

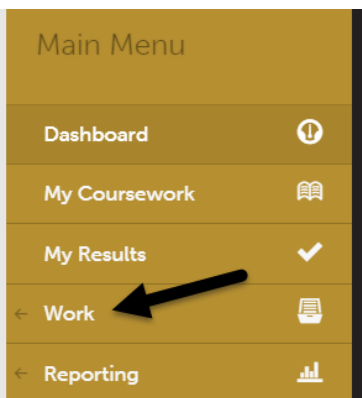
How to Create a Workspace and the Workspace Portfolio for the Team Conference

By Scott Badger

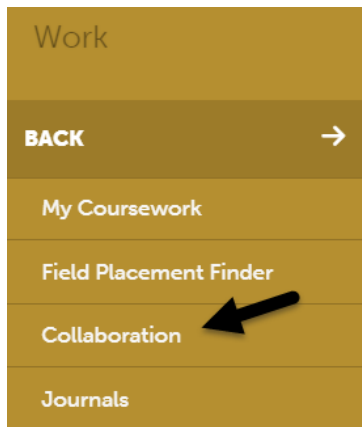
1. Click on **Menu**.



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			
ELED Team Conference	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

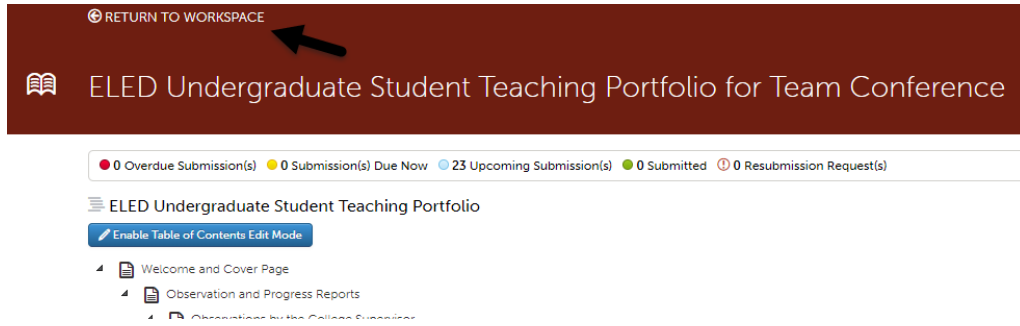
Show Hidden

No portfolios in ELED Team Conference

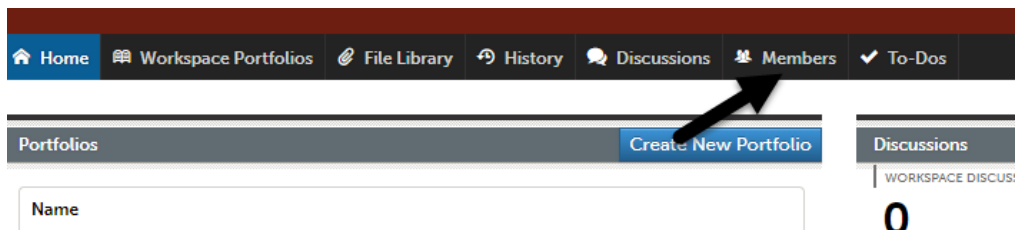
[Create New Portfolio](#)

9. Name your portfolio.

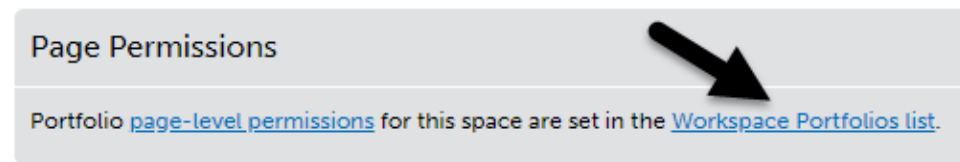
- For the Table of Contents, select your department Student Teaching Portfolio. (I.e. ELED Undergraduate Student Teaching Portfolio).
- Click on **“RETURN to WORKSPACE”**.



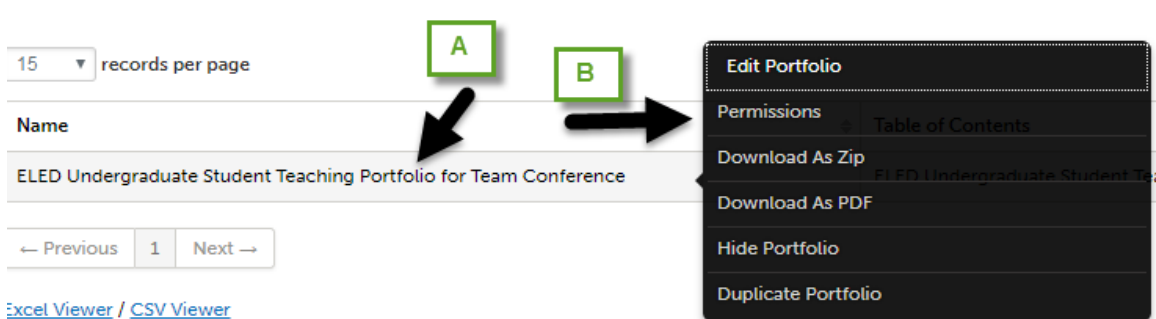
- Click **“Members”**.



