



Module Three: Sharing with Groups and Individuals



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Introduction

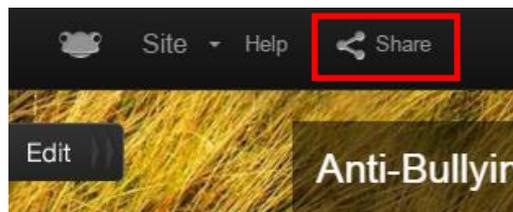
In the previous module you shared the site you had created publically across the school. In this module we will be looking at how you can share your sites with individuals and lots of different groups of people. For example, you may have created a site for your Duke of Edinburgh students and you want to give just them access, or you have created a site for your Year 9 student group and you want to give them access along with some of the other teachers you work with. Not only will you look at how to give users access but also what access permissions you will give; this will determine what they are able to do on your site.

During this module you will also learn how to create your own groups that you can use to share your sites with. These groups can also be used to assign work to, which you will learn in **Module Seven – Assigning a site as a lesson or piece of homework.**

Sharing Sites

In order to allow other users to access a site you have created, you must share the site with them. The act of sharing a site grants access to the site and determines what level of access other users have on the site.

To share a site you must first open it. Once the site is open select the Share option from the Frog Bar.



NOTE Sites cannot be shared while they are being edited. To share a site ensure that the Content Tray is closed.

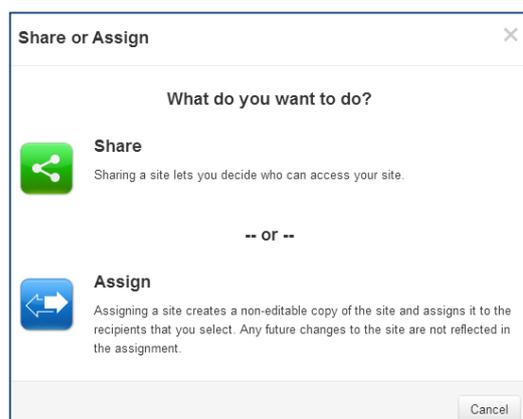
The sharing window will be presented. The dialog initially provides two options, **Share** and **Assign**.



Share allows you to provide access to your site to other users, deciding whether or not they can contribute to the site as well as letting you share editing and managing rights for the site.



Assign allows you to assign this site as an exercise to be completed by students. This assignment will appear in the Assignments App.



NOTE For further information please see **Module Seven: Assignments.**

Sharing a Site



Select the Share option to continue the sharing process.

Tagging options for your site will now be displayed. If you haven't tagged your site already or if you need to amend the tags on your site you can use this page to do so. You can also mark your site as template.

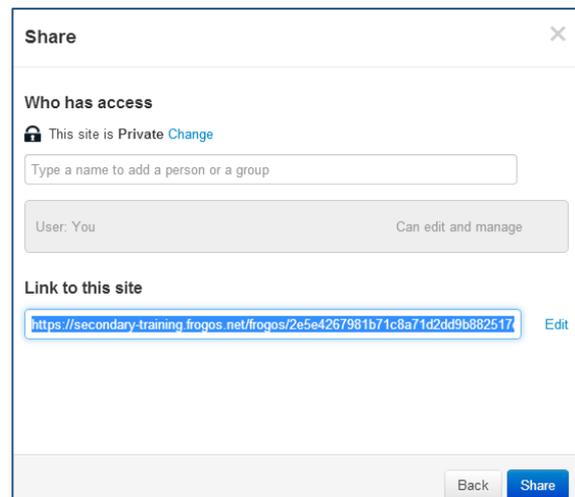
Once you're happy with the tags for your site, select the **Next** button to continue.

Granting Access

The **Who has access** page of the Share dialog screen will now be displayed.

This page allows you to determine who can access your site as well as what level of access they have.

The first item displays the site's privacy level. By default a site will always be Private and you will then need to determine who you want to share the site with.



