

Sharing and Commenting

Building blocks provide sample REfLECT session structures. See the example Session Frameworks for ideas on how to integrate the different elements within one session. This building block can be used in conjunction with:

- 1.0 About the learners;
- 2.0 Aims and objectives;
- 3.0 Session framework;
- 4.0 Associated building blocks;
- 5.0 Tipsheets; **Sharing, Commenting**
- 6.0 Scenarios; **Developing Resources, A-Level English, Annual Review**

Time	4.0 Connection Activity:	4.1 Colleague Activity:
00:00	Introduction to the session and logging in.	Active listening and members to log in to REfLECT through the IfL website using their IfL membership numbers.
00:05	Select view, my assets to show the asset store and select the asset and display the synopsis pad on the right hand side. Highlight the fact that the synopsis pad has 2 tabs at the top (edit and info). Select <i>send to</i> and discuss the different ways to share.	Active listening / participating in a discussion around the purpose, use and appropriateness of sharing assets.
00:10	Select person and show the my community pad. Enter a contact and <i>save and send</i> .	Colleagues to select their own asset and go through the process of adding a contact and sharing with them giving comment permissions.

00.15	<p>From the home screen, select view, my assets and select the asset that has just been shared. On the synopsis pad, now highlight the 3 tabs at the top (edit, info and shared). Select shared and go through the screen, demonstrating the rollover to see whether the asset has been viewed by the recipient. Click on the recipient's name and show how the permissions can be changed.</p>	<p>Colleagues to open their asset and give comment permissions to the person they have just shared with. Then go back to the home screen</p>
00.20	<p>Select the received assets link from the home pad. Demonstrate how to view the asset and place a comment.</p>	<p>Colleagues to open their received asset and place a comment and submit.</p>
00:25	<p>Access the asset store and show how the recently changed asset is highlighted in bold.</p>	<p>Colleagues to open their own asset and view the comments, replying if required.</p>
00.30	<p>Feedback and end of session.</p>	<p>Participation in a question and answer session.</p> <p>Questions that may need to be addressed are:</p> <p>Clarify that send to web strips the password protection from the asset. Also that you can share with anyone regardless of whether or not they have a REFLECT account.</p>

		<p>Reinforce the concept that the owner retains control even if the asset has been shared. On the shared tab within the synopsis pad, show option to remove recipients from the list, thereby removing your asset from their view.</p> <p>Tip Top! If colleagues share with the person to the right of them, everyone in the group will receive an asset.</p>
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