

ShareIt

Description

ShareIt allows you to disseminate your files and objects to other Epsilen members who can then use, comment upon, and assess your work. Your ShareIt objects may include learning objects, manuscripts, recipes, artwork, open source software, or any file or object that you have the intellectual property right to share.

Purpose

The purpose of using the ShareIt tool is to encourage communication and object exchange among Epsilen users within a secure environment, with the intention of allowing those who access your files the right to use, review, and/or assess them.

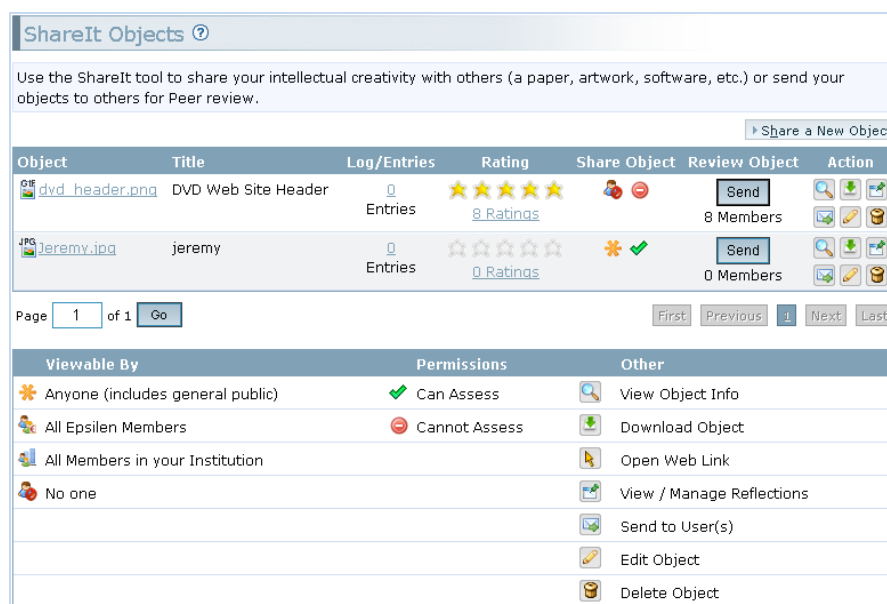


Figure 1

Definitions

Share New Object allows you to add a new ShareIt object and share it with Anyone (including the general public), All Epsilen Members, All Members in your Institution, or No one.

View Assessed Objects allows you to review your assessed ShareIt objects and the ShareIt objects that you have assessed for other Epsilen members.


Review Objects allows you to review ShareIt objects that other Epsilen members have sent to you and view your reviewed ShareIt objects.

Download Object: Clicking the file name link or the button allows you to download and open/save the ShareIt object to your computer.

View Object Logs: Clicking the Log/Entries link allows you to view a log of events for an object, including assessments, etc.


View Object Assessments/Ratings: Clicking the # Ratings link allows you to view assessments that have been made for an object.


View Object Details: Clicking the  button allows you to view an object's details, assessments and reflections.

View Object Link: Clicking the  button allows you to view a hyperlink that has been included with an object.

View Object Reflections: Clicking the  button allows you to view, add, edit, and delete reflections that have been made for an object.

Send Object: Clicking the  button or the **Send** button allows you to send an object to other Epsilen members for their review/assessment.

Edit: Clicking the  button allows you to edit a ShareIt object.

Delete: Clicking the  button allows you to delete a ShareIt object.

Sharing a New Object

To Share a New Object

1. Click the **Share a New Object** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter the title of the new object.
Author	Enter the author of the new object. (The user's name is pre-populated.)
Description	Enter a description of the new object.
Keywords	Insert keywords that will help others search for and locate this object.
Learning Object	Is this an object used for teaching and learning purposes in a course?
Courses Served	(only visible if Learning Object is selected) List any courses in which the object is being used.
Specify Object	Define whether the object is a URL, or a file being uploaded or transferred from your My Epsilen files.
ShareIt Object Policy	This policy must be acknowledged and adhered to in order to share an object.

3. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Who Can Download/View/Review This Object?** page to specify who may view and/or assess your new object and to send this object to other Epsilen members for their review (becomes a **ReviewIt object**).
4. Complete the fields/choices as described in the following table:

Field	Function
ShareIt Object Options	Specify whether the object should be shared with anyone (including the general public), only members of Epsilen, only members of your institution, or no one (to hide the item until you are ready to share).
Allow Assessments	Check the box if you would like to allow logged in Epsilen members to provide feedback.
ReviewIt Object	Check the box if you would like to send this object to Epsilen members of your choice for their review.
Users to Send Object To	Select the Epsilen users that you would like to review this object.
Personal Message	Enter your message to your selected reviewers.

5. When you have finished filling out the information, click the **Save/Send** button. You will be returned to the **ShareIt** page where you will see a new entry for your ShareIt object.

Figure 2 displays the **Share New Object : Step 1 of 2** screen.

Share New Object : Step 1 of 2

Title: *

Author: *

Description:

Keywords: ?

Learning Object: This is a learning object ?

Specify Object: I want to enter a Web address (URL)
 I want to Upload a file
 I want to Transfer a file from My Epsilen files

*

ShareIt Object Policy: By checking this box, I certify that I have created this object, own the intellectual property of this object, or have permission from the object owner to share this object with the general public or all Epsilen members. I also certify that if I am not the author of this object or I shared authorship of this object that I have correctly identified the author or authors of this object.

Figure 2

Figure 3 displays the **Who Can Download/View/Review This Object?** screen.

Who Can Download/View/Review this Object? ?

ShareIt object

Please select which group of people can download/view this ShareIt Object and whether or not people who can download/view this object can assess this object. Please note that the general public cannot assess objects.

Anyone (The general public included)
 All Epsilen Members
 All Members of my Institution
 No one for now, hide until later

Allow Assessments? ?

Allow logged in Epsilen members who can view this object to also assess this object

ReviewIt object

Select Users to Send this Object to.

(Click to search for users to send this object to)


Name	Notification
Harold Ngu	<input checked="" type="checkbox"/> Send to this User <input type="button" value=""/>

Personal Message or Instructions to Assessor / Reviewer.

Figure 3

Editing an Object

To Edit an Object

1. Click the  button for an object.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter or revise the title of the object.
Author	Enter or revise the author of the object.
Description	Enter or revise the description of the object.
Keywords	Insert or revise the keywords that will help others search for and locate this object.
Learning Object	Is this an object used for teaching and learning purposes in a course?
Courses Served	(only visible if Learning Object is selected) List or revise any courses in which the object is being used.
Specify Object	Define whether the object is a URL, or a file being uploaded or transferred from your My Epsilen files.
ShareIt Object Policy	This policy must be acknowledged and adhered to in order to share an object.

3. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Who Can Download/View/Review This Object?** page to specify who may view and/or assess your new object, and to send this object to other Epsilen members for their review (becomes a **ReviewIt object**).
4. Complete the fields/choices as described in the following table:

Field	Function
ShareIt Object Options	Specify whether the object should be shared with anyone (including the general public), only members of Epsilen, only members of your institution, or no one (to hide the item until you are ready to share).
Allow Assessments	Check the box if you would like to allow logged in Epsilen members to provide feedback.
ReviewIt Object	Check the box if you would like to send this object to Epsilen members of your choice for their review.
Users to Send Object To	Select the Epsilen users that you would like to review this object.
Personal Message	Enter your message to your selected reviewers.

5. When you have finished filling out the information, click the **Save/Send** button. You will be returned to the **ShareIt** page where you will see a modified entry for your ShareIt object.

Figure 4 displays the **Edit Share Object : Step 1 of 2** screen.

Edit Share Object : Step 1 of 2

Title: *

Author: *

Description:

Keywords: ?

