

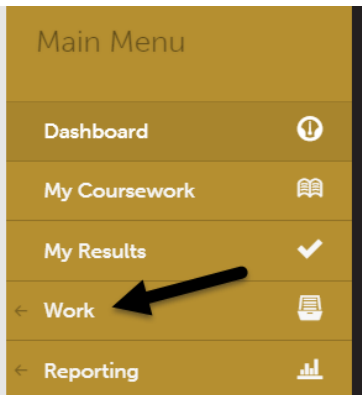
# How to Create a Workspace and the Workspace Portfolio for the Team Conference

By Scott Badger

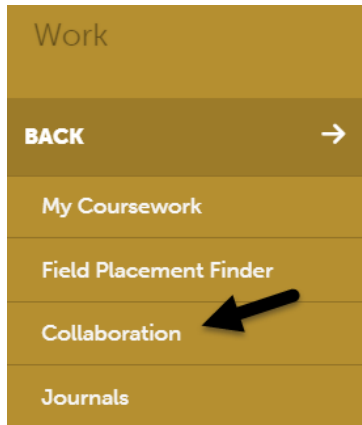
1. Click on **Menu**.



2. Click **“Work”**.



3. Click **“Collaboration”**.



4. Name your workspace.
5. Click the **“Create Workspace”**.

## Create New Workspace

Workspace Name

Create Workspace

## Workspace Invitations

INVITATION TO COLLABORATE

No matching results found.

6. Click on your new workspace.

Collaboration

My Workspaces Search Workspaces:

My Workspaces	Owner			
<a href="#">ELED Team Conference</a>	Student, Rick	1	0	

7. Click on “Workspace Portfolios”.

Workspace Overview

Home Workspace Portfolios File Library History Discussions Members To-Dos

Portfolios [Create New Portfolio](#)

Recent Activity - 0 changes in past day.

There have been no changes.

Discussions  
WORKSPACE DISCUSSIONS  
0  
Latest Reply

8. Click on the “Create New Portfolio” button.

Workspace Portfolios

Home Workspace Portfolios File Library History Discussions Members

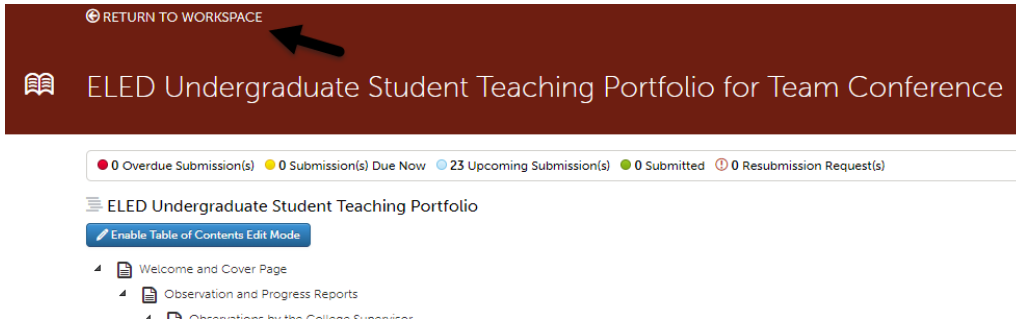
Show Hidden

No portfolios in ELED Team Conference

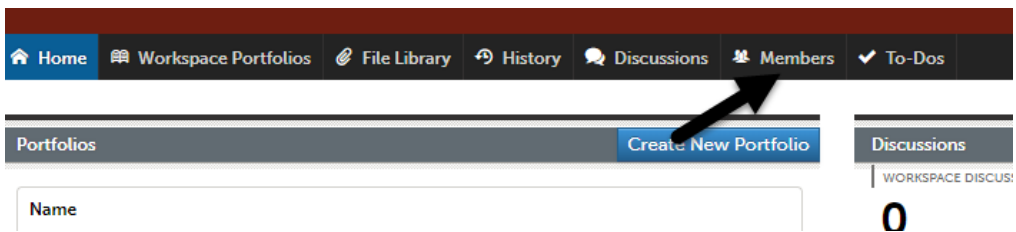
[Create New Portfolio](#)

9. Name your portfolio.

- For the Table of Contents, select your department Student Teaching Portfolio. (I.e. ELED Undergraduate Student Teaching Portfolio for Team Conference).
- Click on **“RETURN to WORKSPACE”**.



