

# Addysg



Cefnogi Dysgu  
Supporting Learning

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## Cwmpawd

### Sharing Activities

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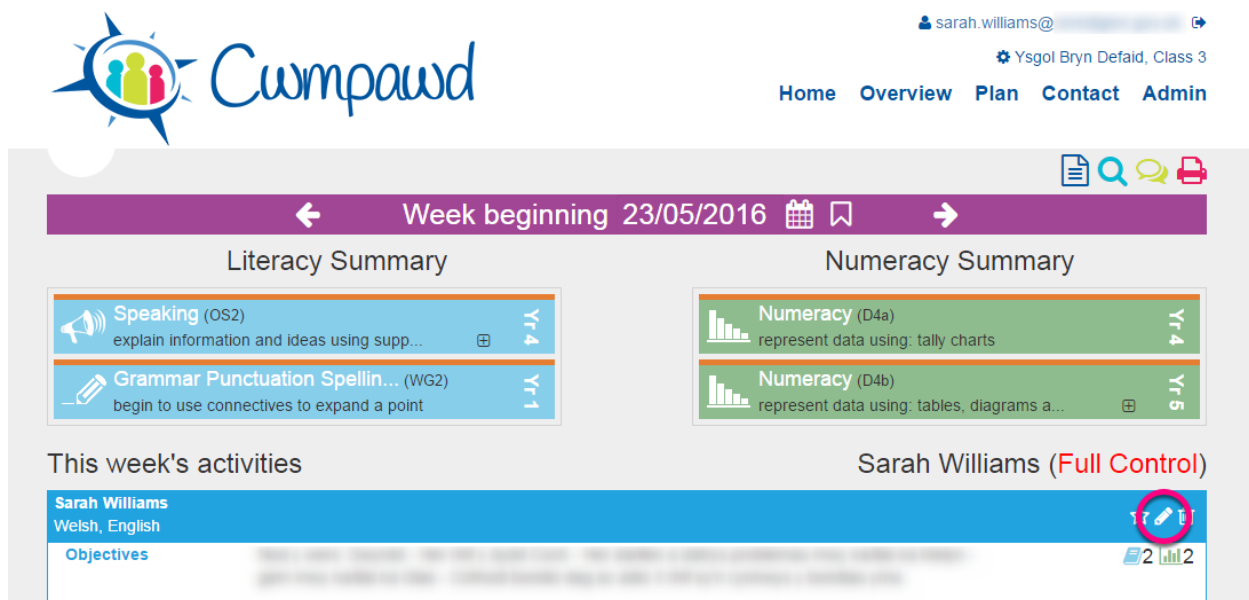
# Sharing in Cwmpawd

It is possible to share activities in Cwmpawd three ways.

- **Share to User**  
A code will be generated to give to other users who would like a copy of an activity.
- **Share to Class**  
An activity can be copied to other classes that you have access to.
- **Public**  
A copy of the activity will be publicly accessible for other Cwmpawd users to use.

## Sharing an Activity

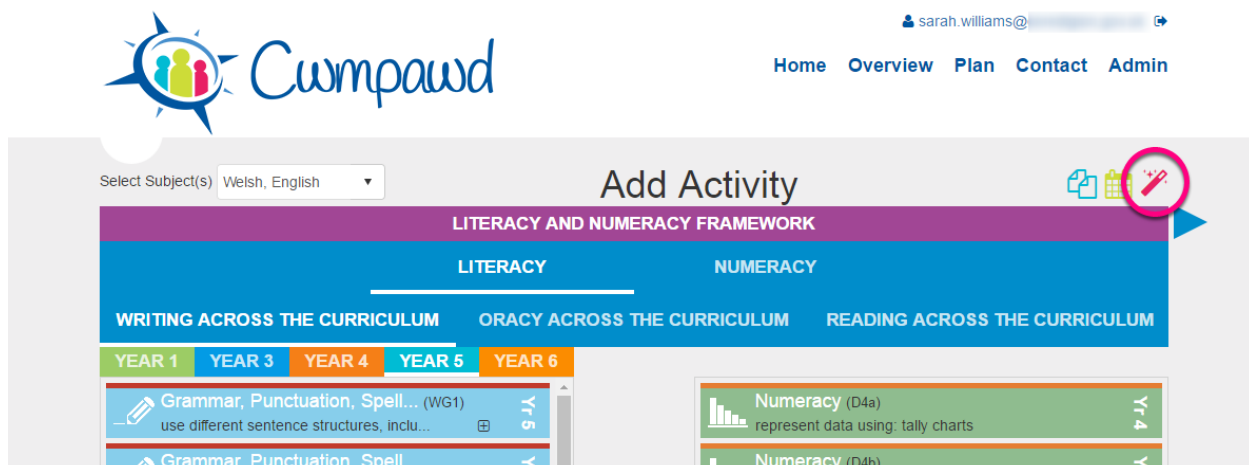
To share an activity, find the activity that you have written and click on the pencil to edit.



