

10. Sharing and Collaboration

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10.1 Sharing Designs Publicly

In this section, we will explore how to share your learning design with public users.

1. Clicking the Share Button

There are two places where the Share button can be found. The first is on the My Library page.

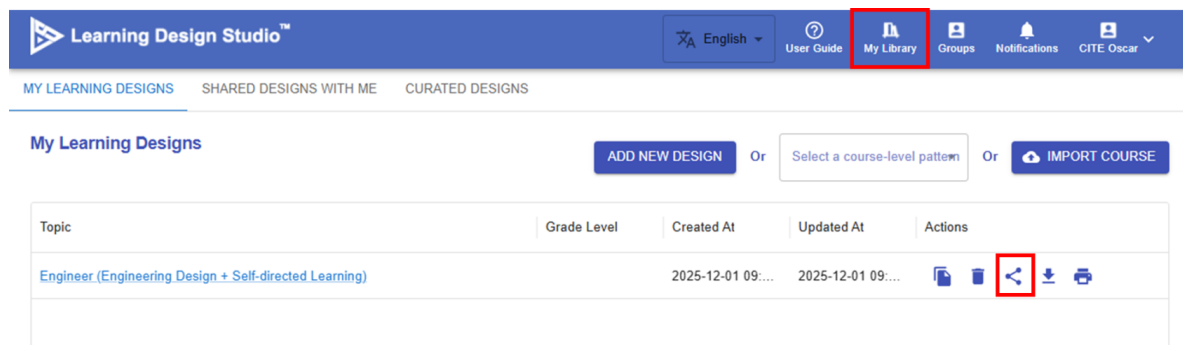


Figure 10.1: Sharing the Design (1)

The second location is the Course Information page within a learning design.

