

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.

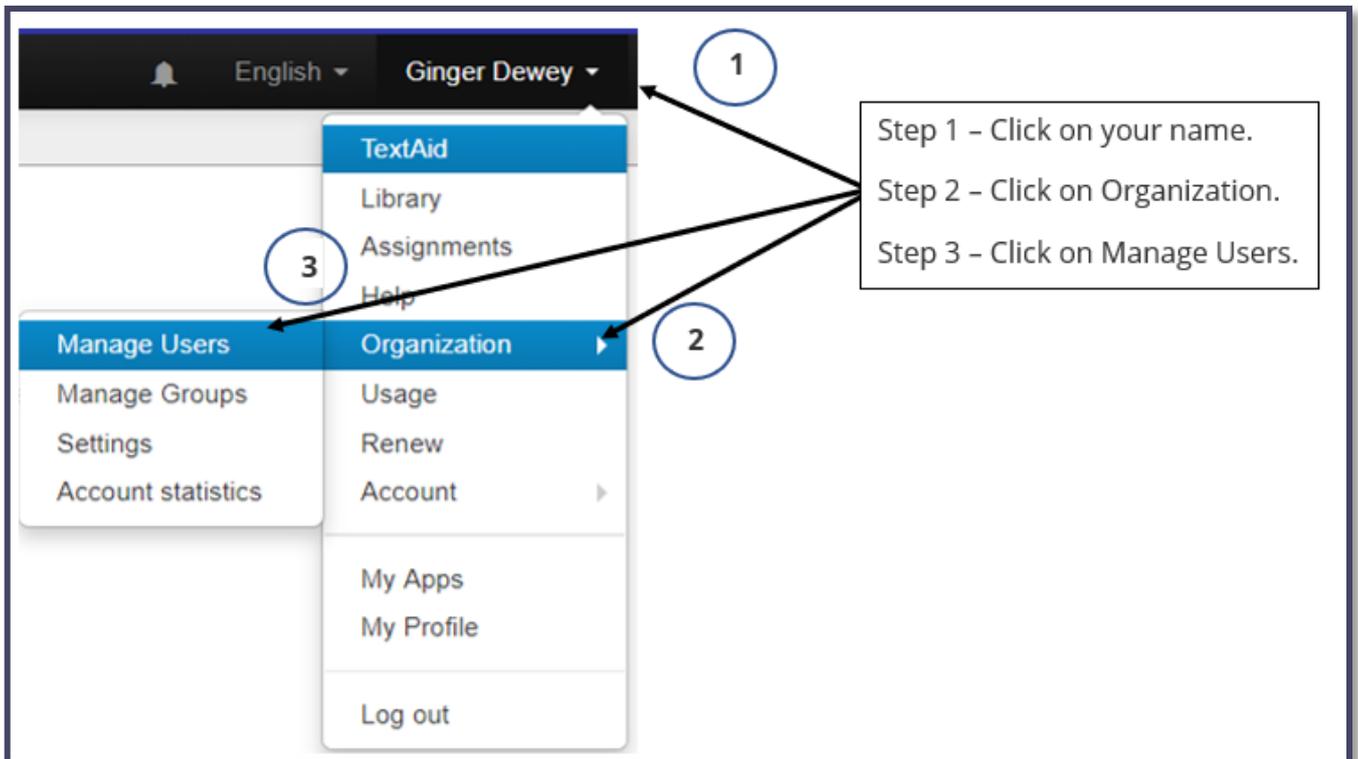
Below you will find a list of the topics to be covered. The topic name is a link to a YouTube video. Page numbers for reference within this document are listed to the right of the video links.

Topics:

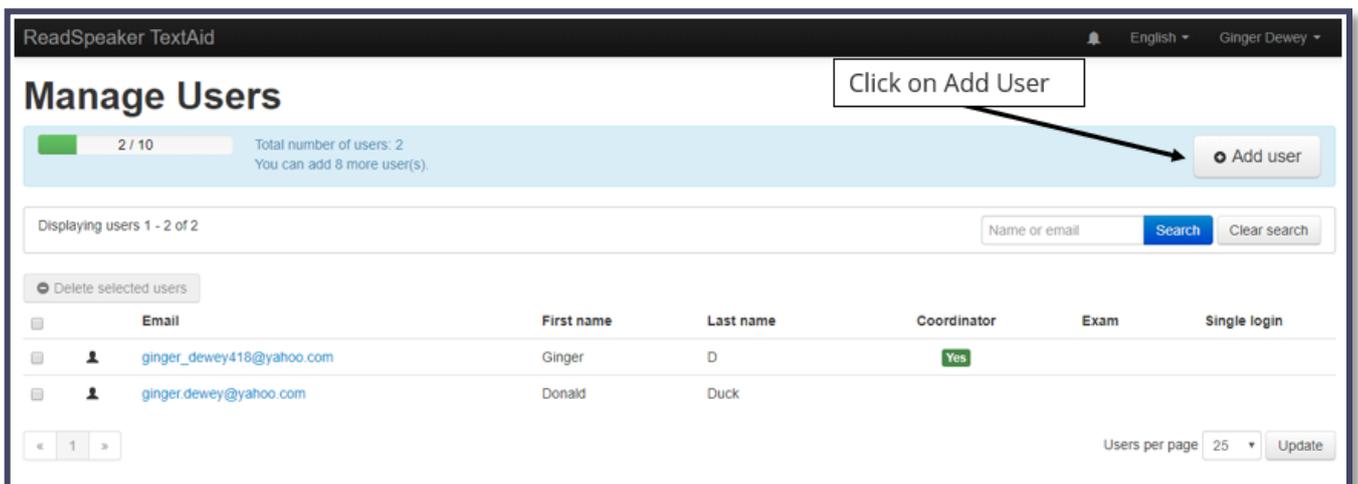
- [Adding a Member to ReadSpeaker TextAid](#) (page 2)
- [Creating a Group in ReadSpeaker TextAid](#) (page 4)
- [Creating a Coordinator in ReadSpeaker TextAid](#) (page 9)
- [Sharing documents in ReadSpeaker TextAid](#) (page 12)
- [Removing Sharing from Documents in ReadSpeaker TextAid](#) (page 15)

