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:
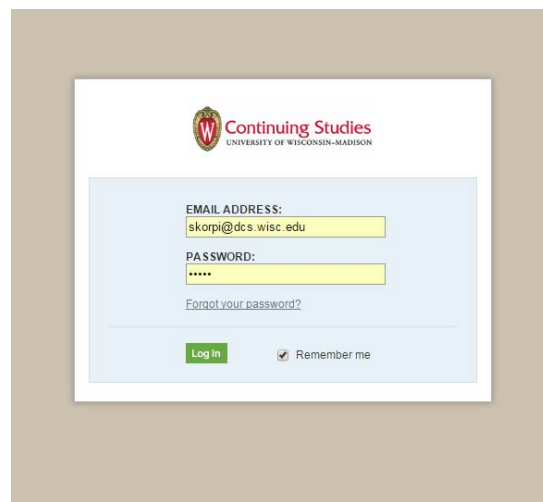
Once you are logged in, click on "Select Workspace" and then "Independent Learning."
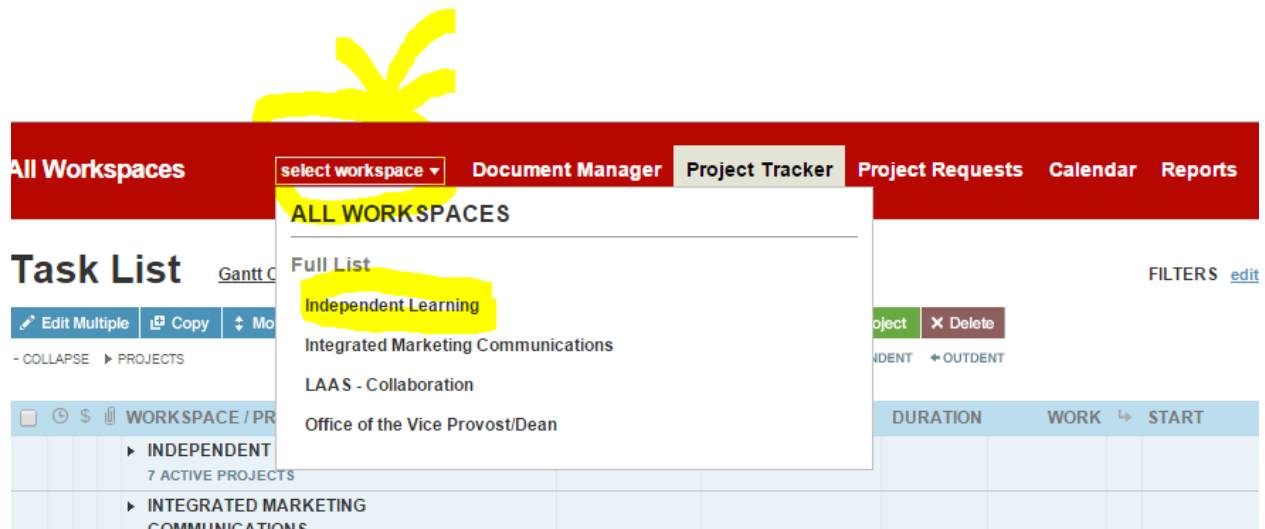
Then, click "Project Tracker"

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).

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

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

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.

:8) 💬

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	☐ Hide System comments	Comment N
Sarah Korpi changed Status from Incomplete to Complete; % Complete from 0% to 100%	SYSTEM Oct 20, 2014 2:59 PM CDT	Users below to receive ne automatically You unsubs
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	

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

📎   Receive draft from instructor and upload
      draft to this line. 💬   Sarah Korpi
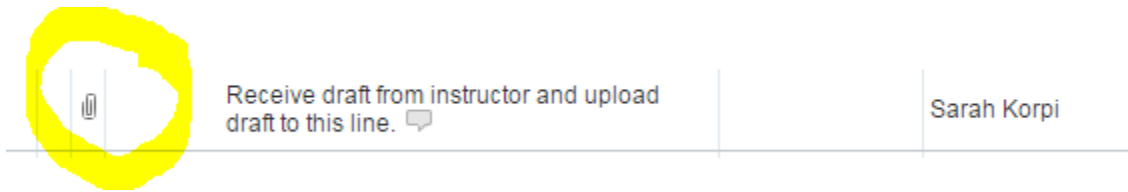
To view the attached files, click on the attachment icon. From this screen, you can download attachments, upload attachments, or create web links. Please do not use the Delete attachment option, though.

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.

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.