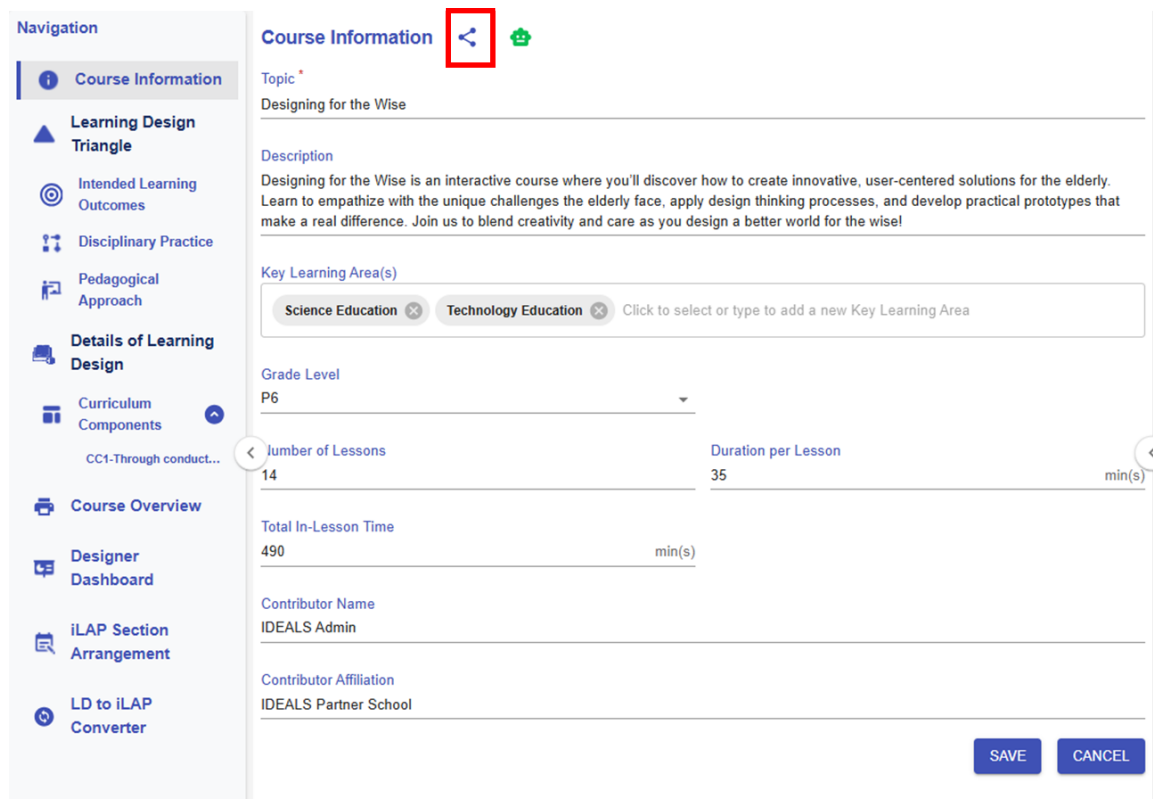


Figure 10.2: Sharing the Design (2)



By clicking the

button, a pop-up window with several sharing options will appear.

2. Generating / Closing the Shareable Link

Share Setting

USERS

GROUPS

PUBLIC (WITHOUT SIGN IN LDS)

GENERATE THE LINK

CONFIRM

CANCEL

Share Setting

USERS

GROUPS

PUBLIC (WITHOUT SIGN IN LDS)

Share Link



[https://lds.cite.hku.hk/publicsharing/\\$2y\\$12\\$8Fu16mZNxjCMap2c](https://lds.cite.hku.hk/publicsharing/$2y$12$8Fu16mZNxjCMap2c)

Anyone with this link can view the Learning Design without sign in.

CLOSE PUBLIC SHARING

CONFIRM

CANCEL

Figure 10.3: Enabling the Link for Public Sharing

- Select "**PUBLIC (WITHOUT SIGN IN LDS)**" and click the "**GENERATE THE LINK**" button to obtain the shareable link.
- You can disable the link at anytime by clicking the "**CLOSE PUBLIC SHARING**" button.

3. View the Learning Design

The screenshot shows a user interface for viewing a shared learning design. On the left is a navigation sidebar with categories like 'Course Information', 'Learning Design Triangle', 'Intended Learning Outcomes', 'Disciplinary Practice', 'Pedagogical Approach', 'Details of Learning Design', 'Curriculum Components', 'Course Overview', 'Designer Dashboard', and 'iLAP Section Arrangement'. The main content area is titled 'Designing for the Wise' and includes a 'PRINT' button. Below the title is a 'Quick Navigation' section with icons for 'COURSE INFORMATION', 'INTENDED LEARNING OUTCOMES', 'DISCIPLINARY PRACTICE', 'PEDAGOGICAL APPROACH', 'CURRICULUM COMPONENTS', and 'LESSONS'. The 'Course Information' section displays the following data:

Topic	Grade Level
Designing for the Wise	P6

Number of Lessons	Duration per Lesson	Total In-Lesson Time
14	35 min(s)	490 min(s)

The 'Key Learning Area(s)' section lists 'Science Education' and 'Technology Education'. The 'Description' section contains the text: 'Designing for the Wise is an interactive course where you'll discover how to create innovative, user-centered solutions for the elderly. Learn to empathize with the unique challenges the elderly face, apply design thinking processes, and develop practical prototypes that make a real difference. Join us to blend creativity and care as you design a better world for the wise!'. The 'Contributor Name' is listed as 'IDEALS Admin'.

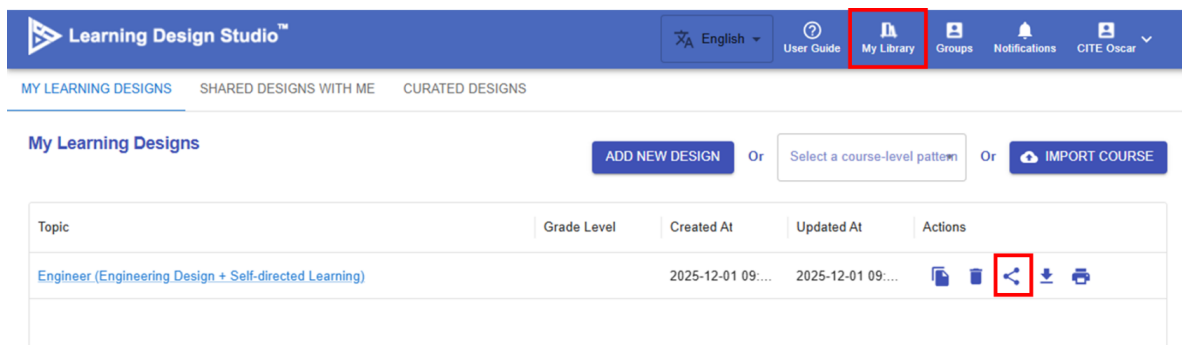
Figure 10.4: Public View of the Shared Design

