

# The Workroom

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## Introduction: What is the Workroom?

At The Learning Connexion our way of keeping a record of your student work is via the Workroom. It is an online resource where you upload the visual record of your work. Think of the Workroom as your online portfolio containing everything you have done during your programme. So, you want YOUR record to look great.

## What we want to see

The Workroom is there to show every stage of your journey through the Creative Spiral. We want to see everything you have created, from your initial plans and ideas (even scribbles and doodles), right through all stages of the creative process. We want to see finished outcomes along with the things that didn't quite work out as planned. We want to see how you responded to feedback and reviews of your projects, right up to how you have evolved your work. We want to see drafts, plans, exploration, materials, edits and reviews, reference materials, mistakes, and your finished works.

At the Learning Connexion we want to know about YOU and what you have learnt. Our programmes are designed so that we look at YOUR learning. We are not assessing you against another student with other sets of skills. For us, learning is not a competition, but about how YOU progress and develop into the YOU that YOU want to be. We are here to help, guide, support and encourage you to follow your path to do this. The Workroom is here for you to use to show us that journey.

## Why?

When we assess your creative journey, we have to make sure you meet all of the graduate outcomes and conditions for your programme. (These are outlined in your Student Handbook.) The Workroom helps create the final record of your whole programme which can then be assessed by the Assessment and Moderation group. Unlike your mentor, the people in this group have never met you, so you need to show them everything about your creative journey. The Workroom is the place to do this.

## Digital Community

The Workroom is also an interactive space where you can show your work to the student community, get comments and feedback on your work and connect with others. It is part of The Learning Connexion's online digital community. (You can also join our Facebook group 'The Learning Connexion Shared Space' which is open to all current students and, once you graduate, 'The Learning Connexion Alumni' group.)

## Privacy

The Workroom is only available to our students (and staff of course). The default setting of any work you upload is private, so you have to specifically choose to make your work public.

When you log into the Workroom you will see a range of works by students at the Learning Connexion. Please remember that all the other student work you see is public work. All of your work

will automatically be PRIVATE. You have to change each photo to make it public (see below). So others will not be able to see or comment on your work unless you want them to.

## How to make your work public

You can do this by clicking on the top right hand corner of each photo and selecting 'public'.

Please note: If you want to stay private, that is totally fine.

# How to use the Workroom

## Accessing the Workroom

When you become a student with us at the Learning Connexion, the first thing to do is to go to this page <https://workroom.tlc.ac.nz/passwords/new> and reset your password. After you have input your email address, click the button 'Email me reset password instructions', you will then receive an email to reset your password.

Follow the link in the email and it will ask you to create a password. Once you have your password you can log in. Your password is only known by you. So keep it safe. If you forget your password, you can visit the link page again to reset it.

If you get stuck with anything, please give us a call and we can help you.

**Tips:** To create a strong password try adding a capital letter, a number and/or a character. If you always use the name of a childhood pet try and make it safer. For example if your dog was called Tyrone and your favourite number is 43. Try tyRone43\$

Once you have a password, you can use a laptop, computer or your phone to access the Workroom. Here is the address for the site: <https://workroom.tlc.ac.nz>

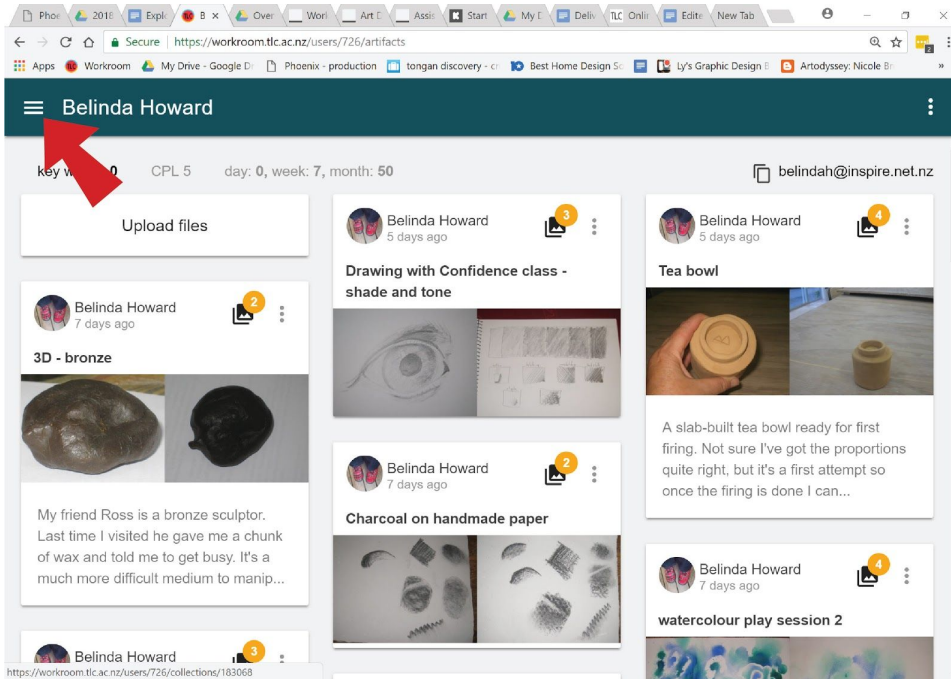
You can also access the Workroom via the Learning Connexion website: [tlc.ac.nz](http://tlc.ac.nz)

**Tips:** The Workroom works best in the Chrome browser. If you are having difficulties, try to open it with Chrome as your browser. If this doesn't work, please call us as we want the Workroom to work for you.

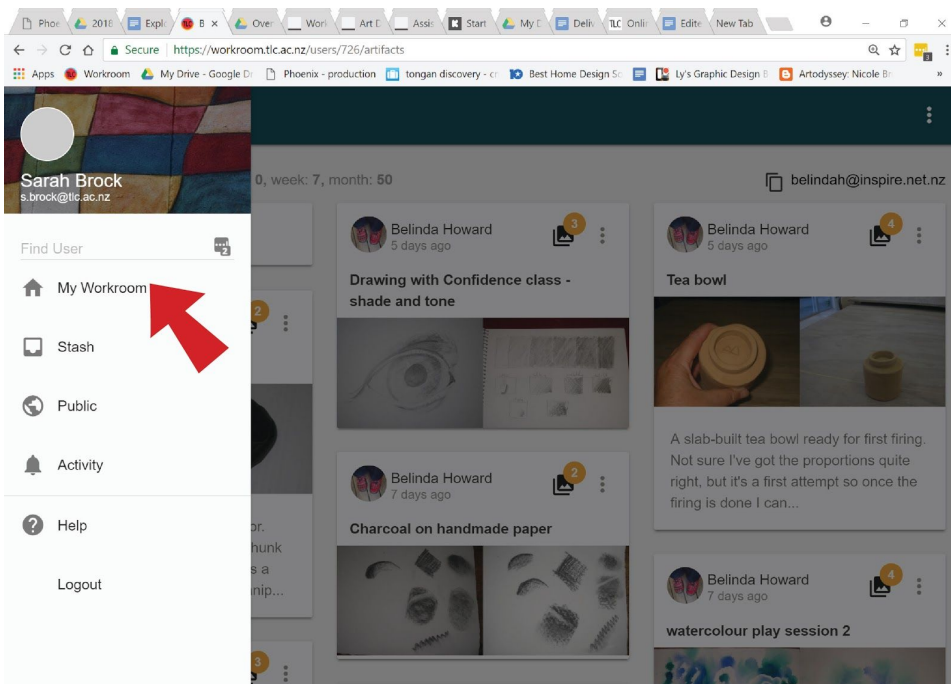
# Your profile and the Public page

On the Workroom you can view your own work 'My Workroom' and also images by students who wish their work to be public. To switch between views:

