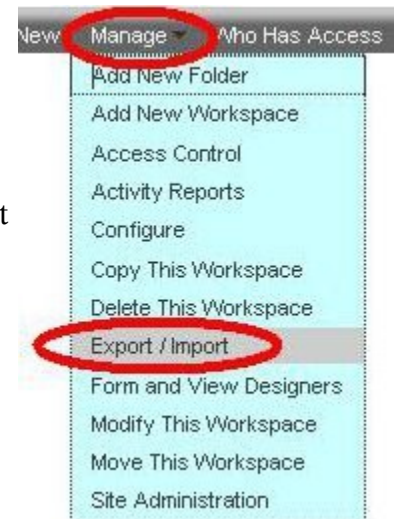


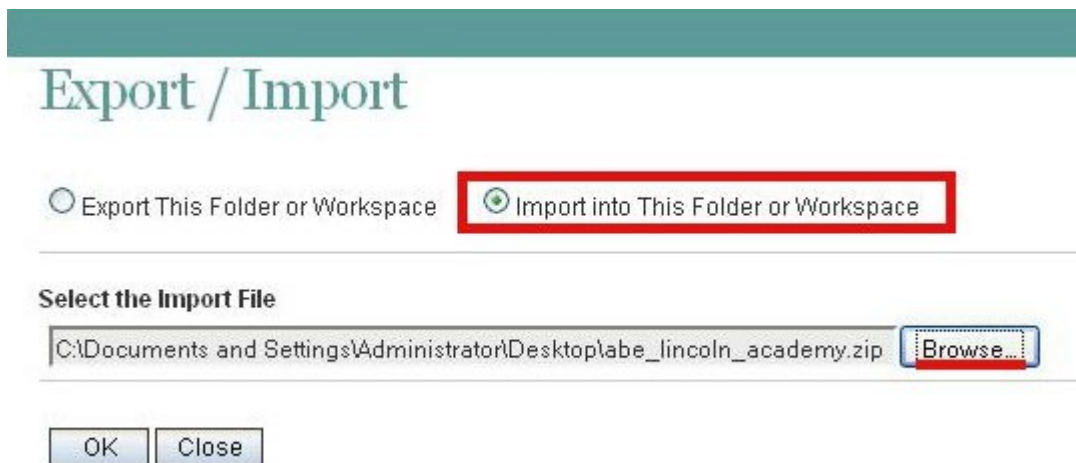
## Importing Workspaces

Welcome to Abraham Lincoln Academy! This demo highlights student/teacher interaction in Teaming. We have provided a .zip file that you can download to your computer, containing the workspace that we have created. This .zip file can then be imported into your Teaming site.

The first step to importing a workspace is to decide where you want to put it. When you have done that, click *Manage* on the main menu bar and select *Export/Import*.



The window that opens displays a pair of radio buttons: *Export This Folder or Workspace* and *Import into This Folder or Workspace*. Select the button next to *Import into This Folder or Workspace*. The window changes to display an attachment field.



Browse for and select the Lincoln Academy .zip file, then click *OK*. It might take a few minutes to import the file. You will NOT unzip the file. Teaming will unzip the package for you. When you complete the import, close the window. The imported workspace becomes a sub-folder of the folder/workspace where you were when you imported it.

You've imported the demo, but it isn't ready to use just yet. To make these landing pages really useful, you need to set up your permalinks.

## Setting Up Permalinks

A permalink is the exact URL of the workspace, entry, form, or folder you want to reference. Because permalinks only work with the exact URL, they do not work outside of the original location. This is why the workspace didn't come with the links already set up.

Permalink [http://library1.provo.novell.com:8080/ssf/a/c/p\\_name/ss\\_forum/p\\_action/1/action/view\\_permalink/binderId/234/entityType/workspace](http://library1.provo.novell.com:8080/ssf/a/c/p_name/ss_forum/p_action/1/action/view_permalink/binderId/234/entityType/workspace)

First you need to know where to find the permalink, because that is what you need to get the workspace working properly. For each folder or workspace page, there is a link at the bottom that says either *Workspace Permalinks* or *Folder Permalinks* as shown above.

Click the link to display a gray area at the bottom with the permalink. This is what you need to copy to set up the link.