- People with this link can view the design, but cannot make any changes to it.

10.2 Sharing Designs with Individual Users

In this section, we will explore how to share your learning design with individual users.

1. Clicking the Share Button



The screenshot shows the Learning Design Studio interface. The top navigation bar includes 'Learning Design Studio™', 'English', 'User Guide', 'My Library' (highlighted with a red box), 'Groups', 'Notifications', and 'CITE Oscar'. Below the navigation bar, there are tabs for 'MY LEARNING DESIGNS', 'SHARED DESIGNS WITH ME', and 'CURATED DESIGNS'. The 'My Learning Designs' section has buttons for 'ADD NEW DESIGN', 'Select a course-level pattern', and 'IMPORT COURSE'. A table lists designs with columns for Topic, Grade Level, Created At, Updated At, and Actions. The first row is 'Engineer (Engineering Design + Self-directed Learning)' with a 'Share' icon (a square with two arrows) highlighted in red in the Actions column.




Topic	Grade Level	Created At	Updated At	Actions
Engineer (Engineering Design + Self-directed Learning)		2025-12-01 09:...	2025-12-01 09:...	  

Figure 10.5: Sharing the Design

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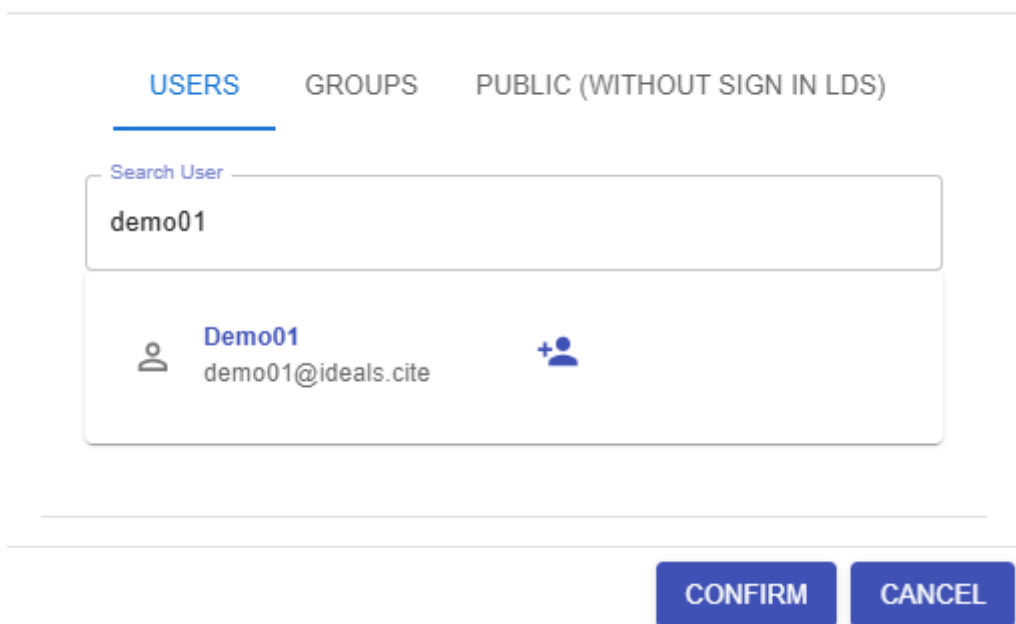


By clicking the

button, a pop-up window with several sharing options will appear.

