

**Below is the following:**

- **Introduction to Workspaces**
- **Team Home Help**

**Note: Not all workspaces look the same. What you see on your screen may not match exactly the standard screens depicted below.**

## Introduction to Workspaces

Updated 9/15/10

### **What Are Workspaces?**

The Early Childhood Learning and Knowledge Center (ECLKC) includes workspaces, which allow members to maintain a project, interact as a team, or participate in other centralized activities. The workspaces connect members in communities so they can interact and collaborate to identify, share, and develop resources and knowledge.

---

### **Workspaces and Sections**

- A workspace is a location where its members can interact and work together.
  - A workspace includes sections, which handle specific activities such as shared files, calendar, and discussion forums.
- 

### **What are Workspace Team Members?**

- The users who have access to a workspace are called members.
  - Each member is assigned to a role, which permits the member to carry out certain activities in the workspace.
  - The activities range from viewing the workspace content to managing the workspace and its sections.
- 

### **Before You Begin**

To use the workspaces, you must register for an account on the Early Childhood Learning and Knowledge Center (ECLKC) web site at <http://eclkc.ohs.acf.hhs.gov>

---

### **About This Help**

This help will be updated periodically as functions in the workspaces change or are added.

Note: Although efforts are made to keep this help as current and accurate as possible, sometimes the screen prints may not match exactly what you see on the screen.

---

## **Workspace Roles**

### **What is a Role?**

A role is a group of one or more users that has the authority to perform certain actions within a given context. Users can be assigned to a role, which gives them the authority to perform the activities that are available to that role.

Each member of a workspace is placed into one of the following workspace roles:

- Administrator,
- Participant, or
- Observer.

Note: A member's role in the Early Learning Community workspace may vary from that same member's role in a State workspace.

---

**Administrator** Administrators manage the workspace and its sections and have full rights to the workspace and all its content. They can:

- Change the workspace's properties and status,
- Add and remove sections,
- Add and remove members, and
- Assign roles to members.

---

**Participant** Participants can:

- Add content and remove it from the workspace's sections,
- View and save (download) all the workspace content, and
- Change the content they contribute.

---

**Observer** Observers can:

- View and save (download) all content, but cannot contribute or change any information, and
- Be restricted from seeing specific content depending upon their view rights.

---

## Accessing the Workspaces

**Log into the Workspaces** To log into the workspaces:

- Go to the ECLKC using Internet Explorer (<http://eclkc.ohs.acf.hhs.gov>).
- Log into the ECLKC by selecting the *Login* link in the upper right corner and entering your user ID and password.
- Select the *Workspaces* link in the upper right. The first screen you see, called Collaboration Zone, displays a list of all the workspaces of which you are a member, as well as information about each workspace (see Figure 1 below).

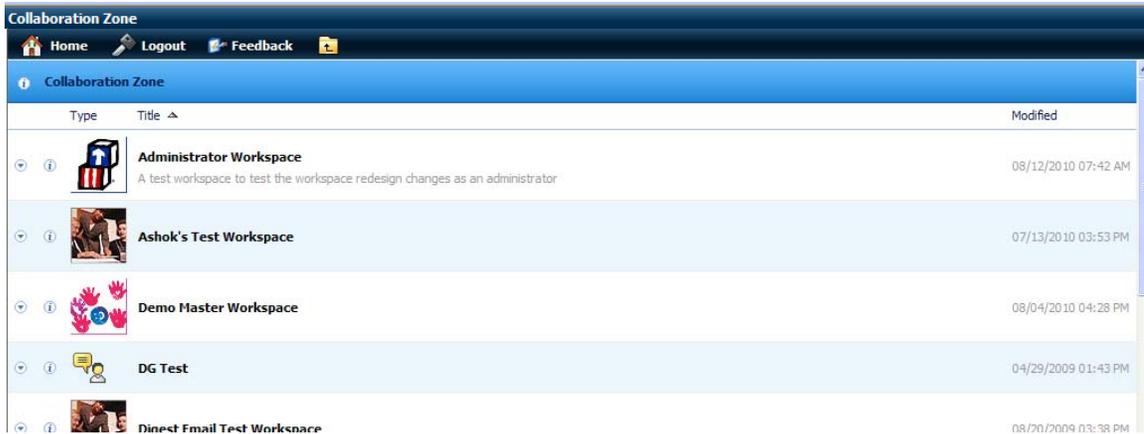


Figure 1: The first screen you see is the Collaboration Zone, containing all your workspaces.

