How to share resources

If you have created a great wiki or other resource, it may be worth making a copy before you start using it with the pupils. That way you get to keep your 'clean' template for use again later. You can also share your resource with other groups of children, classes or schools.

Contents

Copying resources

1. First make the original version of your resource. For a wiki, this might provide a basic skeleton template with the wiki articles minimal or empty. For example, you might make a glossary wiki with pages for all the letters of the alphabet, but no entries on the pages:

Glossary Wiki - Template

Empty glossary wiki

| Article | Discuss Article | Article History | Wiki Map |

Contents

Glossary

| Aa	Bb	Cc	Dd	Ee	Ff	Gg
Hh	Ii	Jj	Kk	Ll	Mm	Nn
Oo	Pp	Qq	Rr	Ss	Tt	Uu
	Vv	Ww	Xx	Yy	Zz	

Click the letters to view and edit the page

2. View the resource in Resource Admin by clicking Group Admin > Resources:

Control Panel
Group Admin

Share resources
Content
  Homepage
  News
  Calendar
  Resources
  Markbook

3.   Put a tick next to the resource you want to copy. You can copy more than one at a time, if you like:
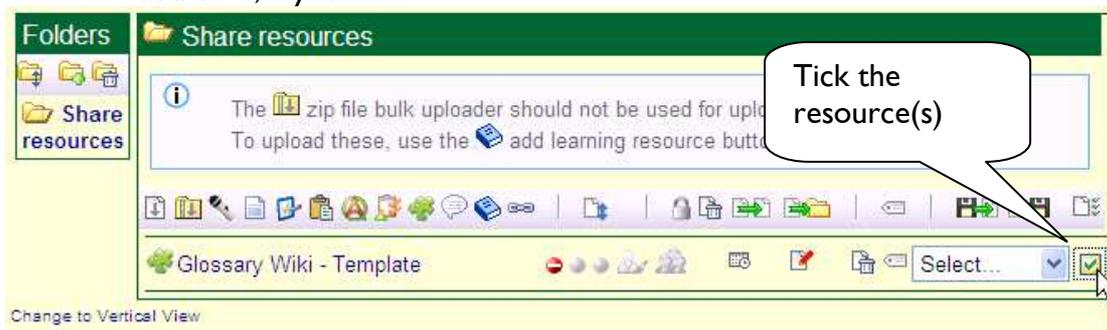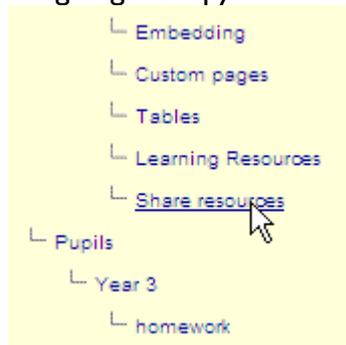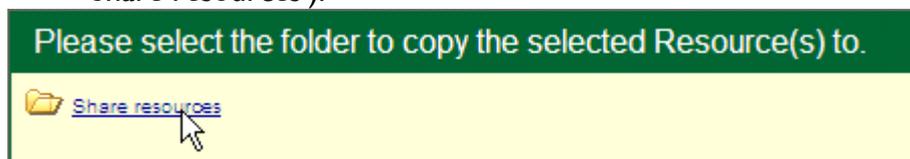

4.   Click the 'Copy resources' button :

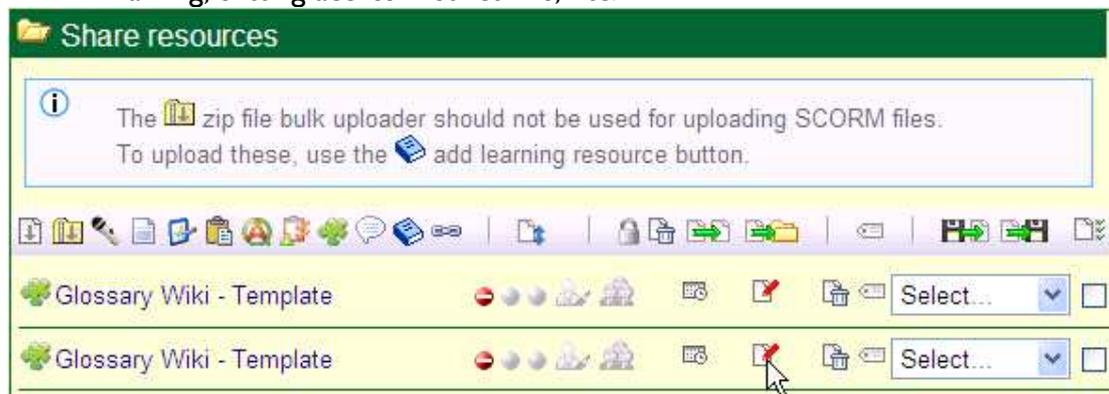5.   You will see a site map for your cLc:

