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.

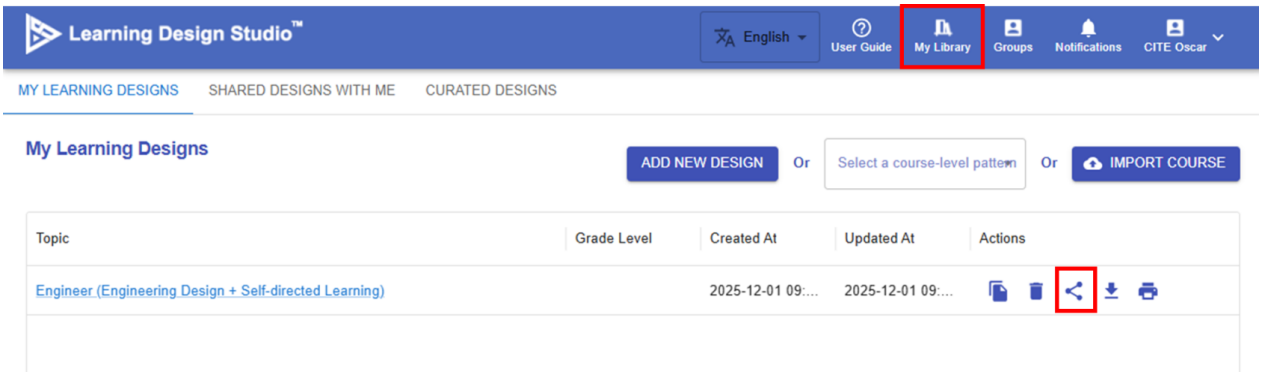


Figure 10.1: Sharing the Design (1)

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

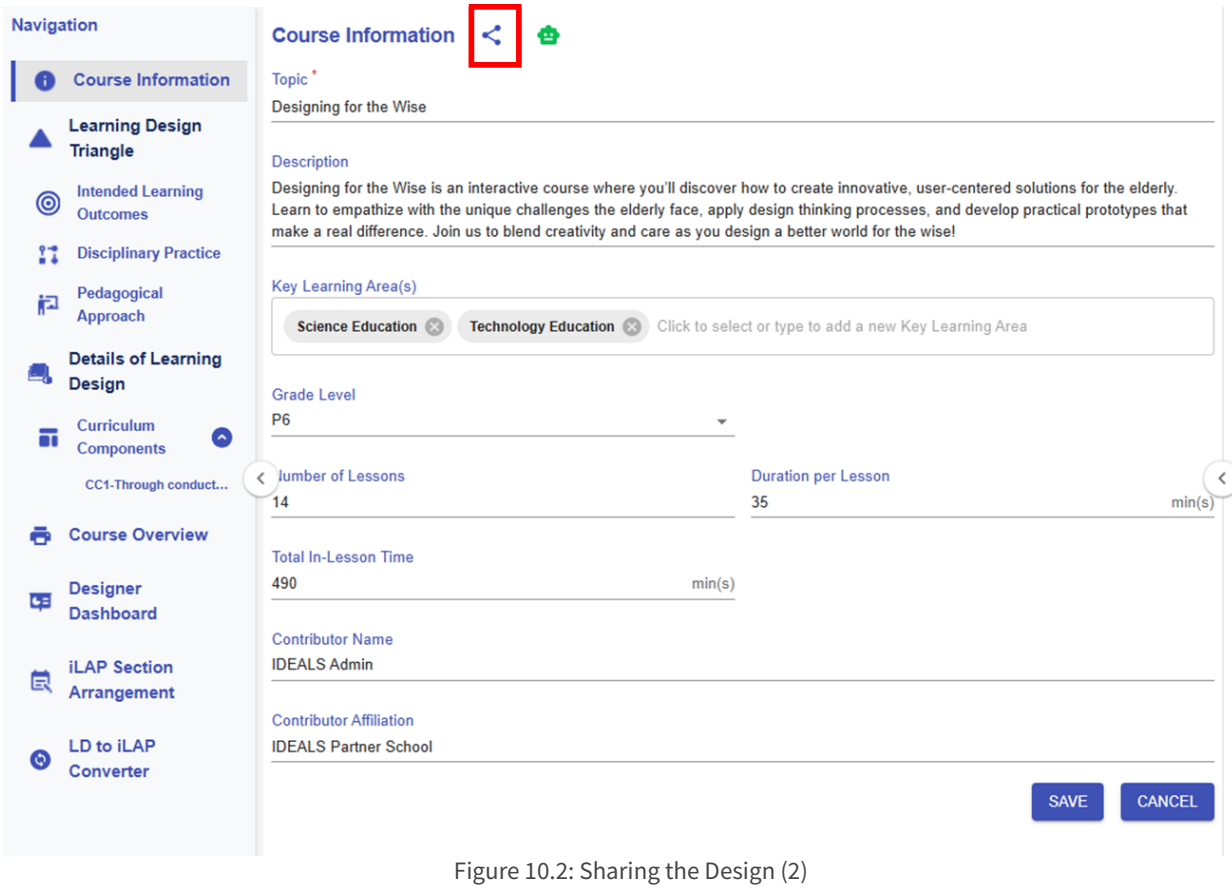


Figure 10.2: Sharing the Design (2)

