---

## IBM Lotus Workplace Collaborative Learning for Administrators Hands-on Lab

---

## What This Exercise is About

In the following lab we will see how an administrator would administer Lotus Collaborative Learning by adding/modifying an Announcement and by creating a new classroom course offering.
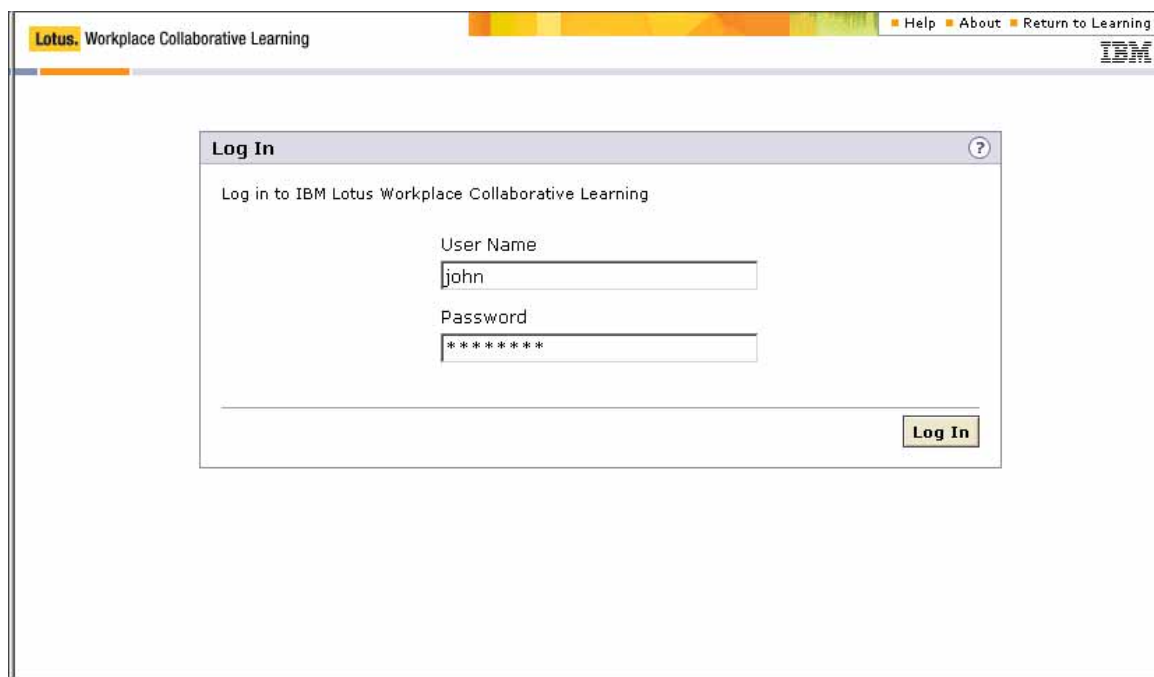
## Exercise Instructions

### Part One: Working with Announcements

After you have set up the Learning Center, follow these steps to get a course into the system.

\_\_1.    Launch the Learning Admin Console at **http://piclotus6.dfw.ibm.com/lms-lmm/**

Or use … from favorites

Login to the WCL Administration Client using John Brown (userid: john / password: password



