

SHARING IN TORSH TALENT

Remember – artifacts are always private to you until they are shared!

Teachers can share with other teachers in their groups, or all teachers if they are not assigned to a specific group, coaches in their groups, coaches who are not assigned to specific groups and all admins.

Coaches can share with teachers in their groups, or if they are not assigned to a specific group, all teachers.

Admins can share with all teachers, coaches and admins.

SHARING PERMISSIONS

Low: Can add notes and documents

The user with whom you share can provide feedback and add documents.

Medium: Can reshare, add notes and documents

The user with whom you share can provide feedback, add documents and share the video with others; the other users can only provide feedback and add documents.

High: Full rights

In addition to providing feedback on your video, a user with full rights can: create a duplicate of all or a portion of your video, which they will then own and can use however they wish; add documents to your video; export notes from your video; download your video; and add/edit tags on your video.

HOW TO SHARE AN ARTIFACT IN TALENT

 Share ✕

ShareShare with ObserversShare with My PLC

Not shared with anyone.

Permissions High ⌵ ?

 Share & Notify

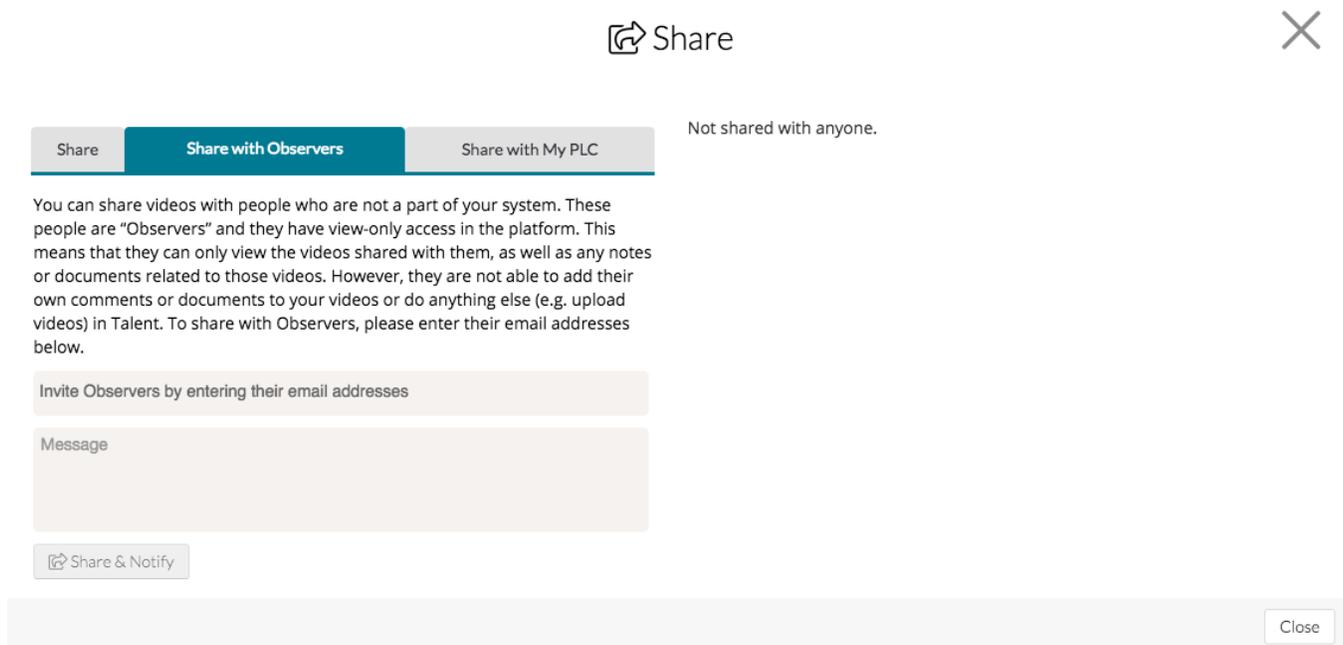
Close

1. Go to the artifact you would like to share
2. Click on the orange 'Share' button above the artifact OR click the wheel on the right-hand corner of the artifact you would like to share and click 'Share'
3. Type the name of the person, group, or sharing circle you would like to share with or select from the drop-down menu
4. Select the level of permission with which you would like to share the video
5. OPTIONAL: Add a message to your colleague
6. If the artifact has been observed, you can decide whether or not you want to 'Include Observations' by selecting 'No' or 'Yes'
7. Click 'Share and Notify'