Adding a Member

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

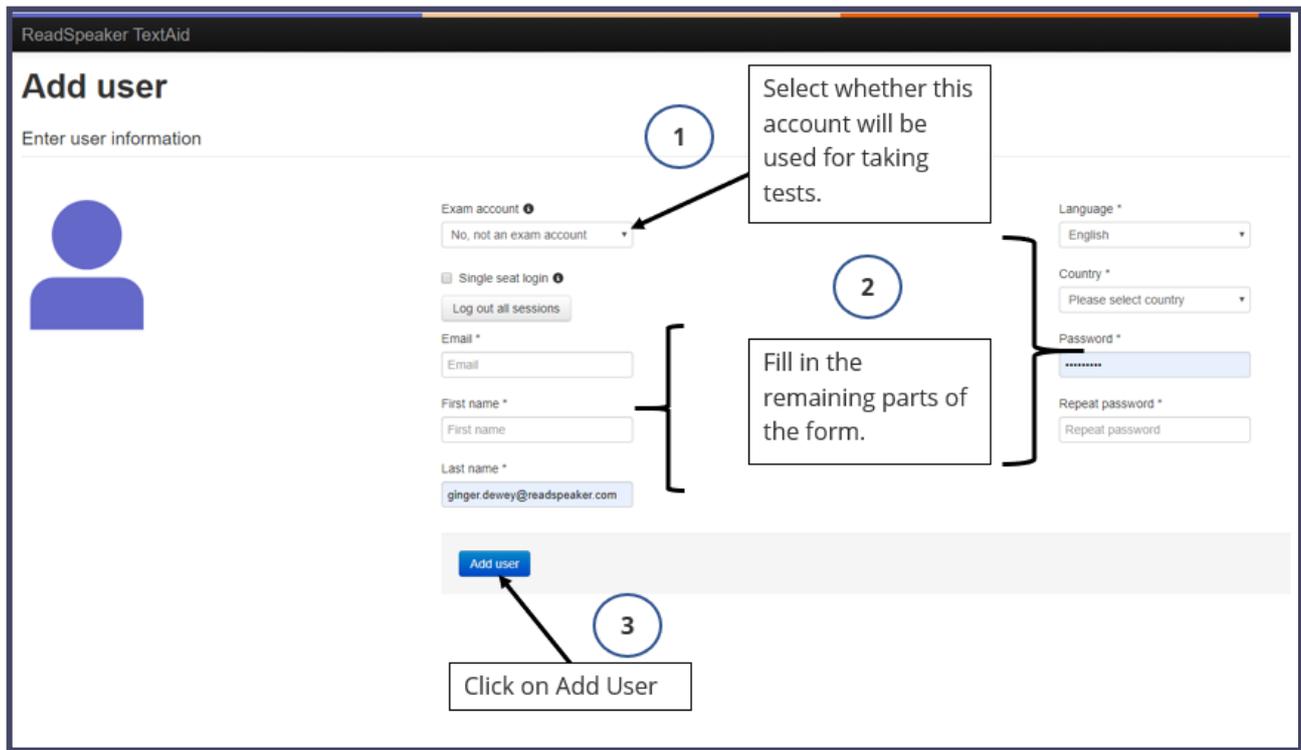


Click on **Add User**.



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**.



Add user

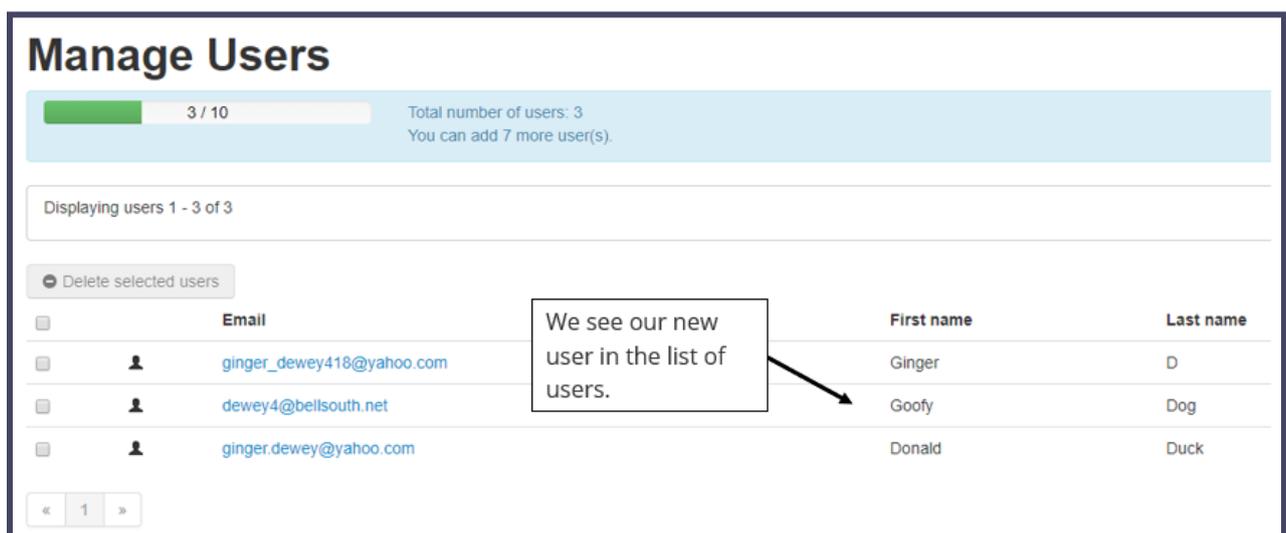
Enter user information

1 Select whether this account will be used for taking tests.

2 Fill in the remaining parts of the form.

3 Click on Add User

We see our new user in the user list.



Manage Users

3 / 10 Total number of users: 3
You can add 7 more user(s).

Displaying users 1 - 3 of 3

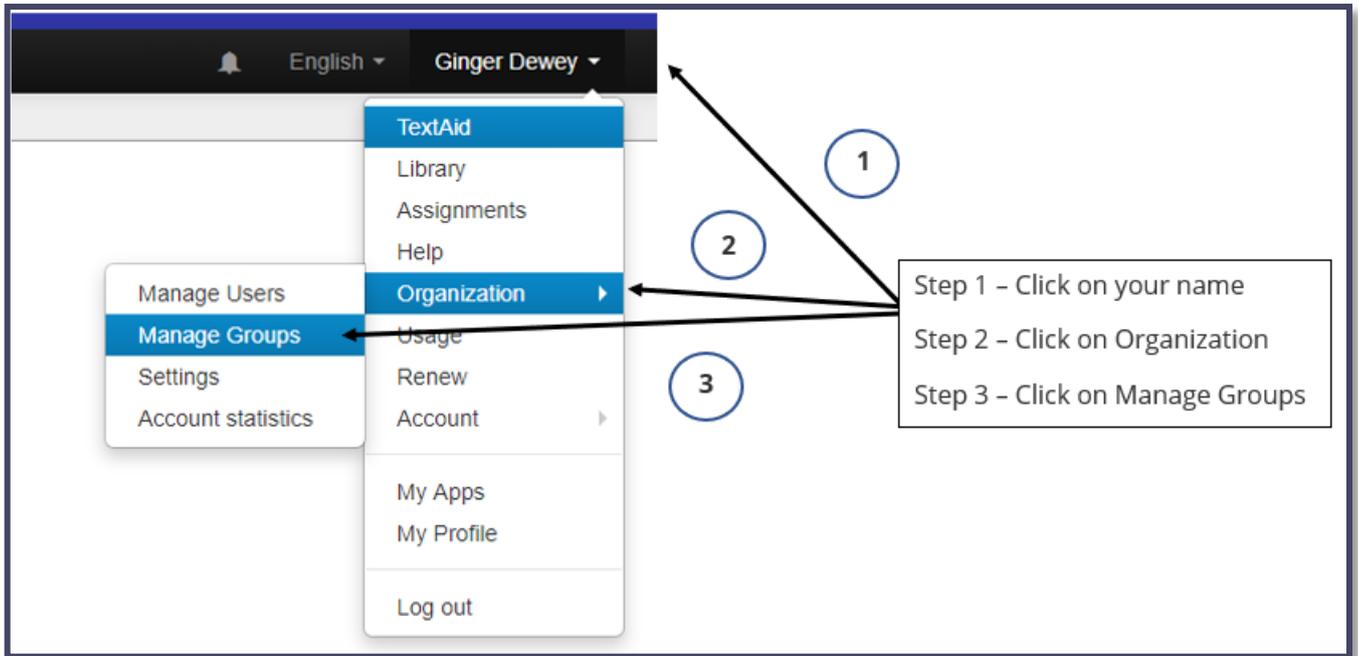
Delete selected users

	Email	First name	Last name
<input type="checkbox"/>	 ginger_dewey418@yahoo.com	Ginger	D
<input type="checkbox"/>	 dewey4@bellsouth.net	Goofy	Dog
<input type="checkbox"/>	 ginger.dewey@yahoo.com	Donald	Duck

