**Shared Items**

**Detailed Design Document**

**For**

**New Technology Network**

|  |  |
| --- | --- |
| Contact Information | |
| New Tech Network  935 Clinton Street  Napa, CA 94559  Phone: (707) 253-6951  www.newtechnetwork.org | Knowledgeworks Foundation  1 West Fourth Street, Suite 100  Cincinnati, OH 45202  Phone: (513) 929-4777  www.knowlegeworks.org |

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# Document Version

| **Description** | **Date** | **Author** |
| --- | --- | --- |
| Initial version – Word Document | 02/7/2012 | Carolyn Ferris |
| Added mockups based on conversation with Chris Walsh | 2/10/2012 | Carolyn Ferris |
| Updates based on 2/15/ Spec Review, Make the following changed on the Power Point Slides.   * On the Shared User List, have the role be the profile role * On the same view change the green text to black * On the notifications-> Shared Items page, change the green button from Remove Project to Remove Item * On the Shared Item page in the Notifications area, a flag icon will be added to indicate where this page is located in Echo | 2/16/2012 | Carolyn Ferris |
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# Related Documents

Information from the following documents was used to prepare this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Date** | **Author** |
| Shared\_Items\_Mockup\_v2.pptx | 2/15/2012 | Carolyn Ferris |
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# Team Members

|  |  |  |  |
| --- | --- | --- | --- |
| Company | Name | Role | Email |
| NTN | Chris Walsh | Director of Innovation and Design | CWalsh@newtechnetwork.org |
| NTN | Frank Weitl | Project Manager | barcusm@knowledgeworks.org |
| NTN | Andy Heidrich | Lead IT Support Engineer | aHeidrich@newtechnetwork.org |
| NTN | Carolyn Ferris | IT Support Engineer | cFerris@newtechnetwork.org |
| KWF | Katherine Allshouse | Director, Software Development | allshousek@knowledgeworks.org |
| KWF | Gary Watson | ? | watsong@knowledgeworks.org |
| KWF | Tim Meyers | Software Developer | meyerst@knowledgeworks.org |
| KWF | Steve Myers | Senior Web Developer | myerss@knolwedgeworks.org |
|  |  |  |  |

# Project Description

This document describes the scope and design for the added functionality of sharing projects and collections across all the NTN schools

Echo Users (Staff or above) will be able to share projects and or collections across courses and schools without first copying to the Project Library. The Project Library is to be reserved for the projects that are fully developed and have been vetted by the NTN staff as a “quality project”. Collections can be shared with groups that are in a school other than the school where the collection resides. The sharing process is initiated by the owner of the item, who can select the recipients. This eliminates the project being available to all the Echo Users. Upon selection of the recipients, a notification will be sent that will direct the recipient to the notifications page and a link to shared items. From this page, the recipient can select to copy the item to a course (project) or to a group (collections).

In this specification, we will define shared items being those that are available to be copied to a course or group. Co-facilitating of projects/projects across courses and/or schools will be detailed in a different phase of sharing.

# Scope and Assumptions

* There is the assumption that “Collections” are deployed to production prior to the deployment of “Shared Items”.
* Sharing will be limited to the items Projects and Collections. It is not in the scope of this development project to design the sharing of other items within Echo.

# Market Analysis

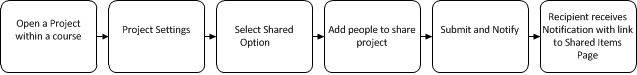
There has been a growing demand to be able to share items across schools and courses. In our previous web application there was a sharing space where any staff user could copy a project for all user with access to copy. This space was not duplicated in Echo. However the ability to copy projects to the NTN Project Library resulted in a Project Library that contained projects that were in all states of development. The demand is to restrict the Project Library to those projects that are designated as high quality. With that designation, there needs to be functionality for sharing projects that are not vetted. With the addition of “collections” to groups, the demand is also to be able to share collections among schools.