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



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



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

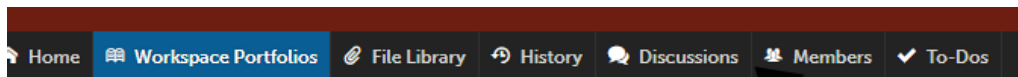
Members				
Default For New Members				
Anonymous Guest				
Page Permissions				
	NONE	VIEW	EDIT	SUBMIT
	Select All	Select All	Select All	Select All
Welcome and Cover Page	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Observation and Progress Reports	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. Click the "Save" button.

Default For New Members				
Anonymous Guest				
Page Permissions				
	NONE	VIEW	EDIT	SUBMIT
	Select All	Select All	Select All	Select All
Welcome and Cover Page	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observation and Progress Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observations by the College Supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observation #1 by the College Supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observation #2 by the College Supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observation #3 by the College Supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observation #4 by the College Supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observations by the Cooperating Teacher	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observation #1 by the Cooperating Te...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observation #2 by the Cooperating Te...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observation #3 by the Cooperating Te...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Observation #4 by the Cooperating Te...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Teacher Candidate Work Sample	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Part 1. Contextual Factors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Part 2. Student Learning Objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Part 3. Assessment System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Part 4. Design For Instruction - The...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Part 5. Design For Instruction - Les...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Part 6. Assessment Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Part 7. Learning from Practice - THE...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Save or Close

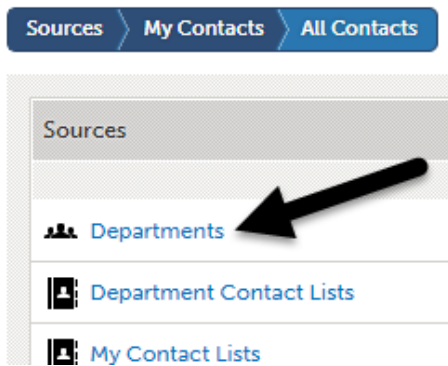
17. Click "Members".



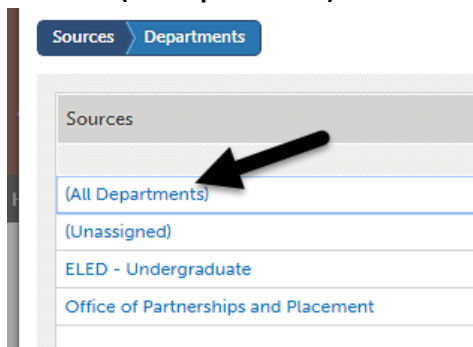
18. Click the "Invite Members to Workspace".

Invite Members to Workspace				
Moderate Discussions	Start Discussions	Create To-Dos	Manage To-Dos	Remove User
Yes	Yes	Yes	Yes	

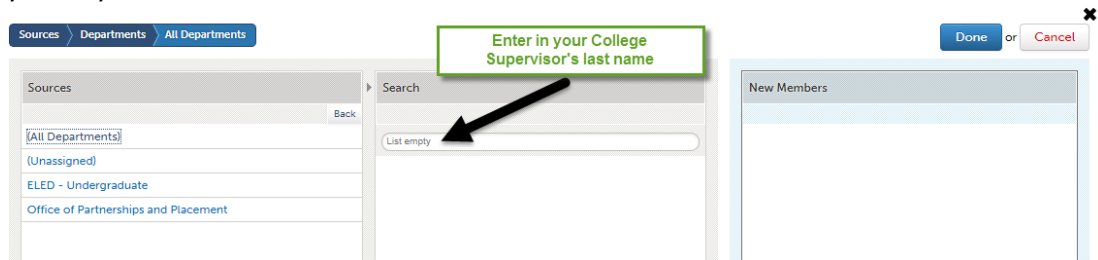
19. Click on "Departments".



