

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. The main content area has the following elements:

- Group Name:** LDS Tutorial
- Group Description:** (empty text area)
- Group Type:** Private (dropdown menu, highlighted with a red box)
- Add additional owners (input name to search):** (empty text area)
- Searchable by users?:** (toggle switch, highlighted with a red box)
- CREATE** (blue 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

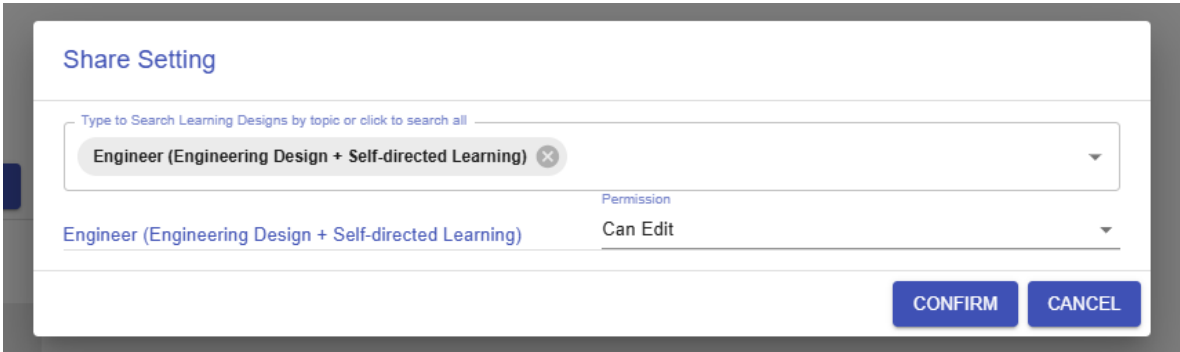
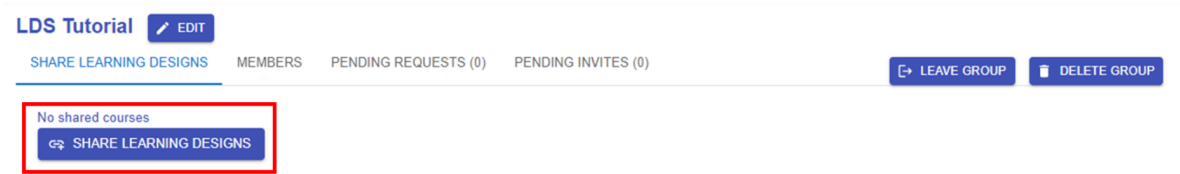


Figure 10.14: Sharing a Design within the Group

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".

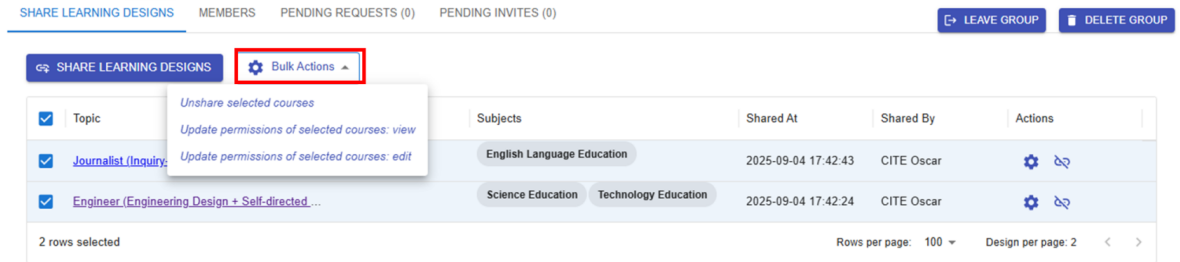


Figure 10.15: Updating the Sharing Conditions of the Designs


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 contains a table with columns for 'Name', 'Role', and 'Actions'. The table has two rows: 'Oscar Lo' (Owner) and 'CITE Oscar' (Owner). The 'Oscar Lo' row is selected, and its 'Actions' column contains a gear icon and a minus sign icon. Below the table, there is a modal window titled 'Invite users to this group'. It has a search input field with the text '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 'Member' selected.

