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Adding Members, Creating Groups, Making Coordinators, and Sharing Documents

In order to share documents or folders with a student, then the person who is doing the sharing must have one of three roles: administrator, coordinator, or group owner. Each part of this guide has a coordinating video. The videos are linked to corresponding bullets below and open in a new window. To the right of the video link is the page number for the indicated item.
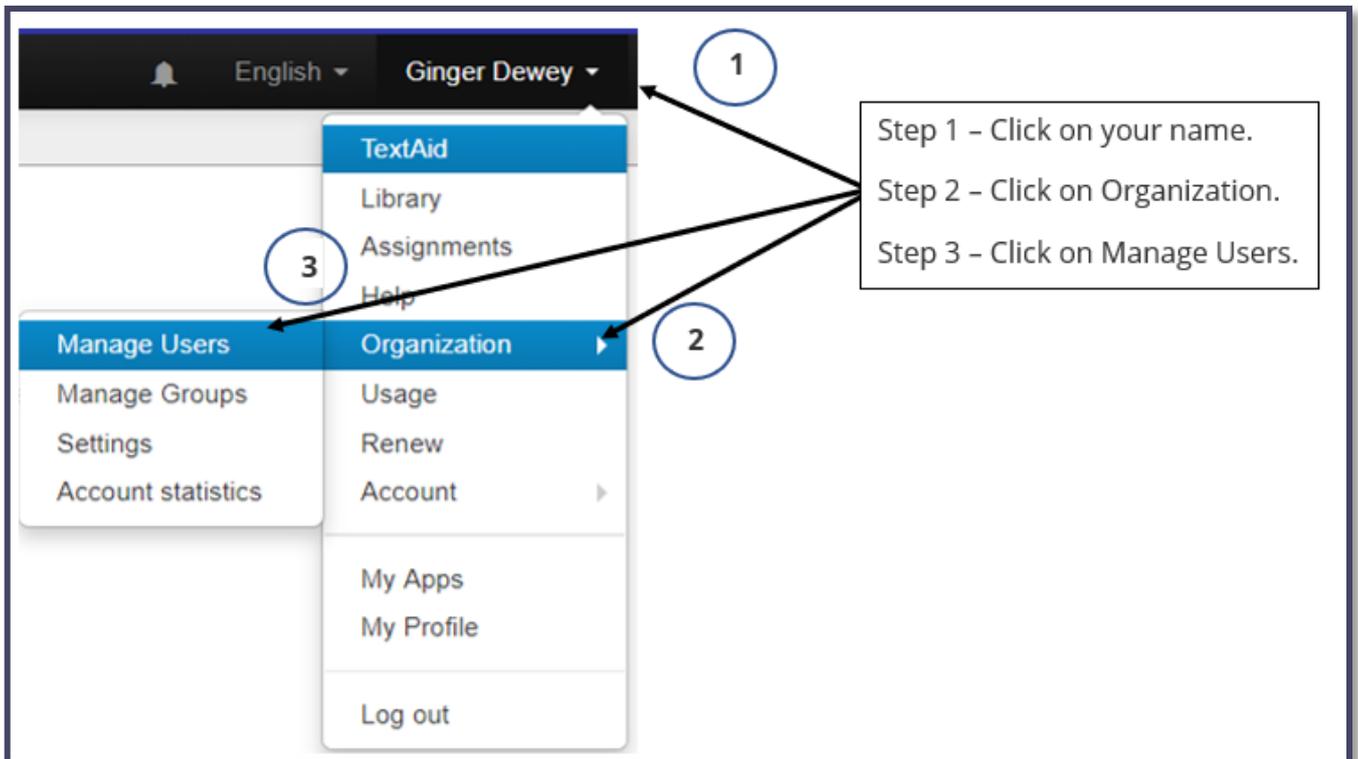
Below you will find a list of the topics to be covered. The topic name is a link to a YouTube video. Page numbers for reference within this document are listed to the right of the video links.
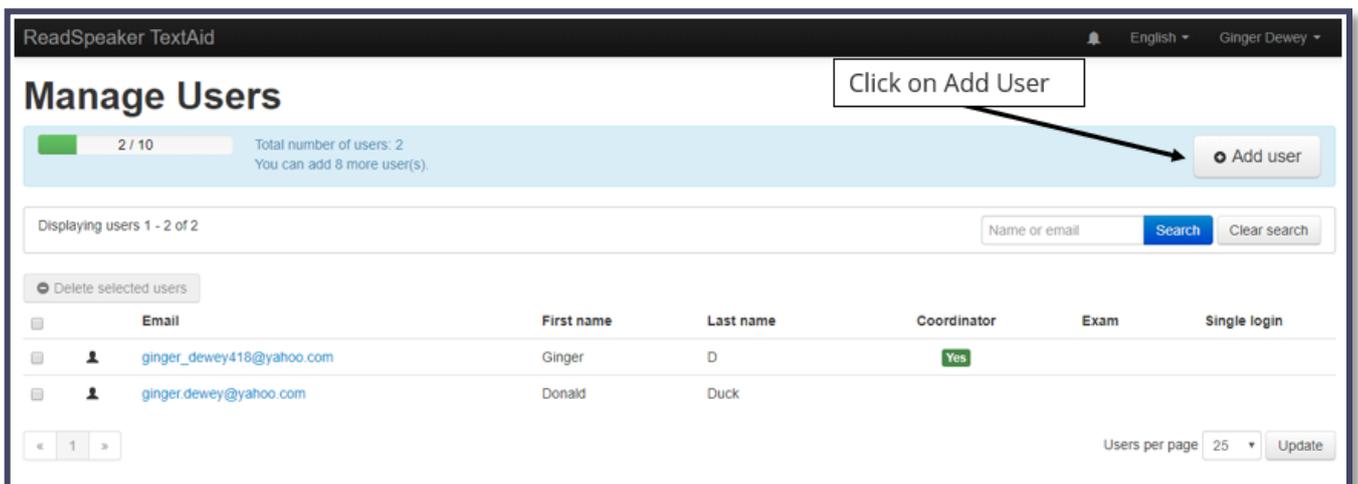
Topics:

Adding a Member

To add a member, begin by clicking on **your name** and then select **Organization**. Now click on **Manage Users**.
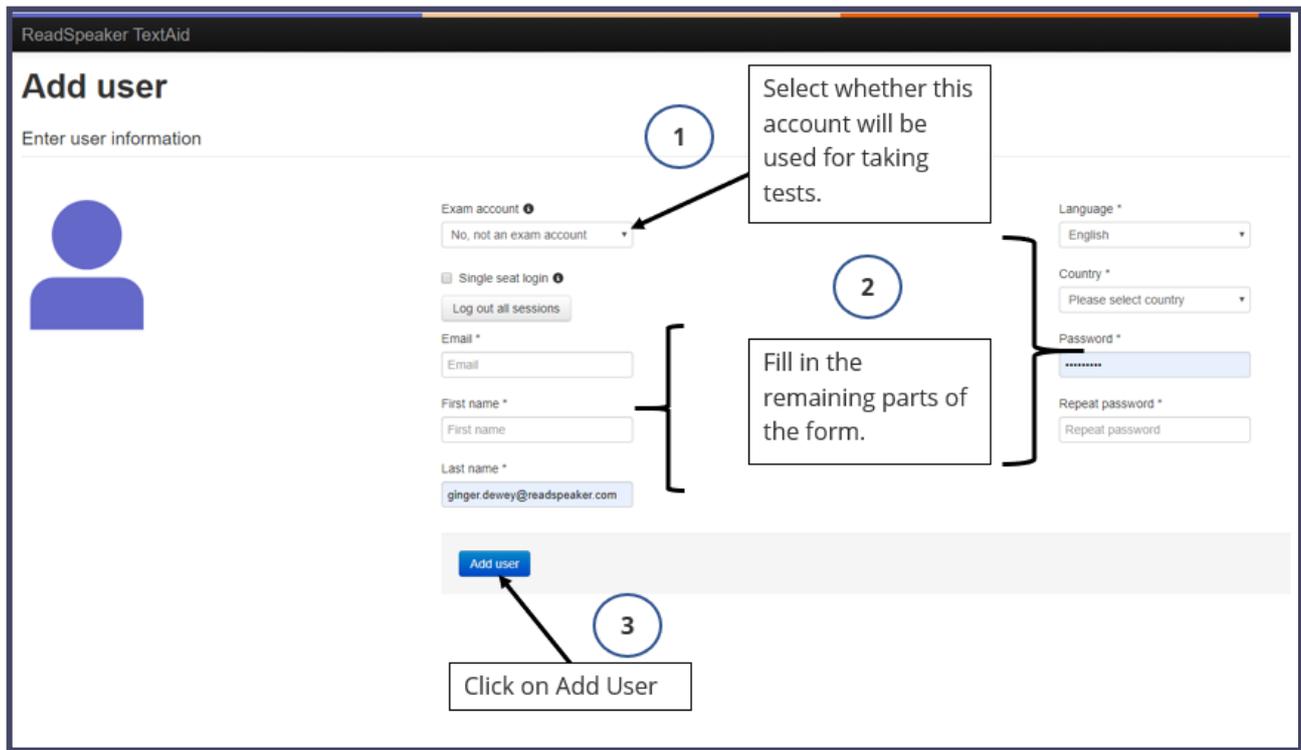

Click on **Add User.**

Fill in the pop-up form. If this account is going to be used only for administering exams, then click on the Exam account drop-down menu and select "Yes, Exam account" otherwise, leave the setting on "No, not an exam account."
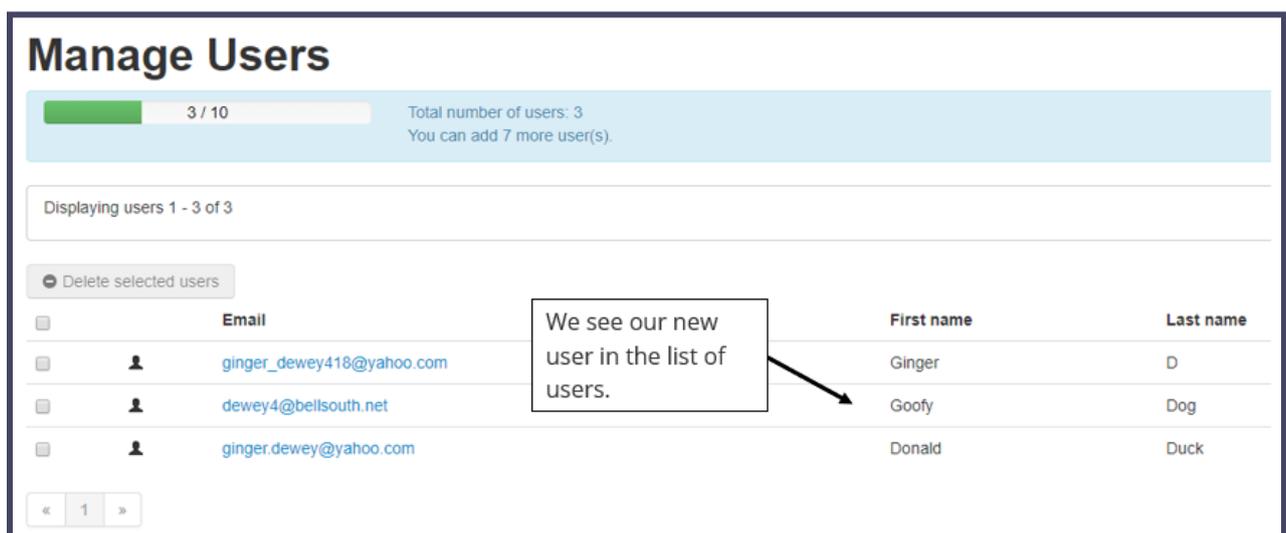
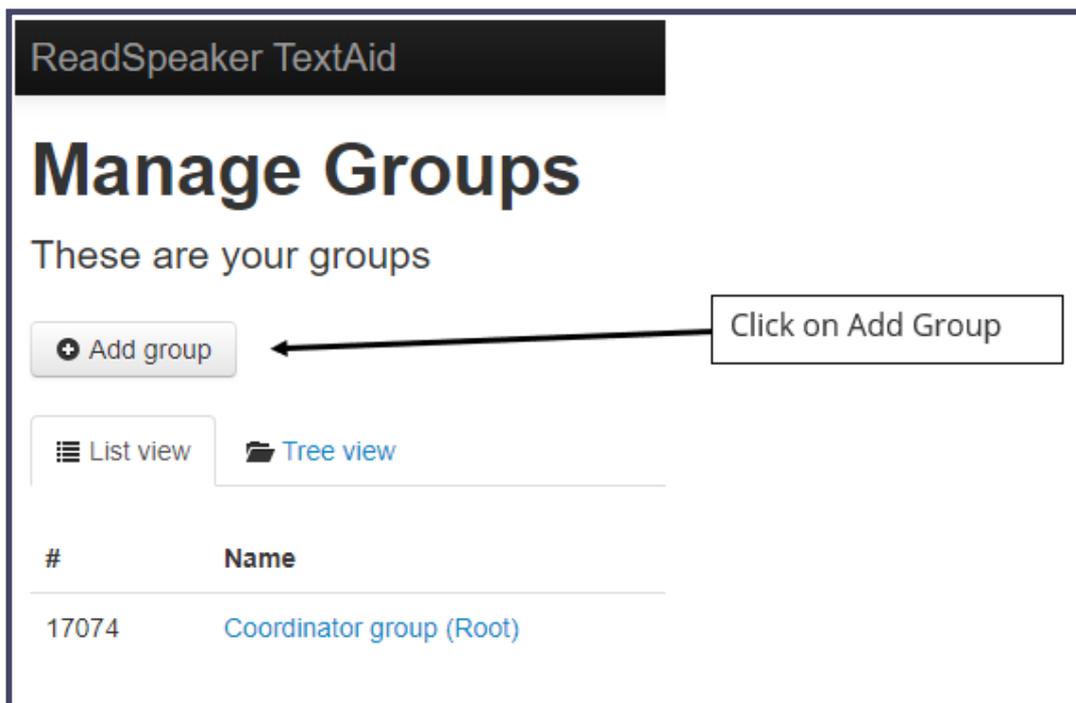Click on **Add User.**

