

## Sharing Content with Other Domains

This job aid provides you with the steps you need to take in order to share content with other domains and to accept shared content into your domain. You must have an elevated role to perform this task, Course or Content Manager or Domain Administrator.

**\*\*If you want content to be shared with all state agencies you need to send an email to [iLearnOregon@oregon.gov](mailto:iLearnOregon@oregon.gov) with the course title, description and date you want it pushed to the other domains. There is a minimum of a three (3) business day response period that each agency has the opportunity to decline having the content in their domain.\*\***

You can share content with other domains within iLearn. Content sharing can be edited whether the content item is available (checked in) or under revision (checked out). By default, when a content item is created, it only exists in the domain in which it was created. It is not shared or pushed unless you update its content sharing options.

There are four options for sharing content with (or pushing content to) other domains:

- **Shared:** Content can be shared to all domains or specific domains. When a content item is shared with a domain, it does not automatically appear in that domain. The content item is added to the domain's Shared Content/Objects area. Authorized users in that domain can search their Shared Content/Objects area and add any content they find to their own domain.
- **Visible (Optional):** Making a content item "Visible (Optional)" in a domain pushes the item to the selected domain, where it automatically appears. Authorized users in the recipient domains can chose to remove the content (and can later add it back through the Shared Content/Objects area).
- **Visible (Required):** Making a content item "Visible (Required)" in a domain pushes the item to the selected domain, where it automatically appears. The content cannot be removed from the recipient domain, even by authorized users in the recipient domain. Only a user with manage permissions for the content item can remove it by updating the Visible (required) setting for the domain.
- **Not Shared:** When this option is selected, the content item is not shared with the chosen domain.

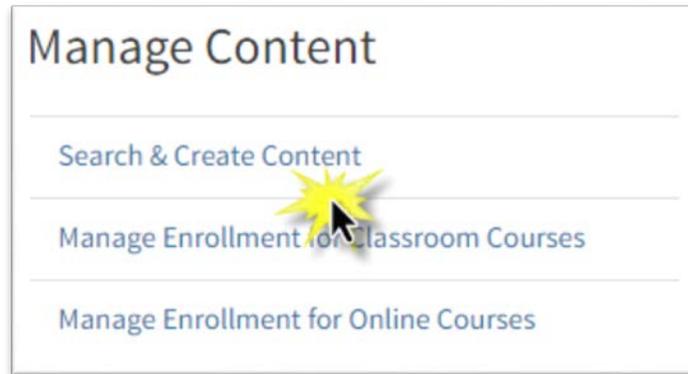
**\*\*An agency will only have the option to share the content with other domains. If the content needs to made Visible Optional or Visible Required email [iLearnOregon@oregon.gov](mailto:iLearnOregon@oregon.gov) to submit a request. \*\***

## Sharing Content with Other Domains

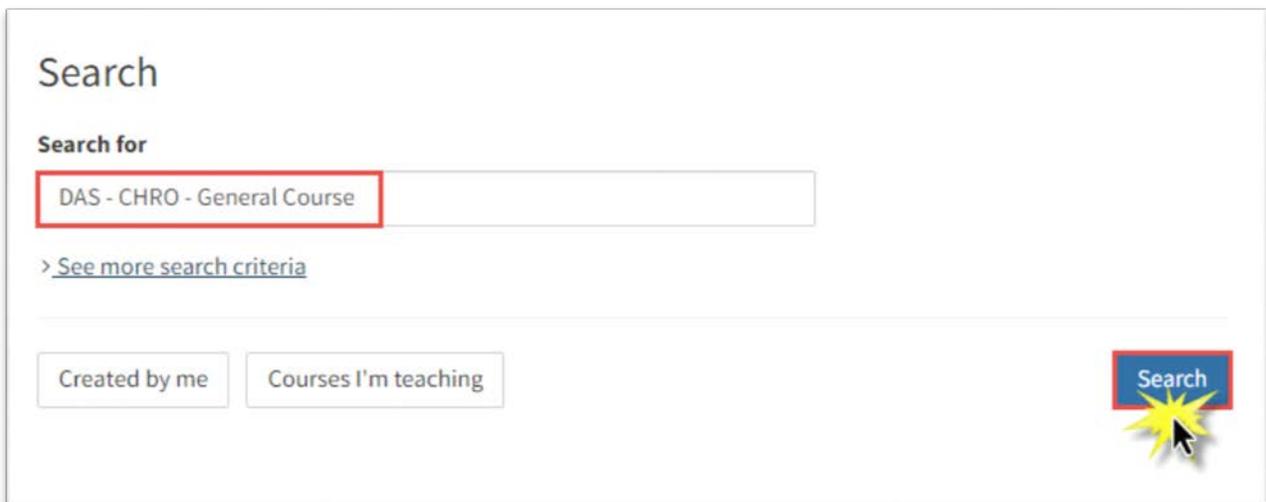
1. On the top menu bar *click* on **Responsibilities**.



2. Under Manage Content, *click* on **Search & Create Content**.



3. In the Search for field enter the title of the course you want to share. *Click* on **Search**.



4. On the Content Details screen scroll down to Content Sharing and *click* on **Edit**.



## Sharing Content with Other Domains

- All of the domains the content can be shared with will be displayed. The creating domain will be greyed out. Select the radio buttons next to the domains you want to share the content with and *click Save* when you are done selecting all the domains.

All Domains (95)
Search

### Manage Content Sharing

Use the options below to indicate how this object is shared.

