

Dummies guide

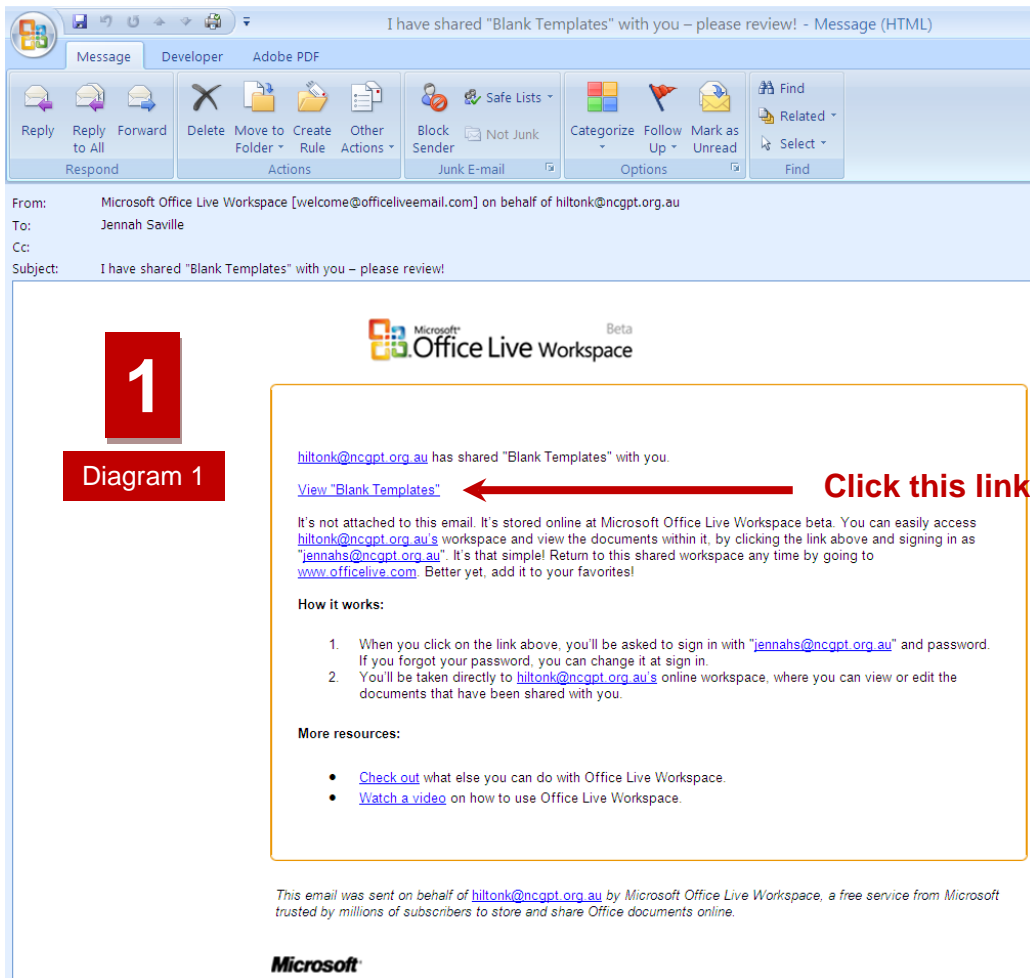
For users of the NCGPT Supervisor's Collaborative Workspace

There is now one workspace to access. It is:

- Teaching Plans – this houses all teaching plans created and completed by supervisors and
 - Useful Links - this is a document that provides links of resources.
 - Blank Template – this is the blank teaching plan template that we ask you to use when creating a new teaching plan

Receiving your first invite and what to do next

Invite: You should receive an email invite that looks like the following. See diagram 1:



I have shared "Blank Templates" with you – please review! - Message (HTML)

Message Developer Adobe PDF

Reply Reply to All Forward Delete Move to Folder Create Rule Other Actions Block Sender Safe Lists Not Junk Categorize Follow Up Mark as Unread Find Related Select

From: Microsoft Office Live Workspace [welcome@officeliveemail.com] on behalf of hiltonk@ncgpt.org.au
 To: Jennah Saville
 Cc:
 Subject: I have shared "Blank Templates" with you – please review!

