

ReadSpeaker TextAid

Instructions for Admins: Sharing Materials

This guide has instructions on how to share documents and folders and how to remove a share. It also shows how the shared information looks from the user's perspective.

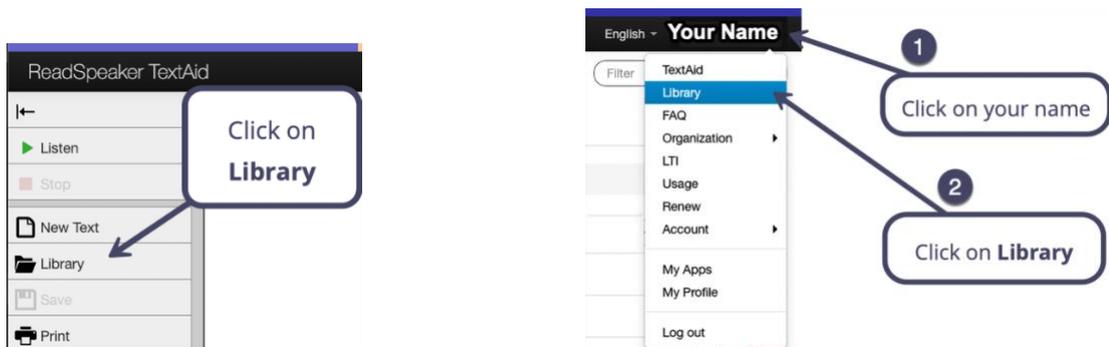
Sharing

Sharing documents and folders with other users is a great way to share an accessible textbook, project information, etc. The sections below will examine how to share documents and folders, remove shares, and what users see when the material is shared.

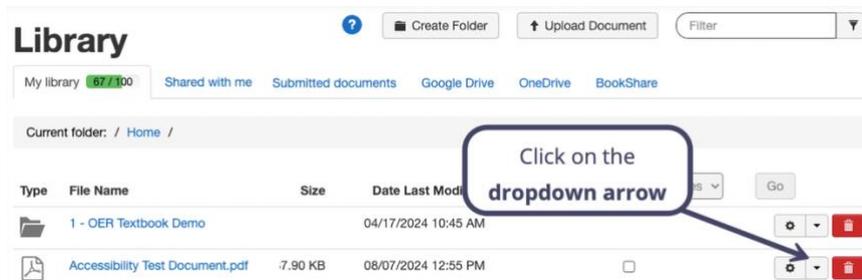
Sharing Documents

Administrators, coordinators, and teachers can share materials with users, and Group Owners can share materials with other group members. Let's examine the process of sharing a document. In the next section, we will look at sharing folders.

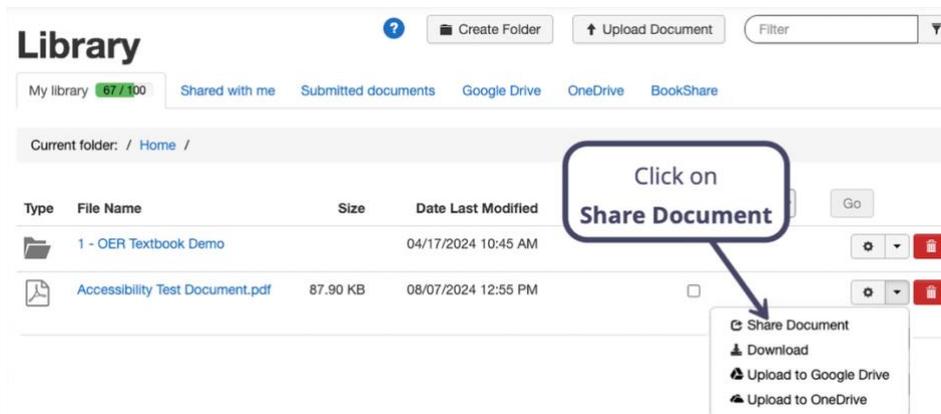
- Begin by navigating to your **Library** from either the left-hand menu or your name's dropdown menu.



