

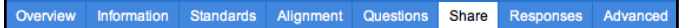
Share With Others

In Illuminate, it is easy to share a resource (assessment, summary assessment, assessment view, demographic, gradebook, custom report, pre-built report, or student group) you have created. This lesson will walk you through the steps on how to share an assessment with other users.

Note: The steps are the same for other resources.

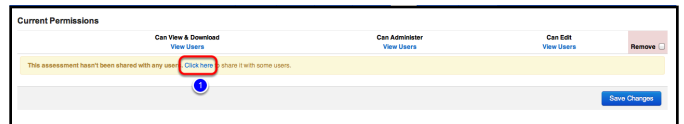
Where to Start

Click the **Share** tab once you have opened your assessment.



Share With Users

1. Click the **Click Here** link. If you are already sharing with users, scroll down the page to the **Share with more users** section.



2. Use the drop down to select an option to **Share By**:

Site & Role - Example: All teachers at my school

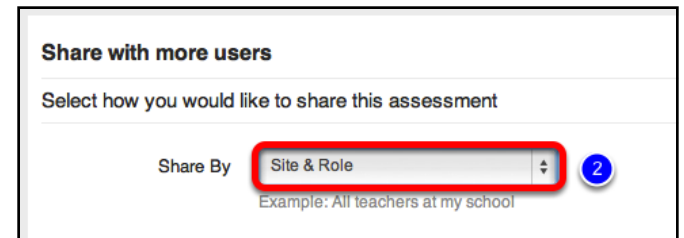
Site & Grade Level - Example: Anyone affiliated with 4th grade students at Earl E. Lemer Elementary School

Site & Department - Example: Math Department at Ames High School

Site & Course - Example: Anyone who teaches English 6 at Ames High School

Permission Group - Example: Department PLC (a permission group of teachers you setup, see [Create a Permission Group](#) lesson)

User - Example: Anita Book, Al Jibra, & Kurt Lecture (you may share with any user(s) in the district)



Additional options are only available to System

Administrators:

Site - Example: Everyone at Ames High School

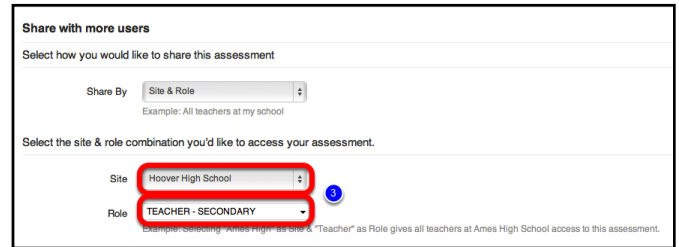
Role - Example: All principals in the district

Grade Level - Example: Anyone in the district affiliated with 7th grade students

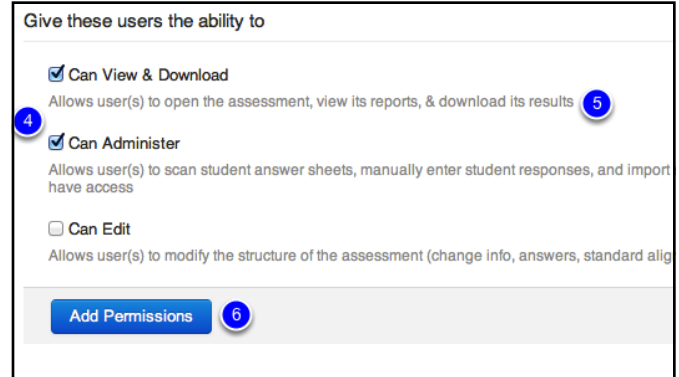
Department - Example: Anyone in the district affiliated to the Math department

Course - Example: Anyone in the district who teaches Calculus 1

3. After selecting your **Share By** option, a form will populate below for you to fill in. Select the appropriate options and scroll down.



4. Check the box(es) (4) for the permissions you want the users to have. Use the explanation (5) to help you decide.

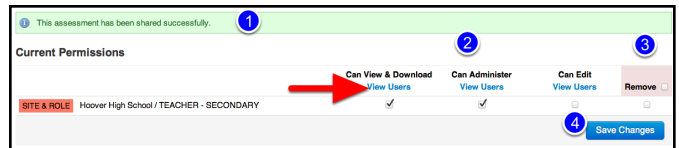


6. Click **Add Permissions**.

Note: The sharing options will vary based on the resource you are sharing.

Review Permissions

1. Once shared, a green confirmation bar will appear at the top of the page.



2. The check boxes indicate which permissions you gave. You can always make changes to the permissions by using the check boxes below each of the permission levels. **View Users** will display what users have which permission.

3. If you ever need to remove permissions, use the check boxes in the remove column to select which permissions should be completely removed.

4. Be sure anytime you make a change you click **Save Changes**.

Next Steps

Did you share your assessment with a user group or site but want to exclude or limit a particular staff member? Go ahead and share the assessment with the site or user group (and save the permission). Next, create a new permission where you share by user **(1)**, then enter the user's name **(2)**, and only check the boxes for permissions you want to give that user **(3)**.

The example in this lesson gave secondary teachers in Hoover High School the ability to view, download and administer the assessment. However, a new permission for Aime Meak was created giving her only view and download permissions.

For any other questions please feel free to email us at help@illuminateed.com or give us a call 951-739-0186 Monday-Friday, 8 A.M.-5 P.M. PST.

Share with more users

Select how you would like to share this assessment

Share By **1**
Example: Anita Book, Al Jibra, & Kurt Lecture

I understand how sharing works, so get out of my way.

Type the name of a staff member you'd like to access your assessment.

User **2**
Example: Begin typing the name (1st or last) of a staff member. Keep typing
To reduce the risk of selecting an old account, you may only share with use

Give these users the ability to

Can View & Download **3**
Allows user(s) to open the assessment, view its reports, & download its results

Can Administer
Allows user(s) to scan student answer sheets, manually enter student responses, and import student students to which they have access

Can Edit
Allows user(s) to modify the structure of the assessment (change info, answers, standard alignment, e