---

**WINNING** on demand
eBU2004

IBM Lotus Workplace: Collaborative Learning

__2.    Click on the "Settings" tab on the far right



__3.    Click on the "Announcements" link
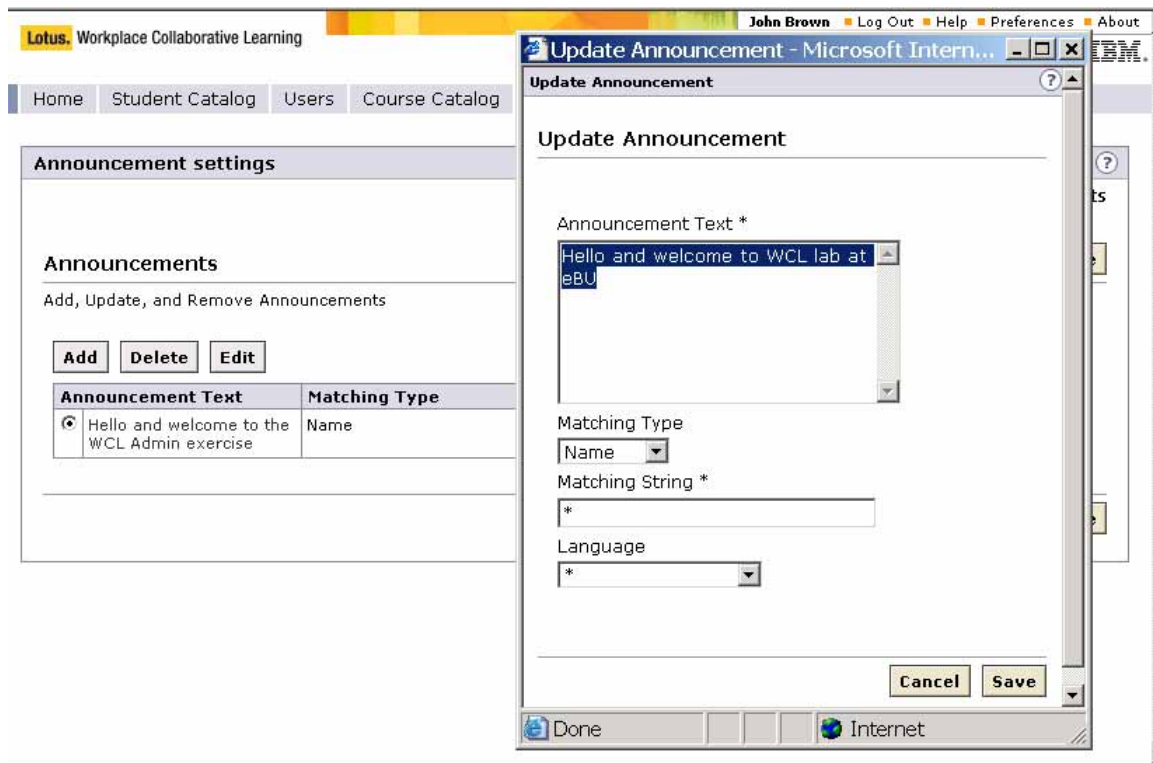
__4.    If an announcement exists, select the announcement you would like to modify and click on "Edit"

  a.  If an no announcement exists, click on "Add"

__5.    Modify or create "Announcement Text".

  a.  The next 3 entries determine who will see the Announcement (ACL)

  b.  Set "Matching Type" to "Name"

  c.  Type an "*" in "Matching String"

  d.  Type an "*" in "Language

  These values indicate that all Names will see the Announcement

__6.    Click on "Save"

These changes will appear when you logon to the WCL User UI or when you select the "Home" tab of the standard LMS UI.

IBM Lotus Workplace: Collaborative Learning

__7.    Select the "Course Catalog



__8.    The next set of steps will create a scheduled offering from an existing course master.

__ a.    Click on **Manage Offerings Catalog**

      **__ b.**    Enter **eBU** into the **Keyword Search** field and click on **Search.**
Select the **Masters Catalog** folder and click **Save** to save the
Master in that folder.

IBM Lotus Workplace:  Collaborative Learning



   __ c.    The 3 courses with eBU in the Keyword field are returned

   __ d.    Click on the **Folder Icon** of a course of your choice

    __ e.   This returns the **Course Details**

        •   Scroll through the detail to see what's provided

    __ f.   Click on the **Scheduled Offerings** tab
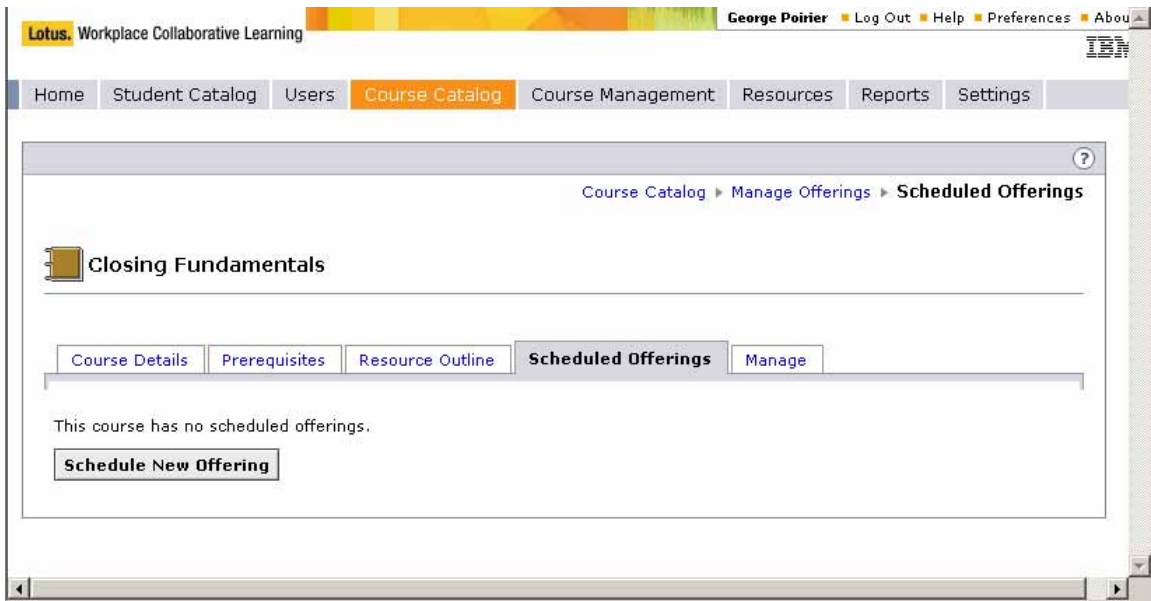
    __ g.    This displays a list of the scheduled classes. At this point you want to create a new Offering.