2. Selecting a User

Share Setting



The screenshot shows the 'Share Setting' pop-up window. It has three tabs: 'USERS' (selected), 'GROUPS', and 'PUBLIC (WITHOUT SIGN IN LDS)'. Below the tabs is a search bar labeled 'Search User' with the text 'demo01' entered. Below the search bar is a list of search results. The first result is 'Demo01' with the email address 'demo01@ideals.cite' and a plus sign icon next to it. At the bottom of the window are two buttons: 'CONFIRM' and 'CANCEL'.

Figure 10.6: Searching for the user

- Select "**USERS**" and search for the user by their name or email.

3. Visiting the Shared Designs

Topic	Grade Level	Created By	Shared From	Permissions	Actions	Created At	Updated At
	S5		USERS	View, Edit		2025-11-20 22:...	2025-11-21 16:...
	S1		USERS	View, Edit		2025-11-28 09:...	2025-11-28 09:...
	Others		GROUPS	View		2025-10-22 12:...	2025-10-22 12:...
	Others		GROUPS	Edit		2025-10-22 12:...	2025-10-22 12:...


Figure 10.7: The Library of Shared Design


- By selecting "**SHARED DESIGNS WITH ME**", you can view a list of designs that have been shared with you.

In the "**Shared From**" column, you will see "**GROUPS**" or "**USERS**", indicating whether the design was shared by a group or a individual user.

- The "**Permissions**" column shows whether you have "**Edit**" or "**View**" access, so you will be able to either modify or only view the design accordingly.
-

In the "**Actions**" column, you will see  and  buttons. You can click

 the button to copy the design to your own library. Any edits you make to this copy will

not affect the original shared design. You can also click the  button to export the design and use the **import function** (introduced in the previous section) to reuse the design later.

10.3.1 Sharing Designs within a Group - What is a Group ?

In the following sections, we will explore what a group is in the Learning Design Studio (LDS) and how it can help you collaborate with your team.



A group in the LDS allows you to invite your team or organization to collaborate together. You can share learning designs with group members and co-design collaboratively.

1. Feed

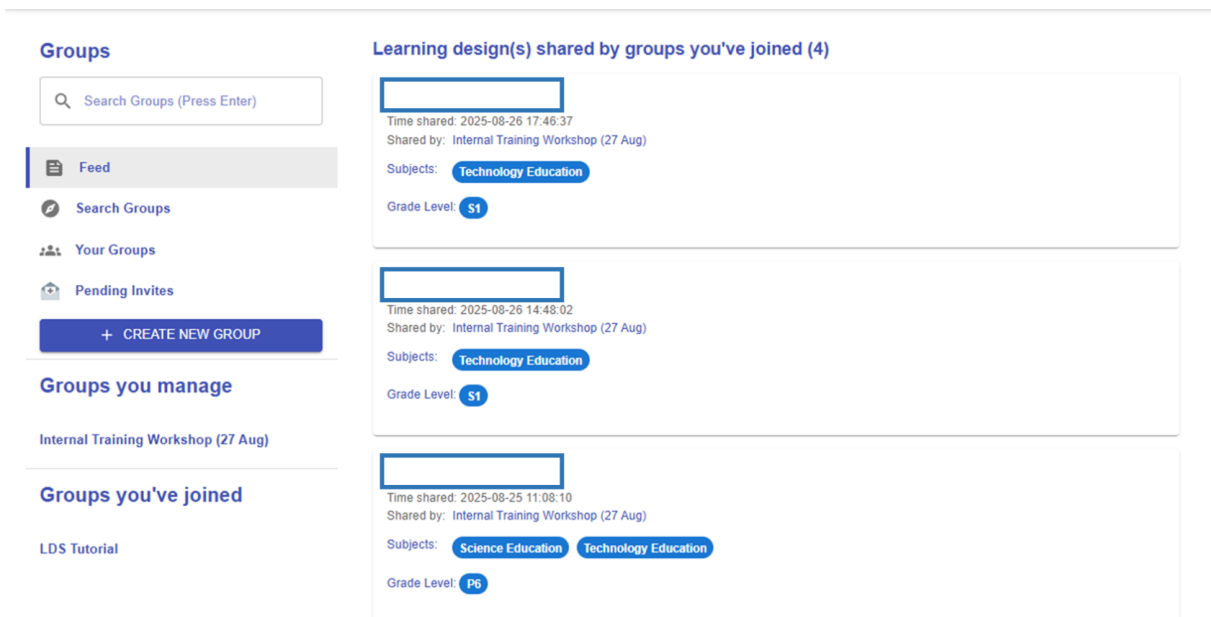


Figure 10.8: The Feed

The feed, similar to social media, shows the most recently shared designs from your groups.