The screenshot shows the Cwmpawd interface for user sarah.williams@. The page title is 'Ysgol Bryn Dafaid, Class 3'. The navigation menu includes Home, Overview, Plan, Contact, and Admin. The main content area shows a 'Week beginning 23/05/2016' summary. Under 'Literacy Summary', there are two activities: 'Speaking (OS2)' for Year 4 and 'Grammar Punctuation Spellin... (WG2)' for Year 1. Under 'Numeracy Summary', there are two activities: 'Numeracy (D4a)' for Year 4 and 'Numeracy (D4b)' for Year 5. Below the summaries, 'This week's activities' shows 'Sarah Williams' with a 'Magic Wand' icon circled in red.

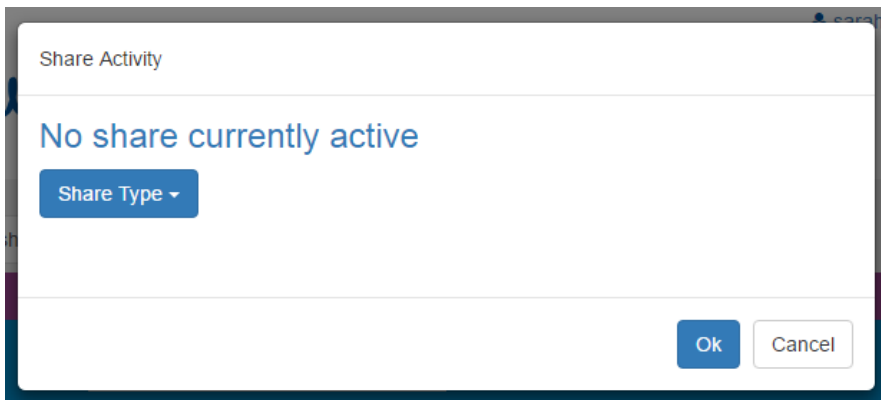
Once in the activity, click on the magic wand to set up the share.

*The magic wand button will only be visible once the activity has been saved.*



The screenshot shows the 'Add Activity' interface in Cwmpawd. The 'Add Activity' button is circled in red. The interface shows a table with columns for 'LITERACY' and 'NUMERACY', and rows for 'WRITING ACROSS THE CURRICULUM', 'ORACY ACROSS THE CURRICULUM', and 'READING ACROSS THE CURRICULUM'. The 'WRITING ACROSS THE CURRICULUM' row is selected, showing 'Grammar, Punctuation, Spell...' for Year 5.

The **Share Activity** window will open.



Share Activity

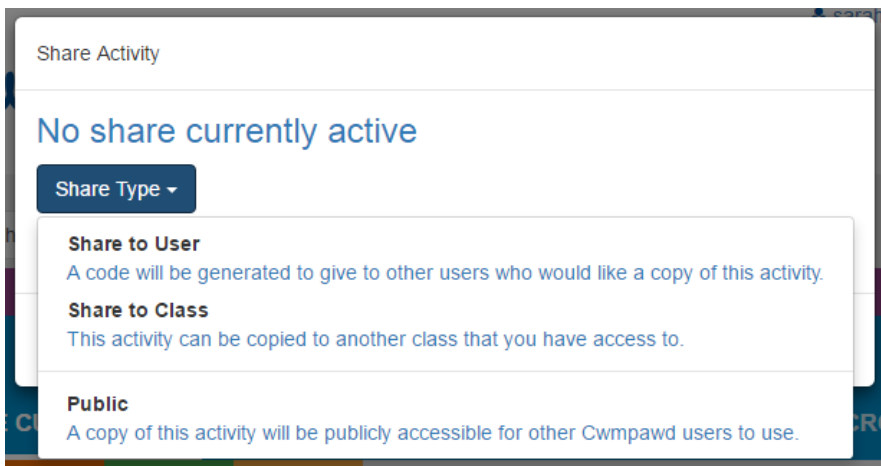
No share currently active

Share Type ▾

Ok Cancel

## Share to User

To share to other users, select the **Share to User** type from the list.



