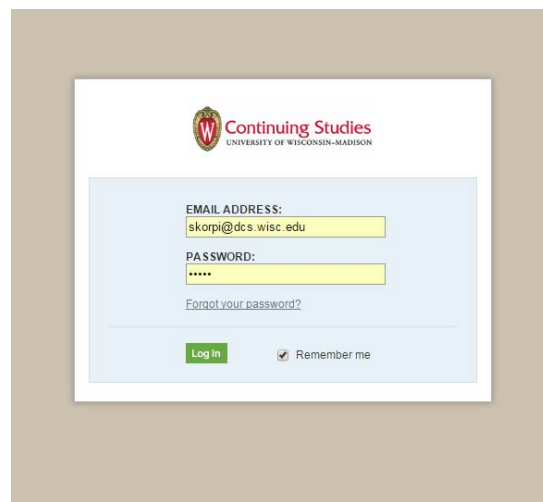


Thank you for your willingness to use WorkZone to help facilitate Shared work among DCS, Extension, and Course Revision Authors.

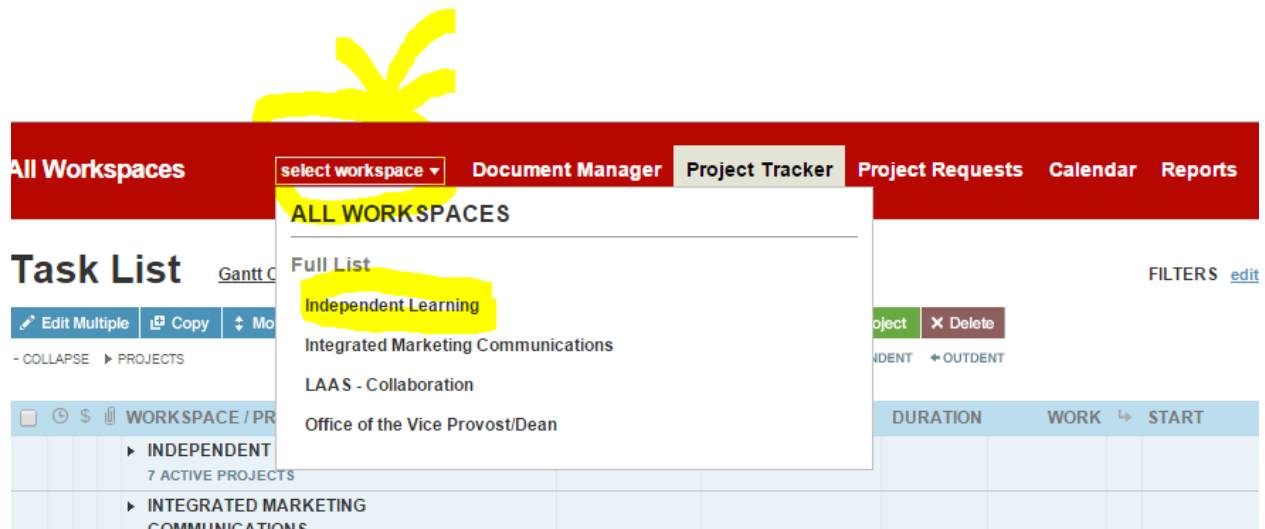
You should have received an email communication from Sara Kluender with your WorkZone username and password. You will need this information to log in to WorkZone. Please also feel free to contact Sarah Korpi with WorkZone related questions.

To access WorkZone, go to: <https://dcs.sharedwork.com>

Enter your log-in information. It is suggested that you bookmark this login page and that you click the “remember me” box for future ease of use. Note: Sarah’s username and password are displayed in the image below:




Once you are logged in, click on “Select Workspace” and then “Independent Learning.”



Then, click “Project Tracker”

You will now be able to see all of the projects in the Independent Learning Project Group.

You can either click the arrow in front of the project title (see the image below by German 391) or you can click on the project title itself (see the image below by Bloomification Project).

PROJECT / TASK	CATEGORY	RESPONSIBLE
▶ DCS IL Instructor Space (10755) (Target date: Nov 14, 2014)		Sarah Korpi
▶ Quarterly IL Instructor Meetings (10751)		Sarah Korpi
▶ French 203 Revisions (10816) (Target date: Dec 31, 2014)		Sarah Korpi
▶ French 204 Revisions (10817) (Target date: Jan 30, 2015)		Sarah Korpi
▶ German 391 Revisions (10728)  (Target date: Jan 31, 2015)	LAAS - Program Development	Sarah Korpi
▶ Bloomification Project (10744) (Target date: Jul 1, 2016)		Sarah Korpi
▶ English 151 Course Revisions (10831) (Target date: Apr 30, 2015)	LAAS - Program Development	

If you click the arrow (as in the German 391 example), you will see the following:

Task	Responsible	Duration	Start	End	Progress	Hours
German 391 Revisions (10728) (Target date: Jan 31, 2015)	LAAS - Program Development	Sarah Korpi	74 days	78.58 hours	Oct 8, 2014 — Jan 27, 2015	91% 69.95 hours
Request Materials from Extension	Sarah Korpi	1 day	5 min	Oct 9, 2014 — Oct 9, 2014	100%	0 min
Distribute Materials to appropriate project lines	Sarah Korpi	1 day	1 hour	Oct 10, 2014 — Oct 10, 2014	100%	0 min
Provide old syllabus old exam, and old course guide Word documents, or explain where Alan should find them.	Sarah Korpi	2 days	15 min	Oct 10, 2014 — Oct 13, 2014	100%	0 min
Prepare new assignment file for instructors to manually send to students during transition.	Alan Ng	8 days	4 hours	Oct 8, 2014 — Oct 17, 2014	100%	0 min
Review and approve new assignment file.	Sarah Korpi	2 days	30 min	Oct 20, 2014 — Oct 21, 2014	100%	0 min
Review Final Exam.	Alan Ng	8 days	2 hours	Oct 14, 2014 — Oct 23, 2014	100%	0 min
Update or Revise the course syllabus.	Alan Ng	9 days	1 hour	Oct 14, 2014 — Oct 24, 2014	100%	0 min
Upload revised Final Exam to this line.	Alan Ng	1 day	15 min	Oct 24, 2014 — Oct 24, 2014	100%	0 min
Upload revised syllabus to this line.	Alan Ng	1 day	15 min	Oct 27, 2014 — Oct 27, 2014	100%	0 min
Revise course guide using Word's "Track Changes" function	Alan Ng	30 days	20 hours	Oct 14, 2014 — Nov 24, 2014	0%	20 hours
Upload revised course guide to this line.	Alan Ng	1 day	15 min	Nov 25, 2014 — Nov 25, 2014	0%	15 min
Review materials for completeness.	Sarah Korpi	1 day	8 hours	Nov 26, 2014 — Nov 26, 2014	0%	8 hours
Notify Extension's Design team that revision materials are complete.	Sarah Korpi	1 day	15 min	Nov 28, 2014 — Nov 28, 2014	0%	15 min
Create D2L Course Space	David Werther	30 days	20 hours	Dec 1, 2014 — Jan 15, 2015	0%	20 hours
Notify Sarah that the course is ready for final proofing.	David Werther	1 day	15 min	Jan 16, 2015 — Jan 16, 2015	0%	15 min
Complete final proofing.	Alan Ng, Sarah Korpi	3 days	4 hours	Jan 20, 2015 — Jan 22, 2015	0%	4 hours
Notify Extension that final proofing is complete.	Sarah Korpi	1 day	15 min	Jan 23, 2015 — Jan 23, 2015	0%	15 min
Complete D2L changes as needed.	David Werther	5 days	18 hours	Jan 20, 2015 — Jan 26, 2015	0%	16 hours
Notify Sarah that the course is live in D2L.	David Werther	1 day	15 min	Jan 27, 2015 — Jan 27, 2015	0%	15 min
Bloomification Project (10744) (Target date: Jul 1, 2016)	Sarah Korpi	91 days	209 hours	Oct 21, 2014 — Mar 4, 2015	13%	181.83 hours

If you click the project line, you will then need to click "Go to Task List" to see the task lines.

Bloomification Project (10744)

[Go to Task List](#) [Mark Complete](#) [Edit Project](#) [Email](#) [Print](#)

Each of the 84 IL courses needs to have unit and course objectives written that are in line with Bloom's Taxonomy. This project will help Sarah track the process of authoring objectives independently from normal course revisions.

Created by Sarah Korpi

Overview Files Time Expenses Project Requests History

WORKSPACE: Independent Learning PROJECT: Bloomification Project	
STATUS: On Track % COMPLETE: 13% RESPONSIBLE: Sarah Korpi	
START: Oct 21, 2014 END: Mar 4, 2015 TARGET END DATE: Jul 1, 2016	
	<u>Budget</u> <u>Actual</u> <u>Variance</u>
EXPENSES	\$200.00 \$0.00 \$200.00
TIME (HOURS)	209.00 209.00

Comments	+ Add Comment	<input type="checkbox"/> Hide System comments
Sarah Korpi attached document: Bloomification Project		SYSTEM Oct 20, 2014 2:46 PM CDT
Sarah Korpi created a new project: Bloomification Project		SYSTEM Oct 20, 2014 2:46 PM CDT
Sarah Korpi changed Responsibility from (blank) to Sarah Korpi		SYSTEM Oct 20, 2014 2:46 PM CDT

Comment N
Users below to receive new automatically
You [unsub](#)

<input type="checkbox"/>	▼ Bloomification Project (10744) (Target date: Jul 1, 2016)		Sarah Korpi
<input type="checkbox"/>	▶ Identify Course to be Bloomified - English 201		Sarah Korpi
<input type="checkbox"/>	▶ Identify Course to be Bloomified - English 102		
<input type="checkbox"/>	▶ Identify Course to be Bloomified - English 203		
<input type="checkbox"/>	▶ Identify Course to be Bloomified - English 249		
<input type="checkbox"/>	▶ English 151 Course Revisions (10831) (Target date: Apr 30, 2015)	LAAS - Program Development	

+ EXPAND - COLLAPSE

Rows 1-11 of 11

Page 1 of 1

Whenever you see the comment icon, this means one of the team members has entered a comment. You will also receive comments via email from WorkZone. You can reply through WorkZone, or through Email, whichever is easier.



