Workshop management

Managing a workshop on the WeSolve platform involves a series of structured steps to ensure effective engagement and successful outcomes: 1. Initial Setup and Creation Create: Initiate by creating a new project in the 'Workshops' section, filling in details like title, description, objective, and settings like language, visibility, and category. Content Generation: Opt for manual input or utilize AI to generate workshop content based on specific topics and style preferences. 2. Workshop Customization Edit Details: Modify workshop aspects (title, description, objectives, etc.) as needed. Note that the workshop's language is fixed post-creation. Save Changes: Save changes to ensure the project reflects the latest objectives and information. 3. Engagement Activities Integration Add Activities: Structure the workshop by adding challenges, surveys, or articles via the 'Actions' column, enriching the workshop's scope and community interaction. Manage Activities: Monitor and adjust these activities, tailoring content and timelines to align with workshop goals. 4. Monitoring and Updating Track Progress: Regularly review participation levels and feedback, using insights to make informed adjustments to the workshop or activities. Visibility and Access: Adjust visibility between 'Public' and 'Registered Users' as needed and control access for specific groups to ensure focused engagement.

- Manage workshops
- Create a workshop
- Edit a workshop
- Associate engagement activities

Manage workshops

The **Workshops** page serves as a central hub for administrators to manage and monitor community engagement sigital workshops. This interface allows administrators to navigate through ongoing, upcoming, and completed workshops, ensuring effective community involvement and workshop oversight.

Accessing the Workshops

To access the workshops dashboard:

1. **Log In**: Ensure you are logged into the WeSolve platform with your administrator credentials.
2. **Navigate to Workshops**: Locate and select `Workshops` from the left-side menu to open the workshops overview page.

Workshops Dashboard

Upon accessing the `Workshops` section, you will be presented with a detailed view of all the workshops, encapsulating a variety of information and actionable options.

Workshop Overview

View all workshop listed along with their current status, which can be 'Published', 'In Draft', or 'Completed'.

Workshop Actions

Each workshop entry provides options to:

- Add new engagement activities, such as challenges, surveys, or articles.
- Edit existing workshop details.
- Delete workshops, if necessary.

Engagement Activities

For each workshop listed, administrators have the ability to:

- View a comprehensive list of all associated engagement activities, including their respective start and end dates.

- Directly edit engagement activities to adjust timelines, content, or other critical parameters.
- Remove specific engagement activities from a workshop, ensuring the workshop's scope and objectives remain aligned with community needs and organizational goals.

Create a workshop

The **Create a Workshop** page is intuitively designed to guide administrators through the process of workshop creation, from conceptualization to the setting of specific parameters. By providing both manual input options and innovative AI-powered content generation, WeSolve ensures that each workshop is not only well-structured but also resonates with the intended audience and objectives.

Accessing the 'Create a Workshop' Page

To initiate the creation of a new workshop:

1. **Log In**: Ensure you are logged into the WeSolve platform with your administrator credentials.
2. **Navigate to Workshops**: Select 'Workshops' from the left-side menu to access the workshops overview.
3. **Create a Workshop**: Click on 'Create a Workshop' located in the top right corner of the Workshops page.

Creating Workshop Content

Upon entering the 'Create a Workshop' page, you have the option to input workshop details manually or utilize AI-powered tools to generate content:

Manual Content Creation

- **Title**: Input the title of the workshop, making it concise yet descriptive.
- **Description**: Provide a detailed description that encapsulates the workshop's essence and objectives.
- **Objective**: Define clear and measurable objectives to outline the workshop's intended outcomes.

AI-Powered Content Creation (available in Standard plan)

1. Click on the 'Generate with AI' button on the top right.
2. Specify the topic of the workshop to guide the AI in content generation.
3. Choose the language from the dropdown menu to set the content's language.
4. Select the style from the dropdown menu to determine the tone and approach of the generated content.
5. Press the 'Generate' button to create the workshop content using AI.

Additional Workshop Details

In the creation process, administrators have the flexibility to specify various parameters and attributes:

- **Target Users**: Define the primary audience or participants of the workshop.
- **Notes**: Add any additional notes or instructions that are pertinent to the workshop or its execution.
- **Language selection**: Choose the language in which the workshop content is created.
- **Publishing Date**: Set the date when the workshop content becomes publicly visible.
- **Visibility Settings**:
  - **Public**: The workshop is accessible to all users, including those who are not registered.
  - **Registered Users**: The workshop is visible only to users who are registered on the platform.
- **Start and end date**: Specify the start and end dates, clearly marking the workshop's active period.
- **Category**: Assign a category to the workshop to aid in organization and searchability.
- **Groups**: If applicable, select specific groups to whom the workshop is exclusively visible.
- **Cover Image**: Upload an image that will serve as the cover for the workshop.

