Sharing with Others

About sharing with others

You can choose to share any of your Pebble+ Assets and all shared work remains password protected. You can share with others within your organisation who have a Pebble+ account, as well as with others who don't use PebblePad at all. Everyone you share with will receive an email with a link to your work and a username and password to use when accessing it.

Other PebblePad users will see your shared work in their Asset Store. You can set permissions to determine how long others have access to your shares and what they can do with them, eg. view only, comment, copy, or even collaborate on some types of Asset. You can also share with non PebblePad users by creating them a 'view only' account. The system will generate a username and password and send these details to the email address you have provided. They can then login and view the Assets you have shared.

Sharing an Asset

There are two ways to access the share options panel:

<table>
<thead>
<tr>
<th>Share from</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>From your Asset</td>
<td>Click on the icon to the left of the asset title. Click on the blue I</td>
</tr>
<tr>
<td>Store</td>
<td>want to... button at the bottom right of the screen and select Share.</td>
</tr>
<tr>
<td>From within an</td>
<td>Click on the white I want to... button at the top right of the screen</td>
</tr>
<tr>
<td>open Asset</td>
<td>and select Share.</td>
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</tbody>
</table>

From either access point, the share options panel will open and you should choose “With people”.

Finding a contact

To find a contact to share with, type the name or email address into the Who are you sending this to? box. If the contact already exists in your contact manager (usually if you have shared with them previously) it will appear in a list for you to select. If the contact does not exist in your contact manager you will be given the options to Look for other PebblePad users or to Add a non PebblePad user.
If the person is part of your organisation, click on **Look for other PebblePad users**, then find them by typing in details of their first and second names, and email address if you know it. A list of matches will appear for you to select from. Once selected they will be added to your contact manager, as well as to the share.

If the person is external to your organisation you need to select **Add a non PebblePad user** and add the requested name and email information to create the contact. This new contact will also be added to your contact manager and the share.

**Note** - for sharing purposes 'other PebblePad users' refers only to people who have a PebblePad account within your organisation. If you want to share with someone who uses PebblePad at another organisation you will need to add them as a non PebblePad user. They will only be able to view your Asset.

**Setting permissions**

Next you need to decide upon the permissions you want to give the people you are sharing with. Automatically they have permission to view the Asset but you can decide on other options.
<table>
<thead>
<tr>
<th>Permission</th>
<th>Description</th>
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<tbody>
<tr>
<td>Allow recipients to leave a comment</td>
<td>Allows users to add comments to your Asset. Please note that any comments added to your Asset will remain on the Asset and be visible to others.</td>
</tr>
<tr>
<td>Allow recipients to take a copy</td>
<td>Gives other PebblePad users the option of saving a copy of your Asset into their own Asset Store. Be aware that by default all linked items within the Asset will also be copied. You can change this by clicking on the linked asset permissions drop down and changing the permission for the linked items.</td>
</tr>
<tr>
<td>View for a specified amount of time</td>
<td>You can choose for the Share to expire in one week, one month, or on a date that you specify.</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Collaborate enables others to become co-owners of your Asset. Once they are a co-owner they have exactly the same permissions over the Asset as you do. Once accepted, this permission cannot be removed.</td>
</tr>
</tbody>
</table>

Feedback (including grades and approvals) associated with your Asset is not visible to people you share with, but any comments left on your Asset will be visible. If you wish for your Asset to be shared without comments, take a copy of the asset first and share the copy.

Towards the bottom of the share window you can add a short message to the people you are sharing with.

Once you have selected all the options click on the **Share Asset** button to share the item. The recipient will receive an email with your message and a link to open the item. If the recipient has a PebblePad account they will also see the item in their Asset store with a shared icon.

If the recipient does not have a PebblePad account they will receive a second email with a username and password to access the asset.

**TIP!** Remember that in Pebble+ a share enables the recipient to view your Asset as it appears in your Asset Store. This live link lets them see all changes to your Asset as you make them for as long as the share is active. You are NOT sharing a copy of your work.

**Removing a Share or editing Share permissions**

If you decide you would like to edit or remove a share from an Asset you need to open the information panel and find the **Shares** section. You can click the info icon in the Asset Store or within the open Asset. You can also click on the Shares icon in the Asset Store. You will see details of any Shares you have made. To the right of each Share is a **bin icon**; clicking on this will delete the share. To edit the share click...
on the share link which will re-open the share window. You can change any of the share details and Update the share.

More information about Copy permission

You can add copy permissions when you share with someone with a PebblePad account within your organisation. This permission enables the other person to make a copy of your Asset that they then have ownership over and can edit.

The person receiving the share will find the Asset in their Asset Store. To make a copy of the Asset they need to choose Copy from the I want to... button options. This will add a copy of the Asset to their Asset Store. This is now a version of the original Asset that is no longer linked to it and the person receiving the share has full ownership over this copy. They can edit, share, submit and publish this new Asset as if it was one they had created themselves.

Be aware that when you give someone Copy permission they can make a copy of your work that they can then pass off as their own. Your name will no longer be associated with the copy of the Asset. Only give Copy permissions when it is necessary - very often View and Comment permissions are enough.

Sharing a Resource
Sharing a Resource is similar to sharing an Asset, however the options initially presented to you when electing to share are a little different. You are given the option to **Share with others** or to copy and distribute a link that makes the resource available to complete. This second option only works for those who have a PebblePad account, as they will be asked to log in to complete the Resource.

**I want to share the following template**

**Lesson plan**
Created by Jodie Young at 14:38 on 29-Feb-2016

This template has 1 linked item

**I would like to share this...**

- **With people**
  For their advice or collaboration on a template

Or with everyone who receives the following link

Users with this link can access the resource directly, complete it and save it to their store.


**Copy this URL**

**Opting to Share... With people** will bring up the same options as sharing an Asset above. Recipients of a share can be given permissions to view, comment, copy and collaborate. The only difference will be that they access the shared Resource from their Resource Store.

If you choose to **Copy this URL** and then distribute it to users, anyone clicking on the link will be prompted to log in to their PebblePad account. Once logged in the Resource will automatically open, ready for the user to complete and save as an Asset in their store. Note that they will not have a copy of the Resource available in their Resource Store to use again.