AulaWiki-Tutorial

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1 AulaWiki-Tutorial-Introduction

The work spaces (Tiki Workspaces), represent one of the main functionalities of AulaWiki. This functionality offers collaborative contexts to user groups of Tiki and can be applied to different processes. The workspaces can be courses, personal management of projects, portfolios...

This tutorial demonstrates the different functionalities of the workspaces by means of a practical example of an education centre.

1.1 AulaWiki-Tutorial-Installation

To see the installation video - Click Here

First you should click on Admin mods, as shown in Figure 1:



Figure 1

The mods page will open and you will need to change the server to get the latest package, because the original one offered is not current. So click on **Mods configuration**, see Figure 2:

To learn more about <u>mods</u> .	Тір	
Nods Configuration Update remote index Rebuild local list	To learn more about <u>mods</u> .	
Attention		
Apache has the right to write in your file tree, which enables the installation, removal or upgrade of packages. When you are done with those operations, think to fix those permissions back to a safe state (by using "./fixperms fix" for example).	Apache has the right to write in your file tree, which enables the installation, removal or upgrade of packages. When you are done with	
all types V find		

Figure 2

When the configuration page opens, you'll have the chance to define the mods provider you want to use. By default, you can use http://mods.tikiwiki.org as in the picture:

Enable Mods providing		
Mods local directory	mods	
Mods remote server	http://mods.tikiwiki.org	
	Save	

Figure 3

NOTE (January 2009) : AulaWiki 1.6.2 is back ready to be installed from admin mods. While it's not available at n server:	nods.tikiwiki.org, you can install it from this
Mods remote server: http://edu.tikiwiki.org/mods	

There we could switch to use other mod providers. In this case, change the settings and click on the Save button. then click on the Mods Install/uninstall link to bring you back to the mods page (see Figure 3). Usually you don't need to change the mods provider, since mods.tikiwiki.org tend to be the most updated and complete one to use.

Now you will need to download and install the package. You may need to go to the root of your install and run the fixperms.sh script to allow you to install this. To ensure that you have the latest version, click on **Update remote index** (Figure 4). Lets say that the latest version is 0.5 (change for newer version were needed in the following instructions and figures). Click on the link **0.5** as circled in red on the left. The last step is to install the package by clicking on the link **install** that is circled in red on the right (see Figure 4).

	more about <u>mods</u> .
TikiV	Viki Mods uration Update remote index Rebuild local list
	the right to write in your file tree, which enables the installation, removal or upgrade of packages. When you are done with tions, think to fix those permissions back to a safe state (by using "./fixperms fix" for example).
	find
all types 🔽 features	
features	i 0.5 GNU/LGPL AulaWiki offers team collaboration environments (workspaces), allowing you to manage sets of Tiki resources in an easy way.
features	i 0.5 GNU/LGPL AulaWiki offers team collaboration environments (workspaces), allowing you to manage sets of Tiki insta

Figure 4

If you already have an earlier version of the Mod installed on your site (for instance, 0.5 and the latest version is 0.6), then you'll have the option to upgrade your Mod (you'll see the option 0.5 > 0.6). Click on the >0.6 link next to the install field to upgrade your AulaWiki Mod.

There are a few ways to get the menu to refresh to bring up the Aulawiki options. But your best bet is to log out and then log back in.

Quick start

- 1. Use "Admin>Admin mods" to get the code, from: http://mods.tikiwiki.org
- 2. Once installed, assign module "workspaces_assistant" to your group, and follow instructions there. So far, they include:

Welcome to AulaWiki! First configuration steps:

- 1. Assign workspaces_my to the users that you want to use AulaWiki workspaces.
- 2. Change theme to workspaces.css.
- 3. Define the workspace roles and permission levels.
- 4. Define the workspace types , use MenuID 100 or define your own menu. Assign Workspace type resources default resources and Assigned modules desktop modules.
- 5. Create a workspace of the previosly defined type.
- 6. View workspace desktopView the workspace desktop.
- 7. My Workspaces module show the active workspace and menu.

• You'll notice (clear tiki caches if needed) a new entry in main menu, below admin, with AulaWiki main options.

