

### What is Workflow?

- create custom web pages
- page sharing
- documenting your projects
- Collaborating (with other students)
- Share work with your tutors

*NOTE: Workflow is fairly complex and not very straight-forward, particularly for new users.*

### Some uses:

- **Collaborate** with other students on projects or events.
- **Share your work** online.
- **Document your projects.**
- Create an online CV
- Design and display personal web pages.
- Store your media files on the web and access them from any computer with Internet
- Network across colleges and courses

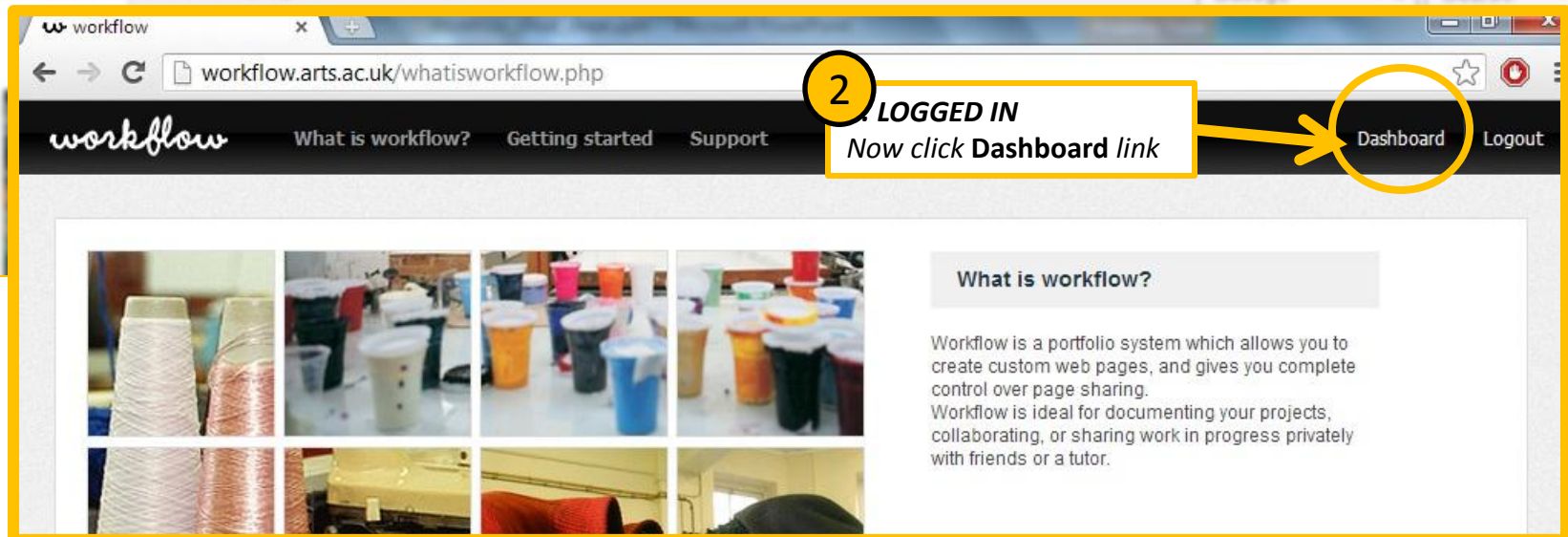
# Log in

<http://workflow.arts.ac.uk>

1. Log in  
(university ID)
2. Click **Dashboard**



1 Use your university ID to log in (same as Blackboard or Outlook)



2 LOGGED IN  
Now click Dashboard link

Dashboard Logout

## What is workflow?

Workflow is a portfolio system which allows you to create custom web pages, and gives you complete control over page sharing. Workflow is ideal for documenting your projects, collaborating, or sharing work in progress privately with friends or a tutor.

# Explore Content

<http://workflow.arts.ac.uk>

1. Click **Dashboard**

2. Click **Explore Content**

3. Click **College** or **Course** tab to filter recent content

What shows up is a page of recently-loaded images from other students

Wimbledon

Work 03

Madeira Botanical

Kristin Elise Franclemont Butler

My groups:

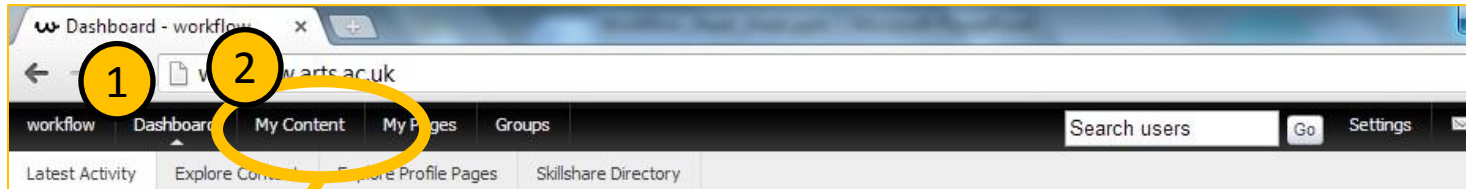
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# My Content

<http://workflow.arts.ac.uk>



1. On Dashboard
2. Click My Content

What shows up is Personal Information – About Me

3. Enter Personal Information and click **Save Personal Information** button (bottom of screen)

A screenshot of the 'Personal Information' page on workflow.arts.ac.uk. The page has a sub-header 'Personal Information' with an information icon. Below it are tabs for 'About me', 'Contact information', 'Messaging', and 'General'. The 'About me' tab is active. It contains a profile picture placeholder and a text field for 'Enter your real first and last name here. If you want to show a different name to people in the system, put that name in as your display name.' Below this are input fields for 'First name \*' (containing 'Kristin Elise'), 'Last name \*' (containing 'Franclemont Butler'), 'Student ID', and 'Display name'. There is also a rich text editor for 'Introduction' with various formatting tools (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, image, video, audio, embed, code) and dropdown menus for 'Font Family', 'Font Size', and 'Paragraph'. At the bottom left, a yellow circle with the number 3 is around the 'Save Personal Information' button.