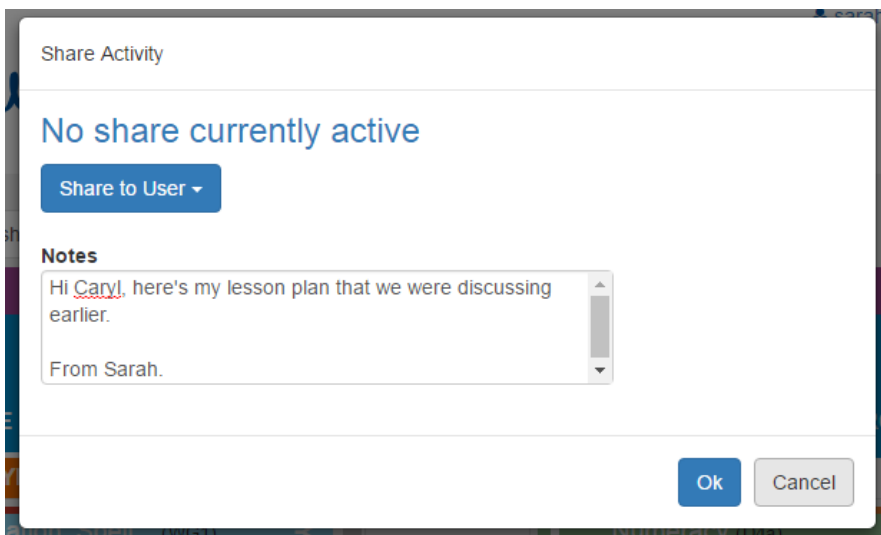
Share Activity

No share currently active

Share Type ▾

- Share to User**  
A code will be generated to give to other users who would like a copy of this activity.
- Share to Class**  
This activity can be copied to another class that you have access to.
- Public**  
A copy of this activity will be publicly accessible for other Cwmpawd users to use.

You can add notes which will appear with the shared copy of the activity. These notes will be visible to anyone that you give the share code to.



Share Activity

No share currently active

Share to User ▾

**Notes**

Hi Caryl, here's my lesson plan that we were discussing earlier.

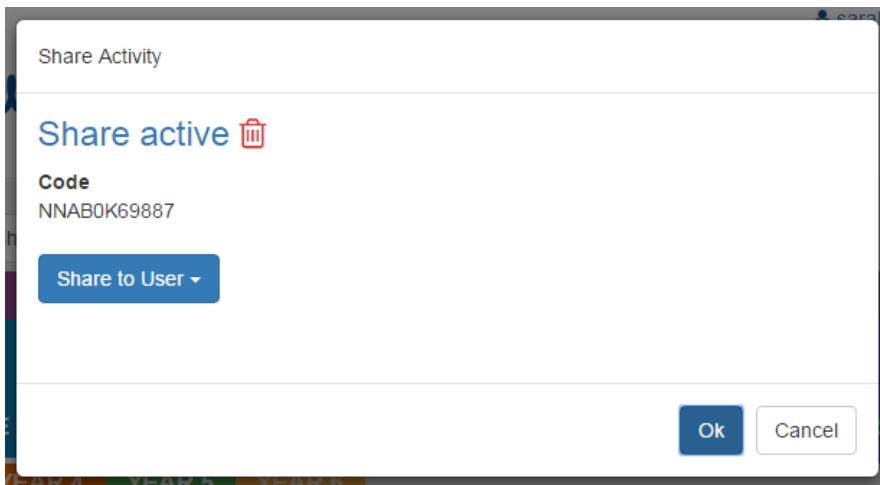
From Sarah.

Ok Cancel


Once you click ok, the Share code will be generated. Copy the code and send it to other Cwmpawd users to make a copy of your activity.

You can share the activity with as many users as you like using the same code.

*You can stop sharing the activity at any time by clicking on the magic wand in the activity and clicking the bin. This will not delete any copies of the activity.*



