

Workspace and User Menus in Absorb Create - Standalone

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This article contains instructions and details about **Absorb Create Authoring** and **Delivery**.

This article explains what a **Workspace** is, how to move from one **Workspace** to another, and what each tab or button in a **Workspace** control bar does.

What are Workspaces in Absorb Create?

You can think of **Workspaces** as separate physical rooms. When you start working on a **Course** in a specific **Workspace**, that **Course**, its content, and any **Media Library** objects related to it will remain in that **Workspace**. That **Course** and any content within it are only visible to **Users** who have access to that **Workspace**.

One **Creator** can have access to multiple **Workspaces**, which can be configured according to your organization's needs. For example, you can configure a **Workspace** for a specific department, office, project group, individual person, etc.

Workspace Control Bar

When you open Absorb Create, you land on the **Courses** section for your current **Workspace**.

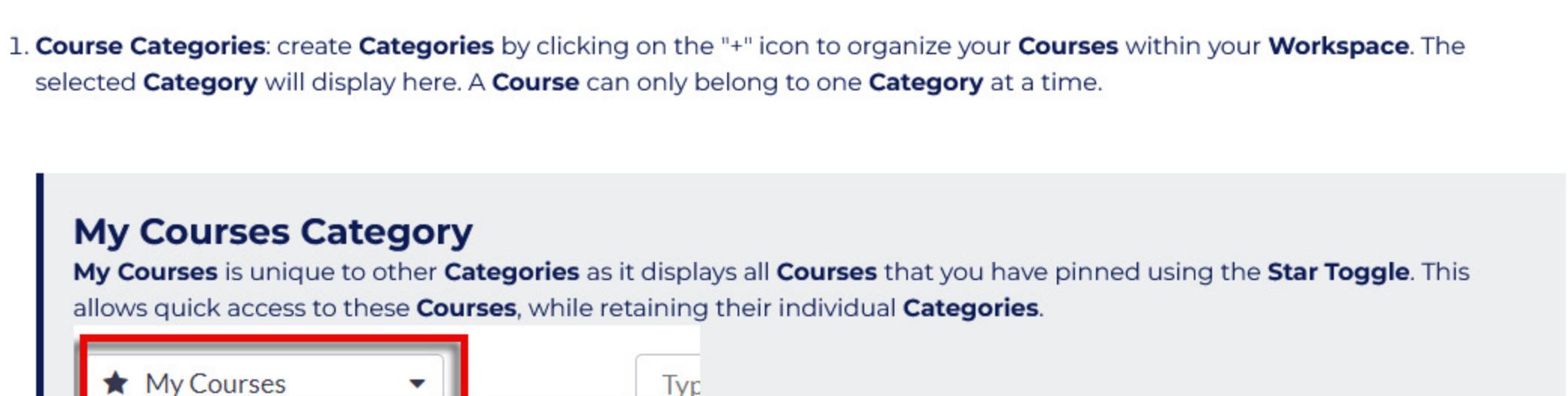
The first thing you should do when opening Absorb Create is confirm your current **Workspace** by checking the top-right corner of your screen. Only items belonging to that **Workspace** will appear, so you may need to switch **Workspaces** to find the content you are looking for.

The content in the **Courses** and **Media Library** tabs is unique to each **Workspace**. This means that a **Create User** can only view **Courses** and media from **Workspaces** that they have access to. A **Course** can only exist in one **Workspace** at any time.

Below is an overview of the **Workspace Control Bar**.

Workspace Control Bar Appearance

The image below shows the full **Workspace Control Bar**. Depending on your **Create User** role, or your **Create** plan, you may see fewer options in your **Workspace** menu.



The **Workspace Control Bar** can contain the following options:

A) **Workspace Name and User Menu**

B) **Courses** tab

C) **Reviews** tab

D) **Media Library**

E) **Hosting** tab

F) **Create** button

G) **Help** button

We'll go over these options and how to navigate them in the sections below.

