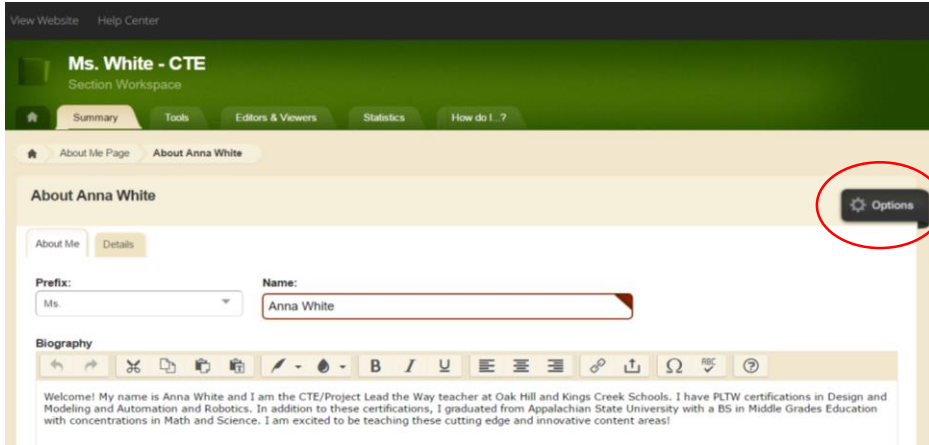


SHARING APPS from one location to another.

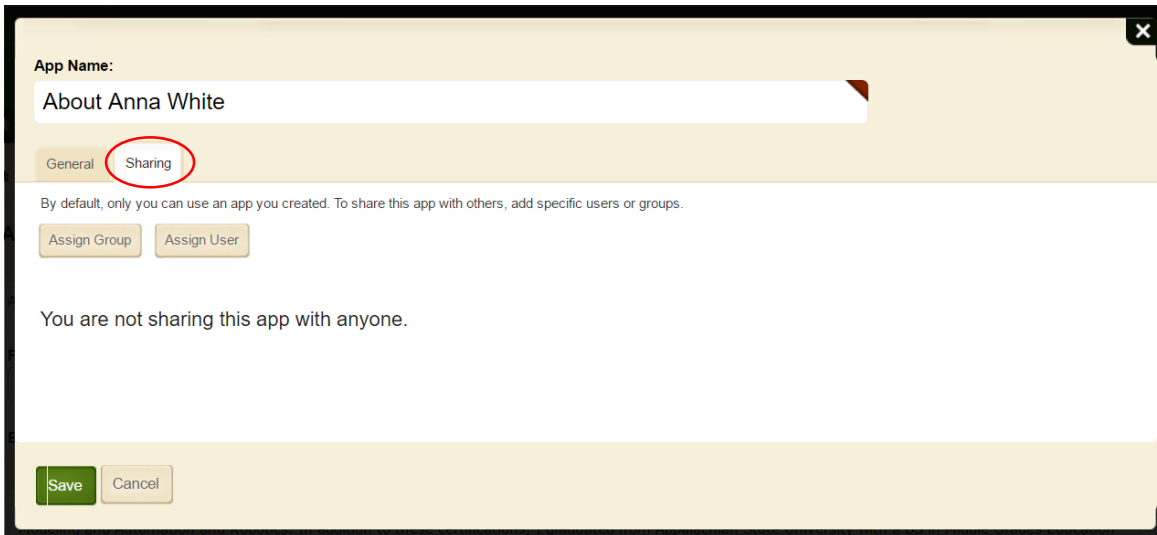
Go to your OHS teacher section.

Open the page and edit App by clicking on the App.

Select Options

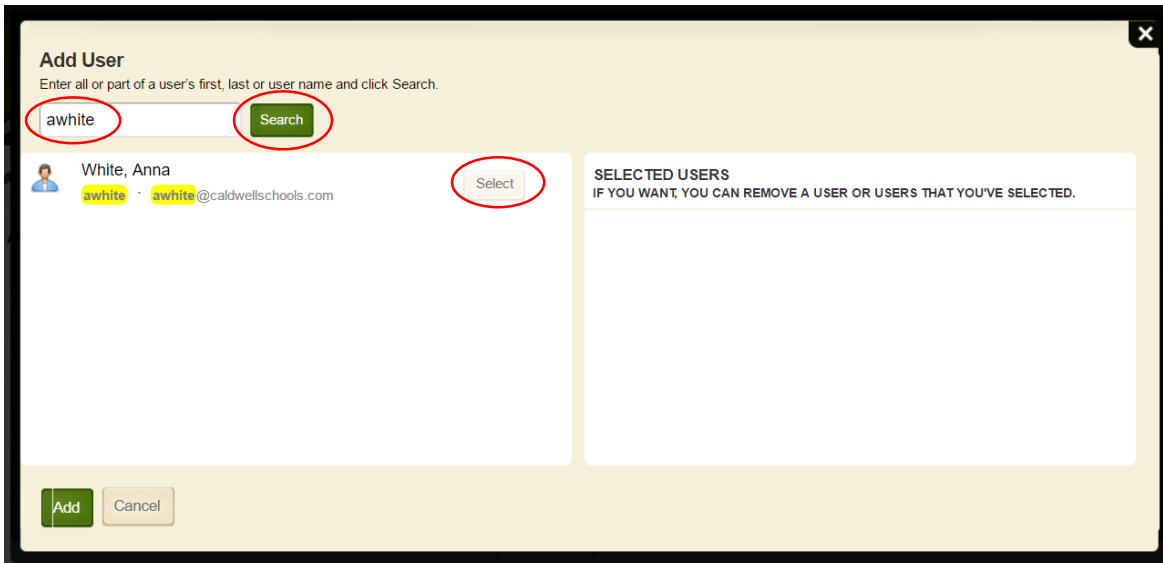


Open the Sharing Tab



Add User by searching for username.

Select username



Add Username

Add User
Enter all or part of a user's first, last or user name and click Search.

awhite

SELECTED USERS
IF YOU WANT, YOU CAN REMOVE A USER OR USERS THAT YOU'VE SELECTED.

White, Anna
awhite · awhite@caldwellschools.com

The username will show under the sharing tab when added.

App Name:
About Anna White

General **Sharing**

By default, only you can use an app you created. To share this app with others, add specific users or groups.

White, Anna
User

Now when you go to another page, even at another school, you can add the app that is shared with you.

Go to your **KINGS CREEK** teacher section

Select your page name to edit the page.

Blackboard | View Website | Help Center

Anna White-PTLW
Section Workspace

Summary Tools Editors & Viewers Statistics How do I...?

Current Pages

Introducing Editing Pro Tips

STATUS	PAGE	Actions
<input type="checkbox"/>	Anna White	<input type="button" value="Actions"/>

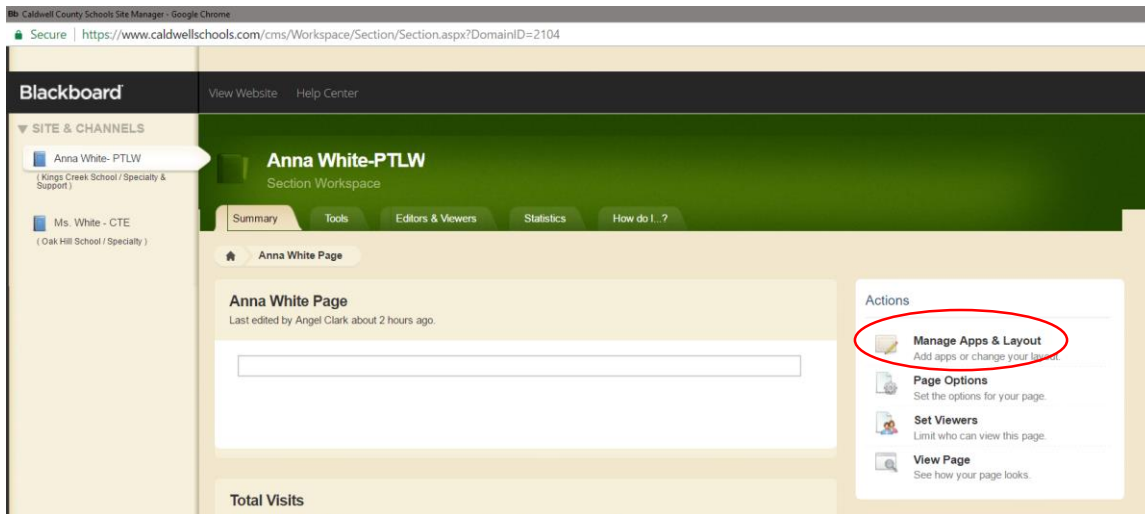
Common Tools

- Photo Gallery
- Forms & Surveys
- Files & Folders

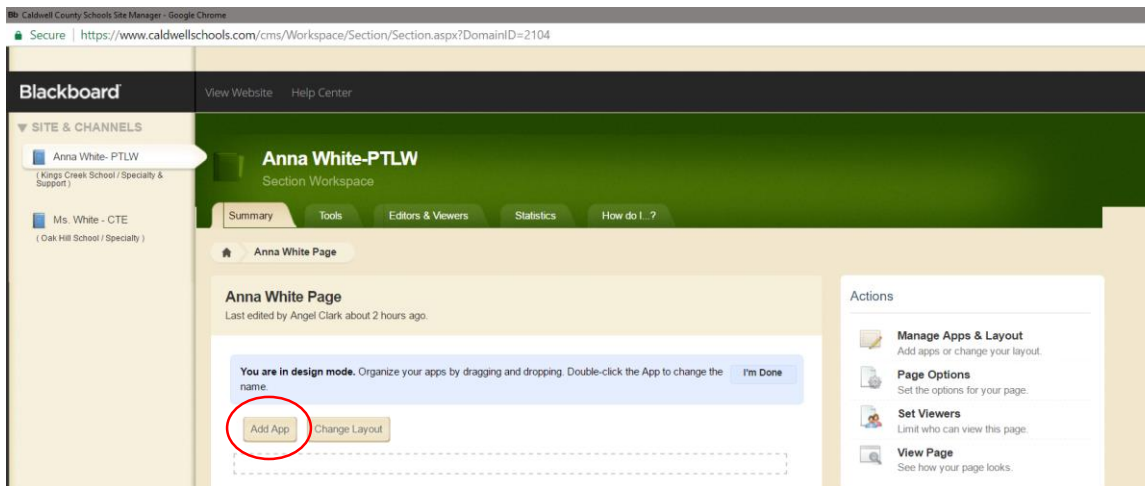
Pending Comments

There are no comments awaiting approval.

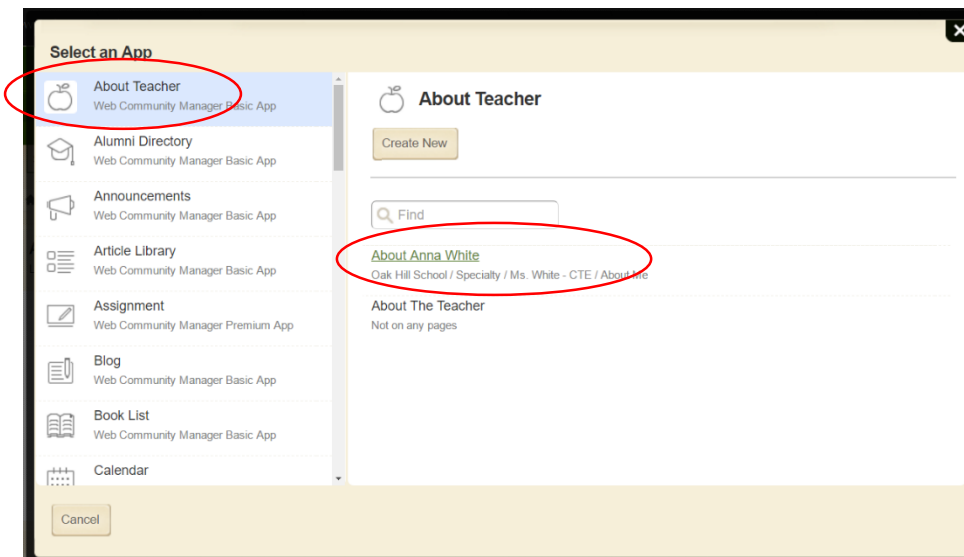
Select Manage Apps & Layout



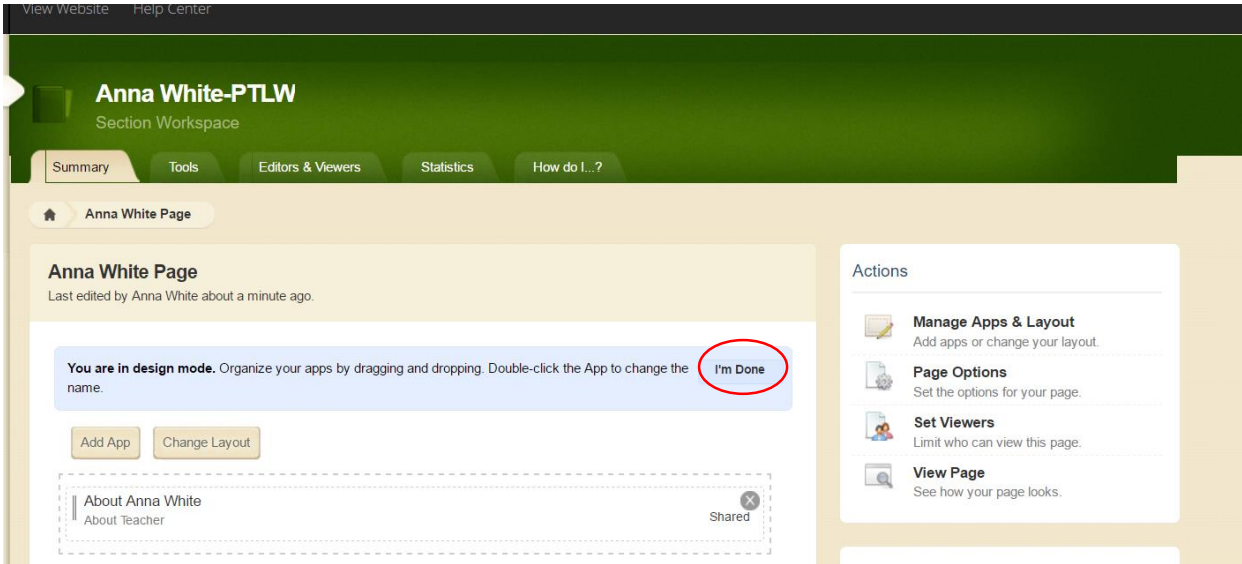
Add App



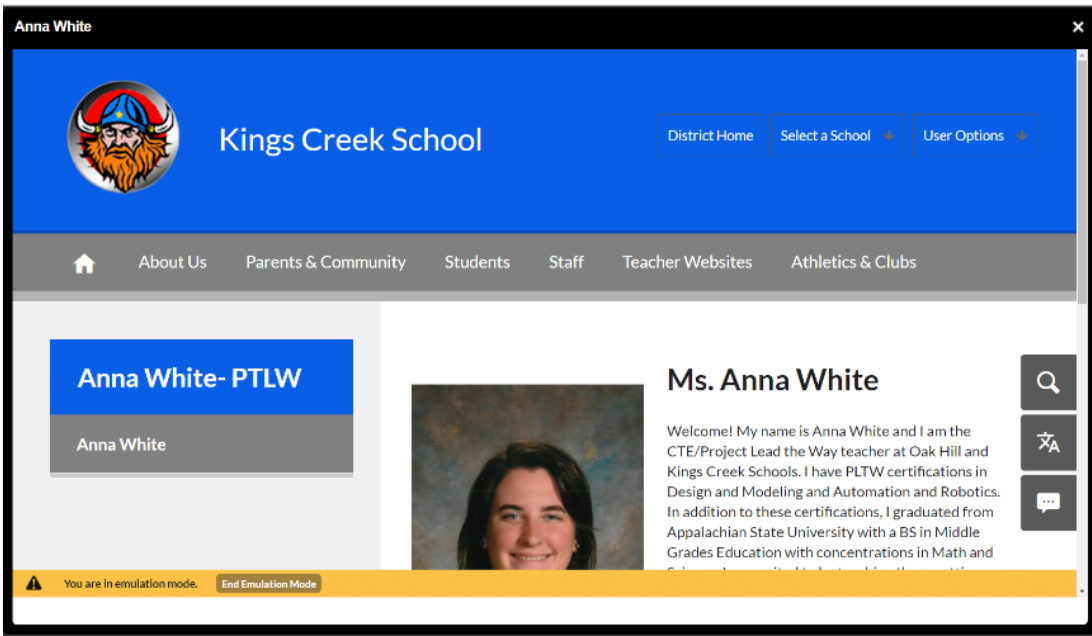
Just add an app of the same type "About the Teacher".
The Shared app will show in the list (also shows where the app is used)
Select it by name (About Anna White) to add it to page.



To end design mode, click I'm Done.



Now view the page, the content will be in the app from the original page where it was first created. Your app will be populated with content you added on the OHS site.



To edit the app, you must ALWAYS edit from the original page. Once you edit the app, all pages where the app has been added will be automatically updated.

This applies to any app. They can be shared so for someone who works at more than one location, this is a great option. Just keep the information on the shared apps non- specific to any one school and it will be fine. Remember, what you put in the original app shows on all pages where you add the shared app.