2. Search Groups

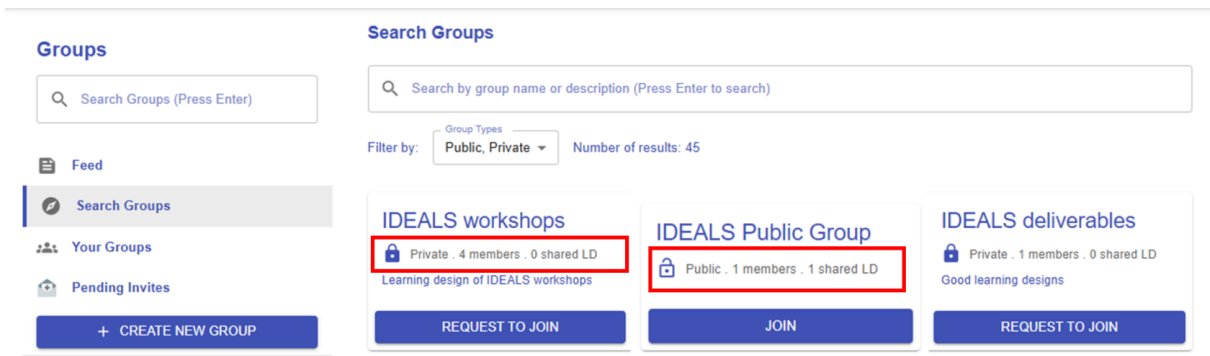


Figure 10.9: The Search Function

There are two types of groups: **public** and **private**. You can join a public group at any time, while private groups require you to send a request. As school-based groups are usually private, you can simply search for your school's name to request to join.

3. Your Groups

Groups you manage

- You are the owner of the groups listed here.
- As an owner, you can manage design sharing, members, and permissions.

All groups you've joined

- You are the member of the groups listed here.
- As a member, you can share your designs within the group.

Figure 10.10: Your Groups List

4. Pending Invites

The screenshot shows two states of the 'Pending group invites' interface. The top section, labeled 'Before Accepting Invitation', shows a table with one pending invite for 'LDS Tutorial' with the role 'Member' and an 'Invited At' date of '2025-09-04 15:03:08'. The bottom section, labeled 'After Accepting Invitation', shows the 'Pending group invites' section is empty, and the 'Accepted group invites' section now contains one accepted invite for 'LDS Tutorial' with the role 'Member' and an 'Accepted At' date of '2025-09-04 15:03:48'.

Before Accepting Invitation

Pending group invites (1)

Bulk Actions

<input type="checkbox"/>	Group Name	Role	Invited At	Actions
<input type="checkbox"/>	LDS Tutorial	Member	2025-09-04 15:03:08	✓ ✕

Rows per page: 100 Design per page: 1

Accepted group invites (0)

No Accepted Invites

Pending group invites (0)

No Pending Invites

After Accepting Invitation

Accepted group invites (1)

Group Name	Role	Accepted At
LDS Tutorial	Member	2025-09-04 15:03:48

Rows per page: 100 Design per page: 1

Figure 10.11: Group Invitation

The screenshot shows a notification banner in a blue header area. The banner contains the text 'Your have a join invite from a user group' and a blue envelope icon. The header also includes navigation links: 'User Guide', 'My Library', 'Groups', and 'Notifications' with a notification count of '1'.