# Business Process Impact

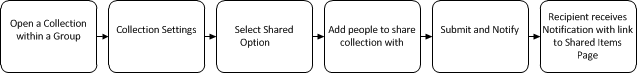
By creating a space to hold projects shared among Echo staff accounts, the NTN Project Library once again reflect the intended purpose of being a collection of exemplary projects available to all NTN Schools. Eliminating the ability to copy any project any time to the Project Library will result in a library where the quality of the projects is assured. A sharing process that allows for specific selection of recipients will result in increased collaboration and communication among all the schools. A group is already a collaborative environment. The ability to share collections to other groups also increase the communication and collaboration inside of Echo and among the NTN schools

## Business Process Flow

Project Sharing



Collection Sharing



## User Profiles

|  |  |  |  |
| --- | --- | --- | --- |
| Characteristics | User Group 1 | User Group 2 | User Group 3 |
| **Job title/role** | Coaches | Staff | Students |
| **Skill level** | Sophisticated  Role = NTN Manager | Sophisticated  Role = NTN Manager | Various – role in (Student, Staff, School Leader) |
| **System usage (hr/wk)** | 20+ | 1,200+ | 8,000+ |
| **Proportion of user population** | <1% | <5% | 95% |
| **Success Criteria** | Items can be shared with network staff within courses and groups | Items can be shared with network staff within courses and groups | Collections can be shared quickly network wide within groups |

# Use Cases and Customer/Prospect Real World Examples

## Project Sharing

|  |  |
| --- | --- |
| **Case 1: Project Sharing** | The only means to share a project with another Echo user is to place it in the New Tech Project Library where the project is now available to the all users who have access to the New Tech Project Library. Users will now be send a copy of a project to specific users who will be able to download the project to a specific course |
| **Iteration** |  |
| **Actors and Goals** | * Actors: Course Instructors where the project resides * Goal: Share Projects with specific Echo Users |
| **Summary** | There is no limit to the number of users the project can be shared with.  There is no time limitation on when the recipient has to download the project  There is no limit to the number of times the project can be copied to course  The course instructor can remove the sharing option of a project at any time.  Projects can be shared with any user in Echo that has a staff role or above. |
| **Primary Scenario/Path** | Sharing Project Scenario: (Reference Slide # )  Instructor opens Project   * This user clicks on the <Project Settings> button * User checks the Share Project box * User clicks on the <Add Button> * In the resulting people finder, the user selects Staff Users with whom the project will be shared * User clicks on the <Submit> button which results in a confirmation message that a notification has been sent to the selected users |
| **Alternate Scenarios/Paths** | N/A. |
| **Usability Scorecard Targets** | * Maximum number of clicks = 5 * Time to accomplish tasks for first time users = 1 minuted * Time to accomplish task for experienced users = 30 seconds * Percentage of first time users who should be able to complete the task successfully = 95% * Percentage of experience users who should be able to complete the task successfully =100% |
| **Exception Scenarios Errors /Paths ()** | Confirmation modals:  **Action: Select Users to Share Project**  Post-action: Confirmation message: This project has been shared with <#> users. An email notification has been sent.  **Action: Remove Sharing**  Pre-Action: Are you sure that you want to stop sharing this project? The link to the shared project will be removed from list of shared items for all users.  Post Action: The list of users is now grayed out.  **Action: Remove User**  Pre-action: Are you sure that you want to remove these users from the shared list? |
| **Extension Points** |  |
| **Triggers** |  |
| **Assumptions** | Instructors may perform these actions without affecting the records in the “Members” table. |
| **Pre-conditions** |  |
| **Post-conditions** | Display the following: Shared. This will show on the project page under the Visibility indicator. (Reference Slide #<>) |
| **Related Business Requirements** | All instructors of a course and NTN Managers can share a project. |
| **Open Issues** |  |
| **Date** | 01/13/2012 |