Share Activity

Share active 

**Code**  
NNAB0K69887

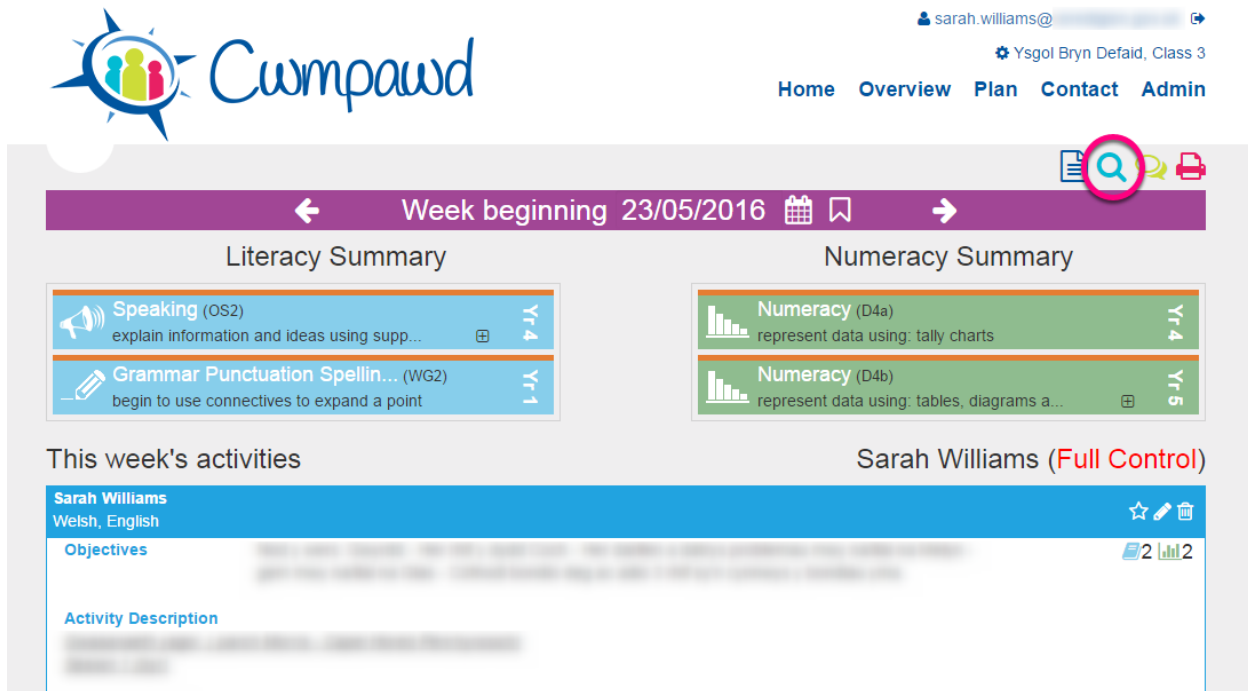
Share to User ▼

Ok Cancel

## Using a Shared Activity in your own Plan

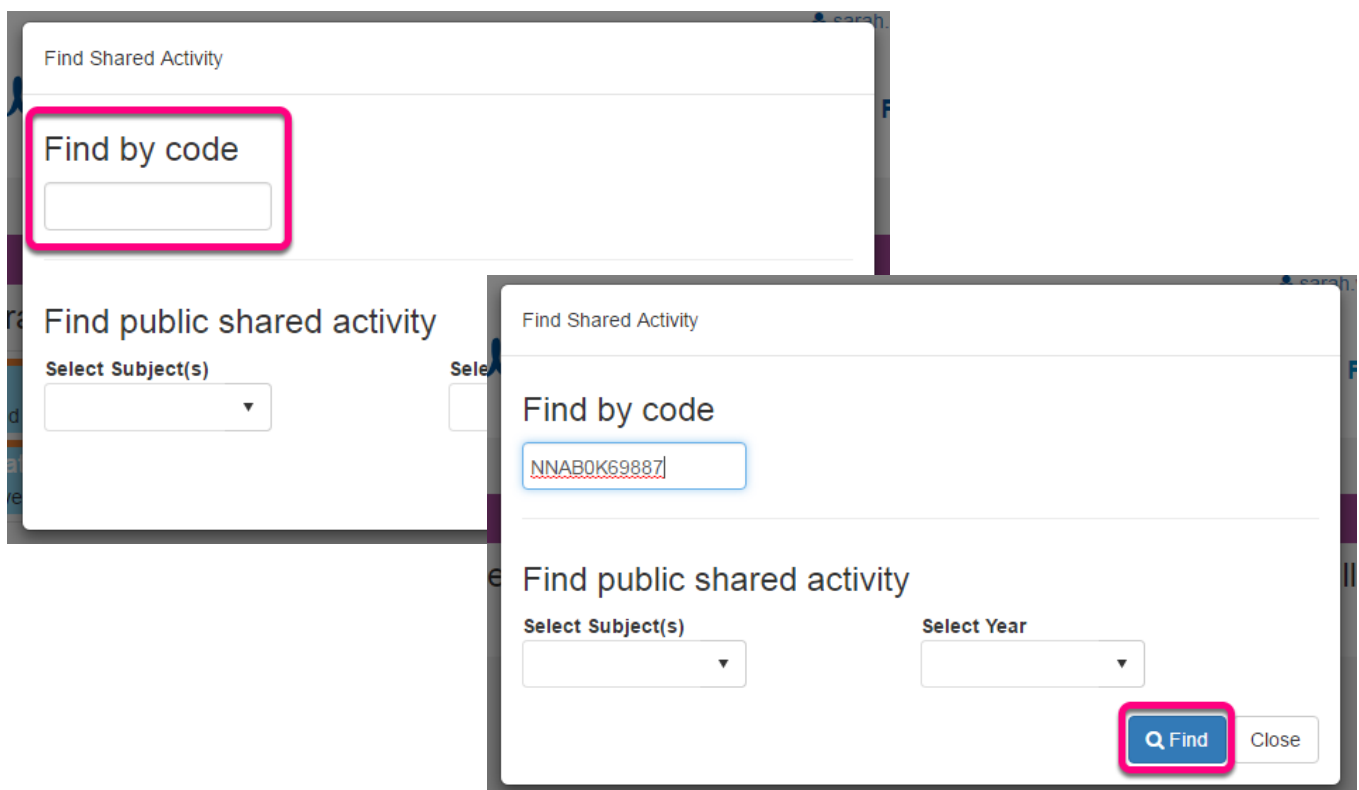
To add a shared activity to your own plan, first go to the week that you want to add it to.

