Why ISHARE?

ISHARE ([http://ishare.internationalsnetwork.org](http://ishare.internationalsnetwork.org)) is meant to be the easiest way to access the wealth of Internationals' curriculum and resources online. The site has downloadable versions of many documents created by members of the Internationals community, including teachers, faculty and Network Office staff.

In order to take advantage of the many tools ISHARE offers, including searching and viewing International High Schools-focused curriculum, you will need to become a member. As a member, you can:

- Add resources into the ISHARE curriculum and resource bank or create new resources
- Save your favorite resources in My ISHARE
- Create, add to, and organize collections of resources
- Comment on, rate, and edit resources
- Manage your user information and contributions using My ISHARE
- Join a group or create a new group to collaborate with other users

It is our hope that you find the site and its resources useful in your practice, that you make valuable connections and that you share your best work with the community at large.

This Document’s Purpose

This document is meant to be used as both a training document to introduce and teach others about ISHARE as well as a quick guide for individual users who join on their own. **For your ease, we’ve tackled features in the order that we believe will best allow you to access resources on ISHARE quickly and composed approximately half of each page with helpful screenshots.** As it is NOT a detailed help collection, please click on Help in the Left Navigation Menu of ISHARE and then on Help Collection to explore expanded information.
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How to Join

Step 1: Go to http://ishare.internationalsnetwork.org

Step 2: Click the “Become a Member” link at the top of the IShare home page in the site header.

Step 3: You will see a page titled "Register to Join IShare." Fill in all of the required information.

Step 4: You must agree that you have read, understand and agree to IShare’s Privacy Policy and Terms of Use agreement before you may become a member of IShare. Check the box next to "I agree...."

Step 5: Click the green “Save Information & Register” button. You will receive an email from IShare within a few minutes confirming your registration and requesting one final step to become a member: simply click the link within the email. An IShare administrator will receive a “Pending Membership Activation” email regarding your account.

Step 6: This step is undertaken by an IShare administrator. Your account will be reviewed and, if you are a member of the Internationals Network, will be approved and activated. Due to size constraints, we are limiting IShare access to mostly staff and faculty of the Internationals Network community. Please be patient! It may take a day or two of turnaround time to activate your account.

Step 7: Once your account has been activated, you will receive an email confirming successful account activation. You can now return to the IShare website where you will be able to log in and start using the tools available. Repeat Step 1 and then type your login name and password in the fields in the center of the top panel.
Tips on Navigating ISHARE

- Clicking on the ISHARE logo (at top left) will always take you back to the homepage.
- The Left Navigation Menu is present on every page. Menu options will take you to all of the main site areas.
- The Main Collection button can be found at left on every page.
- For any collection, there will be a Table of Contents to the left, between the Left Navigation Menu and the Main Collection button. Click on the +/- image to expand/collapse folder contents, or click on the names to go to the actual folder or resource.
- Breadcrumbs to the right of the Home bar in the Left Navigation Menu also allow you to move between folder levels in collections.

- The footer contains links to the Home and Contact Us pages, as well as our Terms of Use and Privacy Policy documents. You can also get to the Internationals Network for Public Schools website.
How to Find Curriculum and Resources

FIND curriculum, professional development materials (such as the Teacher Toolkits and videos of Internationals teachers), and other resources by
1) going directly to the Main Collection (think of it as an indexed list),
or
2) executing a search across the entire site, including the Help Collection and members’ personal collections. You can
   a) be guided in Assisted Search to browse by category and topic, or
   b) use key words in Advanced Search.

1. Accessing the Main Collection

You can get to the Main Collection:
 I. From the Home Page, by clicking on any folder name in the Main Collection table of contents. You can also click on the +/- icons to expand folders and subfolders before choosing a resource to look at.
 II. From any page in ISHARE, by
   i. Clicking on the Main Collection button at left.
   ii. Clicking on Find in the Left Navigation Menu, and then on Main Collection.
   These will take you to the Collection View of the Main Collection.

Once you get to the Main Collection, you can use the Table of Contents, folder and document links, and breadcrumbs to navigate throughout the collection.
**2a. Accessing Assisted Search**

You can access Assisted Search:

I. From the Home Page, by clicking on any icon/link in the Assisted Search list of Categories. This will take you straight to the topics and education levels page for that category.

II. From any page in ISHARE, by
   i. Clicking on the Assisted Search link in the Search box in the top panel.
   ii. Clicking on Find in the Left Navigation Menu, and then on Assisted Search.

These will take you to the Assisted Search page where you can choose a Category, followed by the relevant topic or education level.

After choosing a topic or education level, you will be taken to the search results page.
2b. Accessing Advanced Search

You can access Advanced Search from any page in ISHARE, by:

I. Typing key words in the simple Search box. This will only execute a search for resources.

II. Going to the search page, where you can opt to search for Resources, Groups or Members, and choose from a number of advanced filters. Get to the search page by:
   i. Clicking on the Advanced Search link in the Search box in the top panel.
   ii. Clicking on Find in the Left Navigation Menu, and then on Advanced Search.
The Search Results Page

By using the Assisted Search or Advanced Search features, you are in fact executing a search. The end result, therefore, is a list of relevant content on the search results page. Here you can:

- Look for Resources, Groups or Members, by using the appropriate tabs.
- Access the Search Tips link to read about using Boolean operators with your search terms to get the best results possible.
- Hover over the results titles to see a description of each resource.
- Use advanced search filters for detailed filtering options, including member ratings and recently updated items. If hidden, click on the Advanced Search Toggle just below the search terms box.
- Reorder columns in your search results table. Click on the column header, then drag to the appropriate location. Release your pointer only when you see the double arrows. This will drop the column into the order you have selected.
- Hide and unhide columns in your search results table. Hover your mouse over the far right of each column until you see a small, downward pointing arrow. Click the arrow, then hover over “Columns”. Select or unselect the columns you would like to display or hide. All columns that have a check mark next to their name will be displayed in your table.
- Sort results by a particular column. Next to the column name, you will see a small arrow pointing either up or down to represent that this column is the current sort column and whether it is sorted lowest to highest or vice versa. Click on the currently sorted column header switch the direction your results are sorted, or click a different column header re-sort the results.
Working with Collections, Folders and Resources – The Three Tabs

- Each resource (and its containing folder or collection) has three distinct tabs via which you can access details regarding the resource (or folder or collection):
  1. **Content Tab**: Displays (a) the resource content if created on the site e.g. ISHARE Help files, or (b) the resource description and the downloadable attachment if uploaded to the site.
  2. **Information Tab**: Contains the descriptive metadata for the resource, including its title, description, category listing, associated keywords, author, access privileges and license.
  3. **Comments Tab**: Add a comment and/or rate the resource on a scale of 1 to 5.
- The “Level Highlight” indicates the collection/folder/resource to which the content, information and comments tabs apply.
- **Tab Buttons** vary by the tab, as well as whether a resource or folder/collection is being viewed.
- On the Content tab for resources, you can **Edit the content** if you have access. The options depend on whether the content was uploaded or created on the site. You can also **Copy**, which creates a new resource, or **Add**, which adds (links) the item to another folder or collection.
- For folders or collections, the Content tab allows you to **Add** i.e. link the item to another folder or collection, **Build Up** i.e add or create resources, and **Organize** i.e. reorder and remove resources.
- On the Information tab for collections, folders and resources, you can view the Revision History, and **Edit the metadata** information if you have access.
Working with Collections, Folders and Resources – Features and Tips

- You can designate a collection/folder/resource as a Favorite by clicking on the Favorite button, then see your list of favorites on the Favorites tab in My ISHARE.
- If the folder under view contains a number of resources that were uploaded to the site, such as pdf files or Word documents, you can download the files using the Bulk Download link ("Download collection files"). If the content was created on ISHARE, it will only download images and attached files within the content. Note that it will not download any content in subfolders.
- The “Level Highlight” indicates the collection/folder/resource to which the content, information and comments tabs apply.
- You can navigate among levels in a collection by using the Table of Contents. Click on the +/- icon to expand/collapse folders without affecting the resource on view. Click on the name of the folder/resource to see the content, information and contents for that folder/resource.
- If they’re available, you can also use Breadcrumbs to navigate among levels in a collection.
- Hover your mouse over a folder/resource title in the Table of Contents to see a small popup with the resource description.
**MY ISHARE**

You can access My ISHARE from any page, by:

I. Clicking on the view profile link in the top panel. This will take you straight to your member profile tab.

II. Clicking on My ISHARE in the Left Navigation Menu, and then on any of the links. Each link will take you to the appropriate tab in My ISHARE.

My ISHARE is your personalized section of the website, automatically created on registration. It gives you access to the following tabs:

- **Profile:** Here you can view and edit your member profile, including adding a photo. It’s initially populated with the information provided when you first register.

- **Favorites:** After choosing your favorites, access the list on this tab. Designating resources as favorites is rather like bookmarking them, with the Favorites tab as your bookmarked list.

- **Contributions:** View any resources that you’ve added to the ISHARE website, including collections, folders and resources. You can also create/add a new resource from this page or delete prior contributions.

- **Collections:** Create, access and delete any collections you have built here, including personal collections. Note that to see file folders or resources, you should go to the Contributions tab.

- **Groups:** View and visit from here any groups on ISHARE that you’ve joined.
Adding a Resource – Getting Started

To add or create a resource:

- From any page, click on Contribute in the Left Navigation Menu, and then on Add a Resource.
- Or, go to the Contributions Tab in My ISHARE, and click on the green Add a Resource button at the top right of the tab.

- If you’ve already started a personal collection, go to the Collections Tab in My ISHARE, and then click on the appropriate Add Resource Link.

- If you have access to a collection, either because it’s yours, it’s public access or because it’s a collection for a group to which you belong, you can click on the Build Up link on the appropriate Content tab.

- Resources that you add to ISHARE can be found listed in your My ISHARE on the Contributions tab.
Adding a Resource – The Details

1. When adding or creating a resource, you are guided through the process by a number of screens.
2. At the first screen, you indicate what you wish to add, such as a file or a link, or what you wish to create, using a simple “from scratch” form or a template. If you are adding a resource to a collection or folder, you also have the option of creating a new folder.

What would you like to add to Contributing and Editing Resources?

Something I already have or know about:
- A file from my computer
- A link for a great web resource

Something I want to make on ISHARE:
- A resource I’ll create using a template
- A resource I’ll create from “scratch”
- A folder where I’ll organize resources

3. The subsequent screens rely on the first option that you choose. For example, if you choose to create a resource using a template, the next screen will ask you to choose from 4 template options.
4. Once the type of resource has been established, you will then need to set required information which serves as descriptive metadata for the folder, collection or resource. These are:
   - Title
   - Description
   - Category & Topic
   - Education Level
   - Instructional Component Type
   - Key Words
   - Language
   - Access Privileges
   - Author
   - License
5. If you are creating the resource on ISHARE, you will also have space(s) to enter content and edit/format it using basic WYSIWYG or HTML editing toolbars.
6. After completing all of the fields and submitting the information, you should see a confirmation message.
7. Resources that you add to ISHARE can be found listed in your My ISHARE on the Contributions tab.