We see our new user in the user list.

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Creating a Group

To create a group, begin by clicking on **your name** and then click on **Organization**. Now click on **Manage Groups**.
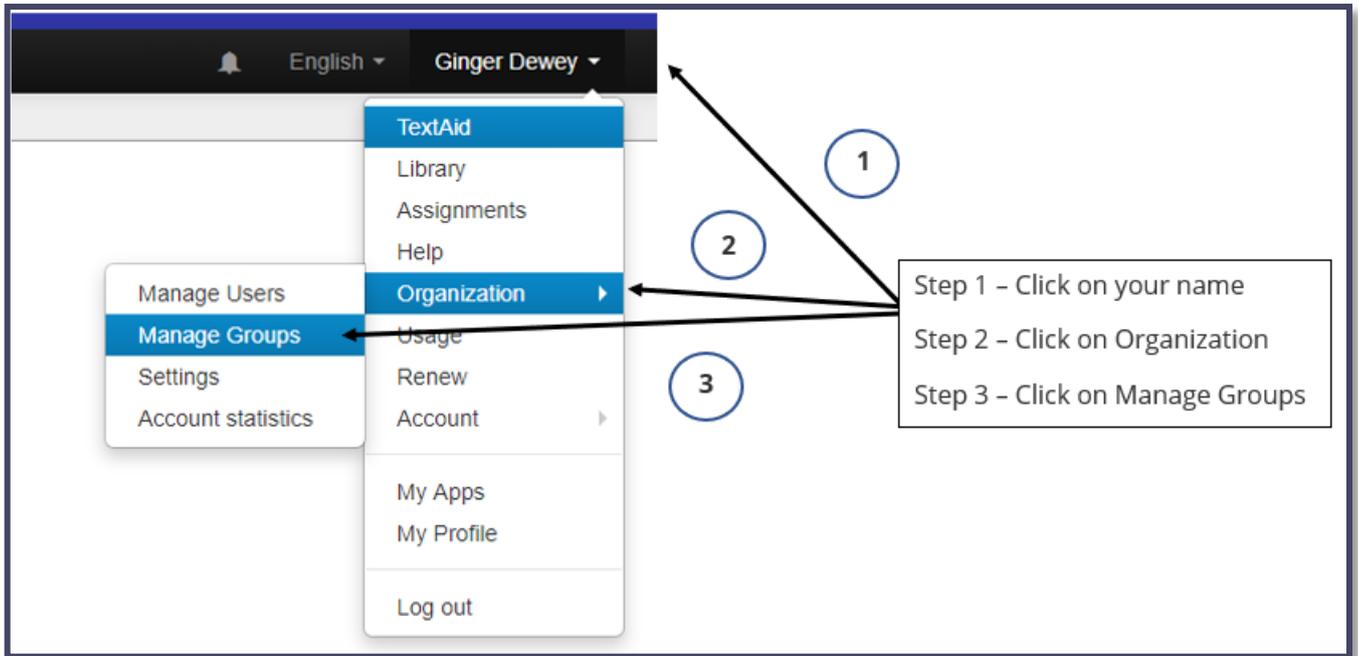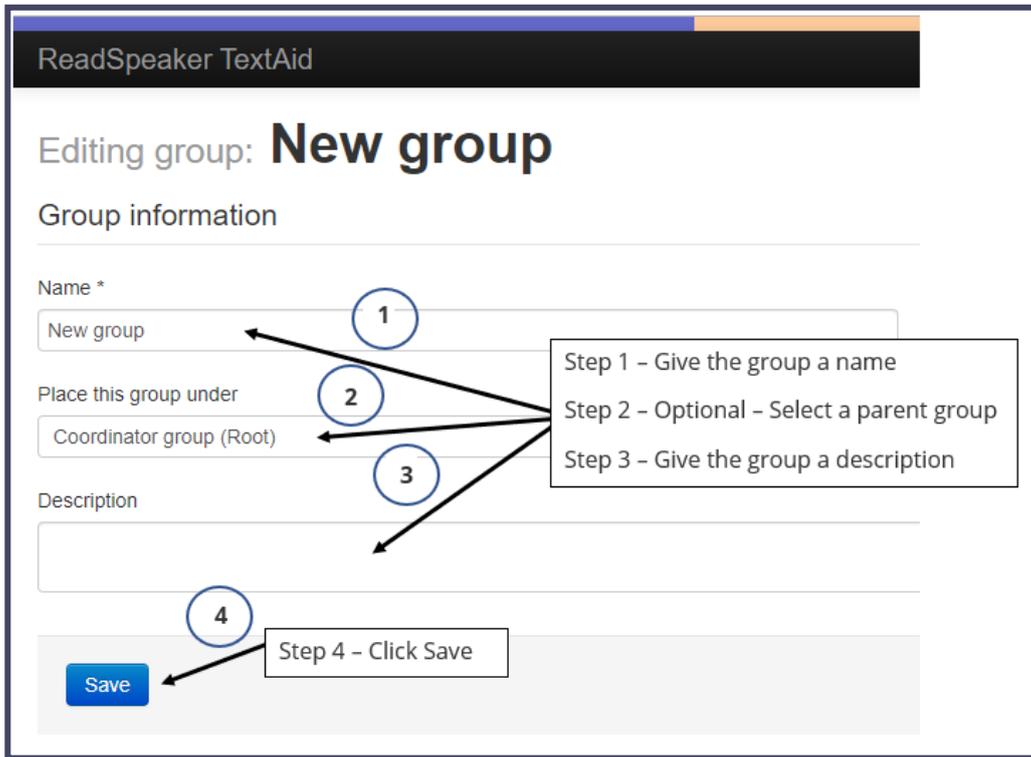

Click on **Add Group**.