6. Find the group where you would like to copy the resource. This can be the group you are already in, or another group in the same cLc. In this example, I am going to copy the resource into its original group, 'Share resources':

```
└ Embedding
  └ Custom pages
    └ Tables
      └ Learning Resources
        └ Share resources
└ Pupils
  └ Year 3
    └ homework
```
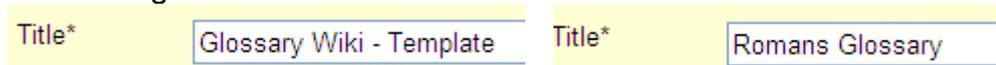
7. When you click the group name, you will be offered a list of all the resource folders in that group. Choose the folder where you want the resource to be copied (this group only has one group, with the same name as the group itself, 'Share resources'):

Please select the folder to copy the selected Resource(s) to.

📁 Share resources

8. You will be taken to the folder where you copied the resource. Click the 'edit' button on the copied resource to make whatever changes you need, e.g., renaming, setting access restrictions, etc:

📂 Share resources

ⓘ   The 📖 zip file bulk uploader should not be used for uploading SCORM files. To upload these, use the 🐚 add learning resource button.

🍀 Glossary Wiki - Template   ● ● ● 👤 🏛   📧   📝   🔒 ⌧   Select...   ☐

🍀 Glossary Wiki - Template   ● ● ● 👤 🏛   📧   📝   🔒 ⌧   Select...   ☐

9. Change the title

Title*   Glossary Wiki - Template   Title*   Romans Glossary

10. Change the access restrictions from 'not live'…… to (e.g.) 'All Group Members':

☐ Public
☐ All Group Members
    ☐ Group Editors 👤
☐ 👥 Select Profile Sets

☐ Public
☑ All Group Members
    ☑ Group Editors 👤
☐ 👥 Select Profile Sets

11. If you like, amend the description:

Description	Empty glossary wiki	Description	Romans glossary wiki

12. When you are happy with the properties of the copied resource, click 'Submit':

Title* Romans Glossary

Publish From (dd mmm yyyy)

Publish To(dd mmm yyyy)

ⓘ   No publish to and publish from date means that there are no restrictions.

Access Restrictions*

ⓘ   The settings below determine which users can access this Resource

Profile Sets can be used to allow access to this Resource for additional users, who may not be current members of the group. Any users in the chosen profile sets below will have access to this Resource.

☐ Public
☑ All Group Members
  ☑ Group Editors 🧑‍🏫
☐ 👥 Select Profile Sets
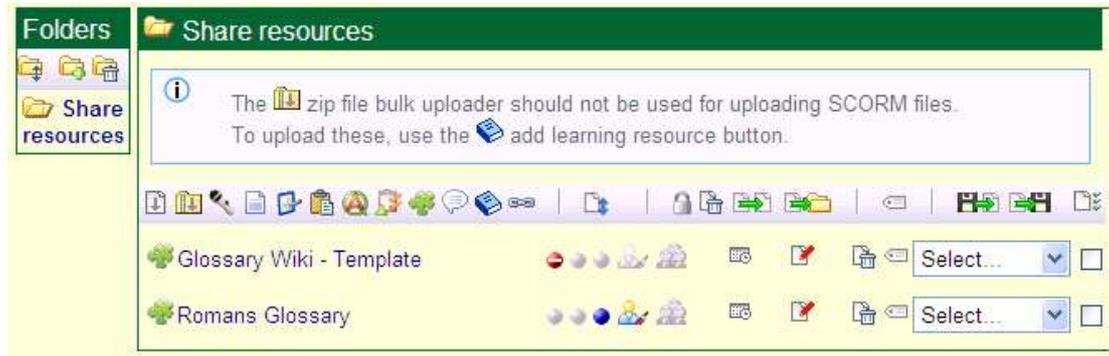
Category (Please select)
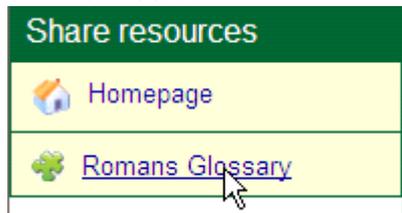
Description Romans glossary wiki

