

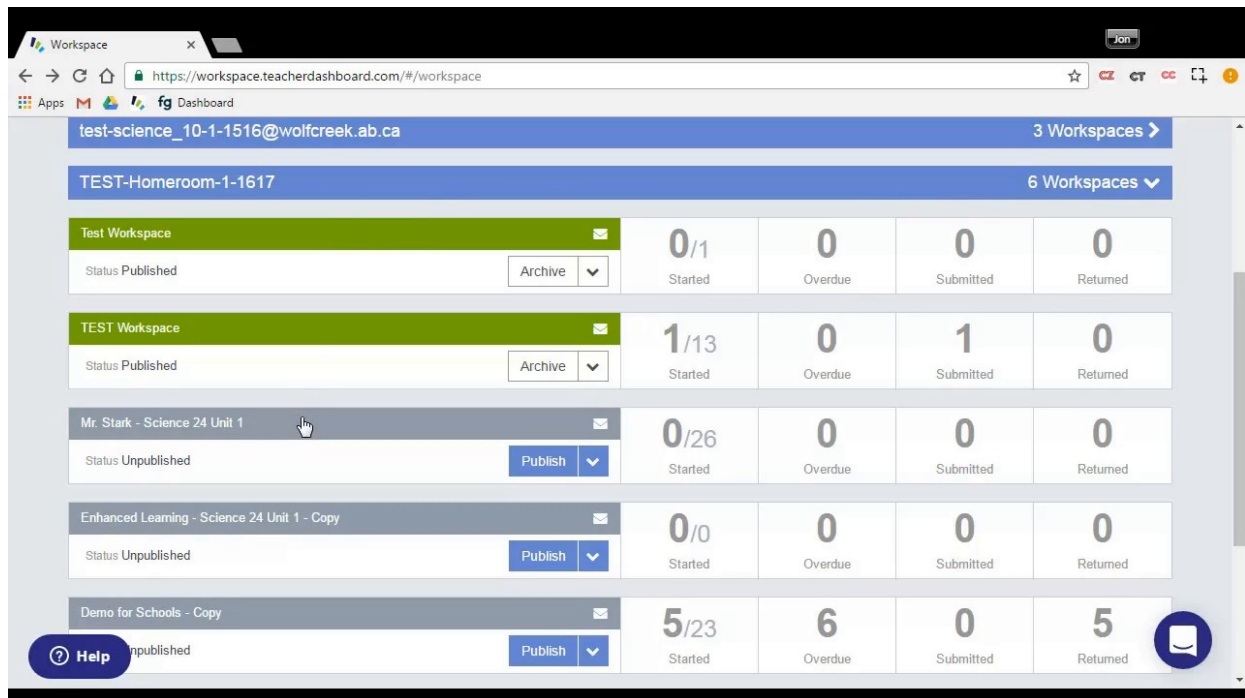
Publishing, Archiving and Copying Workspaces

Step-by-step guide based on the Wolf Creek training video

Before you begin: Sign in with your Wolf Creek Google account when the service offers Google sign-in.

STEP 1 Open the workspace

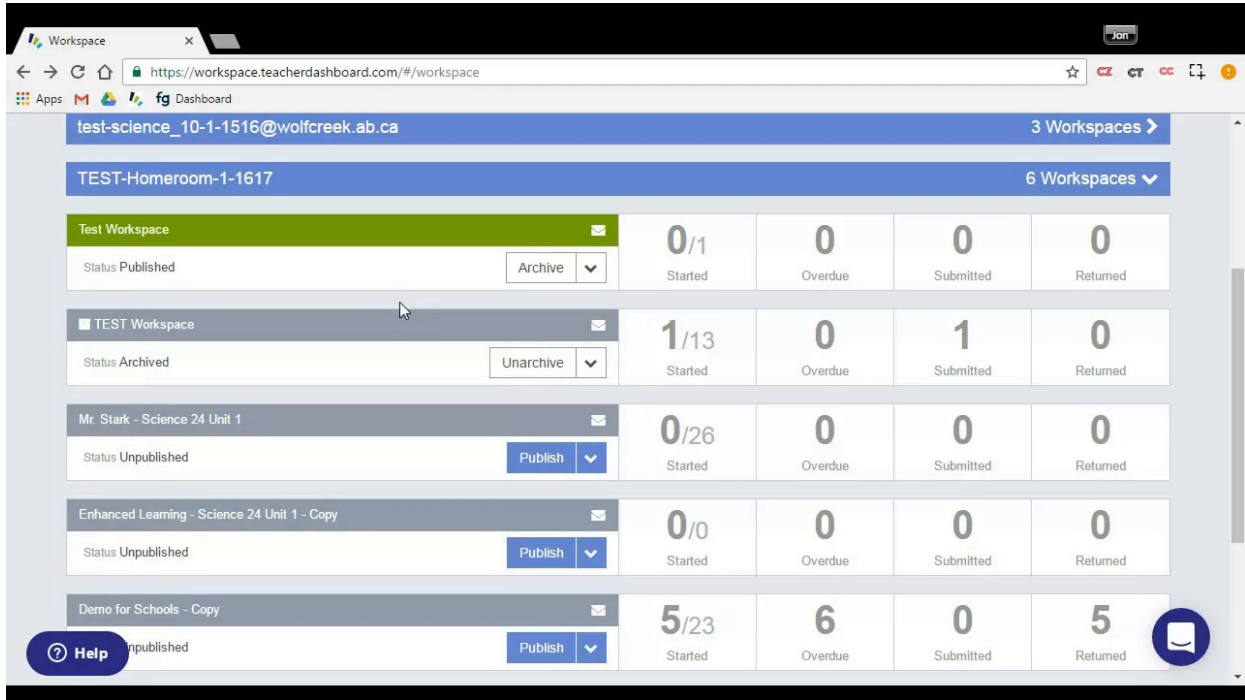
Open the Hapara Workspace you want to manage.