- On the main page click on the **three horizontal lines** in the top left corner of the screen



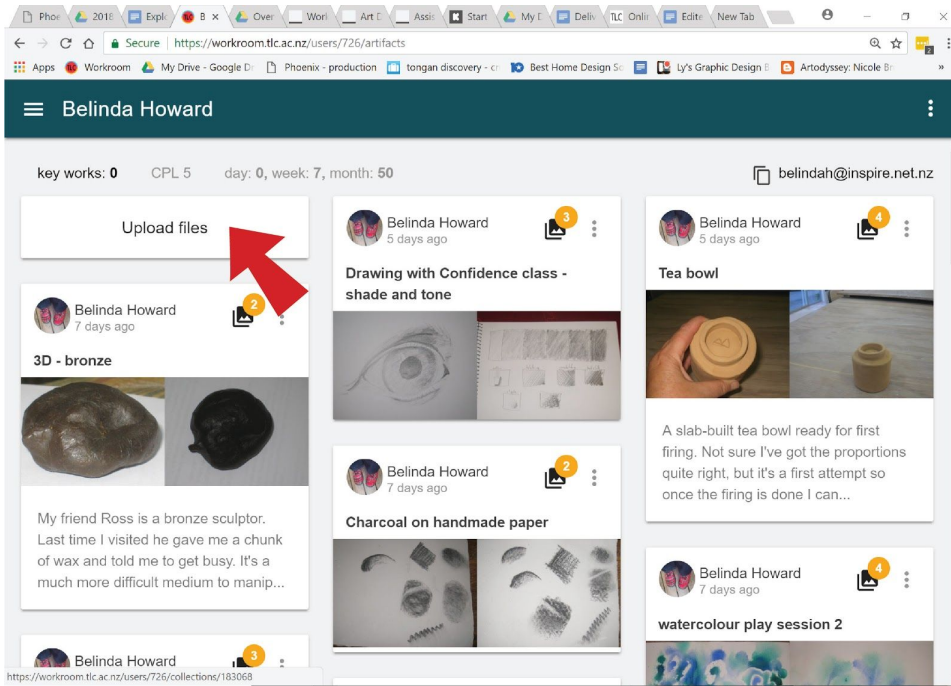
- To see your own work, select **My Workroom**



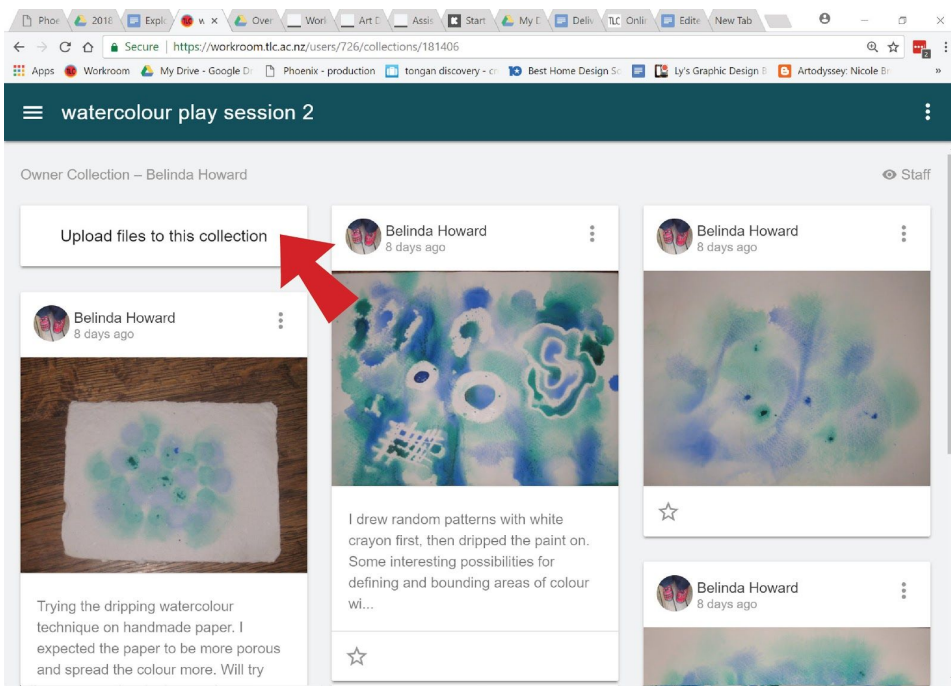
## My Workroom: Your personal page

Once you log in you will go straight to your 'My Workroom' page. This page shows all of your collections and images.

At the top of this page is a box that says: **Upload files**



or **Upload files to this collection**

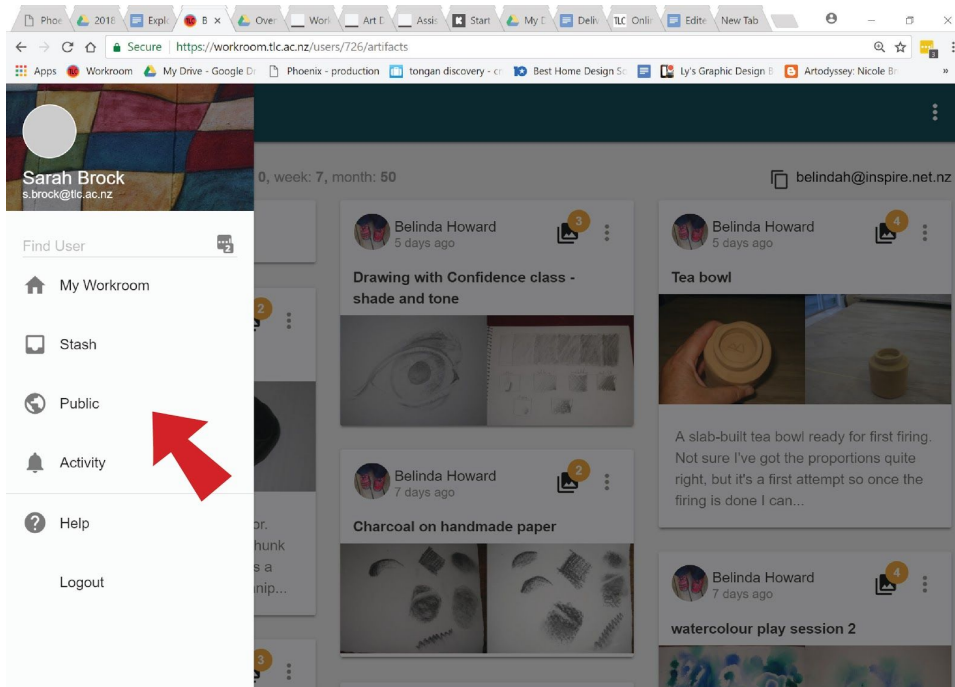


This function will allow you to upload images of your work (see more below).

## Public page

The Public page will show you all of the work that students have chosen to make public. The default setting for any work you upload is private. You need to specifically make your work public for it to be visible here.

