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Achievement Systems

Sharing

Included in this Guide:
- Create new recipient groups
- Share items with a recipient group
- Manage existing recipient groups
- Manage the Recently Shared by Others table

This guide shows how to use the Sharing Tab to create and manage recipient groups, and how to share items (e.g., documents, templates, groups) from throughout the site with those recipient groups. Recipient groups are groups of people (e.g., English Department, Instructional Coaches, 5th Grade Teachers) with whom you frequently share items. Create as many recipient groups as you like.

CREATE NEW RECIPIENT GROUPS

Find the Sharing Tab by starting on the **myAlpine home page** > select the **Sharing Tab** > select the **green plus icon** at the bottom of the My Recipient Groups table > **enter a name** for the recipient group > use the drop down to select how you want to add the recipients > in the drop down(s) that appear, select the specific recipients > select **"Save."**

First, choose how you want to select your recipients (e.g., select by school, select by individuals).

Then, check the boxes next to the recipients you want to add.
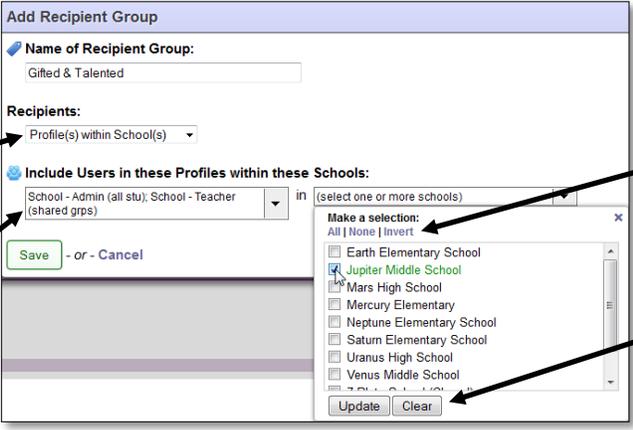
Use the "All," "None," and "Invert" functions to make selections quickly.

To save the checked recipients, select "Update." To start over, select "Clear."

Users by Profile(s): Select if your recipient group will include all of the users who are assigned to a specific Permission Profile (e.g., all users in the Teacher Permission Profile from your entire organization). You can make multiple selections.

Users by School(s): Select if your recipient group will include all of the users who are assigned to a specific school (e.g., all users in Earth Elementary, regardless of Permission Profile). You can make multiple selections.

Users by Profile(s) within School(s): Select if your recipient group will include all of the users that are assigned to a specific Permission Profile, but only those within specific schools (e.g., all users in the Teacher Permission Profile in Earth Elementary only). You can make multiple selections.

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Individual Users: Select if your recipient group will be made of users whom you hand pick. You can make multiple selections.

Select this tab to browse for individual users by Permission Profile instead of by School.

Select any school to display the users assigned to it > check the box next to the user(s) you want to add to your recipient group.
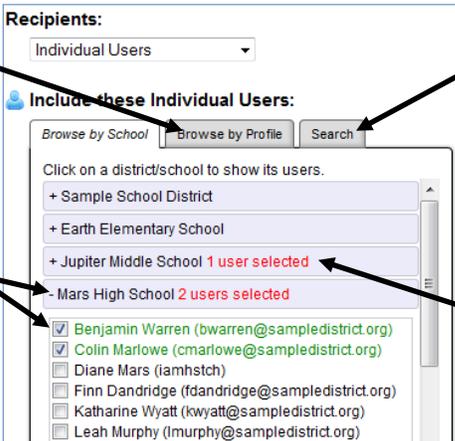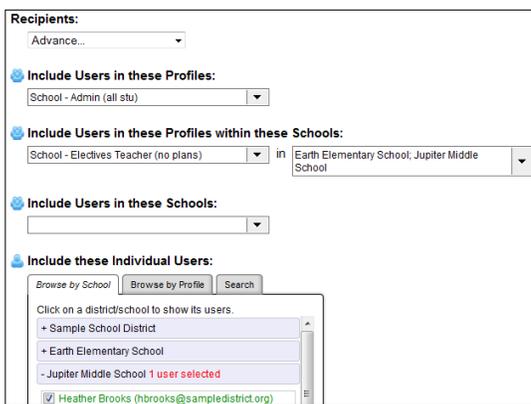
Select this tab to search for the user by full or partial name. The system will display all users that match you search criteria in alphabetical order by full name. Check the box next to the user(s) you want to add your recipient group.