Explore Profile Pages - workflow.arts.ac.uk/artefact/browseprofiles/

work. Dashboard My Content My Pages Groups Search users

Latest Explore Content Explore Profile Pages Skillshare Directory

Explore Profile Pages

Search Name Go College Course

Wimbledon

China Meaka Rene ...

## Explore profile pages

Logged in (university ID)

1. Click **Dashboard**
2. Click **Explore Profile** pages

*What shows up is a page of recently-loaded or updated profile pages*

3. I can: search, click on College tab, or Course tab to filter recent content



The screenshot shows the Skillshare Directory interface. A yellow circle with the number 1 highlights the 'Dashboard' link in the top navigation bar. A yellow circle with the number 2 highlights the 'Skillshare Directory' link in the top navigation bar. A yellow circle with the number 3 highlights the search filters (Sharetype, College, Course) and the search button. The main content area displays a listing for 'Looking for a photographer for my FMP' with a 'Wanted' button. Below the listing, there are tags, profile information, and a 'Contact this user' button. The bottom of the page shows a snippet of another listing titled 'Music Video Shoot for FMP'.

## Skillshare directory

Logged in

1. Click **Dashboard**
2. Click **Skillshare Directory** button (2<sup>nd</sup> tool bar)

*Skillshare Directory appears - Where people can offer or find other people with skills, resources or equipment to help with a project*

3. Click to Search or filter Skills (Sharetype, College, Course)

# Skillshare – Add listing

<http://workflow.arts.ac.uk>

The screenshot shows the Skillshare Directory interface. At the top, the navigation bar includes 'workflow', 'Dashboard', 'My Content', 'My Pages', and 'Groups'. A search bar for 'Search users' is also present. The 'Skillshare Directory' link is highlighted in the navigation bar. Below the navigation bar, the 'Skillshare Directory' section is visible, featuring a search bar and a '+ Add your listing' button. A yellow arrow points from the '+ Add your listing' button to the 'Add your listing' button in the red box. The 'Add your listing' form is shown, with fields for 'Title', 'Skills offered or wanted', 'Tags', 'Skills offered?', 'Skills wanted?', 'External website', 'External website role', and 'Publish to Skillshare directory?'. The 'Publish to Skillshare directory?' checkbox is checked. The 'Save' button is highlighted in the red box.

## Skillshare directory – Add your Listing

*Logged in*

1. Click **Dashboard**
2. Click **Skillshare Directory** button (2<sup>nd</sup> tool bar)

*Skillshare Directory appears - Where people can offer or find other people with skills, resources or equipment to help with a project*

3. Click to **Add your listing** button

*Enter Skillshare details*

4. Click **Save** button

# Personal Information

<http://yourname.workflow.arts.ac.uk>

The screenshot shows a web browser window with the URL <http://yourname.workflow.arts.ac.uk/artefact/internal/>. The page title is 'Personal Information - workflow'. The navigation bar includes links for 'Workflow', 'Dashboard', 'My Content', 'My Pages', and 'Groups'. A search bar for 'Search users' is also present. The main content area is titled 'Personal Information' and has tabs for 'About me', 'Contact information', 'Messaging', and 'General'. The 'About me' tab is active, showing a profile picture placeholder and a text input field for 'Enter your real first and last name here. If you want to show a different name to people in the system, put that name in as your display name.' Below this are input fields for 'First name \*' (containing 'Kristin Elise'), 'Last name \*' (containing 'Franclemont Butler'), 'Student ID', and 'Display name'. There is also a rich text editor for 'Introduction' with various formatting tools. At the bottom left, there is a 'Save Personal Information' button. On the right side, there is a sidebar with 'My groups' (containing 'Support') and 'Tags' (containing 'You have no tags'). A search bar for 'Search tags' is also present. Numbered callouts are placed as follows: 1. Click Dashboard (top navigation bar); 2. Click My Content (top navigation bar); 3. Click Personal Information (top navigation bar); 4. Edit personal information (First name field); 5. Click Save Personal Information button (bottom left).

**My Content – Personal Information**

Logged in

1. Click **Dashboard**
2. Click **My Content** (upper tool bar)
3. Click **Personal Information**
4. Edit personal information
5. Click **Save Personal Information** button (bottom)

## My Content – Personal Information – add link

- Here you can add text, image(s), links, etc.
- I would keep this one simple, just a small amount of info about you and maybe an image. This is the first profile that appears when someone clicks to see your profile



# Personal Info – Add Image

<http://yourname.workflow.arts.ac.uk>

The screenshot shows the 'Personal Information' page in a web browser. The page has a top navigation bar with links like 'Workflow', 'Dashboard', 'My Content', 'My Pages', and 'Groups'. Below this is a sub-navigation bar with 'Personal Information', 'Profile pictures', 'Files', 'Journal', 'CV', 'Skillshare', 'Text Blocks', and 'Plans'. The main content area is titled 'Personal Information' and has tabs for 'About me', 'Contact information', 'Messaging', and 'General'. The 'About me' tab is active, showing a profile picture placeholder and a text area for the introduction. The 'Introduction' text area has a rich text editor toolbar with various icons. A 'Save Personal Information' button is at the bottom left. An inset 'Insert/Edit Image' dialog box is shown on the right, with fields for 'Image URL', 'Image Description', 'Alignment', 'Dimensions', 'Border', 'Vertical Space', and 'Horizontal Space'. The dialog has 'Insert' and 'Cancel' buttons at the bottom.