Before you create your landing pages, we recommend that you list each link that will be needed on the landing pages, and gather all of the necessary permalinks first. This makes the process much faster. You can use Notepad as a log to manage all of these links. The log might look something like this:

### Meet The Teachers (Main Landing Page)

[https://yourdomain.full\\_permalink\\_here.com/main\\_page\\_teachers\\_page](https://yourdomain.full_permalink_here.com/main_page_teachers_page)

### Calendar (Main Landing Page)

[https://yourdomain.full\\_permalink\\_here.com/main\\_page\\_calendar](https://yourdomain.full_permalink_here.com/main_page_calendar)

### Administration (Meet the Teachers Landing Page)

[https://yourdomain.full\\_permalink\\_here.com/teachers\\_administration](https://yourdomain.full_permalink_here.com/teachers_administration)

The following procedure outlines how to set up the link for the *Meet the Teacher* tab in our demo.

Notice that we used a blog folder to set up these links. All linkable graphics are implemented through blog entries, because they allow us to associate these permalinks into the graphics.

The blog that we'll use is *AbeLincolnLandingPage*.

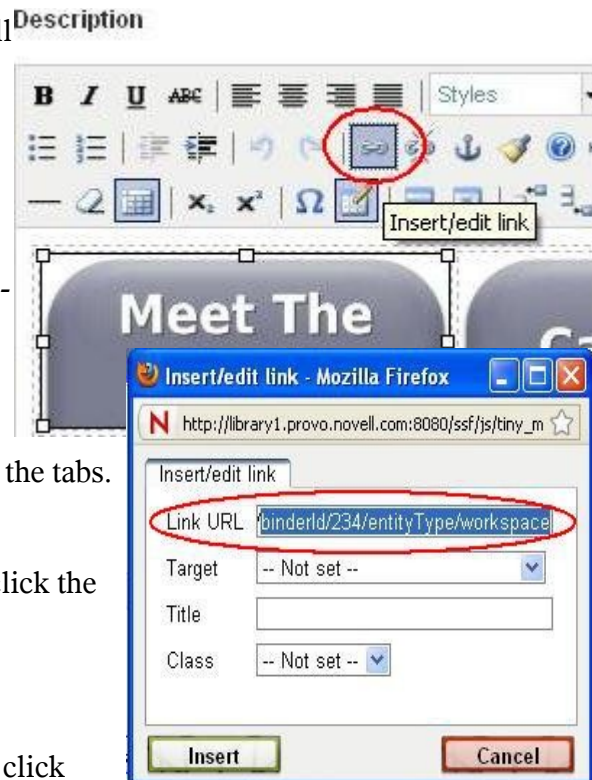
Select this folder and then select the blog entry titled *Tab-MeettheStaff*.

Click *Modify* to open the entry modifier.

Under the description, you see the setup that we used for the tabs. They are graphics inside a table.

To set up the permalink, simply select the graphic, then click the option to the right that says *Insert/edit link*. It looks like a chain.

This opens the *Insert/edit link* window. Simply paste the destination URL permalink into the *Link URL* area, then click *Insert* to change the graphic into a link. Follow these steps everywhere else you need to create a link.



## Relative Links: What, When, How?

Teaming is capable of creating some relative links. These are links based on workspace location not on the URL permalink. Relative links continue working after an export and import.

Relative links are great when you know that you will have the same setup in multiple areas and you want to export the workspace in order to import it to other places.



Teaming does not yet support relative links from images. They appear only as text.

While you create or modify your text, select the yellow workspace icon in the formatting toolbar.

Select *Change* at the top of the window.

Start to type the name of the workspace or folder and watch a list of possible results appear.

Select the destination you want, then click *Insert*.

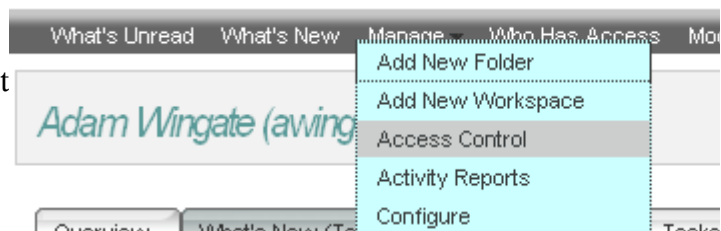


## Access Controls

Access controls are an important part of Teaming value, a powerful tool for organizing data and information while ensuring it remains safe and secure. Each Teaming system is different and contains its own users. Workspaces like this one must be imported before user access controls can be set.

If you have administrator rights to a workspace, you will see a *Manage* menu item with an *Access Control* option.

The Access Control window lists the different roles with the rights they provide on the x axis. Groups and users with access appear on the y axis.



Read the roles carefully, so you can set up your access controls to fit the objectives and organization of your Teaming system. For this demo we can add some access controls to folders used only by teachers, so that students cannot access them.

Good luck setting up your demo! We hope you come back and check out our other articles.