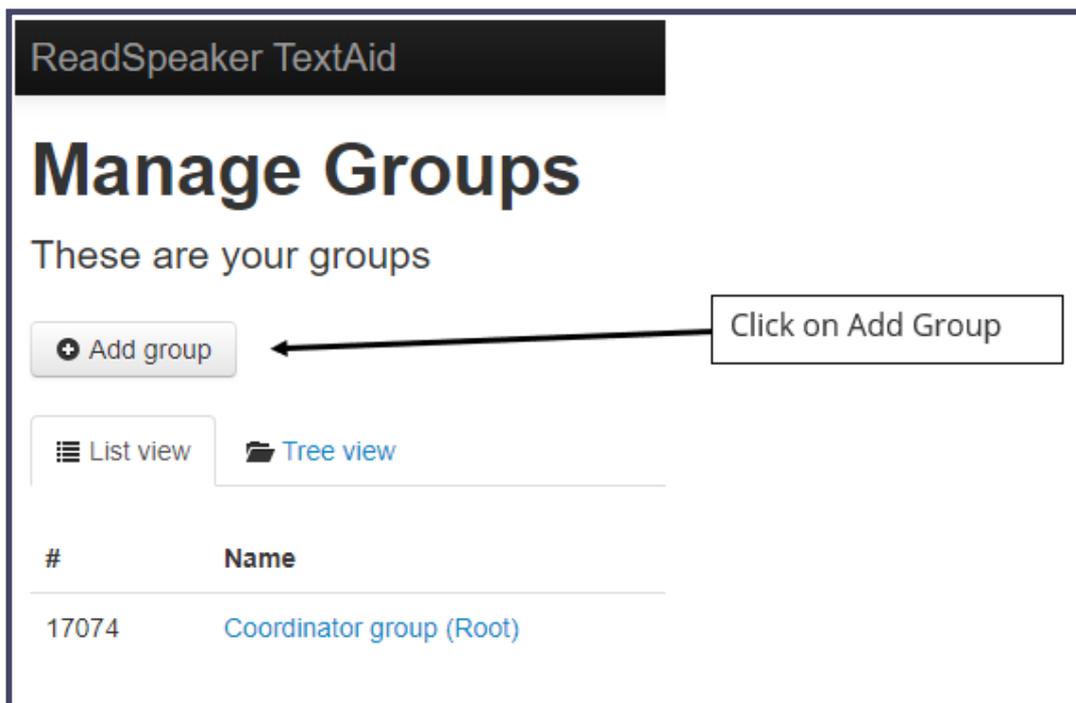
We see our new user in the list of users.

Creating a Group

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

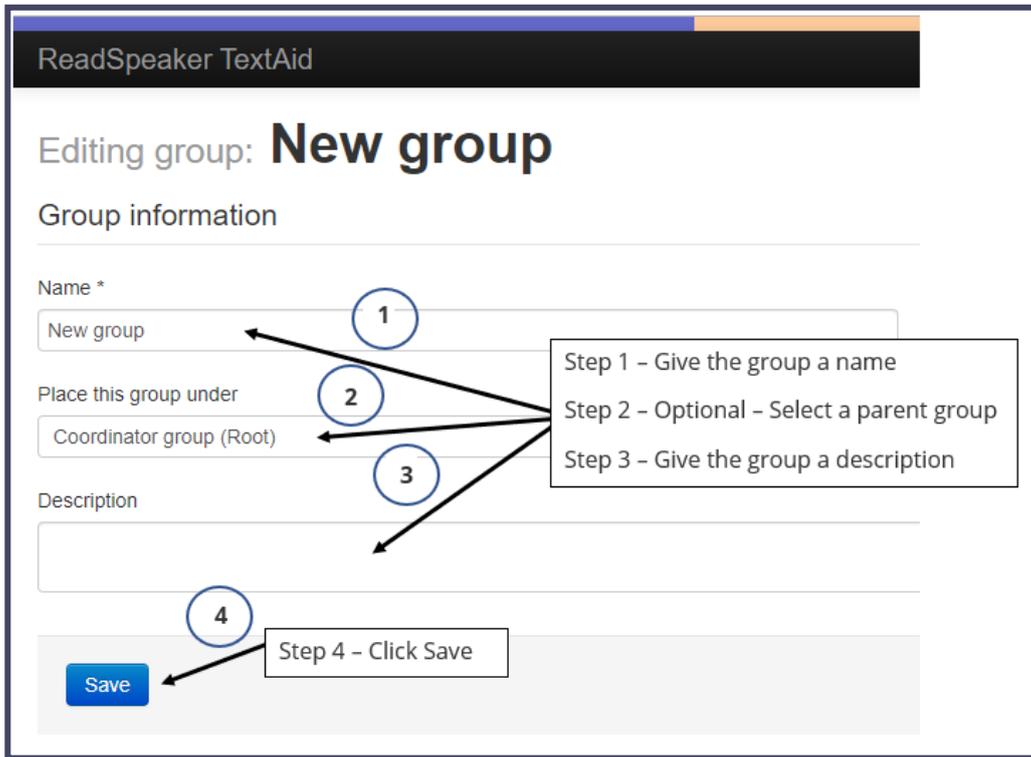


Click on **Add Group**.



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**.



ReadSpeaker TextAid

Editing group: New group

Group information

Name *

New group

Place this group under

Coordinator group (Root)

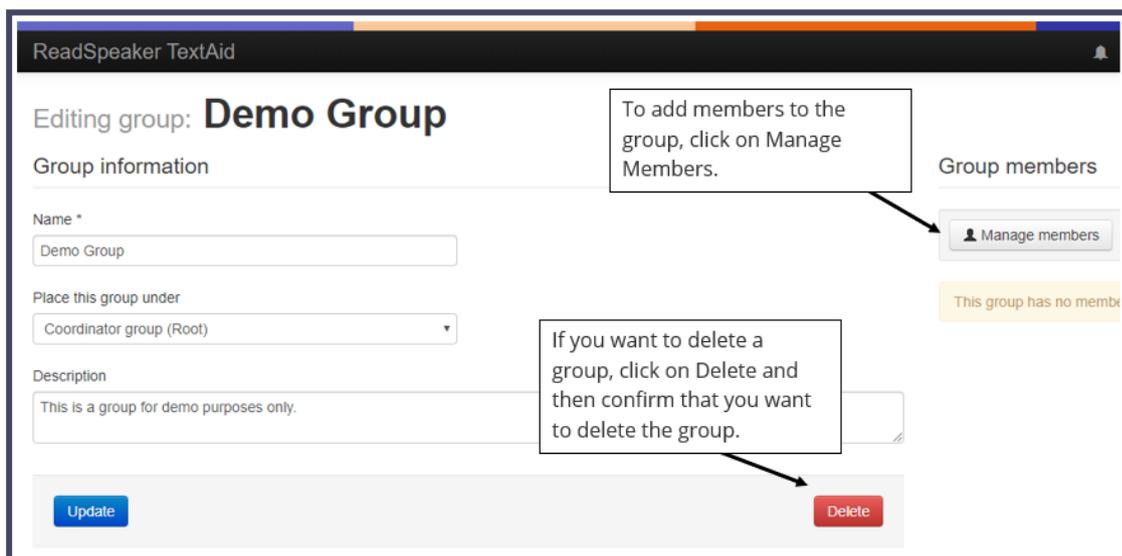
Description

Save

Step 1 - Give the group a name
Step 2 - Optional - Select a parent group
Step 3 - Give the group a description
Step 4 - 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**.