1
Diagram 1

Microsoft Office Live Workspace Beta

[hiltonk@ncgpt.org.au](#) has shared "Blank Templates" with you.

[View "Blank Templates"](#) ← **Click this link**

It's not attached to this email. It's stored online at Microsoft Office Live Workspace beta. You can easily access [hiltonk@ncgpt.org.au's](#) workspace and view the documents within it, by clicking the link above and signing in as "[jennahs@ncgpt.org.au](#)". It's that simple! Return to this shared workspace any time by going to [www.officelive.com](#). Better yet, add it to your favorites!

How it works:

1. When you click on the link above, you'll be asked to sign in with "[jennahs@ncgpt.org.au](#)" and password. If you forgot your password, you can change it at sign in.
2. You'll be taken directly to [hiltonk@ncgpt.org.au's](#) online workspace, where you can view or edit the documents that have been shared with you.

More resources:

- [Check out](#) what else you can do with Office Live Workspace.
- [Watch a video](#) on how to use Office Live Workspace.

This email was sent on behalf of [hiltonk@ncgpt.org.au](#) by Microsoft Office Live Workspace, a free service from Microsoft trusted by millions of subscribers to store and share Office documents online.

Microsoft

Account set up: If you have not already set up your account you will be taken to an account set up page. Please fill it out as shown in diagram 2 and click FINISH



Create Your Account Account set up

E-mail address: rhondao@ncgpt.org.au

*Password: 2
Type at least six characters, no spaces

*Retype password: Diagram 2

First name:

Last name:
Why do you ask?

*Country/Region: Australia

*Secret question:
What's this? Mother's birthplace

*Secret answer:
Type at least five characters

*Type the characters you see in the picture:
What's this? 

By clicking "Finish" you agree to the [Microsoft Service Agreement](#) and [Privacy Statement](#).

Note: write down your username and password for safe keeping. We do not keep these on record and only you are responsible for knowing your login details.

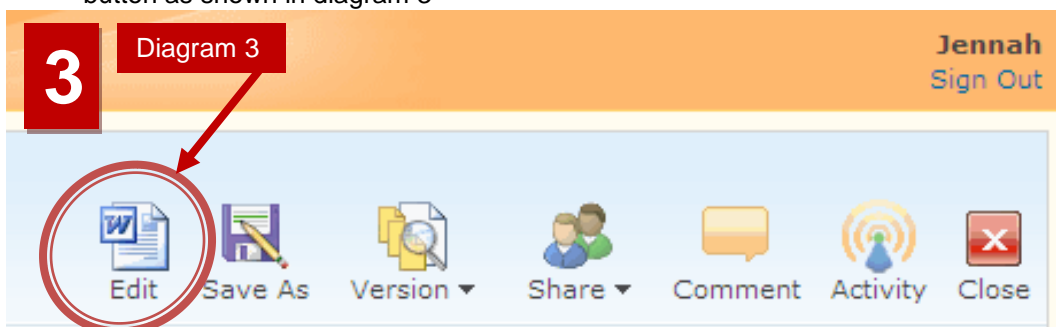
Existing account: If you have already set up your account or have an existing Microsoft service account e.g. hotmail, Gmail etc and you click the link in diagram 1, you will be taken to the sign in page for the workspace.

How to view a teaching plan

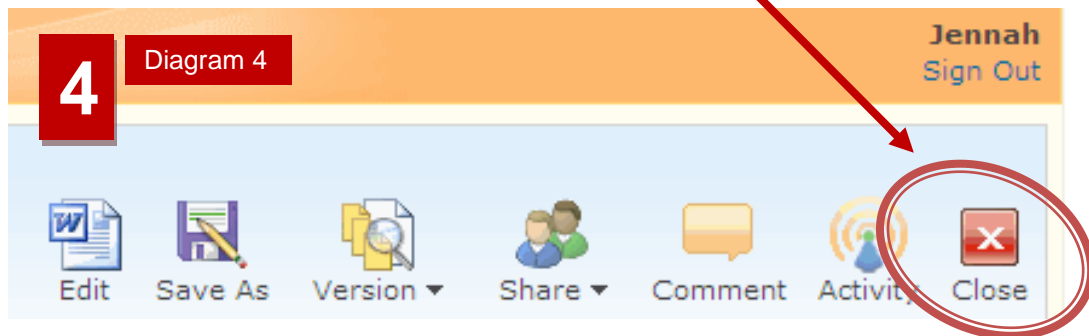
- Click on the TEACHING PLANS workspace to the left hand side of the webpage
- All Plans are listed alphabetically within their respective topic area folder, e.g. Anxiety folder -> Anxiety Teaching Plan (click on the name of the document to open)
- You will be taken to a screen to view the document.
- If you wish to view it in Microsoft Word, click on the EDIT icon which will take you to Word as shown in diagram 3.

