

Sharing Student Lists

Student lists are initially private to user who created them. Lists can be shared with other users via the [Student Data→Edit Lists](#) screen

Student Data→Edit Lists

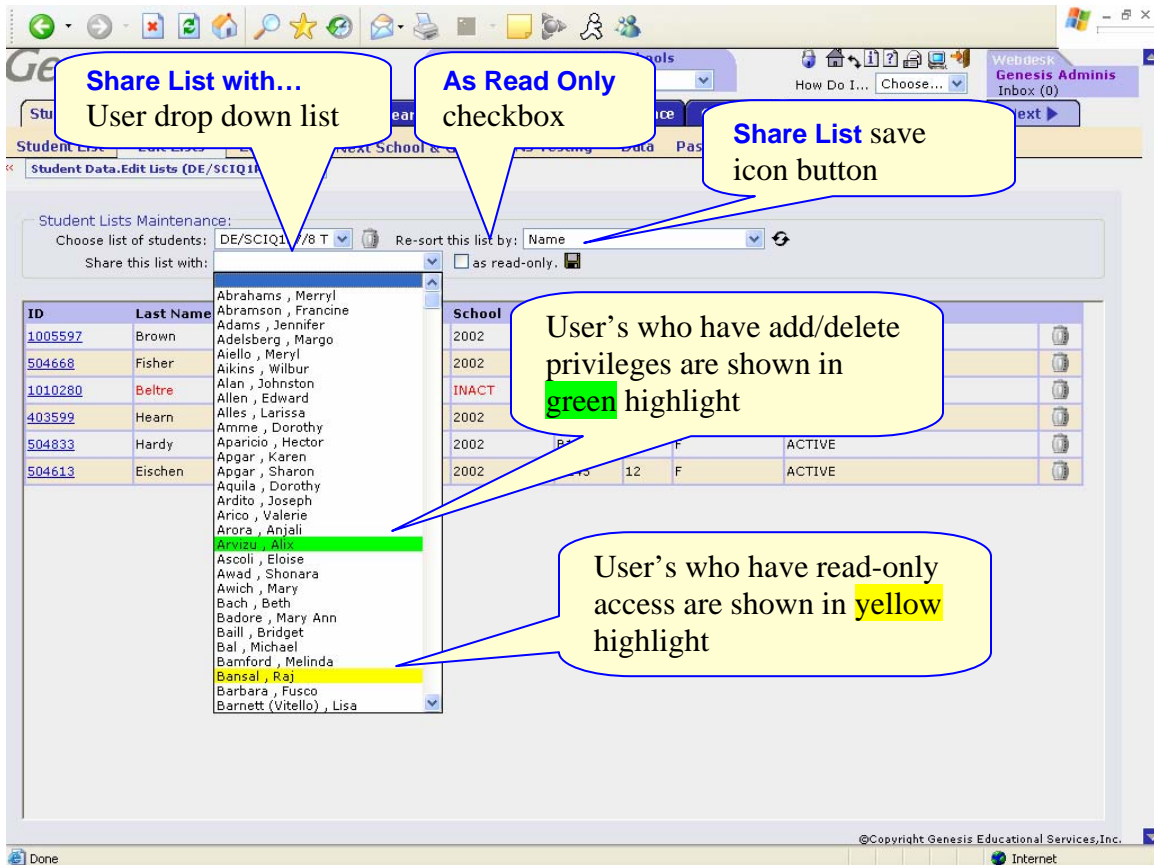


Figure 1 - Student Data→Edit Lists: Sharing a List controls

Sharing a Student List

Lists can be shared with an unlimited number of other Genesis users. Lists can be shared in two ways: with full “add/delete/share” permission or only “read-only” permission.

Who Can Share a List?

Any user who has “add/delete/share” permission for a list – whether you are the actual creator of the list or have yourself been given full add/delete/share access – can share the list with other users. Users who have “read-only” access to a list cannot share the list with other users.

Unsharing a Student List

Lists cannot be ‘unshared’. Every user can delete their own access to a list – by doing a normal “delete list” operation. But no user can remove *another user’s* access to a list.

You cannot take sharing back: once you share the list, only the “receiving” user can remove their own access to it.

Deleting a Shared List

Users can only delete their *own* access to a list: the list itself is not irretrievably deleted until the final user who has access to it deletes it. Users who have “read-only” access to a list can still *delete their own access to the list itself*; however they cannot remove students *from* the list nor can they share the list with other users.

Determining who has access to a List

To determine if a list is shared and to find out who has access to the list – and what kind of access – you must click the “users” drop down list and see if any user is highlighted:

- Users who are highlighted in **green** have full add/delete/share access to the list.
- Users who are highlighted in **yellow** have read-only access to the list
- Users who are not highlighted **do not** have access to the list

How do I know when someone shares a list with me?

You are not informed by Genesis when a list is shared with you. The list will “silently” appear in your list of shared lists. The other users who have access to it, including the person who created it, will be indicated by their highlighted names in the Users drop down list (as described above).

Procedure to Share a List with another User

1. Click on the “**Share List With**” drop down.
2. Select a user with whom to share the list
3. If you want to restrict the user to ‘read-only’ access, check the “**read-only**” checkbox
4. Click the “**Share**” save icon button to share the list.
5. Click the “**Share List With**” drop down list a second time to verify that the user has been granted appropriate access to the list. If the user is now highlighted in **green**, they have full add/delete/share access to the list. If the user is now highlighted in **yellow**, they have read-only access to the list