ReadSpeaker TextAid

Editing group: Demo Group

Group information

Name *

Demo Group

Place this group under

Coordinator group (Root)

Description

This is a group for demo purposes only.

Update

Delete

Manage members

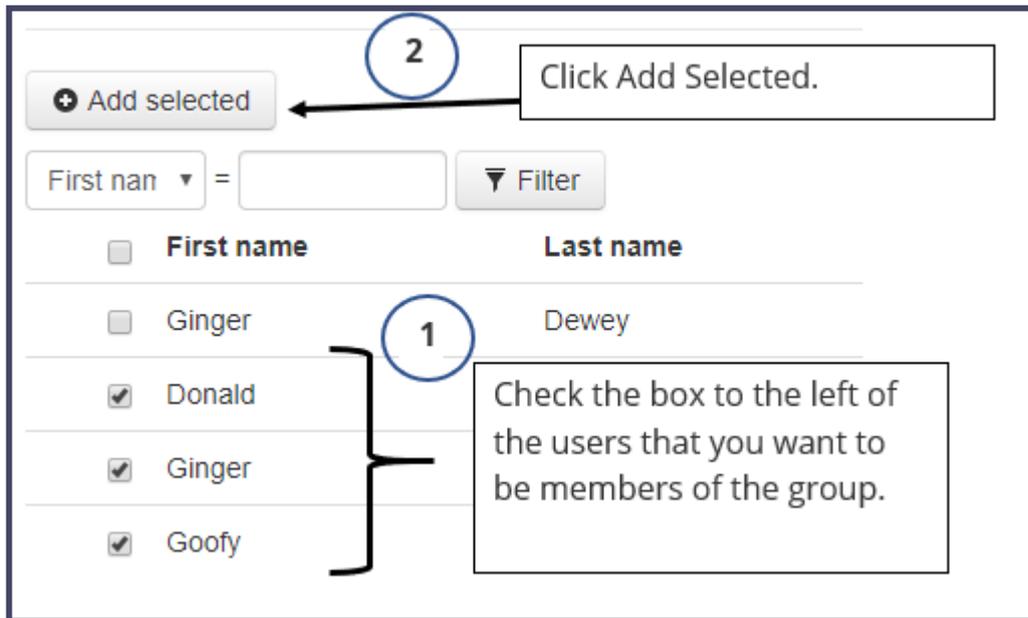
This group has no members

To add members to the group, click on Manage Members.

If you want to delete a group, click on Delete and then confirm that you want to delete the group.

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.

Editing group: **Demo Group**

Note:

- Owners can share documents with the group and any subgroups.
- Members can only read documents shared with the group(s) he/she is a member of.
- Groups can have zero or more owners.

Group members

Remove Selected

First name = Filter

<input type="checkbox"/> First name	Last name	Role
<input type="checkbox"/> Ginger	D	Member <input type="checkbox"/>
<input type="checkbox"/> Gooty	Dog	Member <input type="checkbox"/>
<input type="checkbox"/> Donald	Duck	Owner <input type="checkbox"/>

Click on the target to change roles between member and owner

Click on **Back to group overview**.

English Ginger Dewey

[← Back to group overview](#)

Click on Back to Group Overview

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

English Ginger Dewey

[← Back to group list](#)

Click on Back to Group List

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

ReadSpeaker TextAid English ▼ Ginger Dewey ▼

Manage Groups

These are your groups

[+ Add group](#)

[List view](#) [Tree view](#)

#	Name	Description	# members
17074	Coordinator group (Root)	The root group. This group should only contain coordinator users. You can change the name and description to your liking.	0
24547	Demo Group	This is a group for demo purposes only.	3

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.

ReadSpeaker TextAid

Manage Groups

These are your groups

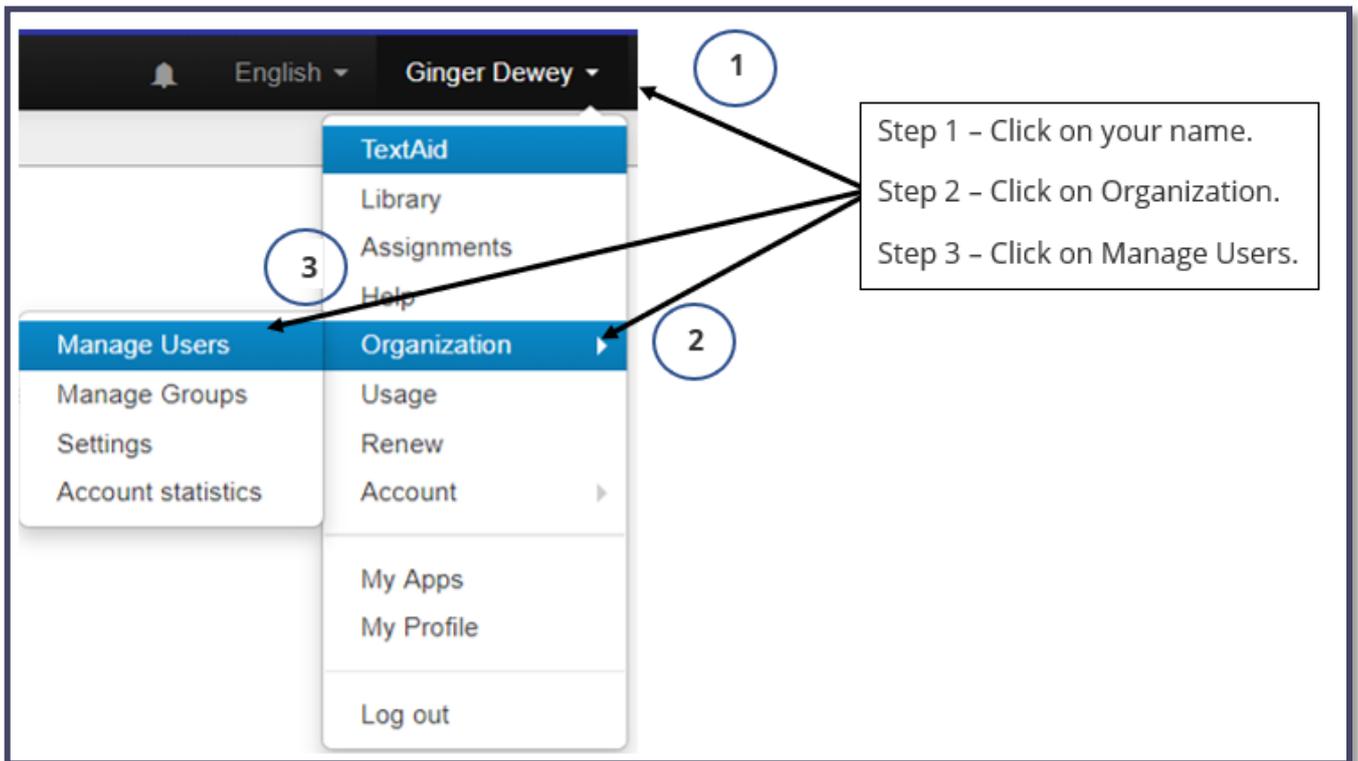
[+ Add group](#)