The system will display a running count of users selected from each school or profile.

> **Recipients:**
> Individual Users
>
> 👤 **Include these Individual Users:**
>
> *Browse by School* Browse by Profile Search
>
> Click on a district/school to show its users.
> + Sample School District
> + Earth Elementary School
> + Jupiter Middle School 1 user selected
> - Mars High School 2 users selected
>
> ☑ Benjamin Warren (bwarren@sampledistrict.org)
> ☑ Colin Marlowe (cmarlowe@sampledistrict.org)
> ☐ Diane Mars (iamhstch)
> ☐ Finn Dandridge (fdandridge@sampledistrict.org)
> ☐ Katharine Wyatt (kwyatt@sampledistrict.org)
> ☐ Leah Murphy (lmurphy@sampledistrict.org)

Entire Organization: Select if your recipient group should include all Alpine users in your entire organization.

My Logins: Select if your recipient group should only include the other accounts your account is linked to through My Logins. Most users will not have My Logins accounts.

Advanced: Select if you want to use a combination of the options to choose users for your recipient groups (e.g., select users via both Users by School and via Individual Users).

> **Recipients:**
> Advance...
>
> 👤 **Include Users in these Profiles:**
> School - Admin (all stu)
>
> 👤 **Include Users in these Profiles within these Schools:**
> School - Electives Teacher (no plans) in Earth Elementary School; Jupiter Middle School
>
> 👤 **Include Users in these Schools:**
>
> 👤 **Include these Individual Users:**
> *Browse by School* Browse by Profile Search
> Click on a district/school to show its users.
> + Sample School District
> + Earth Elementary School
> - Jupiter Middle School 1 user selected
> ☑ Heather Brooks (hbrooks@sampledistrict.org)

The saved recipient group will immediately appear in your My Recipient Group table. It will also appear in the Recipient Group drop down when sharing items from throughout the site.

![Alpine Achievement Systems logo]

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SHARE ITEMS
WITH RECIPIENT
GROUPS

Start on the **home page for the item** that you want to share (e.g., the My Dashboard Templates page to share a Data Dashboard template) > select the **green arrows icon** next to the item you want to share.

Either select an existing recipient group from the drop down, or select the green plus icon to create a new recipient group to share with (if you'll want to use the same group in the future, be sure to check the "Save for Later Use?" box). Only one recipient group can be selected—to share with multiple groups, create a new group that combines the groups you want to share with.
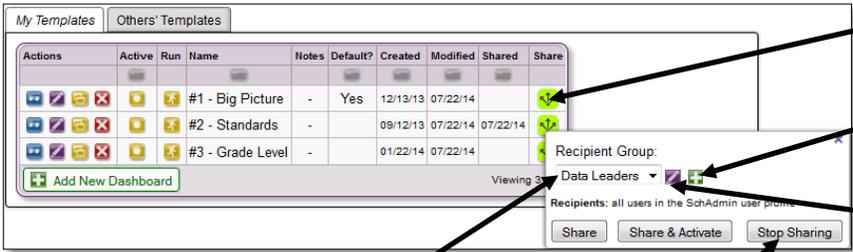
Share this template with a recipient group.

Create a new recipient group to share a template with.

Make changes to the selected recipient group.

All of the recipient groups created in your account will appear as options in the drop down.

