

How to create a project room

Project rooms are virtual spaces that contain any number of chat rooms, forums, blogs and podcast lounges. They are excellent for communication activities involving students, online guests or educational networks.

Project rooms are useful for projects that cover a range of topics over a period of time.

Students can participate in project rooms set up by teachers. Students can use their Learning Place logon details (if they are members) or student logins can be generated by the teacher. These are associated only with that project room. When a project room is deleted so are the associated student logins.

1. Go to <http://education.qld.gov.au/learningplace> and select **Communication**.
2. Select **Log on** using your Learning Place username and password.
3. Select **Create a project** in the left hand menu.

Create a project

Title:

Description:

Photo:

If you choose a photo for your project it is your responsibility to ensure it is copyright free and written consent has been given provided for its use ([see terms and conditions](#)). Please ensure your photo is a jpg or gif and is under 20k in size.

Password:

Add a password if you wish to lock your project.
If you do not add a password it will be open to all members of the Learning Place.

Active from:

Invalid dates will be shown in red.
Please enter a valid date before clicking Submit.

Active Until:

Create Users: You can add or remove additional users now or later (eg external students, online guests). They will only have student access rights to your project.
Enter the number of additional users you require eg. 4
Note: EQ Staff and students should use their own Learning Place username.

Category:

Membership: Open Membership (Anyone can access this event)
 By Registration Only (Users have to register and be approved for this event)

Open to: EQ Adults
 EQ Students
 Non EQ Adults Select if you created users in this project room
 Non EQ Students Select if you created users in this project room

Display my email?

4. Enter the details in each field. Once a project room is created, you can change these details at any time through the Project admin link.

Title: short, apt and interesting

Description: this will be displayed in the project list to provide additional information about your project.

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Photo: add a photo to your project. The photo will be displayed in the project information box when visitors search the list of projects.

Password: use a password if you want specific participants. You are responsible for providing your participants with the password. This adds a second layer of privacy.

Active from – until: use the calendar to set the dates (do not type the date yourself as the format may not be recognised).

Create users: this function generates student users for your project. If your students are Learning Place members, they can use their own username and password to join.

Category: select a category that suits the purpose of your project. This will assist other visitors when searching for your project.

Membership: choose Open Membership if you want any Learning Place members to join. Choose Closed Membership to select Learning Place participants from our database, or have them request access.

Open to: choose who your target audience will be and make your project open to them. If you are creating users within your project you must make the room open to all 4 types.

Display my email?: displays the moderators name with an email link in the project room listing.

5. Select **Submit** when you have populated the relevant fields. This action will generate a project room, display it in the project area and provide you with a Project admin area link.

Administer your Project Room

1. Select the link to display the **Project admin** area.
2. Select the **Details** tab to change room details, edit more info page (viewable before login) and copy the project's URL.


Project room administration:

Details Activities Layout Membership Delete Close admin

[Change room details](#) You are able to edit the following details for this Project room. To edit a particular area, click on the relevant link on the left or tabs across the top and follow the instructions on that page.

[Edit More Info page](#)

[Admin options](#)

 You are a moderator of this project room and are responsible for the postings in the chat and forum areas. Moderators can delete postings and control who participates in the project. Further instructions are in the Help guide within the chat and forum areas.

If you want to hand out a URL that users can use to get to this room (users will be asked to log on first), copy the URL below.

http://eq.ianison.com.au/eq/set.asp?RoomId=EQ39511_42109_121415_1

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3. Select the **Activities** tab to add chats, blogs, forums, podcast lounges or a poll and to manage these activities.
4. Select the **Layout** tab to add a project banner, a campaign banner with hyperlink, change the skin to match your banner and customise the menu. Tutorials for these are available on the website.
5. Select the **Membership** tab to manage who can access the project.
6. Select the **Delete** tab when you have totally finished with the project.
7. At any time after login, you can select **Manage my rooms** to see all of your projects. This link is situated in the left-hand menu above Log off.