

# PBL Co-Laboratory Orientation

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## I. Introduction

In the Introduction section of this Orientation, we will cover the following:

- The purpose of the PBL Co-Laboratory
- The essential features of the PBL Co-Laboratory
- Navigating through the PBL Co-Laboratory

### *Purpose*

Primarily, the PBL Co-Laboratory was created for the purpose of allowing PBL members (users who have created an account on the PBL website) to collaborate on project-based learning activities. For example, when users submit original projects to the PBL Co-Laboratory, they will be automatically assigned as the author of that project. This will allow that user to control and maintain the overall structure and content of a project. Additionally, PBL authors can give other users permission rights to participate in that project.

The PBL Co-Laboratory was also designed as a collaborative project development tool. This means that the PBL Co-Laboratory will allow multiple users to work together in creating project-based learning activities. While the main section of the PBL website (<http://www.pbl-online.org/>) contains the information about project-based learning, here we will focus on how to use the PBL Co-Laboratory as a tool for collaboration and development.

### Essential Features

The PBL Co-Laboratory consists of five main components, which are designated by index tabs. Once you have logged into the PBL Co-Laboratory, you can click on any of the five index tabs at anytime.



The screenshot shows a navigation bar with five tabs: "My Projects", "Favorites", "Search", "Create New", and "My Account". Below the tabs is a table with the following data:

No.	Id.	Title	Status	Peer Rating
1	103	<a href="#">Sample PBL Co-Laboratory Project</a>	1	no reviews

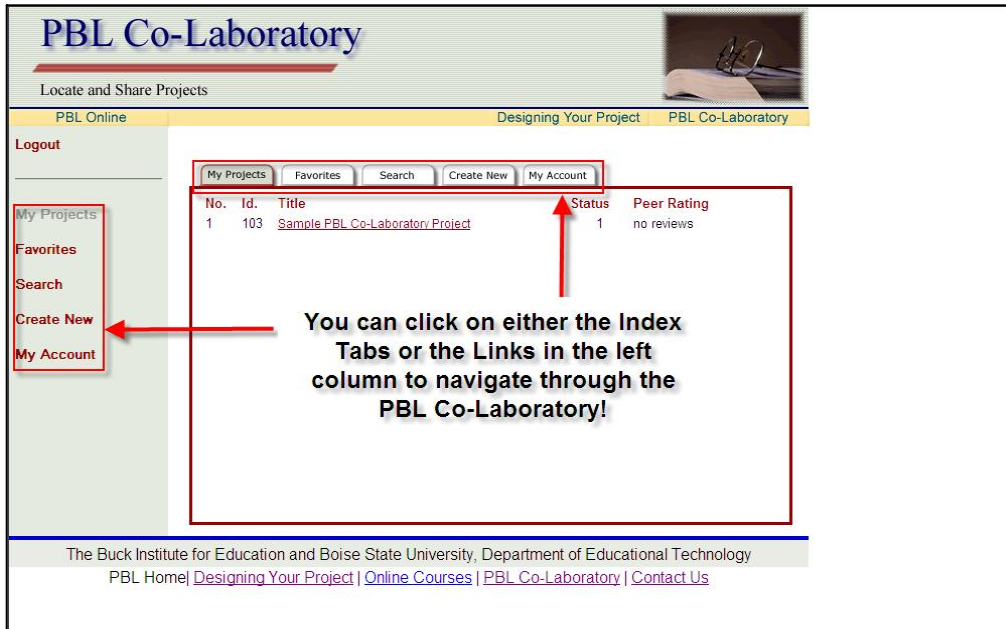
Red arrows point from the numbers 1 through 5 below the table to the corresponding columns: 1 to No., 2 to Id., 3 to Title, 4 to Status, and 5 to Peer Rating.

The five index tabs are: 1) My Projects, 2) Favorites, 3) Search, 4) Create New, and 5) My Account.

- 1) The My Projects tab lists all of the projects created by the user who is currently logged in.
- 2) The Favorites tab lists all of the projects that the user designates as a favorite project.
- 3) The Search tab allows the user to search the entire database of projects.
- 4) The Create New tab allows the user to begin creating a new project.
- 5) The My Account tab allows users to edit account information or change their password to the PBL Co-Laboratory.

Each tab, and the tools available under each tab, will be explained in further detail in this Orientation in its own section (see the table of contents).