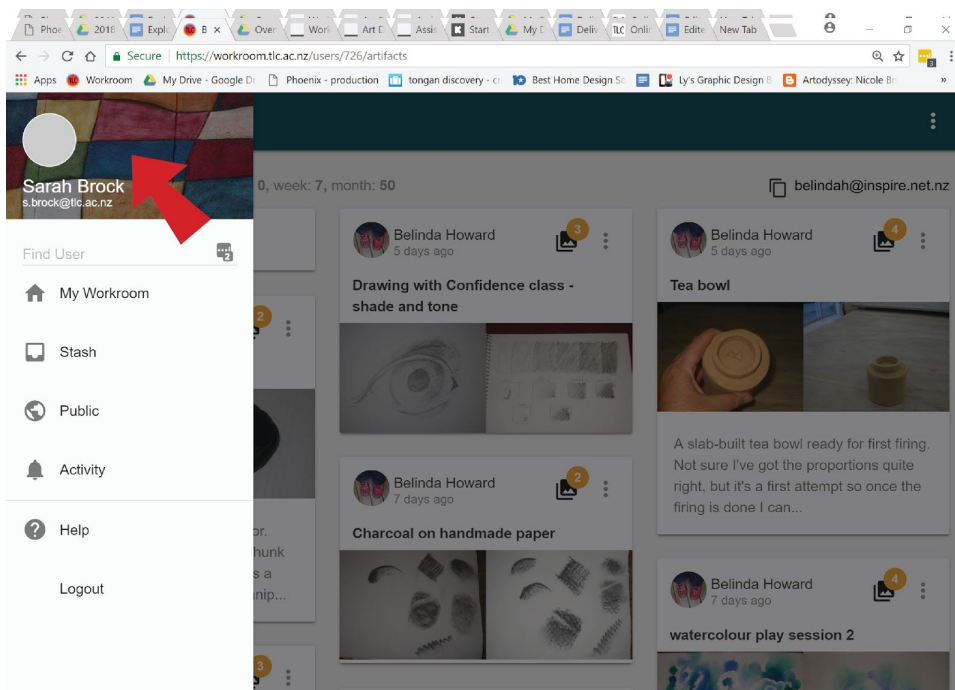
- To see public work, select **Public**



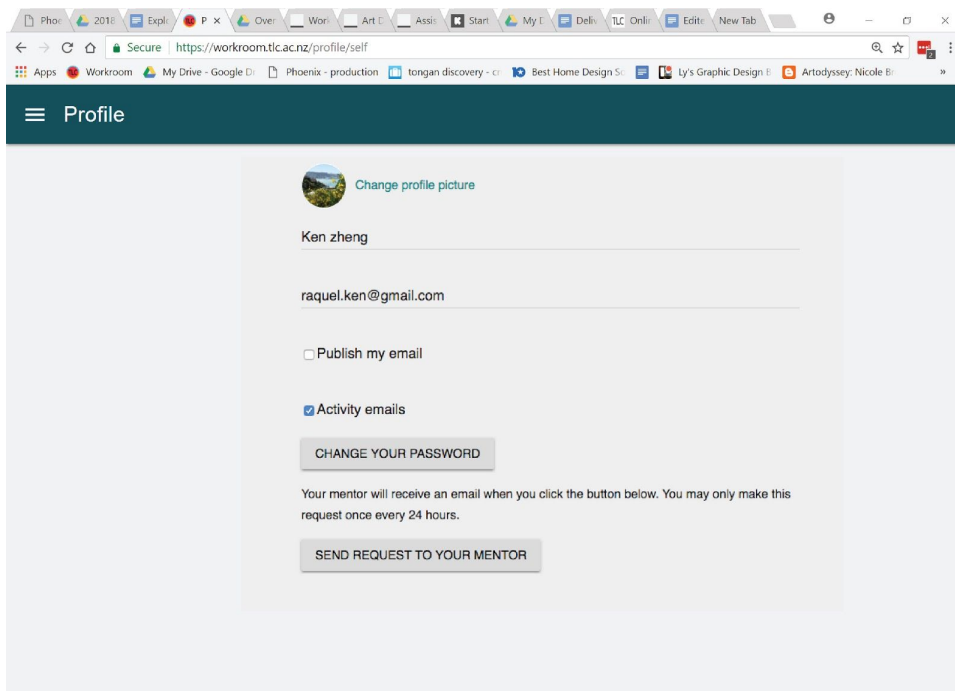
Please note: The Workroom is only available to currently enrolled students. So when we say something is 'public' on the Workroom it is only shared with these other students, not the general public.

## Setting a profile picture, changing your password and email communication

If you click the on circle above your name in the top left-hand corner of the Workroom page, it will open the page that lets you/create your profile on the Workroom.



You can add/change a profile picture; change your password; share your email address with other students; and allow email alerts when someone comments on your work.



**Profile picture:** To create or change you profile picture, click on the blue writing and follow the prompts.

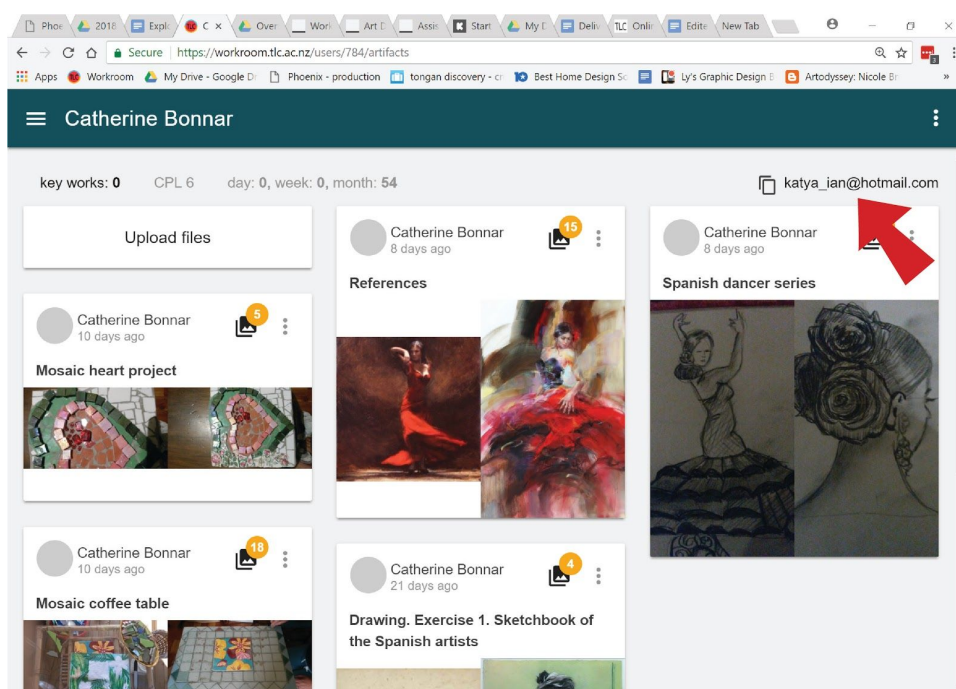


**Sharing your email address:** If you feel you would like to share your email address with the student body/all currently enrolled students, you can do this by clicking on the box on this page. This will then appear at the top of any page if someone views your public images.

**Activity emails:** Ticking this box means you will receive emails telling you that there has been activity in your Workroom eg comments on your images

**Changing your password:** You can also change your password on this page. Again, pick something both safe and memorable.

**Send request to your mentor:** Clicking this button sends a notification email to your mentor. Useful for telling them when you have uploaded work to the workroom.



Sharing your email is entirely up to you. As a school we leave this in your hands. Please communicate responsibly and keep to the class agreement.

**Receiving email alerts when students comment on public work:** You can also receive email alerts when someone comments on your post. Please select the relevant box if you would like this option.

All of this is optional and purely your decision.

**Tips:** If you are ever unsure about which page you are on, look to the bar at the top of the page and it will tell you.



