**Workspace Management**

Workspaces can be in one of three main modes: **set-up**, **active**, and **archived**. A Workspace in Setup mode is not visible to Members, just the Managers. Active Workspaces are visible to its membership and are typically being accessed on a regular basis. An archived Workspace is a digital snapshot of the completed Workspace – this contains a copy of the work submitted, grades & feedback and approvals. These are typically kept for future auditing purposes.

**TIP!**

When an asset is submitted to a Workspace or assignment, a live link is created between the Workspace and the asset in the asset owner's Asset Store. As the asset owner continues to edit their work in their Pebble+ account, the changes are immediately visible on the Workspace. The asset only needs to be submitted once to establish the live link, which remains until the asset is removed or the Workspace is archived.

Active Workspaces (or assignments if there are multiple activities on the workspace) also have three different states: **play**, **pause** and **stop**.

In **play** mode the assets viewed on the Workspace are always shown in their most recently updated state.

In **pause** mode the latest version of each asset saved prior to the pause is shown – this allows Managers to temporarily freeze what is seen on the Workspace, perhaps whilst feedback is added. Upon re-entering play mode an option allows feedback etc to be released and assets update to show their most recently updated state.

Once a Workspace is **stopped** it is effectively archived and cannot be restarted. Assignments can be stopped independently of Workspaces – when all assignments are stopped the overall Workspace can be archived.

If you are a workspace Manager you will see one or more workspaces listed on your Dashboard under **Workspaces I am Managing**. Click on the workspace title or the green arrow to go to the workspace. It will open showing the five main page tabs in blue and the grey Management tab.
Click on Management to open the management tools.

Each Workspace has up to five pages – About; Submissions; Resources; Community; and Conversations. The Manager who sets up the Workspace decides which of these pages will be included and which page you will land on when you go to the Workspace.

The Management page has some or all of the following tools depending upon your permissions.

**Settings**
On this page you can edit a variety of settings that determine how the Workspace appears to Members. Default settings are inherited from the Region settings, but these can be edited at the Workspace level.

**About**
Use the text editor on this page to add information that will be seen by Members on the ‘About’ page of the Workspace. You can add links to Resources or other pages in the text. You can also add a Page or Portfolio as the About page content.

**Assignments**
A Workspace can support more than one learning activity or assignment. On this page you can configure the assignments, including setting deadlines.

**Members**
Members are the users who submit work or visit the Workspace for information, resources or conversations. Use this page to add or remove Members and to set member permissions.

**Managers**
Managers are the ‘teachers’ who support the learning and assessment taking place. Use this page to add or remove Managers and to set manager permissions.

**Externals**
Externals are individuals from outside the organisation who do not have Pebble+ accounts but need access to Workspace submissions to contribute to or validate the assessment process. Use this page to add or remove Externals and to set External permissions.

**Sets**
Members can be allocated to Managers to reflect tutor groups or other teaching structures. Use this page to create and manage these groupings.

**Feedback**
Use this page to edit Feedback Settings, and to set up Feedback Statements, Approval Statements, Capability Settings, or Feedback Templates to facilitate the provision of comments and feedback by assessors.

**Logs**
This page contains a complete history of Workspace transactions. All transactions are date and time stamped and contain links to relevant people and/or submissions.
**Archive**
When ALL the activity on a Workspace has been completed (and all assignments have been stopped), the Workspace can be archived. This creates a permanent, view-only record of the Workspace for quality assurance purposes. It is still possible to duplicate an archived Workspace and Workspace Members can still be given permission to view resources and conversations. **The Archive process **CAN NOT** be reversed.**

**TIP!**
Released feedback is stored on the asset and continues to be visible to the user after the workspace has been archived. Archiving has no impact on learner access to their assets or their feedback and grades.

**Delete**
If a Workspace is not longer required and the content does not need to be retained for quality assurance purposes, the Workspace can be deleted. Once deleted, the Workspace is still visible under the Deleted tab for the Workspace Managers and Organistion Managers. The Workspace can be retrieved from here if necessary.