- Admin Roles
- Workspace Types
- Admin Workspaces

2 AulaWiki-Tutorial-ScenarioDescription

Let us suppose that we belong to an education centre in which different courses are distributed. For each existing course, there are one or several instructors and a group of students. Each course is subdivided in work groups to facilitate collaboration between the students in different group projects. Different members from each group share a series of resources within the group.

Each student has an individual workspace for each course, so that they can have the resources necessary to work within that course without interfering with other students. Finally we want each student of the centre to have a workspace with access to global resources from the centre (not bound to any course).

In this space, the student will create a Portfolio, which allows to them to organize material that interests them from all the courses in which they participate in centre throughout their stay.

3 AulaWiki-Tutorial-Roles

For each workspace, the first step is to identify the different roles people in our organisation play. If we consider the previous definition, instructors and students are two candidate roles within the workspaces. Each role will have levels of associated privileges that allow the users associated to these roles to act within specific ways. We use tiki-workspaces_roles.php to administer the roles.

Workspace	Type Roles			
(COURSE) Cour	<u>se</u>			
Role	Owner 💌			
Permission group		i		
Role name	Add Role	Permission Group		
Anonymous	Anonymous Tiki users	Anonymous	<u>8</u>	×
Registered	Tiki registered users	Registered	15	×
Student	Student	RolePerms-Student	44	×

Administration of Roles

In the page we define the name of the role, provide a description, and optionally we can indicate the name of a user group of Tiki that defined the permissions that we apply to the resources of the work spaces. If no group is selected, one will be created automatically.

The lower part of the screen shows the existing rolls, and it is possible to change the permissions of the group by pressing in the icon 🔊

The use of a single group of permissions means that the permissions will be automatically applied to the resources created within each workspace.

Here we can create the roles "teacher" and "student", and we will assign them to the group roles with the levels of permissions that we created for each one of the types of resources of Tiki.

Several predefined roles exist that have a special behaviour with respect to the rest of roles that we previously define:

- Registered: all the users registered in the system. Users of this role will not be able to be associated to a work space, since the system
 automatically associates this to all the users who register themselves.
- Anonymous: users who access to the system without registering. Like registered uses, anonymous users will not be able to be associated with a workspace.
- Owner: the administrator of a work space. For each new workspace created, the administrator is automatically associated with this role.

4 AulaWiki-Tutorial-WorkspaceTypes

The work spaces, as its name indicates, are where certain user groups will be able to collaborate to complete the activities that are defined within the course. Examples of work spaces in our education centre could be an *Office Application Suite Course* and a *TikiWiki Course*, Office Application Suite (*Ofimática*) Course Group A and (*Ofimática*) Group B

In these work spaces, we can identify two different spaces that will share certain characteristics:

- Course
- Group of students in a course

Some of each of these work space types will be created later as is necessary.

In order to create a type of work space, we access tiki-workspaces_types.php, which shows the following administration screen:

Code				(i)				
Name				I)				
Descri	ption			× (1				
MenuI	D	i						
Active	í.							
Hide								
Allow	private user zon	Not allowed	<u>.</u> (j					
		Guan	dar					
Find		find Number of displaye	ed rows 10					
ID	Code	Name	ed rows 10	Active				
ID	TESTYPE	Name TESTYPE name	ed rows 10	Active Y	3	<u>3</u> 5	ü	>
ID 6		Name	ed rows 10	- 100051610	8	35 35	نگ نگ	>>>
ID 6 5	TESTYPE	Name TESTYPE name	ed rows 10	y	8	44 44 44	نة نة نة	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
ID 6 5	TESTYPE GROUP	Name TESTYPE name Student group	ed rows 10	y n	6	22. 22. 23. 24.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	> > > >
Find ID 6 5 1 3 4	TESTYPE GROUP PORTFOLIO	Number of displaye Name TESTYPE name Student group Portfolio	ed rows 10	y n y		22 22 22 22 22 22	i i i i i i i i i i i i i i i i i i i	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Administration of types of work space

In order to create the type of work space *Course* we will complete the following information:

- Code: A unique code to identify the type of work space, here we will use COURSE.
- Name: A short version of the code. Here, we will use Course.
- **Description**: A long description. We can use *Distributed Courses in Centre*.
- MenuID: In this field we indicate the numerical identifier of a previously defined menu in Tiki. This menu will appear associated with all work spaces of the course type we are creating. By default, a menu with identifier 100 exists.
- Active: allows us to indicate if the type of work space that we are creating is active. If it is active it will be possible to be created new spaces of work of this type, if it is not active a space cannot be created.
- **Hide**: If we select this option, all the work spaces of this type will be hidden in the list of individual work spaces (My Workspaces?). In the case of the courses, it is important that they appear in the list, so we will leave this option unchecked. In the case of a *student group*, we can mark it as hidden, since the groups are always dependent on a specific work space for a course. Users in the group see their course, while users not in the group do not. The users will at all times have access to the groups they are in, and the system will show the groups to students who belong in the course.
- Allow private user zone: The work spaces allow one user group to collaborate in different forms by means of the use of a set of associated resources from the work space. However, in certain cases, as well as the collaborative capacities, it is necessary to allow users to have private use zones within the common work space. The private workspace zones have the same characteristics of the group workspace with which they are associated and are linked(?) on that space. In the case of courses, it interests to allow to us that these private zones within each course, because we can select a type of space of existing work, which will be created automatically for each user of the course. By default, a type of *personal work space* exists that will be the one that we select in the list. In the case of the type of work space for a *group of students*, we can disallow private zones, if we select *not allowed* in the drop-down list.

In order to finish creating the type of course space, click on the button save (Guardar).

4.1 AulaWiki-Tutorial-WorkspaceTypes-Roles

After the *course* workspace is created, we are able to define the associated roles in the table of existing types below by clicking on the icon s.

Workspace	e Type Roles			
(COURSE) Cour	Se			
Role	Owner 💌			
Permission group				
	Add Role			
Role name	Role description	Permission Group		
	Anonymous Tiki users	A	-8	
Anonymous	Anonymous riki users	Anonymous	14	×
Anonymous Registered	Tiki registered users	Registered	44 44	××
				×××

Roles associated to the type of workspace

In order to associate the roles, we select the name of the role in drop-down menu and indicated a name of group in the text box labelled *permission group* (optional). If we do not select a group name, the permission group previously used will be associated to the role.

4.2 AulaWiki-Tutorial-WorkspaceTypes-Resources

The following step will define the resources we want to create by default when a new space of work of this type is created. For it we click on the tools icon (2), to go to the Workspace Types Resources:

Workspace Types Resources

wor	kspace type	name	(COURSE) Course		
Reso	ource name				
Reso	ource descrip	tion			
Reso	ource type		Blog		
			Guardar		
-			Guardar		
ID	Name	Descr	ription type		
ID 0	Name Home			2	×
		Home	ription type a course page wiki	3	×××
0	Home	Home	ription type a course page wiki page		××××
0	Home History	Home Histor Cours	ription type a course page wiki page ry blog blog se files file		××××

Resources associated to the type of workspace

In the upper part, we enter a name for the resource, a description and the type of Tiki resource we want to create (Blog, wiki page, file gallery etc.). In the lower part of the screen is the list of existing resources, associated to the type of workspace.

The resources that we are defining in this step do not yet exist in Tiki, but are simply a group that will be used whenever we create a new workspace of this type. The resources we have defined will automatically be created.

For the case of the course type, we can create a wiki page that is the main page of the course. Here we describe what the course consists of, a blog that can be like a ship's log, a gallery of archives so that the students of the course can unload notes and exercises and so on.

4.3 AulaWiki-Tutorial-WorkspaceTypes-Desktop

Once defined the resources we will design the desktop for this type of workspace. The desktop presents/displays the different resources available for each modular workspace. We can define the structure of the desktop at level of the type of workspace of particular form for each workspace.

Clicking on the workspace icon 🗇, take us to the screen that allows selection of the modules and to establishment of its organisation :

Assigned mo Workspace Type:			
	Remove zon	e 🖸 Edit zone 🗔 Assig	n module 📴 Create zone
Desktop →zona1 →zona2 Golumn 1	Column 2	Column 3	Column 5
Column 1	Golulini 2	oblami o	Columnia
3 - Course History	1 - Home page	11 - Course files	15 - Images
		·	
3 - Course History workspaces last blog posts	1 - Home page	11 - Course files workspaces_last_files	15 - Images workspaces last image
3 - Course History workspaces_last_blog_posts ↓△▽▷冨쿱	1 - Home page workspaces_viewpage ↓ △ ♥ ▷ ■ ট	11 - Course files workspaces_last_files	15 - Images workspaces last image
3 - Course History vorkspaces_last_blog_posts ↓ A → ↓ ■ 15 5 - Child workspaces vorkspaces childs	1 - Home page workspaces viewpage	11 - Course files workspaces_last_files	15 - Images workspaces last image

The first organisational element of the desktop is the named zones, that appear as tabs at the top of the desktop. The user will be able to press on each one of the lapels to see the content of the associated zone.