### Log Out of the Workspaces

- You can go back and forth between the ECLKC and the workspaces until you are ready to log out.
- You can return to the ECLKC from any page in the workspaces:
  - To go to the ECLKC from the workspaces, select the *Home* icon on the Quick Toolbar in the upper left corner.
  - To return to the workspaces from the ECLKC, select the *Workspaces* link in the upper right corner of the ECLKC.
- To log out of the workspaces, select the *Logout* icon on the Quick Toolbar in the upper left. When you select the *Logout* icon, you will return to the ECLKC and you will also be logged out of the ECLKC.



### Access a List of Available Workspaces Once You Are Already in a Workspace

- To see the list of available workspaces once you are already in a workspace, select Collaboration Zone from the breadcrumb in the top left corner.
- The breadcrumb is the path you have followed to arrive at the current screen.

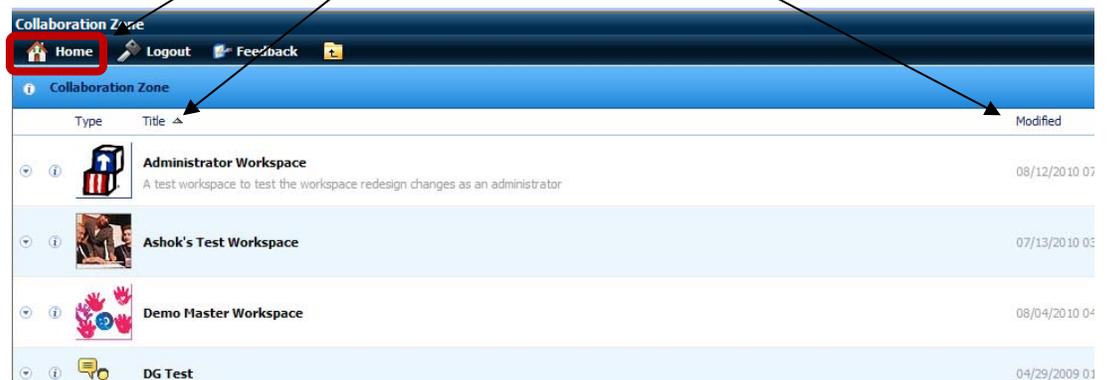
Breadcrumb



### Sort the Workspace List

- Each workspace is listed with the type of workspace it is, title, description, and date modified.
- You can sort the information in the workspace by selecting a column label.
- To display the results in the reverse order, select the column label again. For example, if you select the title column, the list will display in alphabetical order. To display the list in reverse alphabetical order, select the title column label again.
- The arrow shows the direction in which the list is sorted and which column is controlling the sort.

Goes back to ECLKC    Sort direction arrow    Column heading for sorting



### Enter a Workspace

- The name of each workspace on the list is a link.
- From the list of workspaces, select the icon or the title of the workspace you want.

### Summary of What You Can Do On the Collaboration Zone Page

Below is a summary of the actions you can take on the Collaboration Zone page.

To...	Do this...
Sort the list of workspaces	Select the column label
Go to a workspace	Select the title of a workspace or the icon next to the workspace name (Type column)
Return to the ECLKC	Select the <i>Home</i> icon on the Quick Toolbar above the page name
Log out of the workspaces and the ECLKC	Select the <i>Logout</i> icon on the Quick Toolbar above the page name

Return to the ECLKC   Exit workspaces & ECLKC   Sort by Column   Go to a workspace



## Workspace Layout

### Team Home Section

When you select a workspace, the Team Home section displays with the name of the workspace at the top (see Figure 5 below). The Team Home section includes:

- Breadcrumbs at the top showing the path you have taken to get to the current page,
- Your username,
- Quick Toolbar on the left,
- Options Toolbar on the right,
- Name of the workspace with a description,
- A tab for each section in the workspace, and
- Section summaries, including the section name and a listing of all or part of the contents.

To open a section and display its contents, select a section tab.

