





Powerfully Simple

## **Sharing Elements With Others**

Sharing elements with other users is accomplished by sharing a template and *publishing* it. The user can then select the elements in the template that they wish to use. However in order to publish templates you are required to have been given permission to do so, and this is controlled by the set-up of your account by Media-X.

When you are granted permission to publish, you will see a 'P' when you click the sharing

icon for a template (Fig. 1). The default is that nobody who has access to your template has the publishing permission and you need to toggle the publish permission to on, for anyone you wish to have it. Of course you, the owner automatically have the publish permission



Figure 1 - Publish permission in Sharing

turned on. It is important to know that those with whom you are going to share your elements with will not be able to modify them, and that you will have access to all the data they collect when they use your elements in templates that are shared with you.

When the user whom you gave publish permission to selects *Build Templates*, they can then select the *Shared Elements* tab (Fig. 2), which will display the Shared Elements screen. This screen has a *Library* button (Fig. 3), that when selected will show a list of

all the templates that have been shared with *publish* permission turned on (Fig. 4).

All shared templates for the user will not be listed - only the ones that have the publish permission set to on will be shown and the user can choose a template at a time and then select the elements they wish to use in building their own templates. It is important that the user understands that when they use any of the shared templates, you will have access to the data they collect when you create reports.



All shared templates for the user Figure 2 - The Shared Elements tab

Template		My Elements	Shared Ele	ements	Checklists	Value Lists	Views	Refere	nce Sets
- All Element T	/pes -	•	- Search eleme	ent by name -		- Search el	ement by ID -	Clear Filters	Libra

## Figure 3 - The Library button



Figure 4 - Selecting a template for the Element Library

## **Collecting Elements from a published template**

When a template is selected, all the elements are listed in the Element Library window (Fig. 5), and the user select the ones that are desired and then clicks the '**Add Elements**' button. This closes the window and places the selected elements in the **Shared Elements** tab (Fig. 6).

Templates	My Elements	Shared	Element	5 (	Checklists	Value Lists	Views	Refere	nce Sets
ll Element Types -		▼ - Search el	ement by	name -		- Search e	lement by ID -	Clear Filters	Library
Remove #	TEM ID	TYPE					E	lement Name	
			Eleme	nt Library					>
			Selec	t template	to add element	s to my library			
			Fram	ework For To	eaching (Mystery	User, Media-X)			
			Avail	able Eleme	nts		_		_
				TYPE	-	Ele	ment Name		
				•	Respect and Ra	pport: Teacher Interact	ion with Students		
				¢	Respect and Ra	pport: Student Interact	ion with Teacher a	and other Students	
				KU. ¥	Establishing a C	andards for Student Beb	avior		
				\$	Monitoring of S	tudent Behavior			
				Ru. \$	Organizing Phy	sical Space Rubric			
				\$	Managing Trans	sitions			
				\$	Managing Supp	lies or Materials			
					Managing Instr	uctional Groupings			
				-	Managing Volu	teers and Paraprofession	onals		_
						+ Add Elements	🖉 Cancel		

Figure 5 - Selecting elements from a published template

	Template	s	My Elements	Sha	red Elements	Checklists	Value Lists	Views	Reference Sets		Report Sets
All E	lement <sup>-</sup>	ypes -	•	- Search	n element by nan	ne -	- Search eler	ment by ID -	lear Filters	🛄 Library	
	Remove	# TEM	ID	TYPE				Element	Name		
	• •	1	2897	\$	Managing T	ransitions					
	• 0	1	2895	\$	Monitoring	of Student Behavior					
	• •	2	2891	4	Respect and	Rapport: Teacher Int	eraction with Students				

Figure 6 - The populated Shared Elements tab

Elements that have been selected will now be available when creating or editing templates. If you remove an element from the shared list, you will no longer see it when editing or building templates however if it had been previously used in a template it will will remain in the template.