Click on the Magnifying glass to open the **Find Shared Activity** window.



The screenshot shows the Cwmpawd interface for user Sarah Williams. The header includes the user's name and a navigation menu with links: Home, Overview, Plan, Contact, and Admin. The main content area displays a weekly plan for the week beginning 23/05/2016. It features two summary sections: Literacy Summary and Numeracy Summary. The Literacy Summary includes activities like 'Speaking (OS2)' and 'Grammar Punctuation Spellin... (WG2)'. The Numeracy Summary includes activities like 'Numeracy (D4a)' and 'Numeracy (D4b)'. A magnifying glass icon is highlighted in the top right corner, indicating the 'Find Shared Activity' window.

If another user has shared an activity with you and you have a code, copy the code into the **Find by code** box then click the **Find** button.



The screenshot shows the 'Find Shared Activity' window. It has a 'Find by code' section with a text input field. Below it, there is a 'Find public shared activity' section with dropdown menus for 'Select Subject(s)' and 'Select Year'. A 'Find' button is highlighted in the bottom right corner.

The shared activity will be displayed. Click **Add** to add the activity to your plan.

The whole activity will be added to your plan, including the framework elements.

### Find Shared Activity

**Success!** Activity found for code NNAB0K69887.

### Find by code

NNAB0K69887

### Find public shared activity

Select Subject(s)

Select Year

FindClose

### Activity Preview

**Notes from Sarah Williams**  
Hi Caryl, here's my lesson plan that we were discussing earlier.  
From Sarah.

**+ Add**

**Sarah Williams**  
Welsh, English

**Objectives**  

2

2

**Activity Description**

Find Shared Activity

**Success!** Activity Added.

Find by code

NNAB0K69887

Find public shared activity

Select Subject(s) Select Year

Find Close

**Activity Preview**

**Notes from Sarah Williams**

Hi Caryl, here's my lesson plan that we were discussing earlier.  
From Sarah.

**Sarah Williams**  
Welsh, English

**Objectives**

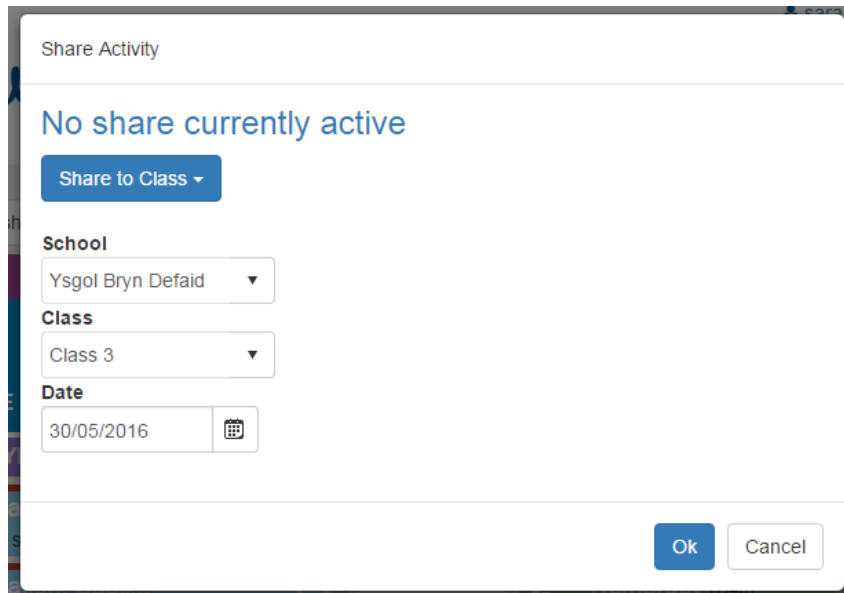
2 2



## Share to Class

To share to another class that you have access to, select **Share to Class** from the list.