Give the **group a name and description**. If you want the group to be part of a larger group, then you can select to place this group under an existing group.

Click **Save.**

Note: If you wanted to **delete a group**, you would click on **Delete** and confirm the deletion.

To add members to your group, click on **Manage Members**.

Click on the **box to the left of each name** that you want to add to the group. You can add other members to this group later by coming back to this screen and adding the users in the same manner.

Click **Add Selected.**
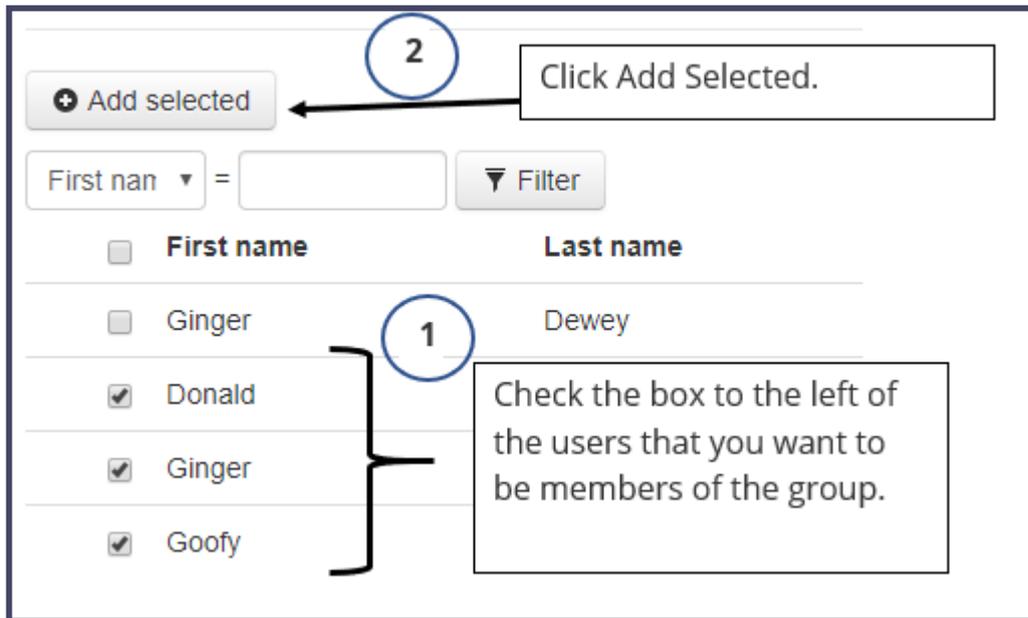
Note: To remove a member from the group, **check the box** to the left of the member's name and then click on **Remove Selected**.

You may want to upgrade a member to a group owner so that he/she can share documents with the group members. Groups do not require owners if they are created and used by coordinators or administrators. (Remember, only administrators, coordinators, and owners can share documents.) **Click on the target** to the right of **Member** for the person you want to be the **Owner**. The target is a toggle between the roles of member and owner.

Click on **Back to group overview.**

Click on the **Back to group list** link.

At this point, you can see the group with the number of members in on the group list page.

The tree view of the groups in this guide is shown below. Notice that the demo group is nested below the coordinator group. To the right of the group name, you will see the number of members in a specific group.
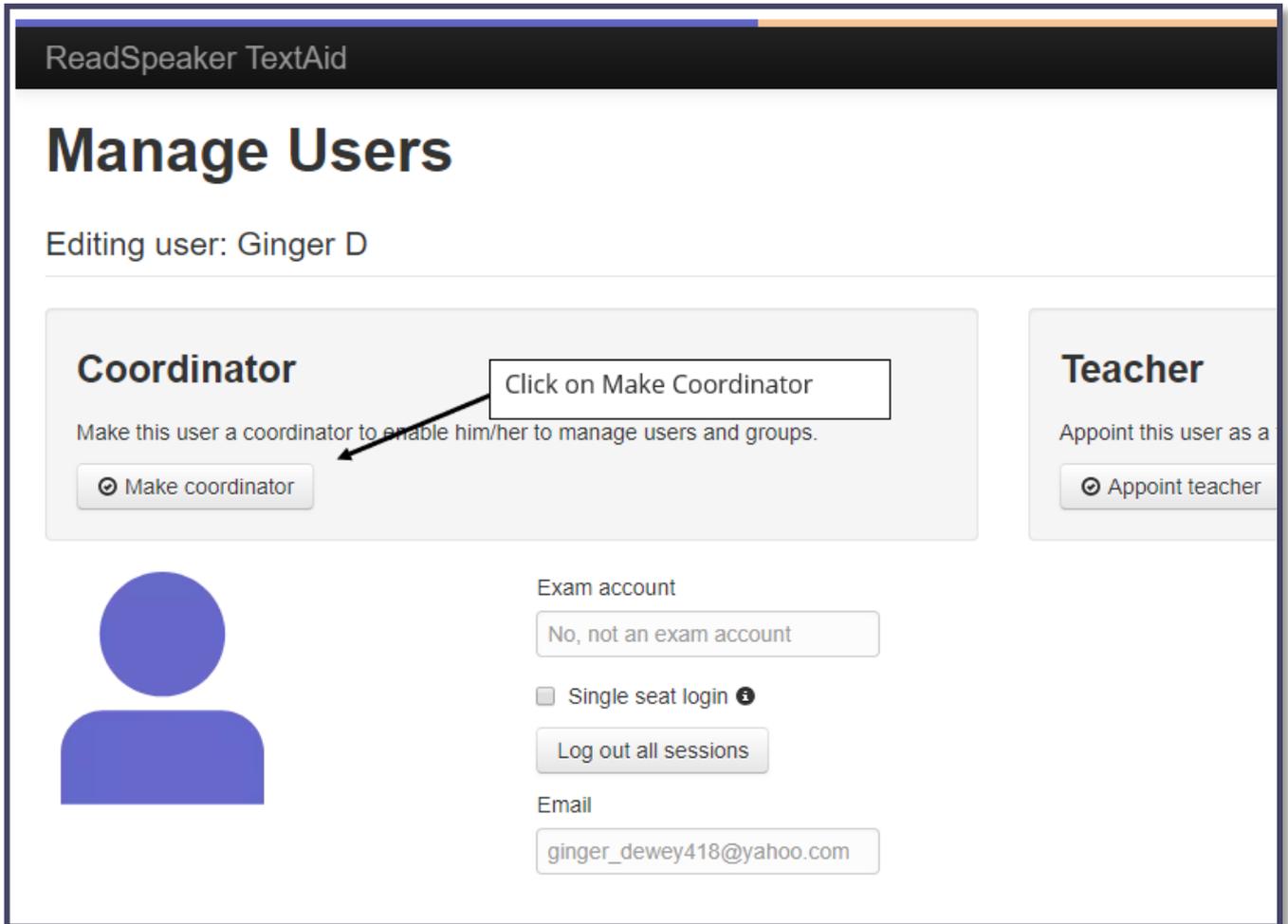
Creating a Coordinator