## Navigation



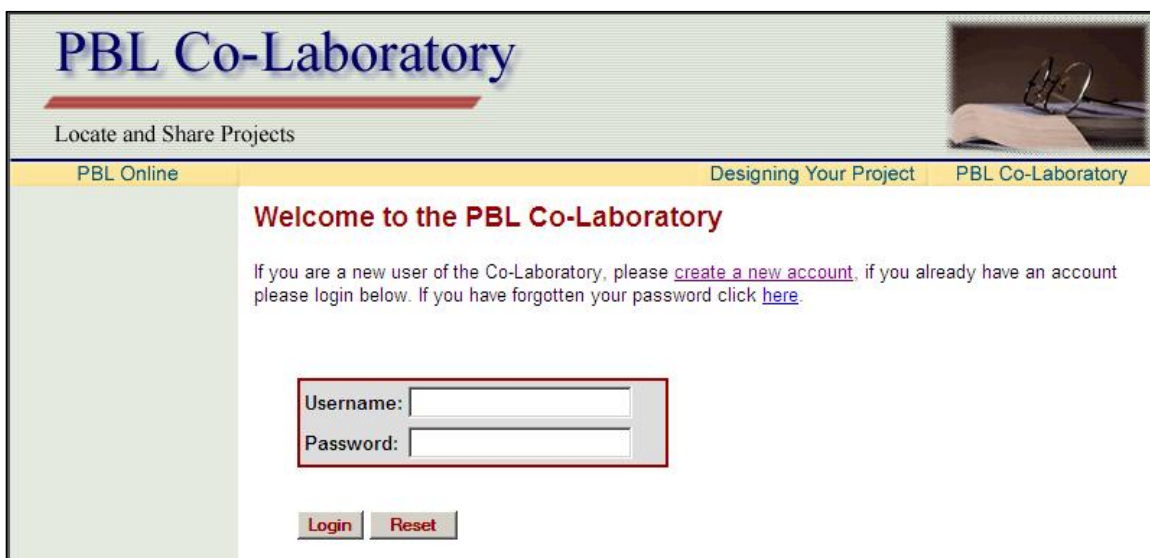
The screenshot shows the PBL Co-Laboratory website interface. At the top, the logo "PBL Co-Laboratory" is displayed with the tagline "Locate and Share Projects". Below the logo, there are navigation tabs: "PBL Online", "Designing Your Project", and "PBL Co-Laboratory". On the left side, there is a "Logout" link and a vertical menu with options: "My Projects", "Favorites", "Search", "Create New", and "My Account". The main content area features a table with the following data:

No.	Id.	Title	Status	Peer Rating
1	103	<a href="#">Sample PBL Co-Laboratory Project</a>	1	no reviews

Red arrows point from the "My Projects" link in the left menu to the "My Projects" tab and from the "My Account" link to the "My Account" tab. A text box in the center of the page reads: "You can click on either the Index Tabs or the Links in the left column to navigate through the PBL Co-Laboratory!". At the bottom, there is a footer with the text: "The Buck Institute for Education and Boise State University, Department of Educational Technology" and a list of links: "PBL Home | [Designing Your Project](#) | [Online Courses](#) | [PBL Co-Laboratory](#) | [Contact Us](#)".

Navigating through the PBL Co-Laboratory is a straight-forward process. You can either click on the appropriate tab or you can click on the links on the left side of the web page.

Please note that in order to access the PBL Co-Laboratory, you must be logged in. You will be prompted to login each time you attempt to access the PBL Co-Laboratory (<http://www.pbl-online.org/CoLab/default.htm>). Remember to keep track of your username and password by writing it down and putting it in a safe place!



The screenshot shows the login page of the PBL Co-Laboratory. At the top, the logo "PBL Co-Laboratory" is displayed with the tagline "Locate and Share Projects". Below the logo, there are navigation tabs: "PBL Online", "Designing Your Project", and "PBL Co-Laboratory". The main content area features a "Welcome to the PBL Co-Laboratory" message. Below the message, there is a login form with the following fields:

Username:

Password:

Below the form, there are two buttons: "Login" and "Reset".

## II. My Projects – Index Tab #1

No.	Id.	Title	Status	Peer Rating
1	103	Sample PBL Co-Laboratory Project	1	no reviews

The My Projects tab lists all of the projects created by the user who is currently logged in. When a new account is created for the first time, no projects will be listed here because nothing has been created yet. Once a project has been created (see Section 5), that project will be listed here.

Under the My Projects tab, you will see five columns that list essential information for each project.

- 1) The first column, No., keeps track of each project in the order it was created. So, for instance, if a second project is created, it will be designated with the next available number, which, in this case, will be the number 2.
- 2) The second column, Id., keeps track of all projects added to the PBL Co-Laboratory. In this example, the number 103 indicates that the project listed here (Sample PBL Co-Laboratory Project) was the 103rd project added to the PBL Co-Laboratory.
- 3) The third column, Title, lists the assigned title of each project. Users always create a title for each project they submit. Titles that are displayed here also act as links that will open a project when clicked on.
- 4) The fourth column, Status, tells the user .....
- 5) The fifth column, Peer Rating, keeps track of ratings that other users submit about your project.

### III. Favorites - Index Tab #2

No.	Title	Remove Favorite	Peer Rating
1	<a href="#">Subtle Media Manipulation</a>	<a href="#">Remove</a>	
2	<a href="#">Can You Hear Me Now?</a>	<a href="#">Remove</a>	
3	<a href="#">A Lost Treasure</a>	<a href="#">Remove</a>	

The Favorites tab lists all of the PBL projects that the user has saved as a favorite. This feature was created to help users keep track of projects in which, 1) they are the author, 2) they are collaborating on, or 3) they simply would like to investigate at a later time.

Under the My Projects tab, you will see four columns that list essential information for each project.

- 1) The first column, No., keeps track of each project that is designated as favorite, in the chronological order from which it is selected as a favorite. In the diagram above, "A Lost Treasure" is the third PBL project that was selected by the user as a favorite.
- 2) The second column, Title, lists the assigned title of each favorite project. At any time, a user can simply double-click on a link to open a PBL project.
- 3) The third column, Remove Favorite, allows the user to remove a PBL project from the Favorites List. For example, if a user was interested in investigating the "A Lost Treasure" PBL project, he or she can choose to add this project to their Favorites List, but remove it from the Favorites List after discovering that the PBL project was not appropriate for their curriculum goals.
- 4) The fourth column, Peer Rating, keeps track of ratings that other users submit about your project.