User Guide My Library Groups Notifications 1

Your have a join invite from a user group

Figure 10.12: Invitation Notification

If you receive a group invitation, you will get a notification from the system. By clicking on it, you will be redirected to the Pending Invites section shown in Figure 9.10 above. You can either accept or decline the invitation. After accepting, the invitation will move from "Pending Group Invites" to "Accepted Group Invites."

10.3.2 Sharing Designs within a Group - Creating and Managing a Group

In this section, you will learn how to create a new group, share designs, and manage members.

1. Creating a New Group

The screenshot shows the 'Create Group' interface. On the left sidebar, the '+ CREATE NEW GROUP' button is highlighted with a red box. In the main content area, the 'Group Name' field contains 'LDS Tutorial'. The 'Group Type' dropdown menu is set to 'Private' and is also highlighted with a red box. Below it, the 'Searchable by users?' toggle switch is turned on and highlighted with a red box. At the bottom of the main content area, there is a large blue 'CREATE' button.

Figure 10.13: Creating a New Group

As mentioned, there are two types of groups, "**Private**" and "**Public**". If you choose "**Private**", you will see an additional option: "**Searchable by users**". If you enable this option, your group will appear in the group list and can be searched by users. You can change this setting at any time after creating the group.

2. Managing a Group

2.1 Share a Learning Design

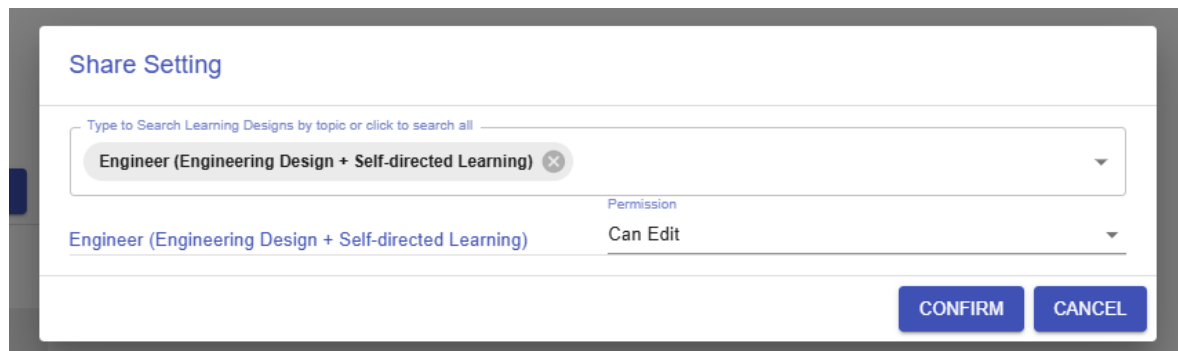
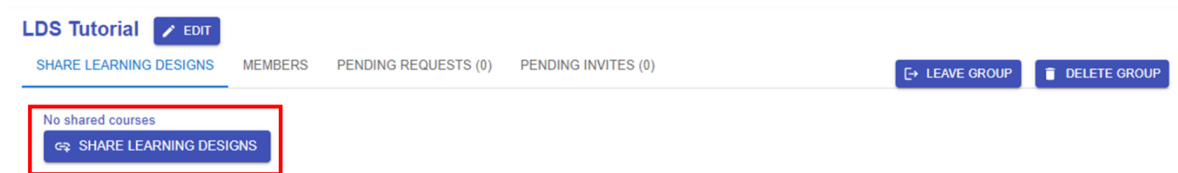


Figure 10.14: Sharing a Design within the Group

By clicking the **"SHARE LEARNING DESIGNS"** button, you can select an existing design to share and set permissions to either **"Can Edit"** or **"Can View"**.