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

2. Generating / Closing the Shareable Link

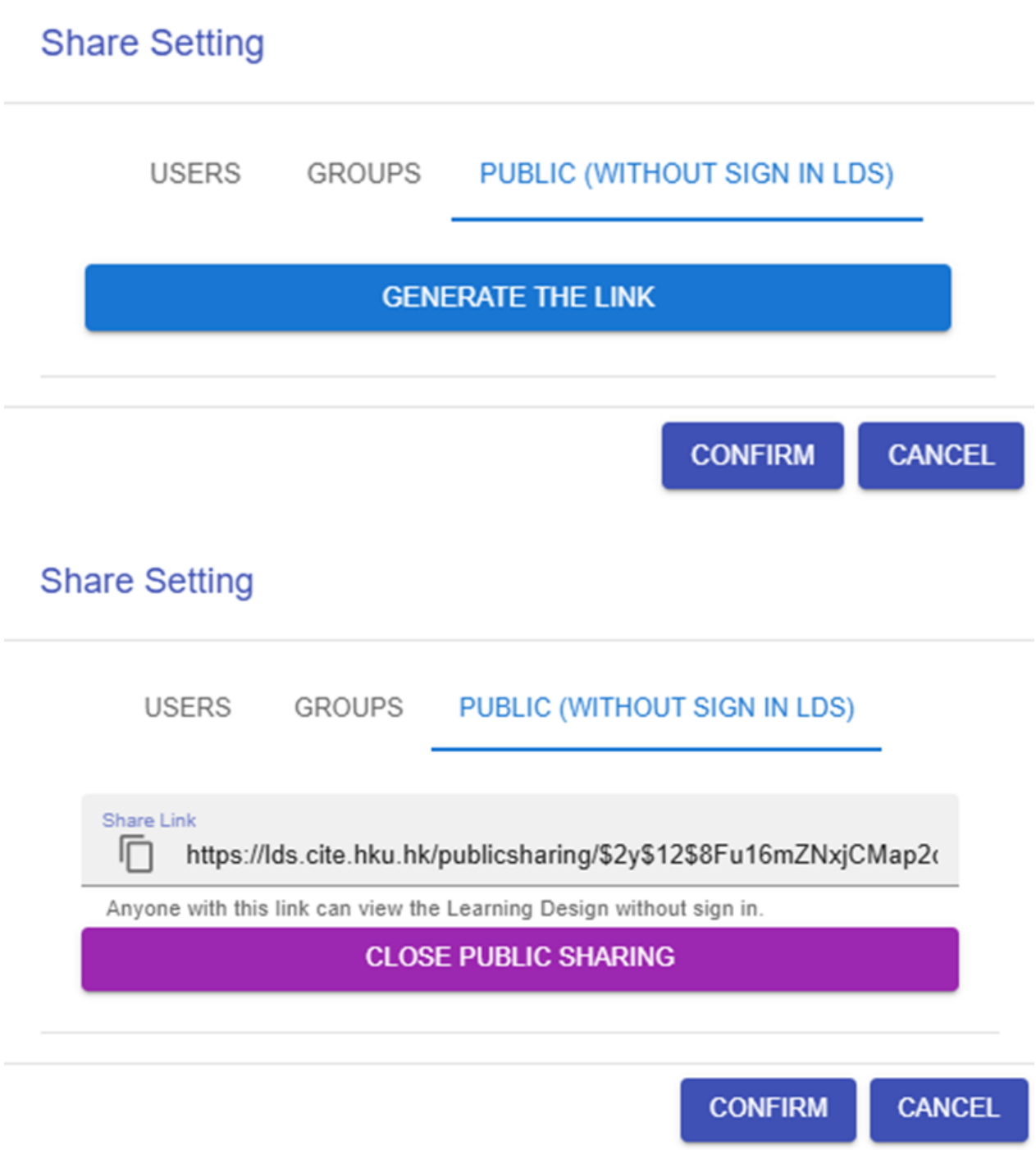


Figure 10.3: Enabling the Link for Public Sharing

- 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

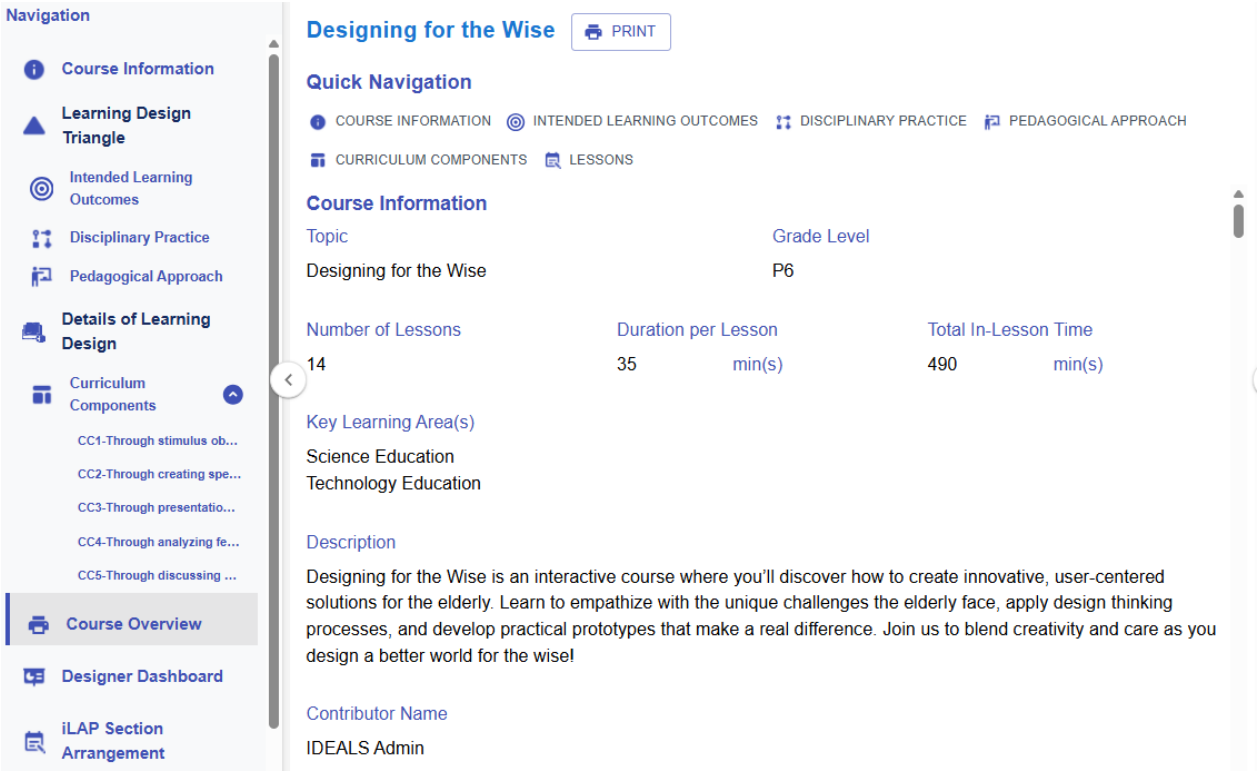


Figure 10.4: Public View of the Shared Design

- 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

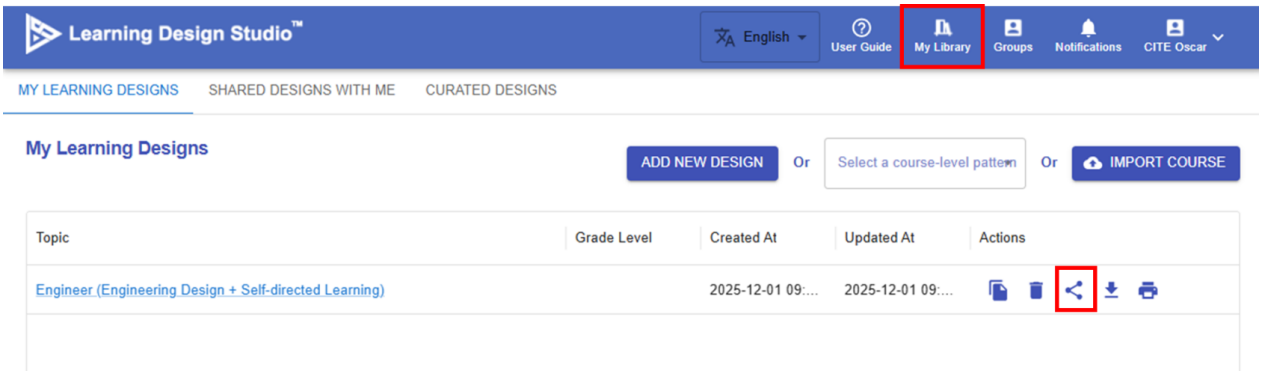


