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How do I share a curation?

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This article explains how to share a curation with others in your organization.

Once you've **created a curation**, you can publish it to your entire organization, assign it to a group, or share via a direct link.

How do I publish a curation to my entire organization?

Requires the "Manage Curations" **permission**. Once published, curations will appear in a "Curations by [Your Organization]" carousel on the home page, most recently published first. A video overview is at the bottom of this page.

To publish a curation:

1. Open the curation
2. Click **Share** at the top right
3. Click **Publish**
4. (Optional) Check **Send email on publish** to email all users immediately once the curation is published
5. Click **Publish.** If the email option is selected, it will be sent immediately to all users in your organization when 'Publish' is clicked.

What will the optional email look like?

The notification email includes the curation title, description, and a direct link to the curation. Emails are sent from ***hello@app.bigthink.com.*** Users can unsubscribe from notification emails at any time without losing access to the curation. Here's a sample:



How do I assign curations to a group?

Requires the "Manage Curations" **permission**. Once assigned, curations will appear in a "Curations by [Your Organization]" carousel on the home page with an 'Assigned' tag for users in the group, and a due date, if selected.

To assign a curation:

1. Contact partnersuccess@bigthink.com to create a group. Please include the group name that will be visible to users and valid user email addresses.
2. Open the curation
3. Click **Share** at the top right
4. Click **Assign**
5. Select your group
6. (Optional) Set a due date
7. (Optional) Check **Send email on Assign** to email all group members immediately once the curation is assigned
8. Click **Assign**. If the email option is selected, it will be sent immediately to all users in the group when 'Assign' is clicked.

What will the optional email look like?

The notification email includes the curation title, description, a direct link to the curation, the assigned group, and a due date, if selected. Emails are sent from ***hello@app.bigthink.com.***

Users can unsubscribe from notification emails at any time without losing access to the curation. Here's a sample:



How do I know who receives emails?

To see which users will receive emails, visit your **User Management** page, which requires the "Manage Users" **permission**.

All active users in your organization will receive publish emails, and active users in the assigned group will receive assign emails.

If you suspect a learner has an **invalid email address**, scan your list on the User Management page to find it, or reach out to our support team, and we'll help you track it down.

How do I share a direct link to a curation?

1. **Open the curation**
2. Click **Share**
3. Click **Copy link**

Note: *If your organization uses Single Sign-On (SSO), this generates a dynamic SSO link.*

What happens when someone follows a curation?

When a learner receives a shared link, they can click **Follow** at the top right to save it to their

"Followed Curations" carousel on the curations page. They can **unfollow** at any time to remove it from their view.



Where do I see a follower count for curations?

Once a curation has at least 1 follower, a **follower count** appears on the curation page. It's useful to review before making changes to the content.

What does it look like to publish a curation?