A site can use one of three privacy settings; clicking on the Change button will enable you to change the Sharing Settings:

- **Private**

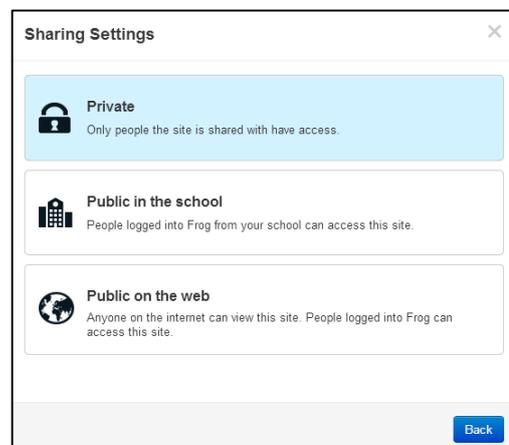
A **Private** site can only be accessed by users that are specifically given access to the site. This may be as an individual or as part of a group or profile. Each user or group's access level can be configured individually. A Private site may be for a specific group or collaboration within the school.

- **Public in the school**

A **Public in the school** site can be accessed by any logged in user of your platform. Specific users and groups can be given higher levels of access if named explicitly. A public in the school site may be a departmental site or school noticeboard site.

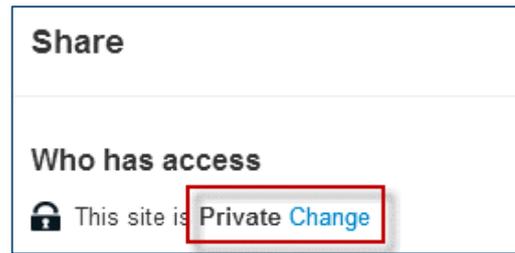
- **Public on the web**

A **Public on the web** site can be accessed by anyone, including users that have not logged into your platform. Specific users and groups can be given higher levels of access if named explicitly. A public on the web site might be the school website.



To change the privacy level of your site:

- Select the **Change** button.
- Select the **privacy level** you desire for your site from the options available.



Below the site privacy level option, you can specify named users or groups which can access your site as well as altering the level of access that is available to them.

There are three levels of access to a site.

- **Can view**

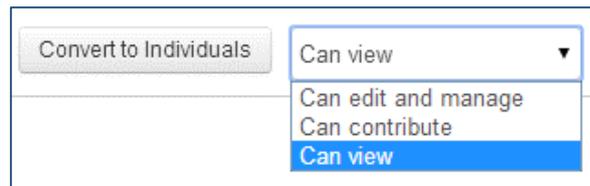
Users with this privacy permission have 'read only' access to the site and can view the content but make no changes to this site.

- **Can contribute**

Users with this privacy permission have the ability to view the site and 'contribute' towards certain widgets which allow for the manual input of information from users. Examples of this include the Site Timeline, File Drop, Wall and Forum widgets.

- **Can edit & manage**

Users with this privacy permission have 'read and write' access to the site, can view the content, make changes and also share the site.

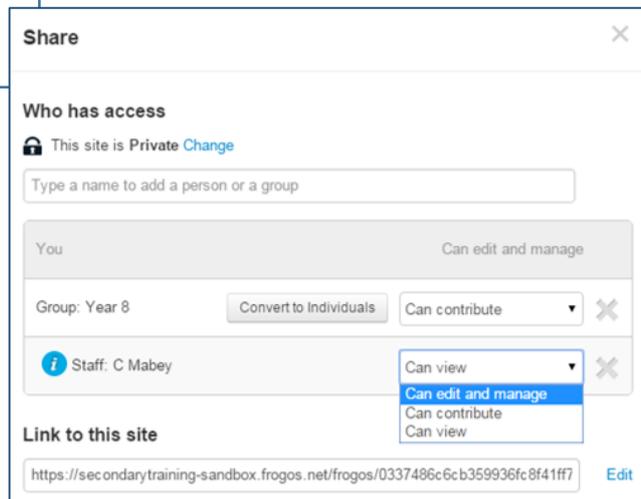
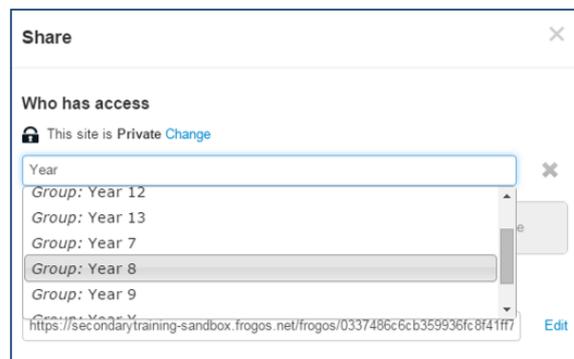


