

**TITLE:** Content Sharing Protocol

**NUMBER:** 08-004

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**VERSION:** 3.0

**APPROVED:** E-LMS Advisory Council

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**PURPOSE:** This protocol describes the process an agency must follow in order to share content with another agency domain within iLearnOregon.

**APPLICABILITY:** All agencies that have an agency domain within iLearnOregon.

**FORMS:**

**REFERENCES:**

- Meridian Global Administration Guide
- Meridian Global Permissions Guide

**DEFINITIONS:** ***Content:*** is any item in the system. A piece of content can be a classroom course, online course, announcements, blogs, documents, FAQs, glossary, surveys, etc.

***Content Sharing:*** Content can be shared to all domains. The authorized user specifically selects which domains the content is shared to. When content is shared, it is added to the Shared Content area. Authorized users in any domain to which the content was shared can search the Shared Content area and select to add any content they find to their own domain. Content does not automatically appear in other domains when shared.

***Content Pushing (optional):*** Content can be pushed optional to only descendant domains. The authorized user specifically selects which domains the content is pushed to. When the content is pushed optional, it automatically appears in the selected domains; however, an authorized user in the recipient domain can chose to remove the content.

***Content Pushing (required):*** Content can be pushed required to only descendant domains. The authorized user specifically selects which domains the content is pushed to. When the content is pushed required, it automatically appears in the selected domains. The content cannot be removed from the recipient domain, even by authorized users in the recipient domain.

***Domain:*** A domain is a section(s) of the server which allows each agency to define access privileges to a customized version of iLearnOregon.

**GUIDELINES:**

- I. An agency domain can only “*Share*” content or courses with another agency domain without receiving approval from the recipient domain.
- II. An agency domain can only “*Push Optional*” or “*Push Required*” content or courses within their own domain.
- III. All DAS statewide training will be “*Push Required*” into all domains. This will include, but won’t be limited to, the following training programs within DAS:
  - Human Resource Services Division – Statewide Training & Development classes
  - State Procurement Office – Procurement Training classes
  - Risk Management Division – Risk Management Training classes
  - State Controller's Division – Statewide Fiscal Training classes
  - Budget and Management Division – ORBITS Training classes
- IV. An agency who regularly offers training for state employees will be “*Push Required*” into all domains. This will include, but won’t be limited to, the following training programs:
  - PERS – Retirement Planning and Oregon Savings Growth Plan classes
  - BOLI – Technical Assistance for Employers classes
  - Oregon OSHA – Workplace Safety and Health classes
  - Oregon State Library – Desktop Learning classes
  - Department of Justice – Client Agencies Legal Training classes
- V. Any course or content item pushed into all domains will be created in the agency domain and shared with the state of Oregon and/or the Other domains. DAS – HRSD will push required the course or content item into all the domains. The agency still is the owner of the course or content item.
- VI. When a course or content item is shared with another domain, the course/content manager in the recipient domain is automatically assigned the manage permission by the system for that course or content item. If the course/content manager in the recipient domain makes changes to the shared course or content item, it changes for ALL domains. Therefore, for any shared courses or content, the course/content manager in the recipient domain **may not** make any changes. If changes are required, the recipient domain **MUST** work with the original course/content owner for any changes.

**PROCESS FOR PUSHING COURSES OR CONTENT IN ALL DOMAINS:**

<b><u>Step</u></b>	<b><u>Responsible Party</u></b>	<b><u>Action</u></b>
1.	Course Owner	Before sharing courses with another agency domain, the course owner must remove any access approval paths associated with the course.
2.	Course Owner	Add the course to the Shared Content area for state of Oregon and/or Other domains.
3.	Course Owner	Send an email to <a href="mailto:ilearnoregon@state.or.us">ilearnoregon@state.or.us</a> notifying DAS – HRSD that they shared a course or content item.
4.	DAS – HRSD	Accepts the course or content item and does a push required to the appropriate domains.

**PROCESS FOR SHARING CONTENT WITH ANOTHER AGENCY DOMAIN:**

<b><u>Step</u></b>	<b><u>Responsible Party</u></b>	<b><u>Action</u></b>
1.	Content Owner	The content is added to the Shared Content area for each domain that the content owner would like to share it with.
2.	Recipient Domain	Authorized users from the recipient domain(s) can select to add or remove the content within their domain.

**PROCESS FOR SHARING COURSES WITH ANOTHER AGENCY DOMAIN:**

<b><u>Step</u></b>	<b><u>Responsible Party</u></b>	<b><u>Action</u></b>
1.	Course Owner	Before sharing courses with another agency domain, the course owner must remove any access approval paths associated with the course.
2.	Course Owner	Add the course to the Shared Content area for each domain that the course owner would like to share it with.
3.	Recipient Domain	Authorized users from the recipient domain(s) can select to add or remove the course within their domain.