

TOTARA ENGAGE:

COLLABORATING IN WORKSPACES

*This is a transcript of a video
on the Totara Academy*



WORKSPACES ARE POWERFUL COLLABORATIVE AREAS WHERE SOCIAL AND INFORMAL LEARNING CAN FLOURISH.

In this video, we'll review some of the main features of a workspace including how to add discussion posts, tag your peers, and add resources to a workspace.

Once you've set up a workspace you can start a discussion about anything your team needs to work on together.

When starting a discussion, a user can choose to **add a comment** which anyone in the workspace can respond to. Users can respond and include links to resources either housed on their Totara site, or on external sites.

Users can also choose to respond to comments in a workspace by adding embedded media such as a YouTube video, which will display directly in the workspace.

Users can also **upload files** and images directly to the workspace in the discussion area.

Anyone in the workspace will be able to find a file, either by accessing it directly in the conversation thread, or by selecting **browse files**.

In this section, workspace members will be able to review all the files that have been added to the space.

Users can organise the files so that they appear in the order of the date they were posted, by name or by size.

Workspace members are also able to organise the files by format.

If users would like to keep the file on their device, they can select **Download**.

To understand the context as to why a file was added to a workspace members can select **View discussion** to be taken to the exact place in the discussion when a file was added.

As well as searching the files that have been added to the workspace, users are able to search the discussion in the workspace directly.

Workspace members can quickly find any resource or discussion they need to help support them.

As well as adding new discussions, workspace members are also able to **like any comments** in the space, and the number of likes will be counted below the comment.



When adding comments users are also able to tag their colleagues to ensure they are notified and that they will see the post.

Workspace members will also see a red dot next to a workspace if a comment or a file has been added to the space alerting them about any change even if they're not @mentioned.

If for any reason a user feels that a comment is inappropriate, then they can choose to report it. The content will be reviewed by a Site Administrator.

As well as adding files or media directly into the discussion space, workspace members are also able to add resources by selecting **Library**.

Here users will be able to add new resources to help support the workspace.

To add a new resource, workspace members will just need to select **plus** and members will be able to add a new **resource**, **survey** or even a **playlist**.

If users know that a good resource already exists on Totara Engage then they can also choose to include it by **selecting an existing resource**.

Workspace members are able to add several resources at once by selecting the check box on the left-hand column.

When you've selected all the required resources just select **Add** and the resources will be added.

If lots of resources have been added to the workspace then members will be able to search the library and organise it by **resource type** and by **topic**. Remember, topics are added to the system by a Site Administrator and Site Administrators can add as many topics as required to the system.

In this video we've looked at how to add comments and resources to a workspace. We've also and reviewed how to search through comments and resources so you can find what you need when you need it.

Why not have a go at collaborating with your peers in a workspace today?

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