Figure 10.5: Sharing the Design

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

2. Selecting a User

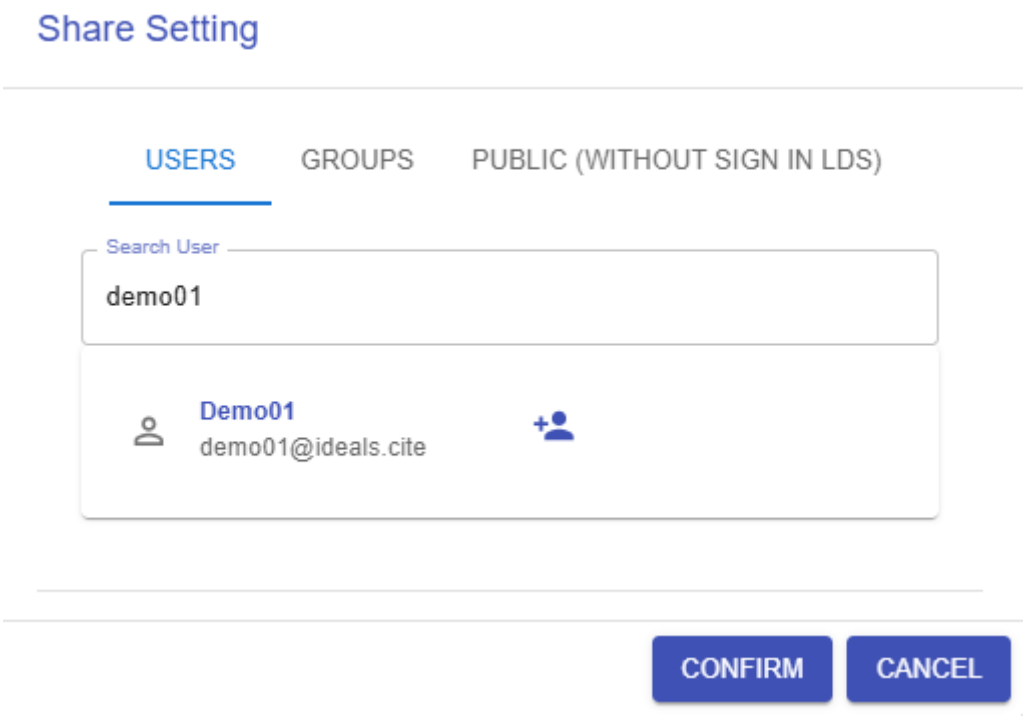


Figure 10.6: Searching for the user

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

3. Visiting the Shared Designs

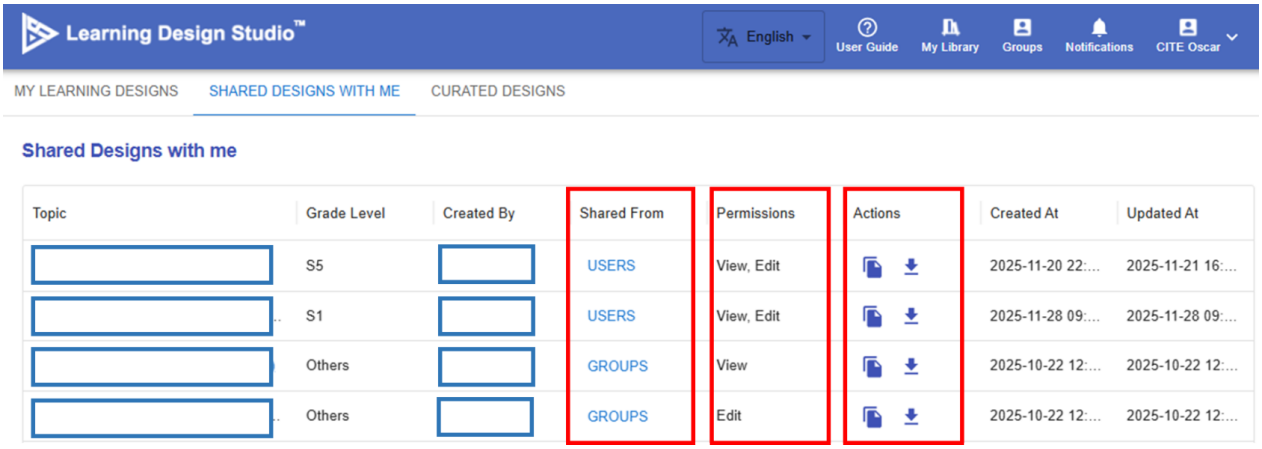


Figure 10.7: The Library of Shared Design

- 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