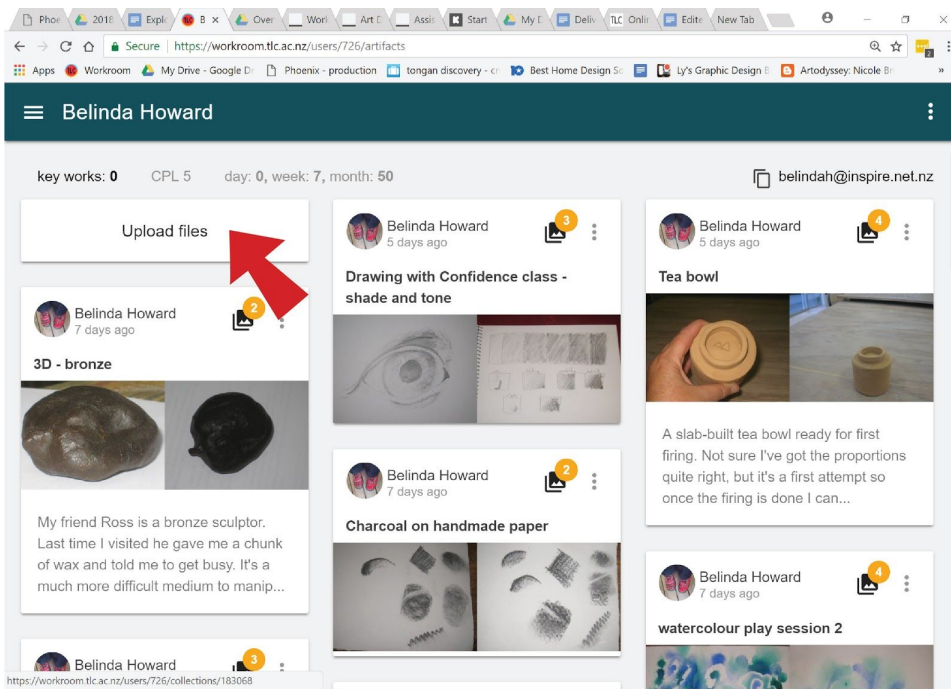
# Uploading to the Workroom

You can upload your work from images you have already taken on your phone or on a camera after uploading them to a computer or, if you have a smartphone, you can upload images directly from your phone as you go along. Workroom will always give you instructions.

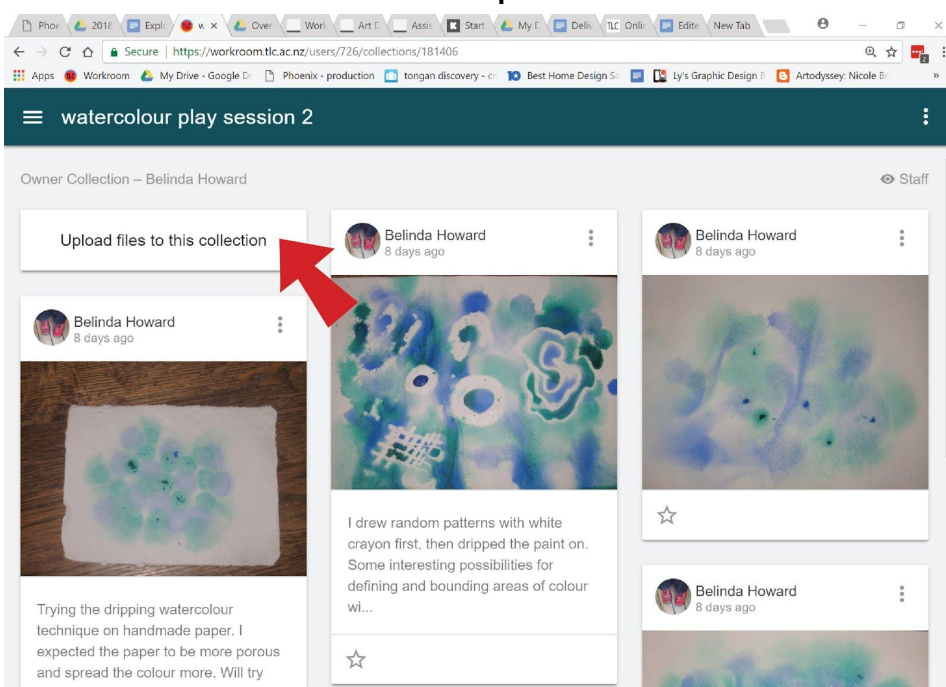
## To Upload your work

At the top of each 'My Workroom' or 'Collection' page in the Workroom is a button that gives you the option to upload files. To upload, follow the prompts:

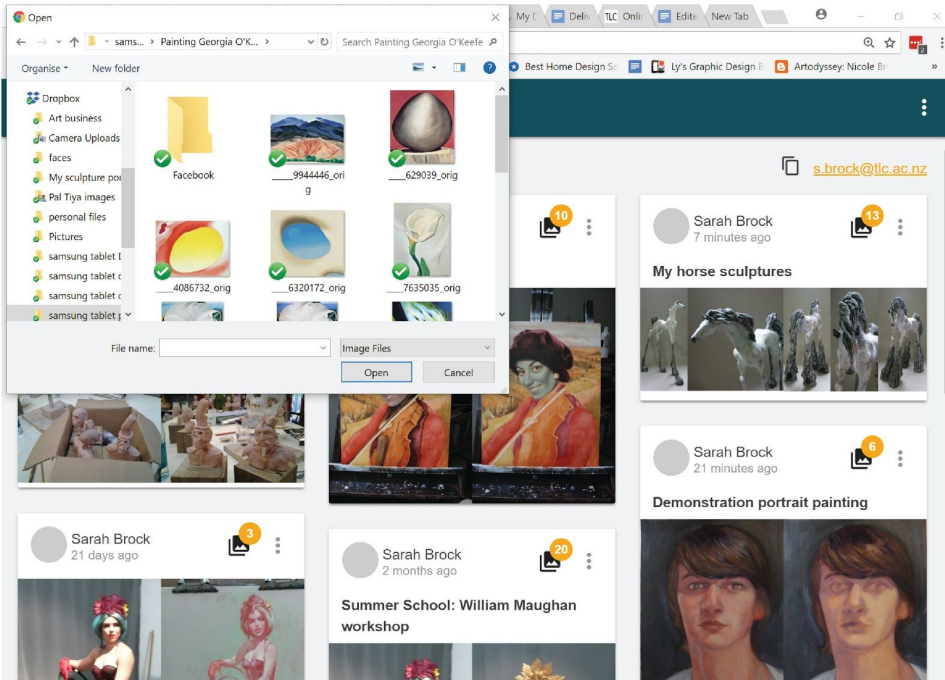
- From your 'My Workroom' page click on **Upload files**