Each zone of the desktop is subdivided in vertical columns, which contain the modules that we define.

The basic element of the desktop is the **module**. Modules are the individual windows that give access to certain resources (contents) associated to the work space in which we were at any moment.

The first step to creating a desktop is to define the zones. In the case of a course, we could define the following zones - main, contents, forums and archives.

Assigned Workspace T	
Zone Name:	
Description:	×
Order:	1 .
	Save Zone Cancel
	🖀 Remove zone) 🔯 Edit zone) 🗔 Assign module 🕅 Create zone)

Clicking on the button "Create zone" takes us to the form that allows us to create a new zone:

- Name: The zone name will be the one that is in the tab of the desktop.
- **Description**: It allows a more detailed description of the content of the zone.
- Order: This is the order that the zone will appear on the tabs with respect to other zones.

Once created the zones of the writing-desk, we will select on each one of the tabs that have been generated to allocate the modules.

_resources
(i)
i
1
(i)

Clicking the button "Assign module" brings up the form to assign a module to the active zone.

- **Module**: Allows the selection the module that we want to assign. Changing the selection automatically updates the zone parameters of this form, to show the specific parameters that the selected module allows.
- **Column**: The column number in which we want to locate the module. The list of columns always shows one more column of the existing ones in the desktop, so that we could increase the number of columns that we want to use.
- **Order**: Indicates the position of the module within the column.
- Title: The text that we enter in this field will be the one that appears in the head of the module.
- **Title Style**: Name of a style defined in the style sheet CSS that will be applied to the title of the module. If a style is not indicated it will apply one by default.
- Data Style: Name of a style defined in the style sheet CSS, that will be applied to the zone of data of the module. If a style is not indicated it will apply one by default.
- Module parameters: List of parameters that apply to the behaviour of each module we assign.

Once a module is assigned to the desktop, it is possible to modify its position by clicking on the arrows that appear in the module, as well as to close it or to modify it clicking on the corresponding icons.

5 AulaWiki-Tutorial-Workspaces

Once the workspaces are defined, we will be able to create the necessary workspaces for our centre.

Continuing with the example, we assume that one of the courses that distributed is Ofimática (Office Computerisation), and that within this course the professor wants to create two groups of students - *Group A* and *Group B*.

τo	de								i
Na	me								
De	escription							4	
Cm	eated	August	9, 2006 20:02					_	
St	art Date	Wedne	esday 09 of August, 200	6 at 20:0	02 (Ð			
En	d Date	Wedne	esday 09 of August, 200	6 at 20:0	02	i			
Cla	osed								
Ty	pe	Portfol	io 🗾 🖬)					
Hic	de workspace								
Pe	rsonal works	pace no							
			Save						
Fin	orkspace pa		nd Number of display	ed rows					
3		Portfolios fol	A REAL PROPERTY AND A REAL PROPERTY.	n		~	*5	62	0
-	and the second second second				8	^	-	نگ نگ	-
.9	OFIMA01	Ofimática	Curso de ofimática	n	Es.	X	1	125	

We access the workspace administration page, tiki-workspaces_admin.php, and we will complete the details for the course of office computerisation:

- Code: In the field code we enter short name to identify of unique workspace (eg. OFIMA01). This code will be automatically added to the name of each of the resources of the workspace.
- Name: In this field we type a name for the workspace, that will appear in different places, for example the module *my workspaces*. In this case, we choose the name of the course (eg. Ofimática).
- Description: Long description of the objective of the workspace.
- Start Date and End Date: These dates establish the period in which we want that the workspace to remain open to the users of the system.
- **Closed:** If this checkbox is selected, users will not be able to access the work space, unless the present date is within the period defined within the previous fields. By default, we will leave it unmarked so that it is possible to access to the course that we are creating.
- Type: In this drop-down menu, all the defined workspaces that are active. In this case we will select the type course previously created.
- Hide workspace: If we select this checkbox, the work space will not appear in the list of spaces of work associated with users in the my workspaces module. In the case of the courses we will leave this option unmarked so that the courses of every user are listed, but in the case of the groups of students (the other type of workspaces) we will mark the field so that they do not appear in the "My workspaces" listing inside "my worspaces" module, but the entries of its menu, they appear as submenu inside the associate workspace of higher range (the course to which the group of students belongs).