To **create a coordinator,** begin by clicking on **your name** and then select **Organization**. Now click on **Manage Users.**
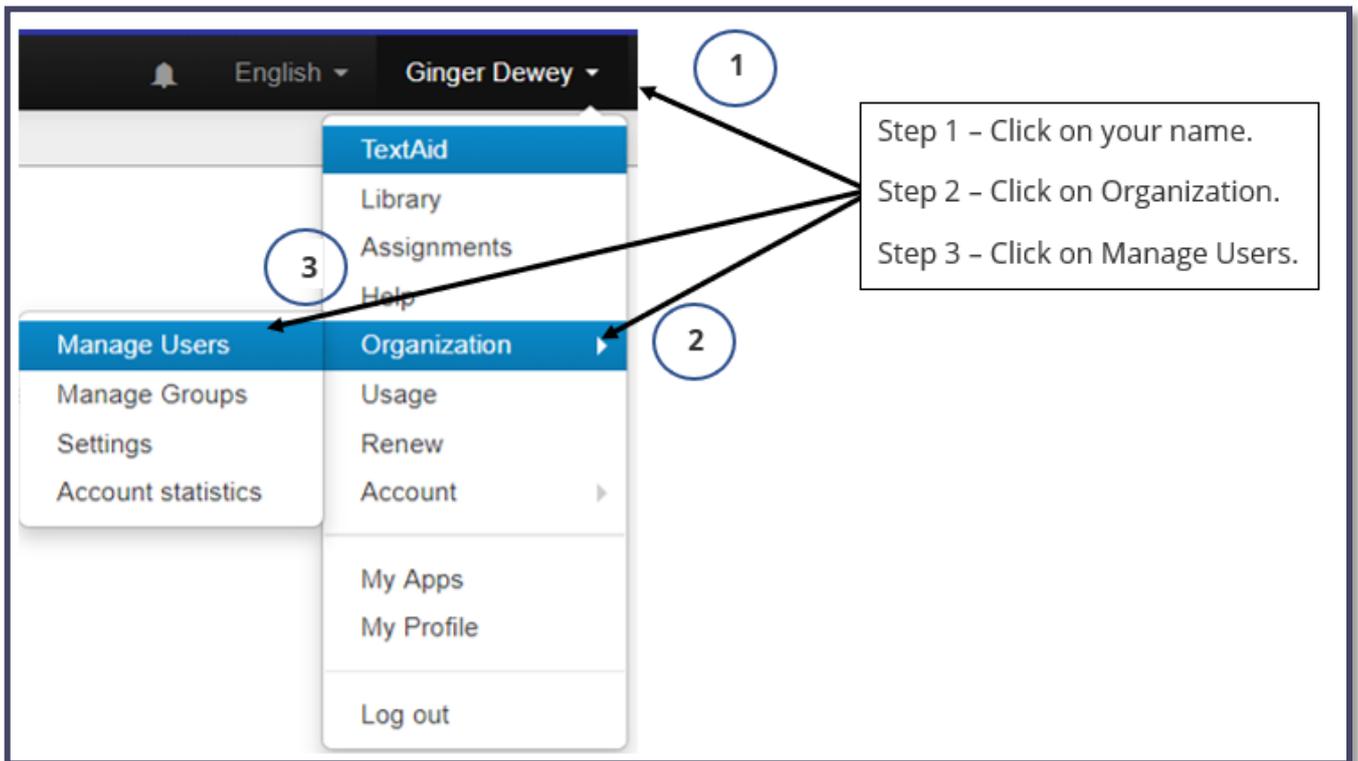
To promote a member to a coordinator, click on the **user's email address**.
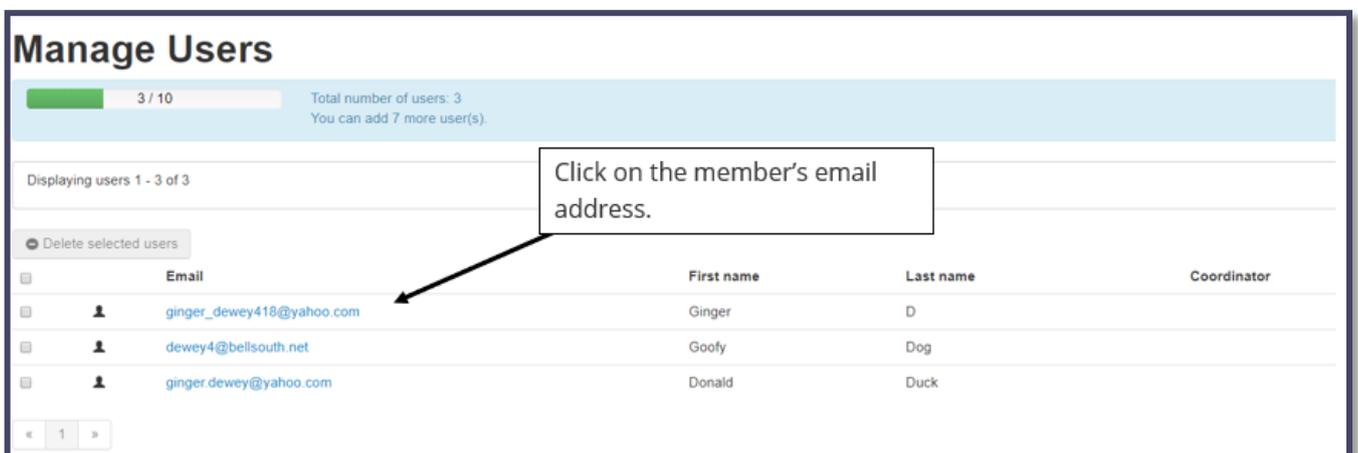
Click on **Make Coordinator**. You can remove this privilege by clicking on Remove coordinator role. The button toggles between these two options.
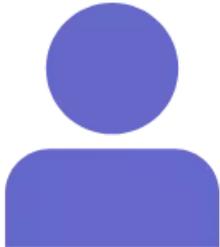
Click on the **Back to User List.**
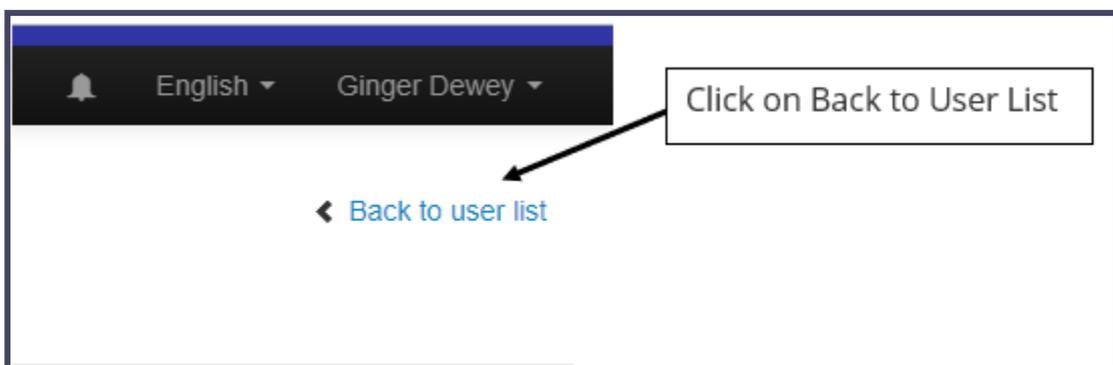
When we look at our list of users, we see "Yes" under the coordinator column for this user which indicated that the user is a coordinator.

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Sharing Documents

To share a document or folder, you must be a group owner, a coordinator, or an administrator.

Begin by going to your **library** in ReadSpeaker TextAid. **Locate your document** or folder. Click on the **drop-down menu** on the right-hand side of the document or folder name. Click on **share document or share folder.**
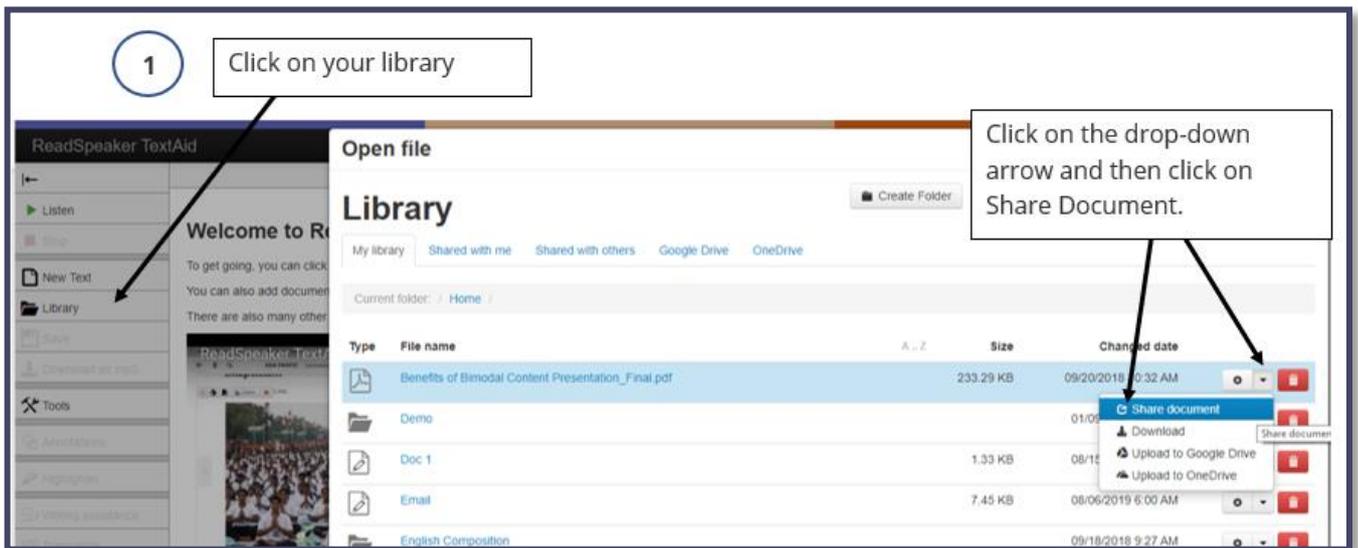
The pop-up form allows you to **set up the dates** when the share is available. You can