To give a user or group specific access to your site:

- Enter the name of the user or group in the Search bar.
- Select the user or group from the results returned.

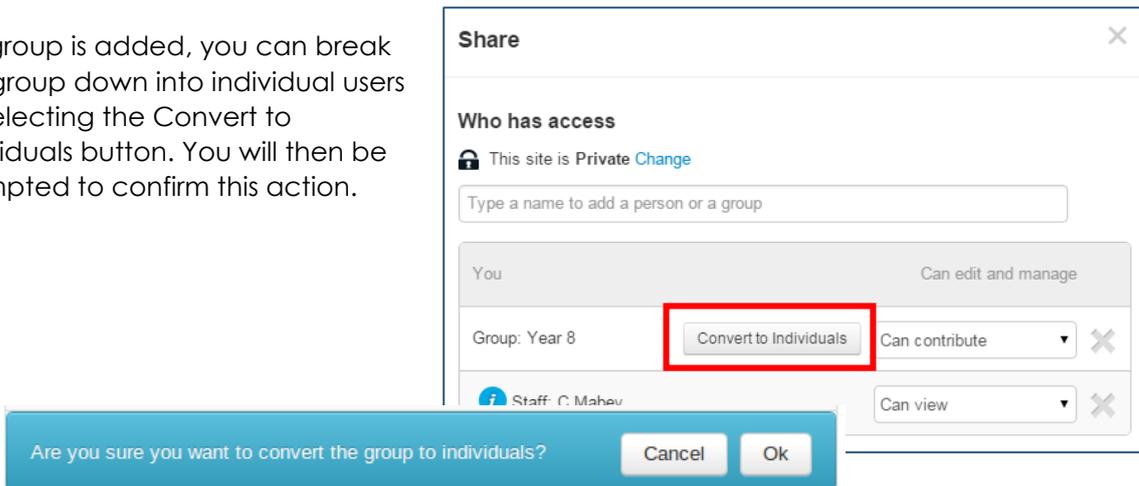
NOTE If you are searching for an individual then it may be better to search using their surname.

- Select the level of access you wish to grant the user or group from the drop down menu displayed next to the user in the access list.

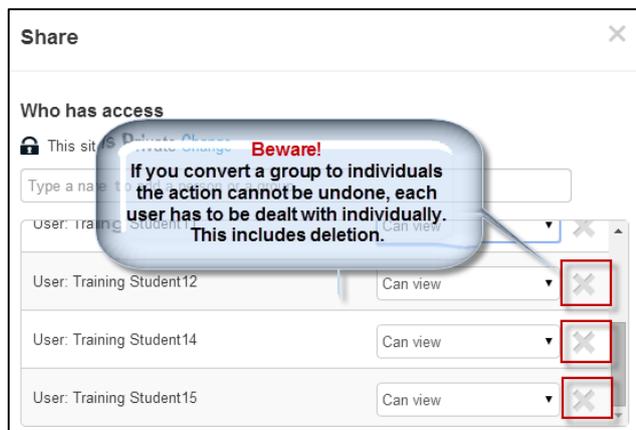


Converting groups to individuals

If a group is added, you can break the group down into individual users by selecting the Convert to Individuals button. You will then be prompted to confirm this action.