- Locate the **document** that you wish to share.
- Click on the **dropdown arrow** on the right-hand side of the document.



- Click on **Share Document**.



- If preferred, you can select restricted dates and times for the document's share.
- Type in the **user's name** in the **Add User box**.

- Click on **Save Settings**.

The screenshot shows the 'Share Document' dialog box. It includes a checkbox for 'This is an exam', a 'Schedule' section with 'From' and 'To' date and time pickers, and a 'Users' section with an 'Add User' input field and a table of existing users. A 'Save Settings' button is at the bottom right. Three callout boxes with arrows point to: 1) the date pickers with the text 'Select Dates if preferred'; 2) the 'Add User' input field with the text 'Type in the User's Name or email address'; and 3) the 'Save Settings' button with the text 'Click Save Settings'.

- When you hover over the **Shared icon**, you can see who you have shared the document with and the share length.

The screenshot shows a library interface with a table of files. The file 'Accessibility Test Document.pdf' is highlighted. A tooltip is visible over the 'Shared' icon, displaying sharing information. A callout box points to the tooltip with the text 'Notice the sharing information'.

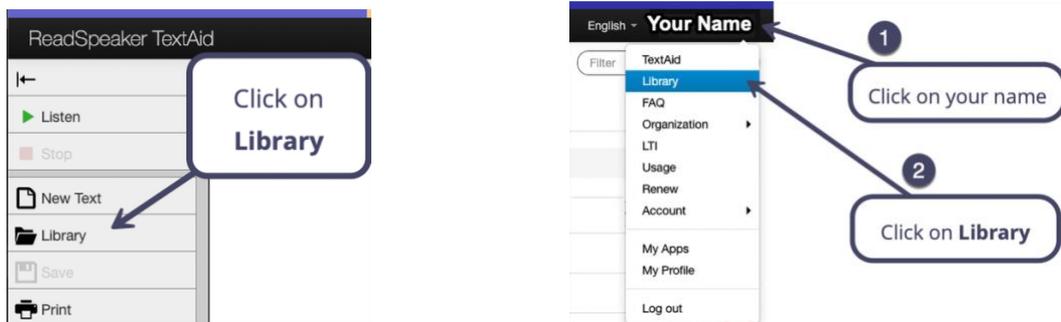
Type	File Name	Size	Date Last Modified
Folder	1 - OER Textbook Demo		
PDF	Accessibility Test Document.pdf	87.90 KB	

Sharing Information
Shared with
- Awesome Student
Available (from-to):
No dates set

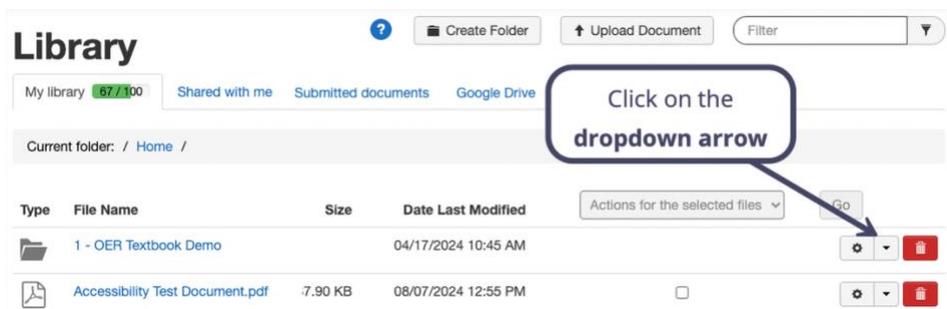
Sharing Folders

Administrators, coordinators, and teachers can share materials with users, and Group Owners can share materials with other group members. Let's examine the process of sharing a folder.

