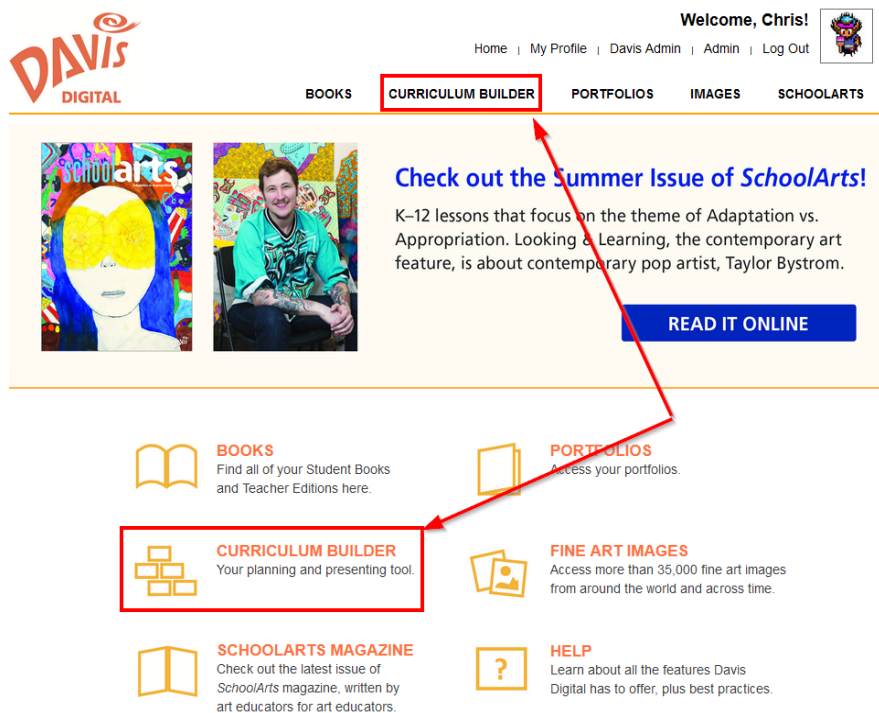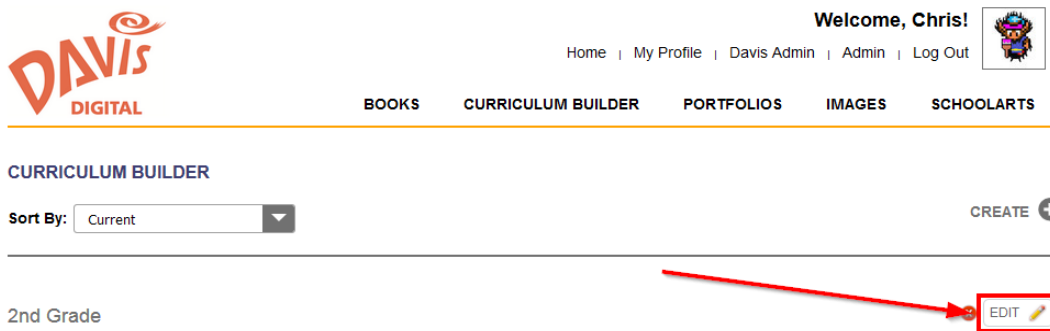# Curriculum Builder: Share a Class

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.

- o 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.

- o 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.

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.

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

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

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

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

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