All members of the groups will then be given individual entries.



Altering or Deleting Share Permissions

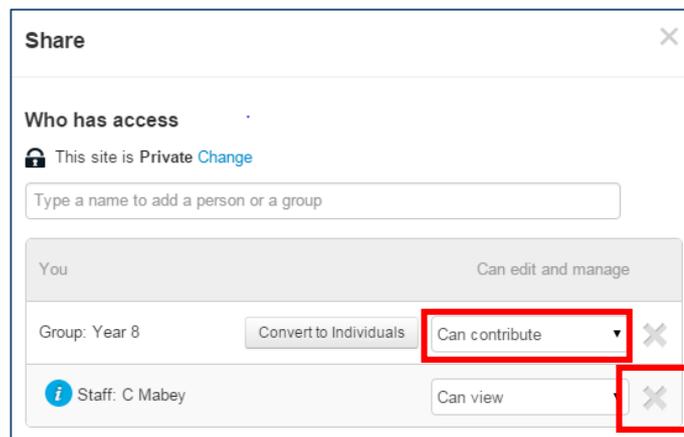
You can at any time access the Share area to:

- alter the share permissions of existing site users
- remove access to the site for listed users or groups
- and of course, add new users or groups and set their share permissions

If you wish to alter the share permissions then use the drop down menu to choose an alternative share permission.

If you wish to remove any users or groups from accessing the site then you can click the small cross to the right of each user or group listed. You will be asked to confirm whether you wish to remove this user from the permissions area.

Once you are happy with these settings click the blue share button at the bottom right of this window to confirm your settings.



Creating groups

Some groups will have originally been created in FrogLearn by uploading a CSV file or through MIS integration. However, these groups may not be specific or relevant enough to be your target audience. You may want to share Sites with subsets of students for differentiation purposes or you may want to create something for an interest group such as a club or society.

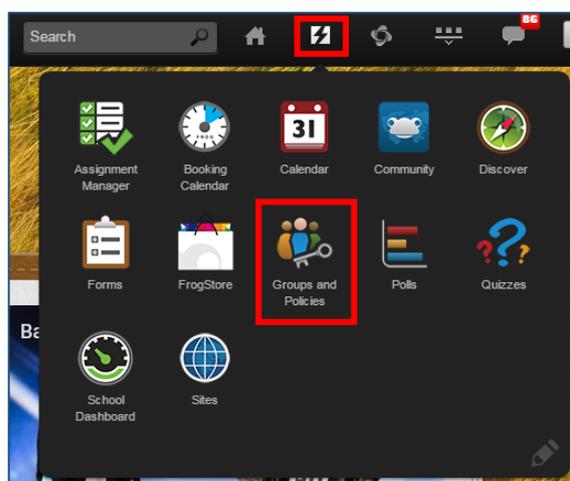
You can create your own groups in FrogLearn if you have a staff or admin profile.

Create a group

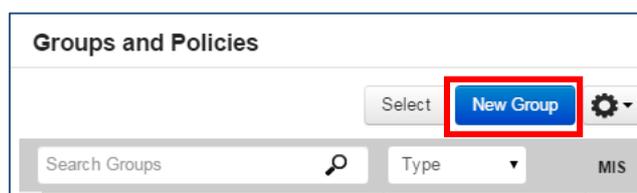
- Select the **Quick Launch** icon on the FrogBar.



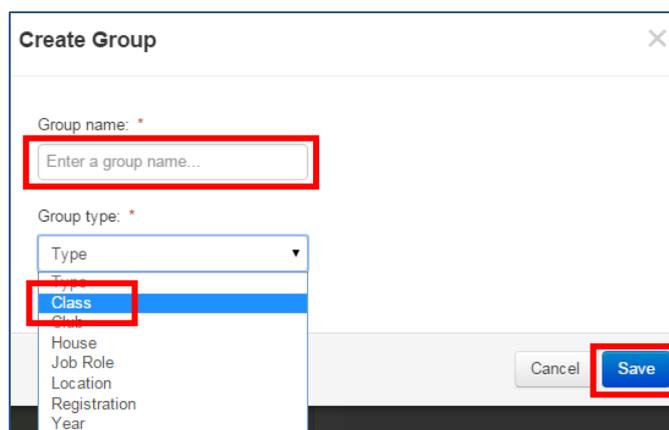
- Click on the **Groups and Policies** icon from the Quick Launch options.