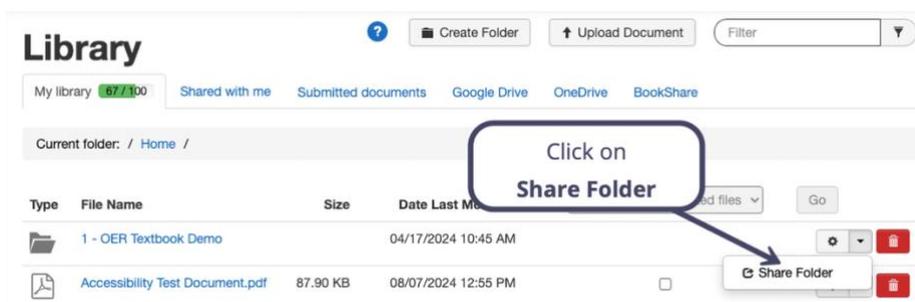
- Begin by navigating to your **Library** from either the left-hand menu or your name's dropdown menu.



- Locate the **folder** that you wish to share.
- Click on the **dropdown arrow** on the right-hand side of the folder.

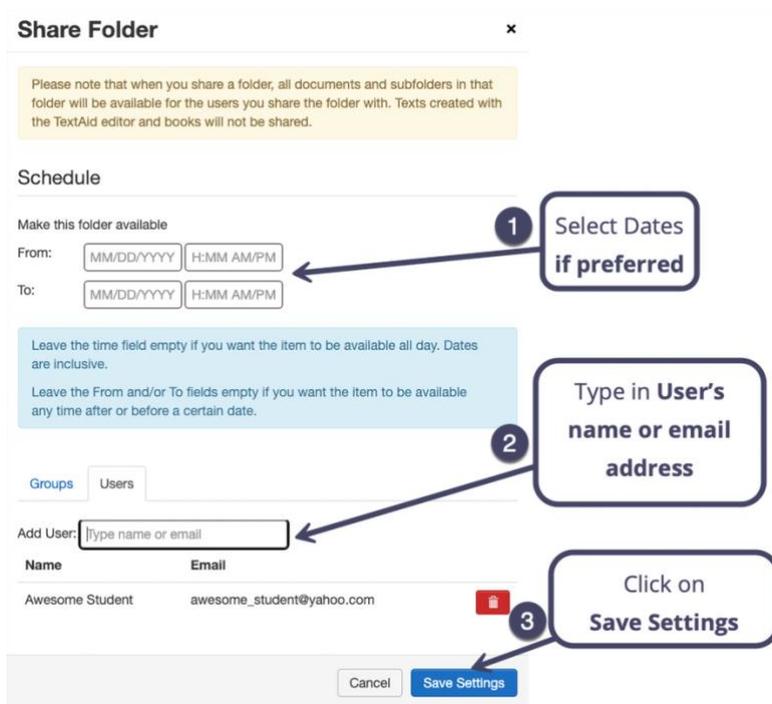


- Click on **Share Folder**.