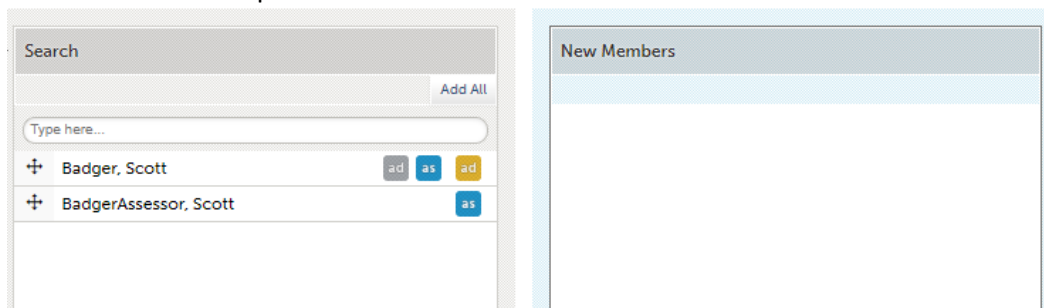
20. Click on “(All Departments)”.

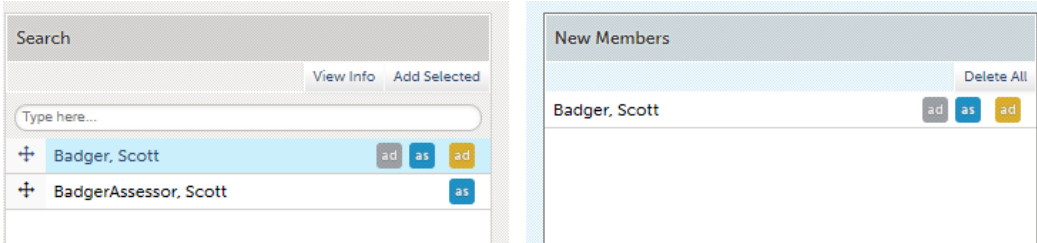


21. Enter in your College Supervisor’s last name in the search box and the hit the “Enter” key on your keyboard.



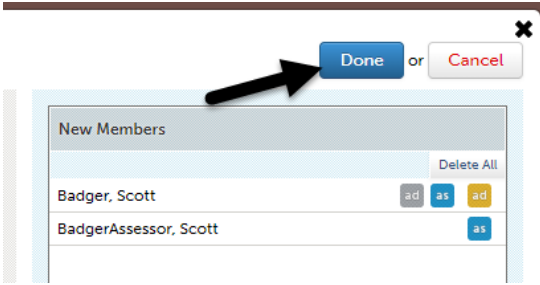
22. Place your pointer on the move icon (four arrows) and drag your College Supervisor’s name over to the New Member panel.





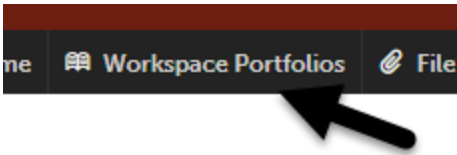
23. Repeat steps 21 and 22 to add in your Cooperating Teacher.

24. Click the **“Done”** button.

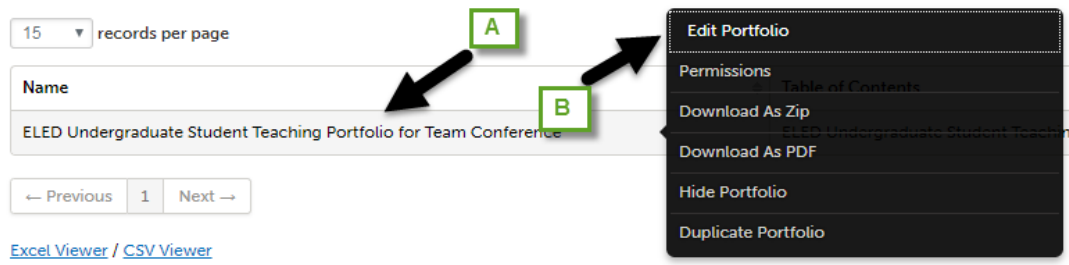


Now Upload your Video

25. Click **“Workspace Portfolio”**.















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



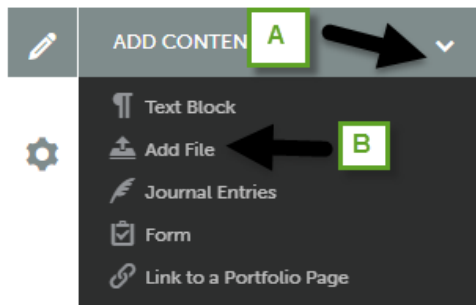
27. Click on the Observation #2 by the College Supervisor section.