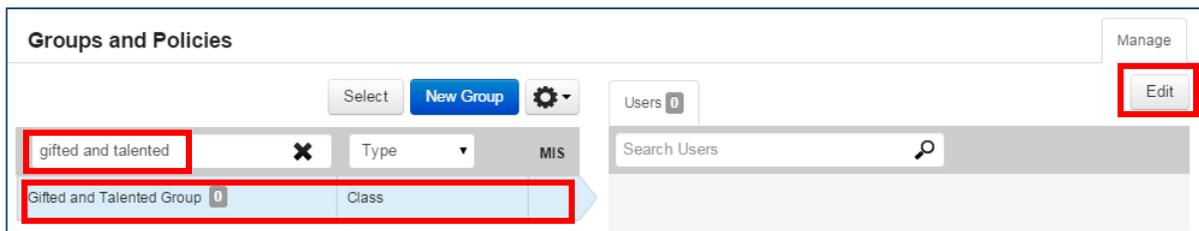
- Click the **New Group** button.



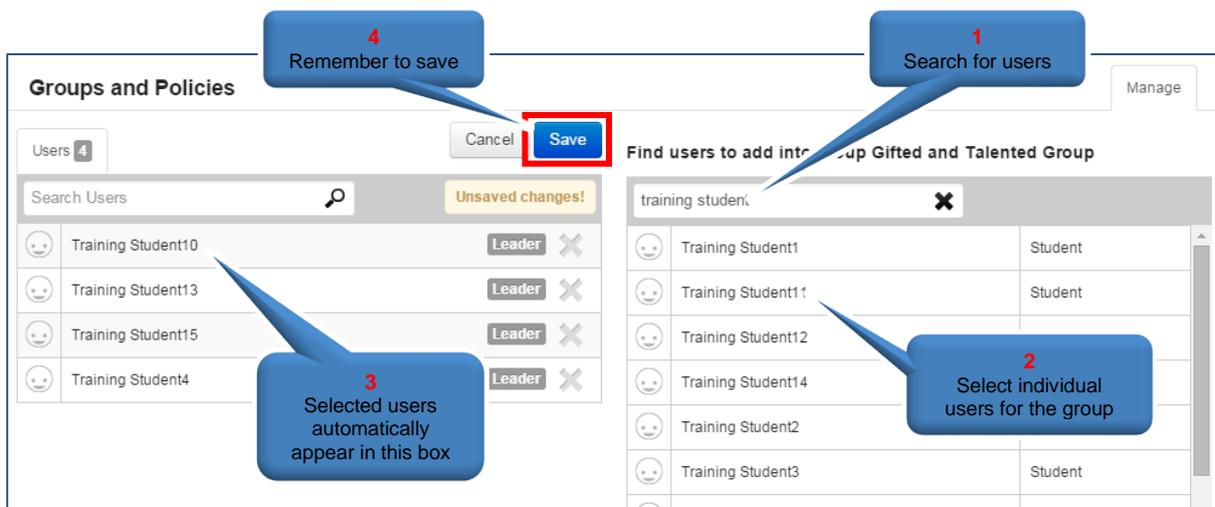
- Add an appropriate **Group name** and select a group **Type** from the drop down list.
- Click **Save** to create your group.