Learning Object: This is a learning object ?
 I want to enter a Web address (URL)
 I want to Upload a new file

Specify Object: I want to Transfer a file from My Epsilen files

*

ShareIt Object Policy: By checking this box, I certify that I have created this object, own the intellectual property of this object, or have permission from the object owner to share this object with the general public or all Epsilen members. I also certify that if I am not the author of this object or I shared authorship of this object that I have correctly identified the author or authors of this object.

Figure 4

Figure 5 displays the **Who Can Download/View/Review This Object?** screen.

Who Can Download/View/Review this Object? ?

ShareIt object

Please select which group of people can download/view this ShareIt Object and whether or not people who can download/view this object can assess this object. Please note that the general public cannot assess objects.

Anyone (The general public included)
 All Epsilen Members
 All Members of my Institution
 No one for now, hide until later

Allow Assessments? ?

Allow logged in Epsilen members who can view this object to also assess this object

ReviewIt object

Select Users to Send this Object to.

(Click to search for users to send this object to)


Name	Notification
Harold Ngu	<input checked="" type="checkbox"/> Send to this User

Personal Message or Instructions to Assessor / Reviewer.

Figure 5

Sending a ShareIt Object

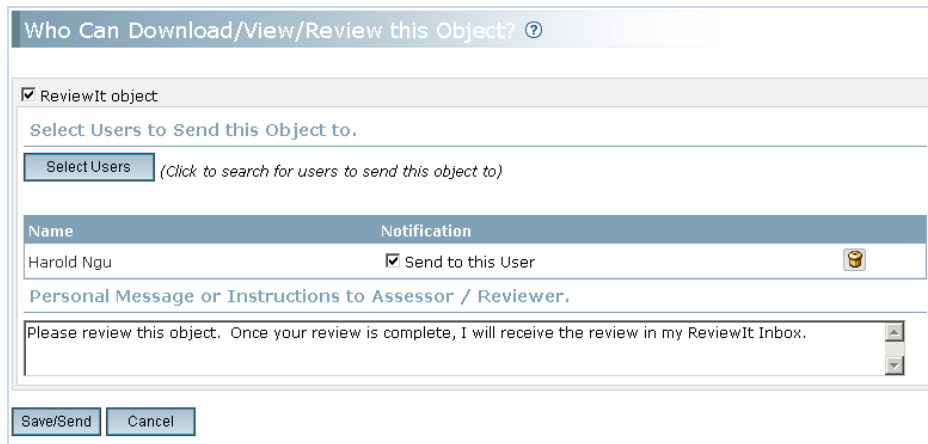
To Send a ShareIt Object

1. Click the **Send** button or the  button.
2. Complete the fields/choices as described in the following table:

Field	Function
ReviewIt Object	Check the box if you would like to send this object to Epsilen members of your choice for their review.
Users to Send Object To	Select the Epsilen users that you would like to review this object.
Personal Message/Instructions to Assessor/Reviewer	Enter your message to your selected reviewers.

3. When you have finished filling out the information, click the **Save/Send** button. You will be returned to the **ShareIt** page.

Figure 6 displays the **Who Can Download/View/Review This Object?** screen.




Who Can Download/View/Review this Object? ?

ReviewIt object

Select Users to Send this Object to.

Select Users (Click to search for users to send this object to)

Name	Notification
Harold Ngu	<input checked="" type="checkbox"/> Send to this User 

Personal Message or Instructions to Assessor / Reviewer.


Please review this object. Once your review is complete, I will receive the review in my ReviewIt Inbox.

Save/Send Cancel

Figure 6

Managing Object Reflections

To Add an Object Reflection

1. Click the  button to open the **Reflections** popup page.
2. Enter a New Reflection and click the **Save** button. You will remain on the **Reflections** popup page where you will see a new entry for your reflection.

To Edit an Object Reflection

1. Click the  button for a reflection.
2. Modify the reflection and click the **Update** button. You will remain on the **Reflections** popup page where you will see a modified entry for your reflection.