SHARING WITH OBSERVERS

You can share artifacts with people who are not a part of your Talent system by using the ‘Share with Observers’ tab.

These people are ‘Observers’ and they have view-only access in the platform. This means that these Observers are only able to view the artifacts shared with them as well as any notes or documents related to those artifacts. However, they are not able to add their own comments or documents to your artifacts or do anything else (e.g. upload artifacts) in Talent.



The screenshot shows a 'Share' dialog box with a close button (X) in the top right corner. Below the title bar, there are three tabs: 'Share', 'Share with Observers' (which is highlighted in blue), and 'Share with My PLC'. To the right of the tabs, it says 'Not shared with anyone.' Below the tabs, there is a text area with the following text: 'You can share videos with people who are not a part of your system. These people are "Observers" and they have view-only access in the platform. This means that they can only view the videos shared with them, as well as any notes or documents related to those videos. However, they are not able to add their own comments or documents to your videos or do anything else (e.g. upload videos) in Talent. To share with Observers, please enter their email addresses below.' Below this text is a text input field labeled 'Invite Observers by entering their email addresses'. Below that is a larger text area labeled 'Message'. At the bottom left of the dialog is a button labeled 'Share & Notify'. At the bottom right of the dialog is a 'Close' button.

1. Go to the artifact you would like to share
2. Click on the orange ‘Share’ button above the artifact OR click the wheel on the right-hand corner of the artifact you would like to share and click ‘Share’
3. Click on the ‘Share with Observers’ tab
4. Type in the email address of the person you wish to invite and hit enter
5. OPTIONAL: Add a message to the observer(s)
6. Click ‘Share and Notify’

TALENT TIER: Premium and Advanced only.

SHARING WITH MY PLC

You can share artifacts with people who are a part of another system in your Talent network.

The screenshot shows a 'Share' dialog box with a close button (X) in the top right corner. The dialog has three tabs: 'Share', 'Share with Observers', and 'Share with My PLC' (which is selected). Below the tabs, it says 'Not shared with anyone.' There is a text input field for 'Select people from your PLC to share with'. Below that is a 'Permissions' dropdown menu set to 'High'. There is also a 'Message' text area. At the bottom left is a 'Share & Notify' button, and at the bottom right is a 'Close' button.

1. Go to the artifact you would like to share
2. Click on the orange 'Share' button above the artifact OR click the wheel on the right-hand corner of the artifact you would like to share and click 'Share'
3. Click on the 'Share with My PLC' tab
4. Type in the name of the person, group or sharing circle you would like to share with, or select it from the drop-down menu
5. Select the level of permission with which you would like to share the video.
6. OPTIONAL: Add a message to your PLC
7. Click 'Share and Notify'

TALENT TIER: Advanced only. This feature is only available to Talent systems that have our Network feature enabled.

SHARING CIRCLES

Sharing circles allow you to create groups of colleagues on Talent with whom you frequently share artifacts.

When you share artifacts, you can opt to share your artifacts with the users in the sharing circle, rather than individually typing each user's name. Sharing circles can be created from the Community page or the share window.



1. Click on the 'Community' heading from the Navigation Bar in Talent.
2. At the top of the Community page, click 'Sharing Circles'
3. Click 'Create New Sharing Circle'
4. Click on the pencil icon beside the 'New Circle' to edit the name of the sharing circle.
5. Use the drop-down menu to select colleagues to add to the sharing circle.
6. Once you are done adding colleagues, you will be able to share artifacts with this sharing circle from the share window. You can return to the Community page to edit this sharing circle at any time.