leave these blank if you so desire. You can share documents or folders with individual members or to one or more groups.
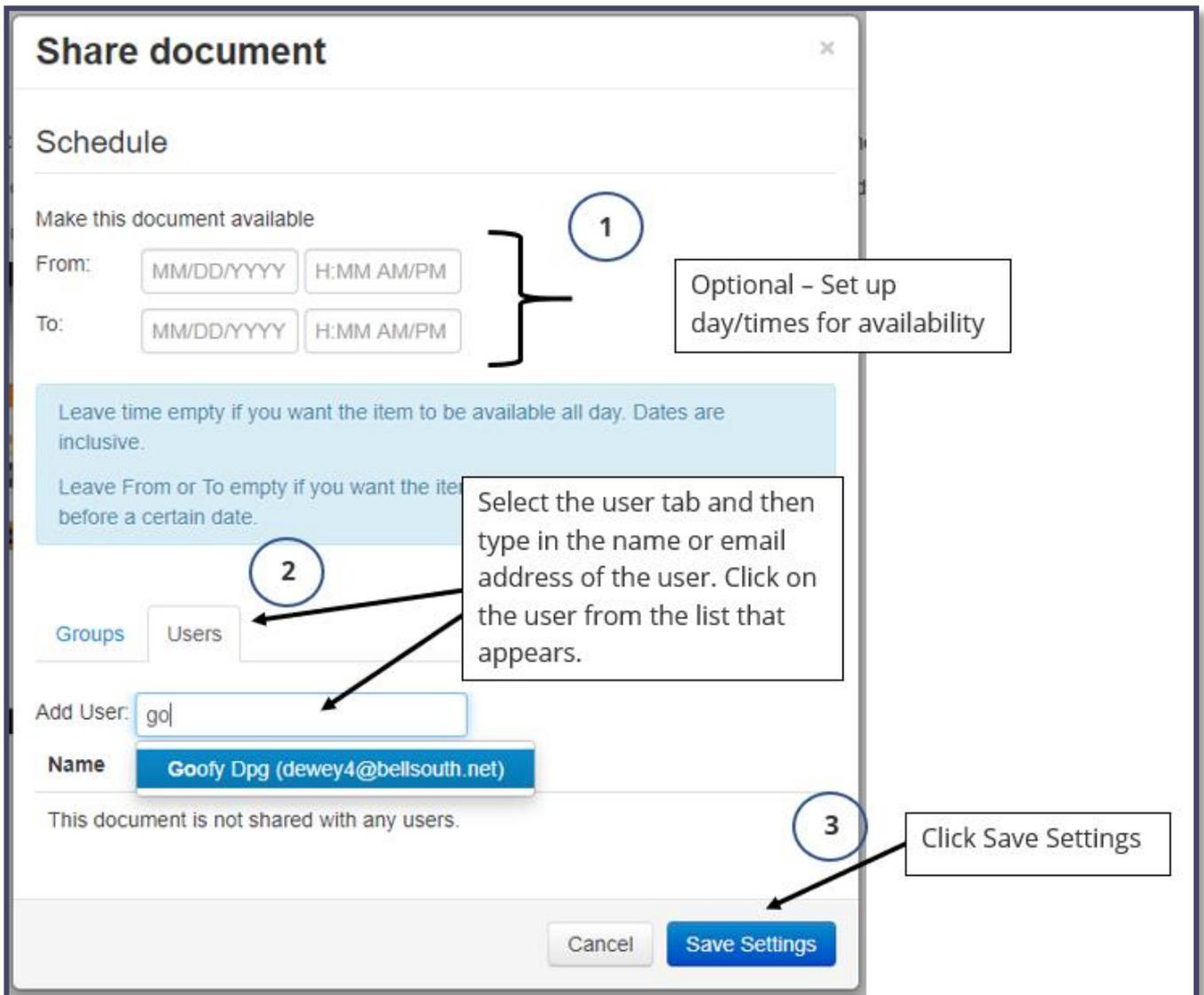
For **individual members**, look at the bottom of the page and select the **User tab**. Type in the **member's name or email address** in the **Add User blank**. You will see the possibilities appear below the blank. **Click on the member** you want to receive the shared document or folder.
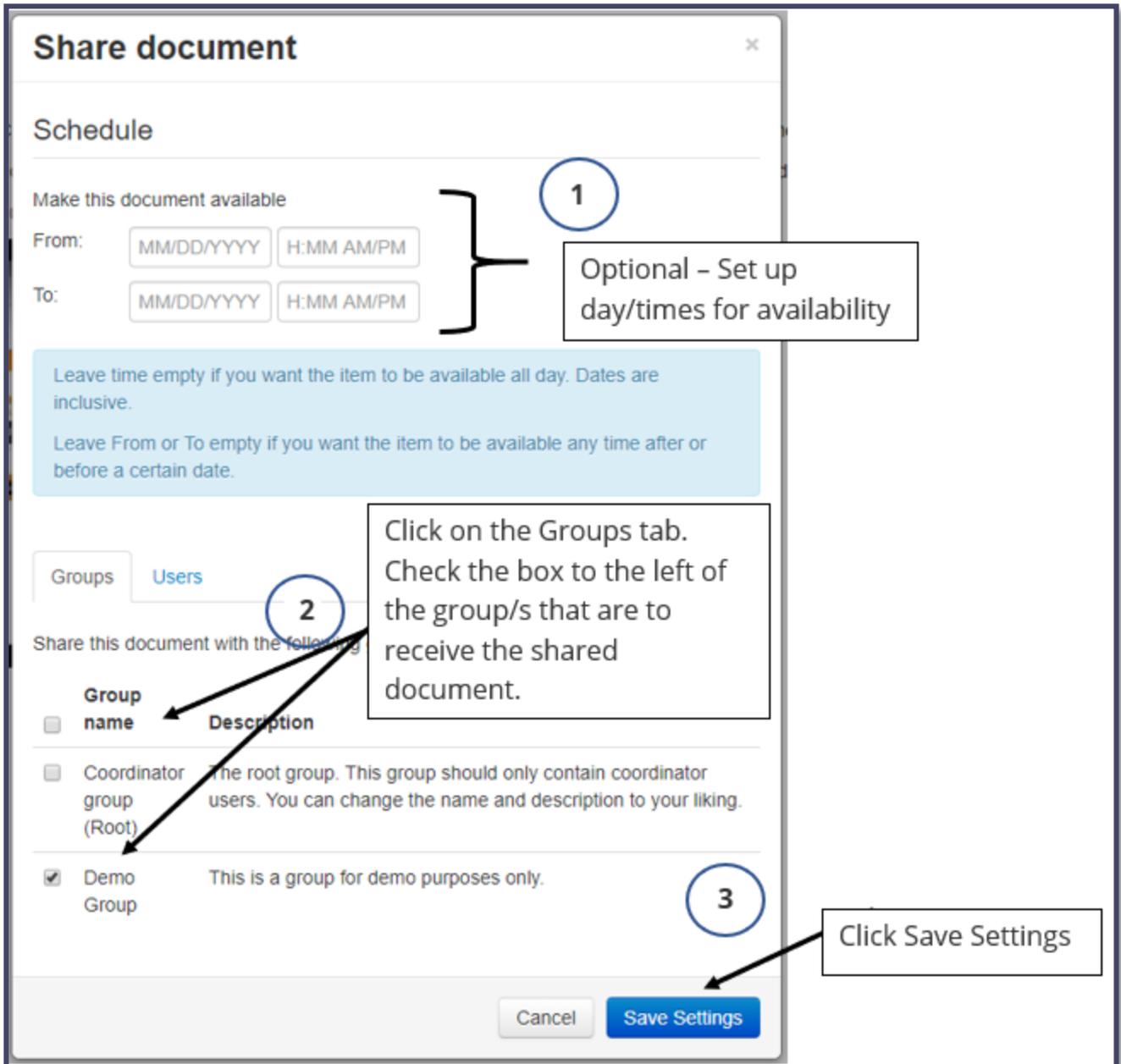
Click **Save Settings.**

