

## 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

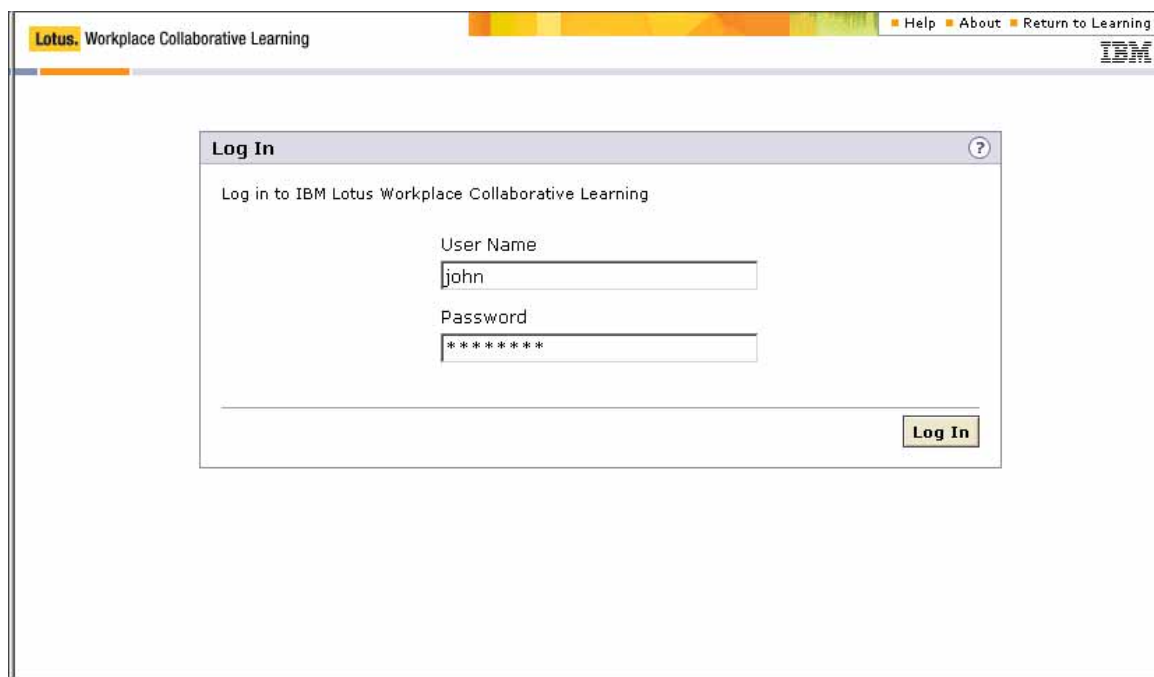
#### Part One: Working with Announcements

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



The screenshot shows a web browser window with the title "Lotus Workplace Collaborative Learning". The browser's address bar is empty. The main content area displays a "Log In" dialog box. The dialog box has a title bar with "Log In" and a question mark icon. Inside the dialog, it says "Log in to IBM Lotus Workplace Collaborative Learning". There are two input fields: "User Name" with the text "john" and "Password" with "\*\*\*\*\*". A "Log In" button is located at the bottom right of the dialog box. The browser's top navigation bar includes links for "Help", "About", and "Return to Learning", along with the IBM logo.