#### *Choosing Favorites*

In order to find and add PBL projects to their Favorites List, the users can either perform a search to find an appropriate PBL project (covered in Section 4) or can choose to create a new project (covered in section 5). When performing a search, the user will be given the option to select a PBL project as a favorite.

#### IV. Search – Index Tab #3

The screenshot shows a navigation bar with buttons for 'My Projects', 'Favorites', 'Search', 'Create New', and 'My Account'. Below this is a search interface titled 'Enter your search parameters, Scott...'. It contains several search filters, each with a dropdown menu set to 'show all'. The filters are: Grade Level (1), Content/Subject Area (2), Recommended Time Frame (3), Project Title (4), Key Word (5), Author/Collaborator Last Name (6), and Project Id (7). Below these is a 'Sort Search Results by:' dropdown menu set to 'Project Id (the default)' (8). At the bottom left is a 'Search' button (9). Red arrows and numbers 1 through 9 point to each of these elements.

The Search tab allows users to perform searches for existing PBL projects. The default screen (as shown in the graphic above) will allow users to view all of the available PBL projects in the Co-Laboratory database. However, users will find the search tool very useful for filtering out unwanted or inappropriate PBL projects. By selecting (i.e. getting more specific on) different categories, the user has many options for finding PBL projects that are closely aligned with curriculum goals. These options include:

- 1) Grade Level: Users can select PBL projects that are designed for a specific grade level (early childhood, elementary, middle, secondary, or post-secondary).
- 2) Content/Subject Area: Users can target a specific subject area or content area, such as mathematics, art, and many others.
- 3) Recommended Time Frame: When PBL projects are created, the author will determine an appropriate time frame for the project. When performing a search, users can elect to find a PBL project that fits a specific time frame.
- 4) Project Title: In some cases, PBL Co-Laboratory members will learn about specific PBL projects, and its specific title, from other members. To facilitate users who know exactly what they are

- looking for, they can simply type in the name of the PBL project title and click on the Search button.
- 5) Keyword: As the PBL Co-Laboratory database continues to grow and more PBL projects are added, finding specific and appropriate PBL activities becomes a more complex process. Also, in some cases, users may not know exactly what they are looking for. The keyword option allows users to type in a word or phrase. When the Search button is clicked, the query will search through the database for projects that match those keywords.
  - 6) Author/Collaborator Last Name: This option allows users to search for PBL projects created by specific project authors.
  - 7) Project ID: When a user knows the specific Project ID associated to a PBL project, they can simply type in the Project ID number and click on the Search button.
  - 8) Sort Search Results By: This option allows the user to prioritize how search returns should be sorted. Users can elect to sort by Project ID (the default option), Grade Level, Project Title, Keyword, Author's Last Name, or Project Status.
  - 9) Search Button: Once users have selected or typed in the parameters for the search, they simply click on the Search button and this will return PBL projects that match the supplied search criteria.

### Search Returns

Once the search criteria have been selected or typed in the Search tab options and the Search button has been clicked, users will see a search return inside the Search tab that looks similar to the graphic below:

The screenshot shows a web interface with a navigation bar at the top containing buttons for 'My Projects', 'Favorites', 'Search', 'Create New', and 'My Account'. Below the navigation bar, a red banner indicates '32 Project(s) match your search criteria...'. The first result is '1 Gas Crunch!'. To the right of the title are three icons: 'Add to Favorites' (a folder with a plus sign), 'View' (a magnifying glass), and 'Review' (a star). A 'Rating: Stars here' label is also present. Below the title, the project details are listed:

- Grade Level: middle school (6-9)
- Content Area: civics, mathematics, science, technology, work skills
- Time Frame:
- Project Id: 8
- Status: Completed

On the right side, under 'Authors/Collaborators:', there is a numbered list:

1. [Kerrv Rice](mailto:krice@boisestate.edu)  
[krice@boisestate.edu](mailto:krice@boisestate.edu)
2. [Dwayne Strachan](mailto:nahcarts@gmail.com)  
[nahcarts@gmail.com](mailto:nahcarts@gmail.com)



All search returns will be listed and displayed in the format as shown in this graphic. If there are several projects, users can simply click on the scroll bar to the right to view all search returns. Notice in this example that at the top of the search return box, the user is informed that 32 projects match the supplied search criteria. Immediately below is the Project ID "1", followed by the Project Title "Gas Crunch!"

To the immediate right are three icons that give users options for investigating PBL projects. First, users can add a PBL project to their Favorites List by clicking on the Add To Favorites icon. Second, users can immediately view the PBL project in a separate window by clicking on the View icon. Third, users can review a PBL project and enter a rating by clicking on the Review icon.

Immediately below, you will find useful information about the PBL project, including grade level, content area, time frame, the project ID number, the project status, and the name(s) of any author or collaborator associated with a given PBL project.

Additionally, whenever an author or collaborator is listed, a user can send an e-mail directly to them. Thus, users can send an e-mail to a collaborator or ask a PBL project author for permission rights. This feature works only if you have assigned an e-mail account or an e-mail software program to open whenever e-mail links are clicked on. See your operating system documentation or refer to your Internet service provider for more information on setting up e-mail accounts.



