Workflow FAQs (Updated 5 Feb 2021)

How to login to Workflow for the first time?

You will need to login via Moodle when logging in for the first time. Once you have logged in to your Moodle dashboard, go to the top right corner, choose your name and choose 'Workflow'. This takes you straight into Workflow. After you have done this once, on future occasions you will be able to login to Workflow directly – at https://workflow.arts.ac.uk .
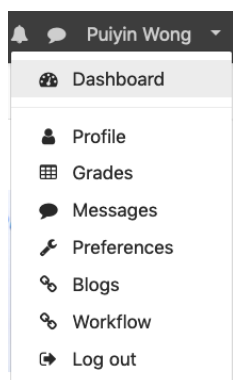
What is the difference between a Collection and a Page?

A 'Collection' is a collection of two or more 'Pages'. You can think of it as an empty folder to which you can add different Pages and (re)arrange them as needed. (You can also think of a 'Collection' as being a simple website). Be aware that once you have added a 'Page' to a 'Collection', it on longer exists as a standalone Page. (But you can also remove 'Pages' from 'Collections' and you can easily produce duplicate 'Pages' - see below).

If you want to include the same Page in different Collections, you will have to duplicate it. However, any update you make to a page will not happen to the duplicates. There are no dynamic updates between Pages or Collections.

I have created a block for an image, can I change it to a different content type later?

Unfortunately, once you have assigned a content type to a block, you cannot change it, so if you have decided a block is to host an image, you cannot replace the image with an PDF, you'd have to delete the block and add a new block for a different content type.

Alternatively, you can add empty block as placeholders and decided on the content type later, simply bypass content types menu and go straight to save.

What is the maximum file size?

It's 50MB per a file and you have a personal storage of up to 2GB.

However, there is no reason to upload large sized images as they will slow things down. For any screen-based images, they only need to be 72ppi and of a reasonable resolution (e.g no bigger than 1200 x 1080 pixels)

What is the best file size and format for my images?

You can either use .jpge or .png and your images only need to be 72ppi of a reasonable e.g no bigger than 1200 x 1080 pixels)

Can I add text and images in the same block?

Yes you can. choose Text as the content type for you block and choose the image icon from the Block content menu to add images.

Can I upload video?

Yes you can. However, we **currently** do not recommend it as Workflow doesn't handle large files particularly well. instead, you should use the External media block include your video in your pages. External media enables you simply enter the URL from a range of video hosting platform such as Vimeo and YouTube.

The recommendation and policy around embedding and uploading video to Workflow is currently under review, so answer is subject to review.

What is a Skin?

A Skin is a bespoke of set of settings you can apply to you Page to change the background colour or to add a background image, you can also change the font size and colours by creating a Skin.]

See Creating a Skin video to learn how.

## I have applied a Skin to my page but it's not showing?

Skins are not visible in edit mode, so if you are still editing, you won't see the skin you have applied. Go to the preview mode and the skin will be there.

## Can I change the background colour or font?

Yes you can. You can apply a skin, See [Creating a Skin video](#) to learn how.

How to submit my Page or Collection?

You will have to be added as a member of the appropriate submission group before you can submit. You tutors can either add you to a submission group or invite you to join a submission group. To check whether you have been added to the correct group, first you need to know the name of the group, you can then check if the group on your 'My Group' list on the right hand side menu under your name.
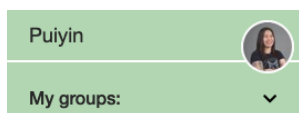

Alternatively, you can check what groups you are a member if you scroll to the bottom of any of your Collection or Page, there will be a drop down menu.
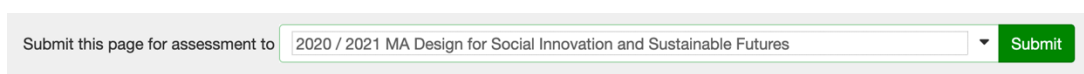
Once you have identified which submission group to submit your Page or Collection from the dropdown menu on the Page or Collection you want to submit, choose the green Submit button. Depends on the total size of your Page or Collection, it might take a while, so do not close your browser when your are submitting.

Once you have submitted your Page or Collection, you will no longer be able to edit it, and it will turn yellow in your list of Pages and Collection.
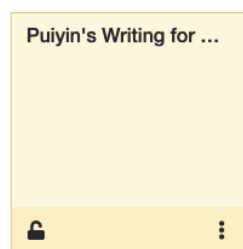
Is sharing the same as submitting?

No. Sharing is not the same as submitting. Sharing you Page or Collection with your tutors does not count as submitting your work.

When should I share my Page or Collection?

It's up to you, you can share your work with your tutors or your peers for informal feedback exchange. Or, you can share your work with external people such as potential employers or anyone who is interested in your work.

By default, all of your pages and collections are private to you, unless you choose to share. You can also stop sharing your work with anyone at anytime. You have total control.

How to share my Page or Collection?

Choose the Lock icon near the top right corner of your Page in edit mode to open the Edit access menu. You can now either create a Secret URL or share your work with specific people.

Secret URL – Useful for when you need to share your work with people outside of UAL. Only those whom you have shared a secret URL will be able to view your work, without login.

Share with others – This allows you to share your work with anyone from within UAL and once you have shared with them, they will be notified via an automatic email and can access your pages/collections from within Workflow account. Under the Advanced option, you can choose whether or not to allow people to be able to copy your Pages/Collections. Allowing people to copy your pages/collections means others can duplicate identical copies of you work, so be careful if you choose to do this. However, this can be very useful to allow your tutors or Digital Learning staff to be able to copy your Pages/Collections when you need support with troubleshooting.

I have submitted a page, but I want to make some changes to it so I can share it with a potential employer - Can I ask my tutors to release it?

Yes, you can, but you do not have to. You can simply make a copy. Go to the top right corner of the Page or Collection you want to copy, choose Copy.

You will now be able to work on a duplicated copy of your Page or Collection.
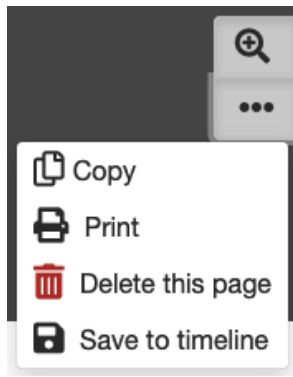
(Note to tutors: We advise against releasing a submitted page, because once you have released it, you no longer retain a copy of the page. Instead advise your student to duplicate their pages.)

I cannot submit my work, there isn't an option at the end of the page?

Check to make sure you are member of the group you need to submit your work to- - Choose Workflow at the top left corner to go back to your Dashboard, then choose My groups under your name near the top right corner to check if you have been enrolled to the correct submission group.

If you haven't, contact your tutors for assistance.

If you have, make sure your page isn't a group page, to check, go back to the Dashboard and make sure your page is listed in you're my Portfolio. If it isn't there, then you have likely created a group page, contact mysupport.arts.ac.uk for guidance on how to take a group page out of a group.