- Click **“Members”**.



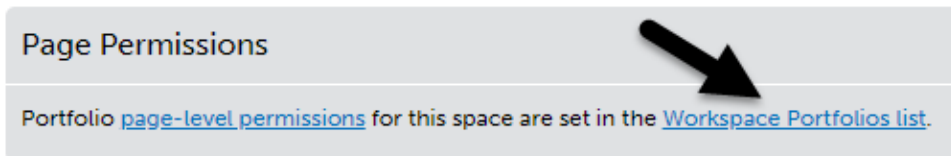
- For Manage File Library, click the “No” so it’s set to “Yes”.

Workspace Member	New Pages are Viewable	New Pages are Editable	New Pages are Submittable	Manage Members	Set Page Permissions	Manage Portfolios	Manage File Library
Student, Rick <b>OWNER</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Default for New Members	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No

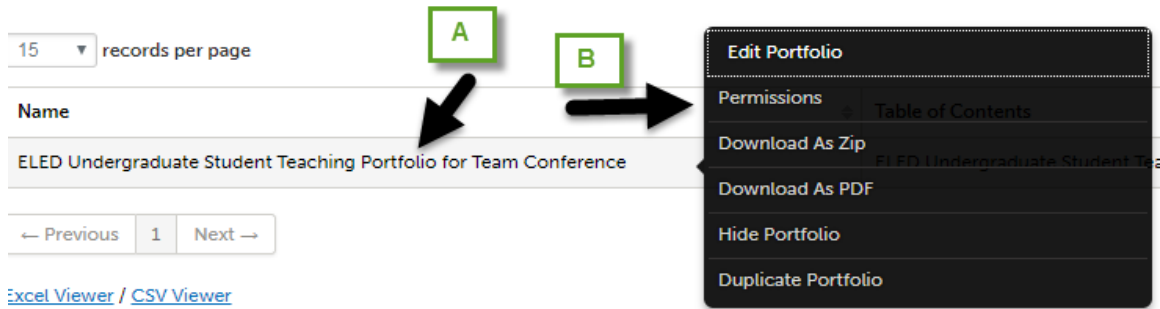
Members & General Workspace Permissions

Workspace Member	New Pages are Viewable	New Pages are Editable	New Pages are Submittable	Manage Members	Set Page Permissions	Manage Portfolios	Manage File Library
Student, Rick <b>OWNER</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Default for New Members	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> Yes

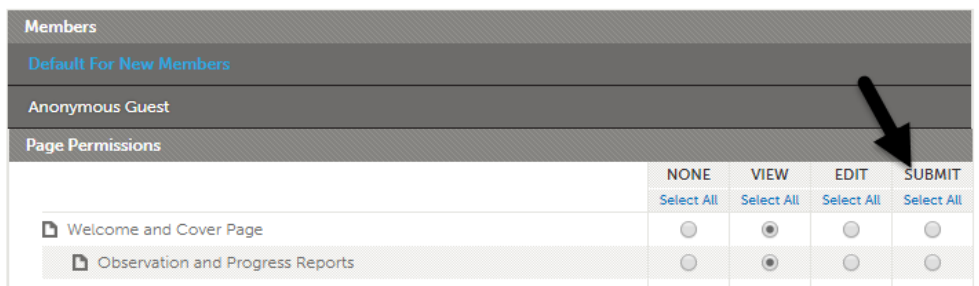
- Click **“Workspace Portfolios list”**.



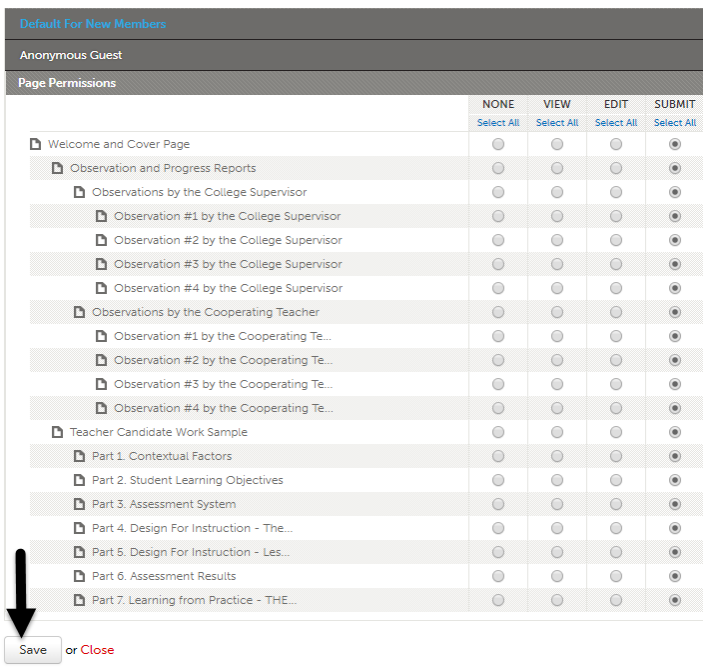
- Click on your portfolio name and then select **“Permissions”**.