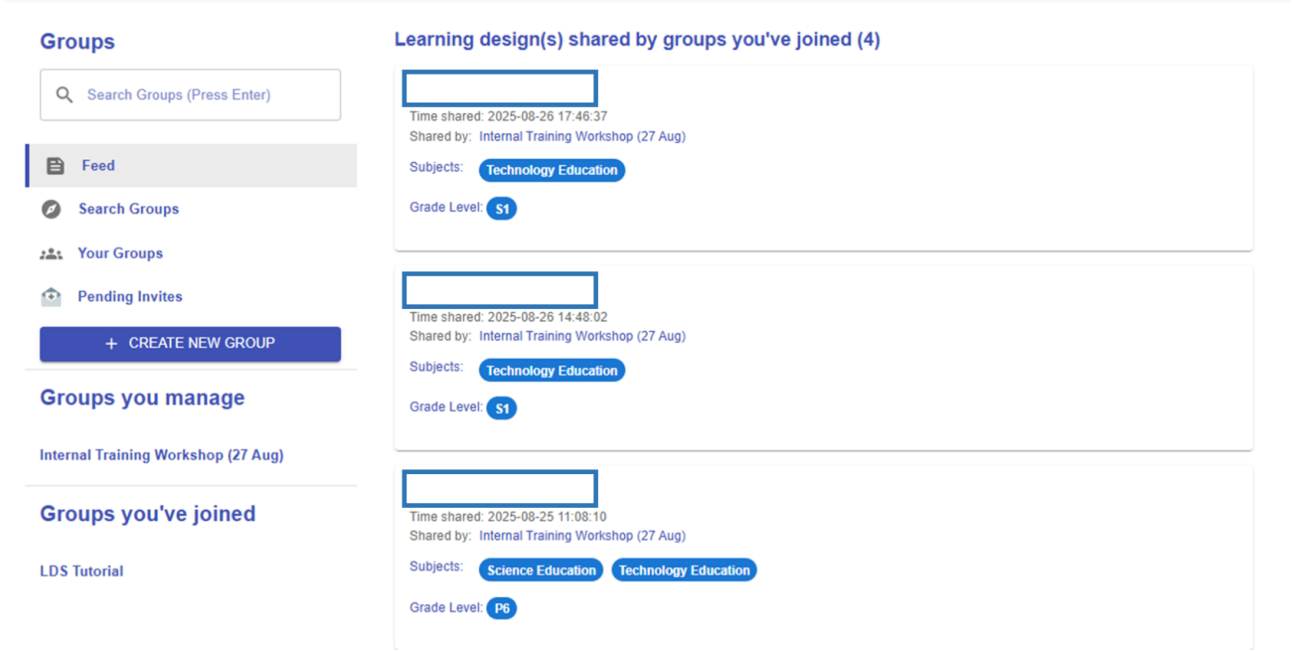


Figure 10.8: The Feed

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

2. Search Groups

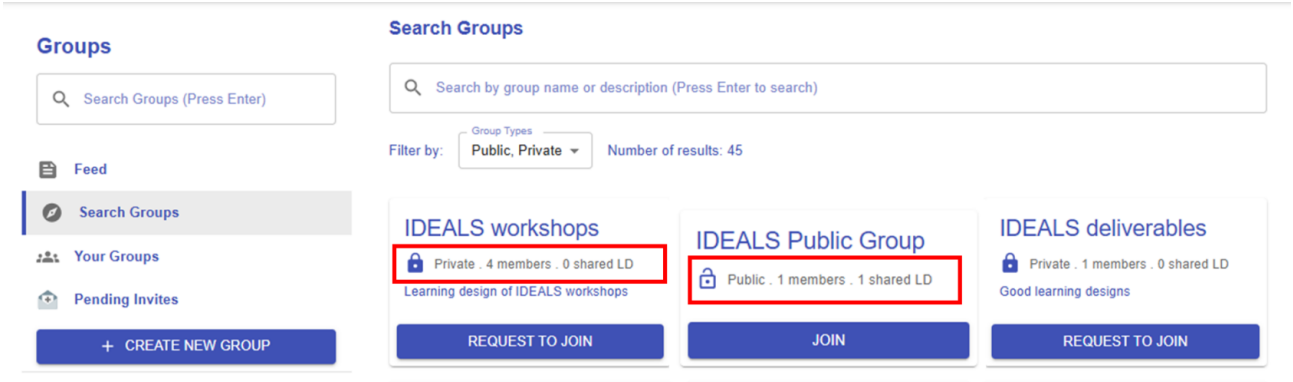


Figure 10.9: The Search Function

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

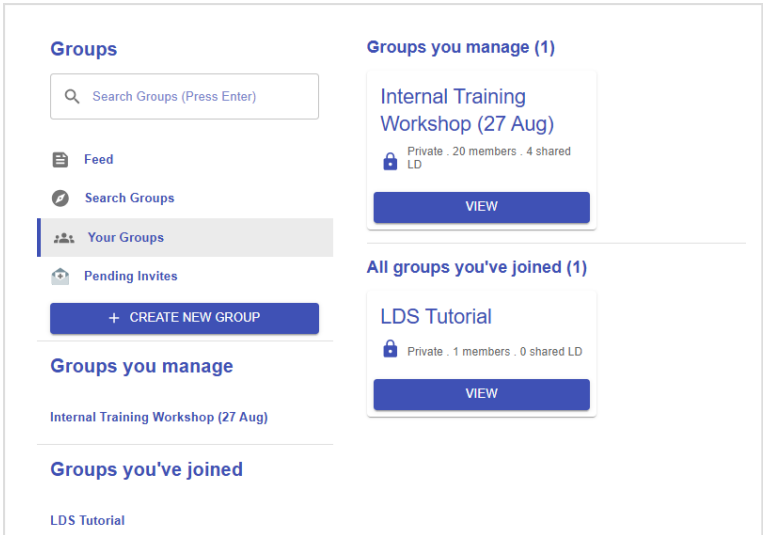


Figure 10.10: Your Groups List

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.