Read Only? ☐

Submit

13. You will be returned to the Resource Admin view:

14. If you have made the resource live, it will appear in the Navbar to the left of the screen:


15. You've successfully copied your resource.

You can stop here, or read on to find out how to share a resource with another cLc using Resource Archive (urf) files, starting on the next page.

Sharing resources with .urf files

Using urf files, you can export your resources to disk as a 'Resource Archive'. You can then email them to a colleague, or host the resource on your platform (or Pier2Peer) for other teachers to upload to their platforms.

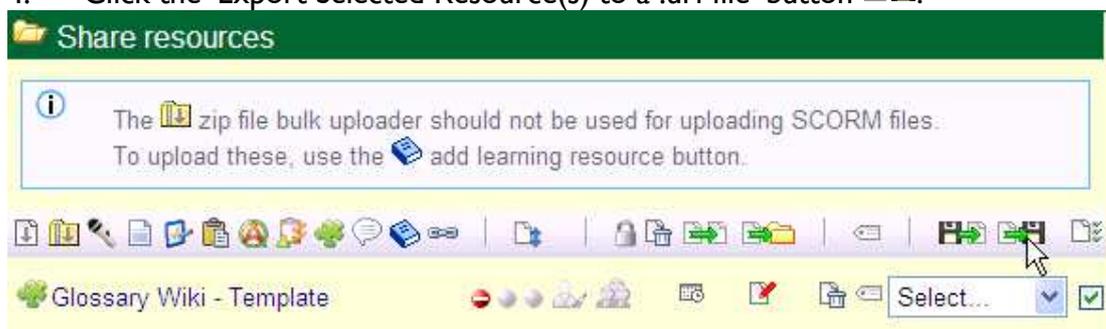1.   Create your resource in the normal way, as above.