Open the workspace.

STEP 2 Choose a workspace action

Open the workspace menu and choose Publish, Copy, or Archive.



The screenshot shows a web browser window with the URL <https://workspace.teacherdashboard.com/#/workspace>. The page displays a list of workspaces for the user **test-science_10-1-1516@wolfcreek.ab.ca**. The workspaces are listed in a table with columns for workspace name, status, and counts for Started, Overdue, Submitted, and Returned items.

Workspace Name	Status	Started	Overdue	Submitted	Returned
Test Workspace	Published	0/1	0	0	0
TEST Workspace	Archived	1/13	0	1	0
Mr. Stark - Science 24 Unit 1	Unpublished	0/26	0	0	0
Enhanced Learning - Science 24 Unit 1 - Copy	Unpublished	0/0	0	0	0
Demo for Schools - Copy	Unpublished	5/23	6	0	5

Each workspace row includes a status bar (green for Published, yellow for Archived, grey for Unpublished) and a dropdown menu with options: Archive, Unarchive, Publish, and Copy. A 'Help' button is visible in the bottom left corner.

Choose a workspace action.

STEP 3 Complete the options

Select the classes, dates, or copy settings requested by the action.

The screenshot shows the Hapara Workspace Teacher Dashboard. The browser address bar displays the URL: <https://workspace.teacherdashboard.com/#/workspace/w/582a38ec8662bb733432bdee>. The user is logged in as Jon Snow (jon.snow@wolfcreek.ab.ca).

The dashboard is titled "TEST Workspace - Copy" and includes tabs for "Workspace", "Groups", "Activity summary", and "Individual activity". A "Publish" button is visible in the top right corner.

The main content area is divided into four columns for configuration:

- Add Goals:** Contains the goal "I can write a sentence" and a selection for "All groups".
- Add Resources:** Contains a "Video Tutorial" resource with a thumbnail showing a hand writing on a screen. The video URL is www.youtube.com/watch?v....
- Add Evidence:** Contains a "Test Assignment" resource with a selection for "Individual evidence" and an "Example Card".
- Add Rubrics:** Currently empty.

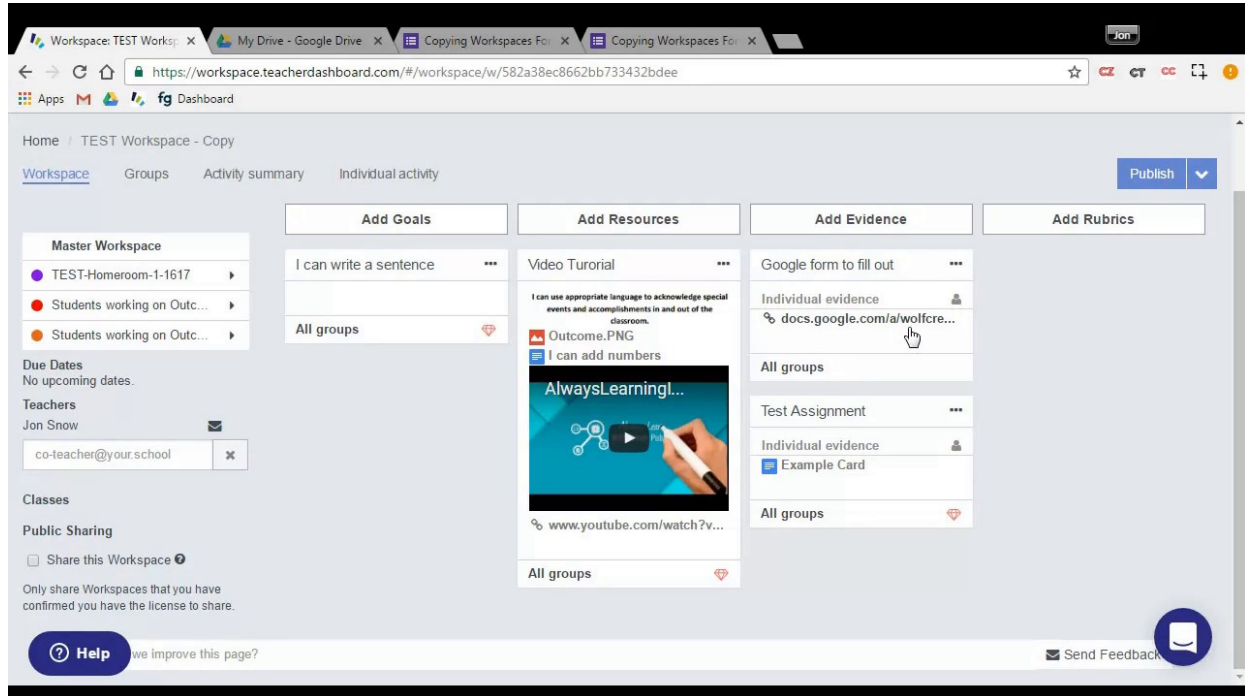
On the left sidebar, there is a "Master Workspace" section with a list of classes: "TEST-Homeroom-1-1617", "Students working on Out...", and "Students working on Out...". Below this is a "Due Dates" section with the text "No upcoming dates." and a "Teachers" section with the name "Jon Snow" and an email address "co-teacher@your.school".

At the bottom left, there is a "Public Sharing" section with a "Help" button and a note: "Confirm this Workspace" and "Confirm you have the license to share".

Complete the options.

STEP 4 Confirm the result

Finish the action and verify the workspace status or copied workspace.



Confirm the result.

Finished

The task is complete. Review the final screen to confirm the expected result.