

IBM Lotus Workplace Collaborative Learning for End Users Hands-on Lab

What This Exercise is About

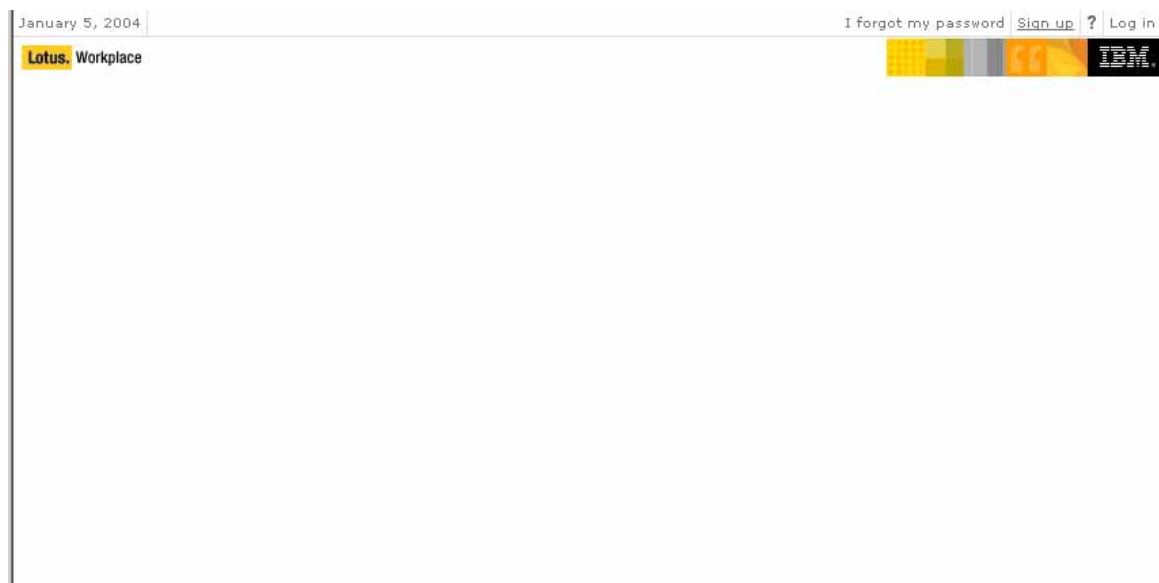
In the following lab, you will see how an end user would exploit IBM Lotus Collaborative Learning

Exercise Instructions

Part One: Find a Course and Enroll

Launch the Lotus Workplace Collaborative Learning at:

1. <http://piclotus6.dfw.ibm.com/lwp/workplace/>
 - Or select the “Lotus Workplace” favorite
2. In the upper right, click on “Sign Up”



3. Complete the information request page
 - Enter only the information designated as required with an “*”

IBM Lotus Workplace: Collaborative Learning

January 5, 2004 I forgot my password | Sign up ? | Log in

Lotus Workplace

Welcome, please enter your information.

This information helps to personalize the content that you see. If you have any concerns, read our [Privacy Policy](#).

Basic	Regional
* User ID: <input type="text" value="adrianna"/>	Preferred language: <input type="text" value="-nothing selected-"/>
* Password: <input type="password" value="*****"/>	Preferred regional format: <input type="text" value="-nothing selected-"/>
* Confirm Password: <input type="password" value="*****"/>	Time zone: <input type="text" value="-nothing selected-"/>
* First Name: <input type="text" value="Adrianna"/>	Preferred calendar type: <input type="text" value="-nothing selected-"/>
* Last Name: <input type="text" value="Robinson"/>	First day of the week: <input type="text" value="-nothing selected-"/>
Email: <input type="text" value="adrianna@dfw.ibm.c"/>	First work day of the week: <input type="text" value="-nothing selected-"/>


*Required Field

4.

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5. Review your personal information and click on “Continue”

January 5, 2004 I forgot my password | Sign up ? | Log in

Lotus. Workplace 

Please review your personal information. If you find any errors click on Cancel to make changes.


User ID: adrianna
First Name: Adrianna
Last Name: Robinson
Email: adrianna@dfw.ibm.com

Preferred language: -nothing selected-
Preferred regional format: -nothing selected-
Time zone: -nothing selected-
Preferred calendar type: -nothing selected-
First day of the week: -nothing selected-
First work day of the week: -nothing selected-

By clicking on Continue, you are agreeing with the terms of our [License Agreement](#).

