

## How to Share Pages and Collections

By default, only you can see your Pages and Collections. You can share Pages and Collections with others by adding access rules.

### Share a Page

Your pages are **private** until you give them share settings - only you can see them

The screenshot shows the UAL system interface. At the top, there is a navigation bar with tabs for Workflow, Content, Portfolio, Groups, and Administration. Below this, there is a sub-navigation bar with links for Pages, Collections, Shared, Shared with me, Skins, Export, and Import. The 'Shared' link is highlighted in green. A red arrow points from the 'Shared' link to a callout box labeled '1. Click Portfolio and Shared'. Below the navigation, the 'Share' section is visible, with a sub-tab for 'Pages' selected. A red arrow points from the 'Pages' tab to a callout box labeled '2. Click Pages'. Below the 'Pages' tab, there is a table with columns for PAGE TITLE, ACCESS LIST, EDIT ACCESS, and SECRET URLS. The table lists several pages, including 'Basic toolkit', 'How to Create a Group (1)', 'Introduction to Workflow', 'new page', 'Profile page', and 'Research'. A red arrow points from the 'EDIT ACCESS' column of the 'Basic toolkit' row to a callout box labeled '3. Click Edit Access'.

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
Basic toolkit	Workflow Copying	🔒	🔗
How to Create a Group (1)		🔒	🔗
Introduction to Workflow		🔒	🔗
new page		🔒	🔗
Profile page	Registered users	🔒	🔗
Research		🔒	🔗

Workflow Content Portfolio Groups Administration Jane Russell

Pages Collections **Share** Shared with me Skins Export Import

ual: university of the arts london Search users

## Share | Edit access

Collections: [input] Pages: [input: 'Introduction to Workfile']

SHARED WITH FROM TO

Share with [dropdown] Who do you want to share with?

Save Cancel

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## Share | Edit access

Collections: [input] Pages: [input: 'Introduction to Workfile'] **Advanced options**

Allow comments: **Yes**

Filtered users will be allowed to leave comments

Moderate comments: **No**

Comments will remain private until they are approved by you

Allow copying: **No**

Check this box if you would like the people who can see your selected page(s) to be able to save their own copies of these, along with any files and folders they attach.

Overriding start/stop dates

Follow what you set on an overriding start and/or stop date. Other people will not be able to see your page before the start date and after the end date regardless of any other access you have granted.

Access start datetime: [input]

Use the format: YYYYMMDD-HHMM

Access end datetime: [input]

Use the format: YYYYMMDD-HHMM

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Pages Collections **Shared** Shared with me Skins Export Import

Search users

Share | Edit access

Advanced options

Collections: [Search] Pages: [Introduction to Workflow]

SHARED WITH

Share with [Dropdown]

6. Select who you want to share your page with

Save Cancel

7. Click Save

Who do you want to share with?

FROM TO

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## Share a Collection

Workflow Content Portfolio Groups Administration

Pages Collections **Shared** Shared with me Skins Export Import

1. Click Portfolio and Shared

Share

2. Click Collections

Collections Pages

COLLECTION NAME	ACCESS LIST	EDIT ACCESS	SECRET URLS
How to Guides	Workflow Support Copying is allowed	🔒	🌐
International University Tours		🔒	🌐
Main Menu	Workflow Support	🔒	🌐
Project Runway	BirgittaHosea (Birgitta Hosea - bhosea)	🔒	🌐
Research		🔒	🌐
Spaces at LCF	BirgittaHosea (Birgitta Hosea - bhosea)	🔒	🌐
UK University Tours		🔒	🌐

3. Click Edit Access

4. Check the collection is correct

5. Click Advance Options

6. Select the access you want to give for your collection

The screenshot shows the 'Share | Edit access' interface. At the top, there are navigation tabs: Workflow, Content, Portfolio, Groups, and Administration. Below these are sub-tabs: Pages, Collections, **Shared**, Shared with me, Skills, Export, and Import. The main header includes the UAL logo, a search bar for users, and the title 'Share | Edit access'. There are search boxes for 'Collections' and 'Pages' (containing 'Introduction to Workflow'). A green 'Advanced options' button is on the right. The 'SHARED WITH' section has a 'Share with' dropdown menu, which is highlighted by a red arrow pointing to a callout box: '7. Select who you want to share your collection with'. Below this, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button and a callout box: '8. Click Save'. The footer contains links for 'Terms and conditions', 'Contact us', 'Site News', and 'Support', along with the UAL logo.

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [dlsupport@arts.ac.uk](mailto:dlsupport@arts.ac.uk)