

The Design Studio is an open wiki resource created in PB Works where public folders are viewable to all. To interact with the Design Studio, users need to be registered members (see below).

The Sandbox

A secure folder call 'The Sandbox' is designed to give projects a private space to upload assets and add links to assets held outside the Design Studio. Once registered you will be given access to the folder and will be able to add, view or edit pages within it.

How to log in at the programme meeting

To access the Sandbox folder to upload sample assets during the programme meeting, use the generic log-in below. After the programme meeting you will need to register and use your own account.

- Go to <https://jiscdesignstudio.pbworks.com>
- Click Log in (top right)
- Enter the following:
- Username: **curricsupport@googlemail.com**
- Password: **manchester**
- Once logged in, scroll the folder list in Navigator to the Sandbox folder

Uploading Files to the Design Studio

File naming: Please ensure the filename of the file you want to upload begins with your project name so it is easily identifiable. To upload a file to an asset page:

- Click on **Upload Files** link at the top right of the screen under **Create a New Page**
- On the next screen, click the **Upload Files** button
- Select the file you want to upload
- Once uploaded, check the box next to the file and click the **Move** button
- Click on the **Sandbox** folder and select **Move** again. You should get a message to say this has been successful

Linking to assets outside the Design

You firstly need to create a page from which you will link to any assets held outside the Design Studio. You can also add links to any files you have uploaded. To create a page:

- Click the **Create a new page** link at the top right of the screen
- Page Name: Please include your project name at the beginning e.g. TSPARC: Stakeholder Engagement ladder
- Folder: Ensure you create this page in the Sandbox folder
- Use a template: assets template (at the end of the menu)
- Click the **Create page** button
- Edit your page ensuring that you refer to the tagging guidance

How to register your own account

- Go to <https://jiscdesignstudio.pbworks.com>
- Click **Log in** (top right)
- Click the **Request Access** button.
- Type in your email address and type the name of your project and 'request to join Sandbox' in the message box.
- Click **Send to Administrator** for your request to be approved.
- Once approved you will receive a confirmation email. Click the link **Please click here to join jiscdesignstudio**.
- Enter your name and a password. This will create a PB Works account for you if you do not already have one. If you do have an existing account with the email you have provided, please ensure you type the password for this account.

For further updated guidance, go to the Sandbox folder of the Design Studio.

For queries relating to access and uploading to the Design Studio contact
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