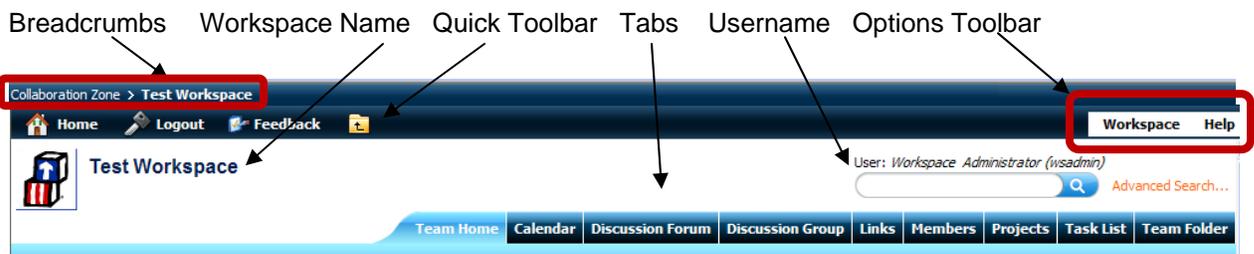


Figure 5: Team Home section

### Breadcrumbs

- Breadcrumbs show you the directory path you took to get where you are.
- The screens are in the order in which you have visited them.
- The last screen in the path is in bold and is the current displayed screen.
- You can select any screen in the breadcrumb to go directly to that screen.

Example of breadcrumbs. The current screen is Test Workspace.



**Username**

The username is the name you used to log onto the ECLKC. It appears at the top right of the screen.

**Quick  
Toolbar**



The Quick Toolbar remains constant throughout the entire workspace and appears on every page. It ensures ready access to certain functions, such as returning to the ECLKC.

This icon...	Does this...
Home	Exits the workspaces and returns to the ECLKC.
Logout	Returns you to the ECLKC and logs you out of the workspaces and the ECLKC.
Feedback	Allows you to send suggestions regarding the workspaces.
Up arrow in folder (Go Up icon)	Goes back one screen in the breadcrumb. Note: The breadcrumb is at the top of the workspace and shows the path you have taken to get to the current screen.

**Options  
Toolbar**



The Options Toolbar, as well as the options within each drop-down list on the toolbar, varies depending upon the page displayed. The Options Toolbar does not appear on the Collaboration Zone page. Some options on the drop-down lists may not be available. An option usually is available if the background changes color when you rest your cursor on the option. An option is not available if it is grayed out. The Help option contains help specific to the section where you are.

**Name of the  
Workspace**

The name of the workspace appears under the Quick Toolbar, accompanied by a workspace image and an optional description of the workspace.



## Tabs

The tabs are under the Options Toolbar (see Figure 6). They allow you to move quickly to other sections of the workspace.



Figure 6: Tabs in standard workspaces

## Summaries Section

The lower portion of the screen includes the sections of the workspace. They have the same names as the tab sections and each section includes all or part of the section's content. Each section includes the five most recent entries. If there are more than five entries, you can select the small arrow next to a section name, the *More...* link at the bottom of the section, or the section tab at the top to display all the content for the section.

## Workspace Navigation

### Options Toolbar in the Team Home Section

The Options Toolbar in the Team Home section contains the following two drop-down lists:

- Workspace, and
- Help.



Many options on the Workspace drop-down list are grayed out and therefore cannot be selected. An option is usually available if the background changes color when you rest your cursor on the option.

The Help option includes help specific to the page displayed.

### Summary of Navigation in the Team Home Section

Below is a summary of the available navigation options in the Team Home section.

To...	Do this...
Go to the previous page	<ul style="list-style-type: none"><li>• Select the breadcrumb, or</li><li>• Select the <i>Go up</i> icon (up arrow in a folder) on the Quick Toolbar, or</li><li>• Select the <i>Back</i> arrow at the top left corner.</li></ul>
Go to the Collaboration Zone	Select the <i>Collaboration Zone</i> breadcrumb.
Go to the ECLKC	Select the <i>Home</i> icon on the Quick Toolbar.
Exit the workspaces and the ECLKC	Select the <i>Logout</i> icon on the Quick Toolbar.
Display a list of available workspaces	Go to the Collaboration Zone by selecting the <i>Collaboration Zone</i> breadcrumb.
Go to a section, such as Shared Files, Calendar, Discussion Group, etc.	Select: <ul style="list-style-type: none"><li>• Section tab, or</li><li>• Small arrow next to the section title.</li></ul>

# Team Home Help

Updated 9/15/10

## **What is the Team Home Section?**

- The Team Home section is where members of a workspace can see an overview of all the sections in their workspace.
  - This section is automatically included in every workspace and is accessible to all workspace members.
- 

## **What You Can Do in the Team Home Section**

In the Team Home section, you can do the following:

- See a summary of each of the other sections in the selected workspace,
  - Go to any of the sections by selecting a tab at the top or the arrow next to the name of the section, and
  - Perform certain functions within each section.
- 

## **To Access Team Home**

Initially, you access the Team Home section from the Collaboration Zone. When you select a workspace, the Team Home section for that workspace displays.

From anywhere within your workspace, you can access the Team Home section from the Team Home tab.

---