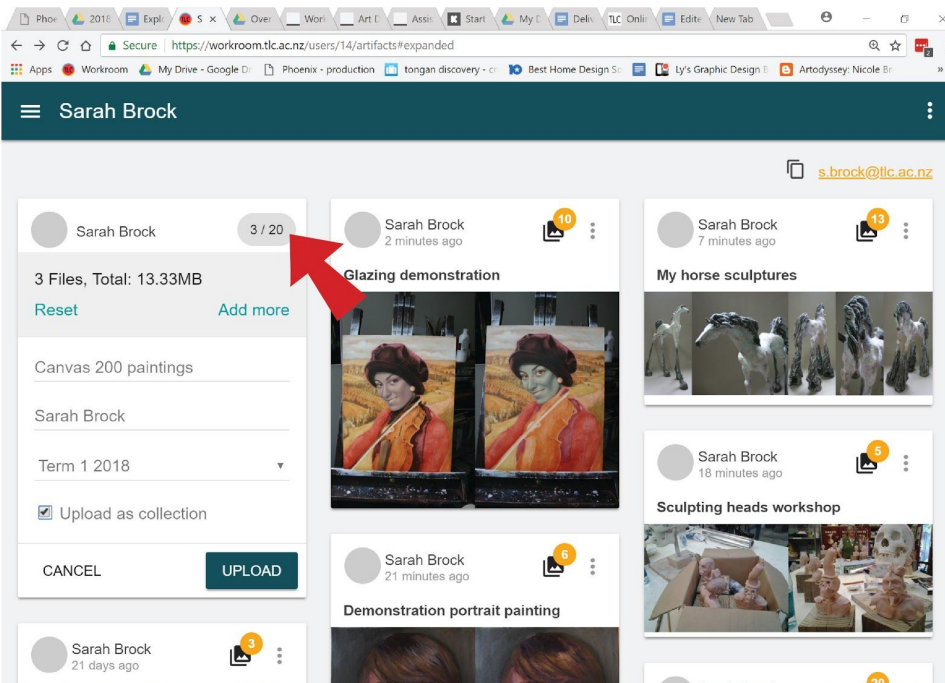
- From within a collection click **Upload files to this collection**



- **Find your image** by navigating to where they are in your gallery or your documents (depending on where the images are on your device).

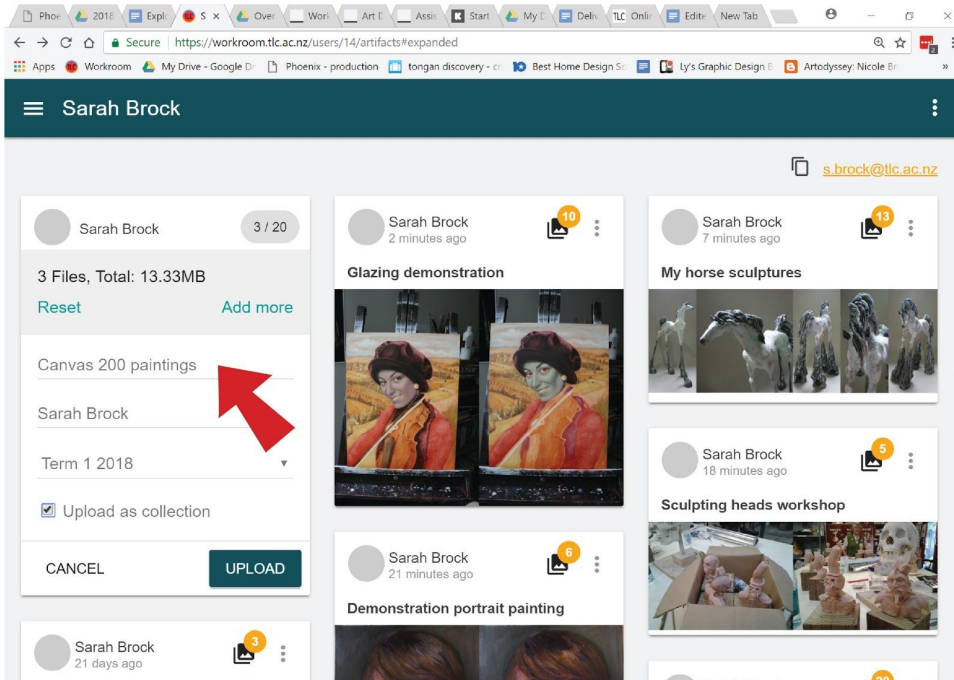


- Select the image (or images) you want to add. On most phones you just touch each image you want to upload to select it. (The number of files you have selected to upload will be at the top of the dialogue box in the Workroom)

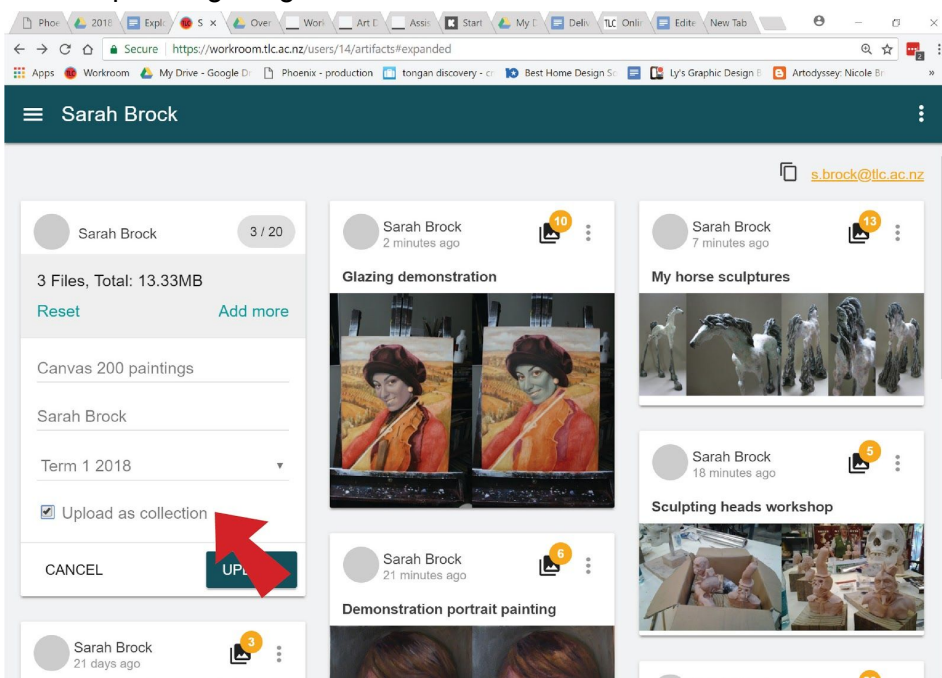


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- **Title** It is a good idea to give your image (or collection) a title. But if at this initial stage you don't want to that you can do it later when you add a description.



- **Upload as a collection.** Click this option if you want to upload a group of images together, like putting them in one folder. Collections are a great way to keep your workroom pages organised (see more suggestion on on how to structure this below). We highly recommend uploading images into collections.



- **Click 'Upload'** and the image (or images) you have selected will upload. Be patient. If you have selected a number of images (you can add up to 20 at a time) this may take a while depending on how fast your internet connection is.
- **Cancel** If you make a mistake you can always cancel what you are doing and start again.

Once you have uploaded, the image/s will be there for your mentor to view.

There is an option here to send a notification to your mentor when you upload images. If you select that option your mentor is sent an email telling them that you have uploaded work.

