

The following guide covers:

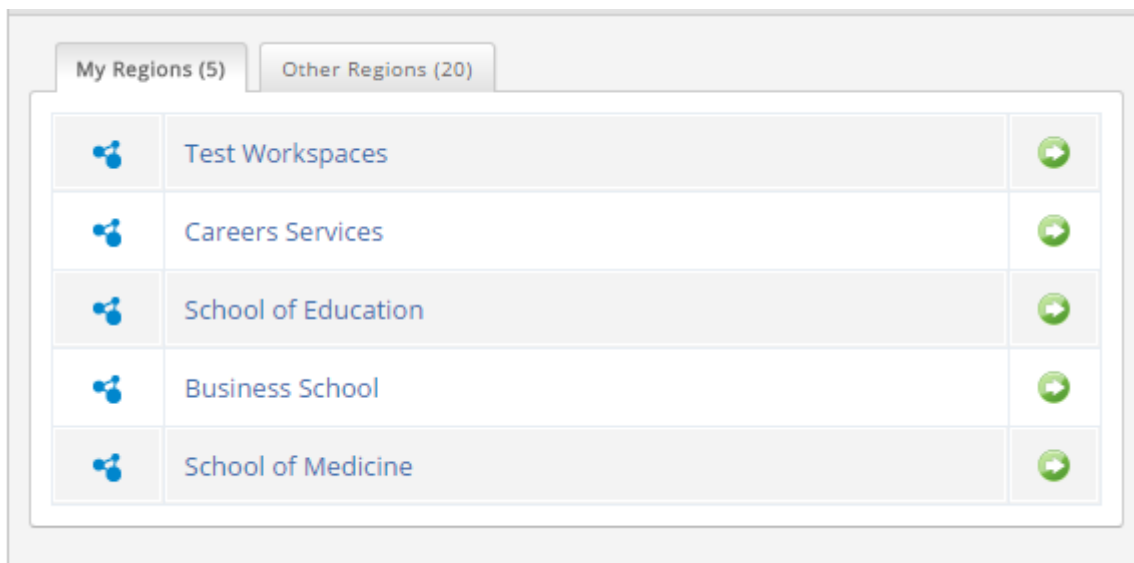
- 1) How to create a new workspace in ATLAS
- 2) How to “import” resources from the original workspace to the duplicated workspace in ATLAS

1) Create a new workspace in ATLAS

TIP: *It is assumed that you are using a proxy account in PebblePad that has been granted full ownership over your resources and workspaces.*

This account has also been granted full permissions to create and duplicate workspaces.

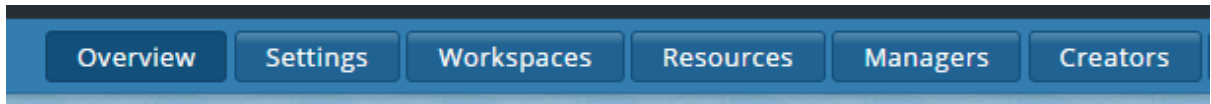
In ATLAS, workspaces are located in institutional online spaces known as “regions”. The region in which your workspace is located is displayed under the “**Administration**” panel -**My Regions**:



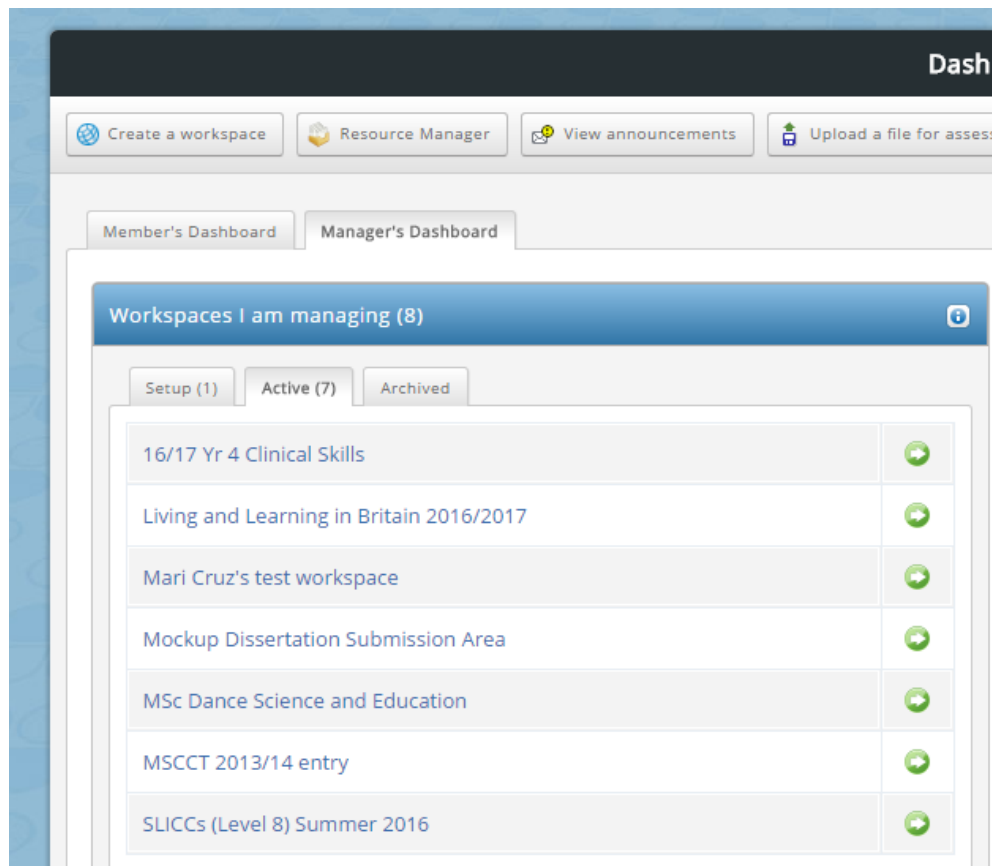
Alternatively, from your workspace, you can also find the region that hosts your workspace by clicking on the inverted triangle symbol, under your workspace title:



- 1) Click on the “**Region**”hyperlink and select the tab “**Workspaces**”:



- 2) Select “**Create a workspace**”:



- 3) Complete the workspace basic details including title and select “**Active mode**” if you want to make it visible to your tutors and students:

Basic Settings Advanced Settings

Title

Test

251 characters remaining

Description

Note: entering a description helps to differentiate this workspace from other similarly named workspaces

Test

Choose which mode the workspace should start in:

Setup Mode - You will need to activate the workspace before members can see it.

Active Mode - Members can view the workspace as soon as they are added to it.

What would you like to do next?

Return to Region

Continue to the workspace management area

Save Cancel

4) Save it by clicking on the “**Save**” button

5) You can enrol staff members who will also manage the workspace by selecting “**Management**” ->“**Add a manager**”

Test

About Submissions Resources Community Conversations **Management**

Settings About Assignments Members **Managers** Externals Sets Feedback Turnitin Logs

Management - Managers

Add a manager Add a batch of managers Modify permissions

Managers are those involved in the management of the workspace and/or the management and assessment of submitted work.

Display Name	Active roles
Mari Cruz Garcia Vallejo	<input type="checkbox"/> Lead Tutor <input type="checkbox"/> Tutor <input type="checkbox"/> Moderator <input type="checkbox"/> Personalise

6) Search and select each of the staff members that you want to add as managers and do not forget to press “**Save**” (**do not miss this step!**)

This page allows you to search for and add a manager to the managers list. The manager may then be given 1 or more roles or even personalised for greater customisation.