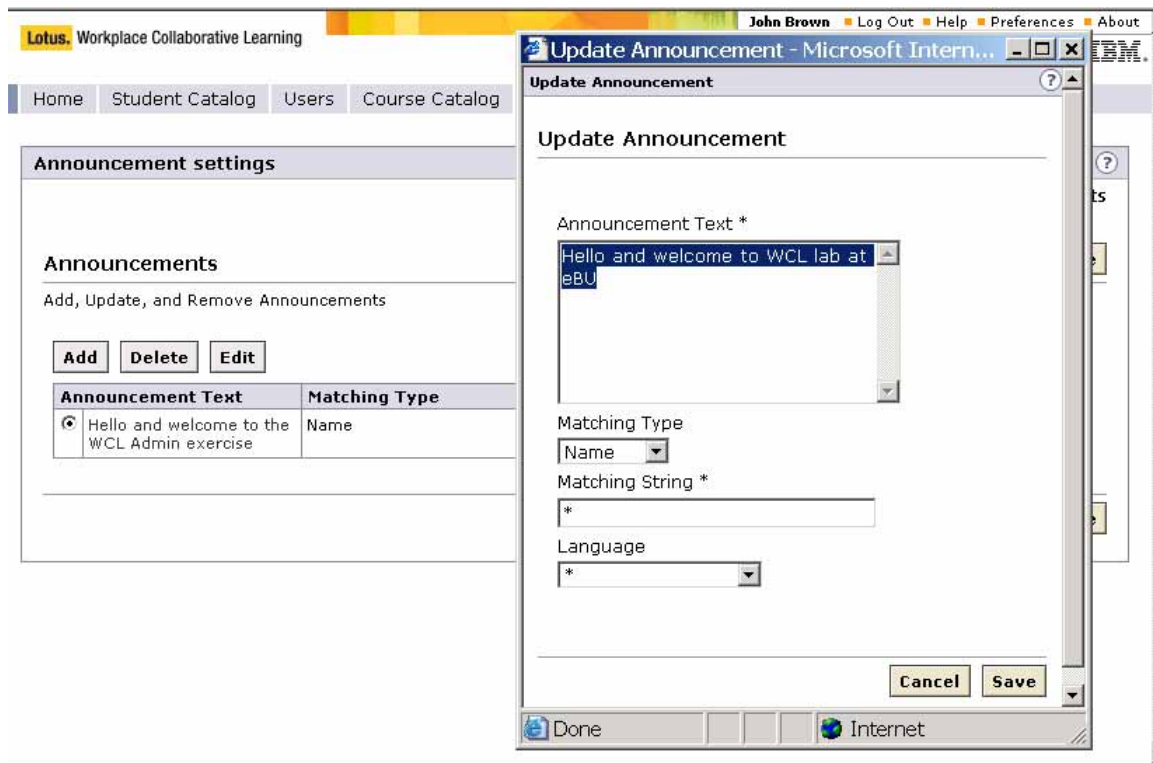
## IBM Lotus Workplace: Collaborative Learning

\_\_2. Click on the “Settings” tab on the far right

The screenshot shows the Lotus Workplace Collaborative Learning interface. At the top, there is a header bar with the text "Lotus Workplace Collaborative Learning" on the left and "John Brown" followed by links for "Log Out", "Help", "Preferences", and "About" on the right. Below the header is a navigation menu with tabs for "Home", "Student Catalog", "Users", "Course Catalog", "Course Management", "Resources", "Reports", and "Settings". The "Settings" tab is highlighted in orange. Below the navigation menu is a "Settings" panel with a title bar and a help icon. The panel contains the following text: "Modify settings for LMM features such as deployment, notifications, customization sets, and logging." Below this are three sections: "Deployment" with links for "LMM Server", "Delivery Servers", and "Collaboration Servers"; "Announcements" with a link for "Announcements"; and "Customization" with a link for "Manage Customization Sets".

\_\_3. Click on the “Announcements” link

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- \_\_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

The screenshot shows the IBM Lotus Workplace interface. At the top, there is a navigation bar with the following items: Lotus Workplace Collaborative Learning, John Brown, Log Out, Help, Preferences, and About. Below this is a secondary navigation bar with tabs for Home, Student Catalog, Users, Course Catalog (which is highlighted), Course Management, Resources, Reports, and Settings. The main content area is titled "Course Catalog" and contains the following text: "Manage course Masters as well as courses, certificates, curriculums, and other offerings." Below this, there are two sections: "Masters Catalog" and "Offerings Catalog". The "Masters Catalog" section includes three items: "Register Master" (Create a new course, certificate, or curriculum master, optionally copying an unregistered master as your source.), "Update Master" (Update or reject updates for masters), and "Manage Masters Catalog" (View, modify, and delete course, certificate, or curriculum masters.). The "Offerings Catalog" section includes two items: "Register Course Entry" (Add a course, certificate, curriculum, or other offering to the Offerings Catalog.) and "Manage Offerings Catalog" (View, modify, and delete offerings such as courses, certificates, and curriculums.). A red box highlights the "Manage Offerings Catalog" link.

### \_\_8. The next set of steps will create a scheduled offering from an existing course master.

#### \_\_ a. Click on **Manage Offerings Catalog**

Lotus Workplace Collaborative Learning George Poirier | Log Out | Help | Preferences | About

Home | Student Catalog | Users | **Course Catalog** | Course Management | Resources | Reports | Settings

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**Offerings Catalog** ?

[Course Catalog](#) > **Manage Offerings**

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**Browse Offerings Catalog**

Browse the Offerings Catalog to find entries.