**My Content – Personal Information**

Logged in

1. Click **Dashboard**
2. Click **My Content** (upper tool bar)
3. Click **Personal Information**
4. In **Introduction** section, click the **Image** button (little tree icon)
5. Enter image info: URL, Description, Alignment, etc.
6. Click **Insert** button
7. Click **Save Personal Information** button (bottom)

# My Content - Profile Pictures

<http://yourname.workflow.arts.ac.uk>

**My Content – Profile Pictures**

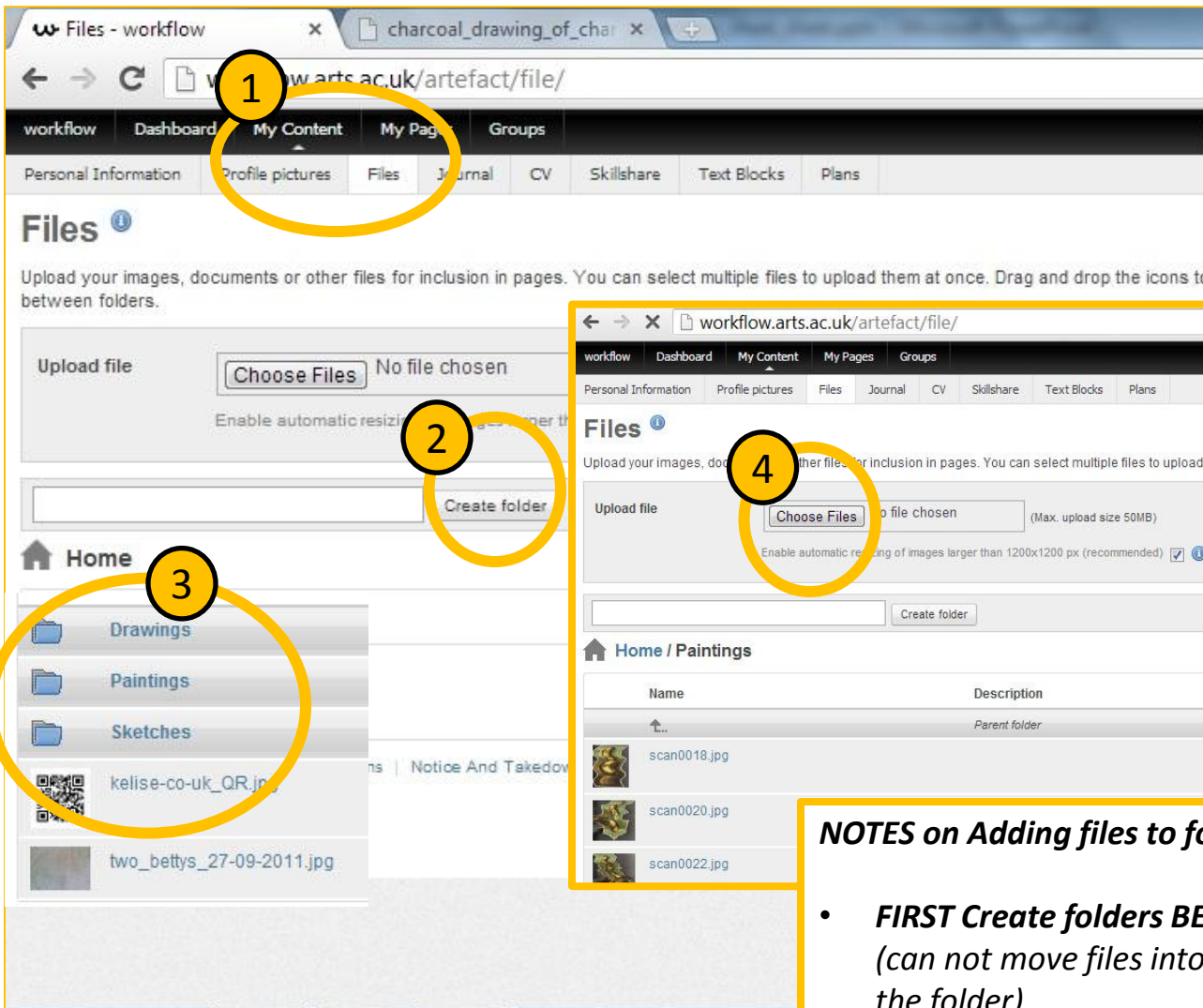
Logged in

1. Click **Dashboard**
2. Click **My Content** (upper tool bar)
3. Click **Profile** pictures tab
4. Click **Choose Files** button
5. Choose a file from hard drive locations, click **Open** button
6. Click **Upload** button

*New profile picture appears in Profile Pictures list.*

# My Content - Files

<http://yourname.workflow.arts.ac.uk>



## My Content – Files

1. Click **My content > Files**
2. Create Folders – type in folder name, click **Create Folder** button

*Folder is created, appears below Home list*

3. (Click **Folder name**) – to put files INTO folders
4. Click **Choose files** - from harddrive/save location
5. Uploaded appear in a list at bottom

## NOTES on Adding files to folder (uploading)

- **FIRST** Create folders **BEFORE** you can put files in them (can not move files into a folder if files are uploaded before the folder)
- To add files to a folder, Click on **Folder name first**
- **THEN** you can click Choose Files to put the files into that folder directly