As soon as the course is created it will appear in the table that shows the list of existing workspaces, in the lower part of the administration of workspaces screen. The workspaces have a hierarchical relation each other, so that parent-children relationship can be established between the workspaces that we create (every workspace can have a parent and multiple children).

The courses will always be the parent of the workspaces "groups of students". To show this relation we will have to click on the name of the course that we have just created, so that the workspaces path is shown (TOP/OFIMA01/), this path shows the active parent is the "course of office computerisation" (ofimática) that we created. Any workspace of that we create now will be a child of the course of office computerization, in our case we will create the groups of students of the course.

We can access to the workspace desktop by clicking on the view icon (the magnifying glass) $\mathbf{Q}_{\mathbf{k}}$



5.1 AulaWiki-Tutorial-Workspace-Users

Finally, we need to assign users to the created workspaces, by pressing on the corresponding icon of the workspace. This will allow access to the administration of users and groups of the active course.

		UserGroups	
Active <u>c</u>	proup:	WSGRPOFIMA01-Student	
		🗥 New group 🗥 Add group 🥻 Remove group 👗 Add u	ser
-	WSGR WSGR	POFIMA01 POFIMA01-Student POFIMA01-Teacher	
	User	Name	
	ireyes	Javier Reyes	

From this screen, users or groups can be associated with the roles available in the workspace. When a workspace is created, the roles that we previously associated to the type of workspace translate by user groups of Tiki, whose name is made up of the code of the workspace and the name of the role. These user groups can be administered like any other group from the administration screen offered by TikiWiki, but it is not advisable to assign permissions to these groups. Clicking on the name of the any group will select it and enable the association of users or groups using the corresponding buttons:

- New Group: A new user group child of currently selected group
- Add group: Adds an existing user group in Tiki to the currently selected group
- Remove group: Deletes the currently selected group
- Add user: An existing user in Tiki is added to the selected group.

When we associate a user to one of the workspace groups directly, or by means of another group that contains it, we will be associating this user to the workspace, and the user will appear in the *my workspaces* module for the user who has been assigned to the new workspace.

5.2 Aula Wiki-Tutorial-Workspace-Resources

The module workspaces_user_groups allows the administration of the resources of the active workspace .

elected category: Home01 Home workspace Image: New Image: Ne< New Image: New						
🛅 Home01		Name	Description	Туре	Creation date	
	٠	<u>Home01</u>	Home workspace	workspace	11/08/2006 08:07	Þb 🔍 况 🕽
	B	<u>Home01-Home</u>	View page	wiki page	11/08/2006 08:07	🖹 🔍 🕅 🕽
		Home01-News	AulaWiki news	blog	11/08/2006 08:12	🖹 🔍 📲

When a workspace is newly created, a Tiki category is generated automatically, with the name of the workspace code. The initial resources are associated to this category automatically depending on the type of workspace. Throughout the life of workspace we will be able to associate new resources categorising them to the previously mentioned category.

In the workspace resources module, we can distinguish several zones:

- Selected category: shows the name of the currently selected category, and a series of buttons to undertake specific actions.
 - 🔹 📑 Create a new resource
 - Remove the category
 - Paste a new resource from the clipboard
- Tree of categories: shows the tree of categories of the active workspace, emphasizing the selected category in **bold**. In order to change the selected category, click on the name of the new category.
- Table of resources: shows the list of resources of the selected category, allowing for each individual resource:
 - To copy the resource to the clipboard
 - To administer the permissions of the resource
 - To access the configuration settings for the resource
 - To remove the resource

New resources

As has been shown previously, we can create a new resource by clicking the icon D, to display a form to indicate the data of the resource.