## V. Create New – Index Tab #4

My Projects Favorites Search **Create New** My Account

[Instructions](#) | [Part 1 \(Project Information\)](#) | [Parts 2 - 6 of the PBL Form](#) Project Created: no

**Instructions:**  
A new project may be created and submitted by entering information into project planning form. When the Part 1 link is clicked, the author will enter information about the project. This information includes the project title, a list of collaborators, the appropriate grade level, the content/subject area, the recommended time necessary to complete the project, and any key words that might be helpful when other perform a search of the PBL project database.

It is recommended that work be first entered into a word processor and then copied and pasted into the appropriate field. This can prevent data loss and allows for the use of the word processor's spelling and grammar checking tools. Once all portions of the project have been completed, the author will submit the project for review and eventual posting.

Feedback on projects will available to the authors whenever the authors view the project after it has been reviewed. Once a project has passed the review process it will become available in the searchable PBL database. Before inclusion in the PBL database, the authors may be asked to make refinements in accordance with the Buck Institute for Education.

When users click on the Create New tab, a set of instructions are shown for the steps taken for creating a new PBL project. We will duplicate these instructions here for reading purposes:

**Instructions:**  
A new project may be created and submitted by entering information into project planning form. When the Part 1 link is clicked, the author will enter information about the project. This information includes the project title, a list of collaborators, the appropriate grade level, the content/subject area, the recommended time necessary to complete the project, and any key words that might be helpful when other perform a search of the PBL project database.

It is recommended that work be first entered into a word processor and then copied and pasted into the appropriate field. This can prevent data loss and allows for the use of the word processor's spelling and grammar checking tools. Once all portions of the project have been completed, the author will submit the project for review and eventual posting.

Feedback on projects will available to the authors whenever the authors view the project after it has been reviewed. Once a project has passed the review process it will become available in the searchable PBL database. Before inclusion in the PBL database, the authors may be asked to make refinements in accordance with the Buck Institute for Education.

There are five parts to the complete PBL form (after the Part 1 information).

- Begin with the End in Mind
- Craft the Driving Question
- Plan the Assessment
- Map the Project
- Manage the Process

Make sure to save after entering or modifying data in any field on the form. Data may be changed and revised at any time, however, once a project has been submitted and accepted for posting, the author(s) may not make further changes without 'demoting' the project to an 'under construction' status. When a project is under construction, it cannot be searched for by non-administrative users.

You may not navigate to parts 2 through 6 of the form until the information for part 1 has been completed and submitted by clicking the 'Create Project' button.

## Part One (Project Information)

To begin creating a new PBL project, you simply click on the [Part 1 \(Project Information\)](#) link at the top of the Create New tab. The following form will appear in the Create New tab:

My Projects Favorites Search **Create New** My Account

[Instructions](#) | **Part 1 (Project Information)** | [Parts 2 - 6 of the PBL Form](#) Project Created: no

Complete all project fields then click 'Create Project'...

Project Title:  ← 1

Project Team:  ↑ ↓ ← 2  
[list collaborators](#) | [clear all](#)

Appropriate Grade Level:  ↓ ← 3

Specify Content/Subject Area:  ↑ ↓ ← 4  
Press and hold <CTRL> to multi-select  
any  
arts  
behavioral and social studies

Recommended Time Frame:  ↓ ← 5

Key Words:  ↑ ↓ ← 6

← 7

By default, you will see the form as it is displayed in the graphic above (with the noted exception that a user's username will appear by default in the Project Team textbox). Here are the steps for completing the Project Fields for a new PBL Project:

- 1) Create an appropriate Project Title. It is recommended that users search the PBL database for existing titles to make sure that an idea for a project title doesn't already exist.
- 2) Choose the PBL members that will be included in this new PBL project. For this task, we have included a tool for automating this process. Click on the [list collaborators](#) link. You will see the following window:

**Click a User ID to add that person to your project's list of collaborators...**  
(Do not add/click-on a user more than once!)

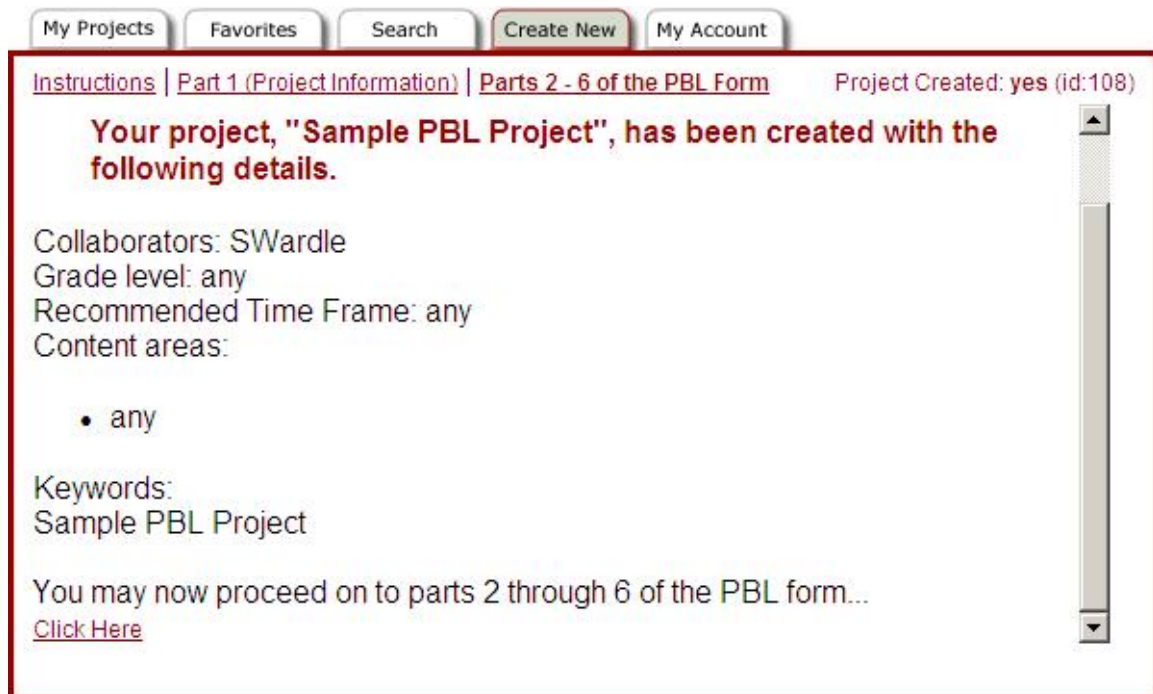
Done

Project Team: [clear all](#)  
SWardle

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

User ID		Last Name	First Name	School or Institution
dr2012	<a href="#">add</a>	a	y	w
christian1	<a href="#">add</a>	Adams	Christian	Merrill Middle School
naddison	<a href="#">add</a>	Addison	Nyocka	DeKalb County

- a. In this window, you can use the [A-Z](#) links to quickly find any PBL member. To add a PBL member to your PBL project, simply click on the [add](#) link (located in the next column to the right of the User ID column). This will fill in the appropriate username in the Project Team textbox in the Project Fields form. When you are finished, you can click on the 'Done' button at the top of the window. This window will close and return you to the Project Fields form.
- 3) Choose the best option for the appropriate [Grade Level](#) for your PBL Project.
- 4) Choose the best option for the appropriate [Content/Subject Area](#) that your PBL project will cover.
- 5) Choose the best option for the appropriate [Timeframe](#) that will be needed to complete the activities in your PBL project.
- 6) Users can also elect to supply keywords that will be helpful for other users to find your PBL project in the Co-Laboratory database.
- 7) The final step in the Project Fields form is to click on the 'Create Project' button. This will bring up a window that looks similar to this:



As you can see, this window lists the data entered into the Project Fields, as well as an option to proceed onto parts 2 through 6 of creating a new PBL project. Click on the [Click Here](#) link to move onto parts 2 through 6.

### *Parts 2 – 6 (The Project Editor)*

As you read through the instructions in Part 1, you were informed that the other five parts for completing PBL form includes the planning, designing, and structuring your PBL project to meet the following project-based learning principles:

- Begin with the End in Mind
- Craft the Driving Question
- Plan the Assessment
- Map the Project
- Manage the Process

Because the PBL website (<http://www.pbl-online.org/>) covers this process in great detail, we won't repeat that information here. However, below is a partial graphic sample of a window of the Project Editor. The Project Editor contains the main editing features of a completed PBL project.

Essentially, there are three components of this window. You can access this window at anytime after you have submitted your project by clicking on the Project Title link in the My Projects tab, as discussed in **Section II**.

- 1) In the Project Details section, you will find the details that were created in the Project Fields form in Part 1. This information can be edited by clicking on the Edit Project Details button. We will discuss editing this information in the next **section**.
- 2) The Project Toolbox section allows the PBL project author to upload or download files, add web resources, save changes to the PBL project, or to view the PBL project (i.e. viewing the project takes the project out of edit mode, adds the links to project files and/or web resources). The Project Toolbox will be discussed in greater detail in the next **section**.
- 3) The rest of the project editor consists of textbox areas where each of the five design principles. This information can be edited at any point by the PBL project author. You can click on the question mark (located next to each of the five design principles) to get more information about each design principle.
- 4) When you are ready to submit changes made in the project editor, click on the Submit button at the bottom of the window.



Author(s): Edit Complete Project - Windows Internet Explorer  
 http://www.pbl-online.org/CoLab/PBLCL-External.EditCompleteProject.php?projectId=79

## A Lost Treasure [communicate]

### 1 Project Details

**Title:** A Lost Treasure  
**Collaborators:** Krice, paulally, juliannriley, sdseal, SWardle  
**Grade level:** elementary (K-6)  
**Recommended Time Frame:** 1 semester/term  
**Content areas:**

- reading
- thinking and reasoning/logic
- writing

**Keywords:**  
 Main Idea, Facts, Opinions, Fiction, Context, Sequence, Inference, Conclusion

[Edit Project Details](#)

### 2 Project Toolbox

Project Status: Completed

[Upload/Download Files](#)

There are 9 file(s) associated with this project

[Web Resources](#)

[Save Project](#)
[View Project](#)

### Begin with the End in Mind: 3 ?

#### What are the big ideas for your project?

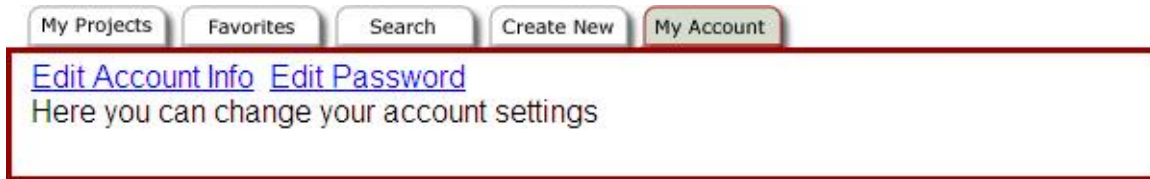
**Summarize the theme for this project and identify the content standards and key skills you will assess. Identify the habits of mind students will practice and any district or school-wide outcomes included in this project. *The project should meet the criteria for standards-focused PBL.***

1. Theme summary for this project.

Theme Summary:  
 The theme for this project is to understand how the mastery of reading comprehension skills is applied in the reading and writing process, through the creation of a treasure hunt style activity. There are many reading comprehension skills. These include, but are not limited to, identifying main idea, recognizing and distinguishing the differences between facts and opinion, pulling meaning from context, identifying and understanding the objectives of inference, organizing sequence and interpreting or extrapolating conclusion. Student mastery will be put to the test as they are asked to demonstrate their understanding of these six comprehension skills, through effective application in

Internet 100%

## VI. My Account – Index Tab #5



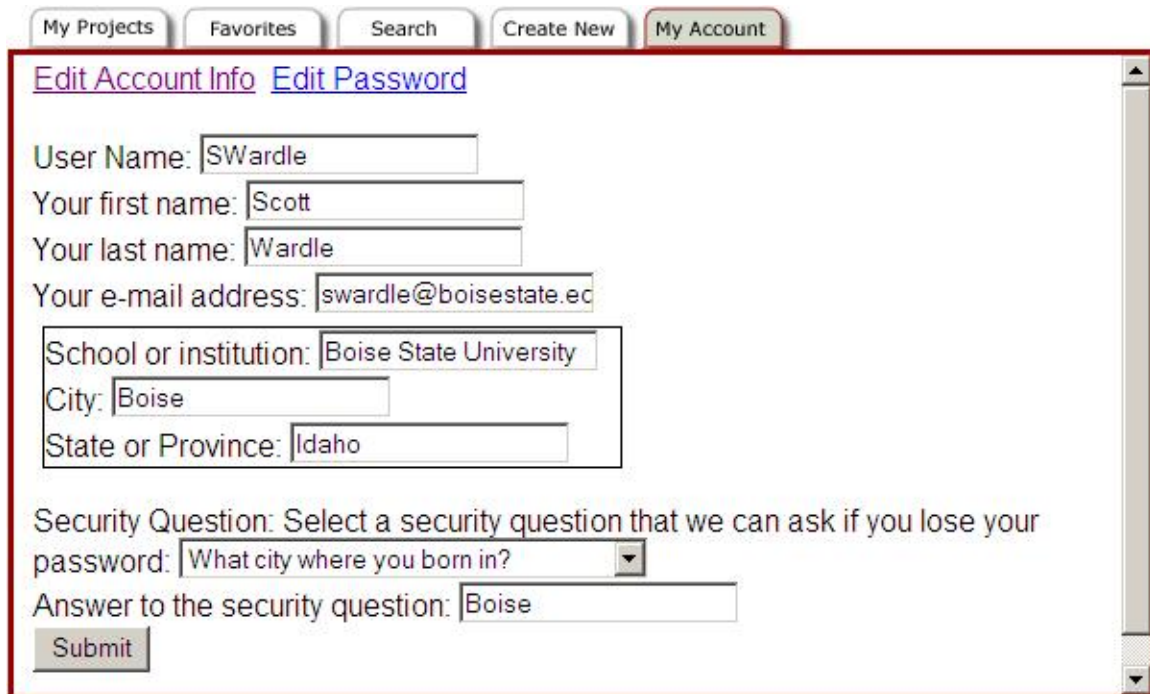
My Projects Favorites Search Create New **My Account**

[Edit Account Info](#) [Edit Password](#)

Here you can change your account settings

When users click on the My Account tab, they are given options for editing account information and/or changing their password. It is always a good idea to list accurate information and change your password on a regular basis!

### *Editing Account Information*



My Projects Favorites Search Create New **My Account**

[Edit Account Info](#) [Edit Password](#)

User Name:

Your first name:

Your last name:

Your e-mail address:

School or institution:

City:

State or Province:

Security Question: Select a security question that we can ask if you lose your password:

Answer to the security question:

In this form, users can make any necessary changes. It is always a good idea to keep accurate and updated information. For instance, a user might decide to create a specific e-mail account for PBL project purposes only. By updating an account with the new e-mail address, other users asking for permission to collaborate on a PBL project are sending their request to a valid e-mail address.

This form also allows the user to select a security question in case password information is lost.

## Editing Password Information

[My Projects](#) [Favorites](#) [Search](#) [Create New](#) [My Account](#)

[Edit Account Info](#) [Edit Password](#)

Enter the old password:

Enter a new password:

Confirm new password:

For security purposes, users can elect to change their password to a new password. The PBL Co-Laboratory database requires the user to submit their old password and to enter their new password twice.