The screenshot displays the 'My Content - Journal' interface. The top navigation bar includes 'workflow', 'Dashboard', 'My Content' (highlighted with a yellow circle 1), 'My Pages', and 'Groups'. Below this, a sub-navigation bar shows 'Personal Information', 'Profile pictures', 'Files', 'Journal' (highlighted with a yellow circle 2), 'CV', 'Skillshare', 'Text Blocks', and 'Plans'. The main content area shows 'Kristin Elise Franclemont Butler's Journal' with a 'New entry' button (highlighted with a yellow circle 3) and a 'Settings' button. The 'New journal entry' form is visible, featuring a 'Title' field, an 'Entry' text area with a rich text editor (highlighted with a yellow circle 3), and a 'Tags' field (highlighted with a yellow circle 4). The 'Save entry' button is at the bottom. A sidebar on the right shows user information for 'Kelise Franclemont', including a profile picture, 'My groups' (Support), 'Quota' (0.2MB used of 2048.0MB), 'Tags' (none), and a 'Search my portfolio' field. The bottom right corner contains a text box with the title 'My Content - Journal' and the text 'This looks like a blog of sorts? Perhaps it can be used like an internal blog or wiki?'.

**My Content – Journal**

*On Dashboard*

1. Click My Content > **Journal**
2. Click **new entry** button
3. Enter Journal text (and images, etc.)
4. Click **Save Entry** button (bottom of screen)

**My Content – Journal**

*This looks like a blog of sorts? Perhaps it can be used like an internal blog or wiki?*



The screenshot shows a web browser at the URL `workflow.arts.ac.uk/artefact/resume/`. The page has a top navigation bar with links: **workflow**, **Dashboard**, **My Content**, **My Pages**, and **ps**. Below this is a sub-navigation bar with tabs: **Personal Information**, **Profile pictures**, **Files**, **Journal**, **CV**, **Skillshare**, **Text Blocks**, and **Plans**. The main content area is titled **CV** and has sub-tabs: **Introduction**, **Education and employment**, **Achievements**, **Goals**, **Skills**, and **Interests**. The **CV** tab is active, showing a **Cover letter** section with an **Edit** button, followed by a **Personal information** section with form fields for **Date of birth**, **Place of birth**, **Citizenship**, **Visa status**, **Gender** (Female/Male), and **Marital status**. A **Save** button is at the bottom of the form. A large yellow oval highlights the **Personal information** section. Numbered annotations are placed on the page: **1** on the back arrow, **2** on the **My Content** link, **3** on the **CV** tab, and **4** on the **Save** button. On the right side, there is a sidebar with a **Search my portfolio** search bar and a **Go** button. The footer contains links: **Powered by Mahara**, **Terms and conditions**, **Notice And Takedown**, **Contact us**, and **Site News**. The **ual: university of the arts london** logo is in the bottom right corner.

**My Content – CV**

Logged in

1. Click **Dashboard**
2. Click **My content > CV**
3. Click each tab to enter CV details  
**Introduction Education, Achievements, Goals, Skills, Interests**
4. After entering details, click **Save** button (at bottom)

## My Content – CV

*This is where you can type in loads of information about your employment aspirations and past experience*



# Skillshare – Add listing

<http://workflow.arts.ac.uk>

The screenshot shows the 'Skillshare' form in the 'My Content' section of the 'workflow' website. The form is titled 'Your Skillshare Listing' and includes several fields and checkboxes. A large yellow circle highlights the main content area, and four numbered callouts (1-4) point to specific elements: 1. 'Dashboard' tab, 2. 'Skillshare' tab, 3. The main form area (Title, Skills offered or wanted, Tags, Skills offered?, Skills wanted?, External website, External website role, Publish to Skillshare directory?), and 4. The 'Save' button.

**1** Dashboard

**2** Skillshare

**3**

**4**

**Skillshare**

Advertise your skills for collaborations, or place a "wanted" listing for skills required.

**Your Skillshare Listing**

Title \*

The title of your listing (e.g. "Photographer looking for stylist")

Skills offered or wanted \*

A short statement about skills offered or wanted.

Tags

Show my tags

Enter comma-separated tags for this item.

Skills offered?

Skills wanted?

External website

External website role

Publish to Skillshare directory? ☒

Save View Skillshare directory

Your Example Images (optional)

## Skillshare directory – Add your Listing

*Logged in*

1. Click **Dashboard**
2. Click **My Content** > **Skillshare** tab button (2<sup>nd</sup> tool bar)

*Your Skillshare Listing appears - Where people enter your skills you want to share*

3. Enter skillshare details
4. Click **Save** button

## My Content – Skillshare

*This is another place to ADD your Skillshare listing. The other is:*

1. On **Dashboard**
2. Click **Skillshare Directory** tab
3. Click **Add Your Listing** button

# My Content - Plans

<http://yourname.workflow.arts.ac.uk>

The screenshot displays the 'My Content - Plans' interface. The top navigation bar includes 'Dashboard', 'My Content', 'My Pages', and 'Groups'. The 'My Content' section is expanded, showing 'Personal Information', 'Profile pictures', 'Files', 'Journal', 'CV', 'Skillshare', 'Text Blocks', and 'Plans'. The 'Plans' section is highlighted, and a 'New plan' button is visible. The 'New plan' form is shown, with fields for 'Title \*' and 'Description'. The 'Save plan' button is highlighted. A sidebar on the right shows the user's profile, 'Kelise Franclemont', with a 'Support' group and a 'Search my portfolio' field. The footer includes 'Powered by Mahara' and 'Terms and conditions'.

