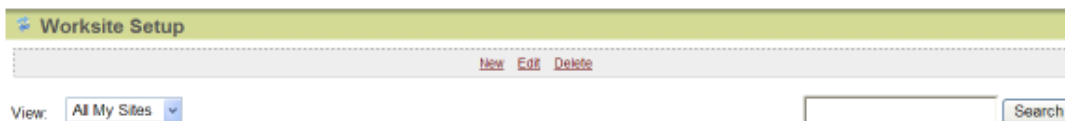




## So you want to build a collaborative workspace in IDEAL?

### Workspaces – Step by Step

- IDEAL is located at [www.ideal.azed.gov](http://www.ideal.azed.gov)
- Sign onto IDEAL, click on MY IDEAL, then on the IDEAL Workspaces icon which will open a new window. Click on *Worksite Setup* to create a new project.
- You will see the following near the top of the window. Click *New* in the center.



- Choose *Project Website* (Course Website is not functional yet) and click continue.
- On this page you will name the site and provide a description of the purpose of the site. Click continue.
- On the next page you will select the tools you want to include on your site. There is a long list including a drop box, blogger, wiki, scheduler, and more.
- If you included News or Web Content, the next page will allow you to provide the URLs of the news organization/site you want to use and any other URL you want to include.
- Next you will set site access – choose publish site and then choose whether you want the site to be private (you provide IDEAL usernames or email addresses of those you want to access it) or Display my site in directory (to allow any IDEAL users to search for and find your site). Choose whether you want to allow any IDEAL member to join your site and the role you want to allow them – access or maintain (can make changes). Then click continue.
- Then confirm your setup details. At this point you can go back and make changes or click CREATE SITE. IDEAL will process the info and create your site. You will be redirected to a list of your workspaces.
- You will see the list of all of the tools you added on the left. Add users by going to *Site Info* and click add participants at the top in the blue bar. By clicking on these you can utilize the tools and customize your site.
- I know you'll find many creative ways to use Workspace. When you do, please send me an email telling me about your idea. I'd love to know how you're utilizing it!



### Workspaces – Quick and Dirty

1. Sign in
2. Click MY IDEAL
3. Click IDEAL Workspaces
4. Click Worksite Setup
5. Choose NEW at the top
6. Choose Project Website
7. Name and describe the site
8. Choose your tools
9. Provide URLs for News or Web Content
10. Set site access, who can join your site, and determine whether you want people to just access it or be able to maintain/change it
11. Confirm
12. Create
13. Customize – go through your tools and add the information you want on your site
14. Invite collaborators to your site by going to Site Info and clicking Add Participants