How to edit a teaching plan

- Once you have the document open as described above, you need to click on the EDIT button as shown in diagram 3



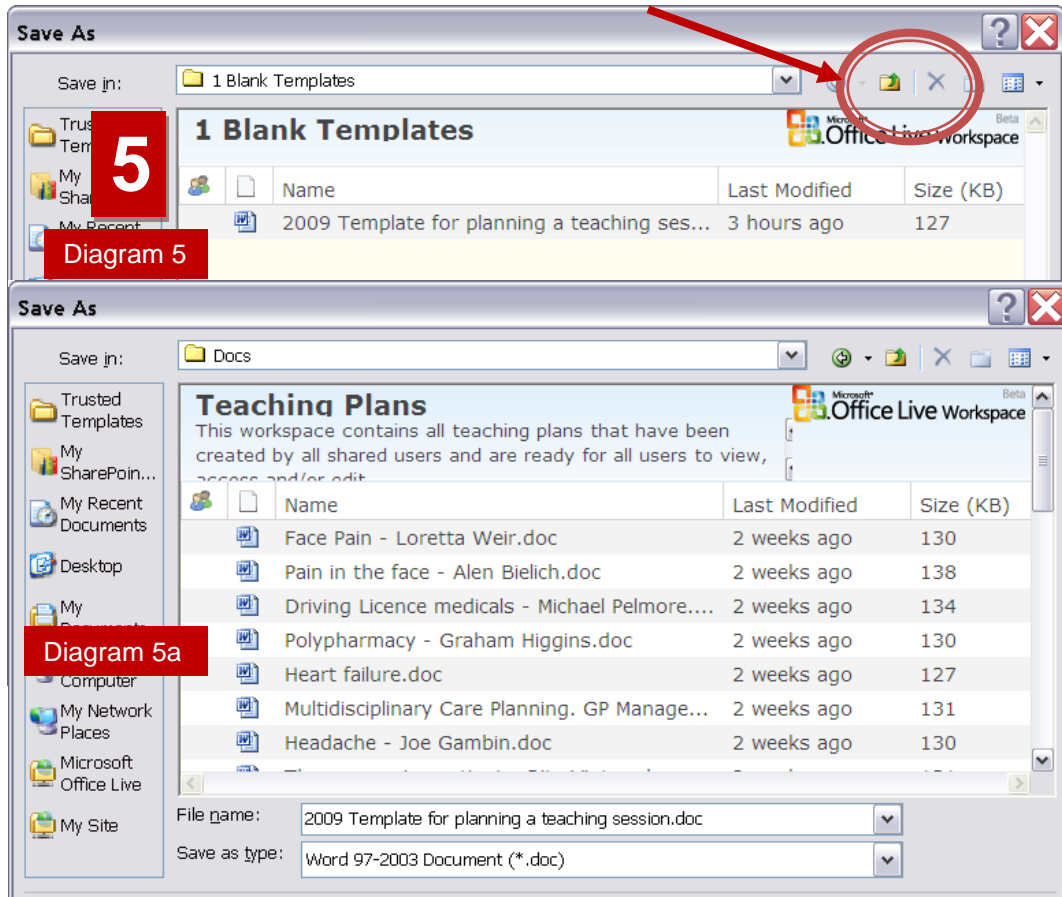
- This will take you to a word document.
- Make the changes you wish to make
- SAVE the document as you would for any other word document
- A pop up window will come up to advise that the document is SAVING. Once finished it will take you back to the document.
- You then need to click the X in the top right hand corner of the word document to close the document and take you back to the workspace
- The page will refresh automatically in the workspace. Can you see the changes you made in word? Clicking the close button as marked in diagram 4 will take you back to the list of Teaching Plans.