2.   View the resource in Resource Admin by clicking Group Admin > Resources:
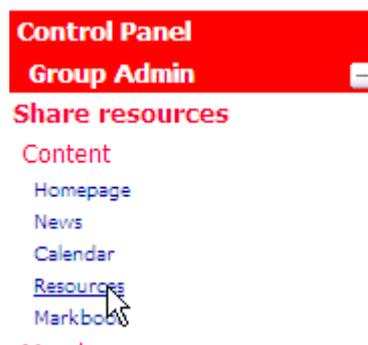
3.   Put a tick next to the resource you want to exort. You can exort more than one at a time, if you like, so you could create a learning pack of custom pages, quizzes, wikis, etc.
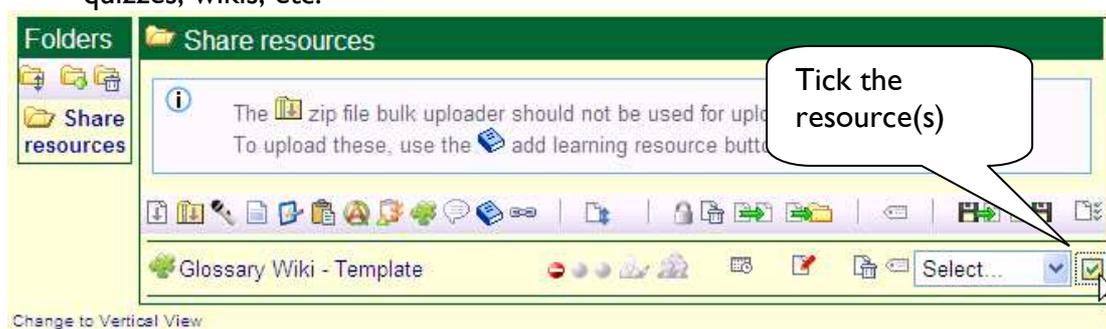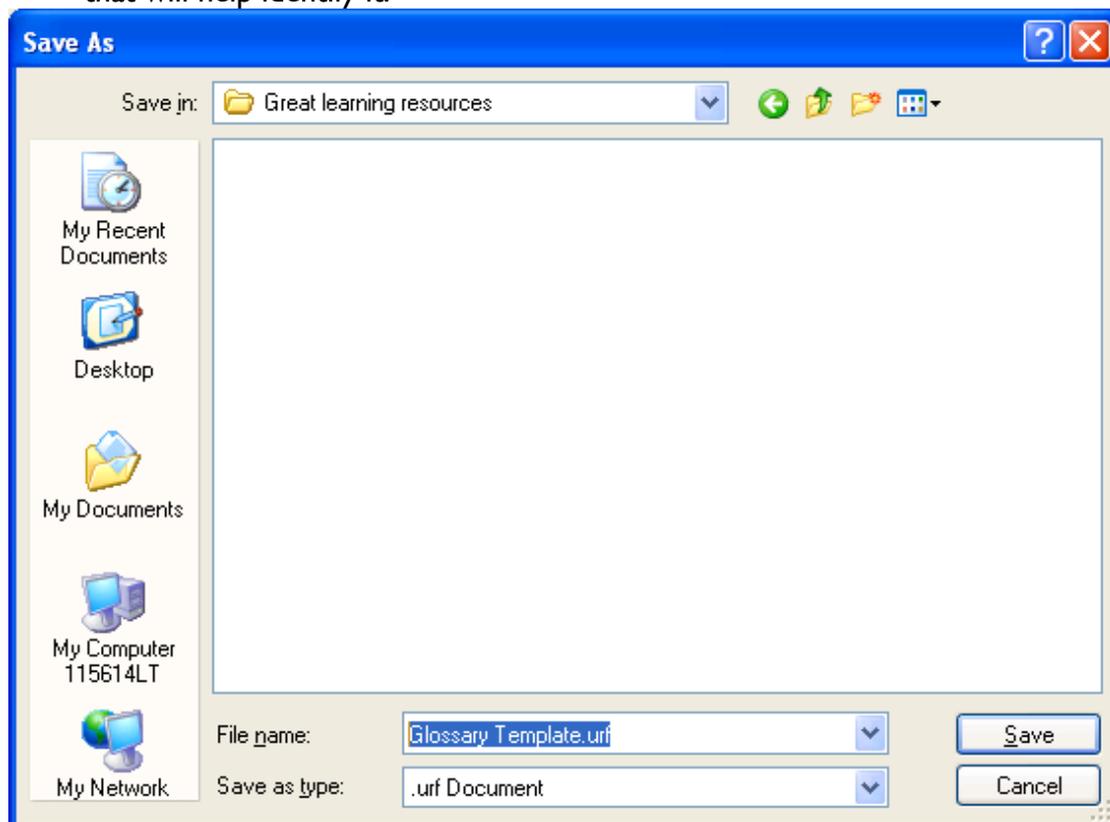