Un-share this template with the selected recipient group

You can share in two ways. Regardless of which way an item is shared, it will display both in the recipients' Recently Shared by Others table on the Sharing Tab, as well as on the Others' Templates Tab on the item's home page.
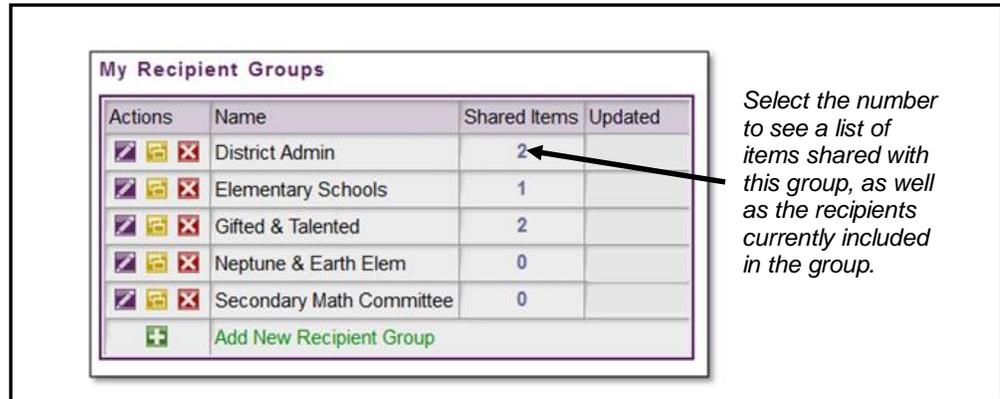

- *Share:* Select to share the item in inactive status (purple moon). Recipients can then choose to activate the item, so that it appears out on the site (e.g., activating a Dashboard Template will make it appear on the Dashboards Tab).

- *Share & Activate:* Select to share the item in active status (yellow sun), and cause it to automatically appear out on the site (e.g., a Shared & Activated Dashboard Template will immediately appear as an option on the recipients' Dashboards Tab). Recipients can then choose to deactivate the item, so that it no longer appears out on the site. Not all users will have the ability to Share & Activate.

The item will immediately be shared with the recipients in the recipient group.

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**MANAGE
EXISTING
RECIPIENT
GROUPS**

Navigate to the **Sharing Tab** on the myAlpine home page. The My Recipient Group table displays all of your existing recipient groups, the number of items shared with each group, and the date most recently updated.

My Recipient Groups			
Actions	Name	Shared Items	Updated
✎ ▣ ✖	District Admin	2	
✎ ▣ ✖	Elementary Schools	1	
✎ ▣ ✖	Gifted & Talented	2	
✎ ▣ ✖	Neptune & Earth Elem	0	
✎ ▣ ✖	Secondary Math Committee	0	
✚	Add New Recipient Group		

Select the number to see a list of items shared with this group, as well as the recipients currently included in the group.

Use the Actions section of the table to edit, copy, or delete an existing group.

**MANAGE THE
RECENTLY
SHARED BY
OTHERS TABLE**

The Recently Shared by Others table is located on the Sharing Tab, below the My Recipient Group table. It displays the 10 items most recently shared into your account by other users, the user who shared the item, and the date the item was shared. Items are organized chronologically by the date received.

Recently Shared by Others					
Actions	Active	Type	Name	Owned By	Shared On
▶	☀	Portfolio Template	State Standards Assmnt & Growth Model - 3 Yrs	Theodora Altman	
▶	☾	File Exchange	English Dept - Annual Report & Targets.docx	April Kepner	
▶	☀	Dashboard Template	State Standards Assmnt & Growth Model	Theodora Altman	

Use the Actions to grab and view a template—from there, you can choose to either run the template or return to the Recently Shared by Others Tab.

Toggle the active (yellow sun) or inactive (purple moon) icon to either show or hide a specific template. Active templates will appear out on the site. Inactive templates will not.