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)'. Below the tabs, there is a '+ INVITE' button and a 'Bulk Actions' dropdown menu (highlighted with a red box). The main area contains a table with columns for 'Name', 'Role', and 'Actions'. The table has two rows: 'Oscar Lo' (Owner) and 'CITE Oscar' (Owner). The 'Oscar Lo' row is selected, and its 'Actions' column contains a gear icon and a minus sign icon (highlighted with a red box). A dropdown menu is open over the 'Bulk Actions' button, showing three options: 'Remove selected members', 'Update roles of selected members: member', and 'Update roles of selected members: owner'.

Figure 10.17: Managing a User



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

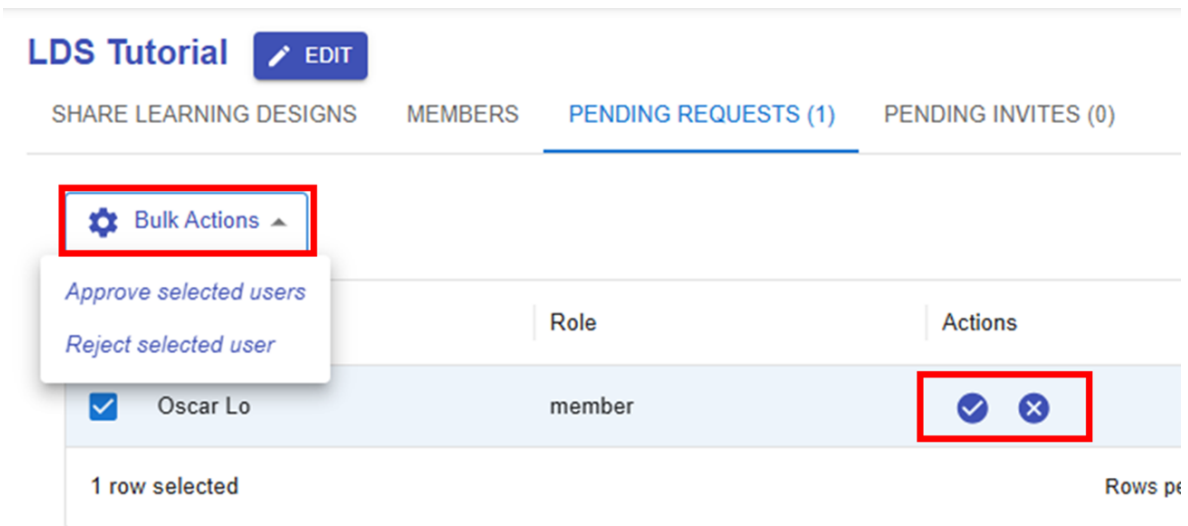


Figure 10.18: Pending Requests

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

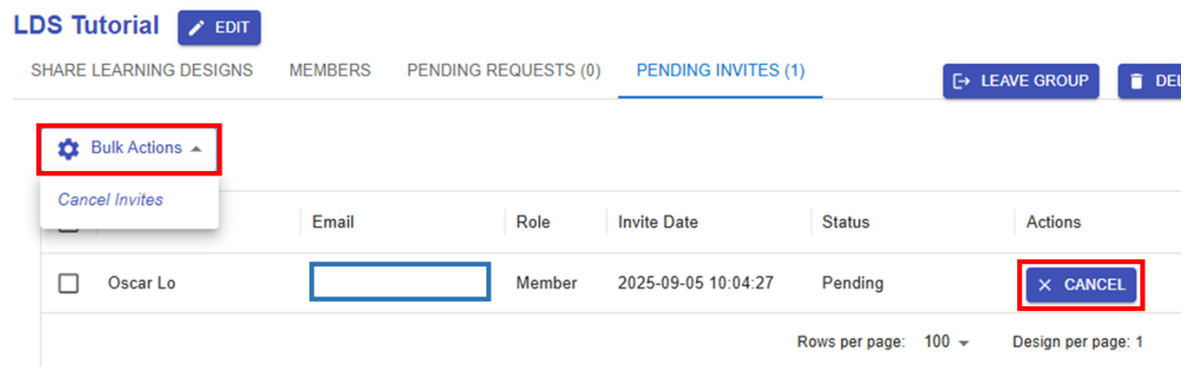


Figure 10.19: Pending Invites

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

🔄Revision #3

★Created 2025-12-02 04:21:00 UTC by Oscar LO

✎Updated 2025-12-18 06:30:32 UTC by Oscar LO