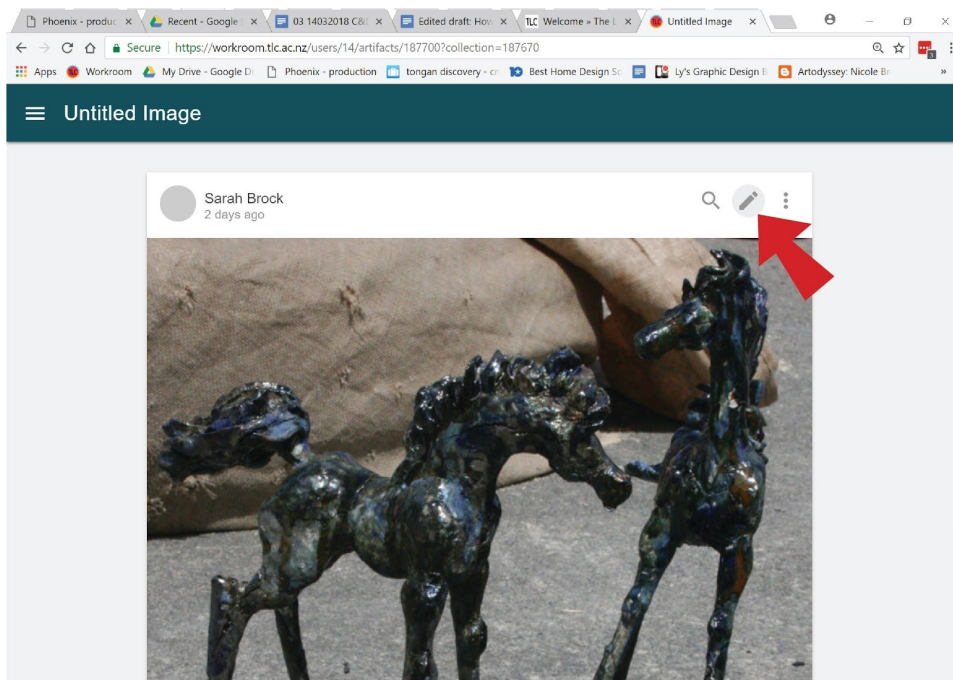
**Tips:** It is far easier to use a smartphone to upload your images than to transfer images from a camera to a pc or mac and then upload them.

Please feel free to **book in an appointment with Learning Support** if you want to upgrade your computer or phone skills. We will help you or find someone who can.

## To change/add the title or add a description to an image

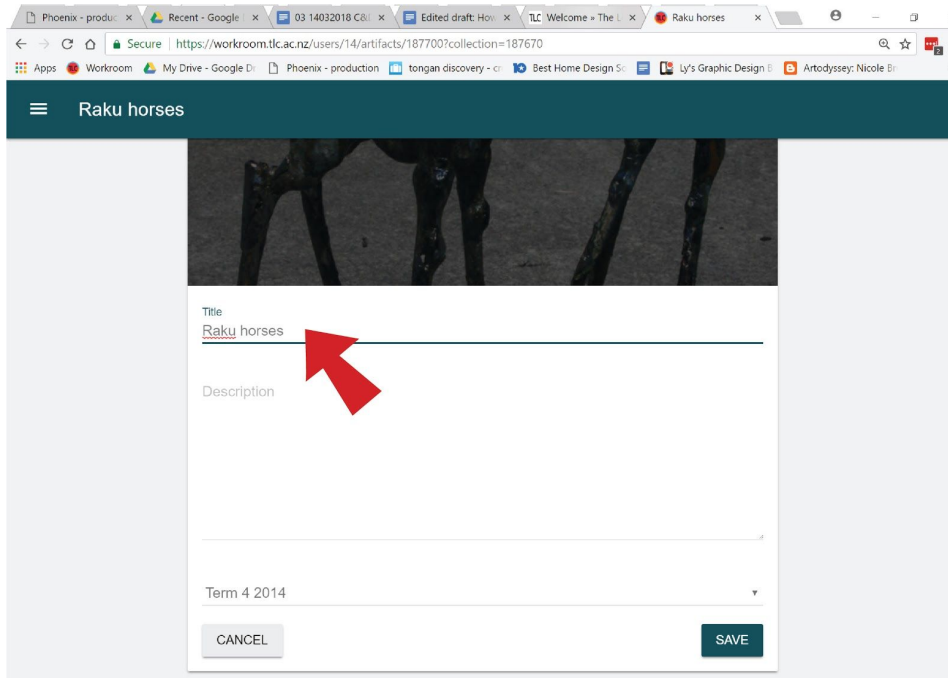
You can change the title of an image and/or add a description of it to make what it is about clearer

- Open the image from the 'My Workroom' area by clicking on it
- A view of the image appears with a magnifying glass symbol, a pencil symbol and three vertical grey dots. Click the pencil symbol (it means 'edit')





- You will notice that the picture greyed out. Scroll down to below the image and you will find a dialogue box for 'Title' and 'Description'

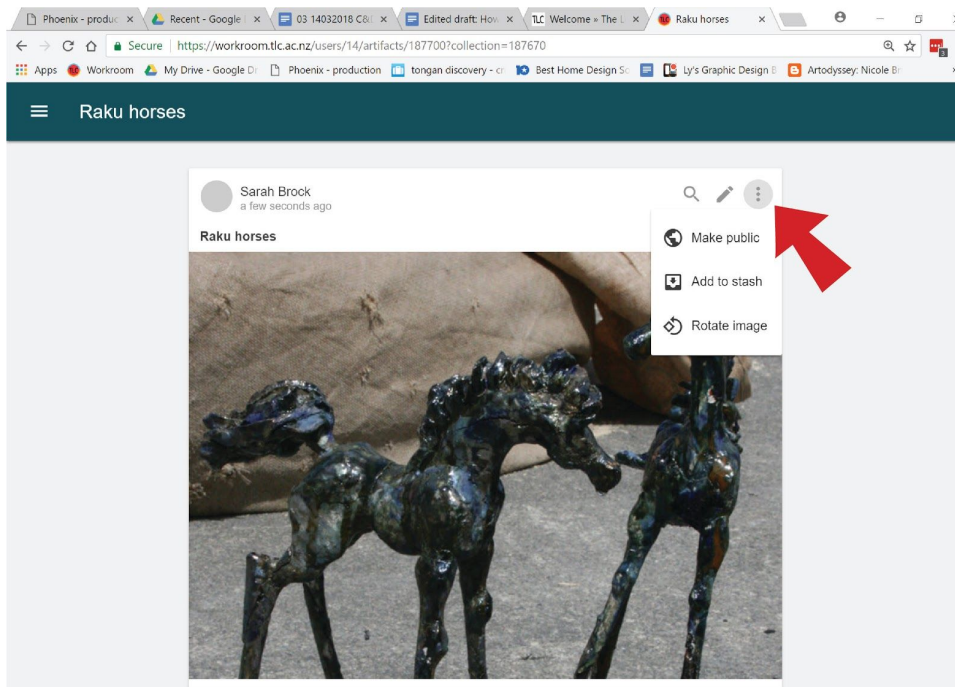


- Enter the text you want into these areas
- Click 'Save'

## Making images public, rotating or deleting images

Sometimes you may find you may find an image has been uploaded upside-down, you have uploaded the wrong image or uploaded the same image twice. No problem. You can easily sort this out.

- Open the image from the 'My Workroom' area by clicking on it
- A view of the image appears with a magnifying glass symbol, a pencil symbol and three vertical grey dots.
- Click the three vertical dots. A drop down menu with the following options will appear: Make public (or Make private if the image is already public, Add to stash, rotate image and delete



- Select the one you want and follow the prompts. You will notice that when you choose 'Delete' an 'are you sure you want to delete' dialogue box will appear and the Delete button in this is red. This is to double check that you REALLY want to delete the image.

**Warning:** If you delete an image from the Workroom it will be removed permanently from your record of work. Please always ensure you have copies of any work you upload in case of a mistake.

When you enrol in another programme level, you can't view work from your previous programme in the Workroom (eg when you start in Diploma (Level 5) you can't see your Certificate (Level 4) work. Don't panic. We keep a copy of everything so if you need to view your previous work, please ask one of the Student Services team or your mentor. Please note, however, that NO work from your previous programme can be used in your current programme.

Uploading work shows your mentor and Programme Support that you are managing your time well and working towards meeting the graduate outcomes and conditions of your programme. It's important to upload work regularly. By seeing all of your work we can give you better feedback, directions and suggestions. It also assists us to see that you are engaged with your study which TEC need to know in order to supply your student allowance, if you are on one.