How to create a new teaching plan using the blank template

- Open up Blank Template from the folder
- Click on the document name “2009 Template for planning a teaching session”
- Click on EDIT -> OK
- The template will open in a word document.
- Add the topic information you wish, click FILE and SAVE AS
- This will take you to the SAVE AS box. You need to go up one folder in order to save it into the “Teaching Plans” workspace, so click the folder circled in red in diagram 5 viewed at the end of this section.
- You will come to the “Teaching Plans” list as shown in diagram 5a at the end of this section.
- Double click the folder (topic area) you wish to save your document in
- Please ensure you rename your document appropriate to the topic area or in the style of similar files eg Paediatrics -> Childhood Asthma
- Click SAVE
- A pop up window will come up that is SAVING. Once saved, it will take you back to the document.
- You then need to click the X in the top right hand corner of the word document to close the document and take you back to the workspace

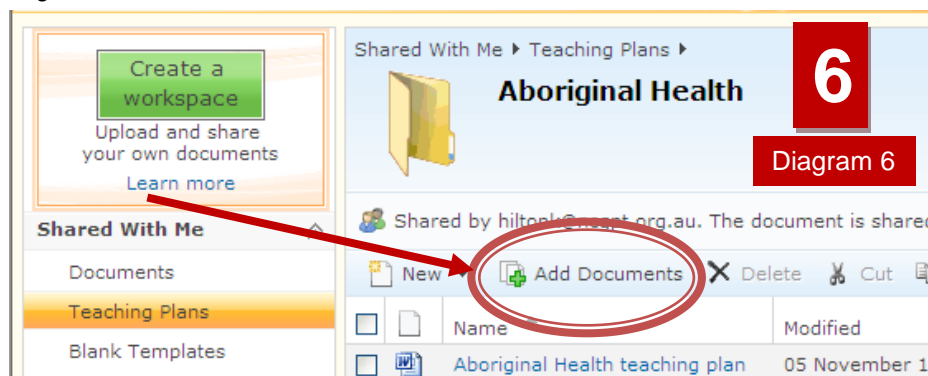
- To take you back to the list of Teaching Plans once back in the workspace, you will need to click the close button as marked in diagram 4 under “**How to edit a teaching plan**”



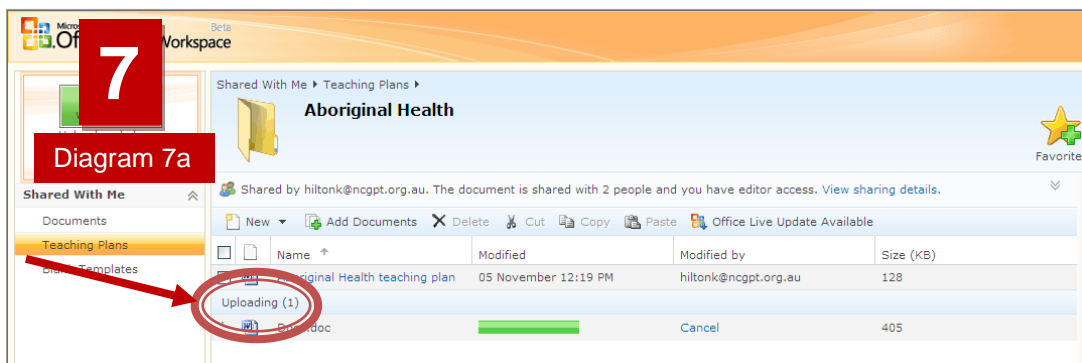
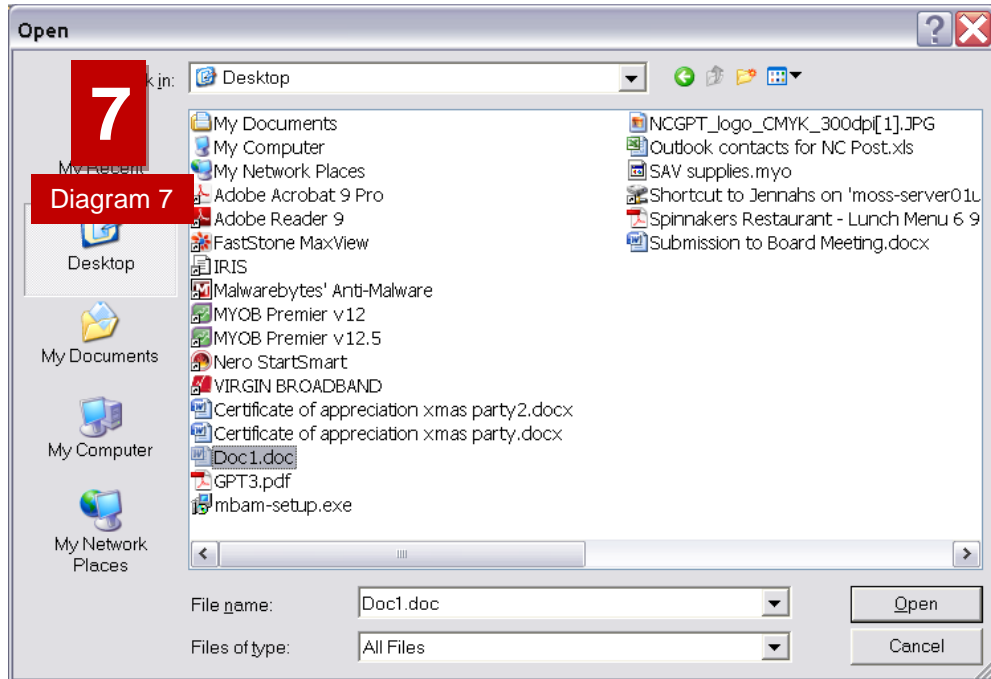
- If for any reason the above steps do not work for you please save the document you are currently working on to your desktop or preferred location and proceed to the next set of instructions for an alternative way to add your document to the workspace.