4. Pending Invites

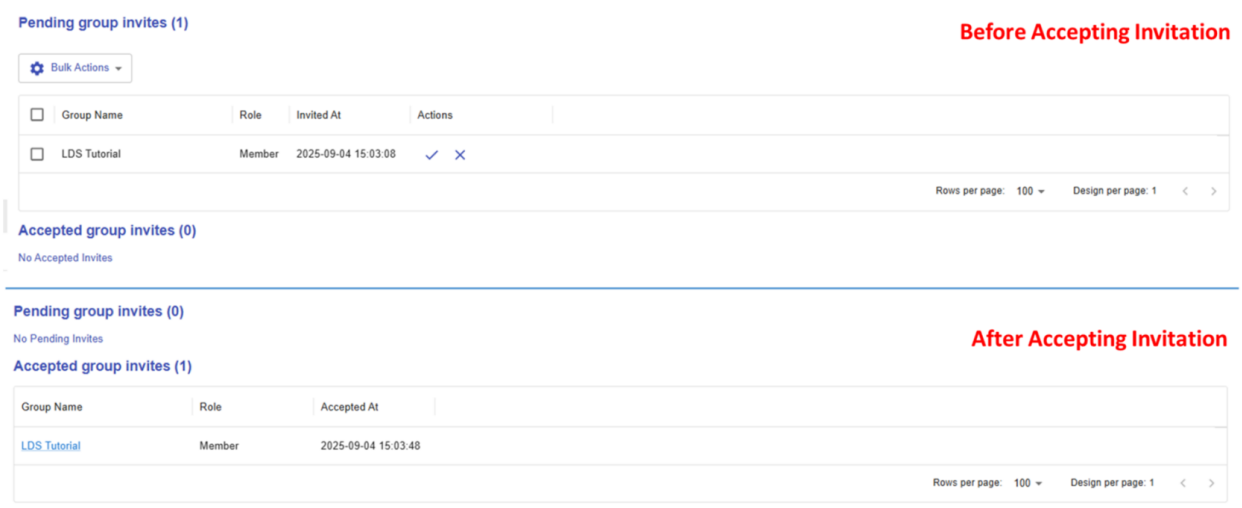


Figure 10.11: Group Invitation

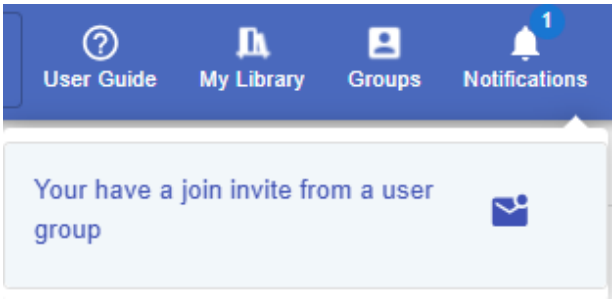


Figure 10.12: Invitation Notification

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

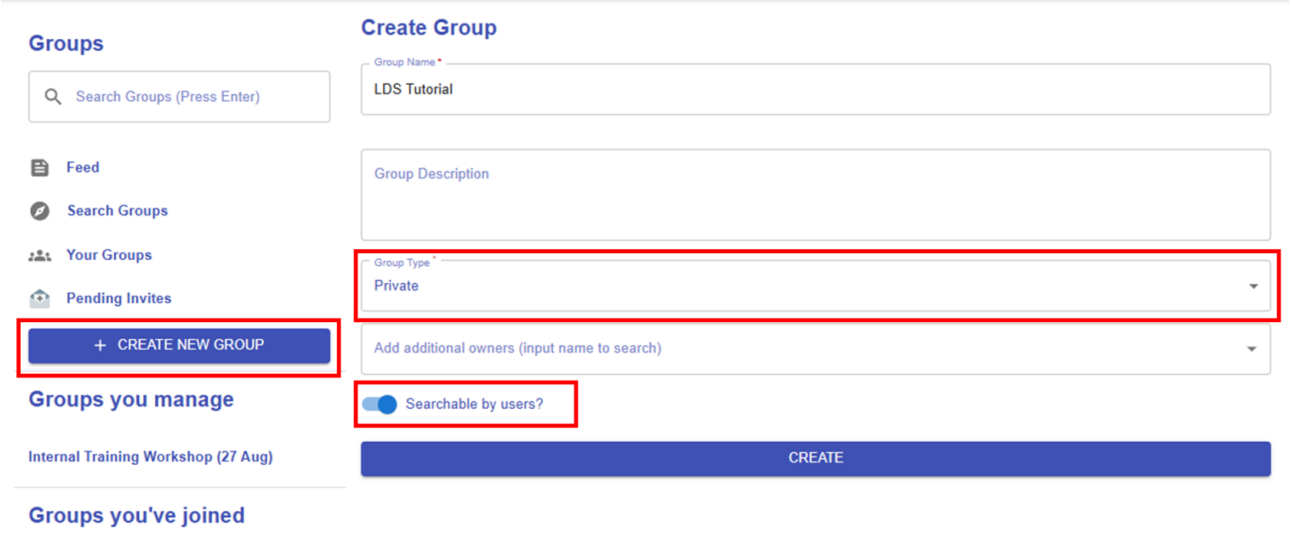


Figure 10.13: Creating a New Group

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

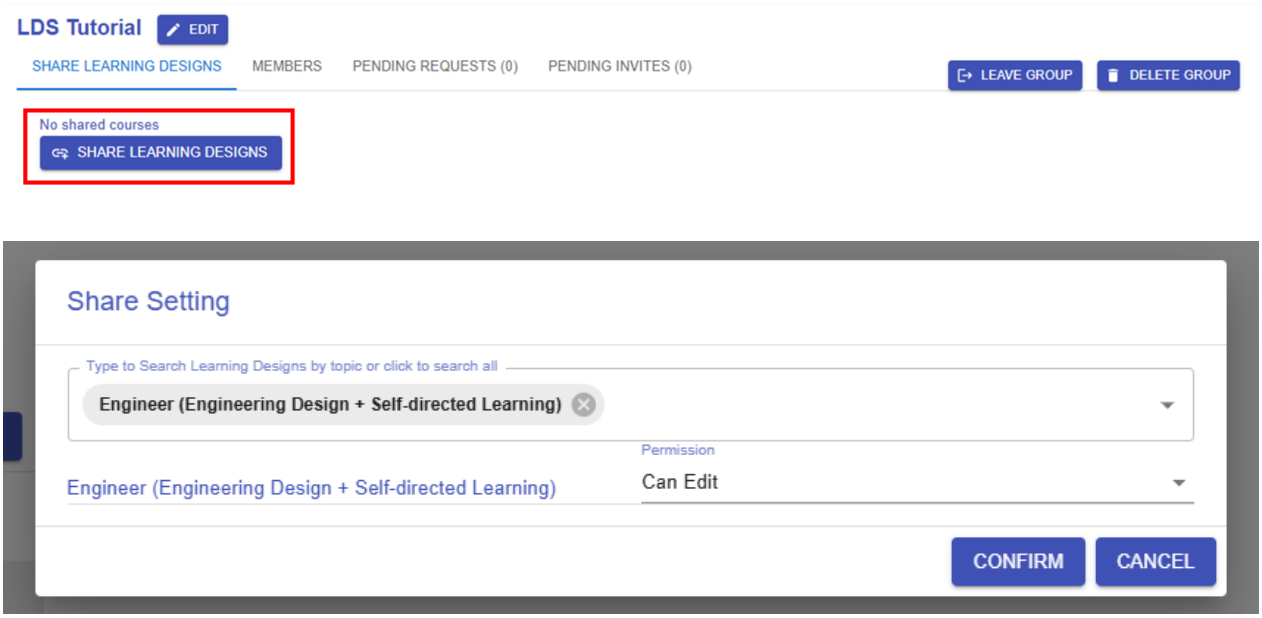


Figure 10.14: Sharing a Design within the Group

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"**.