4.   Click the 'Export Selected Resource(s) to a .urf file' button :

5. You may see the File Download dialog. Click 'Save':

6. Browse to where you want to save your Resource Archive and give it a name that will help identify it:
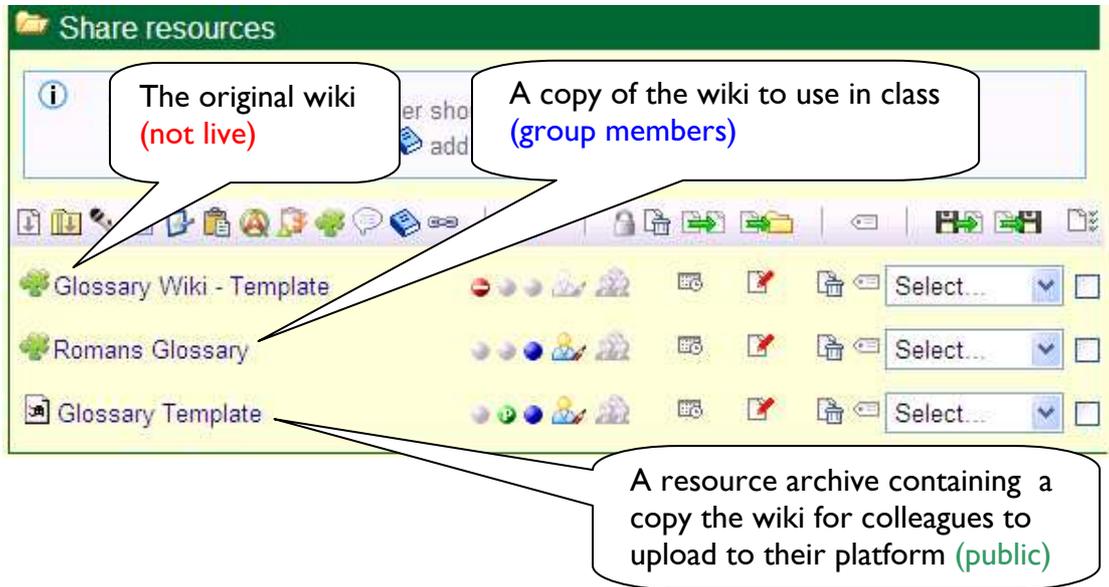
7. You should see this screen. Choose 'Open Folder' if you are going to use the resource straightaway, or 'Close' if you are going to continue working on the learning platform:
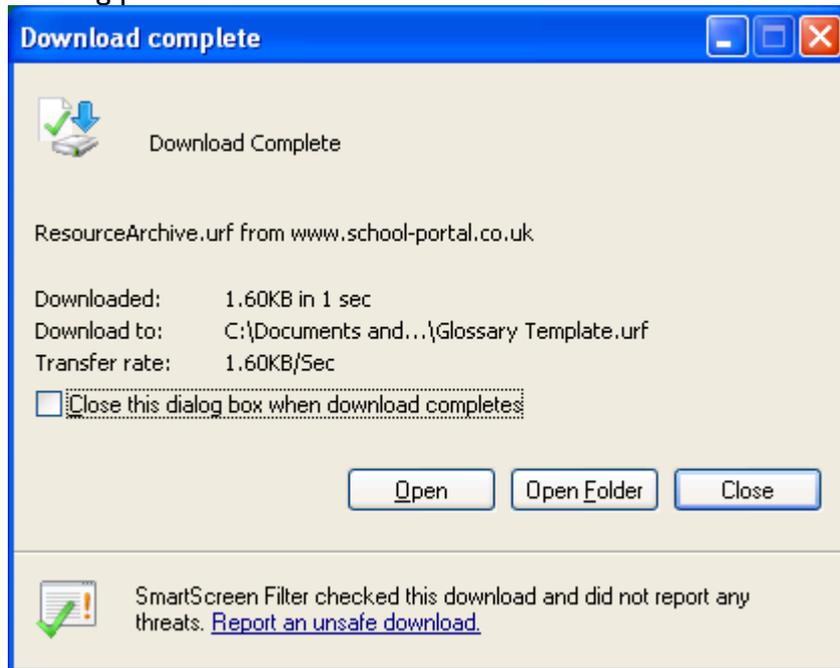
8. Here is the Resource Archive viewed in its folder on Windows:
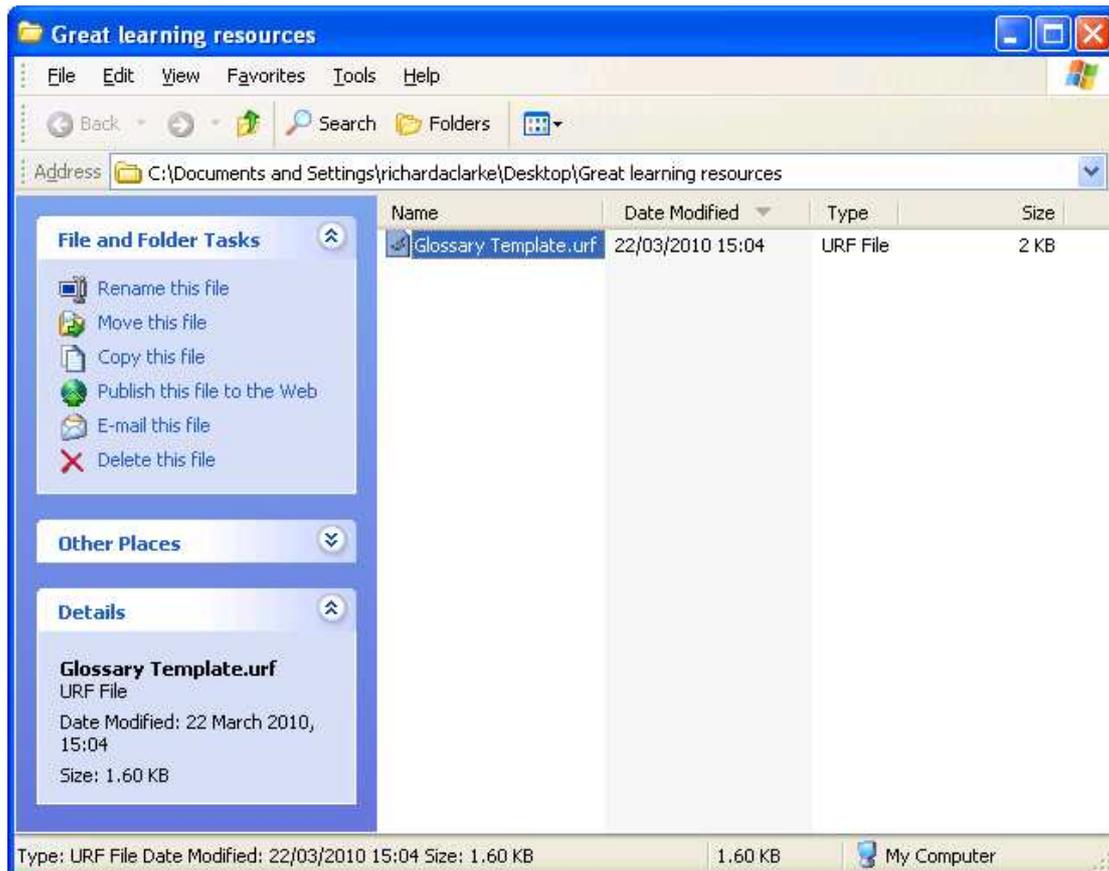
9. To share your resource archive, you could upload it back to your learning platform and make it available for others to download. In the resource folder, click 'Add File' to upload the urf file. It will appear in your Resource Admin view. Set access restrictions to 'public' or 'group members' to allow others to download it:

Share resources

The original wiki (not live)

A copy of the wiki to use in class (group members)

Glossary Wiki - Template

Romans Glossary

Glossary Template

A resource archive containing a copy the wiki for colleagues to upload to their platform (public)

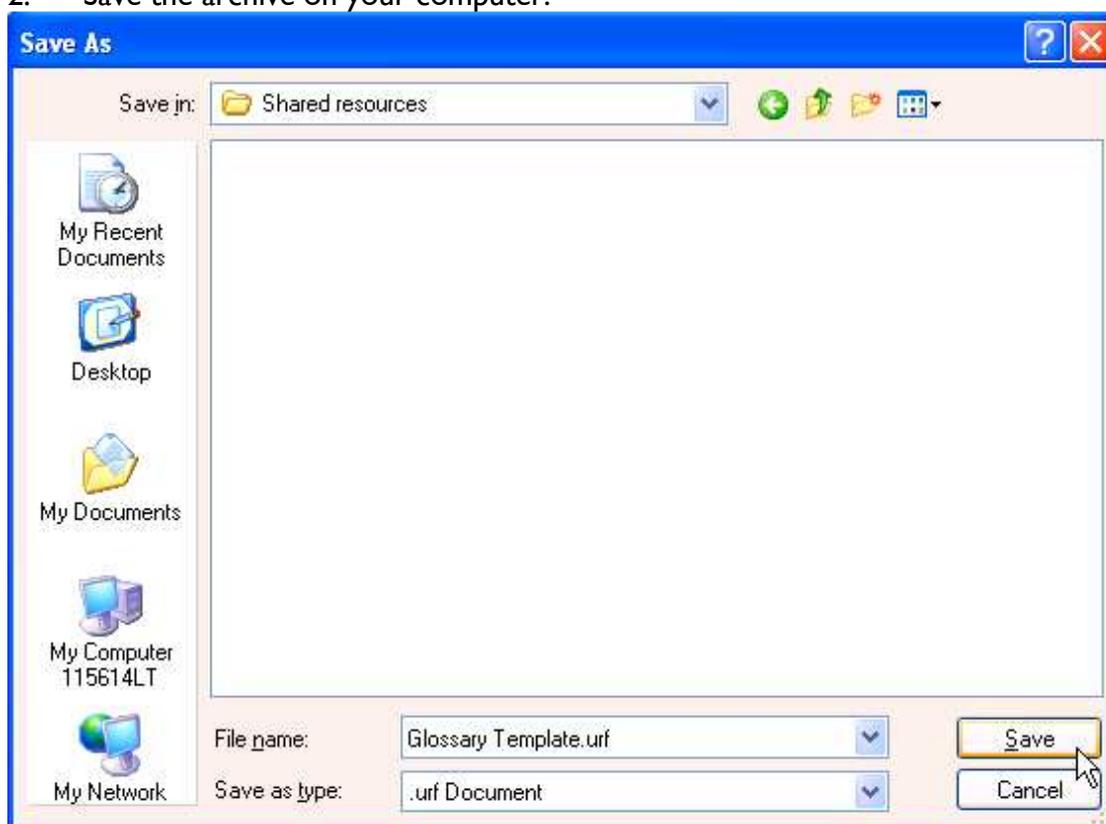# Importing a resource archive

Colleagues on other platforms may share a resource archive with you. Follow the steps below to import it into you platform.

1. Download a copy of the resource archive. On this page, you can click the text link to download it:

Brighton & Hove City Council Training Hub > UniServity Help > Sandbox > Share resources