## Collection Sharing

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| --- | --- |
| **Case 2: Collection Sharing** | A collection is a new item that lives inside of a group. Currently collections can only be copied to the owner/moderator’s groups in the same school. The shared functionality is needed to allow for the sharing of collections across all groups at all NTN schools. |
| **Iteration** |  |
| **Actors and Goals** | * Actors: Group owners/moderators * Goal: Share collections with other groups across all the schools |
| **Summary** | Student owner/moderator of a group can only share within his own school  Staff owner/moderator of a group can share with other staff users within the network  There is no limit to the number of users that the collection can be shared with.  There is no time limitation on when the recipient has to download the collection  There is no limit to the number of times the collection can be copied to a group  The Group owner/moderator can remove the sharing option of a collection at any time. |
| **Primary Scenario/Path** | Sharing Collection Scenario:   * User opens a collection in a group where they are an owner/moderator * This user clicks on the <Collection Settings> button * User checks the Share Collection box * User clicks on the <Add Button> * In the resulting people finder, the user selects Staff Users with whom the collection will be shared * User clicks on the <Submit> button which results in a confirmation message that a notification has been sent to the selected users |
| **Alternate Scenarios/Paths** | N/A. |
| **Usability Scorecard Targets** | * Maximum number of clicks = 5 * Time to accomplish tasks for first time users = 1 minute * Time to accomplish task for experienced users = 30 seconds * Percentage of first time users who should be able to complete the task successfully = 95% * Percentage of experience users who should be able to complete the task successfully =100% |
| **Exception Scenarios/Paths (Errors)** | Confirmation modals:  **Action: Select Users to Share Collection**  Post-action: Message: This collection has been shared with <#> users. An email notification has been sent.  **Action: Remove Sharing**  Pre-Action: Are you sure that you want to stop sharing this collection? The link to the shared collection will be removed from list of shared items for all users.  **Action: Remove User**  Pre-action: Are you sure that you want to remove these users from the shared list? |
| **Extension Points** |  |
| **Triggers** |  |
| **Assumptions** | Users may perform these actions without affecting the records in the “Members” table. |
| **Pre-conditions** |  |
| **Post-conditions** | Display the following message: Shared. This will show on the project page under the Visibility indicator. |
| **Related Business Requirements** | All owner/moderators of a group and NTN Managers can share a project. |
| **Open Issues** |  |
| **Date** |  |

### 

# Project Dependencies

Sharing of collections is dependent on the completion of adding collection to groups in Echo. (Jira: EchoDev-491)

# Open Issues

| Issue | Owner |
| --- | --- |
| None. |  |
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# Definitions

|  |  |  |
| --- | --- | --- |
| Term | Definition | Echo Functional Area |
| NTN Project Library | Collection of Projects that NTN has designated as complete (Complete meaning the required fields are populated). They are available to copy to a course. | Library->New Tech Project Library |
| Sharing | An action initiated by the owner/instructor of the item to be shared, that results in a notification sent to the selected recipients that links to a list of shared items. | Course-> Projects  Groups -> Collections |
| Project Briefcase | The top-level container of Activities & Resources in a Project or Course. Project Briefcases contain Categories. Categories contain Activities and Resources. | Course -> Projects |
| Project Library Project | Projects that instructors have copied to the project library. These projects are considered to be fully developed with all required components and are vetted by the NTN Staff | Library->NTN Project Library |
| Shared Items | List of items that that have been shared that are available for copying to a course or group. This spec will only deal with sharing Projects or Collections | Notifications-> Shared Items |
| Staff Users | In this document a Staff user will refer to any Echo account that has the privileges of a Staff account AND above. Whatever the staff account has access will be the same for the School Leader, NTN Manager and Tech Manager. |  |
| Notifications | A message that is generated within Echo as a web notification and an email notification | Navigation Bar |

### 

# Functional Design

This section covers the added functionality of sharing items. Projects can be shared through the project settings and Collections can be shared through the Collections Settings. A new view in the notifications area will list the items that have been shared with that user.

