Understanding Collaborative Workspaces

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| 1.   | **Collaborative Workspace Welcome Page**  
The welcome page for a collaborative workspace displays the modules selected for the workspace in the left menu and pagelets selected for the welcome page on the right as shown in the following diagram: |
| 2.   | **Collaborative Workspace Modules**  
A collaborative workspace can include the following modules as shown in the left menu:  
• **Welcome module (required).**  
The Welcome module is the front page and standard entry point for a collaborative workspace. The workspace administrator can configure the Welcome page to display pagelets relevant to the content of the collaborative workspace, including pagelets associated with the Discussions, Documents, and Links modules.
  
• **Discussions module.**  
Use the Discussions module to participate in discussions relevant to a collaborative workspace. The Discussions module enables workspace members to post discussion topics and replies.

• **Documents module.**  
Use the Documents module to publish, optionally approve, and view shared documents relevant to a collaborative workspace.

• **Action Items module.**  
Use the Action Items module to maintain action item lists and action items.

• **Calendar module.**  
Use the Calendar module to maintain the workspace calendar and events. |
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| 3.   | **Collaborative Workspace Modules (continued)**  
A collaborative workspace can also include the following modules as shown in the left menu:  
• **Links module.**  
Use the Links module to create a collection of links relevant to the collaborative workspace.  
• **Members module (required).**  
Use the Members module to get information about and communicate with collaborative workspace members. The Members module provides access to member profiles, as well as links to initiate email and instant messaging with members.  
• **Related Data module.**  
Use the Related Data module to access a collection of pagelets compiled by the workspace administrator as relevant to the collaborative workspace.  
• **Polls module.**  
Use the Polls module to create questions for the workspace poll.  
• **Administration module (required).**  
The workspace administrator can use the Administration module to define workspace properties, manage workspace membership, select workspace modules, define contextual data relationships, and further customize the collaborative workspace. |
| 4.   | In summary, a collaborative workspace is a virtual team room that facilitates a project team working on a project together.  
**End of Procedure.** |