# Organising your Workroom: Collections

As we have said, the purpose of the Workroom is to show the whole of your creative journey, documenting all aspects of the creative spiral. For every finished piece of work you produce, there will potentially be a lot of images. For example images of your **ideas** phase, this could come from **your intrinsic motivation** or something that has inspired you. Images of initial sketches and some research and **exploration** into the project. You will have drafted a **creativity brief** with your mentor and images in the workroom can show how you are working on that brief. You will have lots **action** images to show: painting, sketching, drawing, modelling, trials, drafts or mock ups. You will **review** all of this, ask for **feedback** and then refine and **evolve** your idea/s. So try and organise your Workroom page to reflect your creativity briefs, materials used, subjects or themes. Make your 'My Workroom' a reflection of your creative journey. To do this its best to create a set of collections.

## Creating Collections

Collections are an excellent way to keep your work organised to show your mentor your creative process.

Talk to your mentor about how you can best set up your collections. Depending on what you both decide, you could name them by subject area (eg. painting, ceramics, printing. For example, if you are developing your watercolour skills, you can create a collection which includes all of your sketches, experiments and developments, along with finished works which will show the evolution of your creativity skills.), or you could use the steps of the creative spiral (eg idea, action, review, evolve), or your mentor may suggest using the week of the term as easier to use so they know which work is the most recent (eg Week 1, Term 2, 2018) or a collection could be named according to a specific Creativity Brief. We don't want to dictate a system to you. We want you and your mentor to choose a system that works for both of you, since it is the main way for you to keep your mentor up to date with what you have been doing.

Once you have discussed the best system for your collections, you can keep things up to date uploading a collection of new images, by adding images to an existing collection, or by creating a collection from images you have already uploaded and by adding titles and descriptions to your collections:

### To make a collection from new images

- First decide upon which images you want in the collection
- Click the 'Upload files' box
- Navigate to where you have kept the files on your device
- Select the files you wish to upload
- When you have done this, **select the box which says 'Upload as a collection'**
- Give the collection a '**Title**'. See suggestions above for what the name of the collection will be. What have you decided with your mentor?
- Click 'Upload'
- Your images will upload to the Workroom. Be patient, they may take a while depending on how fast your internet connection is.



## To add to an existing collection

Once you have made a collection you will be able to see it in the 'My Workroom' area of the Workroom.

- To add more images to a collection, first open the collection by clicking on it
- Select the 'Upload to this collection' button on the top left
- Navigate to the image(s) you want to upload
- Select the images you want
- Click 'Upload'
- Again, your images will upload to the Workroom

## Make a collection from images already in the Workroom

When you first start using the Workroom, you may be unsure about how to present your images. At first you may just put everything straight into your 'My Workroom' folder. After a while it may become clear that some images should be grouped together to show the creative spiral working in your work. Or, perhaps you have added lots of reference images and want to group them all together. You can create a new collection by first moving them from your 'My Workroom' area to your Stash folder, and then from your stash to a new collection.

### Using the Stash folder:

First, start by adding the images for the new collection to your stash folder as follows:

- Click the three vertical grey dots in the top right hand corner of each image in 'My Workroom' view, and select **Add to Stash** from the drop down menu
- Do this for all the images that you want to put into a new collection
- Click the three horizontal white lines at the top left of the screen
- Select **My Stash** from the drop down menu that appears
- All the images you have previously put into 'My Stash' will appear on the screen
- Click the three vertical white buttons in the top right (inside the coloured bar)
- To options appear: **Create a new collection** and **'Clear Stash'**
- Click on Create a new collection
- The Workroom will ask you choose between creating reference collection (not your own work) or an owner collection (your own work). If the images are research (not your own work), make this into a reference collection.
- If it is your work, think of an appropriate title and write that in and select **Owner collection**.
- Click 'Create' and a new 'unnamed' collection will be created
- Add a title and a description to the collection(see below for instructions).
- The original items will remain in your main folder **My Workroom**. The image will be in both places, so if you want to remove it from your main folder, click the three vertical dots on each image and remove it.

## Moving uploaded images into an existing collection

If you want to move images from one collection into another, that is easy too.

- Follow the above process to create a 'Stash' collection
- Open the collection you want to add images
- Click the three vertical white spots in the coloured bar on the top right
- Select **Pull from Stash**

This will transfer the images into the collection you are currently in. The image will be in both places, so if you want to remove it from your main folder, click the three vertical dots on each image and remove it.

## To change the title or add a description to a collection

You can change the title of a collection and/or add a description of it to make what it is about clearer

- First open the collection in from the 'My Workroom' area by clicking on it
- Click the three vertical white dots in the coloured bar at the top of the collection
- This will open another bar with a series of options: to the right are a set of viewing option, to the left are the words 'view details'. Click the latter.
- A view of the collection appears with a number (showing how many images are currently in the collection), a pencil symbol and three vertical grey dots. Click the pencil symbol (it means 'edit')
- You will notice that the pictures grey out. Scroll down to below the image and you will find a dialogue box for 'Title' and 'Description'
- Enter the text you want into these areas
- Click 'Save'

## Advice about use of titles, descriptions and use of the Key Works star

As you have seen above, the Workroom has a function where you can add a title and a description to your work. What should you write? Details and descriptions are a great way to communicate where you are with your creative process. It's a useful way to demonstrate your learning as you go along, you can then discuss this with your mentor or tutors and record processes and learning as you go. By adding a description to an image in Workroom you can both start that dialogue with your mentor and, most importantly, start a dialogue about your own learning with yourself. It's also handy as a way to remember things!

As you work through the Creative Spiral, there will be times where you realise you have had a moment of **key/significant learning**. This is a moment to use the **key works star**. Noticing which images in the workroom become **key works** is an essential part of your creative practice - it occurs at the **review** stage in the spiral. These **key points of learning and key works** may be finished pieces, mistakes you have reviewed and adjusted, or even a document detailing your creative process. They will be something that stands out to you as a **key point of learning about your creativity**. This is something that you can use across all of your study and in the future. It could be something important about your process; a way to work with a material; a shortcut; or a solution to a problem you've faced. You may notice this straightaway or this may be something you think about later when you review and reflect upon your actions and processes. However you get to these points of understanding, it is a good idea to describe or note these situations in the Workroom. Later you can discuss these new understandings with your mentor or tutors and they can help **assign this to a condition**. If appropriate they can also assign this as a **Key Work**.

### Things you could mention in your descriptions:

- Materials
- Processes
- Size/dimensions
- Key points of learning

- Any mistakes
- Self-critique
- Any feedback
- Next steps/Evolved ideas

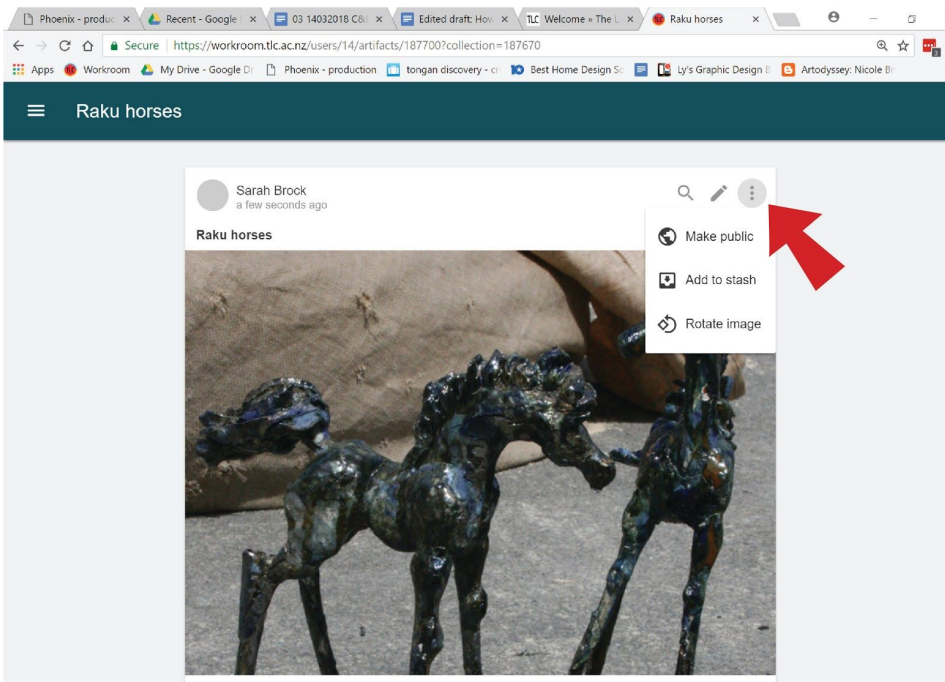
Tip: Always remember to press **save**.