ELED Undergraduate Student Teaching Portfolio

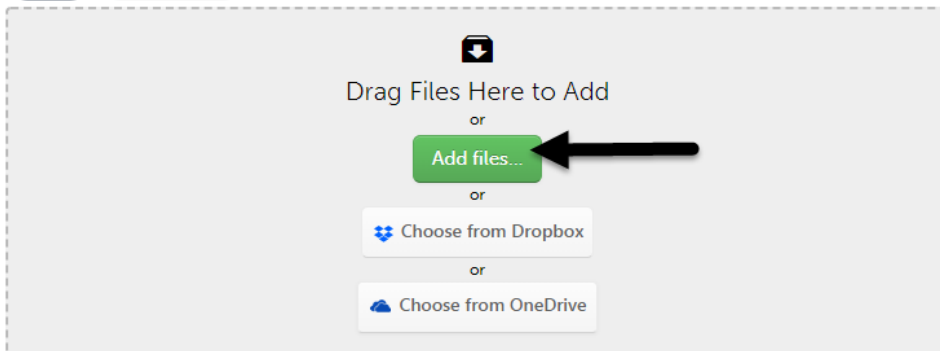
[Enable Table of Contents Edit Mode](#)

- ◢  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](#)
 -  [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](#)
 -  [Observation #4 by the Cooperating Teacher](#)

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

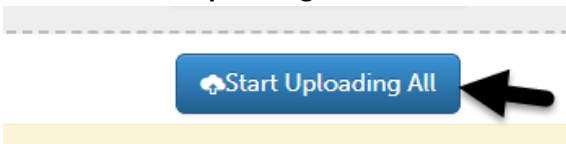


29. Click the **“Add”** button.

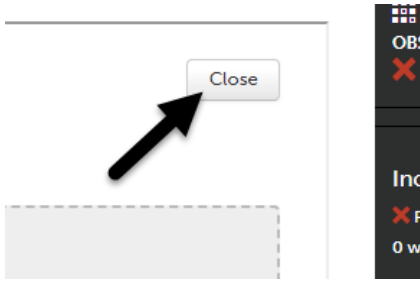


30. Go to where you have your file located on your local computer, select the file and then click **“Open”**.

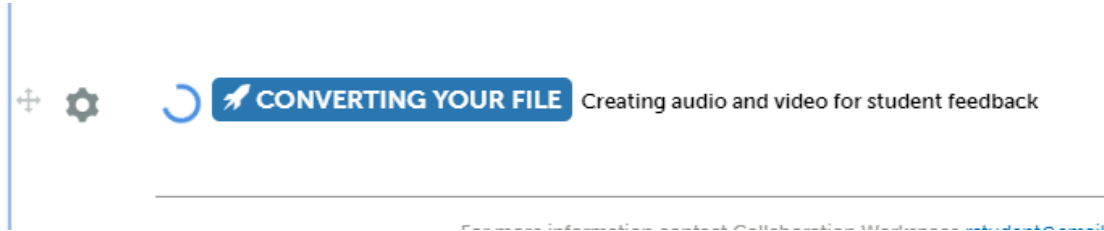
31. Click the **“Start Uploading All”** button.



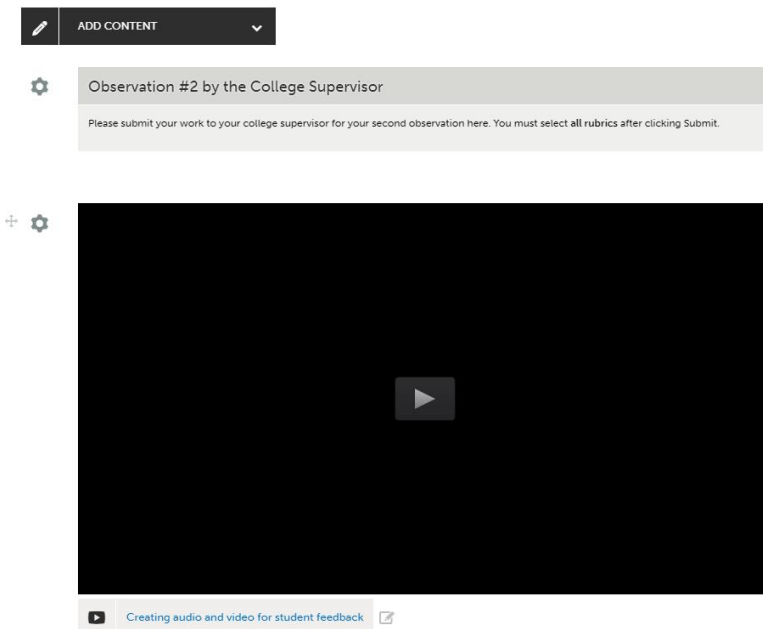
32. Click the **“Close”** button once the file has been uploaded.



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



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



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

36. You can now click the “TABLE OF CONTENTS”.

