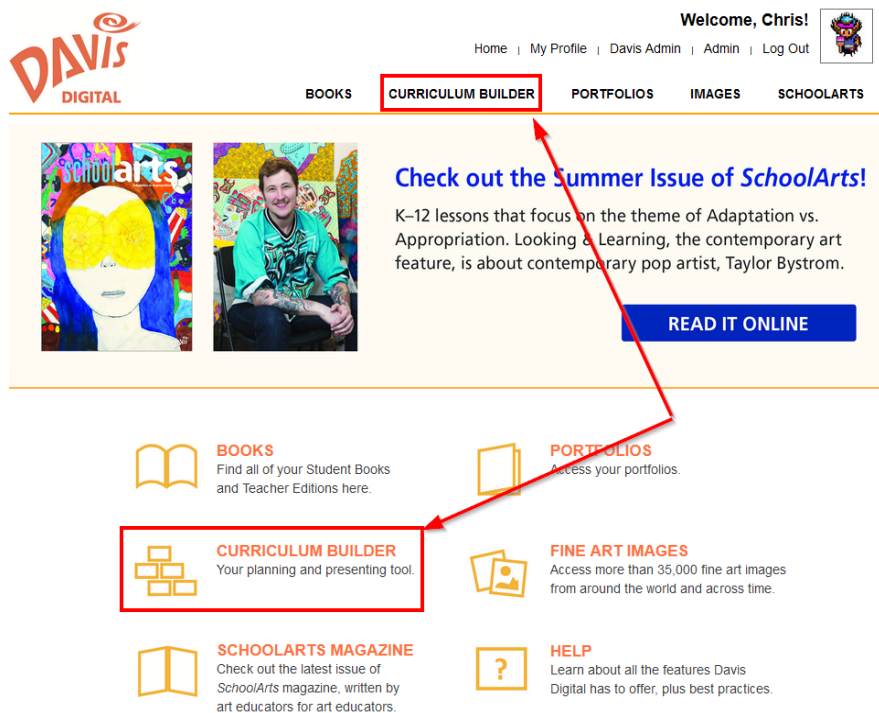
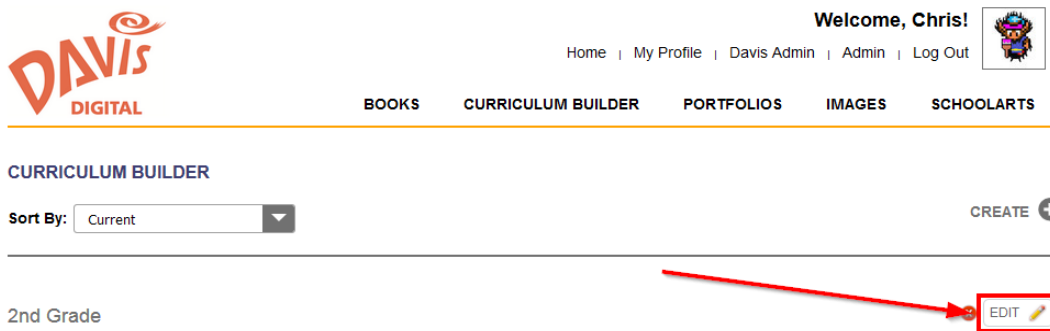


Curriculum Builder: Share a Class

1. To begin, go to the **Curriculum Builder** section of Davis Digital.



2. Locate the **Class** you want to share and click the pencil icon to begin editing.



There are two levels of sharing - Editors and Viewers. **Editors** can make changes to your class, including the ability to add or delete content. These changes will be visible to you and anyone else you have shared the class with.

- We recommend using **Editors** only when you are collaborating with colleagues to create a shared class or series of lessons.

Please note: a **Class** may only be deleted by its' original creator, so you don't have to worry about any editors deleting the class that you shared with them.

Viewers can view the **Class** you have shared with them, but will not be able to make any changes. Teachers that are set up as **Viewers** can make a copy of your class and make changes to it that will be saved to their page only and will not affect your original class.

- Set your students up as **viewers** if you would like them to be able to access your class and lessons from their own Davis Digital account.

3. To add an Editor, click the **Add Editors** button.

EDIT CLASS

Copy an existing class or create a new class.

Class Title:

Teacher: Chris Rhodes

Editors can make changes to the class. These changes will be visible to you and anyone else you have shared the class with. We recommend using Editors only when you are collaborating with colleagues to create a shared class.

Add Editors ←

4. In the window that appears, enter the name of the Davis Digital user you want to add and click **Search Users**. To speed things up, enter only part of the name instead of the whole thing.

Manage Editors

Add Editors

SEARCH USERS

Selected Editors

Chris Rhodes	Remove
Cam Mckinstry	Remove

REMOVE ALL

CANCEL **CONFIRM**

5. Any user who meets your search criteria will appear under **Found Editors**.

The screenshot shows a 'Manage Editors' dialog box with a search bar containing 'cam' and a 'SEARCH USERS' button. Below the search bar is a field for 'Enter Tag (optional)'. The 'Found Editors' section is highlighted with a red box and contains two entries: 'Danny Campbell' and 'Cam Mckinstry', each with an 'Add' button. The 'Selected Editors' section contains 'Chris Rhodes' with a 'Remove' button and a 'REMOVE ALL' button. At the bottom are 'CANCEL' and 'CONFIRM' buttons.

6. Under **Found Editors**, click the **Add** button to the right of the user you wish to add to your class.

This screenshot is identical to the previous one, but with a red box around the 'Add' button for 'Cam Mckinstry' and a red arrow pointing to it from the right.

7. The user will now appear in your list of **Selected Editors**. Click **Confirm** to save these changes.

Manage Editors

Add Editors

cam

Enter Tag (optional)

Found Editors

Danny Campbell

Selected Editors

Chris Rhodes

Cam Mckinstry

8. To add **Viewers**, click the **Add Viewers** button and repeat steps 4-7.

Viewers: Lindsey Kettner, Lindsey Proulx

Viewers can view the Class, but will not be able to make changes. Teachers that are set up as Viewers can make a copy of the class you shared with them and make changes without affecting your original class. Set your students up as viewers if you would like them to be able to access your class and lessons from their own Davis Digital account.

Note: A Class may only be deleted by its' original creator.

9. Once you have added your **Editors** and **Viewers**, click **Update** to save your new settings.

EDIT CLASS

Copy an existing class or create a new class.

Class Title: 2nd Grade

Teacher: Chris Rhodes, Cam Mckinstry

Editors can make changes to the class. These changes will be visible to you and anyone else you have shared the class with. We recommend using Editors only when you are collaborating with colleagues to create a shared class.

Viewers: Lindsey Proulx

Viewers can view the Class, but will not be able to make changes. Teachers that are set up as Viewers can make a copy of the class you shared with them and make changes without affecting your original class. Set your students up as viewers if you would like them to be able to access your class and lessons from their own Davis Digital account.

Note: A Class may only be deleted by its' original creator.