    __ h.    Click on the **Schedule New Offering** button

    __ i.    Now fill out the information to create a scheduled offering

    __ j.    Click on the **Calendar Icons** to select

- **Start Date**

- **End Date**

- **Start Registration Date**  (Make this date "today or earlier)

- **End Registration Date** (this is required in order to register for the course)

    __ k.    Click on **Find Instructor**

__ l.    Enter an "*" in **First Name** and click on **Search**

__ m.    Select the **Instructor** that you prefer and click on **OK**

__ n.    The next entry to resolve is the **Location**

IBM Lotus Workplace:  Collaborative Learning

__ o.    Scroll down and click on **Find Location**

Below are th...  **Select Location - Microsoft Internet Explorer**

Select Location                                                         (?)

**Search Location**                                   Cancel   OK

Name
| * |

City
| |

State/Province
| |

Country
| |

                                                              Search

**Search Results** - 2 returned

|                                    |           |                | 1-2 |

| Name | City | State/Province | Country |
| --- | --- | --- | --- |
| ○ Dallas Training Center | Dallas | TX | US |
| ● Lotus Executive Training Center | Cambridge | MA | |

|                                    |           |                | 1-2 |

                                                      Cancel   OK

Done                                          Internet

Save

Start Date

End Date

Start Regist

End Registr

Enrollment

Enrollment

Instructors

Create Dat

Status

Deployment

No Discussi

City              | |        **Find Location**

State             | |

Country           | |

**Remove All Blocks**    **Add Booking Requirement**

**Save**

__ p.    Enter an "*" in **Name** and click on **Search**

__ q.    Select the **Location** that you prefer and click on **OK**

- Now we have to actually create a **Booking Block** to finalize a room and the **Instructor**

__ r.    Click on **Add Booking Requirements**



__ s.    Complete the appropriate information:

- Select **Activity Type**

- Add **Duration, Hours/Day, Schedule on Day**

- Also **Instructor Count, Room, Comments**

__ t.    Click on **OK**

___ u.     Click on **Select** to identify the required room



___ v.     Enter an "**\***" in **Name** and click on **Search**

___ w.      Select the **Room** that you prefer and click on **OK**

__ x.    Add the final schedule details by clicking on **Edit** on the right of the
section containing Date and Time information



__ y.    Enter the desired date and time information and click on **OK**

IBM Lotus Workplace:  Collaborative Learning

__ z.    At this point your **Booking Block (Scheduling)** information should look like this.

- There will likely be other Booking Block as well so scroll to find the one that you entered.



__ aa.    Click on **Save** to complete the process

---

IBM Lotus Workplace:  Collaborative Learning

__ bb.    In order to see the results of this schedule, click on the **Student Catalog** tab.



__ cc.    In the **Keywords** box, enter **eBU** to find the appropriate courses

- You can also click on **Advance Search** to see the values that you can search on to find your course.

__ dd.    Click on **View Details** of the course that you worked with to see the **Offerings** defined for this course.



This completes the WCL Admin exercise.

Thank you.

## However…

If you want to go the next step, there are two additional options:

1. Click on **Offerings and Enrollment** and **Enroll** in the schedule **Offering**

   - Click on **Home** tab

   - Click on **Calendar**

     o The **Schedule** tab will identify this enrollment – and

     o The **Activities** tab will identify this enrollment with additional information

   - **Enrolled Courses** will also contained this enrollment

2. You could also go to the **WCL UI** exercise.

   - Log in to the WCL with your previously generated ID

   - Notice the new **Announcement**

   - Repeat the **Course Enrollment** steps


# Congratulation