**My Content – Plans**

Logged in

1. On **Dashboard**
2. Click **My Content > Plans**
3. Click **New Plan** button
4. Enter plan details: Title and description
5. Click **Save Plan** button

**New plan**

Title \*

Description

**Save plan** **Cancel**

**My Content – Plans**

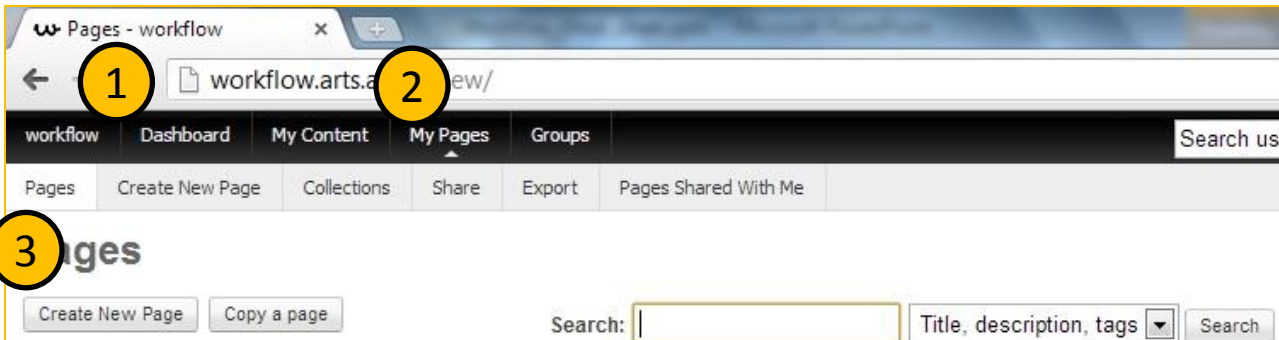
*This feature only offers a title and description, so an alternative could be to use the Journals function as this offers much more information (e.g., formatting of description, include images, links).*

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# My Pages

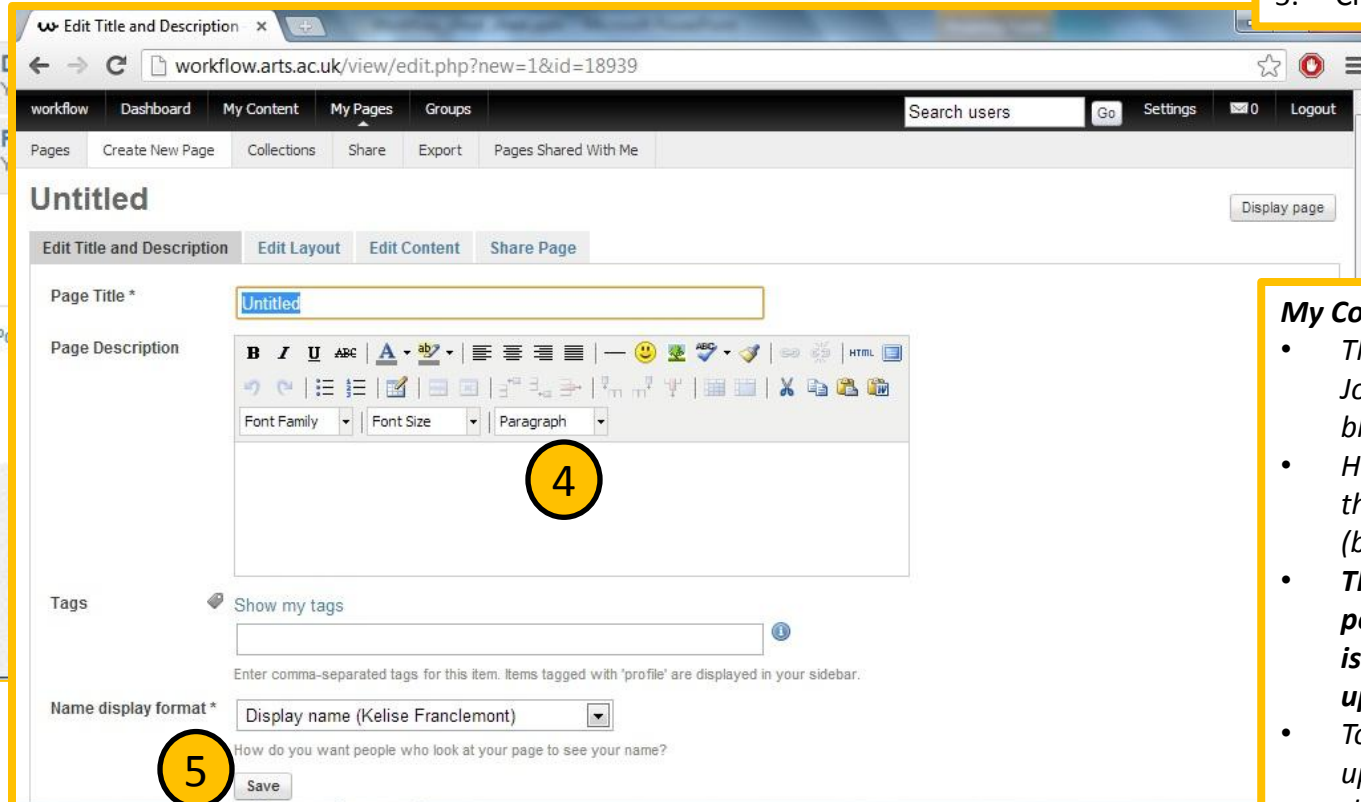
<http://yourname.workflow.arts.ac.uk>



## My Content – Pages

Logged in

1. On **Dashboard**
2. Click **My Pages > Pages**
3. On pages, **Create New Page** button
4. Enter/select page details (title, text, images, links)
5. Click **Save** button



