

Collaboration

(applicable to AquaLogic Interaction 6.0 or Plumtree 5.0 audiences)

Duration

1 day

Description

The Collaboration product provides online workspaces where globally dispersed project members can come together to collaborate on projects. This course takes users through all the common business responsibilities associated with collaborating on projects. Students learn how to create, manage and work together on projects. This course provides task-based scenarios, enabling students to get ample hands-on experience with their upcoming project related tasks.

Target Audience

- Community Managers
- Collaboration Project Managers
- Portal Managers/ Administrators

This course is appropriate for people using either version 5.0 or 6.0 of the portal. Do not attend this class if you have attended the Collaboration Server course within the last two years, unless you will attend as a refresher.

After this course, participants will be able to:

- Create projects
- Assign project roles and permissions
- Create and organize project tasks
- Use the calendar to schedule tasks and events
- Manage and share documents
- Participate in discussions
- Subscribe to email notifications

Prerequisites

- Foundations course

Available in these Delivery Modes

- Classroom
- Live Studio (Virtual Classroom)
- Self-paced eLearning
- Private