Exact Username/Email: Go Forename: Go Surname: Go

	Display Name	Username	Email
<input type="checkbox"/>	Test Mari Cruz	maricruz_test	mari.garcia.totnes@gmail.com
<input type="checkbox"/>	Test Student	oreed_student	oliver.reed@ed.ac.uk
<input type="checkbox"/>	Test Account TEL	telstst	
<input checked="" type="checkbox"/>	Test Account4	testacc04	testacc04@abertay.ac.uk
<input type="checkbox"/>	Test Espa	v1tespa	test.espa@ed.ac.uk
<input type="checkbox"/>	TEST SSPS	v1tssps	

7) You can enrol your students manually following the same procedure but selecting the tab “Members” instead of “Managers”

You can enrol your students from a CVS file or using the option automatically by selecting the option “**Synchronise a new member group**” if the group of students corresponds to a cohort enrolled in EUCLID:

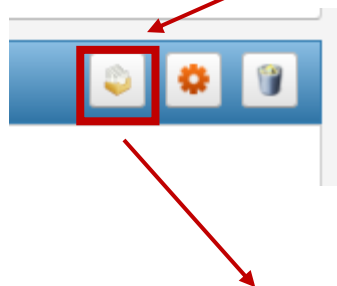
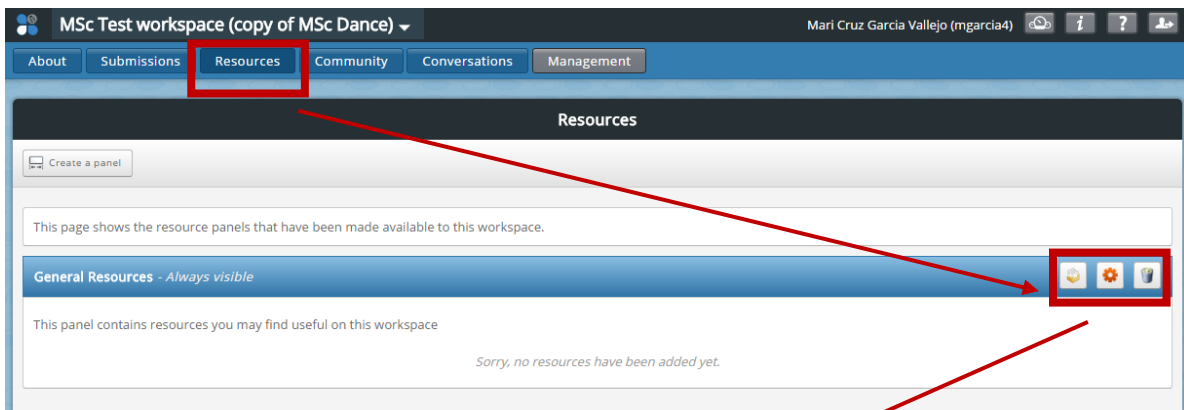
The screenshot shows the 'Management' tab selected in the top navigation bar. Below it, the 'Members' sub-tab is active. In the 'Management - Members' section, two buttons are visible: 'Create a new member group' and 'Synchronise a new member group'. The 'Synchronise a new member group' button is highlighted with a red rectangular box. Below this, there is a text box explaining that members are typically users whose work is submitted to and managed on a workspace. At the bottom, there are buttons for 'Add a member', 'Add a batch of members', and 'Remove members'. A message at the bottom right states 'No members are currently in this group'.

You may also find useful the following video screencast from PebblePad Learning:



<https://www.pebblepad.co.uk/pp3help/Video/atlasaddmember/atlasaddmember.htm>

2) Transferring resources from the initial workspace to the new workspace

From the new workspace that you have created, click on the “**Management**” tab and the select “**Resources**”:



And select the “**Add a resource**” icon

Type	Title	Created	Actions
	COPY: Living and Learning in Britain E-Portfolio <i>Your academic skills e-portfolio</i>	2nd Aug 2016 13:52	 Select item

This will open the “**Resources**” panel, from which you can select the resources that you want to make available to the new workspace. Those resources can be assets, templates and workbooks that you own, either because you created them or because you receive a copy of the resource that the original owner shared with you.

When you import resources to the new workspace via the Resources centre, remember to select the copy of the original resource that you created in Pebble+.

You may also find useful to watch the following videos from PebblePad which provides an overview of ATLAS and how to handle your resources within your workspaces:

- <https://www.pebblepad.co.uk/pp3help/Video/atlasoverview/atlasoverview.htm>

- <https://www.pebblepad.co.uk/pp3help/Video/workspaceoverview/workspaceoverview.htm>