

## Using “My Workspace”

After logging into VSpace, you will be located in the “My Workspace” area.

What Can I Do There?:

- Post (upload) files in your own private Resources area
- View an integrated Schedule for all sites in which you participate
- View Announcements from all your sites
- Create your own private Schedule items
- Revise worksites you own by adding users or changing tools in Worksite Setup
- Choose how you would like to be notified of new or changed items on sites you belong to in the Preferences tool
- View a list of sites you belong to with the Membership tool

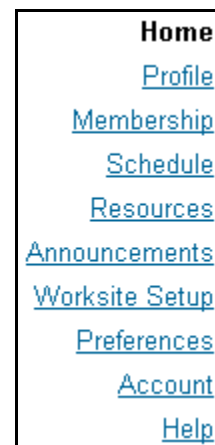
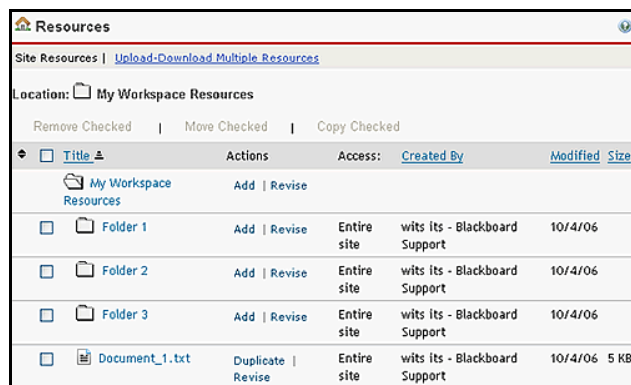


Figure 1 –“My Workspace” Options

**Using the “My Workspace” Resources:** “Resources” is where you can make many kinds of material available online. There are three types of resources: documents (e.g., word processing documents, spreadsheets, slide presentations, plain text), links to other websites, and simple text documents that display right on the page.

The Resources available in My Workspace are not the same as the ones available in each course site. Users (instructors or students) can set up their own resources in My Workspace. *Resources uploaded into My Workspace are not available to anyone else*, and for that reason, resources for a specific course should be uploaded within that course site.



Title	Actions	Access:	Created By	Modified	Size
My Workspace Resources	Add   Revise				
Folder 1	Add   Revise	Entire site	wits lts - Blackboard Support	10/4/06	
Folder 2	Add   Revise	Entire site	wits lts - Blackboard Support	10/4/06	
Folder 3	Add   Revise	Entire site	wits lts - Blackboard Support	10/4/06	
Document_1.txt	Duplicate   Revise	Entire site	wits lts - Blackboard Support	10/4/06	5 KB

Figure 2 –“Resources” View

You can upload (using the “Add” link) up to ten resources at a time, post items in or outside of folders, create folders inside other folders, and create HTML documents in the system. You can read more about Resources and how to use this feature in the Resources module. You can even set up your own “drag and drop” drive on your computer to this area by following the instructions in the “Upload-Download Multiple Resources” instructions.

### Key Resources Concepts:

Once you click Resources in the menu bar, you will see a list of the resources and/or folders containing resources. Click a resource title to open it, or click the folder icon next to the folder name or the name itself to open a folder. You

can sort the resources by title (click Title), size (click Size), the resource creator (click Created by), and when the resources were last modified (click Last modified). To reverse the order, click any of these links again.