Workspace Name and User Menu

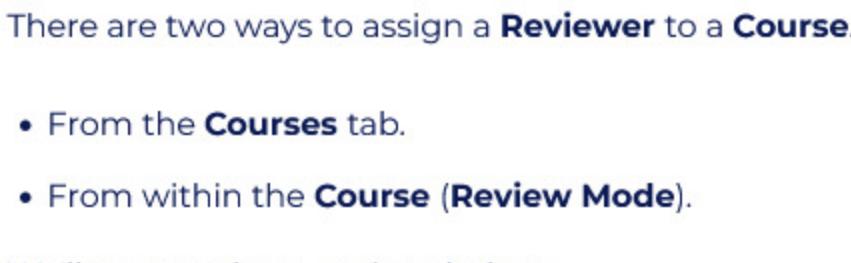
In the top right corner of the page, you will see the name of your current **Workspace**. Clicking on it opens the **User Menu**, which displays:

• **Your User Information:** your name appears at the top of the menu.

• **Workspace List:** below your name, you will see all the **Workspaces** you have access to.

• **My Account:** click on this option to update your personal account details (name, email, language, etc.) based on your account permissions.

• **Sign Out:** click on this option to log out of Absorb Create.



Users with the **Owner** role will see additional options:

• **Billing:** view your current billing plan.

• **Manage Users:** access administrative options for **Users**. These include:

◦ Invite a new **User**.

◦ Edit a **User's** role.

◦ Edit **User** information.

◦ Send a password reset notification.

• **Manage Workspaces:** access administrative options for **Workspaces**. These include:

◦ View a list of **Workspaces**.

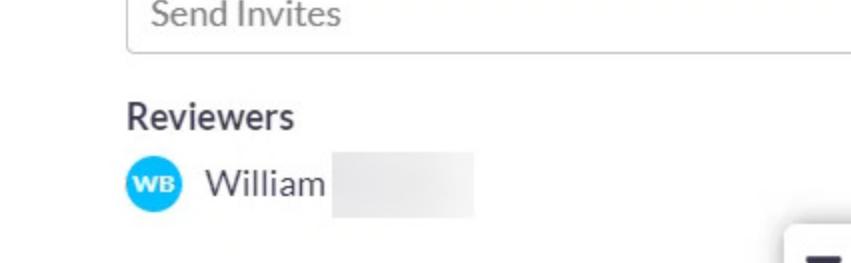
◦ View the number of members for each **Workspace**.

◦ Create a new **Workspace**.

◦ Remove or add **Users** to a **Workspace**.

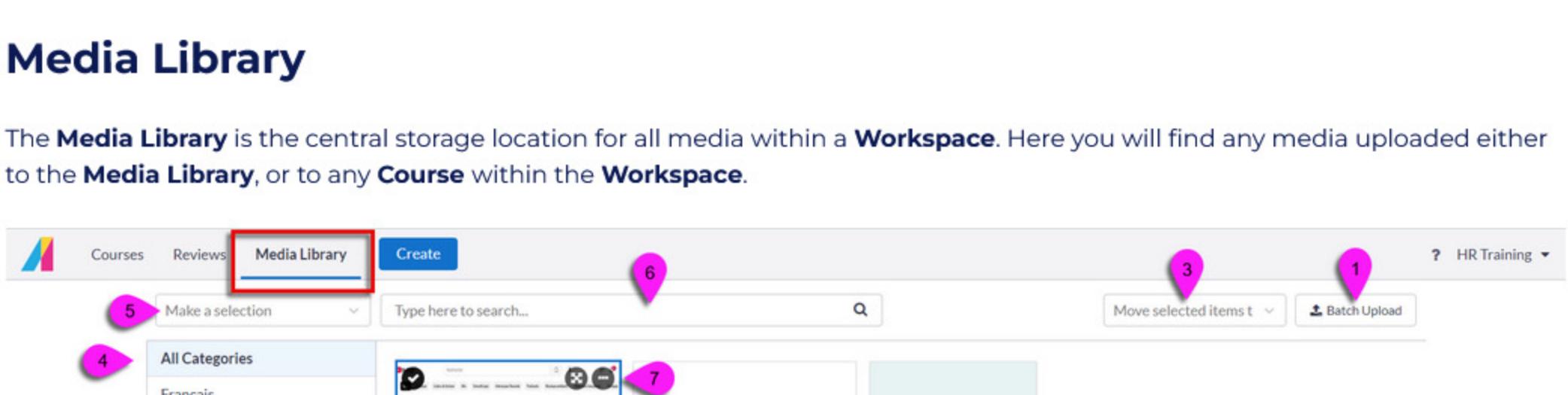
◦ Rename a **Workspace**.

◦ Delete a **Workspace**.