To view the comments associated with a task line, click the comment icon. You can then read the comment and reply with a comment of your own, if needed.

Receive draft from instructor and upload draft to this line.

Go to Task List | Email | Print | Add to Outlook

Created by Sarah Korpi on Oct 20, 2014

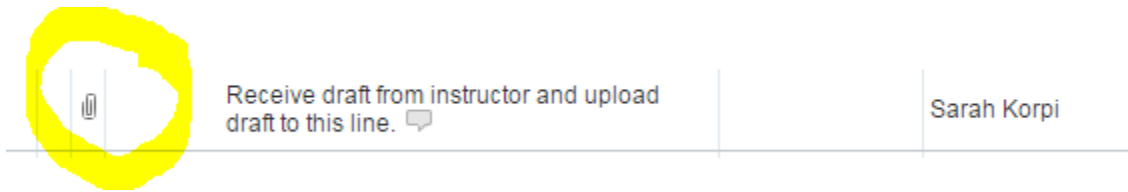
Overview | Files

WORKSPACE: Independent Learning | PROJECT: Bloomification Project
 STATUS: On Track | % COMPLETE: 100% | RESPONSIBLE: Sarah Korpi
 START: Oct 23, 2014 | END: Oct 23, 2014

Comments	+ Add Comment	<input type="checkbox"/> Hide System comments
Sarah Korpi changed Status from Incomplete to Complete; % Complete from 0% to 100%		SYSTEM Oct 20, 2014 2:59 PM CDT
Sarah Korpi attached document: Receive draft from instructor and upload draft to this line.		SYSTEM Oct 20, 2014 2:58 PM CDT
"Received draft from Joan. Authorized first lump sum payment of \$100. Confirmed that Joan is happy with them and they can be sent to Extension for consideration."		SARAH KORPI Oct 20, 2014 2:52 PM CDT
Sarah Korpi changed Responsibility from (blank) to Sarah Korpi		SYSTEM Oct 20, 2014 2:47 PM CDT
Sarah Korpi created a new task: Receive draft from instructor and upload draft to this line.		SYSTEM Oct 20, 2014 2:46 PM CDT

Comment N
 Users below to receive new automatically
 You [unsubs](#)

Attachments are added to project lines. When an attachment is available for a specific project line, you will see the following attachment icon:



To view the attached files, click on the attachment icon. From this screen, you can download attachments, upload attachments, or create web links. Please do not use the Delete attachment option, though.

Receive draft from instructor and upload draft to this line.



[Go to Task List](#) [Email](#) [Print](#) [Add to Outlook](#)

Created by Sarah Korpi on Oct 20, 2014

Overview **Files**

Items 1-2 of 2 SORT BY: Most Recent ▼

Select All [Download](#) [Upload Document](#) [Create Web Link](#) [Delete](#) [Go to this Project's folder in Document Manager](#)

<input type="checkbox"/>	 NEW REVISED UNIT OBJECTIVES for ENGLISH 201.rtf	Oct 20, 2014 2:58 PM CDT Sarah Korpi RTF, 43 KB	Add a comment Email link Tools ▼
<input type="checkbox"/>	 NEW GENERAL OBJECTIVES AND EXPECTATIONS FOR ENGLISH 201.rtf	Oct 20, 2014 2:58 PM CDT Sarah Korpi RTF, 80 KB	Add a comment Email link Tools ▼

Items 1-2 of 2

If a project line does not have any attachments yet, you can upload attachments by clicking on the project line and then the files tab.

Receive final ok from instructor and upload file to this line.

[Go to Task List](#) [Email](#) [Print](#) [Add to Outlook](#)

Created by Sarah Korpi on Oct 20, 2014

Overview **Files**

SORT BY: ▼

Select All [Download](#) [Upload Document](#) [Create Web Link](#) [Go to this Project's folder in Document Manager](#)

Drag and drop files to upload

The goal of using WorkZone to facilitate Course Revision Projects is to help ensure that all members of the revision team know which stages of the project are completed and which stages need to be completed before another team member can begin their portion of the course revision work. Thank you for being a member of the course revision team! Please do not hesitate to contact Sarah Korpi (skorpi@dcs.wisc.edu) with any questions that come up while you are using WorkZone or completing a course revision.