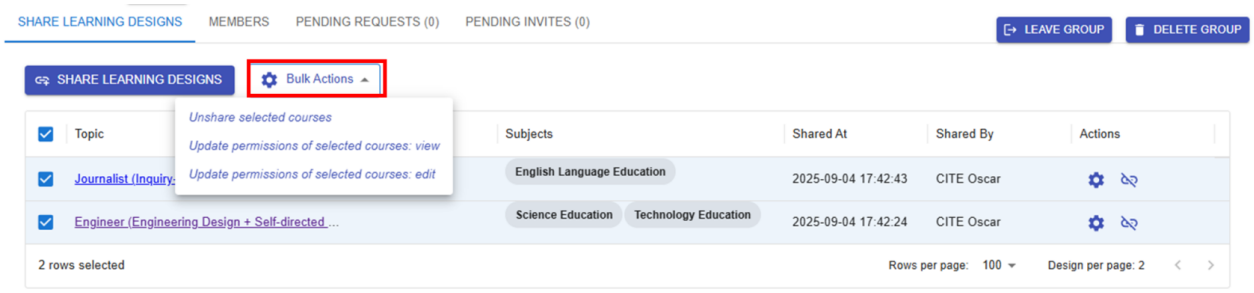


Figure 10.15: Updating the Sharing Conditions of the Designs

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

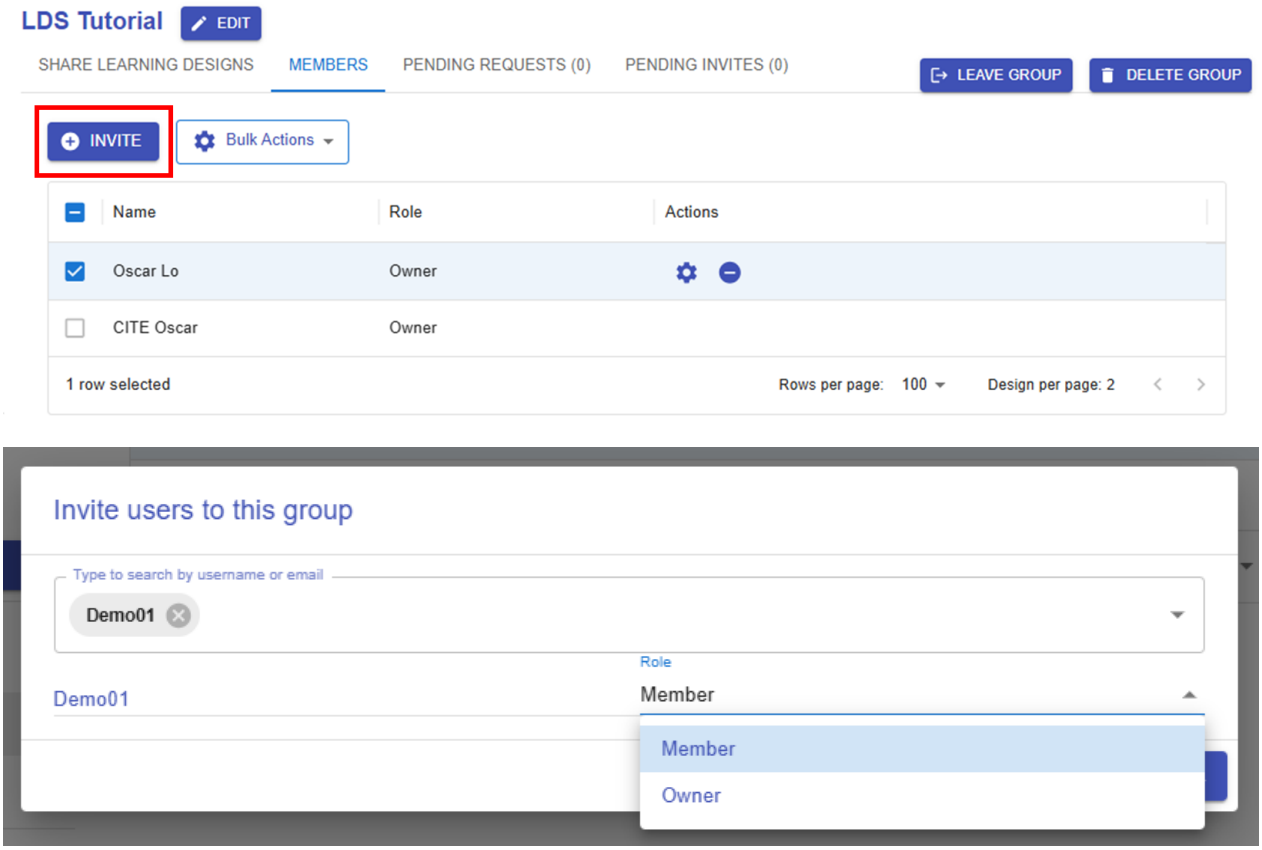


Figure 10.16: Inviting Users to the Group

By clicking the 

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

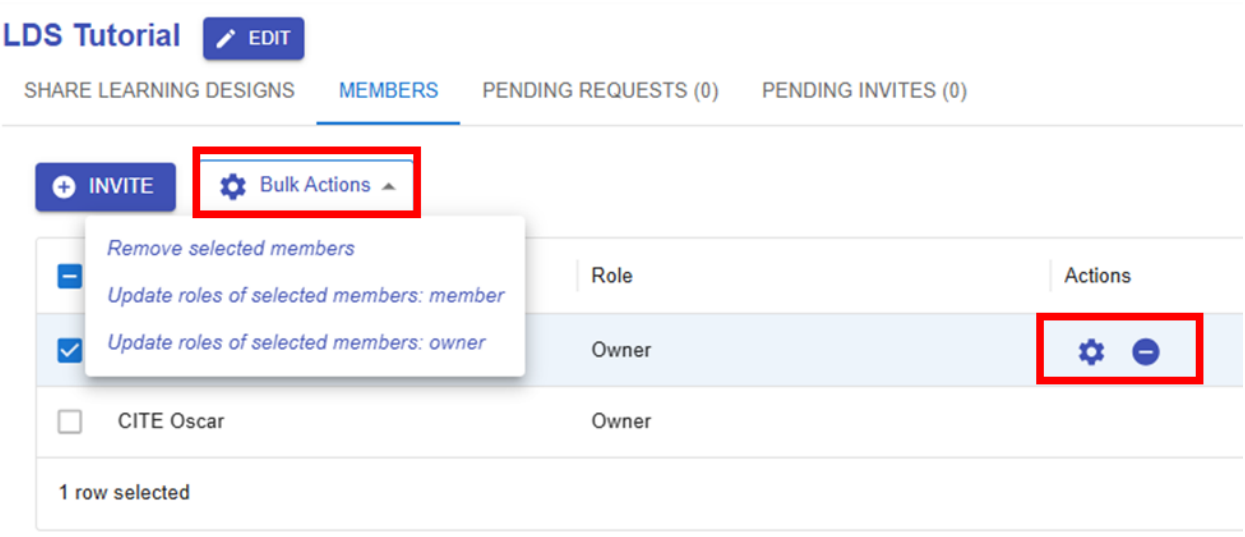


Figure 10.17: Managing a User

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

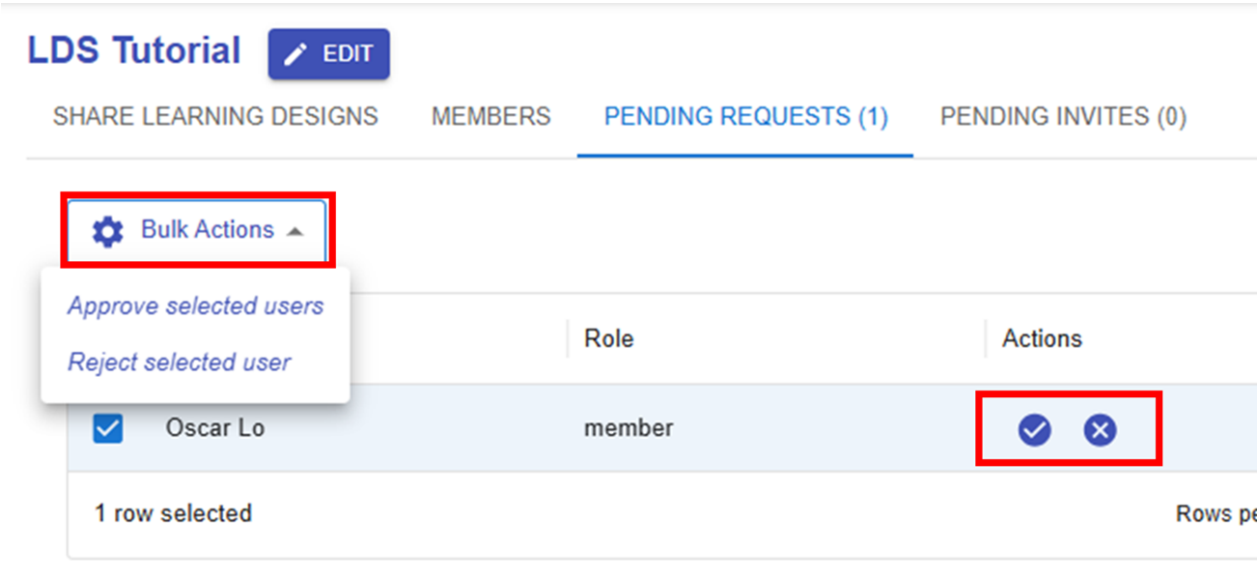


Figure 10.18: Pending Requests

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

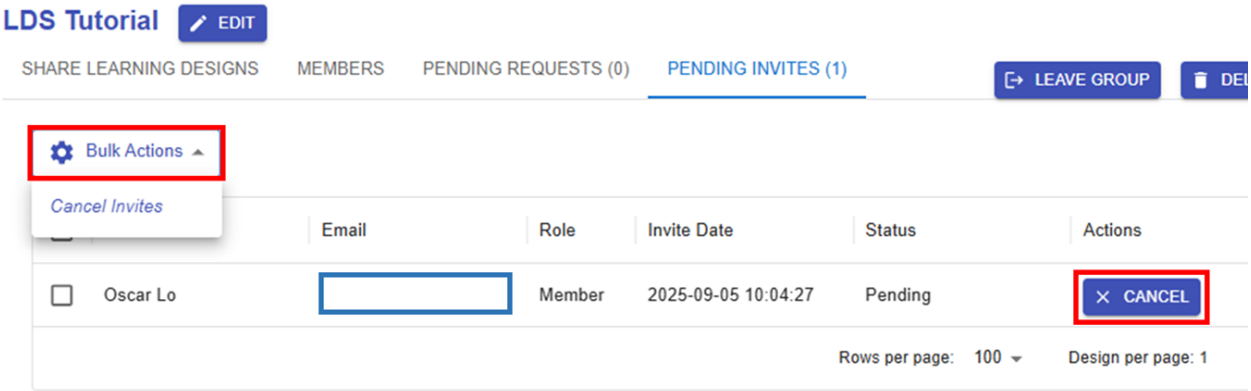


Figure 10.19: Pending Invites