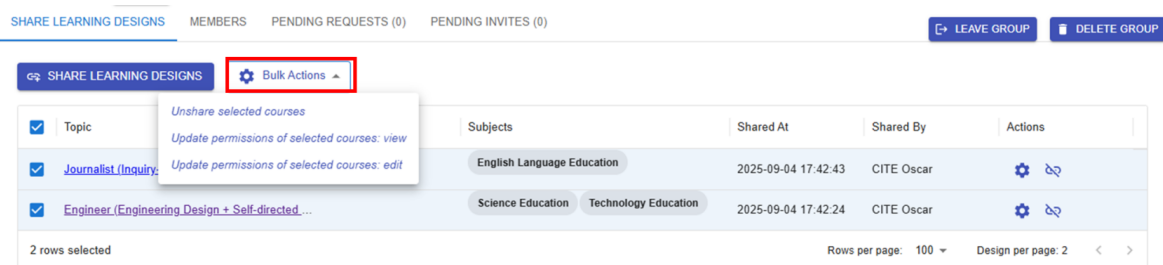


Figure 10.15: Updating the Sharing Conditions of the Designs

Once you've shared your designs, they will appear in the group. You can use Bulk Actions to unshare designs or change their permissions at any time.

2.2 Manage Group Members


The screenshot shows the 'LDS Tutorial' group management interface. At the top, there are tabs for 'SHARE LEARNING DESIGNS', 'MEMBERS', 'PENDING REQUESTS (0)', and 'PENDING INVITES (0)'. On the right, there are buttons for 'LEAVE GROUP' and 'DELETE GROUP'. Below the tabs, there is a '+ INVITE' button (highlighted with a red box) and a 'Bulk Actions' dropdown menu. The main area displays a table of group members:

<input type="checkbox"/>	Name	Role	Actions
<input checked="" type="checkbox"/>	Oscar Lo	Owner	
<input type="checkbox"/>	CITE Oscar	Owner	

At the bottom of the table, it says '1 row selected' and 'Rows per page: 100' and 'Design per page: 2'. Below the table, there is a modal dialog titled 'Invite users to this group'. It has a search input field with the placeholder 'Type to search by username or email' and a search button. The search input contains 'Demo01'. Below the search input, there is a dropdown menu for 'Role' with options 'Member' and 'Owner'.

Figure 10.16: Inviting Users to the Group



By clicking the  button, you can search for users by username or email and assign them the role of either "Member" or "Owner".

The screenshot shows the 'LDS Tutorial' group management interface. At the top, there are tabs for 'SHARE LEARNING DESIGNS', 'MEMBERS', 'PENDING REQUESTS (0)', and 'PENDING INVITES (0)'. On the right, there are buttons for 'LEAVE GROUP' and 'DELETE GROUP'. Below the tabs, there is a '+ INVITE' button and a 'Bulk Actions' dropdown menu (highlighted with a red box). The main area displays a table of group members:

<input type="checkbox"/>	Name	Role	Actions
<input checked="" type="checkbox"/>	Oscar Lo	Owner	
<input type="checkbox"/>	CITE Oscar	Owner	

At the bottom of the table, it says '1 row selected'. A dropdown menu is open over the 'Bulk Actions' button, showing options: 'Remove selected members', 'Update roles of selected members: member', and 'Update roles of selected members: owner'. The 'Actions' column for the selected user 'Oscar Lo' is highlighted with a red box, showing a gear icon and a minus icon.

Figure 10.17: Managing a User



By clicking the  button, you can change a user's role or remove them from the group.

LDS Tutorial EDIT

SHARE LEARNING DESIGNS MEMBERS **PENDING REQUESTS (1)** PENDING INVITES (0)

Bulk Actions ▲

- Approve selected users
- Reject selected user

	Role	Actions
<input checked="" type="checkbox"/> Oscar Lo	member	<input checked="" type="checkbox"/> <input type="checkbox"/>

1 row selected Rows per page

Figure 10.18: Pending Requests

- If a user requests to join the group, the group owner has the option to approve or reject their request.

LDS Tutorial EDIT

SHARE LEARNING DESIGNS MEMBERS PENDING REQUESTS (0) **PENDING INVITES (1)** LEAVE GROUP DEL

Bulk Actions ▲

- Cancel Invites

	Email	Role	Invite Date	Status	Actions
<input type="checkbox"/> Oscar Lo	<input type="text"/>	Member	2025-09-05 10:04:27	Pending	<input type="button" value="CANCEL"/>

Rows per page: 100 ▾ Design per page: 1

Figure 10.19: Pending Invites

- The group owner can view the sent invitations here and choose to cancel them at any time.