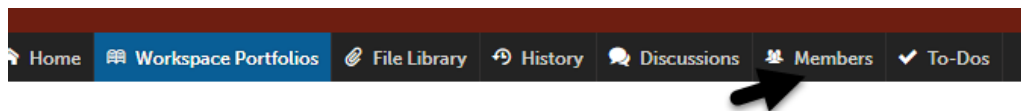
16. Below **SUBMIT**, click “**Select All**”.



17. Click the “**Save**” button.



18. Click “**Members**”.

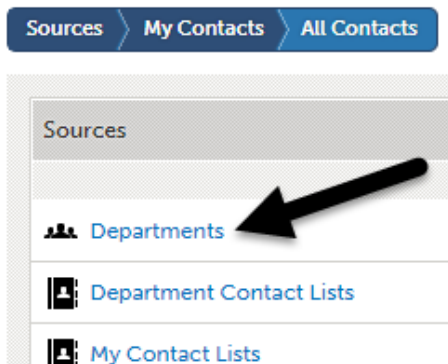


19. Click the “**Invite Members to Workspace**”.

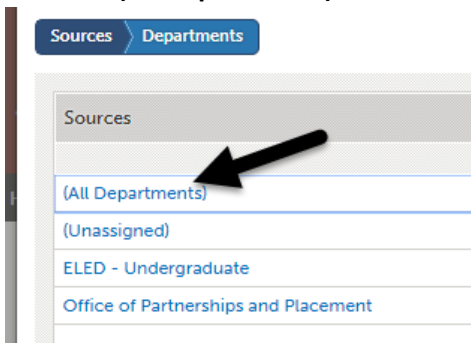
Moderate Discussions	Start Discussions	Create To-Dos	Manage To-Dos	Remove User
Yes	Yes	Yes	Yes	

**Invite Members to Workspace**

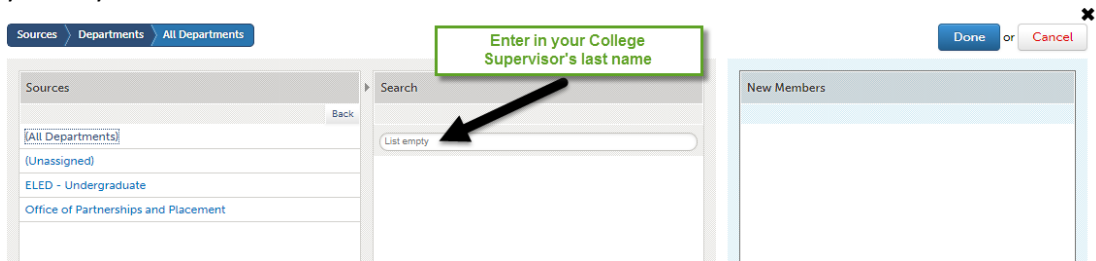
20. Click on “Departments”.