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

10.4 Sharing Designs in Image Format

Sometimes, it can be difficult to communicate your learning design details with others due to the complexity and volume of information involved. When you want to show or discuss a specific part of the design, capturing screenshots yourself can be frustrating. In this section, you will learn how to export your Curriculum Component (CC) as images. You can then place them on a slide or add annotations as needed.

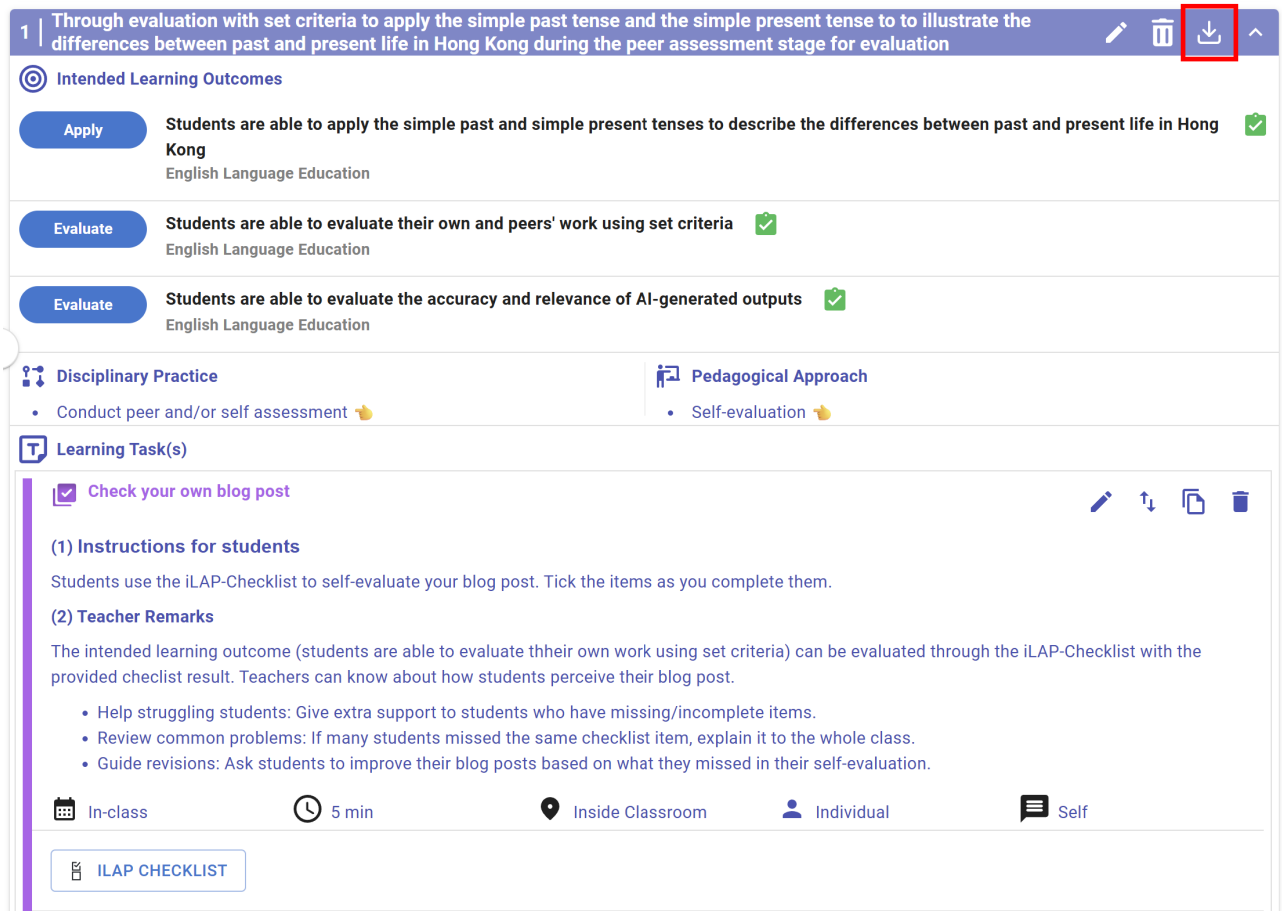


Figure 10.20: An example of a CC

In each CC header, you can see a  button. By clicking it, a confirmation window will appear.