Why not download the Glossary Template and create a glossary wiki for your learning platform. It will only take you a couple of minutes.

2. Save the archive on your computer:

**Save As**

Save in: Shared resources

My Recent Documents

Desktop

My Documents

My Computer 115614LT

My Network

File name: Glossary Template.urf

Save as type: .urf Document

Save

Cancel

3. Go to the group where you want to import the resource. Click Group Admin> Resources to view Resource Admin:

Control Panel

Group Admin

Share resources

Content
  Homepage
  News
  Calendar
  Resources
  Markbook
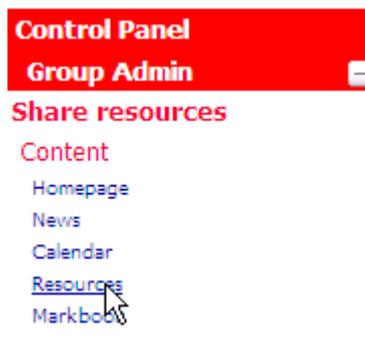
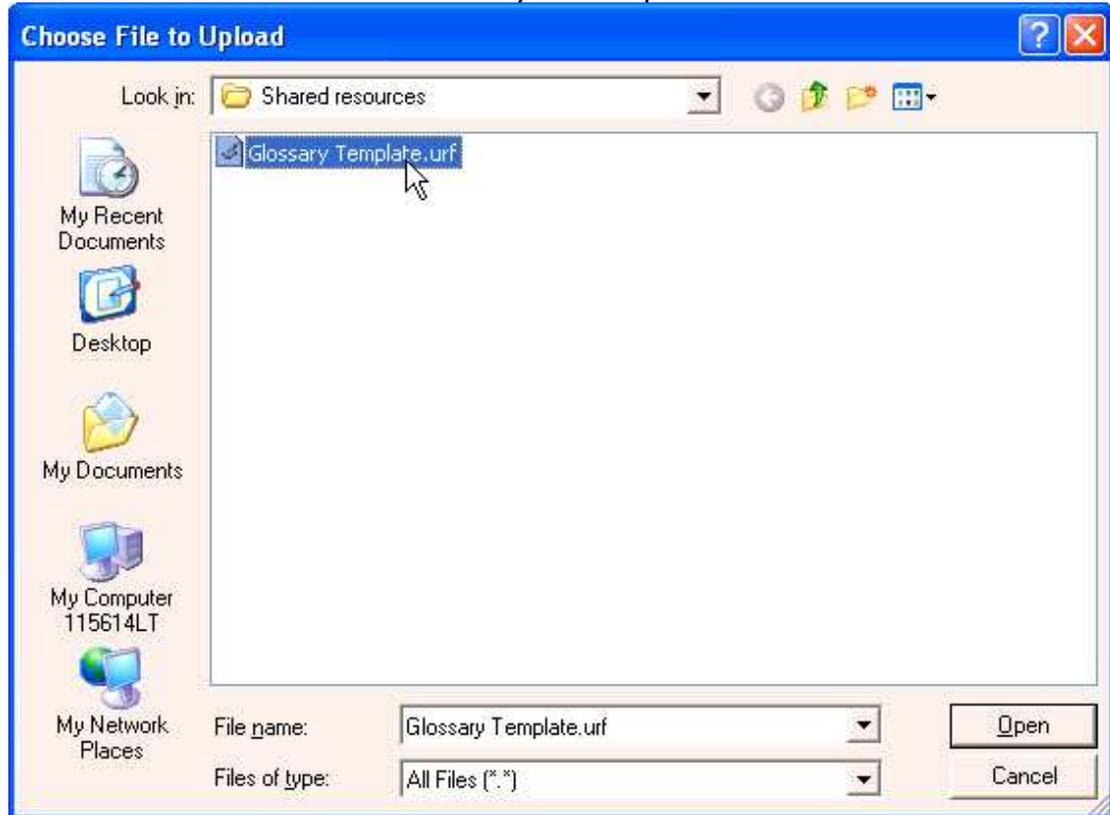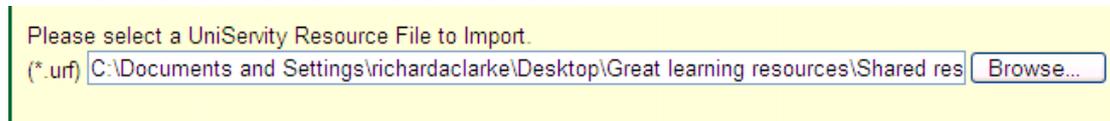4. Click the 'Import Resource(s) from a .urf file' button ⊞➡:

5. You will see the screen below. Click Browse…':
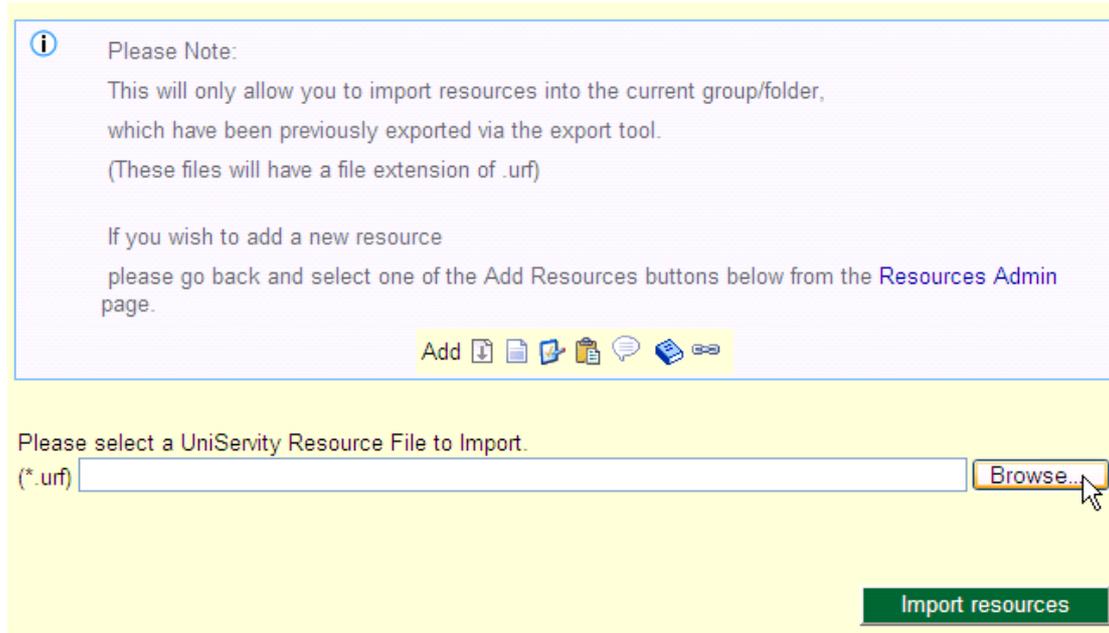
6.   Locate the Resource Archive on your computer:

7.   Double-click or select and click 'Open' to choose the file. You should see the location of the file in the location box:

8.   Click 'Import resources':

9. You will be returned to the Resource Admin view. Any resources uploaded wll be 'not live'. Click 'Edit Resource' to set access restrictions, publishing dates, etc: