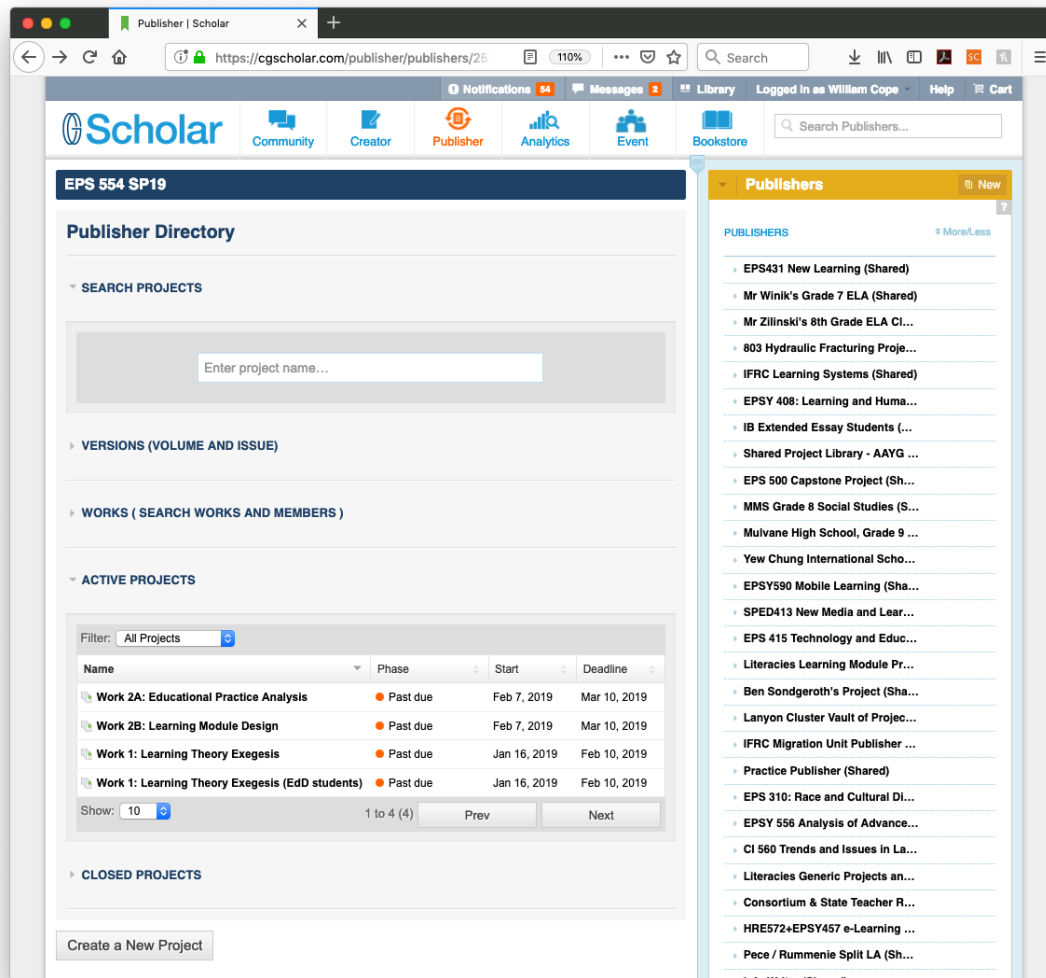


Tutorial A3.4: Managing a Project



A3.4.1 Locating a Project

- Select the Publisher/Community in the listing on the right side of the screen.
- Projects for that Publisher/Community are listed in the Publisher Directory.
- Enter a Project by clicking on the line where it is listed.

A3.4.2 Managing a Project

The screenshot displays the 'Publisher Project Summary' page for the project 'EPS 554 SP19: Work 2A: Educational Practice Analysis'. The page includes a navigation sidebar with 'Publishers', 'Journals', 'Members', and 'Tools'. The main content area features a 'MEMBERS' section with a table of work items. The table columns are Name, Work #, Title, Status, Last Update, and Peer Reviewers. The work items are as follows:

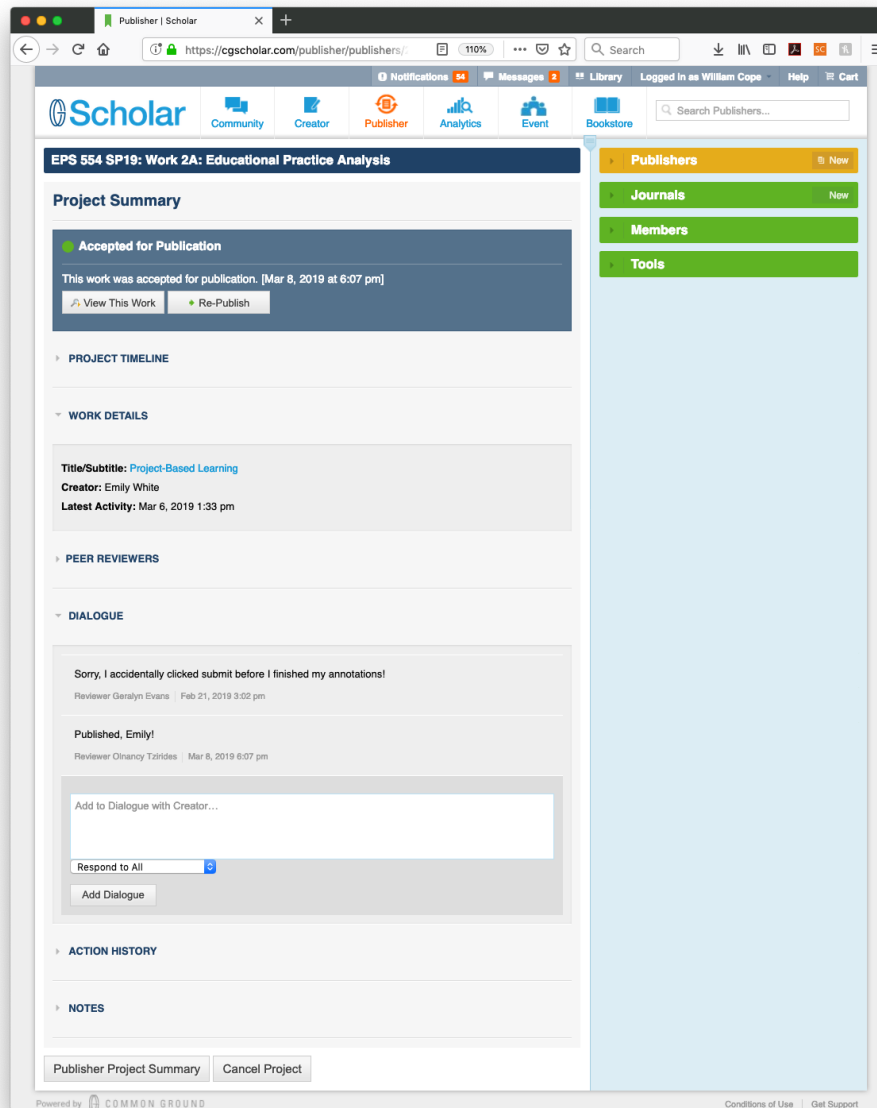
Name	Work #	Title	Status	Last Update	Peer Reviewers
Kathryn Brown	90612	Untitled	Removed	Feb 09, 2019	
Felton Maxie	90615	EPS 554 Work Two	Draft Overdue	Feb 18, 2019	
Brian Everson	90616	Virtual Teaching	Publication Pending	Mar 04, 2019	Abby Brooks, Greg Remsza, Suzan Stamper, Erich Weiger
Diana Parker	90626	Visual Note Taking as a Method to Succeed	Accepted for Publication	Mar 09, 2019	Abby Brooks, Bernice Schopf, Sandra Hong
Austin Rickels	90633	Case Study: Transforming Literacy Practices in My High School "College Term Paper" Class	Accepted for Publication	Mar 04, 2019	Lauren Heltman, Greg Remsza, Mairi Freeman, Sarah Masanek
Emily White	90655	Project-Based Learning	Accepted for Publication	Mar 09, 2019	Geralyn Evans, Michael Sletten, Brian Everson
Kristin Szydelko	90657	The Workshop Model as Authentic Literacy	Draft Overdue	Feb 18, 2019	
Geralyn Evans	90707	Flexible Seating	Accepted for Publication	Mar 09, 2019	Kristin Szydelko, Felton Maxie, Austin Rickels
Kirsten Flodstrom	90709	Responsive Classroom	Accepted for Publication	Mar 09, 2019	Catherine Gottlieb, Diana Parker, Gene Poul
Michael Sletten	90742	The Montessori Method as an Innovative Learning Practice	Publication Pending	Mar 04, 2019	Emily White, Greg Remsza, Brian Everson

At the bottom of the table, there is a pagination control showing 'Show: 10' and '1 to 10 (24)' with 'Prev' and 'Next' buttons. Below the table is an 'Invite New Member' button. At the very bottom of the page, there are 'Cancel Project' and 'Delete Project' buttons.

On the Publisher Project Summary Page an admin can:

- View the project timeline.
- View a listing of members:
 - The member's name is a link to their personal profile page in Community.
 - The work title is a link to detailed project summary for that particular work.
 - Status indicates where the work stands currently in the publication process (green = completed; orange = overdue; grey dot = unstarted or cancelled).
 - Last update and assigned feedback contributors are listed.
 - Icons allow the admin to view the work in Creator (magnifying glass), output the work as a web page or PDF (printer), and remove the work from the project.

- Invite a new member to start a Project. After a Project has started, if a new member joins the community and wants to be part of the project, the admin must add them here.
- View the Project settings.



When the admin takes to the link on a Work from the Publisher Summary page, they reach the Project summary for that particular Work, including:

- Current status
- Project timeline
- Work details
- Peer reviewers
- Dialogue with the creator about this work
- Action history
- Notes that the admin may want to create—these are shared with other admins but not the creator