You may need to select the school, depending on if you are planning for classes in different schools. Select the class and the date that you want to copy the activity to.




Share Activity

No share currently active

Share to Class ▾

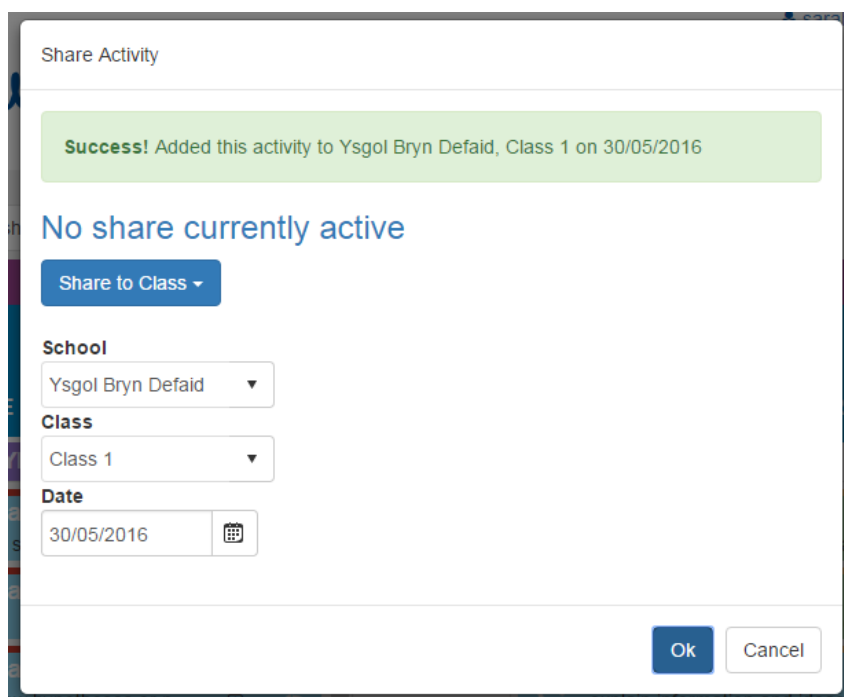
**School**  
Ysgol Bryn Defaid ▾

**Class**  
Class 3 ▾

**Date**  
30/05/2016 

Ok Cancel

You will have a message of confirmation when the activity has been copied.



Share Activity


Success! Added this activity to Ysgol Bryn Defaid, Class 1 on 30/05/2016

No share currently active

Share to Class ▾

**School**  
Ysgol Bryn Defaid ▾

**Class**  
Class 1 ▾

**Date**  
30/05/2016 

Ok Cancel



sarah.williams@



Ysgol Bryn Dafaid, Class 3

[Home](#) [Overview](#) [Plan](#) [Contact](#) [Admin](#)





← Week beginning 23/05/2016 →

### Literacy Summary

 <b>Speaking (OS2)</b> explain information and ideas using supp...	Yr 4
 <b>Grammar Punctuation Spellin... (WG2)</b> begin to use connectives to expand a point	Yr 1

### Numeracy Summary

 <b>Numeracy (D4a)</b> represent data using: tally charts	Yr 4
 <b>Numeracy (D4b)</b> represent data using: tables, diagrams a...	Yr 5

### This week's activities

Sarah Williams (Full Control)