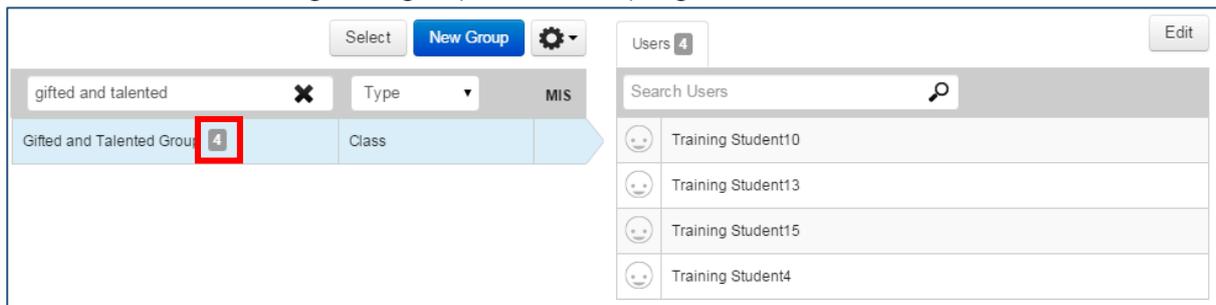
- Search for and select your newly created group and click **Edit**.



- Then follow the instructions in the diagram below to add users to your new group.



- Once you have saved your group you will be returned to the Groups and Policies screen where your group will be highlighted. It will show how many users belong to the group and list their names. Further changes can be made by using the Edit button to change the group membership again.



Scenarios

These scenarios may help you to decide how you might want to share your site once you are ready. It is also worth remembering that you can do a mixture of all these scenarios to provide a really targeted site.

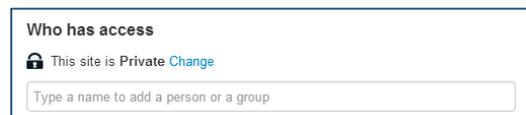
Scenario 1 – sharing with a colleague

Having created your site you want to share it with a colleague as you want to build the site collaboratively.

- Select the Share option to continue the sharing process
- As normal you will be asked to tag your site and if you haven't already done so you can tag your site now.
- Click the **Next** button to move on.
- The **Who has access** page will now be displayed.

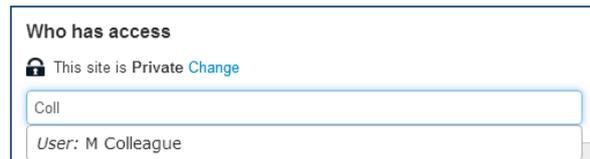


- Type the name of your colleague into the box



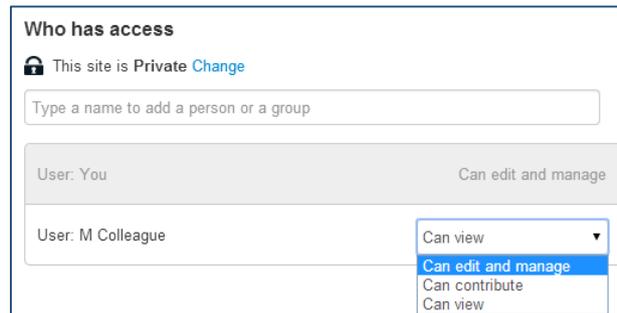
The screenshot shows the 'Who has access' page. At the top, it says 'Who has access' and 'This site is Private Change'. Below that is a search box with the placeholder text 'Type a name to add a person or a group'.

- And select **Can edit and manage**



The screenshot shows the 'Who has access' page. The search box now contains 'Coll'. Below the search box, the user 'User: M Colleague' is listed.

Your colleague can now help you with managing and editing the site including sharing the site with other users.

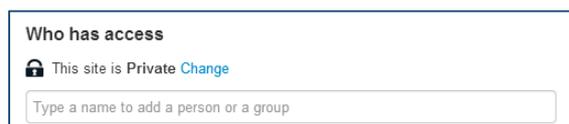


The screenshot shows the 'Who has access' page. The search box is empty. Below it, there are two users listed: 'User: You' with the permission 'Can edit and manage', and 'User: M Colleague' with a dropdown menu showing 'Can view', 'Can edit and manage', 'Can contribute', and 'Can view'. The 'Can edit and manage' option is selected.