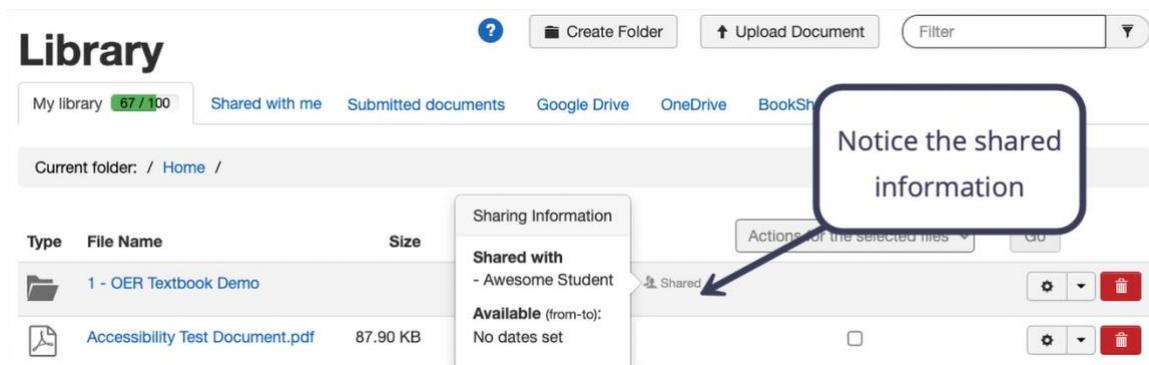


- If preferred, you can restrict the shared folder **dates and times**.
- Type in the **user's name** in the **Add User box**.

- Click on **Save Settings**.



- When you hover over the **Shared icon**, you see who you have shared the folder with and the share length.