6. Log with your new username and password

January 5, 2004 I forgot my password | Sign up ?

Lotus. Workplace 

Welcome, please enter your information.

User ID:

Password:

Please note: After some time of inactivity, the system will log you out automatically and ask you to log in again.

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7. Select the Learning tab

The screenshot shows the IBM Lotus Workplace interface. At the top, there is a navigation bar with the following items: "Welcome, George Poirier", "December 15, 2003", "My Workplace", "Administration", "I am available", "Edit my profile", and "Log out". Below this is a secondary navigation bar with "Lotus Workplace" and "My Workplace" tabs. The main navigation bar includes "Mail", "Calendar", "Address Book", "Web Conferences", "Team Spaces", and "Learning" (which is highlighted in orange). The "Quick Answers" section has a search box with "WCL Course Catalog" selected in the "Begin search in:" dropdown and "Tour" entered in the "Search for:" field. The "Announcements" section is empty. The "My Courses" section shows "Enrolled Courses" and a table with columns: Name, Number, Type, Status, Discussion, and Action. The "People Finder" section has "Name" selected in the "Search by:" dropdown and a search box. The "My Contacts" section shows "Actions..." and "My status: I am available".

8. In "Search For", type "Tour"

9. Click on the Search icon to the right of the Search field

IBM Lotus Workplace: Collaborative Learning

10. Results:

The screenshot shows a search interface with a search bar containing the word 'Tour'. Below the search bar, there is a 'Close Results' button and a search results table. The table has columns for Name, Number, Type, Description, and Language. The first row in the table is highlighted in yellow and contains the text 'Tour of IBM Lotus Workplace products', '1.1', a small icon, and a detailed description of the course content. The page is labeled 'Page 1 of 1' in the top right corner of the results area.

Name	Number	Type	Description	Language
Tour of IBM Lotus Workplace products	1.1		Introduction to IBM Lotus Workplace. Includes descriptions of Lotus Workplace Collaborative Learning 1.1, Lotus Workplace Team Collaboration 1.1, Lotus Workplace Messaging 1.1, and Lotus Workplace Web Content Management 1.1, as well as a demonstration of IBM Lotus Workplace products working together.	

11. Note the highlighted course name

12. Click on this link

IBM Lotus Workplace: Collaborative Learning

13. This provides additional course details as well as an opportunity to Enroll

The screenshot shows a Microsoft Internet Explorer browser window displaying the IBM Lotus Workplace interface. The browser's address bar shows the URL: `http://piclotus6.dfw.ibm.com/lwp/myworkplace/lut/p/_s.7_0_A/7_0_9J/.cmd/ad/.ar/sa.spf_ActionLi`. The page content includes a navigation menu with options like Mail, Calendar, Address Book, Web Conferences, Team Spaces, and Learning. Below the navigation menu, there is a 'Quick Answers' section with a 'Search Results' tab and a 'Course Details' tab. The 'Course Details' tab is active, showing a table with the following information:

Name	Tour of IBM Lotus Workplace products
Number	1.1
Type	Self-Paced E-Classroom
Keywords	
Description	Introduction to IBM Lotus Workplace. Includes descriptions of Lotus Workplace Collaborative Learning 1.1, Lotus Workplace Team Collaboration 1.1, Lotus Workplace Messaging 1.1, and Lotus Workplace Web Content Management 1.1, as well as a demonstration of IBM Lotus Workplace products working together.
Language	
Duration	
Instructors	
Course Contacts	WPS Admin

At the top of the course details section, there are two buttons: 'Add to folder' and 'Enroll'. The 'Enroll' button is highlighted in yellow.

14. Click the "Enroll" button

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15. Returns a confirmation and provides the ability to return to the Learning Home

Welcome, George Poirier | December 15, 2003 | My Workplace | Administration | I am available | Edit my profile | ? | Log out

Lotus Workplace

My Workplace

Mail | Calendar | Address Book | Web Conferences | Team Spaces | **Learning**

Quick Answers

You have successfully enrolled in this course.

