

CARY CCSD 26

Instructional Technology Resources



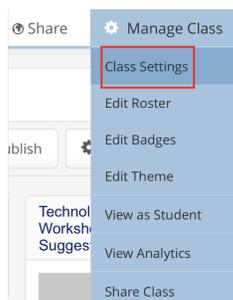
Sharing Haiku Pages

The purpose of this handout is to distinguish the difference between **linking** and **sharing** Haiku pages as well as how to add a **co-teacher**. To summarize, when you **link** a Haiku page, you are providing the URL to your page so that it may be linked from another site (such as another user's Haiku page). When you **share** a Haiku page, you are inviting someone to copy your page and its resources. When you make someone a **co-teacher**, they are then able to edit your page. *For example, if you wanted your resource teacher to direct parents to your page, you would provide them with the **link**. If you wanted a colleague to copy the resources, you would **share** your page with them. If you wanted a colleague to be able to edit your page, you would make them a **co-teacher**.*

Linking a Page

Linking a page merely provides the recipient with a web address to your page. The recipient will not have any editing rights and any changes you make to the page will be reflected when someone clicks on the link.

1. Click on **Manage Class** near the top right corner of your page. This will open a drop down menu.
2. Click on **Class Settings**.



3. In the Class Settings menu, you will want to **highlight and copy** the link that appears just under **Class URL**. The link is highlighted in a red box in the example below. Please note that you will want to highlight the *entire* link.

General | Class Schedule | Features | Discussions & Inbox

Class Name: CJH Instructional Tech *

Class Code (eg. Math 101): CJH Tech

Class URL: cjhinstructionaltech * 🔒

http://cary26.haikulearning.com/matthew.donta/cjinstructionaltech

Organization: Cary Junior High

4. **Copy** this link to your clipboard and share it as appropriate.
5. Under **Settings**, please note that you should *generally* select **All people in Cary School District 26 (Domain)** to facilitate linking of classes. Otherwise, your audience or desired recipient may not be able to view your page. However, if you wanted to restrict viewing permissions on your page, you would select **only people in your class roster**. Under the latter setting, you would have to add a co-teacher or resource teacher in order for them to view the link.

Settings

Allow user nicknames

Class will be visible to All people in Cary School District 26 (Domain)

Don't send notifications about updates to page content. [What's This?](#)

List this class under the Extras section on the portal
Organize this as an Extra if this is a resource site or an extracurricular site.

Sharing a Page

The share functionality provides a snapshot of the class and allows the recipient to copy the class or page to their own Haiku page. After they have copied the class or page, they will “own” a copy of the class and any changes the recipient makes will not be reflected on the original page.

1. Click on **Manage Class** near the top right corner of your page. This will open a drop down menu.
2. Click on **Share Class**. It will bring you to a menu that looks like the image below.

Share Class

 Only share content that you have rights to share. Please be sure you have read and understand the [Terms of Service](#) and that you have the rights to distribute this content.

Do you wish to Share **CJH IT Sandbox?**

Share your PowerSchool Learning content:

Via

Invitation
This invitation contains a link (URL) that allows other PowerSchool Learning users to copy this class.

Library
Copy this class to the Library where it can be viewed and shared by teachers in your domain.

3. Be sure that **Invitation** is selected.
4. Select how you would like to share the class. You will most likely select **Send your invitation via email**, where you would enter the recipients' email address.
5. The recipient will receive an email that asks them where they would like to copy the class.

Please note: this only provides a “snapshot” of your page and will not show new updates to the shared page. If you wanted to give a teacher editing rights to your page, follow the steps below to make them a co-teacher.

Co-Teaching with Editing Privileges

You can make someone else a co-teacher and they will have the same privileges as you. They can add content blocks; manipulate page layouts; and more. Any of these changes will be reflected on your Haiku page.

1. Click on **Manage Class** near the top right corner of your page. This will open a drop down menu.
2. Click on **Edit Roster**. It will bring you to a menu that looks like the image below. Make sure that the **Teacher** tab is selected (outlined in a blue box below).



You are currently the only teacher of this class. To add additional teachers just click the "Add Teacher" button and enter the email address of another PowerSchool Learning teacher. Any teacher you add will have the same rights that you do to edit this class.

3. Click on **Add Teacher**, which is outlined in a red box above.
4. Enter the teacher's email address. They will receive an email saying they have been added to the class.

Co-Teaching with View-only Privileges

You can also add staff members with View-only privileges, which means that they cannot make any edits to your page – they will only be able to view the content you have created. This feature is particularly useful for classroom aides or support staff.

1. Click on **Manage Class** near the top right corner of your page. This will open a drop down menu.
2. Click on **Edit Roster**. It will bring you to a menu that looks like the image above. Make sure that the **Student** tab is selected (left of the Teacher tab).
3. Click on **Add Student**, search for their last name, then click the **+ Add** button near the left of your window.
4. This will add them as a "student," which will give them view-only privileges.