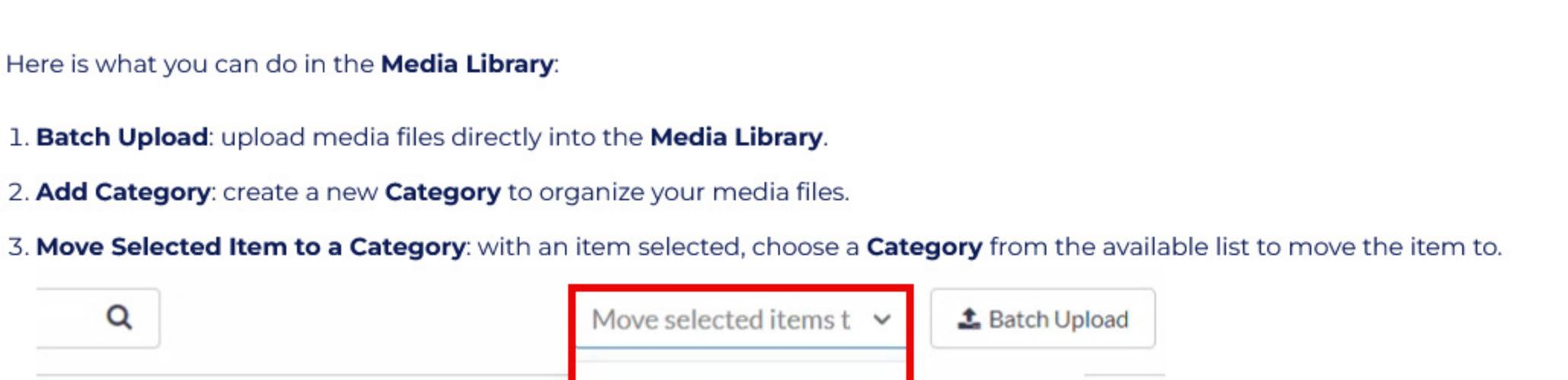


Courses

This tab displays all **Courses** in your current **Workspace**.



1. **Course Categories:** create **Categories** by clicking on the "+" icon to organize your **Courses** within your **Workspace**. The selected **Category** will display here. A **Course** can only belong to one **Category** at a time.



2. **Star Toggle:** click on the **Star Toggle** next to a **Course** to add it to **My Courses**. This will not change the **Course's** actual **Category**. Click the **Star Toggle** again to remove the **Course** from **My Courses**.

3. **Search Bar:** enter a **Course** name or title to yield a list of filtered results, based on the selected **Category** and **Language**.

4. **Language:** filter **Courses** by the **Language** selected in their **Course Settings**.

5. **Course Drop Down Menu:** access administrative options for **Courses**. These include:

◦ **Rename** the **Course**.

◦ **Duplicate** the **Course**.

◦ **Preview** the **Course**. This allows you to view the **Course** from the **Learner's** perspective.

◦ **Manage Reviewers**. Here you can assign and remove **Reviewers** from the **Course**.

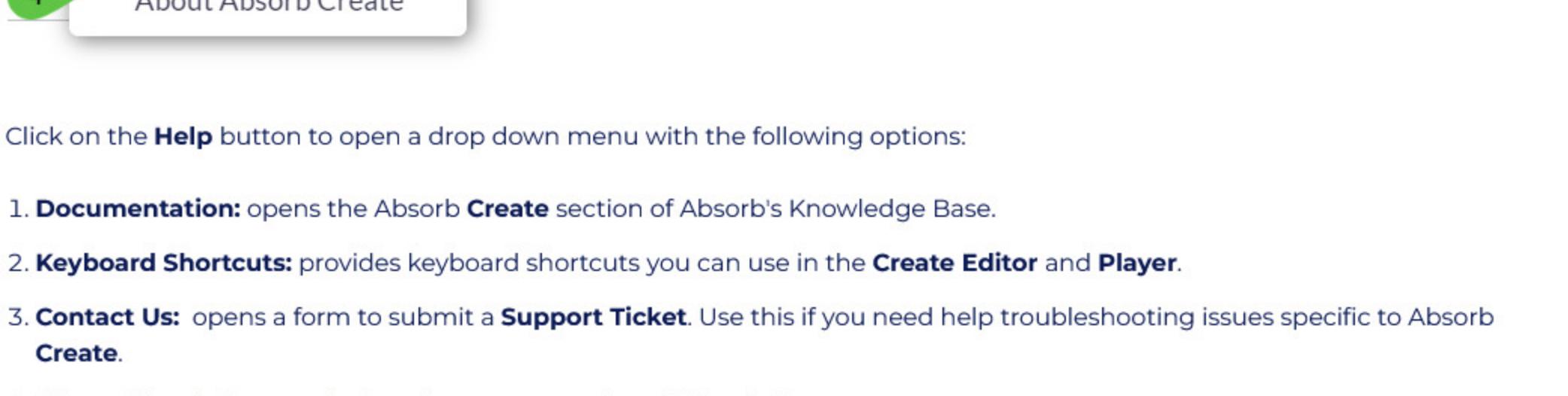
◦ **Delete** the **Course**. **Course** deletion is permanent and deleted **Courses** cannot be retrieved.