[Search Results](#) > [Course Details](#)

Name	Tour of IBM Lotus Workplace products
Number	1.1
Type	Self-Paced E-Classroom
Keywords	
Description	Introduction to IBM Lotus Workplace. Includes descriptions of Lotus Workplace Collaborative Learning 1.1, Lotus Workplace Team Collaboration 1.1, Lotus Workplace Messaging 1.1, and Lotus Workplace Web Content Management 1.1, as well as a demonstration of IBM Lotus Workplace products working together.
Language	
Duration	
Instructors	
Course Contacts	WPS Admin

Internet

16. Now click “Search Results” and then the “Close Results” button

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Part Two: Work with Course

1. Look at “Enrolled Courses”
2. The icons on this entry represent:
 - Type – Web Based Training
 - Status – Link to course progress report
 - Discussion – There is no associated discussion DB
 - Action – the **Launch** button

The screenshot displays the IBM Lotus Workplace interface. At the top, it shows the user's name (George Poirier), date (December 15, 2003), and navigation options like 'My Workplace', 'Administration', and 'I am available'. The main navigation bar includes 'Mail', 'Calendar', 'Address Book', 'Web Conferences', 'Team Spaces', and 'Learning'. The 'Learning' section is active, showing 'Quick Answers' and 'Announcements'. The 'My Courses' section is expanded to show 'Enrolled Courses'. A table lists the course 'Tour of IBM Lotus Workplace products' with ID 1.1. The table has columns for Name, Number, Type, Status, Discussion, and Action. The 'Type' column shows a person icon, 'Status' shows a document icon, and 'Action' shows a launch icon. The right sidebar contains 'People Finder', 'My Contacts', and 'My status: I am available'. The bottom of the window shows the 'Internet' browser icon.

Name	Number	Type	Status	Discussion	Action
Tour of IBM Lotus Workplace products	1.1				

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3. Click on the Status Icon.

The screenshot displays the IBM Lotus Workplace interface. At the top, it shows the user's name 'George Poirier', the date 'December 16, 2003', and navigation links for 'My Workplace', 'Administration', 'Disconnected', 'Edit my profile', and 'Log out'. The main navigation bar includes 'Mail', 'Calendar', 'Address Book', 'Web Conferences', 'Team Spaces', and 'Learning'. The 'Learning' section is active, showing 'Quick Answers' with search fields for 'Begin search in:' (set to 'WCL Course Catalog') and 'Search for:' (set to 'To*'). Below this is an 'Announcements' section with the message 'There are no entries to display.' The 'My Courses' section is titled 'Enrolled Courses' and includes a 'Manage Folders' button and a 'View:' dropdown set to 'Enrolled Courses'. A table lists the course 'Tour of IBM Lotus Workplace products' with a status of '1.1' and an 'Action' icon. The 'People Finder' and 'My Contacts' sections are also visible on the right side of the interface.

Welcome, George Poirier | December 16, 2003 | My Workplace | Administration | Disconnected | Edit my profile | Log out

Lotus Workplace

My Workplace

Mail | Calendar | Address Book | Web Conferences | Team Spaces | Learning

Quick Answers

Begin search in: WCL Course Catalog | Search for: To*

Announcements

There are no entries to display.

My Courses

Enrolled Courses

Manage Folders

View: Enrolled Courses

Name	Number	Type	Status	Discussion	Action
Tour of IBM Lotus Workplace products	1.1				

Page 1 of 1

Page 1 of 1

People Finder

Search by: Name

Search for:

Advanced Search

My Contacts

You have been logged out of instant messaging. Click Log In to view your contact list and receive chat messages.

Login

4. This shows your status with the course

5. Go back to "Enrolled Courses"

6. Click on the "Action" Icon

- This will launch the Web Based course

IBM Lotus Workplace: Collaborative Learning

Lotus Workplace Collaborative Learning George Poirier [Help](#) [About](#)

Course Outline **Tour of IBM Lotus Workplace products** [Print](#)

[Launch Tour](#)

Open this activity

Details	
Course Number	1.1
Instructors	
Time Estimate	00:00:00

Tour of IBM Lotus Workplace products

Progress	
Completion Amount	
Time Spent	
Start Time	
Pass/Fail	
Score	
Times Attempted	0

Course Tools

- Progress Report
- Calendar

7. Go through the Tour for a few minutes

IBM Lotus Workplace Team Collaboration 1.1 [Return to Story](#)

- The first offering of its kind in today's market, combining the on-demand capabilities of:
 - Instant Messaging and Presence Awareness
 - Web Conferencing
 - Team Spaces, featuring:
 - Membership Control
 - Collaborative Document Management
 - Discussion Forums
 - Search
- Expressly for the new, dynamically adaptive IBM Lotus Workplace environment
- Use as:
 - Stand-alone
 - Collaborative integration for other Lotus Workplace products
 - Collaborative extension to other applications when using IBM WebSphere Portal