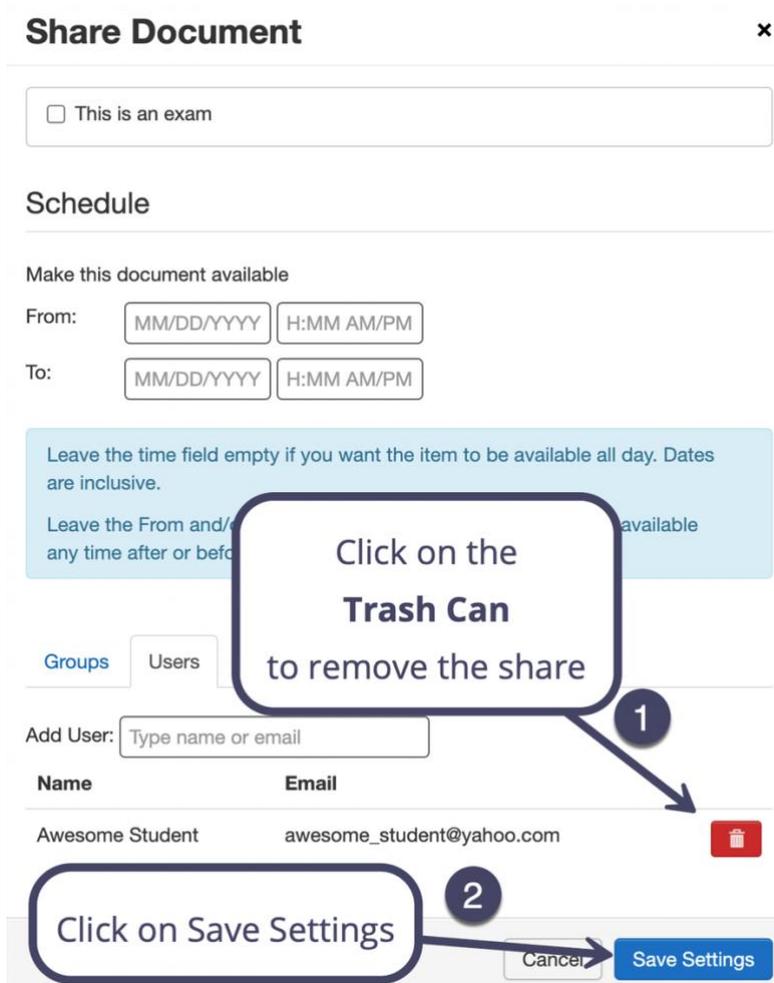


Removing a Share from a Document or Folder

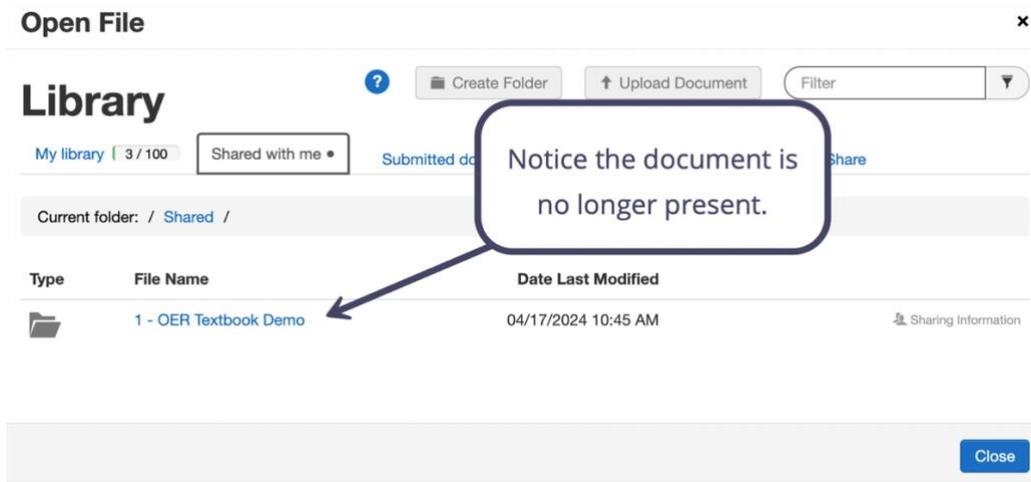
You can remove a document or folder's share just like you can share a document or folder. The process is described below.

- In the Library, **navigate** to the document or folder where you wish to remove the share.
- Click on the **dropdown menu** to the right of the document or folder.

- Click on **Share Document** or **Share Folder**. (See the images in previous sections.)
- You now see the **Share Document** or **Share Folder screen**. Scroll to the bottom of the screen and click on the **Trash Can** to the right of the user or users from which you want to remove the share.
- Click on **Save Settings**.



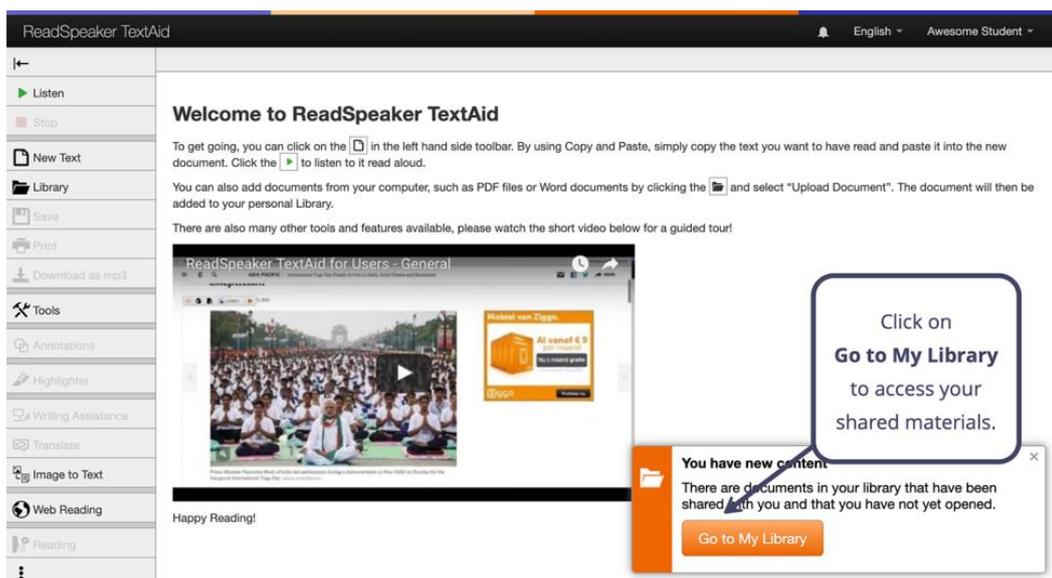
- The share is no longer available for the user.



