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 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 to submit a request.**
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.
5. 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.

![Manage Content Sharing](image)

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

![Content Sharing](image)
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.
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.

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