Share content with all domains

Domain	Shared	Visible (Optional)	Visible (Required)	Not Shared	Info
iLearnOregon - Core Domain	<input type="radio"/>			<input checked="" type="radio"/>	<a href="#">i</a>
State of Oregon	<input type="radio"/>			<input checked="" type="radio"/>	<a href="#">i</a>
Accountancy, State Board of	<input type="radio"/>			<input checked="" type="radio"/>	<a href="#">i</a>
Administrative Services, Department of Owner Domain	<input type="radio"/>			<input type="radio"/>	<a href="#">i</a>
Agriculture, Department of	<input type="radio"/>			<input checked="" type="radio"/>	<a href="#">i</a>
Aviation, Oregon Department of	<input type="radio"/>			<input checked="" type="radio"/>	<a href="#">i</a>
Blind, Commission for the	<input type="radio"/>			<input checked="" type="radio"/>	<a href="#">i</a>
Blind, Industries for the	<input type="radio"/>			<input checked="" type="radio"/>	<a href="#">i</a>
Children and Families Commission, Oregon	<input type="radio"/>			<input checked="" type="radio"/>	<a href="#">i</a>
Chiropractic Examiners, Board of	<input type="radio"/>			<input checked="" type="radio"/>	<a href="#">i</a>

- On the Content Details screen under Content Sharing you will now see a list of the domains the content was shared to.

### Content Sharing

Edit

Offered to 1 Domains

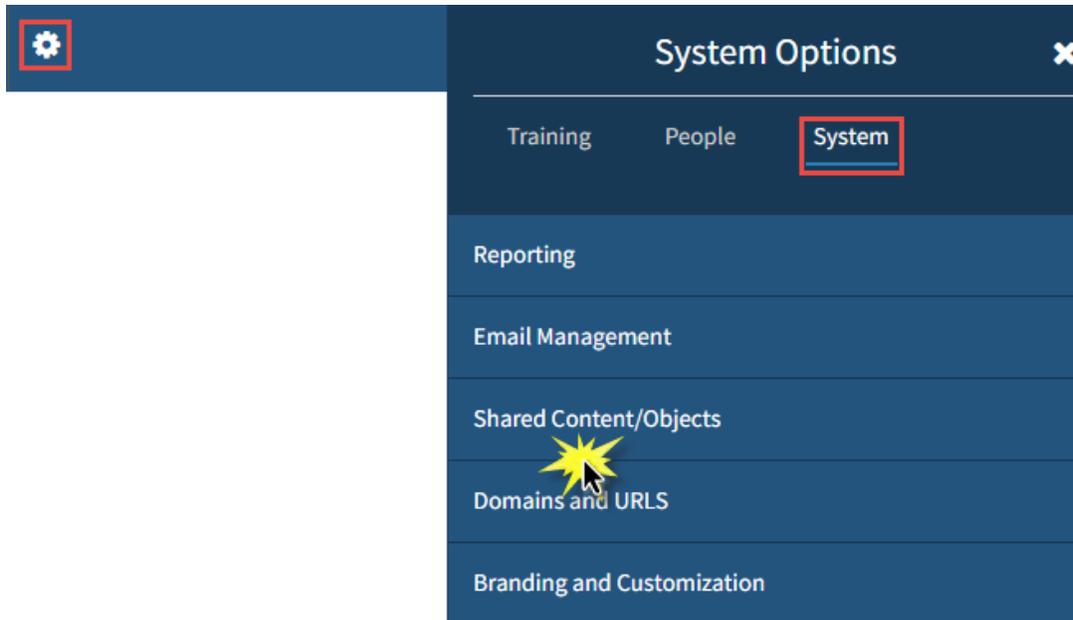
Below is a list of domains and sub-domains to which the content has been offered.

- State of Oregon

## Sharing Content with Other Domains

The domain for which the content was shared with will need to complete the following steps in order to make it available in the course catalog.

7. On the top menu bar *click* on **System** icon and a slide out menu to the right will appear. *Click* on **Shared Content/Objects**.



8. In the Search Text field enter the name of the content item and *click* **Search**.

A screenshot of the search interface in iLearn Oregon. At the top, there is a "Search" label and a text input field. Below this, there are two links: "Simple Search" and "Advanced Search". A paragraph of text explains the search process: "To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search link to enter more specific search criteria for your search." Below this text, there are four search criteria options, each with a dropdown menu: "Search Text" (with an empty text input field), "Search Type" (set to "All words"), "Content Type" (empty), and "Status" (set to "Unavailable"). At the bottom left of the search area, there is a blue "Search" button with a yellow starburst cursor pointing at it.

## Sharing Content with Other Domains

9. Select the checkbox to choose the item you want added to your domain. You may select more than one. Use the radio buttons associated with an item to choose whether it will be Available (the item will be available in your course catalog) or Unavailable (the item will not be shown in your course catalog). Select **Save**.

Records found: 1

	Title	Type	Source	Sharing Type	Rating	Available	Unavailable
<input checked="" type="checkbox"/>	DAS - CHRO - General Course DAS	General Course	Administrative Services, Department of	Shared	None	<input checked="" type="radio"/>	<input type="radio"/>

**Save**

10. A pop-up will appear confirming you want to add the content item to your domain. Click **OK**.

iLearn-testing.oregon.gov says:

Are you sure you want to add the selected content?

Click OK to proceed or Cancel to do nothing.

**OK** Cancel