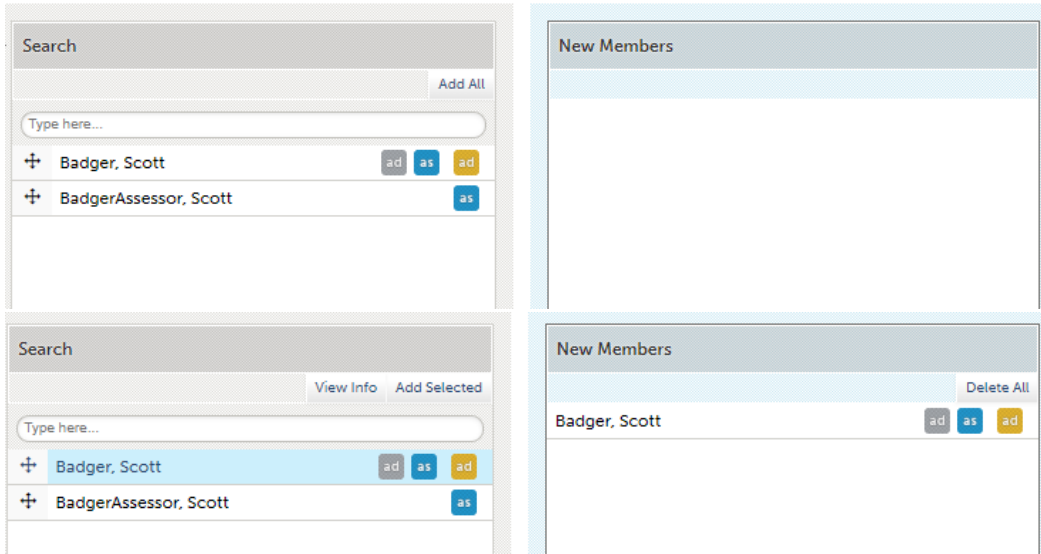
21. Click on “(All Departments)”.



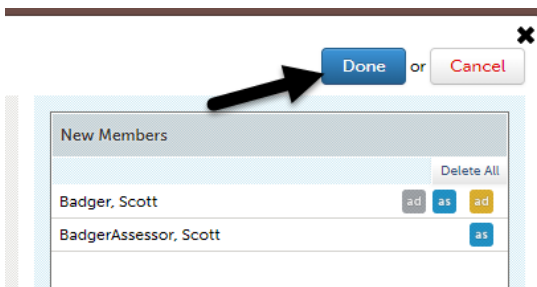
22. Enter in your College Supervisor’s last name in the search box and the hit the “Enter” key on your keyboard.



23. Place your pointer on the move icon (four arrows) and drag your College Supervisor’s name over to the New Member panel.

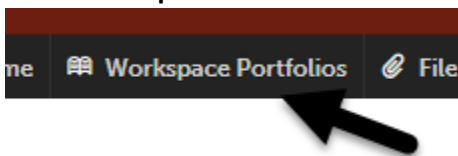


24. Repeat steps 21 and 22 to add in your Cooperating Teacher.
25. Click the **“Done”** button.



### Upload your Reflection File

26. Click **“Workspace Portfolios”**.



27. Click your portfolio name and then select **“Edit Portfolio”**.



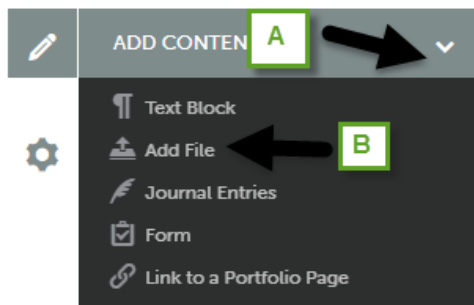
28. Click on the Observation #2 by the College Supervisor section.

## ELED Undergraduate Student Teaching Portfolio

Enable Table of Contents Edit Mode

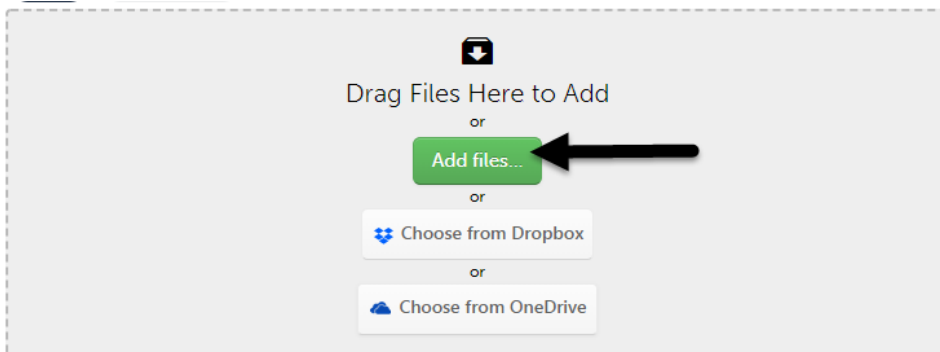
- Welcome and Cover Page
  - Observation and Progress Reports
    - Observations by the College Supervisor
      - Observation #1 by the College Supervisor
      - Observation #2 by the College Supervisor
        - Team Conference
      - Observation #3 by the College Supervisor
      - Observation #4 by the College Supervisor
    - Observations by the Cooperating Teacher
      - Observation #1 by the Cooperating Teacher
      - Observation #2 by the Cooperating Teacher
      - Observation #3 by the Cooperating Teacher