◦ Assigning the **Course** to another **Category**.

◦ Moving the **Course** to a different **Workspace**.



6. **Edit Button:** open the **course** in **Editor Mode**. This is the core of Absorb Create, where you will create and edit content.



More information on Absorb Create's core functions can be found [here](#).

Reviews

The **Reviews** tab works differently from **Courses** and **Media Library**. Its contents will be the same for a given **User** regardless of which **Workspace** they are using.

Any time you are assigned as a **Reviewer** of a **course**, even if you do not have access to that **Workspace**, that **Course** will appear in your **Reviews** tab.

We'll go over these options below.

Mentions in Comments

Courses where your name is only mentioned in a **Comment** and not assigned as a **Reviewer** will not be included in this tab.

1. **Add Reviewer:** click on the **+** icon to add a **Reviewer** to the **Comment**.

2. **Send Review Link:** click on the **link** icon to send a review link to the **Reviewer**.

3. **Remove Reviewer:** click on the **trash** icon to remove the **Reviewer**.

Any existing **Create User** in any role can be assigned as a **Content Reviewer**. Anyone with a valid email address can be invited as a **Reviewer**. A **Create** account with a **Reviewer** role will be created for them.

For more information on **Reviewers**, please see in this article [here](#).

Media Library

The **Media Library** is the central storage location for all media within a **Workspace**. Here you will find any media uploaded either to the **Media Library**, or to any **Course** within the **Workspace**.

Here is what you can do in the **Media Library**:

1. **Batch Upload:** upload media files directly into the **Media Library**.

2. **Add Category:** create a new **Category** to organize your media files. Options include: **All Types**, **Images**, **Videos**, **Audio Files**, and **Other Files**.

3. **Move Selected Item to a Category:** with an item selected, choose a **Category** from the available list to move the item to.

4. **Categories:** click on a specific **Category** to view all items belonging to that **Category**. Use the three-dot menu to rename or delete a **Category**.

5. **Make a Selection:** open a drop down menu to filter your search by file type. Options include: **All Types**, **Images**, **Videos**, **Audio Files**, and **Other Files**.

6. **Search Bar:** search for files using the filename or a keyword. Note that this search only applies within the selected **Category** and **File Type** filters. If you cannot find the file you are looking for, clear the search filters and try again.

7. **File Drop Down Menu:** open a drop down menu with available options.

These include:

1. **Preview** the file.

2. **Rename** the file.

3. **Download** the file to your device.

4. **View Associations** (i.e., which **Course(s)** and **Slide(s)** the file is used in).

5. **Archive** the file. This option moves the file to the default **Archive Category**.

6. **Delete** the file. Files with **Associations** cannot be deleted.

Hosting

This is where you manage your **Learners** and learning **Portal**. This option is only available with hosting/delivery plans.

Create

Click this button to create a new **Course**.

Help Button ("?" Icon)

In the top right of the screen, next to the **Workspace Name**, is the **Help** button.

Click on the **Help** button to open a drop down menu with the following options:

1. **Documentation:** opens the Absorb Create section of Absorb's Knowledge Base.

2. **Keyboard Shortcuts:** provides keyboard shortcuts you can use in the **Create Editor** and **Player**.

3. **Contact Us:** opens a form to submit a **Support Ticket**. Use this if you need help troubleshooting issues specific to Absorb Create.

4. **About Absorb Create:** displays the current version of Absorb Create.