[List view](#) [Tree view](#)

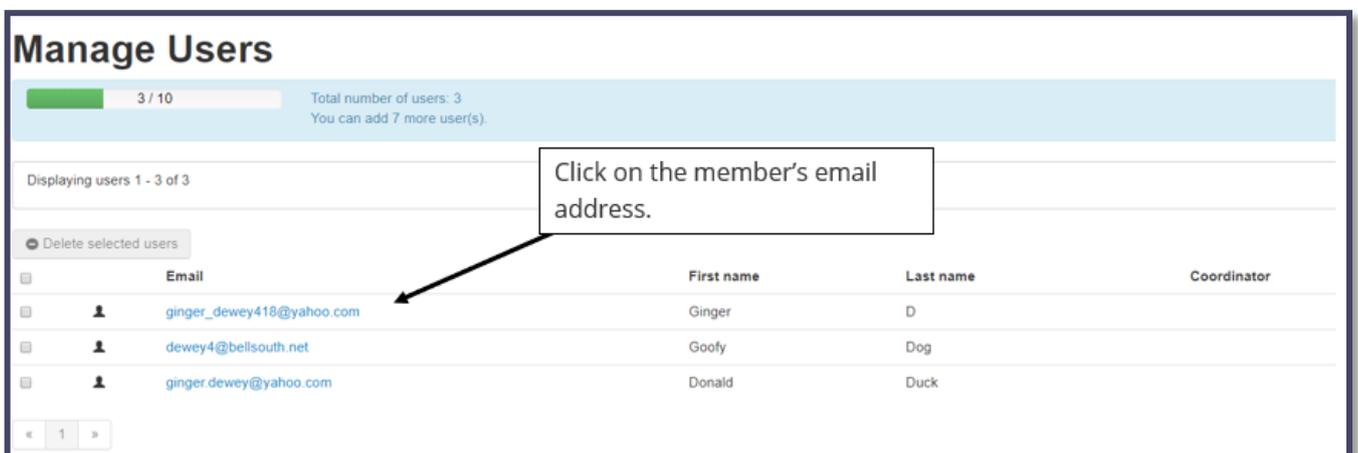
-   [Coordinator group \(Root\)](#) 0
 -   [Demo Group](#) 3

Creating a Coordinator

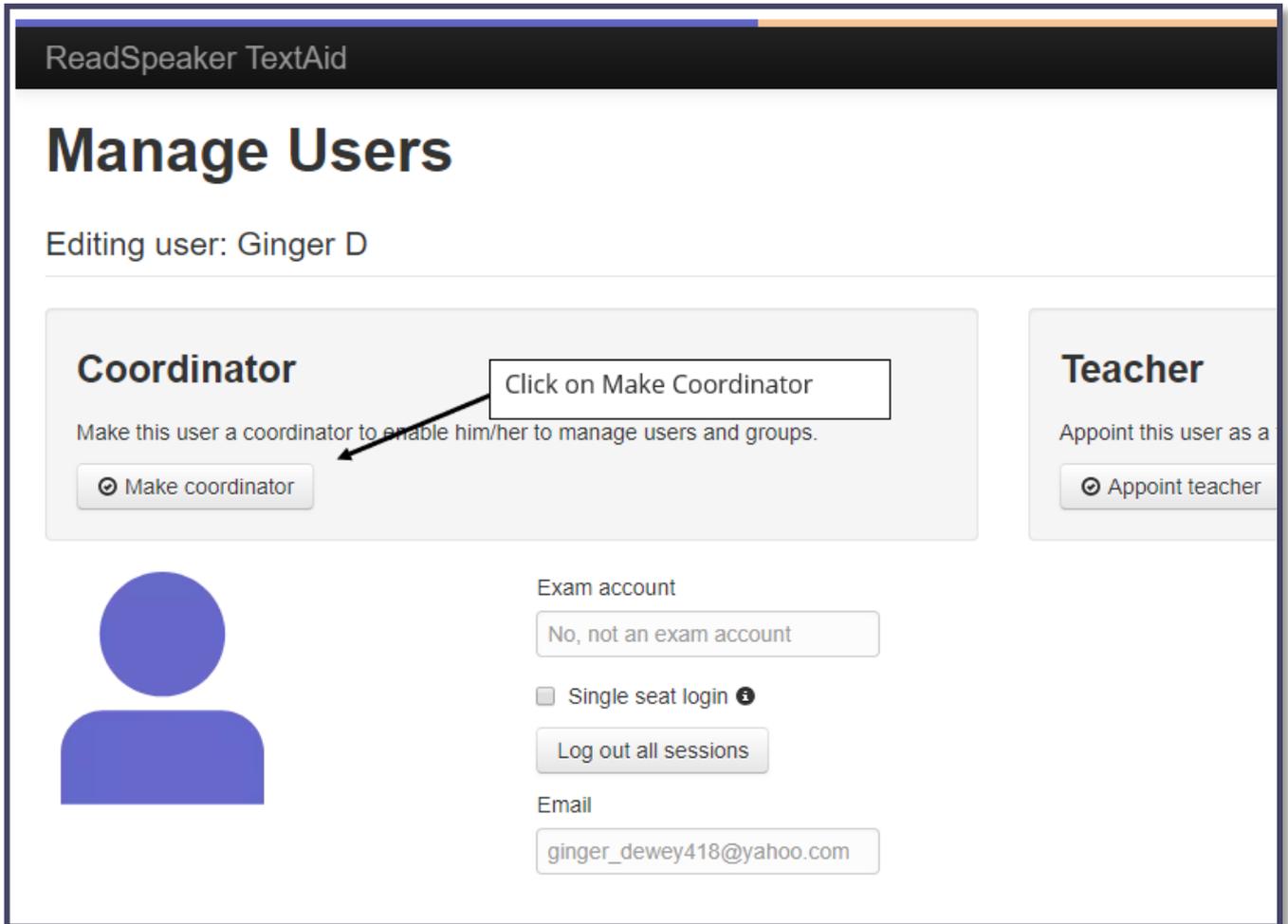
To **create a coordinator**, begin by clicking on **your name** and then select **Organization**. Now click on **Manage Users**.



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.



ReadSpeaker TextAid

Manage Users

Editing user: Ginger D

Coordinator

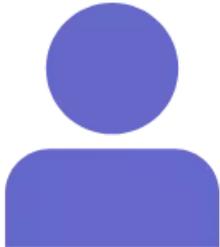
Make this user a coordinator to enable him/her to manage users and groups.