## Feedback from others: Comments

The Workroom has a function which allows students to comment on each other's creative work. This is an exciting way to have contact with other students and get feedback.

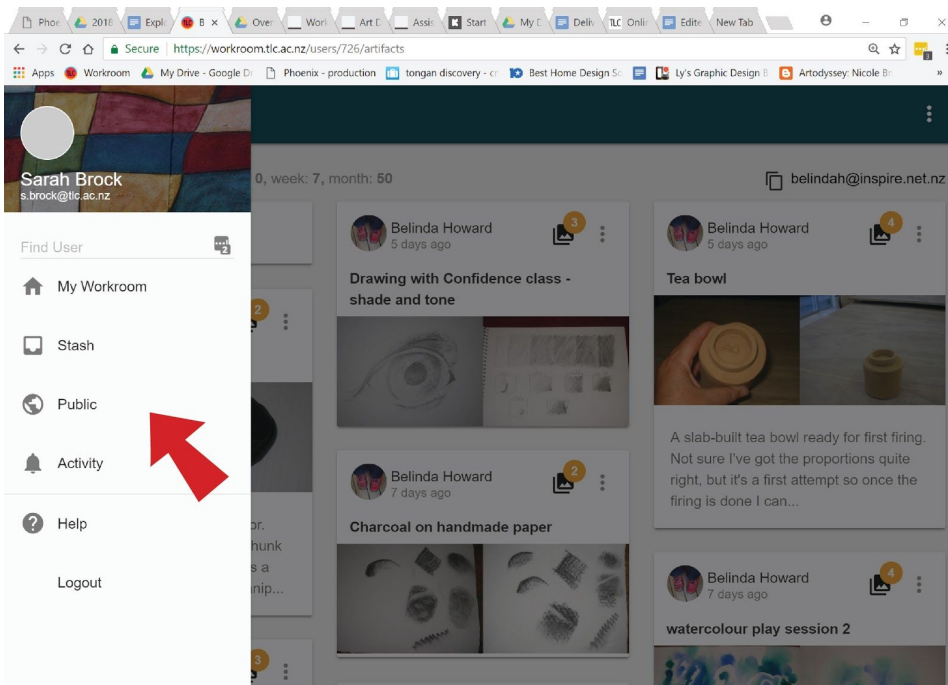
So how do you go about getting comments on your work in the Workroom?

- You have to make the work 'Public' (By default all images you upload to the Workroom is only visible to you and to specific TLC staff)
- Open the image from the 'My Workroom' area by clicking on it
- A view of the image appears with a magnifying glass symbol, a pencil symbol and three vertical grey dots.
- Click the three vertical dots. A drop down menu with the following options will appear: Make public, Add to stash, rotate image and delete

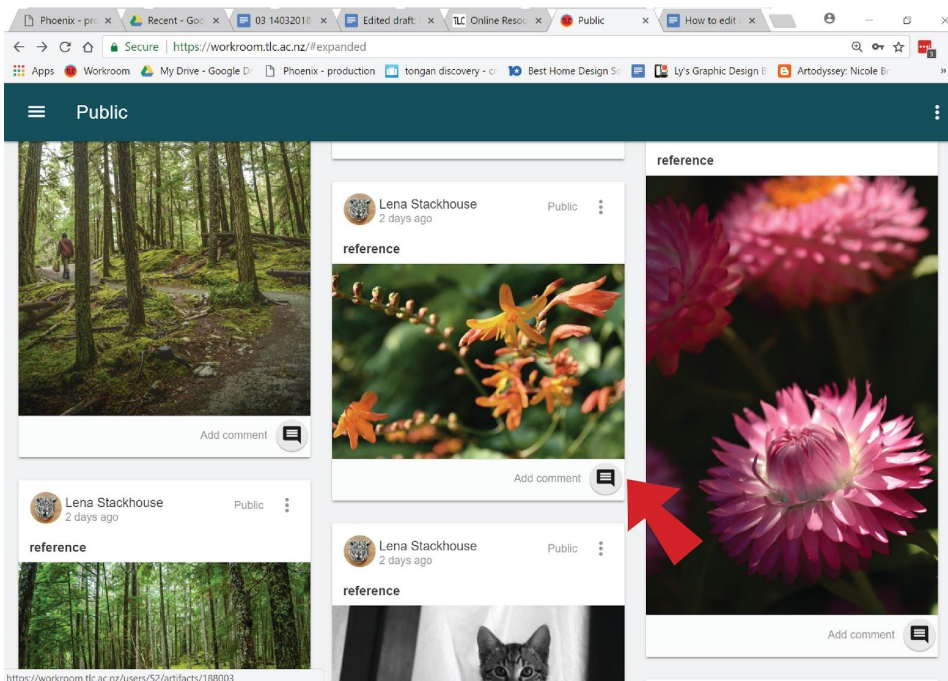


- Select 'Make public'
-

- And that is all there is to it. Your image is now viewable to everyone who visits the Workroom and selects 'Public' from the drop down menu on the left of the home screen



Students and staff can now comment on your images. You can make a comment from the main page or from the full size image page. To comment click on the speech bubble icon at the bottom of the image.



Comments are for feedback and communication. Unlike Facebook we didn't want our comments to be a series of Likes. We pride ourselves on the diverse and unique range of aesthetics and individuality at the Learning Connexion so popularity was not something we want to highlight, rather the comments are there so you can ask each other about process, techniques, materials, or delve deeper into a subject or style through comments. It is also a great way to get feedback. Receiving,

giving and responding to feedback are all aspects of your graduate outcomes and conditions, so please, take part and make the Workroom a dynamic learning experience.

*We ask all students using the 'Comments' feature to be aware of the TLC class agreement, and be respectful.*

(See also **Receiving email alerts when students comment on Public work** (above)).

## **Reviewing and evolving your Workroom page**

As you progress through your programme you will develop and evolve as a creative. This is part of the creative journey that we all go through. Things will change and the Workroom lets you make those changes and demonstrate key points of learning in your **creative** journey. These may be significant accomplishments, where you have finally managed to master a new skill; this may be where you found out that actually your process needed tweaking, where you realised you were going down the wrong track and one area way of making is simply not for you or a mistake turned out to be a breakthrough in thinking; this may be a moment of clarity that helped you to define your direction for personal creative growth.

We hope that reviewing and creating your space on the Workroom will also help you to consolidate that learning and help you to clarify your own processes and creative thinking skills.

To make things easier for you, we recommend you follow the creative spiral and write creativity briefs for your projects to ensure you meet the graduate outcomes and conditions of your programme.