



LEARNER WORKSPACE FACTSHEET



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Learner Workspace is a personalised & collaborative learning environment. You can create and access your learning project rooms or e-Rooms, manage documents, folders, calendars, forums, and create networks, publish news and conduct polls & surveys, all to assist with your learning.

Key Features

1. Overview is a summary page that shows:
 - Online users - shows who in the user's network is online (name, email details, duration). Learners can click on the selection box against an individual's name to contact them
 - Latest news postings (user defined)
 - Latest documents loaded
 - Latest forum postings
2. MyPage is a quick and easy way to track actions related to a project, assess who is accessing the learner's workspace, what they are creating and working on. MyPage is a summary page showing the most recent activities for:
 - eRooms - listed by identity number, title, last activity performed and the date created, eRoom - is a collaborative environment within Learner Workspace where learners can create a learning project. Once created they can schedule activities and tasks, manage networks, documents, files, post news and initiate forum discussions and web chats with people in your network
 - My Tasks - showing all tasks assigned and requiring action
3. MyProfile - allows learners to edit their profile and change personal information and passwords. Learners can also view details of user groups you are assigned to, find user ids and email details.
4. People - this is where the contact details of all your network members for a particular eRoom are listed. New members can also be added and existing deleted. Learners can send messages to networks members and provide then access to folders etc. When the contact receives the message they will have the login details provided which will enable them to sign in to the eRoom or specific project folder created.
5. News - This feature can be used to inform a learner's network about progress or any other interesting titbits.
6. Calendar - is for scheduling learning activities and project activities. Activities and tasks can be assigned to members within a network.
7. Documents - is the place to create folders and upload files. Once created existing files can be upload.
- Latest Activity - provides a list of all activities listed by date, time, user id and action taken



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8. Forum - Learners can initiate a forum discussion and track responses from network members.
9. Poll - is a fantastic way to create small polls for network members. This is used where learners need to conduct a small survey to assess opinion on a specific topic. Some of our business customers also use this secure feature to test the opinion of their management teams on particular decisions. This saves time spent chasing individuals over the phone and can be accessed anywhere using any device that is Internet or WAP enabled.
10. Chat Tab - Live web chat can be initiated between users within a network who are online at the same time and cuts down use of email exchanges, SMS and telephone calls.

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