## My Content – Pages

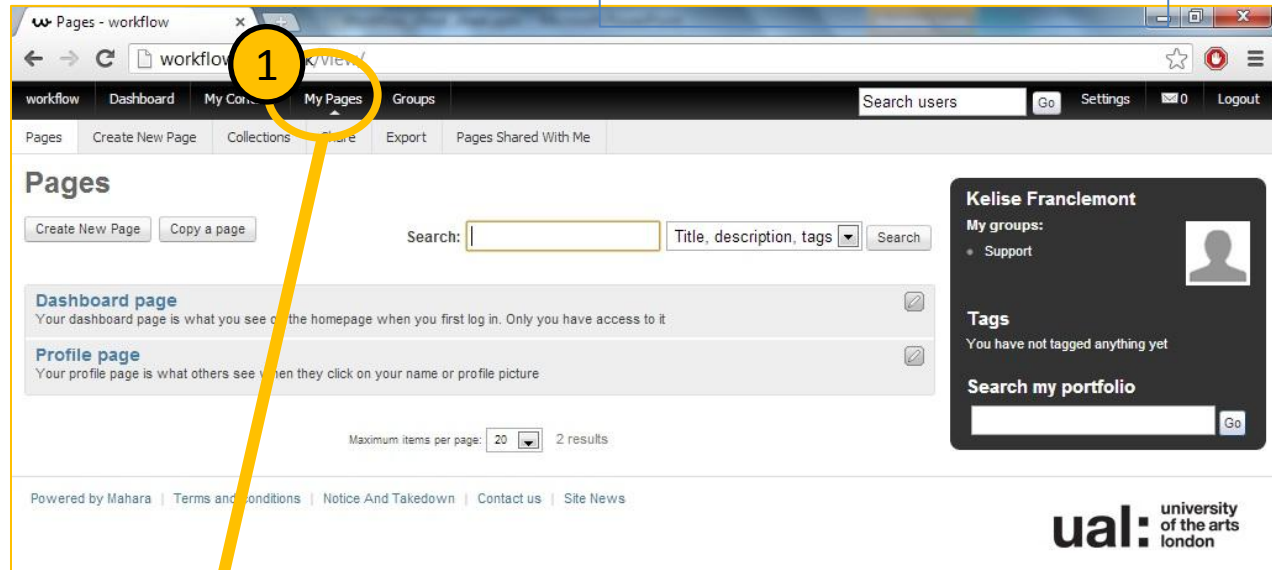
- These are different concept from Journal “pages” (equivalent to a blog post aka entry, article, post)
- However, these are edited much in the same way as journal entries (blog posts)
- **These are used for more permanent, static information that is NOT chronological and is NOT updated frequently.**
- To put up information that is updated frequently, chronological, then use Workflow’s Journal feature.

# My Pages – Edit page

http://yourname.workflow.arts.ac.uk

## My Content - Edit a page

1. Click **My Pages**
2. On list of Pages, click the **configure icon** for page name I created (**NOT Dashboard or Profile**)



## Pages

Create New Page Copy a page

### Dashboard page

Your dashboard page is what you see on the homepage when you first log in. Only you have access to it

### Profile page

Your profile page is what others see when they click on your name or profile picture

### kelise franclemont

Please click to see my official website >>>>>> http://www.kelise.co.uk

Maximum items per page: 20 3 results

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2



## My Content – Pages

- I created this one (and I can edit pages AND delete pages I created)
- I can NOT delete Dashboard or Profile page
- I can EDIT Dashboard or Profile page

# Edit page – Add Content

<http://yourname.workflow.arts.ac.uk>

## Pages - Add Content – Add Image Gallery

3. Drag the Icon of the content you want over to the right to the Edit Content area

3

## My Content – Pages – Add content


- I can add things to my page such as:
  - single image
  - Image Gallery
  - Videos
  - link to my Journal
  - personal information etc.
- The design of this page is up to you!
- It's worth experimenting a little here

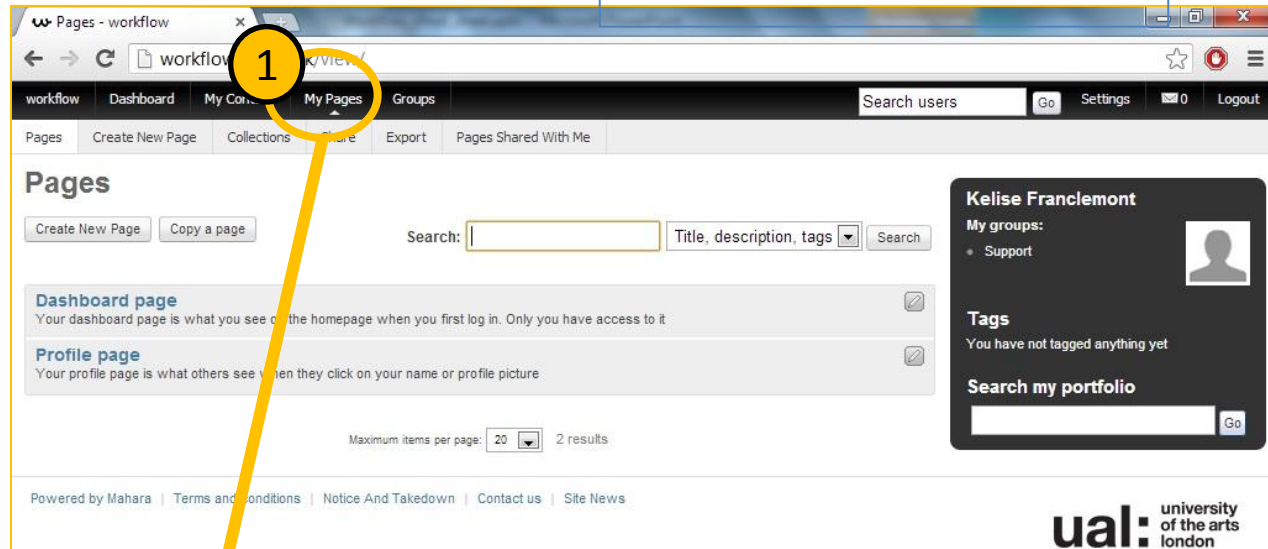


# My Pages – Image Gallery

http://yourname.workflow.arts.ac.uk

## My Content - Add Image gallery

1. Click **My Pages**
2. On list of Pages, click the **configure icon**  for page name I created (***NOT** Dashboard or Profile*)