Scenario 2 – sharing with a class or group

Having created your site you want to share it with your class or group so that they can work on or contribute to the site.

- Select the Share option to continue the sharing process
- As normal you will be asked to tag your site and if you haven't already done so you can tag your site now.
- Click the **Next** button to move on.
- The **Who has access** page will now be displayed.



The screenshot shows the 'Who has access' page. At the top, it says 'Who has access' and 'This site is Private Change'. Below that is a search box with the placeholder text 'Type a name to add a person or a group'.

- Type the name of your class or group into the box and select the correct one when it displays.

Share

Who has access
 This site is Private [Change](#)

9x

Group: 9xIt2

- Select the **Can contribute** option from the dropdown menu. This will allow your class or group to participate in any interactive elements that you include in the site e.g. polls, forums, walls etc.

Who has access
 This site is Private [Change](#)

Type a name to add a person or a group

User: You Can edit and manage

Group: 9xIt2 Convert to Individuals

- Can contribute
- Can edit and manage
- Can contribute**
- Can view

NOTE You are able to share a site with a group that you have created yourself, e.g. a gifted and talented group or drama rehearsal group.

Scenario 3 – sharing with the whole school

Having created your site you want to share it with the whole school because the content is relevant to all logged in users.

- Select the Share option to continue the sharing process
- As normal you will be asked to tag your site and if you haven't already done so you can tag your site now.
- Click the **Next** button to move on.
- The **Who has access** page will now be displayed. Click the blue **Change** option.



Share

Who has access
 This site is Private [Change](#)

Type a name to add a person or a group

Sharing Settings

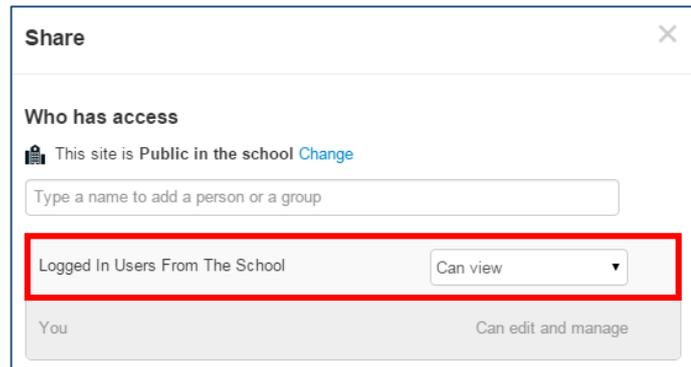
Private
 Only people the site is shared with have access.

Public in the school
 People logged into Frog from your school can access this site.

Public on the web
 Anyone on the internet can view this site. People logged into Frog can access this site.

- The Sharing Settings screen will appear; from here select the **Public in the School** option.

- You will be returned to the **Who has access** page where you will see that all users in the school now have access to your site – at this stage you may want to use the drop down menu to change the permissions for these users from **Can View** to **Can Contribute** depending on what you users to do, for example if you want them to complete a Form survey on your site they will need to have Can contribute permissions

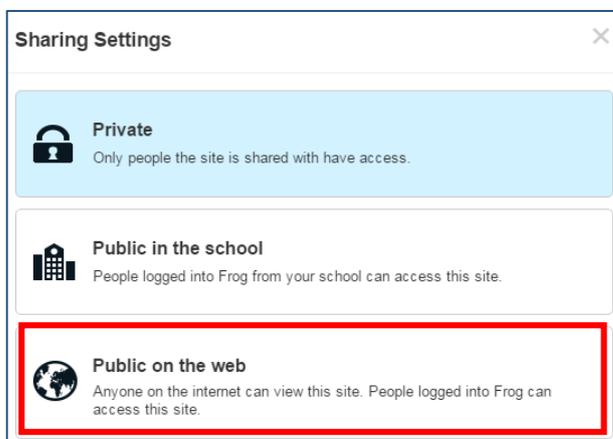
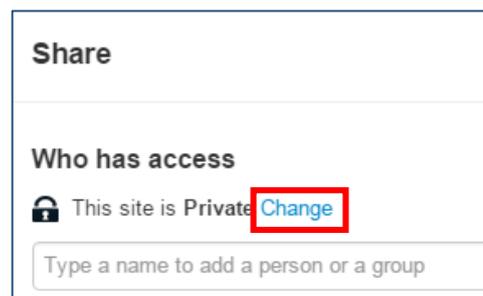


