

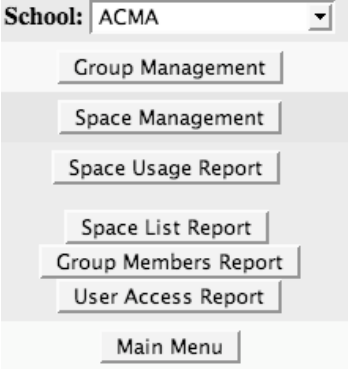

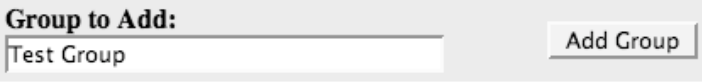
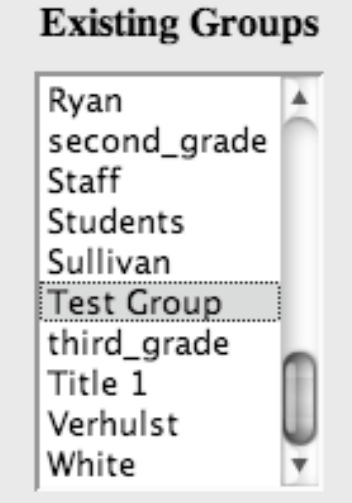




## Using eAccess Shared Spaces

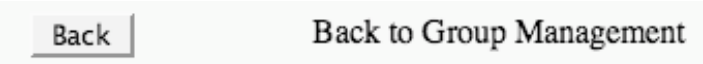

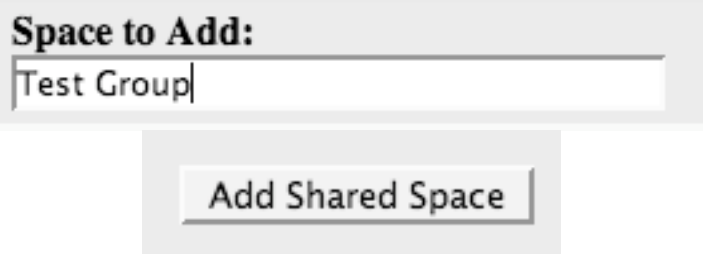
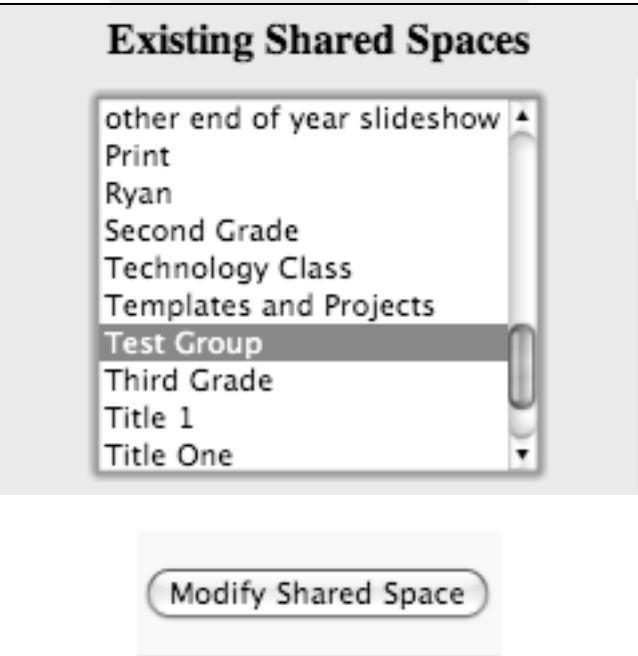
A share space is a place where groups of people can store files on a central server that are accessible to a group of people. Shared spaces can be setup and managed by the designated school eAccess administrators.


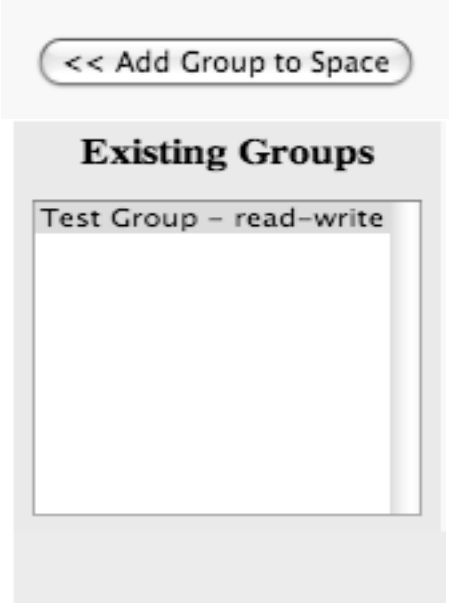
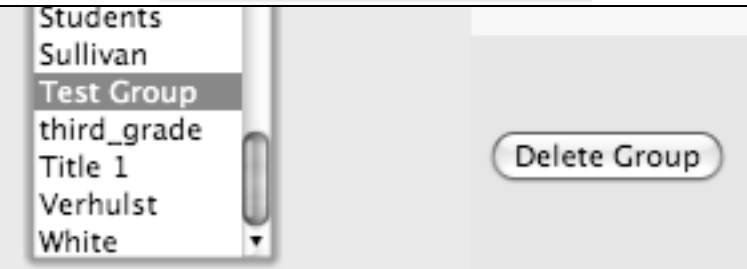
Accessing the Shared Spaces Management Page		
Step 1	Access the shared space administrative tools at :  http://eaccess.beaverton.k12.or.us	
Step 2	Click on the link <b>Management Pages</b>	<p style="text-align: center;"><a href="#"><u>Management Pages</u></a></p>
Step 3	Enter your single sign on (First Class) username and password.	<p style="text-align: center;"><b>Please Login</b></p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p>
Step 4	Click on the <b>Shared Space Management</b> link.	<p style="text-align: center;"> <a href="#"><u>Change Another Users Password</u></a>  <a href="#"><u>User Information Lists (Passwords)</u></a>  <span style="color: red; font-size: 2em;">➔</span> <a href="#"><u>Shared Space Management</u></a> </p>

## Adding a user group with users in your school's Shared Space.

<p>Step 1</p>	<p>Once you click on the Shared Space Management link, the Shared Space management menu will open. The name of your school or department will appear in the school field.</p>	
<p>Step 2</p>	<p>Create a user group by clicking on the <b>Group Management</b> button.</p>	
<p>Step 3</p>	<p>Type in a descriptive name for your new group in the <b>Groups to Add</b> field and click the <b>Add Group</b> button.</p>	
<p>Step 4</p>	<p>Your new group should now appear in the <b>Existing Groups</b> window. Now that your group has been created, it is time to populate it with users.</p>	

<p><b>F.Y.I.</b></p>	<p>To remove a group from the Existing Groups, highlight the group name and click on the <b>Delete Group</b> button.</p>	
<p>Step 5</p>	<p>With the name of your new group highlighted, click the <b>Modify Group</b> button.</p>	
<p>Step 6</p>	<p><b>Users in Group</b></p> <p>- None -</p> <p>&lt;&lt; Add User to Group</p> <p>Remove User from Group &gt;&gt;</p> <p>Sort by Name</p> <p>Sort by Login</p> <p>Enter Manually (optional):</p>	<p><b>Available Users</b></p> <p>187155 - maier, alecea</p> <p>192821 - carpenter, caleb</p> <p>193130 - russell, amanda</p> <p>194548 - beck, karlie</p> <p>199906 - hashimoto, kaylee</p> <p>201002 - hoeckendorf, hailey</p> <p>213355 - curl, kayla</p> <p>213852 - pasillascarbajal, angela</p> <p>215064 - jardon, cristal</p> <p>216053 - lewis, carter</p> <p>Add</p>
<p>Step 6 cont.</p>	<p>To select users to add, highlight the names of the users in the <b>Available Users</b> window. Then click &lt;&lt;<b>Add User to Group</b> button. To add multiple users hold the <b>Shift key</b> down while clicking on multiple names.</p>	
<p>Step 7</p>	<p>Another way to enter users into a group is to use the <b>Enter Manually</b> field. Multiple users can be added by separating each entry by a comma.</p> <p>Added user names should now appear in the <b>Users in Group</b> window.</p>	<p>Enter Manually (optional): 187155, 192821 Add</p> <p><b>Users in Group</b></p> <p>187155 - maier, alecea</p> <p>192821 - carpenter, caleb</p> <p>193130 - russell, amanda</p> <p>&lt;&lt; Add User to Group</p> <p>Remove User from Group &gt;&gt;</p> <p>Sort by Name</p> <p>Sort by Login</p>

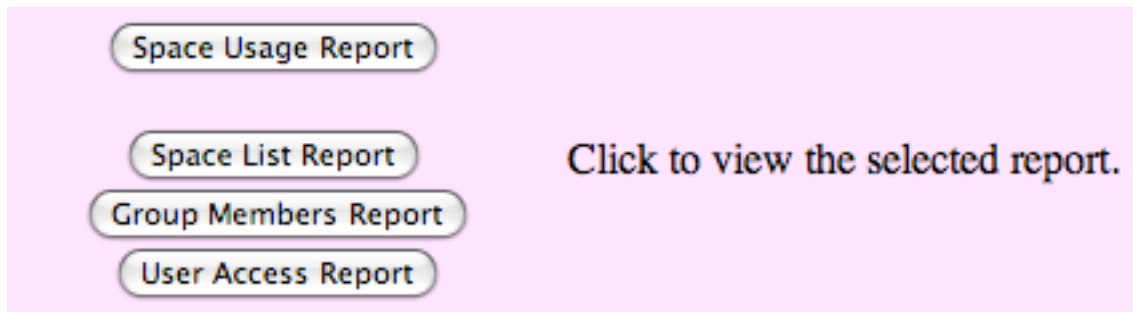
<p><b>F.Y.I.</b></p>	<p>To remove users from a group, highlight the names of the users in the <b>Users in Group</b> window. Then click Remove <b>User from Group&gt;&gt;</b> button.</p>
<p>After a group has been created and users added, you need to create a shared space for the group to use.</p>	
<p>Step 1</p>	<p>To return to the Shared Space Management page, click on the <b>Back button</b> until you return to the Shared Space Management Menu.</p> 
<p>Step 2</p>	<p>Click on the <b>Space Management</b> button.</p> 
<p>Step 3</p>	<p>To add a shared space, enter the name that you would like in the <b>Space to Add</b> field. Then click the <b>Add Shared Space</b> button.</p> 
<p>Step 4</p>	<p>Your new shared space should appear in the <b>Existing Shared Spaces</b> window.</p> <p>Now it is time to assign that group to the space. Highlight the name of the space in the Existing Shared Spaces window by clicking on it once.</p> <p>Next click the <b>Modify Shared Space</b> button.</p> 

<p>Step 5</p>	<p>Notice the <b>Add Permissions</b> field. There are two permission options.</p>	
<p><b>Read-only Permission:</b> Users in groups which have read only permission will be able to access any files in that space but they may not be able to make any changes to these files.</p> <p><b>Read-Write Permission:</b> Groups assigned read-write permissions allow the users of the group to add, change and delete files in that shared space.</p>		
<p>Step 6</p>	<p>Once you have your group highlighted and have assigned a permission, click the <b>&lt;&lt;Add Group to Space</b> button</p> <p>That is it. Your group should now appear in the Existing Group Window and be accessible from eAccess Shared.</p>	
<p><b>F.Y.I.</b></p>	<p>To delete a group from your school's shared space, highlight the group and press the <b>Delete Group</b> button.</p>	

## **Please note:**

Changes to groups and shared spaces can take a couple of minutes to be completely processed. Users will not see any changes until the next time that they log in.

## **eAccess Shared Space Reports**



**Space Usage Report** - This shows each shared space in your school, its size and percent of total capacity used.

**Space List Report** – This provides a list of all of the shared spaces in your school and the groups that are assigned to them.

**Group Member Report** – This shows each group and the people assigned to it. People with access from a different school have **\*\*\*School Name\*\*\*** next to their name. This is a great clean-up tool to identify students and staff who should no longer be members of your school's group. **Note:** if you select the entire list of available users for your school, this does not include cross-enrolled students who are enrolled at your school (their "home school") and the school they actually attend. You may go back and remove their individual names from the group if you choose.

**User Access Report** – This shows each student/staff member in your school and the shared space(s) and group(s) assigned to that person.