## New Business Rules

### Sharing/Unsharing a Project

*(Reference to the visuals in the accompanying PowerPoint will be indicated after each item)*

* The option to share a project with other Echo users will be located in the project Settings and therefore only available to the instructors of the course of NTN managers.
* A new section will be added to the end of the current project settings. This section will be named “Sharing”. There will be a check box, that will be unchecked by default. The <Add Users> Button will be greyed out.  *(Slide 3)*
* When the Sharing Option is selected, the <Add Users> bottom will become active. *(Slide 4)*
* Clicking on the <Add Users> button will result in a modal – Add users. This modal will function exactly as the existing modal for adding instructors to a course. The only change will be the addition of the school selector. The default school will be the school the user is logged into. *(Slide 5)*
* Upon clicking the <Submit> button, there will be a confirmation that the project has been shared and a notification was sent to the selected users. The confirmation message should only display for 5 sec. *(Slide 6)*
* The user is then returned to the Project settings page where they will see a list of the users the project has been shared with. *(Slide 6)*
* Users can be removed from the shared list, by a mass action at the end of the shared user list. *(Slide 7)*
* When the Sharing option is unselected, the option to add users and the list of the users will be greyed out *(Slide 8)*
* Once the project sharing settings are saved, the following changes to the project view will occur:
  + A “Shared” designation will show for that project on the Course-> Projects, if the project is in the “Current” list. *(Slide 9)*
  + A “Shared” designation will show on the Project Page for the Teacher View only *(Slide 10)*

### Sharing/Unsharing a Collection

* The option to share a collection) with other Echo users will be located in the Collection Settings in a Group and therefore only available to the owners or moderators of the group or NTN Manager accounts. The sharing option is be not be selected by default. *(Slide 12)*
* Once a collection is marked shared, the following will occur the <Add Users> button will become active. *(Slide 13)*
* For Owner/Moderators who have the student role in Echo, clicking on the <Add Users> button will result in a modal – Add users. This modal will function exactly as the existing modal for adding instructors to a course. *(Slide 14)*
* For Owner/Moderators who have the staff role there is tbe the addition of the school selector**. However the staff will not be able to share with students outside their own school.** The default school will be the school the user is logged into. *(Slide 15)*
* Upon clicking the <Submit> button, there will be a confirmation that the collection has been shared and a notification was sent to the selected users. The confirmation message should only display for 5 sec. *(Slide 16)*
* The user is then returned to the Collection settings page where they will see a list of the users the collection has been shared with. *(Slide 17)*
* Users can be removed from the shared list, by a mass action at the end of the shared user list. *(Slide 17)*
* When the Sharing option is unselected, the option to add users and the list of the users will be greyed out *(Slide 18)*

### Shared Items Notification Page

* The Notification Flag drop down will include a link to the Shared Items page. *(Slide 20)*
* A new Shared items page will be created, that can be accessed via the Notification Page, or through a link in the email notification. This page will include a tab for the Recent Notification page. The following columns will display on the page. *(Slide 21, 22)*
  + Date Shared
  + Title/description – the description being a tooltip
  + Type of Shared Item (Collection or Project)
  + Author – FName LName
  + Action – Copy or Remove Icons

### Copy/Delete Items in the Shared List

* Users will have the option to copy or delete items in the shared list
* Clicking on the Copy icon for a **project** will display a modal with the following choices: *(Slide 23)*
  + New Project Name
  + School Year
  + Course (only those courses where the user is an instructor will be displayed
  + Term
* Clicking on the Copy icon for a **collection** will display a modal with the following choices: *(Slide 24)*
  + New Collection Name
  + Group

### Removing Item from the Shared List

* Items can be removed from the shared list by selecting the remove icon
* A confirm removal modal will be displayed. *(Slide 25)*
* After confirming the remove item, you will be returned to the shared items list.

### Sharing Notification

* A new notification will be created that has a link to the sender’s profile and a link to the Shared Items notification page *(Slide 26)*
* Notifications Settings will be modified to include the new notification – My settings-> Notification Settings-> Miscellaneous - “ Items Shared with you” *(Slide Not yet created)*

## Project Setting View

## Collection Setting View

## Notification Page View

## Notification Settings View

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# Customer Acceptance

**Acceptance:**

To confirm our understanding of your requirements and your acknowledgement that this document meets those requirements, please return one (1) signed copy.

Accepted By:

**New Technology Network**

Signature

Printed Name

Title

Date