## VII. Editing Projects

The screenshot shows two panels. The left panel, titled "Project Details", contains the following information: Title: A Lost Treasure; Collaborators: Krice, paulally, julianriley, sdseal, SWardle; Grade level: elementary (K-6); Recommended Time Frame: 1 semester/term; Content areas: reading, thinking and reasoning/logic, writing; Keywords: Main Idea, Facts, Opinions, Fiction, Context, Sequence, Inference, Conclusion. A red box highlights the "Edit Project Details" link with a red arrow and the number 1. The right panel, titled "Project Toolbox", shows "Project Status: Completed" and contains buttons for "Upload/Download Files" (with a red arrow and number 2), "Web Resources" (with a red arrow and number 3), "Save Project" (with a red arrow and number 4), and "View Project" (with a red arrow and number 5). Below the "Web Resources" button, there is a note: "There are 9 file(s) associated with this project".

Once a PBL project has been created, authors can then begin collaborating with other users with further project development. In many cases, for instance, more revision on the five questions will take place, as the PBL author receives input from other collaborators. The PBL Co-Laboratory is specifically designed to accommodate any changes to the PBL project that needs to be made.

### *Editing Project Details*

By clicking on the [Edit Project Details](#) link (#1), a new window will appear. This window will allow users to type in a different project title, choose a different grade level, subject area, time frame, and add in new keywords. When the author is finished, they can click on the

The screenshot shows a web browser window titled "Project Based Learning Co-Laboratory - Windows Internet Explorer". The address bar shows the URL: <http://www.pbl-online.org/CoLab/PBLCL-03.Form.2.projectInfoedit.php?projectId=79>. The main content area contains the following form fields and buttons:

- Project Title: A Lost Treasure
- Appropriate Grade Level: elementary (K-6)
- Specify Content/Subject Area: Select all that apply... (multi-select list containing any, arts, behavioral and social studies)
- Recommended Time Frame: 1 semester/term
- Key Words: Main Idea, Facts, Opinions, Fiction, Context, Sequence, Inference, Conclusion

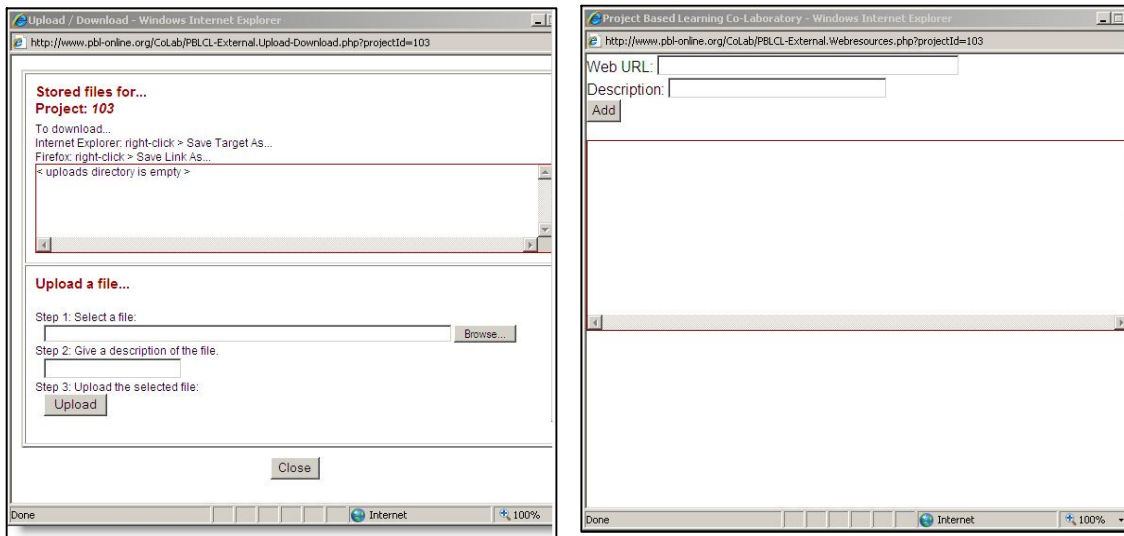
At the bottom of the form are two buttons: "Update Project" and "Leave Project".

'Update Project' button. This will save any changes made to project details. The window shown here is the window that appears when a user is added to a PBL project created by another PBL author. PBL

authors will have an additional option to change the ownership of the PBL project to another user. The 'Leave Project' button gives the user the option to give up editing rights to a project.

### *The Project Toolbox*

PBL projects incorporate the web resources and computer files needed by students and/or instructors for completing the PBL project into one convenient place. The PBL project author and users that have been granted administrative privileges can use the Project Toolbox to upload files (button #2) or hyperlinks to the Internet (button #3). The dialog boxes for each task are shown below:

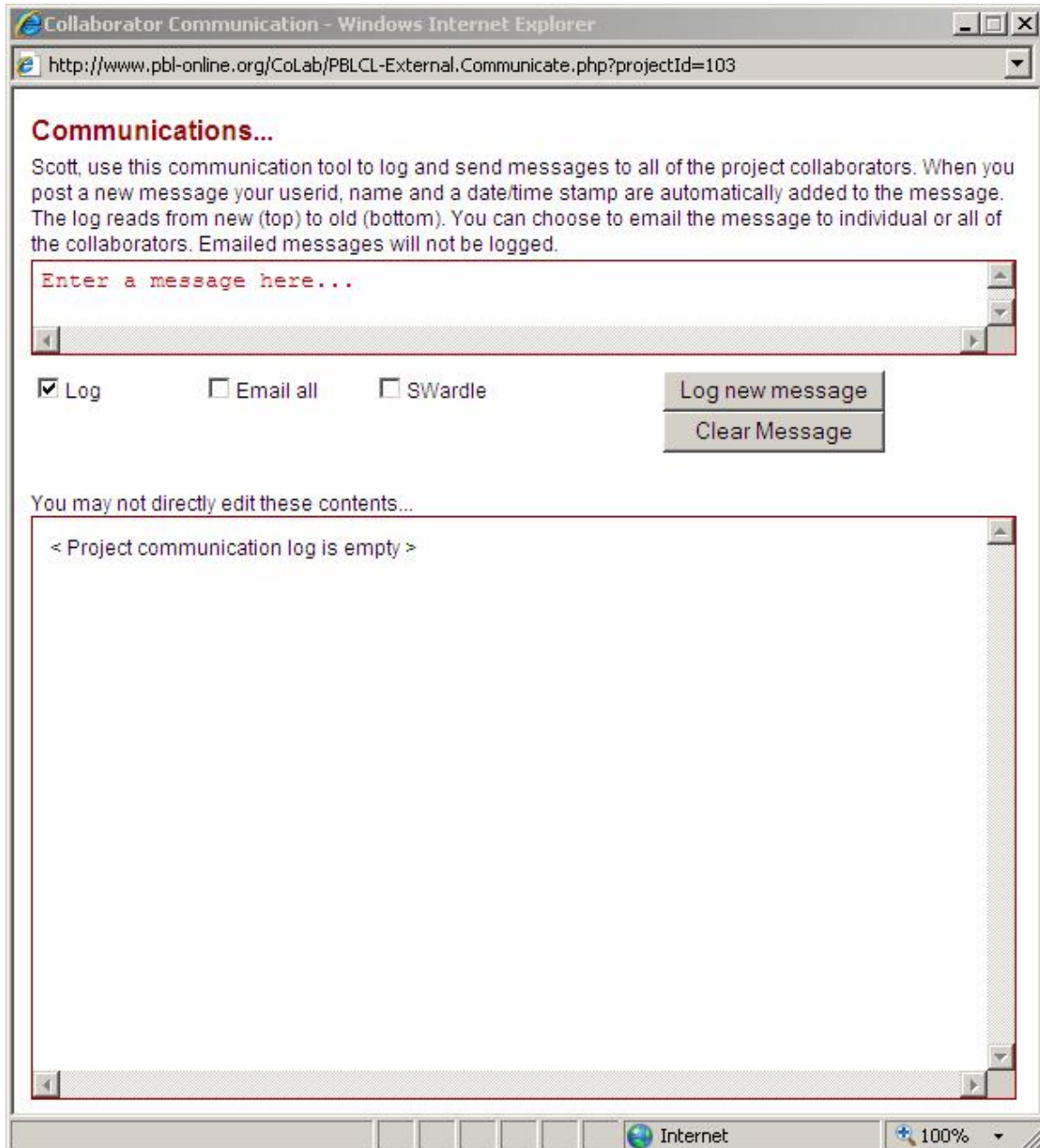


Both dialog boxes ask the user to provide links and to provide a descriptive name. These descriptive names have no effect on the file or the hyperlinks themselves. Instead, this is the text that will appear on the PBL project. For example, if a user adds a hyperlink to the PBL website 'http://www.pbl-online.org/' and gives it a descriptive name 'PBL Website', the end user will see a hyperlink entitled [PBL Website](#) that, when clicked on, will open up a dialog box that will allow the user to open or save the file.

When all of the resources needed for the PBL project have been added, the user can click on the 'Save Project' button to resave the project. Additionally, users can view these changes by clicking on the 'View Project' button. This will open a new window that will display the PBL project as it will appear to the end user (e.g. an instructor or student, who will be able to see the PBL project, the instructions, and links to project resources, but will not be able to edit the PBL project itself).

## VIII. Using the Communication Tool

By clicking on the Communicate link on the upper right-hand corner of the Project Editor, PBL project collaborators can communicate one another. The PBL Communication Tool allows users to type text messages and the Communication Tool will save each text entry as an entry into a log file. A graphic of the Communication Tool appears below:



The instructions for using this tool are displayed in the Communication Tool (as shown in the graphic above). Users have the option to either enter text into the project's log file or to send an e-mail to one or more project collaborators. The name of each collaborator that has been added to the project will automatically in the Communication Tool window. As the instructions indicate, e-mail messages are not added to the project log file.

The two buttons (Log New Message & Clear Message) allow users to use the Communication Tool as a real time chat room. The Clear Message button erases any existing text in the text entry textbox. However, once a message has been entered on a log file, it cannot be edited.

## **IX. Conclusion**

While this orientation page is intended to inform PBL users on using the Co-Laboratory tools, it is not a substitute for learning the principles for effective project management, design, collaboration, and so on. Once users have spent sufficient time going through the resources on the PBL website, the appropriate understanding for using the tools available in the PBL Co-Laboratory should be a straight-forward process.

Good Luck!!