

Sharing Assessments, Reports, and Programs

Before You Begin...

- Verify that you have access to an assessment, report, or program to share with others. This can be one you have created, or one for which another person has granted sharing rights to you.
- Know with whom you want to share. This can be an individual, a user group or user type, or an entire school.







*If you are already in an assessment, report, or program, you can access sharing settings by clicking **Sharing** in the left navigation bar.*



Allow others to see or use your DataDirector objects

Sharing allows you to grant others rights to objects that you have created in DataDirector. These rights range from simply viewing the object to being able to edit or share it with others.

STEPS

1. Launch the Application Switcher and select the appropriate icon for your item: **Assessments, Reports, or Programs.**

TIP
If the object has not yet been shared, it is gray. If it has been shared, it is green.

Permissions can be granted:

- Globally- with all users who can login to your DataDirector URL.
- User Level- with specific users
- User Type-Site Level- with users who are listed as a particular type (teacher, administrator, et al.) at a school site
- Site Level- with all users who can login to a particular school or at the district site only.

3. Click on the **here** link to share globally, or
4. Click on Add new sharing rule for the type of sharing you prefer (user, user type-site, or site)

Click **here** to create global permissions for this assessment.

Show All **Add new sharing rule** Remove selected

5. Depending on the option selected in step 4, select the individual users, user types, or sites with whom you would like to share your object.

TIP
Make more than one selection by holding down the Control button (PC) or the Command button (Mac) on your keyboard.

Select Site and User Type

| | | | |
|---------------------------|----------------------------|-----------|-------|
| Achieve (District) | DI Junior | 2011-2012 | Pre-K |
| Agular School | DI Senior | 2010-2011 | K |
| Alfter School | District Administrator | 2009-2010 | 1 |
| Altamirano School | Edusoft Employee | 2008-2009 | 1 |
| Andrews High School | Learning Coach | 2007-2008 | 2 |
| Bailey High School | Program Manager | 2006-2007 | 3 |
| Ballinger School | Scanning Administrator | 2005-2006 | 4 |
| Barnett School | School Administrator | 2004-2005 | 5 |
| Baumann Elementary School | School Group Administrator | 2003-2004 | 6 |
| Birks Elementary School | School Program User | 2002-2003 | 7 |
| Bragg Middle School | System Administrator | 2001-2002 | 8 |
| Brown School | Teacher | 2000-2001 | 9 |

Select Users

- 22 demo (demo22)
- 23 demo (demo23)
- 24 demo (demo24)
- 25 demo (demo25)
- 26 demo (demo26)
- 27 demo (demo27)
- 28 demo (demo28)
- 29 demo (demo29)
- 3 PubOps (pubops3)
- 30 demo (demo30)
- 31 demo (demo31)
- 32 demo (demo32)

Select Site

- Achieve (District)
- Agular School
- Alfter School
- Altamirano School
- Andrews High School
- Bailey High School
- Ballinger School
- Barnett School
- Baumann Elementary School
- Birks Elementary School
- Bragg Middle School
- Brown School

Under Select Site and User Type you have the ability to select groups of users based on DataDirector user type, year, and even grade level taught (if the teacher user type is selected).

DataDirector Training

The available options differ depending on the object selected. Assessments have assessment-specific options, reports have similar but different options, and programs have still different options.

6. Make a selection of Yes/ No choices to decide which abilities you wish to grant others who will have access to your object. Click in the appropriate radio button for each statement.
7. Click **Add** once all selections have been made.

8. Once sharing options have been selected, the permissions will show in the main sharing page. Icons denoting the permission granted for that object appear in the line.

TIP
Click **Edit** to change which permissions the user(s) should be granted or **Remove** to remove all permissions.

PERMISSION SETS

9. From the Sharing screen, click **Manage Permission Sets** in the left navigation bar.
10. Click Add new permission set to create a new set.
11. Give the permission set a name, a description (optional) and click **Create**.
12. Click **Edit** to add users and permissions to the set.

13. In the Sharing screen, click the **Use an existing permission set** tab to select a permission set.
14. Use the drop-down menu to select the permission set to use.
15. Choose to revoke or not revoke permissions.
16. Click **Apply Settings**.

Permission sets allow you to pre-set groups with which you will frequently share. They are unique to each module.

Revoking permissions replaces all previously applied permissions granted to that assessment, report, or program and replaces them with the permission set.