Make coordinator

Teacher

Appoint this user as a

Appoint teacher



Exam account

No, not an exam account

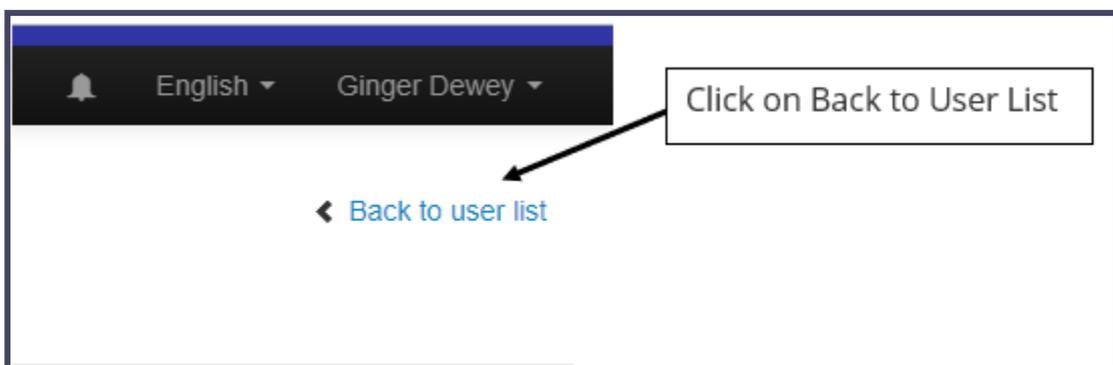
Single seat login ⓘ

Log out all sessions

Email

ginger_dewey418@yahoo.com

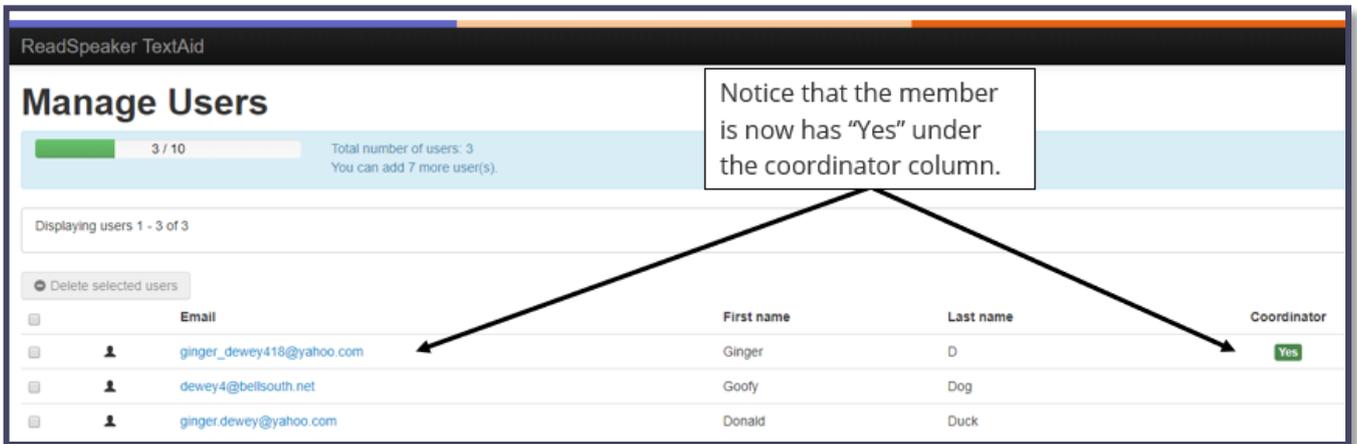
Click on the **Back to User List**.



 English ▾ Ginger Dewey ▾

[← 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.



ReadSpeaker TextAid

Manage Users

3 / 10 Total number of users: 3
You can add 7 more user(s).

Displaying users 1 - 3 of 3

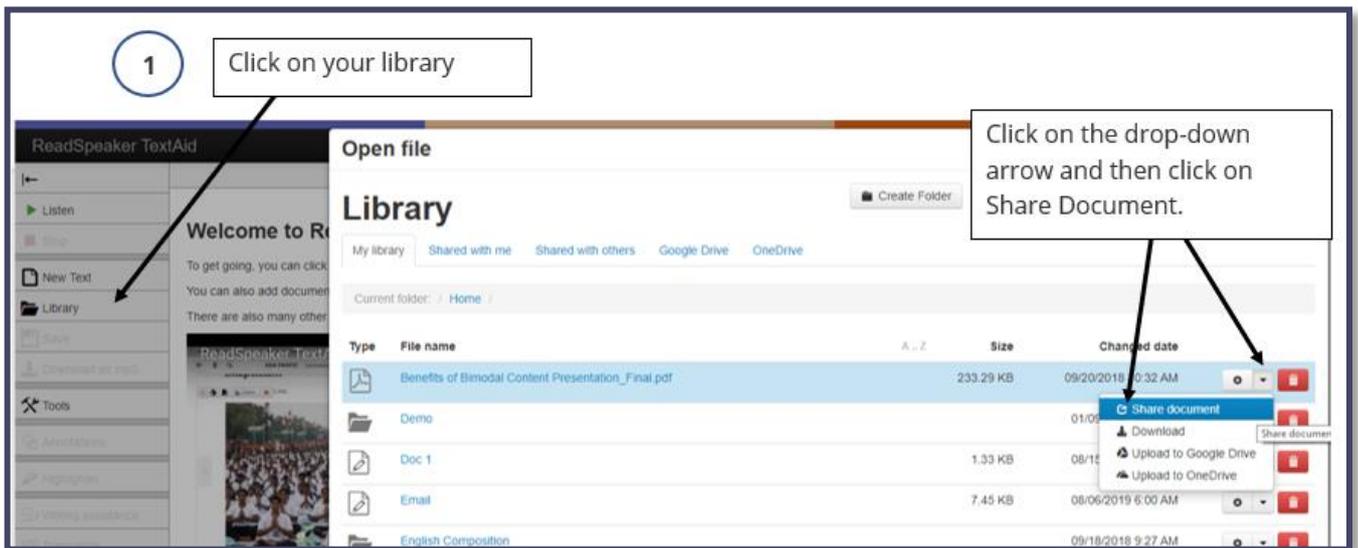
Delete selected users

	Email	First name	Last name	Coordinator
<input type="checkbox"/>	 ginger_dewey418@yahoo.com	Ginger	D	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/>	 dewey4@bellsouth.net	Goofy	Dog	<input type="checkbox"/>
<input type="checkbox"/>	 ginger.dewey@yahoo.com	Donald	Duck	<input type="checkbox"/>