To Create A Sharing Circle from the Share Window

1. Access the Share Window by clicking the orange 'Share' button or by clicking on the wheel in the right-hand corner and selecting 'Share'.
2. Select the names of the people you would like to add to a sharing circle
3. Click 'Add Selected Users to a Sharing Circle'
4. Click on the drop -down menu beside 'Select A Circle to Add Users To'
5. Choose 'Create A New Sharing Circle'
6. Enter the name for the new sharing circle and click the blue check mark when you are done
7. Click 'Share & Notify'. The next time you share a video in Talent, you will be able to select this sharing circle.

AUTOMATIC SHARING

When Automatic Sharing is enabled, every time you upload an artifact to Talent it will be automatically shared with the user or users you have indicated.

Automatic Sharing

Share New Videos On Off

When this setting is on, any new videos you upload will be automatically shared with the users, circles, or groups that are selected.

Share With

To enable automatic sharing with a Sharing Circle, your group or anyone else in Talent, follow these steps:

1. Click on your icon on the upper right-hand corner of the Talent home page to access a drop-down menu.
2. Select 'Account Settings' from the drop-down menu.
3. Under the Automatic Sharing heading on this page, click 'On' to turn on automatic sharing for your account.
4. Click on the pencil icon next to 'Share With' to select users, circles, or groups for automatic sharing.
5. Type the names of the people, groups, or sharing circles you would like to automatically share videos with, or select them from the drop-down menu.
6. Click the blue check mark when you are done.

Disabling Automatic Sharing

If you decide that you no longer want to automatically share your artifacts, simply click 'Off' to disable automatic sharing.

OBSERVATION AND SELF ASSESSMENT SHARING

There are multiple ways to share an observation or self assessment in Talent. You can only share an observation with another user if you are the person who has been observed.

Sharing an Observation from a Shared Artifact

Share

Share with Observers Share with My PLC

Select People, Groups, or Circles to share with

Permissions High

Message

Include Observations? No Yes

Share & Notify

Users/Observers who have access to this video

This video has been observed by an Admin or Coach or has Coaching Feedback, therefore the following Admins can also view this video

David Admin
Kjersti Ulvestad
James N Jackson
Courtney Admin
Kevin Pié
sophie parker

Close

1. Go to the artifact you would like to share
2. Click on the orange 'Share' button above the artifact OR click the wheel on the right-hand corner of the artifact you would like to share and click 'Share'
3. Type the name of the person, group, or sharing circle you would like to share with or select from the drop-down menu
4. Select the level of permission with which you would like to share the video
5. OPTIONAL: Add a message to your colleague
6. Select 'Yes' next to 'Include Observations?'
7. Click 'Share and Notify'

TALENT TIER: Premium and Advanced only.

Sharing an Observation from Coaching Corner

The screenshot shows the 'Observations' tab in the Coaching Corner interface. The main content area is titled 'Observations Completed of Me' and displays a table of observations. A context menu is open over the 'Actions' column of the first row, showing options for 'View', 'Share', and 'Archive'. The table has columns for Observer, Title, Score, Type, Cycle, Published, and Actions. The 'Share' option is highlighted in blue.

Observer	Title	Score	Type	Cycle	Published	Actions
Elise Zavadak Coach	Great exampl...	3	Informal	-	5/30/19	View, Share, Archive
Erin Murphy Coach	Everybody Wr...	3.6	Informal	-	5/30/19	
Erin Murphy Coach	Torsh Talent i...	3.1	Informal	-	3/29/19	

1. Navigate to Coaching Corner, then click on the 'Observations' tab
2. Select 'Completed Observations' or 'Self Assessments' from the side panel
3. Find the 'Observation Completed of Me' or the 'Self Assessment' you want to share
4. Hover over the gear icon in the Actions column and select 'Share'
5. From here, you can select the people with whom you want to share the observation or self assessment

TALENT TIER: Premium and Advanced only.