

Gateways

Gateway can be thought of as an institutional space, the place where assets can be published for viewing by other users such as tutors or peers. Access is controlled by permissions so for some Gateway users may be able to publish items but not view other people's work whilst on others users may be able view each others work. This means that Gateways can have a wide range of uses including assessment submission, mentoring, sharing items with a group or personal tutoring.

Select or open the asset you want to publish to a gateway

Click the **send to** icon. This icon gives you the choice to send that particular asset to either a

- Gateway
- Person
- Blog
- Printer

Click on the **Gateway** option and a new pad will appear with the main gateway and sub gateways listed. Any gateways with further sub gateways will have a small triangular arrow next to them. You may need to click on a gateway to access any sub gateways.

Gateways can be organised in number of ways within an organisation. It is helpful to know in advance if your gateway is a main gateway or if it is inside another gateway. Once you have reached the gateway you wish to publish to click on the gateway to select it and then click on the **green tick**.



Your chosen asset has now been published to the gateway. The gateway will open and show your item on the gateway. You will also receive an email confirming that your asset has been published.

Removing an asset from a Gateways

You can also remove an asset that you have submitted to a gateway. However, you can only remove the asset before an assessment deadline, after the deadline has passed you will not be able to remove or edit the asset. You will only be able to remove assets you own. When you remove an item from a gateway your action will be recorded in the gateway so whoever is responsible will be able to see you have removed an item although not what you have removed.

There are two ways of removing items;

- If you are viewing the gateway locate the asset and click on the dustbin on the far right of the gateway next to your asset
- If you have the overview pad open for an asset, click on the info tab at the top of the overview pad and then on the gateway link and you will see a list of any gateways the asset has been submitted to. Click on the gateway you want to remove the item from and then click on the wastebin icon on the bottom right of the pad. The gateway will no longer be listed in the published list indicating that the asset has been successfully removed.



Viewing and copying from Gateways

You can also view and **copy** an asset someone has published to the gateway if you have been given appropriate permissions.

- Click on **View** in the main desktop window. Then click on **gateways** to access the gateway window
- Now you need to locate the correct gateway. The gateways can be found to left of the window, you may need to move through several levels to find the correct gateway
- When you get to the gateway you will see any items available for you to copy.
- Once you have found the correct asset, click the asset to **view** it
- The asset will open up in a new window. Once the asset has opened you will see icons placed at the top of the asset
- The copy icon has two small pages on it. Click this icon to copy the asset. If you place your mouse pointer over the icon, a text box will appear saying **copy**. The asset will be saved within your asset store.