Keyword Search  
  [Advanced Search](#)

Search from current folder

**Offerings Catalog**

		1-1
Name	Description	
 Offerings Catalog	Top folder for Offering Catalog	

1-1

- \_\_\_ 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

The screenshot shows the Lotus Workplace Collaborative Learning interface. At the top, there is a navigation bar with the following items: Home, Student Catalog, Users, **Course Catalog**, Course Management, Resources, Reports, and Settings. Below this is the 'Offerings Catalog' section, which includes a search bar with the keyword 'eBU' and a 'Search' button. The search results are displayed in a table with three columns: Name, Description, and a folder icon. The three courses listed are 'Closing Fundamentals', 'Accounting at Megacorp', and 'Sales Manager Training'. Each course has a brief description. The interface also includes a 'Return to the Catalog' link and a 'Search from current folder' checkbox.

Lotus Workplace Collaborative Learning George Pointier Log Out Help Preferences Abc

Home Student Catalog Users **Course Catalog** Course Management Resources Reports Settings

Offerings Catalog Course Catalog Manage Offerings

Browse Offerings Catalog




Browse the Offerings Catalog to find entries.

[Return to the Catalog](#)

Keyword Search

[Advanced Search](#)

Search from current folder

Name	Description
 Closing Fundamentals	Brush up your sales skills with this refresher on how to close a sale! Intended for both new sales reps and those that have been in the field for years, learn the latest techniques and tips from top industry experts.
 Accounting at Megacorp	Required for all ne hires, this course covers Megacorps Accounting Principles, Practices and Systems. After completing this course, a new hire should be familiar with all of the basics required to perform their jobs in the Megacorp Accounting organization.
 Sales Manager Training	This course is a basic sales and territory management overview intended for Sales reps entering management for the first time, or those returning to sales management after a long absence.

- \_\_ c. The 3 courses with eBU in the Keyword field are returned
- \_\_ d. Click on the **Folder Icon** of a course of your choice

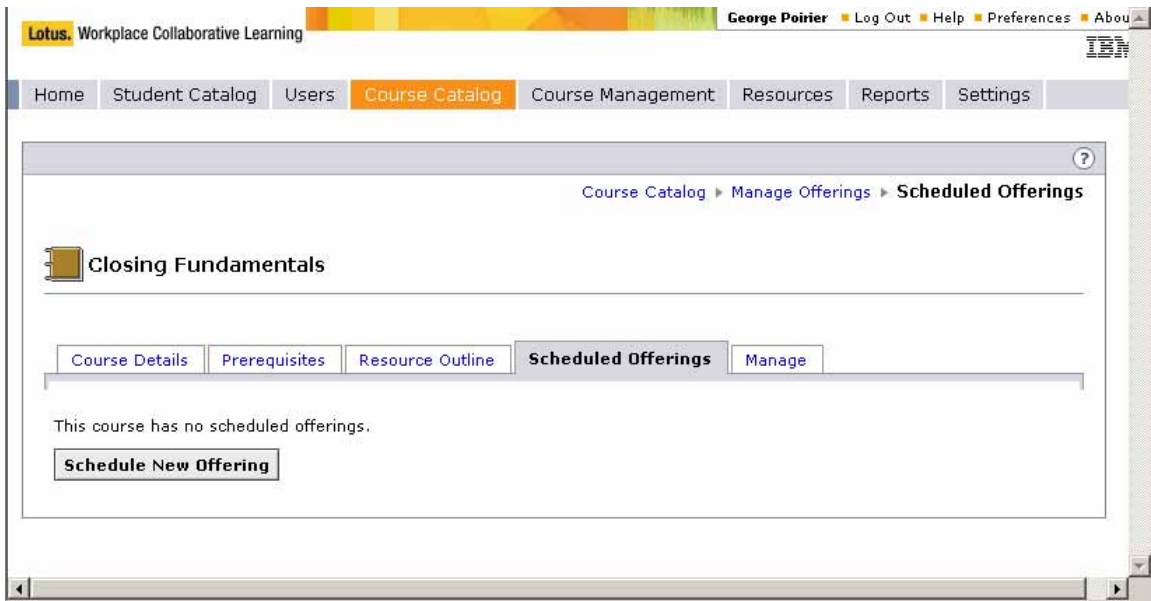
## IBM Lotus Workplace: Collaborative Learning