29. Click the down arrow and then select **"Add File"**.



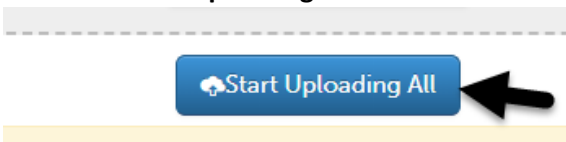
30. Click the **"Add"** button.

31. Click the **"Add"** button.



32. Go to where you have your file located on your local computer, select the file and then click **"Open"**.

33. Click the **"Start Uploading All"** button.

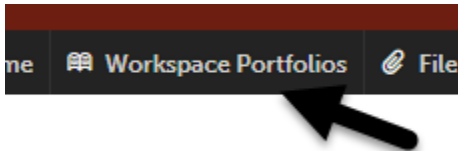


34. Click the “Close” button once the file has been uploaded.

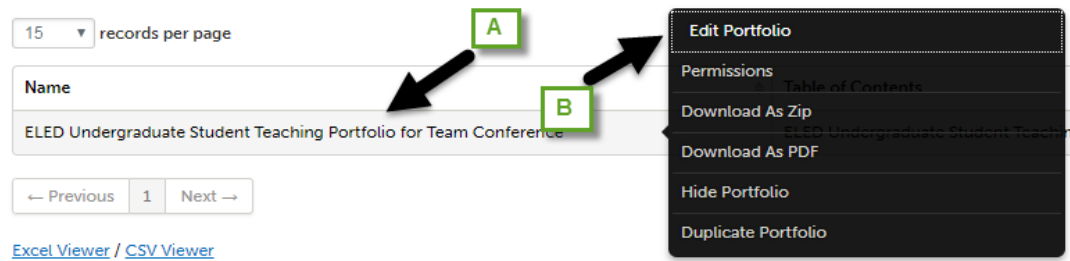


## Upload your Video

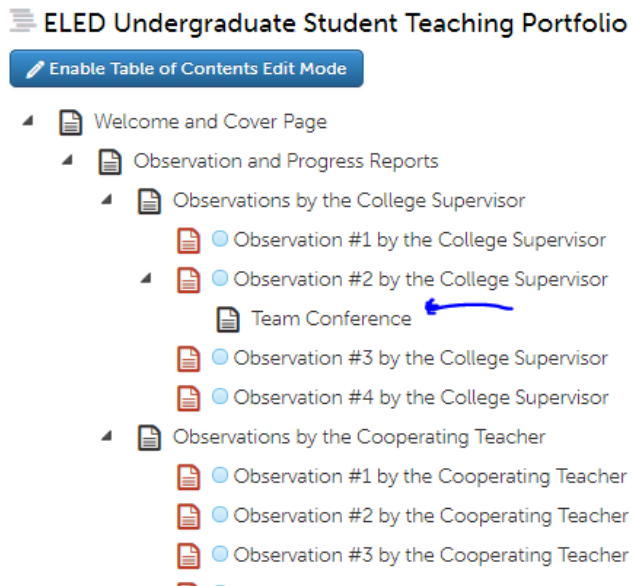
35. Click “Workspace Portfolios”.