IBM Lotus Workplace Team Collaboration Page 1 of 13 [< Back](#) [FF >](#) [Next >](#)

8. Go back to the Story

IBM Lotus Workplace: Collaborative Learning

- Upper right
- Close the course

9. Return to the Workplace Collaborative Learning browser window

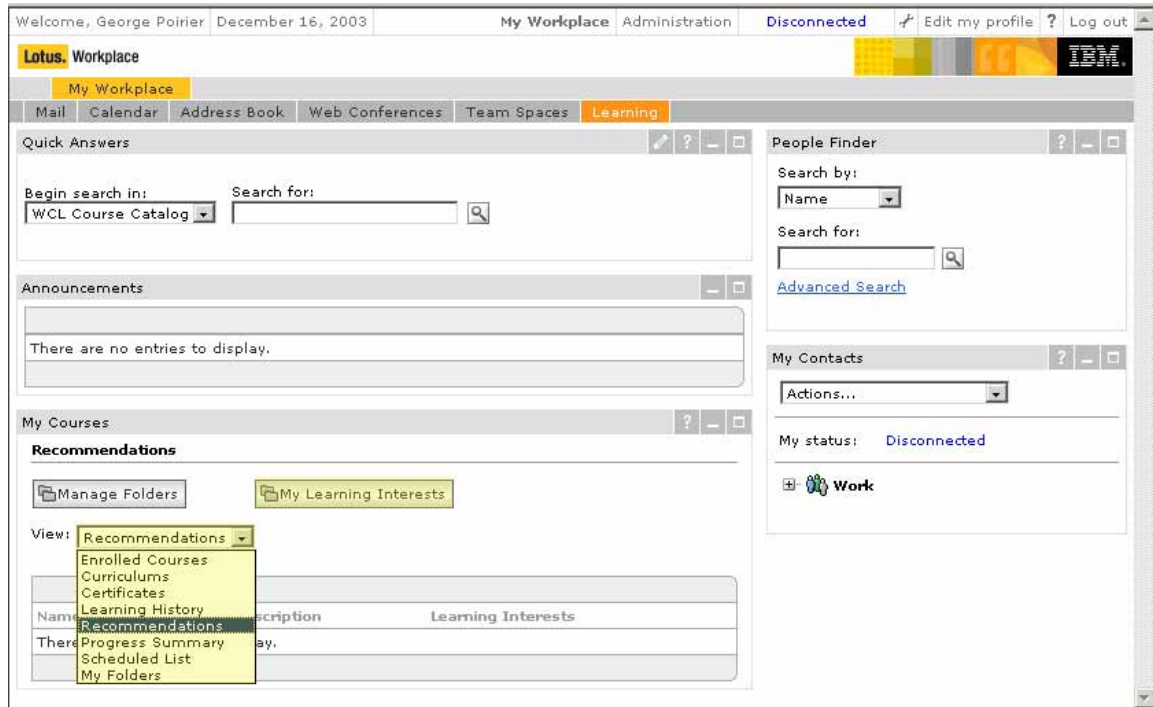
10. After a few seconds, select the “Learning History” folder

- The delay is to allow the tracking information to get updated

11. Notice the status update

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12. Select the “Recommendations” view



13. Select “My Learning Interests”

- This is a list of Learning Interests for each learning preference

IBM Lotus Workplace: Collaborative Learning

Welcome, George Poirier | December 16, 2003 | My Workplace | Administration | Disconnected | Edit my profile | Log out

Lotus Workplace

My Workplace

Mail | Calendar | Address Book | Web Conferences | Team Spaces | **Learning**

Quick Answers

Begin search in: WCL Course Catalog | Search for: []

Announcements

There are no entries to display.

My Courses

Learning interest: Financial Management

My Learning Interests

Name	Description
<input checked="" type="checkbox"/> Beginning	
<input type="checkbox"/> Entry Level	
<input type="checkbox"/> Exemplary	
<input type="checkbox"/> Proficient	

Page 1 of 1

Apply Done

People Finder

Search by: Name | Search for: [] | Advanced Search

My Contacts

Actions... | My status: Disconnected | Work

14. From this list, select Financial Management

15. Select the “Beginning” check box

16. Click the “Apply” button and then “Done”

The Concludes the Lab – please feel free to explore