Finalizing the Workshop

Once all the necessary details have been inputted and you are satisfied with the content and settings of your workshop, you have two options to proceed:

- **Publish**: By pressing the 'Publish' button, you will save all the entered information and make the workshop immediately available to your specified audience based on the visibility settings chosen (Public or Registered Users). The workshop, along with all its details, will go live, and the publishing date will be set as per your selection.
- **Save as a Draft**: If you are not ready to make the workshop live or wish to review the content at a later stage, you can choose to 'Save as a Draft'. This action will save all the current progress and settings without making the workshop visible to the users. You can return to your draft at any time to make further edits, additions, or to publish it when you are ready.

These options provide flexibility in your workshop creation process, allowing for careful review and timing of your workshop's release. Ensure that all details are thoroughly checked and that the workshop aligns with your strategic objectives before choosing to publish.

Edit a workshop

Once a workshop is created in the WeSolve platform, it may become necessary to update or modify certain aspects of the workshop to reflect changes in strategy, feedback, or objectives. The **Edit a Workshop** feature is designed to provide administrators with the flexibility to make these changes efficiently while maintaining the integrity of the workshop's core components.

Accessing the Edit Page

To edit an existing workshop:

1. Navigate to the `Workshops` section from the left-side menu.
2. Choose the workshop you wish to edit from the list of available workshops.
3. Click on the 'Edit' option, usually represented by a pencil icon, next to the workshop's title or within the workshop's detailed view.

Editable Options

While in the 'Edit a Workshop' mode, you can modify a wide range of settings and content, similar to the options available during the initial creation of the workshop:

Content Modification:

- Title: Update the title of the workshop to better align with its current focus or strategy.
- Description: Revise the workshop's description to reflect any changes or to add additional clarity and detail.
- Objective: Reassess and edit the workshop's objectives to ensure they are relevant, achievable, and aligned with current goals.
- Target Users: Adjust the defined primary audience or participants of the workshop as needed.
- Notes: Add or modify any notes or instructions that are relevant to the workshop's execution or context.
- Publishing Date: Change the date when the workshop content becomes publicly visible if the timeline has been adjusted.
- Visibility Settings: Update the visibility to 'Public' or 'Registered Users' based on the evolving needs or strategy of the workshop.
- Start and end date: Modify the start and end dates to align with the workshop's current schedule or timeline.
- Category: Reassign the workshop's category if the focus or theme of the workshop has shifted.

- Groups: Alter the groups to whom the workshop is exclusively visible, ensuring it reaches the intended audience.
- Cover Image: Replace or update the cover image to refresh the workshop's visual appeal or to reflect the workshop's current theme.

Non-Editable Option

- Language: The language of the workshop, as set during the initial creation, remains constant and cannot be altered. This ensures consistency in communication and content delivery throughout the workshop's lifecycle.

Saving Changes

After making the necessary edits, lick on 'Save' to update the workshop with the new settings and content. This action will immediately reflect the changes in the workshop's presentation and accessibility based on the modified parameters. Ensure that all modifications are thoroughly reviewed and align with your workshop's goals and strategy before saving.

Associate engagement activities

Associating multiple engagement activities under a single workshop is a strategic approach to maintain clarity, foster comprehensive participation, and ensure the success of community engagement initiatives. It allows administrators to effectively manage and monitor the diverse aspects of the workshop, thereby enhancing the impact and the outcomes of their community engagement efforts.

Associating Engagement Activities

To associate engagement activities with a workshop:

1. **Navigate to Your Workshop**: Go to the 'Workshops' section and locate the workshop you wish to enrich with engagement activities.
2. **Access Engagement Options**: Within the detailed view of your workshop, locate the 'Actions' column. Here, you will find multiple options to add different types of engagement activities to your workshop.

Types of Engagement Activities

Under the 'Actions' column, you will find buttons or links to add the following types of engagement activities to your workshop:

- **Challenge:**
  - Designed to encourage innovation and problem-solving among participants, challenges can foster competitive spirit and creative solutions.
  - Select the 'Add Challenge' option to specify the challenge details, criteria for participation, and the rewards or recognition for successful solutions.
- **Survey:**
  - Surveys are instrumental in collecting quantitative and qualitative data from participants, offering insights into their preferences, opinions, and suggestions.
  - Use the 'Add Survey' button to design the survey questions, response options, and the target audience for the survey.
- **Article (News or Event):**
  - Articles can be used to communicate news, updates, or upcoming events related to the workshop, keeping the community informed and engaged.
  - Choose the 'Add Article' option to compose and publish news articles or announce events, ensuring the content is relevant and timely.