How to upload a document from your desktop or preferred location

- Open the workspace and the folder in which you would like to put your Teaching Plan.
- In the open folder you will need to click on ADD DOCUMENT as highlighted in diagram 6



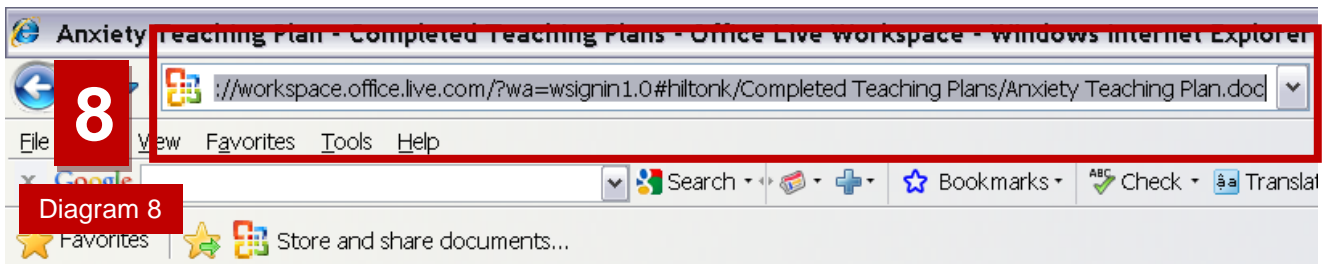
- A pop up a window will open to allow you to find and select your document (see diagram 7). Navigate and locate your document and click OPEN. This will start the uploading process as shown in diagram 7a.



- Once it has finished loading it should show in the Teaching Plan list
- To return to the list of teaching plans, click the TEACHING PLANS workspace on the left hand side highlighted in orange in diagram 7a.

How to add a link to the useful links workspace

- Click on the TEACHING PLANS workspace
- Double click on the USEFUL LINKS folder to open it
- Click once on the document name to open it up
- Open up the document to edit in word as outlined in **How to edit a teaching plan**
- Copy the link of the website you wish to add by highlighting the address bar as shown in diagram 8 and right click your mouse and choose copy



- Go to the open Useful Links document from your workspace and click in the document, right click your mouse and select PASTE
- Add a brief description about the website you are adding for others to know more about it.
- Click SAVE
- A pop up window will come up that is SAVING. Once saved it will take you back to the document.
- You then need to click the X in the top right hand corner of the word document to close the document and take you back to the workspace
- The page will refresh automatically in the workspace. Can you see the changes you made in word? Clicking the close button as marked in diagram 4 under “**How to edit a teaching plan**” will take you back to the Useful Links folder.