NOTE Even though you have made your site Public in the School for all to see, it is still possible to add individual users or classes/groups so that they may have lower or greater permissions on the site. E.g. if you want a group of teachers to be able to help you manage the site you might add the teacher group in and give them Can Edit and Manage permissions.

Scenario 4 – sharing over the Internet

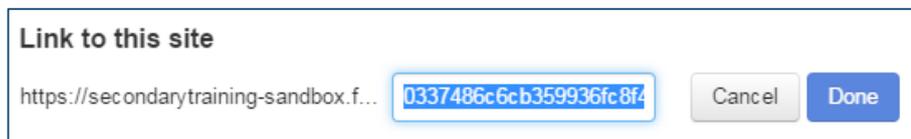
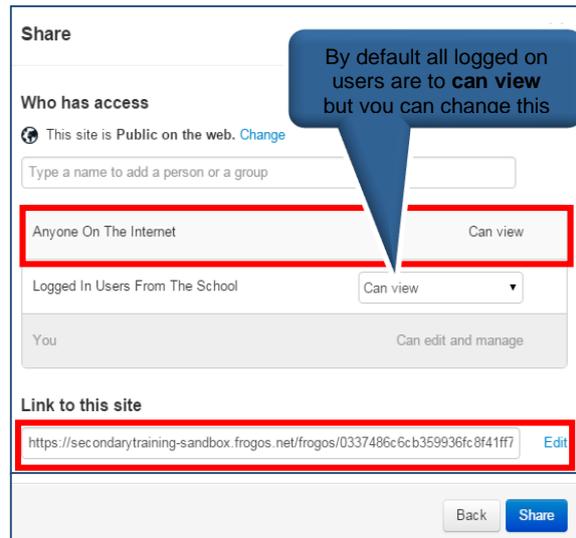
Having created your site you want to share it wider than the confines of logged in users, to the outside world, partner schools etc.

- Select the Share option to continue the sharing process
- As normal you will be asked to tag your site and if you haven't already done so you can tag your site now.
- Click the **Next** button to move on.
- The **Who has access** page will now be displayed. Click the **Change** option available.



- The Sharing Settings screen will appear; from here select the **Public on the Web** option.

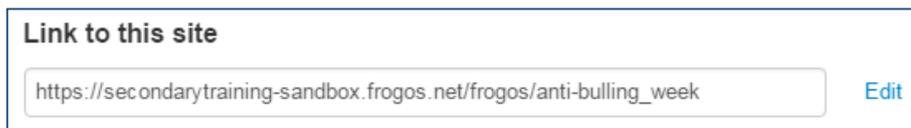
- You will be returned to the **Who has access** page where you will see that Anyone On The Internet can view and access to your site
- In the **Link to this site** section you are presented with a URL to the site which can be copied and pasted into an email or onto a website as a link. To make the URL more descriptive or friendly it can be edited by clicking the **Edit** button.
- The URL field will change to an editable field where you will be able to add your own shortened URL.



- Replace the highlighted text with your own suggestion. You will see a white tick in a green circle if your suggestion is accepted.



- Click **Done** to finish



- The shortened URL can now be copied and used where required.

NOTE Anyone who access your site from an external source will not be able to take part in any interactive content on the site, e.g. be able to take part in a survey form or a poll.

Module Three complete!