**Sarah Williams**  
Welsh, English

**Objectives**

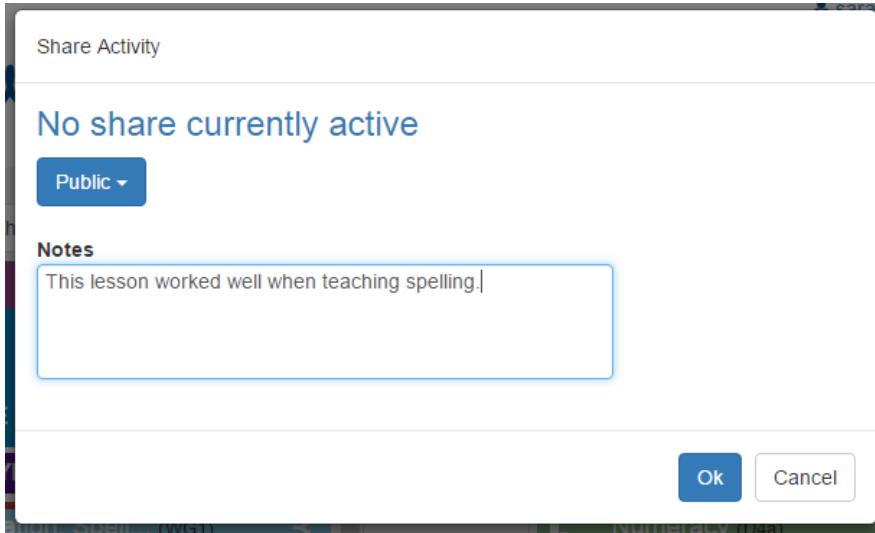
**Activity Description**



## Public

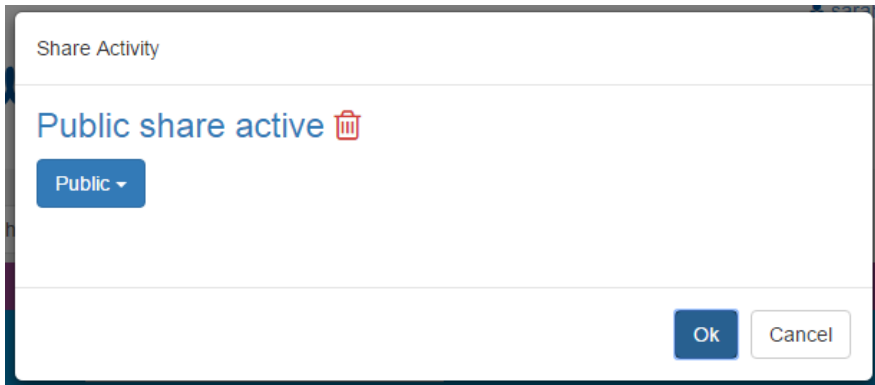
To make a public copy of an activity to share with all other Cwmpawd users, select **Public** from the list.

Add a note to give more details. The note will be displayed with the activity for all users to see.



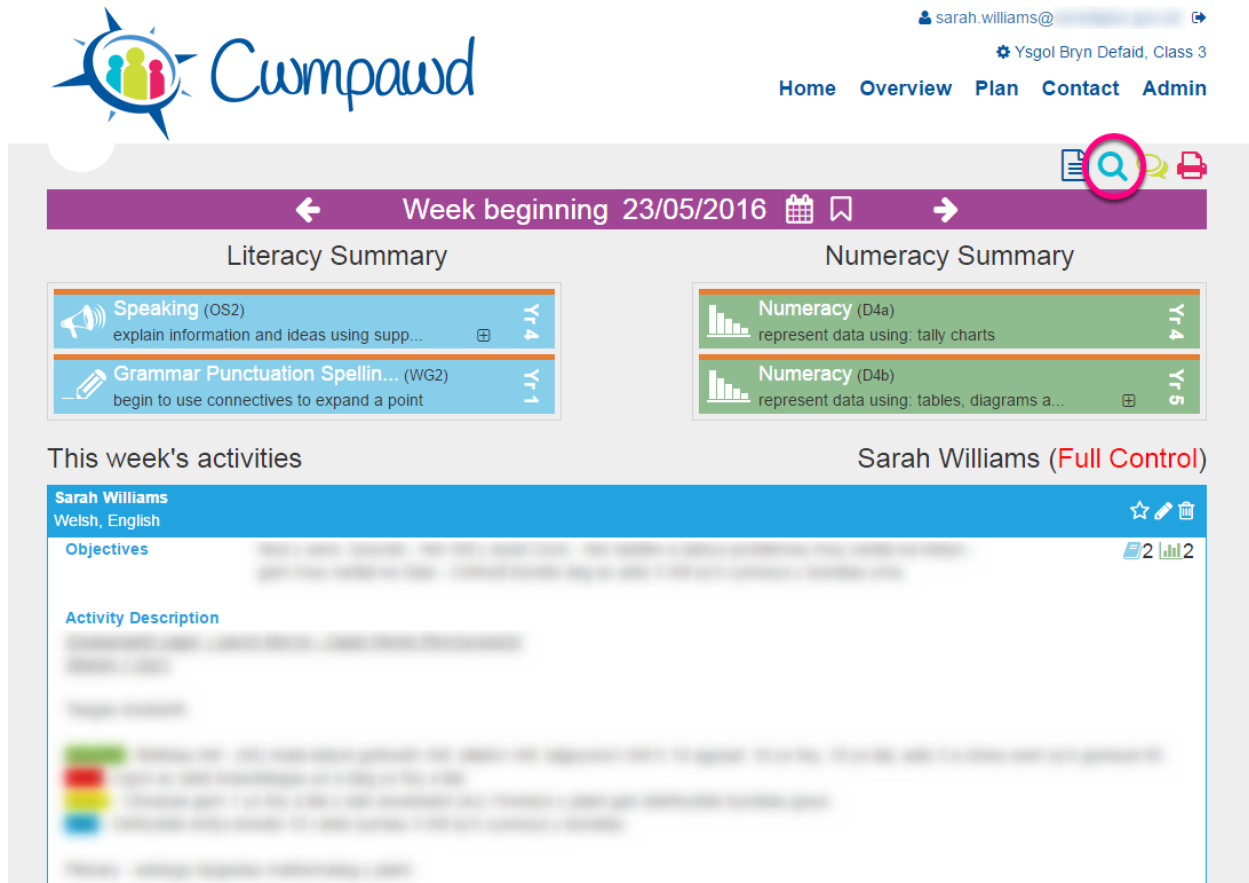
Clicking **Ok** will make the activity public.

