, define the options.
 - Select the **Editing** options (e.g., View Wiki, Edit Wiki – Any Pages, Add and Delete Pages)
 - Select the **Commenting** options (e.g., View Comments, Make Comments, Delete Comments).
 - Select the **Tagging** option (e.g., Tag Items).



Quick Start Guide: Managing Sharing for Wikis (continued)

Steps:

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

Viewers

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, modify the **Editing, Commenting, and Tagging**.
5. In the *Any time restrictions?* area, select the appropriate **Start** and **End** date options.
6. If done, click the **Finish** button, and then click the **OK** 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:
 - a. Modify the **Editing, Commenting, and Tagging** options.
 - b. Select the **Manage Wiki** options 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, and then click the **OK** button.

Steps:

Add a Permission Set

1. To create another set of permissions to be applied to another group of users, click the **Add Permission 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.
 - b. Select the **Manage Wiki** options to grant full administrative access.
6. In the *Any time restrictions?* area, select the appropriate **Start** and **End** date options.
7. If done, click the **Finish** button, and then click the **OK** button.