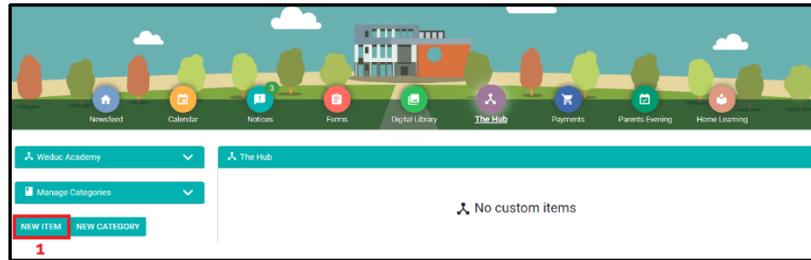
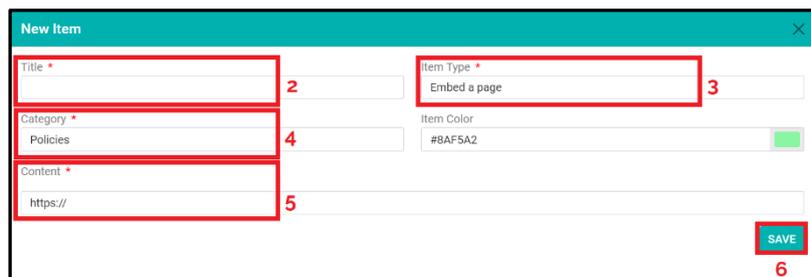


How to share a weblink in The Hub

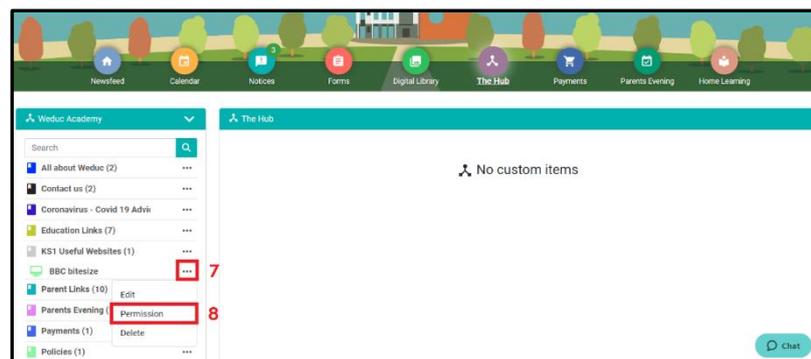
- 1) Click 'New Item.'



- 2) Enter a 'Title.'
- 3) Click 'Item Type' and choose 'Web link' or 'Embed a Page'.
- 4) Click 'Category' and choose the folder you want the item to appear in.
- 5) Copy the URL from your chosen website and paste it into the 'Content' box (NB: 'https://' is in this field by default, so make sure it doesn't appear twice after pasting the URL).
- 6) Click 'Save.'



- 7) Open the chosen category folder (see step 4 above), find the item in the list at the top of the page and click the three dots next to it.
- 8) Click 'Permission.'



- 9) In the 'Add to Group' box, select the group(s) who will be able to view the link.
- 10) In the corresponding 'Permissions' box to the right, select 'Can See.' (**IMPORTANT: Do not add 'Can Edit' or 'Can Remove' to a group).**)
- 11) In the 'Add to Roles' box, choose any roles that you want to be able to manage the item.
- 12) In the corresponding 'Permissions' box to the right, select 'Can See,' 'Can Edit' and 'Can Remove.'
- 13) Click 'Save Changes.'

The screenshot shows a dialog box titled 'Edit Permissions' with a close button (X) in the top right corner. The main title is 'BBC bitesize'. Below the title, there are two columns: 'SET PERMISSIONS' and 'CURRENT PERMISSIONS'. Under 'SET PERMISSIONS', there are two rows. The first row is labeled '9' and contains an 'Add to Group' dropdown menu with 'Nothing Selected' and a 'Permissions' dropdown menu with 'Nothing Selected'. The second row is labeled '11' and contains an 'Add to Roles' dropdown menu with 'Nothing Selected' and a 'Permissions' dropdown menu with 'Nothing Selected'. The row labeled '11' is also labeled '12' above the 'Permissions' dropdown. At the bottom of the dialog, there is a teal button labeled 'SAVE CHANGES' with the number '13' below it.