The screenshot shows the IBM Lotus Workplace Collaborative Learning interface. At the top, there is a navigation bar with the following items: Home, Student Catalog, Users, **Course Catalog**, Course Management, Resources, Reports, and Settings. The user is identified as George Poirier, with links for Log Out, Help, Preferences, and About. The main content area is titled 'Closing Fundamentals' and includes a sub-navigation bar with tabs for Course Details, Prerequisites, Resource Outline, Scheduled Offerings, and Manage. Below this, there are buttons for Edit, Delete, and Copy. The course details are listed as follows:

<b>Title</b>	Closing Fundamentals
<b>Description</b>	Brush up your sales skills with this refresher on how to close a sale! Intended for both new sales reps and those that have been in the field for years, learn the latest techniques and tips from top industry experts.
<b>Course Number</b>	SA235
<b>Keywords</b>	eBU; Sales; Selling
<b>Language</b>	English
<b>Create Date</b>	1/5/04
<b>Expiration Date</b>	
<b>Status</b>	Available
<b>Can Be Scheduled</b>	<input checked="" type="checkbox"/>

- \_\_ e. This returns the **Course Details**
  - Scroll through the detail to see what's provided
- \_\_ f. Click on the **Scheduled Offerings** tab

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- \_\_\_ 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



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Lotus Workplace Collaborative Learning George Poirier Log Out Help Preferences

Home Student Catalog Users **Course Catalog** Course Management Resources Reports Settings

Course Catalog Manage Offerings **Scheduled Offerings**

**Closing Fundamentals**

Course Details Prerequisites Resource Outline **Scheduled Offerings** Manage

Below are the details for the course offering:

**Save**

Start Date \*

( MM DD YYYY )

End Date

( MM DD YYYY )

Start Registration Period

( MM DD YYYY )

End Registration Period

( MM DD YYYY )

Enrollment Maximum

Enrollment Minimum

Instructors  **Find Instructor**

**Remove**

**Date Picker - Micro...**

Date Picker

January 2004

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Internet

- \_\_\_ 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**

## IBM Lotus Workplace: Collaborative Learning

The screenshot displays the Lotus Workplace Collaborative Learning interface. At the top, the user is identified as George Poirier with options for Log Out, Help, and Preferences. The navigation menu includes Home, Student Catalog, Users, Course Catalog (highlighted), Course Management, Resources, Reports, and Settings. The main content area shows a breadcrumb trail: Course Catalog > Manage Offerings > Scheduled Offerings. A window titled 'Instructor Search - Microsoft Internet Explorer' is open, showing a search form with fields for First Name (containing '\*'), Last Name, Second Name, Vendor, Instructor Group (set to 'Any'), Skills (listing Any, Financial Management, and Sales), and Zones (set to 'Any'). A 'Search' button is visible. Below the search form, the results are displayed as 'Search Results - 3 returned'. A table lists the results:

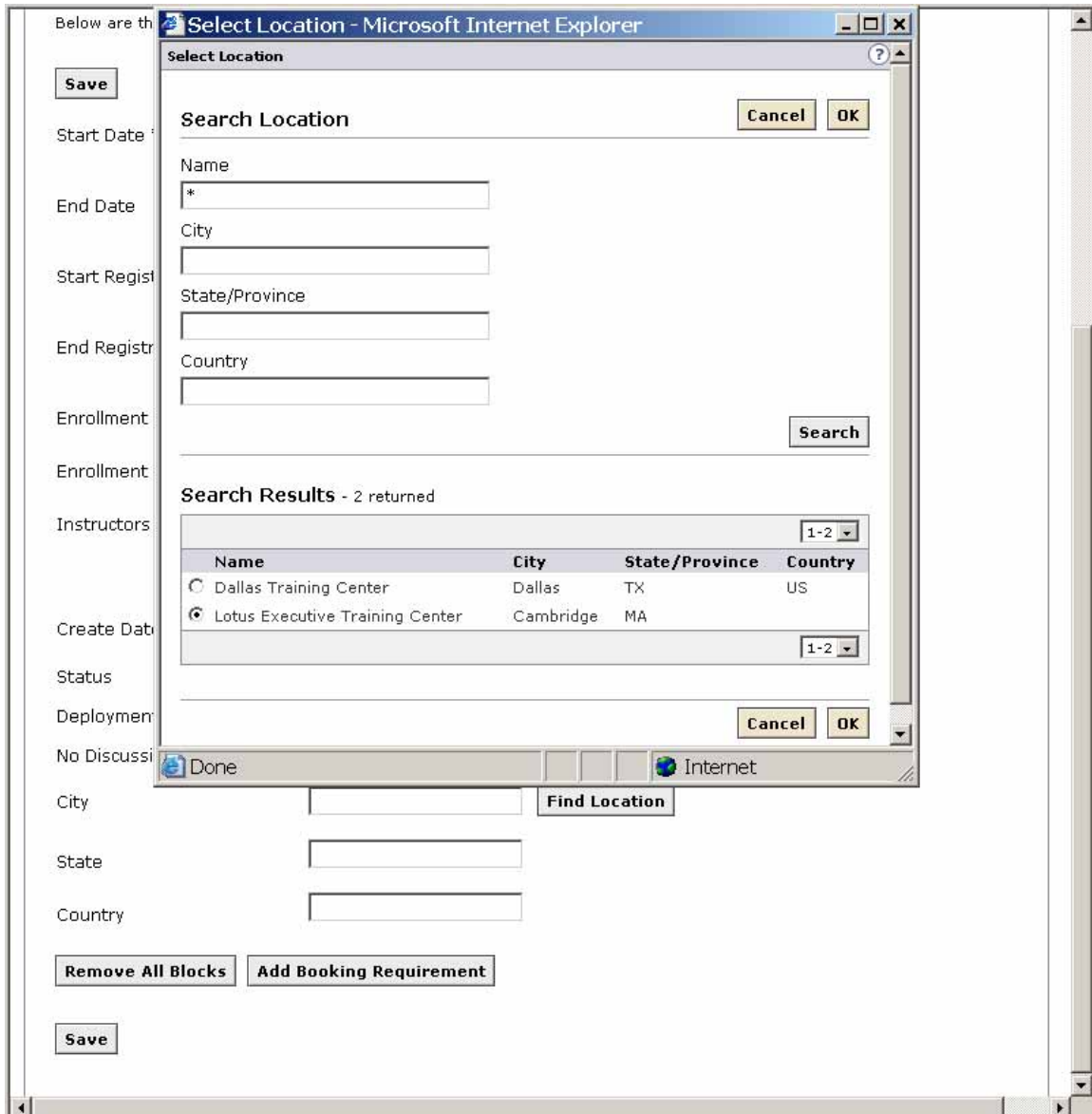
Instructor Last Name	Instructor First Name
<input type="radio"/> Poirier	George
<input type="radio"/> Woody	Lisa
<input type="radio"/> Woody III	Rufus

At the bottom of the window, there are 'Find Instructor' and 'Remove' buttons. The browser's status bar shows 'Internet'.

- \_\_\_ 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**

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\_\_\_ o. Scroll down and click on **Find Location**



\_\_\_ 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**

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\_\_ r. Click on **Add Booking Requirements**

The screenshot shows a web-based form for adding booking requirements. The main form on the left contains fields for registration dates, enrollment limits, instructor information, and location. A modal dialog box titled "Add Booking Requirement" is open on the right, allowing for the configuration of specific activity details. The dialog includes dropdown menus for activity type and room, input fields for duration and schedule, and a text area for comments. The "OK" button is highlighted, indicating the next step in the process.

\_\_ s. Complete the appropriate information:

- Select **Activity Type**
- Add **Duration, Hours/Day, Schedule on Day**
- Also **Instructor Count, Room, Comments**

\_\_ t. Click on **OK**

## IBM Lotus Workplace: Collaborative Learning

\_\_ u. Click on **Select** to identify the required room

The screenshot shows a web browser window titled "Edit Booking Details" with the following fields and buttons:

- Name:
- Room Type:
- Location:
- Contact:
- Capacity:
- Number of Computers:
- 

Search Results - 3 returned

Name	Location	Room Type	Capacity
<input checked="" type="radio"/> Cambridge Room	Lotus Executive Training Center	Classroom	20
<input type="radio"/> Executive Training Room	Lotus Executive Training Center	Classroom	15
<input type="radio"/> MIT Room	Lotus Executive Training Center	Conference Room	55

Classroom

**Title:** \* Closing Fundamentals **Description:**

**Start Date:** \* 1/9/04 **Time:** \* 9:00 AM - 5:00 PM

**End Date:** 1/10/04

**Instructor:** \* Lisa Woody

**Room:** \* Not Selected

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

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

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

The screenshot shows a web browser window titled "Edit Booking Details - Microsoft Internet Explorer". The main content area is a form with the following fields:

- Title: Closing Fundamentals
- Description: (empty)
- Start Date: 1/9/2004 (MM DD YYYY)
- Start Time: 9:00 AM EDT(GMT - 5) (Hour Minute)
- End Time: 5:00 PM EDT(GMT - 5) (Hour Minute)
- Duration: 2 Days
- Equipment Request: Projector

At the bottom of the form, there is a "Classroom" table with the following data:

Title: *	Description:	
Start Date: * Not Selected	Time: * Not Selected	<a href="#">Edit</a>
End Date: Not Selected		
Instructor: * Lisa Woody	<a href="#">View Calendar</a>	<a href="#">Clear</a> <a href="#">Select</a> <a href="#">Remove</a>
Room: * Not Selected		<a href="#">Select</a>



Buttons for "Cancel" and "OK" are located at the bottom right of the form. A "Save" button is located at the bottom left of the browser window.

- \_\_\_ y. Enter the desired date and time information and click on **OK**

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\_\_ 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.

<b>Remove All Blocks</b>		<b>Add Booking Requirement</b>	
<b>Classroom</b>		<a href="#">Delete Block</a>	<a href="#">Add Instructor</a>
<b>Title: *</b>	Closing Fundamentals	<b>Description:</b>	<a href="#">Edit</a>
<b>Start Date: *</b>	1/9/04	<b>Time: *</b>	9:00 AM - 5:00 PM
<b>End Date:</b>	1/10/04		
<b>Instructor: *</b>	Lisa Woody	 <a href="#">View Calendar</a>	<a href="#">Clear</a> <a href="#">Select</a> <a href="#">Remove</a>
<b>Room: *</b>	Cambridge Room Classroom Capacity: 20 Number of computers: 20	 <a href="#">View Calendar</a>	<a href="#">Select</a>

**Save**

\_\_ aa. Click on **Save** to complete the process

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

The screenshot shows the Lotus Workplace Student Catalog interface. At the top, there is a navigation bar with tabs for Home, Student Catalog (selected), Users, Course Catalog, Course Management, Resources, Reports, and Settings. The main content area is titled "Student Catalog" and contains a search box with the keyword "eBU" entered. Below the search box, there are three search results listed:

- Closing Fundamentals**: Brush up your sales skills with this refresher on how to close a sale! Intended for both new sales reps and those that have been in the field for years, learn the latest techniques and tips from top industry experts. Course Type: Course Language: English. View Details | View Offerings and Enrollment
- Accounting at Megacorp**: Required for all ne hires, this course covers Megacorp's Accounting Principles, Practices and Systems. After completing this course, a new hire should be familiar with all of the basics required to perform their jobs in the Megacorp Accounting organization. Course Type: Course Language: English. View Details | View Offerings and Enrollment
- Sales Manager Training**: This course is a basic sales and territory management overview intended for Sales reps entering management for the first time, or those returning to sales management after a long absence. Course Type: Course Language: English. View Details | View Offerings and Enrollment

Each result is preceded by a book icon and followed by a "3 Matches" indicator and a "1-3" dropdown menu.

- \_\_ 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.



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

The screenshot shows the Lotus Workplace Collaborative Learning interface. At the top, there is a navigation bar with the following items: Home, Student Catalog (highlighted), Users, Course Catalog, Course Management, Resources, and Reports. The user's name, George Poirier, and a Log Out button are visible in the top right corner. Below the navigation bar, the main content area is titled 'Course Details' and includes a breadcrumb trail: Student Catalog > Course Details. A link to 'Return to Catalog' is present. The course title is 'Closing Fundamentals', accompanied by a book icon. Below the title, there are two tabs: 'Course Details' (selected) and 'Offerings and Enrollment'. The course details are listed as follows:

<b>Title</b>	Closing Fundamentals
<b>Description</b>	Brush up your sales skills with this refresher on how to close a sale! Intended for both new sales reps and those that have been in the field for years, learn the latest techniques and tips from top industry experts.
<b>Course Number</b>	SA235
<b>Keywords</b>	eBU; Sales; Selling
<b>Scheduled</b>	<input checked="" type="checkbox"/>
<b>Delivery Medium</b>	Physical
<b>Course Contact</b>	George Poirier

This completes the WCL Admin exercise.

Thank you.

**However...**

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