Sharing Documents

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

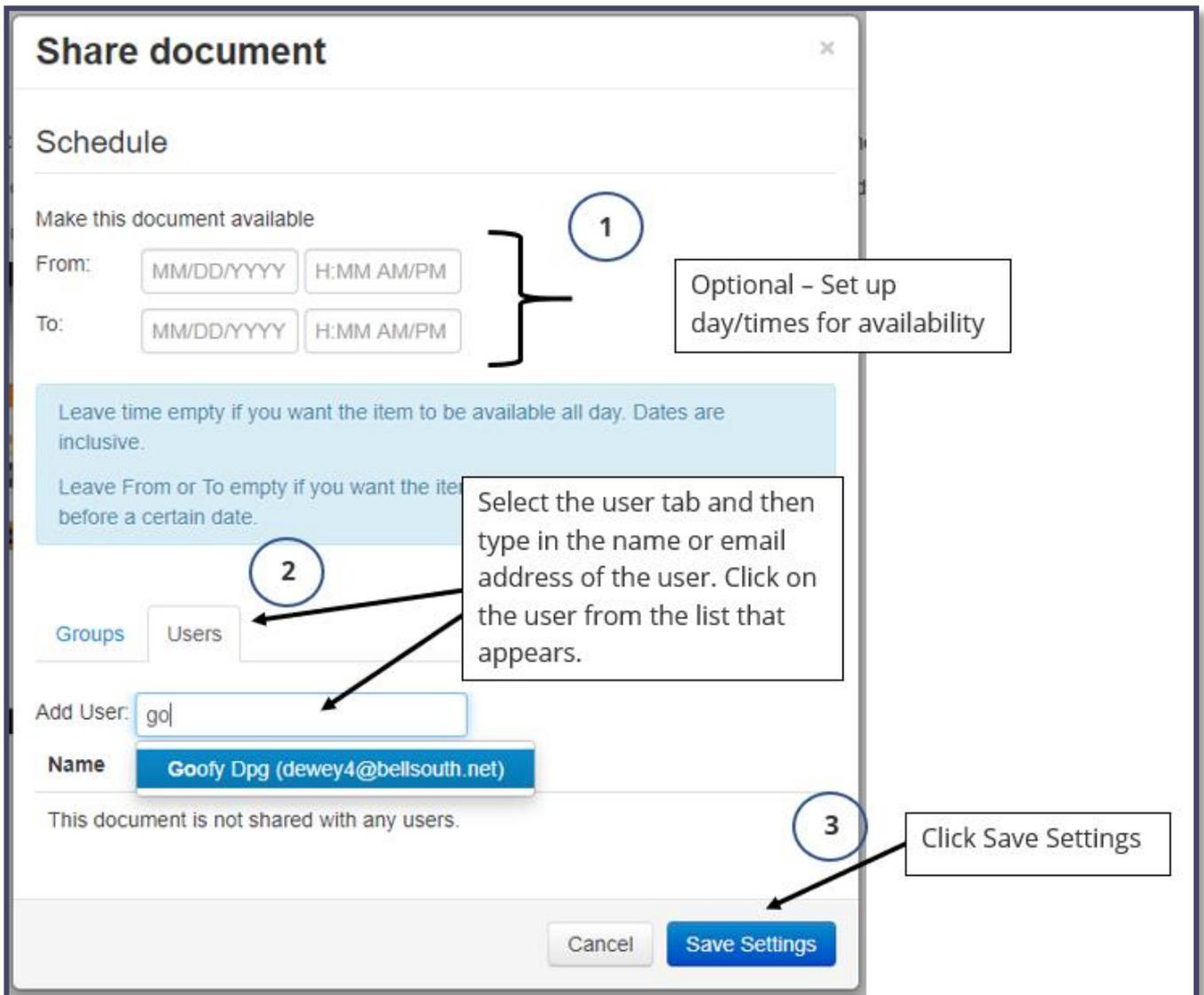
Begin by going to your **library** in ReadSpeaker TextAid. **Locate your document** or folder. Click on the **drop-down menu** on the right-hand side of the document or folder name. Click on **share document or share folder**.



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**.



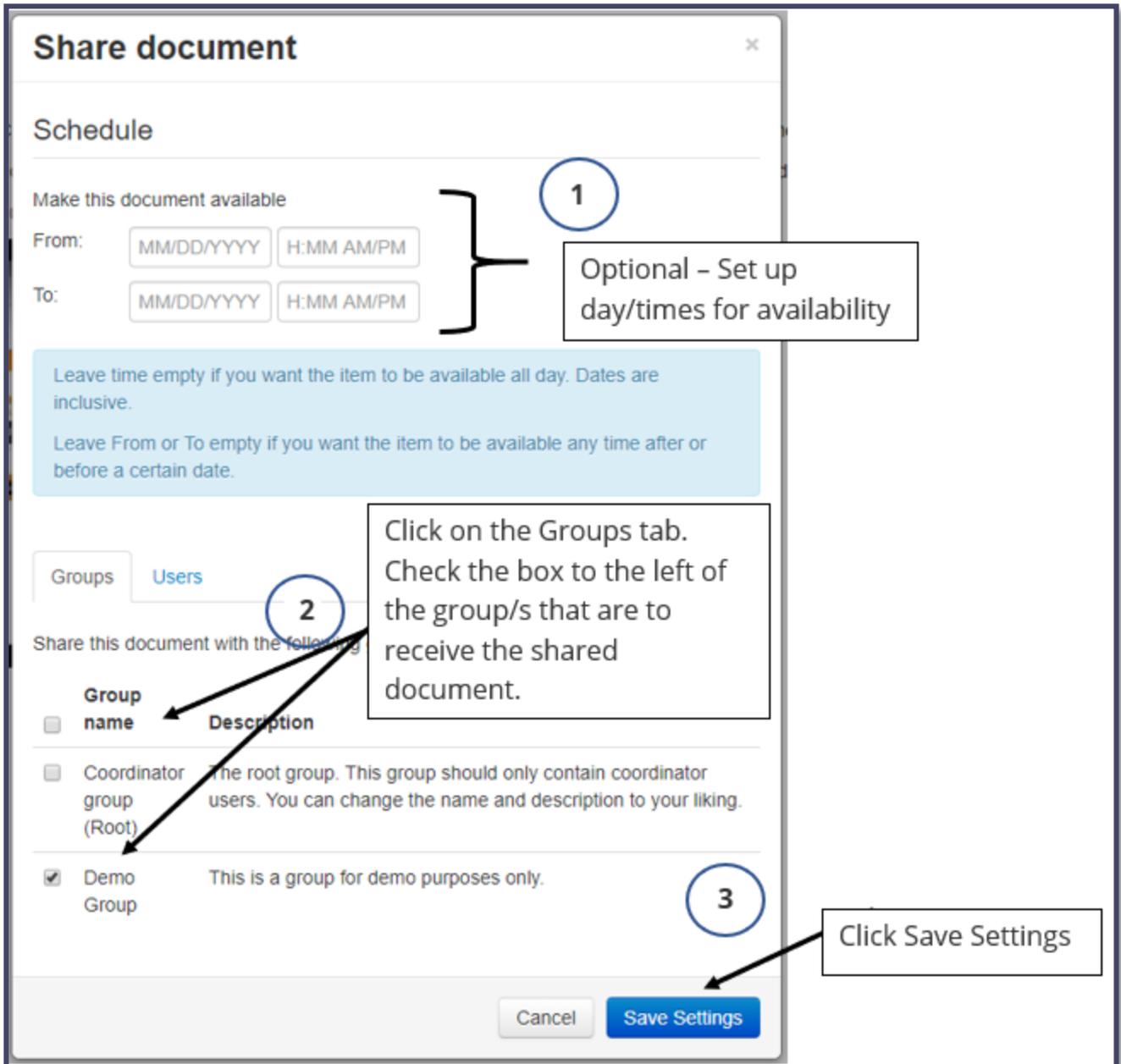
The screenshot shows the 'Share document' dialog box with the following elements and annotations:

- 1**: A bracket groups the 'From' and 'To' date and time fields. A callout box says: "Optional - Set up day/times for availability".
- 2**: An arrow points to the 'Users' tab. A callout box says: "Select the user tab and then type in the name or email address of the user. Click on the user from the list that appears." Below this, the 'Add User' field contains 'go|' and a dropdown menu shows 'Goofy Dpg (dewey4@bellsouth.net)'.
- 3**: An arrow points to the 'Save Settings' button. A callout box says: "Click Save Settings".

Other visible text in the dialog includes: 'Schedule', 'Make this document available', '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 before a certain date.', 'Groups', 'Users', 'Add User: go|', 'Name Goofy Dpg (dewey4@bellsouth.net)', and 'This document is not shared with any users.' at the bottom.

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 [X]

Schedule

Make this document available

From:

To:

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

<input type="checkbox"/>	Group name	Description
<input type="checkbox"/>	Coordinator group (Root)	The root group. This group should only contain coordinator users. You can change the name and description to your liking.
<input checked="" type="checkbox"/>	Demo Group	This is a group for demo purposes only.