To Delete an Object Reflection


1. Click the  button for a reflection.
2. Click the **OK** button to confirm the deletion. You will remain on the **Reflections** popup page where you will no longer see the reflection you deleted.

Figure 7 displays the **Reflections** screen.

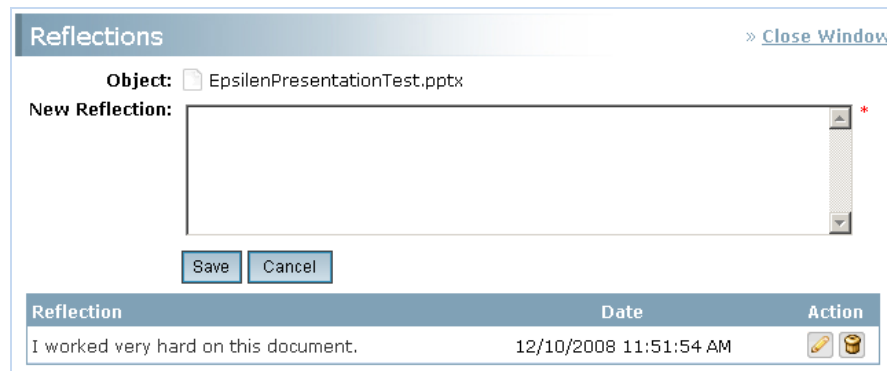


Figure 7

Viewing Assessed Objects

To View your Assessed Objects

1. Click the **View Assessed Objects** button in the left menu. You will see the **Assessed Objects** page with the **My Assess Objects** tab selected and a list of your assessed objects displayed with each rating received.

To View Objects you have Assessed

1. Click the **Objects I Have Assessed** tab. You will see a list of objects that you have assessed for others, including the title, description, assessment and rating for each object.

Figure 8 displays the **My Assessed Objects** screen.

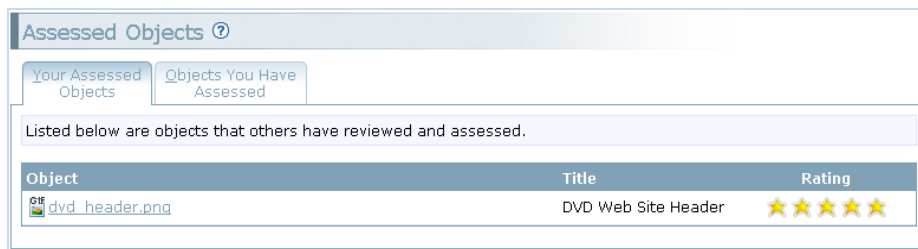


Figure 8

Figure 9 displays the **Objects I Have Assessed** screen.