## Pages

Create New Page Copy a page

### Dashboard page

Your dashboard page is what you see on the homepage when you first log in. Only you have access to it

### Profile page

Your profile page is what others see when they click on your name or profile picture

### kelise franclemont

Please click to see my official website >>>>> http://www.kelise.co.uk

Search:  Title, description, tags Search

Maximum items per page: 20 3 results

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### Kelise Franclemont

My groups:

- Support

### Tags

You have not tagged anything yet

Search my portfolio

ual: university of the arts london

# My Pages – Image Gallery

<http://yourname.workflow.arts.ac.uk>

## Pages - Add Content – Add Image Gallery

3. Drag the “Image Gallery” over to the right to the Edit Content area

The screenshot shows the 'Add Content' sidebar on the left of the 'Edit Content' interface. The sidebar contains various content types: Text box, Image, General, Media, File download, Folder, Image Gallery (circled in yellow with a yellow circle containing the number 3), Html, Image, Embed media, Recent images, External, Journals, Personal Info, and Theme. The 'Image Gallery' option is highlighted with a yellow circle and a yellow arrow points from it to the 'Edit Content' area on the right. The 'Edit Content' area is titled 'titled' and has tabs for 'Title and Description', 'Edit Layout', 'Edit Content', and 'Share Page'. The 'Edit Content' tab is active, showing a large empty area for editing content. The 'Done' button is visible at the bottom of the 'Edit Content' area. The 'uol: university of the arts london' logo is in the bottom right corner.

# My Pages – Image Gallery

<http://yourname.workflow.arts.ac.uk>

## Pages - Add Images to the Image Gallery

4. To add images to the Image Gallery, in Edit Content area, click the “configure” button
5. Click on a folder’s “select” button
6. That folder’s images will then appear in the image gallery.

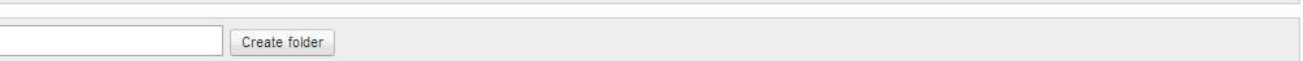
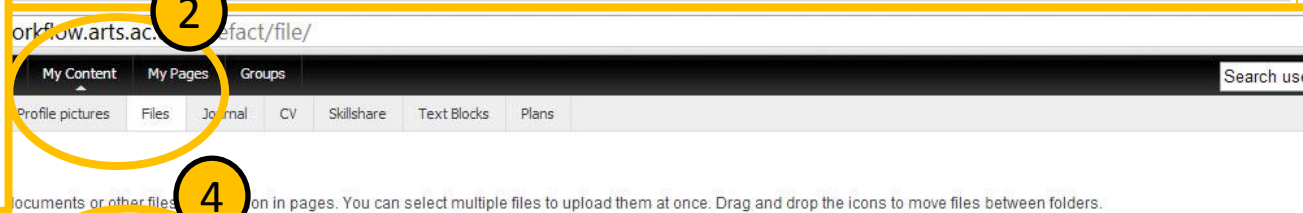
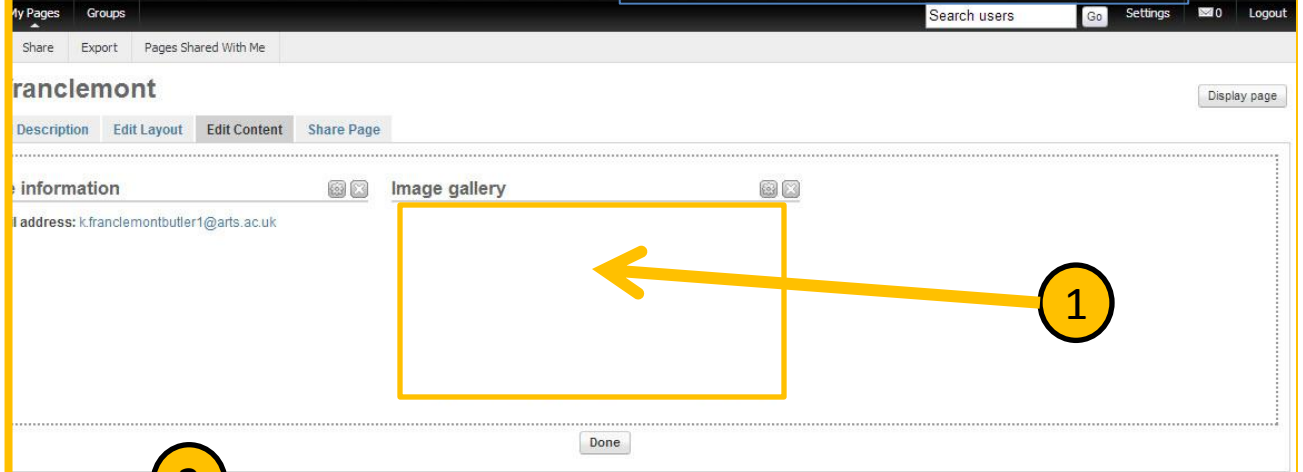
The screenshot shows the 'My Pages' interface for a user named 'franclemont'. The top navigation bar includes 'My Pages', 'Groups', 'Search users', 'Go', 'Settings', and 'Logout'. Below this, there are tabs for 'Share', 'Export', and 'Pages Shared With Me'. The main content area is titled 'franclemont' and has tabs for 'Description', 'Edit Layout', 'Edit Content', and 'Share Page'. The 'Edit Content' tab is active, showing an 'Image gallery' block. A yellow callout '4' points to a 'configure' button (a small gear icon) in the top right of the gallery block. A yellow callout '5' points to the 'Select' button next to the 'Paintings' folder in the 'Folder' section of the 'Image gallery: Configure' dialog box. A yellow callout '6' points to a specific image in the gallery grid. The 'Image gallery: Configure' dialog box is open, showing the 'Block Title' as 'Image gallery'. Under 'Image selection', the first option is selected: 'Display all images from one of my folders (will include images uploaded later)'. The 'Folder' section shows a table with one row: 'Paintings'. Below this, there are tabs for 'My files', 'Group files', and 'Site files'. The 'My files' tab is active, showing a list of folders: 'Home', 'Drawings', 'Paintings', and 'Sketches'. The 'Paintings' folder is selected, and its 'Select' button is highlighted by callout '5'. The 'Style' section has 'Thumbnails (square)' selected. The 'Show Descriptions' checkbox is checked. The 'Width' is set to 75. At the bottom, there are 'Save' and 'Cancel' buttons.