Category:	Home01
Name:	
Description:	
Object type:	Blog
	Create object Cancel

- Category: indicates the name of the category in which the resource will be created, which corresponds with the currently selected category
- Name: Short name for the resource. It is important to emphasize that with AulaWiki makes special use of names of the resources, to facilitate the management and access to resources. The system automatically concatenates the code of workspace in which we are working in front of the name of the resource. The names are used as identifiers of the resource within the workspace to which they are associated. It is therefore necessary to use field names as a unique code within the workspace, and not to use it to give long descriptions to the resource.
- Description: Long description of the resource.
- Type: Type of Tiki resource we want to create.

5.2.1 AulaWiki-Tutorial-Workspace-Resources-Perms

Assign permis COURSE01 back		
Current permissio	ns for this object:	
group	permission	action
Anonymous	tiki_p_view_workspace	×
WSGRPCOURSE01-Student	aulawiki_p_create_resources	×
WSGRPCOURSE01-Student	aulawiki_p_view_workspace	×
WSGRPCOURSE01-Student	tiki_p_create_workspace_resour	×
WSGRPCOURSE01-Student	tiki_p_view_workspace	×
WSGRPCOURSE01-Teacher	aulawiki_p_admin_workspace	×
WSGRPCOURSE01-Teacher	aulawiki_p_create_resources	×
WSGRPCOURSE01-Teacher	aulawiki_p_view_workspace	×
WSGRPCOURSE01-Teacher	tiki_p_admin_workspace	×
WSGRPCOURSE01-Teacher	tiki_p_create_workspace_resour	×
WSGRPCOURSE01-Teacher	tiki_p_view_workspace	×
Assign permission		

Permissions for the type of resource workspace

Among the workspace resources, there are always resources associated with the current workspace.

I	Selected category: Home01 Home workspace							
					D New	🛱 Paste 🔀 Remo	ve Category	
l	🖾 Home01	-	Name	Description	Туре	Creation date		
		٠	<u>Home01</u>	Home workspace	workspace	11/08/2006 08:07	7 🖻 🔍 🕅 🗙	
		B	Homedi Home	Wiew page	wiki page	11/09/2006 08:01	7 🛍 🔍 況 🗙	
		8	<u>Home01-News</u>	AulaWiki news	blog	11/08/2006 08:1:	2 🛍 🔍 🖓 🗙	

The types of permissions associated with a workspace are as followings:

- **tiki_p_view_workspace**: allows access to the desktop of a workspace
- **tiki_p_admin_workspace**: allows administration of a workspace
- tiki_p_create_workspace_resour: allows creation of new resources in a workspace.

As with any other resource in Tiki, any workspace object that does not have any assigned individual permissions, the general permissions of the user accessing the workspace will be used, to check if there are sufficient permissions to allow any actions.

6 AulaWiki-Tutorial-MyWorkspaces

El módulo mis espacios de trabajo es el encargado de listar los espacios de trabajo a los que pertenece un usuario.



En este módulo podemos distinguir dos zonas:

- Espacio de trabajo actual: Muestra el espacio de trabajo en el que nos encontramos, así como todo los espacios de trabajo hijos del actual y que tienen la marca de oculto. Si un usuario pertenece al curso de ofimática y a su vez al grupo A de alumnos, verá lo mismo que se muestra en la imagen anterior:
 - El espacio del curso de Ofimática como espacio de trabajo actual y activo, indicando que es el activo con el icono de la carpeta verde .
 - El espacio personal del usuario, que es la zona privada asociada al curso.
 - Y el grupo de alumnos A, al que pertenece.
- Mis espacios de trabajo: Muestra la lista completa de espacios de trabajo asociados al usuario, que no están ocultos.

Bajo cada espacio de trabajo se despliega el menú de opciones que asociamos al tipo de espacio de trabajo correspondiente.

7 AulaWiki-Tutorial-Step-by-step

Stub. To be described a "step by step" guide on basic howtos related to AulaWiki and workspaces functioning. Or even better, produce some video or screencast for them...

Taula de continguts (índex)

- How to create a new workspace?
- How to add other resources to the workspace?
- How to change the layout of a specific workspace?
- How to change the layout of all the workspaces of the same type at a time?
- How to manage users and groups in workspaces?

How to create a new workspace?

How to add other resources to the workspace?

How to change the layout of a specific workspace?

How to change the layout of all the workspaces of the same type at a time?

How to manage users and groups in workspaces?

Links

AulaWiki

TikiMovies