If you are sharing to a group, click on the **Groups tab** which is directly above the Add User Blank. **Check the box** for the group.

Click **Save Settings**.

Share document ×

Schedule

Make this document available

From: [MM/DD/YYYY] [H:MM AM/PM]

To: [MM/DD/YYYY] [H:MM AM/PM]

1 Optional – Set up day/times for availability

Leave time empty if you want the item to be available all day. Dates are inclusive.

Leave From or To empty if you want the item to be available any time after or before a certain date.

| Groups | Users |

Share this document with the following

2 Click on the Groups tab. Check the box to the left of the group/s that are to receive the shared document.

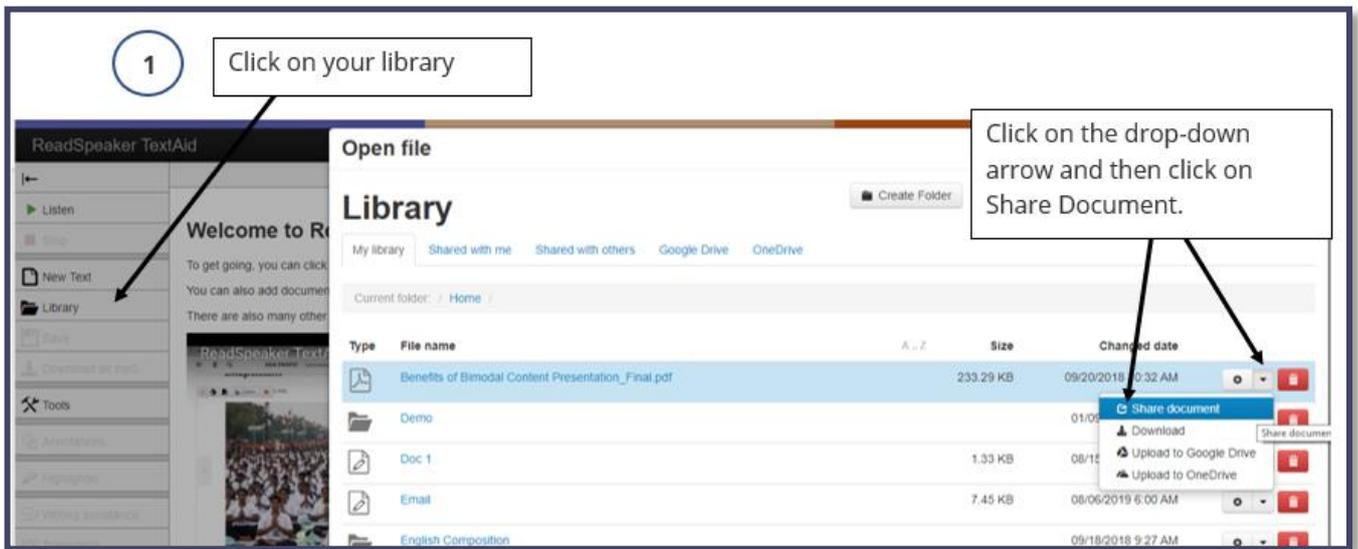|	Group name	Description
☐	Coordinator group (Root)	The root group. This group should only contain coordinator users. You can change the name and description to your liking.
☑	Demo Group	This is a group for demo purposes only.

3 Click Save Settings

[Cancel] [Save Settings]

The document or folder has now been successfully shared with the individuals and or groups you selected.

Removing a Shared Document

To remove a document from being shared with an individual, click on your **Library** and then **locate your document**. Click on the **drop-down arrow** and select **Share Document.**

Click on the **Users** tab and then on the **trash can** to the right of the name that is to no longer receive the shared document.

Click **Save Settings**.

Share document ✕

Schedule

Make this document available

From: | MM/DD/YYYY | H:MM AM/PM

To: | MM/DD/YYYY | H:MM AM/PM

Leave time empty if you want the item to be available all day. Dates are inclusive.

Leave From or To empty if you want the item to be available any time after or before a certain date.
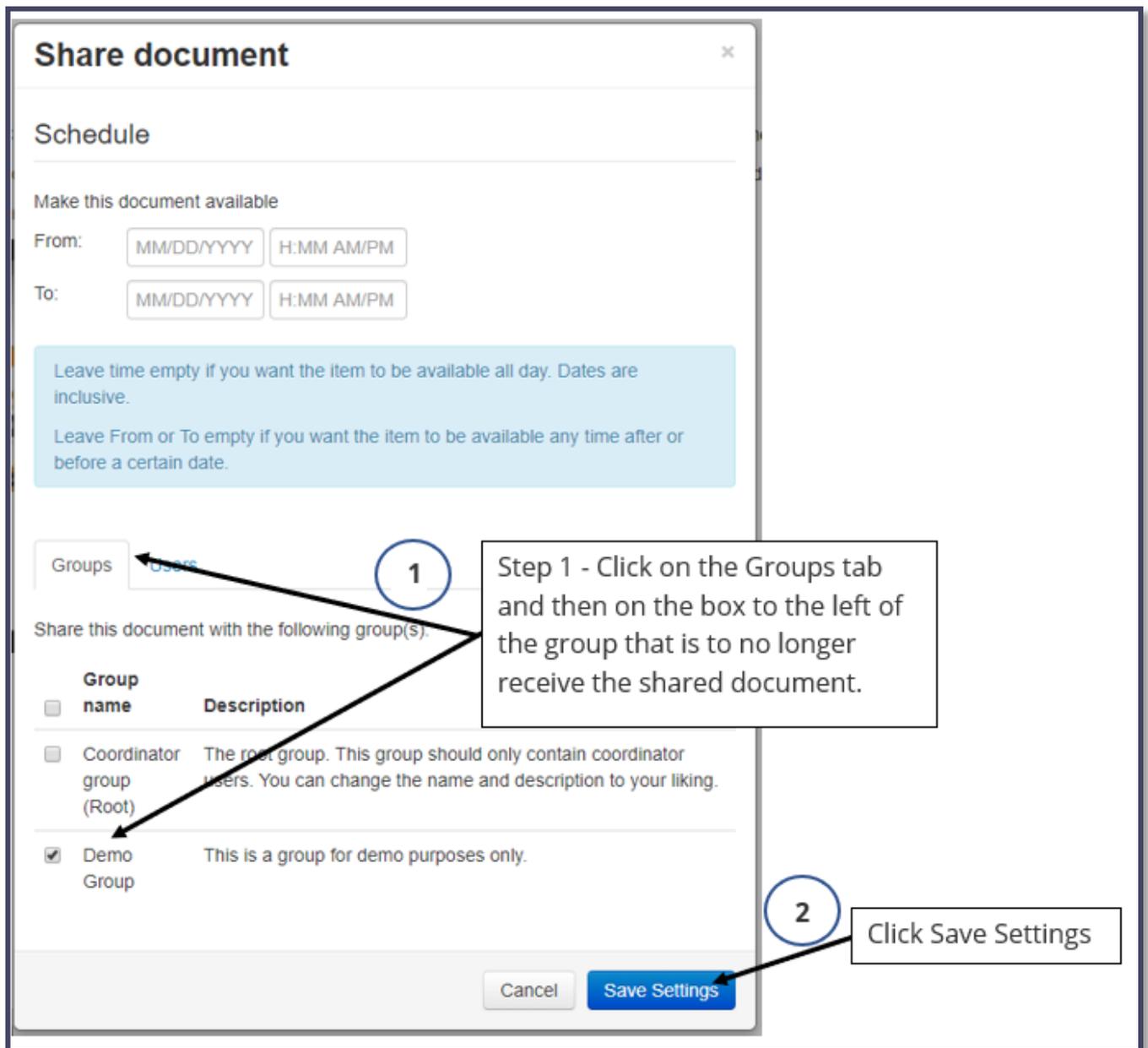
1

Step 1 - Click on the Users tab and then on the trash can to the right of the name that is to no longer receive the shared document.

Groups | Users

Add User: | Type name or email

Name | **Email**

Goofy Dpg | dewey4@bellsouth.net | 🗑️

2 | Click Save Settings

Cancel | **Save Settings**

Click on the **Groups** tab and then on the **box** to the left of the group that is to no longer receive the shared document. Click **Save Settings**.

You have now successfully removed the shared document or shared folder from an individual and or group.