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

3

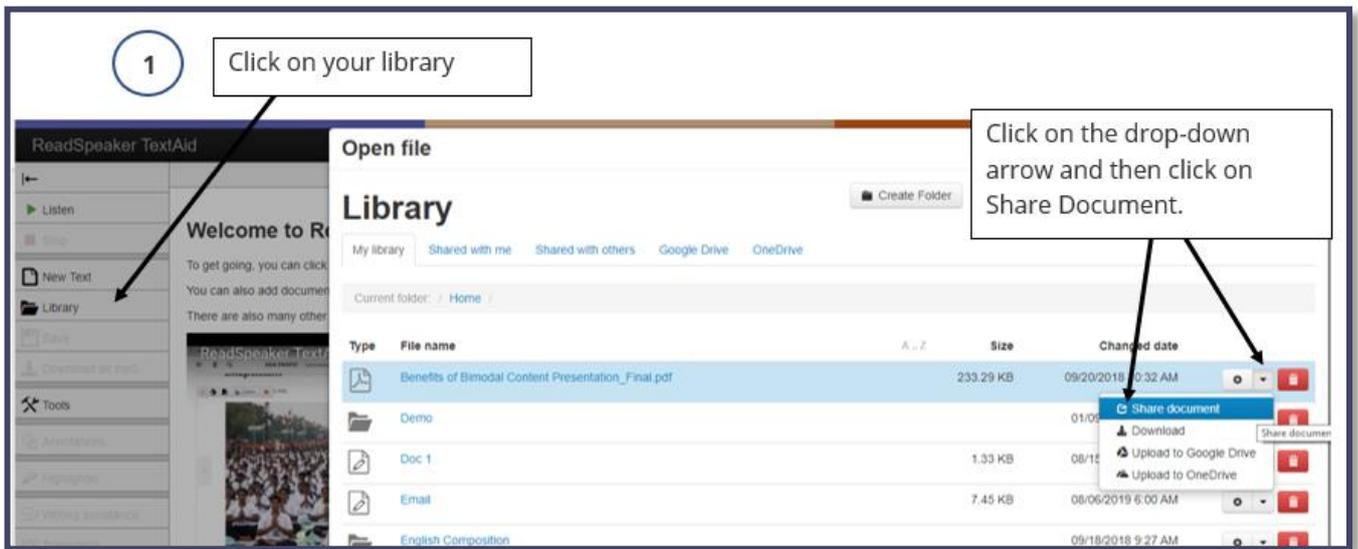
Click Save Settings

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 no longer receive the shared document.

Click **Save Settings**.

Share document ✕

Schedule

Make this document available

From:

To:

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

Groups Users

Add User:

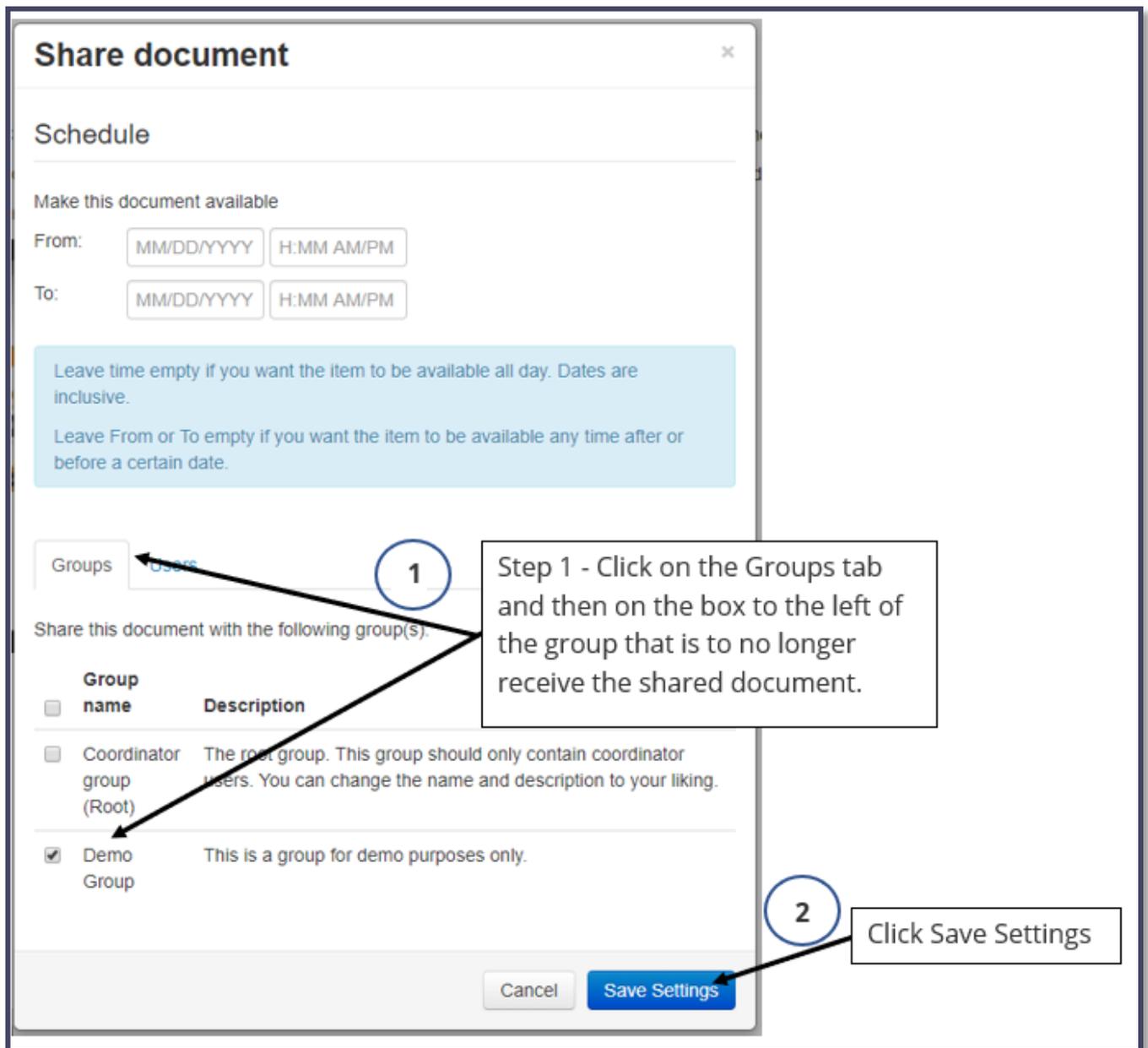
Name	Email	
Goofy Dpg	dewey4@bellsouth.net	

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**.



The screenshot shows the 'Share document' dialog box. At the top, there is a 'Schedule' section with 'From' and 'To' date and time pickers. Below this is a light blue informational box. The 'Groups' tab is selected, and a list of groups is shown. The 'Demo Group' is checked. A callout box labeled '1' points to the checkbox next to the 'Demo Group' name. Another callout box labeled '2' points to the 'Save Settings' button at the bottom right.

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.

Groups **Groups**

Share this document with the following group(s)

Group name	Description
<input type="checkbox"/> Coordinator group (Root)	The root group. This group should only contain coordinator users. You can change the name and description to your liking.
<input checked="" type="checkbox"/> Demo Group	This is a group for demo purposes only.

Cancel Save Settings

Step 1 - 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.