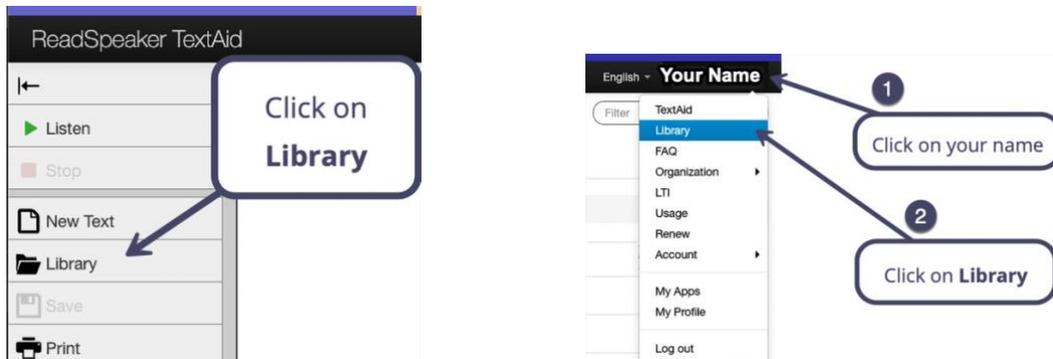
User View of a Shared Document or Folder

When users log into their accounts, and a document or folder has been shared, they will see a message indicating the share. Clicking on the message will take the user to the shared item. Let's look at how to access the shared documents or folders.

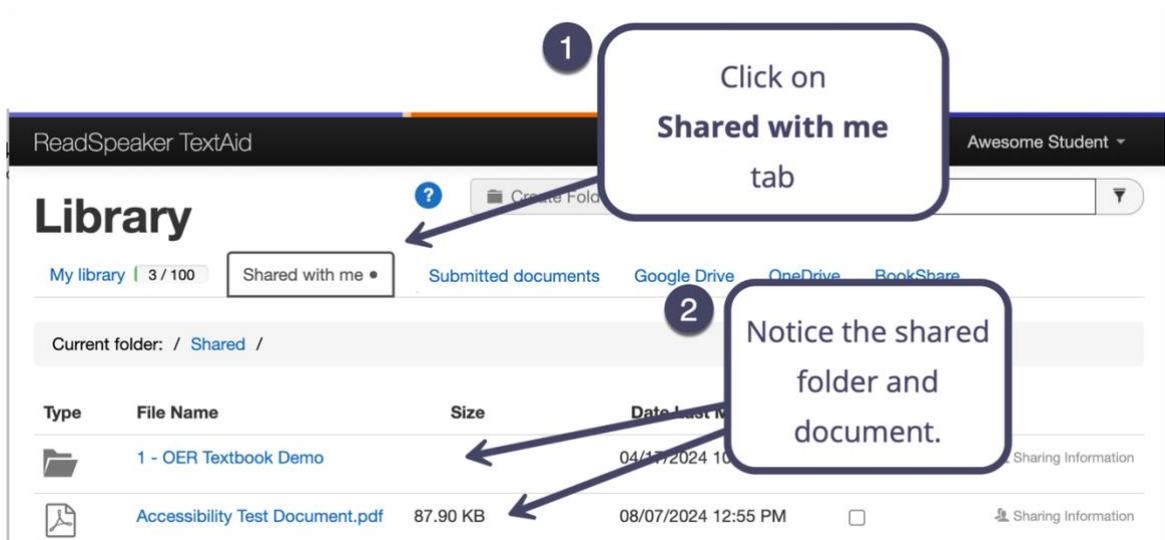
- Click on the **Shared Document** or **Folder** message. This message appears only the first time you log into your account after the document or folder has been shared.



- A second way to access the shared document or folder is to navigate to your library. Click on **Library** from the left-hand menu or your name from the dropdown menu, and then click on **Library**.



- Click on the second tab from the left, **Shared with me**.
- Under this tab, you will see the documents and folders shared with you. Notice that you cannot share the document or folder with others.



- Click on the desired document or folder. It opens in the complete TextAid platform. You now have all your tools, such as a Page Mask, Reading Ruler, Annotations, Highlighting, etc. Depending on the type of document, you may see different available tools. If a tool is not available, it will be grayed out.