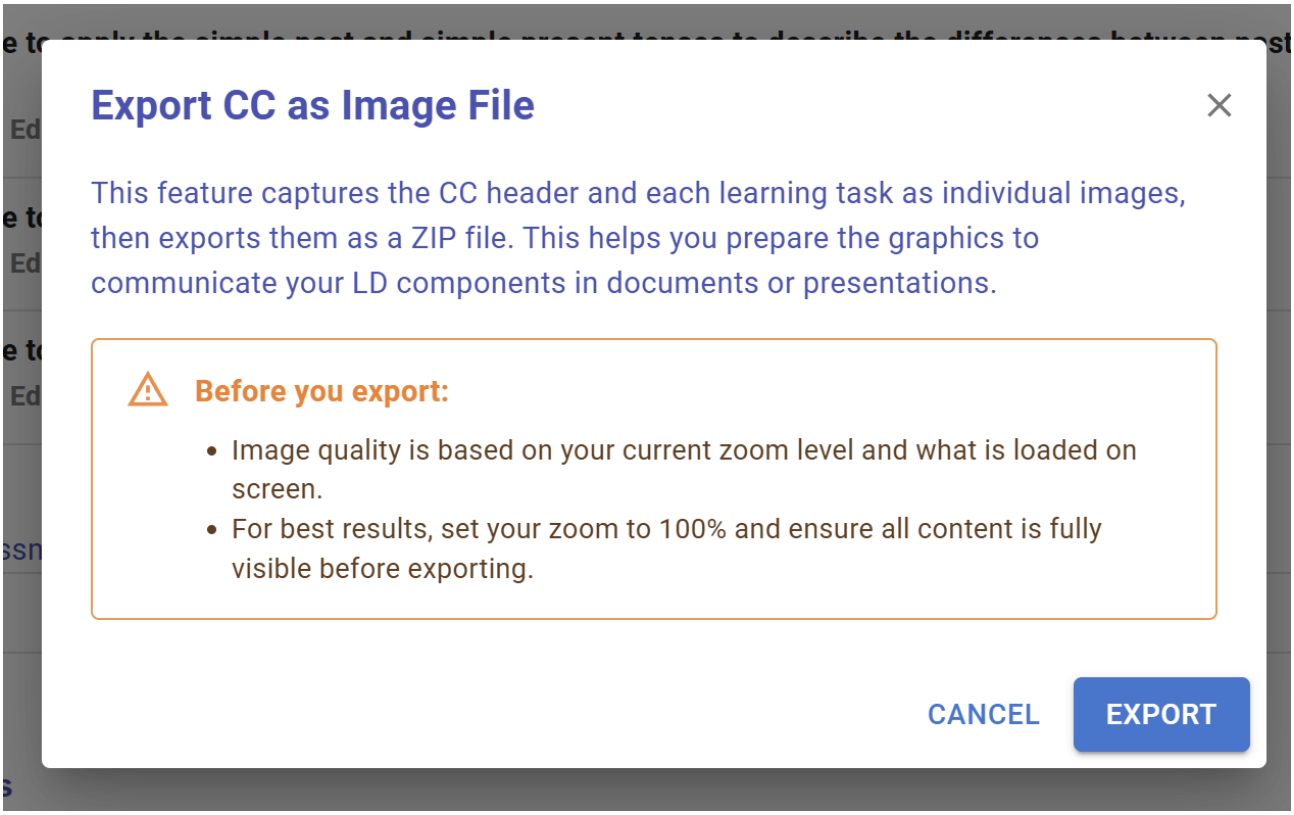


Figure 10.21: Export CC as Image File (1)

By Clicking the EXPORT button, a zip file will be downloaded containing individual images for the CC header and each learning task.

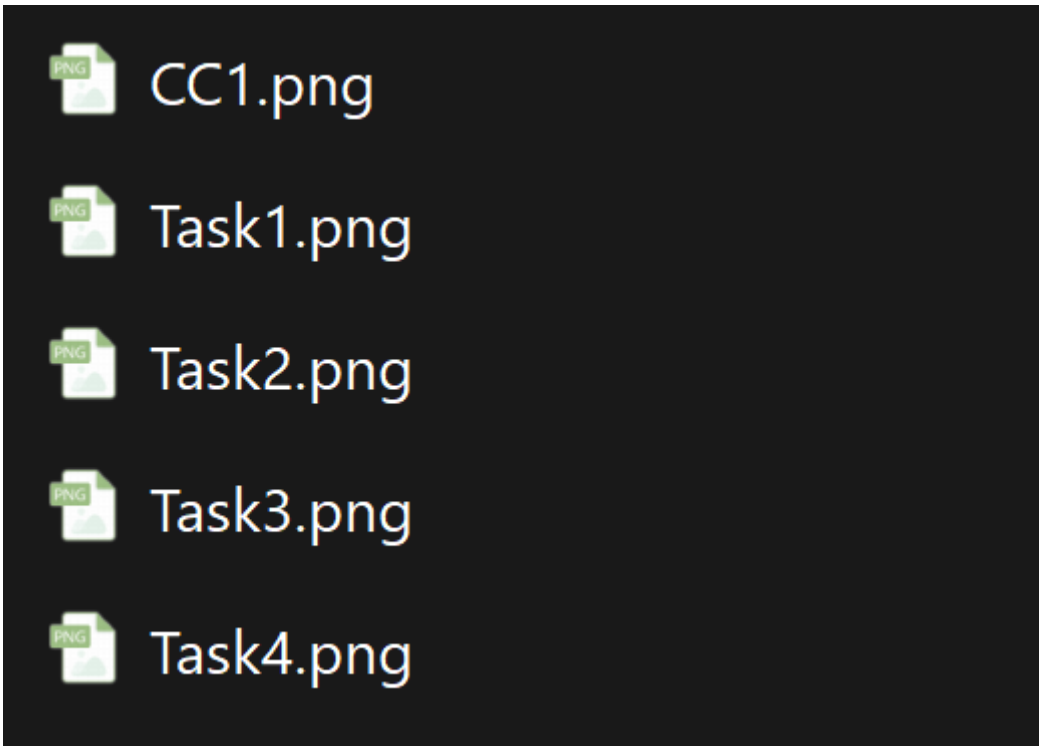


Figure 10.21: Export CC as Image File (2)