# My Content – Image Gallery

<http://yourname.workflow.arts.ac.uk>

## My Content – Image gallery

1. No images appear? Or I want to add more images to my Image Gallery?
2. Go back to **My Content > Files**
3. Click the **Folder name** you have selected for your Image Gallery and make sure there are files in the folder.
4. If there are no files in that folder you have selected for Image Gallery, then you must Click **Choose Files** to upload images TO THIS FOLDER



The screenshot shows the 'Home' page with a list of folders and files. A yellow box highlights the 'Drawings' folder, and a yellow arrow points to it from a circle labeled '3'.

Name	Description	Size	Date
Drawings			04/17/2013
Paintings			04/17/2013
Sketches			04/17/2013
kelie-uk_QR.jpg		13.9K	04/17/2013
two_bettys_27-09-2011.jpg		171.5K	04/17/2013

# Groups

http://yourname.workflow.arts.ac.uk

The screenshot shows the workflow.arts.ac.uk Groups interface. The top navigation bar includes links for workflow, Dashboard, My Content, My Pages, and Groups. The Groups page has a search bar and a 'Filter' button. The 'Create group' form is open, showing fields for Group name, Group description, and Settings. The Settings section includes Membership, Request, Friend invitations, Recommendations, Pages, Visibility, Participation report, and Editability. The 'Save group' button is at the bottom.

1. Click Groups

2. Select and click Filter to see groups

3. Click Create Group button

4. Enter group information

5. Click Save Group button (at bottom of screen)

## Dashboard - Groups

### On Dashboard

1. Click **Groups**
2. Select and click **Filter** to see groups
3. Click **Create Group** button
4. Enter group information
5. Click **Save Group** button (at bottom of screen)

## Groups

- Groups are a way to socialise, ask questions, and share information
- You can create your own groups and let people join
- You can search for and join other groups created by fellow students



# Groups – Support (get help)

<http://yourname.workflow.arts.ac.uk>

**1** workflow.arts.ac.uk mygroups.php

workflow Dashboard My Content My Pages **Groups** Search users

My groups Find groups My friends Find friends Institution membership Topics

**2** my groups

Support  
Admin User, Jan Russell - Open, Publicly visible  
WORKFLOW SUPPORT  
A group for sharing information about using workflow

Pages with support mate...  
3237 members

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**3** workflow.arts.ac.uk/group/support

workflow Dashboard My Content My Pages **Groups** Search users

My groups Find groups My friends Find friends Institution membership Topics

**5** Support

About Members Forums Group pages Pages shared with group Collections Files

**WORKFLOW SUPPORT**

A group for sharing information about using workflow

Pages with support materials are available here. You can use the forum to share tips and solve problems.  
Send email support queries to [elearning-support@arts.ac.uk](mailto:elearning-support@arts.ac.uk)

For service announcements and information about updates to the site, please visit this page: [workflow news and updates](#) (N.B. news page location updated, please update your RSS feeds!)

Getting Started with workflow

**4** Creating a page in workflow  
from cltad

**3** How-to Guides

- Introduction to workflow
- Screencasts
- How to Create a Page
- How to Upload Content
- How to Edit Profile Pages
- How to Share Pages and Collections
- How to Make Your Profile Page Public
- How to Make Collections
- How to Create a Group
- How to Create a Link to your Blog (Wordpress, Tumblr, etc.)
- How to Create a Secret URL
- How to Setup a Course Group - Staff
- How to Upload Content From Your Mobile Phone
- FAQs

**Latest Forum Posts**

Journal  
Hi Beth,

You've got the right idea. Create your journal content first, then add it to a page b...

## Dashboard - Groups

### On Dashboard

1. Click **Groups**
2. Click the group name **Support**
3. At right, under How-To Guides, you can **click the links** to learn more about how to do specific things in Workflow
4. Click the play button to watch the short video about Workflow
5. Click the tabs and check out the other things you can do in the Support Group

Stop by again or  
Make an appointment or  
Email me:

[k.franclemontbutler1@arts.ac.uk](mailto:k.franclemontbutler1@arts.ac.uk)

You can also check the workflow support page:

<http://workflow.arts.ac.uk/group/support>