To stop sharing the activity, click on the bin.



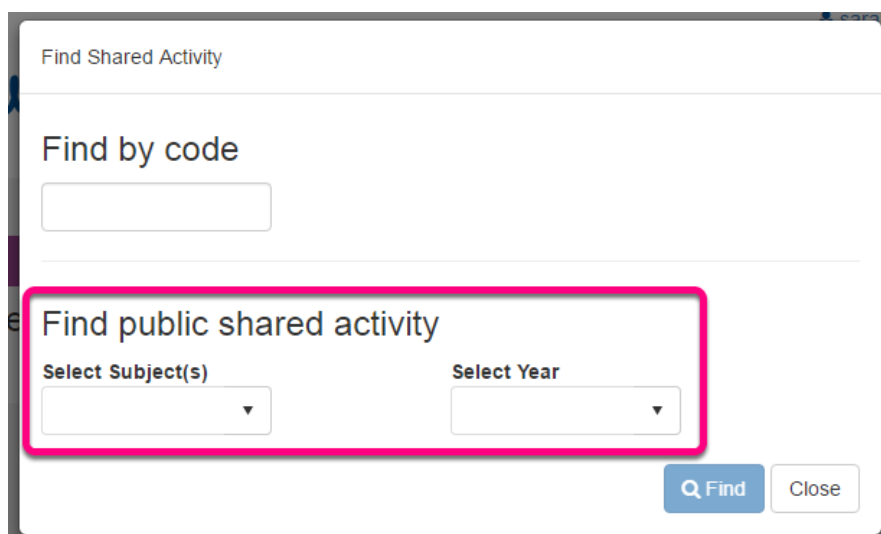
## Searching for Public Activities

To search for public activities, go to the week that you want to add an activity to in your plan and click on the magnifying glass.



The screenshot shows the Cwmpawd interface for user Sarah Williams, Ysgol Bryn Defaid, Class 3. The main area displays a weekly plan for the week beginning 23/05/2016. It includes sections for Literacy Summary and Numeracy Summary, each with a list of activities. A magnifying glass icon is highlighted in the top right corner of the main area, indicating the search function.

Select one or more subjects from the subjects list and or one or more years from the year list then click **Find**.



The screenshot shows the 'Find Shared Activity' dialog box. It contains a 'Find by code' section with a text input field. Below it is a 'Find public shared activity' section, which is highlighted with a red box. This section contains two dropdown menus: 'Select Subject(s)' and 'Select Year'. At the bottom of the dialog box are 'Find' and 'Close' buttons.

The activities matching the selected criteria will be listed. Click **Add** to add an activity to your plan.

Find Shared Activity

Success! Activities found for search criteria.

Find by code

Find public shared activity

Select Subject(s)  
Welsh

Select Year  
Year 4

Find Close

Activity Preview

Notes from Sarah Williams  
This lesson worked well when teaching spelling.

+ Add

Sarah Williams  
Welsh, English

Objectives

2

Activity Description

## Gwasanaeth TGCh Ysgolion a'r Gymuned

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## ICT Service for Schools and the Community

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