36. Click your portfolio name and then select “Edit Portfolio”.

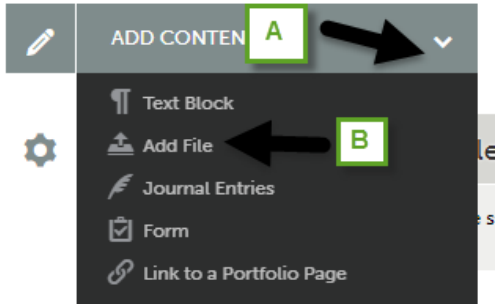


37. Click on the Observation #2 by the College Supervisor section.

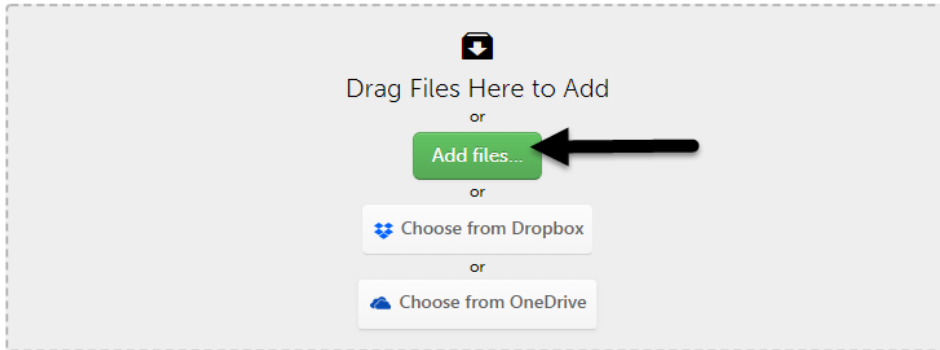


38. Click the down arrow and then select “Add File”.



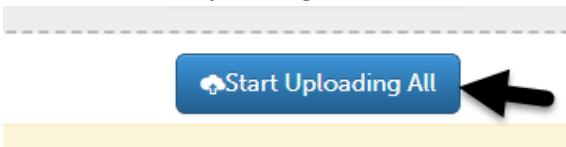


39. Click the “Add” button.



40. Go to where you have your file located on your local computer, select the file and then click “Open”.

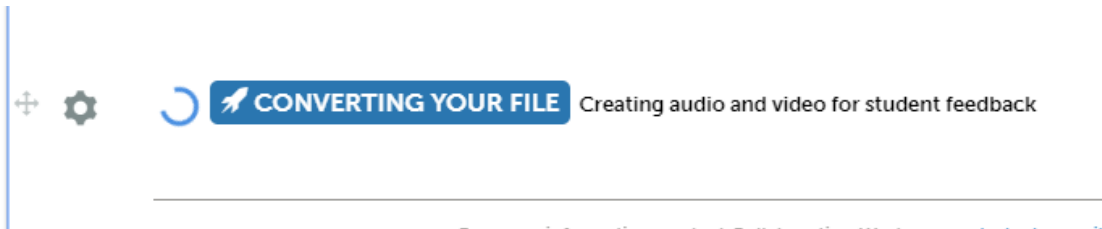
41. Click the “Start Uploading All” button.



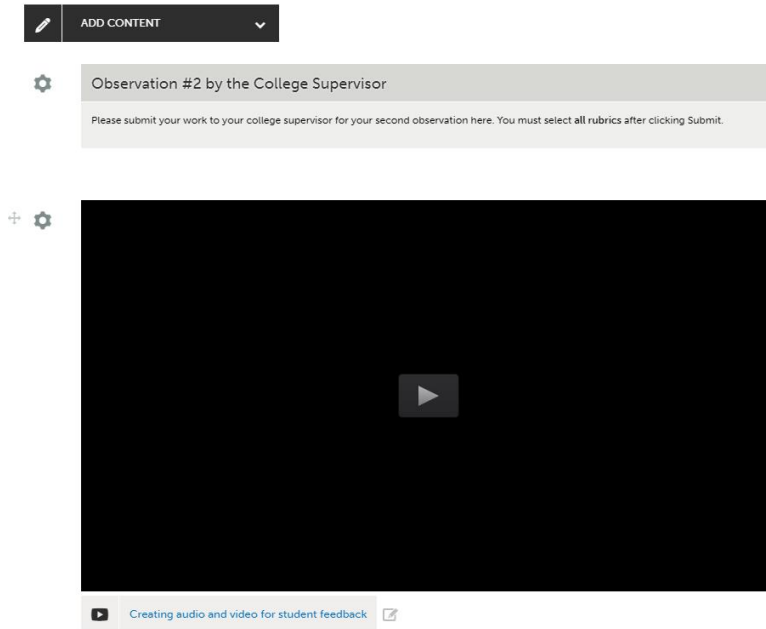
42. Click the “Close” button once the file has been uploaded.



43. You will see the “CONVERTING YOUR FILE”.



44. Once the conversion process has completed, you will see the video window.



45. You're College Supervisor and Cooperating Teacher will now be able to add comments/feedback to your uploaded video.

46. You can now click the "TABLE OF CONTENTS".

