

## How can collaborative workspaces be used?

Collaborative workspaces can be used in a number of ways in educational contexts. For example, workspaces can be used as

- A school-wide intranet with discussions, event calendars and shared documents.
- Individual class sites to make learning materials available and provide basic communication and collaboration tools
- Staff only sites for restricted information and discussions
- Websites for project teams to organise and share information, discuss issues and track tasks
- Collaborative websites for cross-school projects

## Who can access collaborative workspaces?

Collaborative workspaces are available to Tasmanian Department of Education employees and students.

Each workspace is set up so that nominated people have access to it. Permissions can be configured to allow for different security/access requirements for different parts of the workspace.

## How do I apply for a workspace?

To apply for a workspace for your group or school visit "Collaborative Workspaces" under the Support tab of the eCentre.

NOTE: The collaborative workspaces available statewide through the eCentre for teachers and Student Freeway portals, utilise Windows SharePoint Services. Alternatively, some schools may choose to host sites locally rather than through the portals. Discuss your needs with the eCentre team.

## What is a collaborative workspace?

Collaborative workspaces are secure interactive websites for groups. They are accessible anytime anywhere via a web browser. They include a range of easy to use tools for group members to communicate, collaborate and manage information.

Participants can:

- Use document libraries to upload and download shared files and work collaboratively on them;
- Create and share lists of items such as tasks, calendar, contacts or links;
- Read and contribute to discussions
- Access a range of other tools and resources for communication, collaboration and information management
- Make announcements to members of the workspace

Users can 'subscribe' to receive email alerts when information changes.

Workspaces can be adapted to suit the needs of the group.

## Need help or more information?

If you need assistance with any aspect of collaborative workspaces, contact the eCentre team.

### Contact the eCentre team

Phone toll free:

**1800 227 185**

Email:

[ecentre.help@education.tas.gov.au](mailto:ecentre.help@education.tas.gov.au)



The image shows a screenshot of the eCentre for Teachers Collaborative Workspaces website. The page has a blue header with the text "eCentre for Teachers Collaborative Workspaces" and a "Support" button. Below the header, there is a sub-header "Collaborative Workspaces" and a paragraph: "Collaborative workspaces are web sites that can manage information. Find out more below." There is a "SharePoint Workspaces" logo. Below that, there is a "Key Information" section with links for "About collaborative workspaces" and "Instantly...". The main title "Collaborative Workspaces" is written in large, bold, blue letters. Below the title, there is a quote in orange: "Easy to use sites for communication, collaboration and information management". At the bottom right, there is a logo for "A service from the eCentre for teachers" and the website address "www.ecentre.education.tas.gov.au".

# Collaborative Workspaces Main Features

## NOTES

- Individual documents stored in collaborative workspaces cannot be retrieved if deleted, so copies of important documents need to be kept on backed up network drives in the school or workplace.

## REMEMBER

Accessing collaborative workspaces from non-Department of Education locations requires authentication

e.g.

Username:

Password:

## KEEP UP TO DATE

Keep up with the latest developments through the eCentre announcements

[www.ecentre.education.tas.gov.au](http://www.ecentre.education.tas.gov.au)

Announce important information

Make files such as Word documents, spreadsheets, presentations easy for your group to access

Manage information and tasks collaboratively

Discuss issues and raise questions to solve as a team

Conduct surveys

Last Name	First Name	Business Phone
Help	eCentre	1800 227 185
Helpdesk	IMB	6233 6999

Organise and customise your own team workspace

Search this workspace by keyword

Search the Resource Centre from your workspace

Make key contact information available

Organise and share online resources

Schedule events relevant to the group

[www.ecentre.education.tas.gov.au](http://www.ecentre.education.tas.gov.au) and [www.student.education.tas.gov.au](http://www.student.education.tas.gov.au)