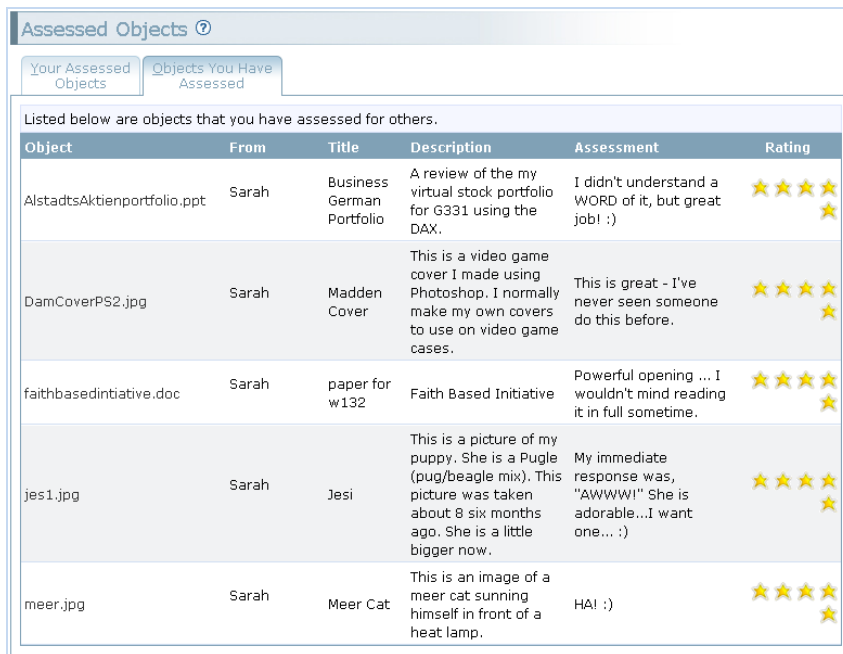


Figure 9

Review Objects

To View a list of Objects for your Review

1. Click the **Review Objects** button in the left menu. You will see the **Review Objects** page displayed with the **Review Objects (Please Review)** tab selected.

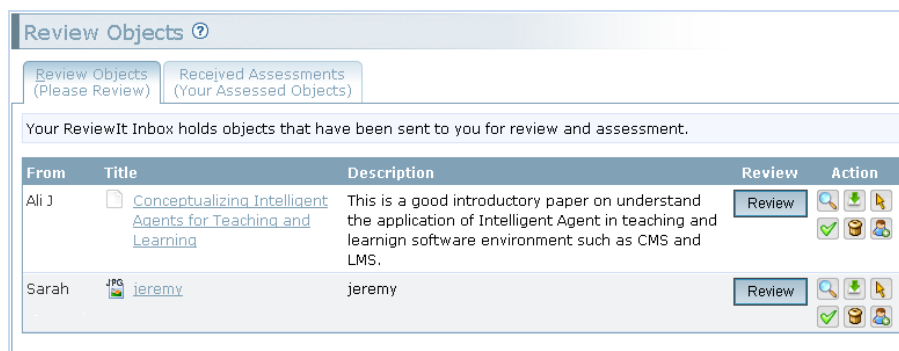


Figure 10

Definitions

My Reviewed Objects allows you to view the reviewed that you have received for each ShareIt object that you sent to specific Epsilen members.

Review: Clicking the **Review** button allows you to review/assess a ShareIt object.

View Object: Clicking the button or the file name link allows you to view the Object Details for a ShareIt object that you have been asked to review.

Download Object: Clicking the button allows you to download the ShareIt object that you have been asked to review.

Open Web Page: Clicking the button allows you to visit the web page/URL associated to the ShareIt object you have been asked to review.


Assess/Review Object: Clicking the button allows you to review/assess a ShareIt object.

Remove Object: Clicking the button allows you to remove a ShareIt object from your list of objects to review without providing a review/assessment.

Add Person To Network: Clicking the button allows you to add the sender of a ShareIt object to one or more of your Networks.

Review an Object

To Review an Object

1. Click the **Review** button or the  button for a ShareIt object.
2. Complete the fields/choices as described in the following table:

Field	Function
Your Rating	Rate the object on the A-F scale.
Assessment	Provide your feedback to the user asking for your review.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Review Objects (Please Review)** page where you will no longer see the ShareIt object you just assessed/reviewed.

Figure 11 displays the **Assess Object** screen.

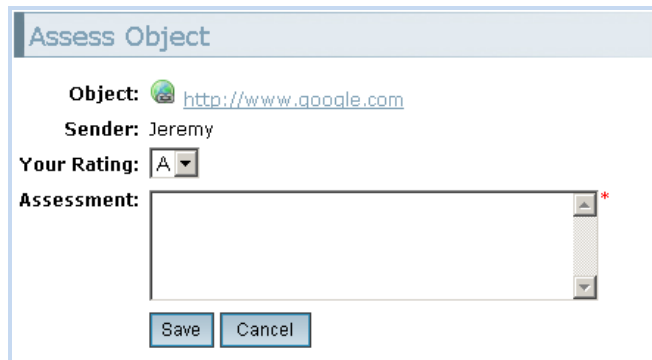


Figure 11