

How to Create a Workspace in Bot Libre to Manage Students' Bots

Bot Libre is a free bot-builder for chatbots. A Bot Libre workspace is an area used to create and view bots. Teachers can manage classes and student work using a workspace. This document explains how to make a workspace, practical tips, and solutions to common problems.

Written by Christa Love
Date Prepared: 11/14/2023

TECHNOkids®

Contact support@technokids.com if you need assistance using a workspace when teaching TechnoChatbot.

Contents

About a Bot Libre Workspace	1
Getting Started	1
Plan Ahead – Understanding Workspaces.....	1
Plan Ahead – Understanding Folders.....	1
Plan Ahead – Gather Student Userids.....	2
Register for a Bot Libre Account	2
Sign Up	2
Change Your Profile Icon.....	3
Create a Workspace for Students	4
Create a New Workspace.....	4
Add Students as Users to the Workspace	5
Add Category Folders for Each Assignment or Class.....	5
How Students Create Bots in the Workspace.....	7
Troubleshooting Problems With the Workspace	8
Unable to View a Student's Bot.....	8
Student's Bot is Not In the Correct Workspace Folder.....	9
Student's Bot is in a Bot Libre Workspace, Not the Teacher's Workspace	9

About a Bot Libre Workspace

A Bot Libre workspace is an area where users can create and view bots. It simplifies bot building at school. With a workspace, a teacher can:

- create a workspace for each class
- add students as users to the workspace
- organize student work by assignment using folders to categorize bots
- view all student bots in a class easily
- celebrate learning as students can view classmates' bots (they cannot edit them)

Getting Started

Plan Ahead – Understanding Workspaces

You can create a workspace for EACH CLASS or COURSE you are teaching. The simplest way to manage students is to create a separate workspace for each class. However, if you want all your students to view each other's bots, then create one workspace and use class folders to divide students.

You must add students' userids to the workspace. Only users can make a bot in the workspace.

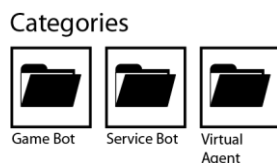
A student **must create their bot directly in the workspace**. If they make their bot in the wrong spot, it can be moved later. Refer to the *Troubleshooting* section for instructions.

Please note, bots in a workspace are *public* and they can be viewed by any member of the Bot Libre community. **If you prefer to keep student work private, you should not use a workspace**. An alternative solution for monitoring work is to have students add the teacher's userid to their bot as either a user or administrator. Refer to the *Troubleshooting* section for instructions.

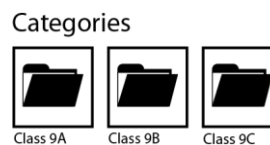
Plan Ahead – Understanding Folders

A workspace lists all the bots it contains. If you have many students or bot-building tasks this can become unmanageable. To solve this problem, folders can be used to categorize bots. These folders can be assignments or class names. Please note, all users can view the content of the folders, but they cannot edit other students' bots.

For example:



Folders for different tasks.



Folders for different classes.

Plan Ahead – Gather Student Userids

Before creating the workspace, all your students must have a Bot Libre account. Record the **userid** for each student. This information will be used to add users to the workspace.

To find a userid:

1. Have your students sign in to Bot Libre.
2. The **userid** is displayed as the profile name at the top of the screen.



Register for a Bot Libre Account

To create a workspace, you must have a Bot Libre account. If you already have an account, you can skip these steps.

Sign Up

1. a. Visit <https://www.botlibre.com/>
 - b. Click *Sign Up*.  **Sign Up**
 - c. Complete the fields and then click *Sign Up*.

The User ID should be **one word**. Create a nickname that the students can identify. For example, **mrsteacher**.

Keep this checkbox blank if you want to keep your real name private when chatting with public bots.

A message will be sent to your Inbox from Bot Libre to verify your account.

The form contains the following fields and options:

- User Id:
- Password:
- Retype Password:
- Date of Birth:
- Password hint:
- Name:
- Show Name
- User Access:
- Email:
- Accept our [terms](#) and review our [privacy policy](#)
- Subscribe to Bot Libre Newsletter
-

Restrict access to your Bot Libre account to prevent strangers from viewing your profile.

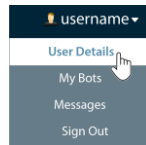
IMPORTANT: An email will be sent to your Inbox. You MUST click the link to verify your email address.

Change Your Profile Icon

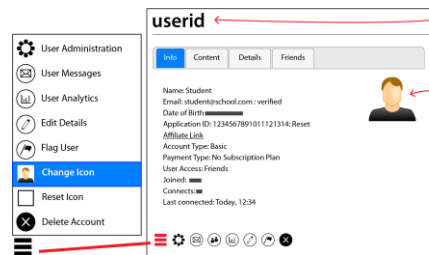
In the top left corner is a profile icon. By default, it is a boy. This icon shows when you chat with a student's bot.



2. a. Click your profile. Select *User Details*.




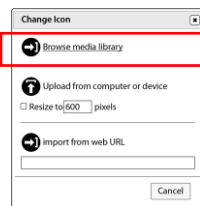
b. Click Menu.  Select *Change Icon*.



The **userid** will show when you chat with a bot.

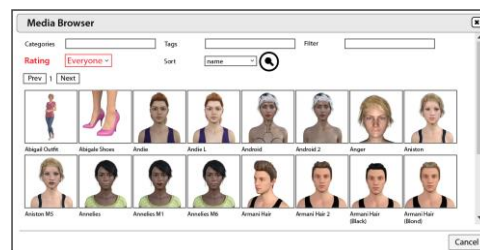
The icon is your profile picture. It shows when you chat with a bot.

c. Click *Browse media library*. 



d. Click *Search*. 


e. Click *Next* to view the icons. Click on one you like.



f. Your user icon will now be changed.

Create a Workspace for Students

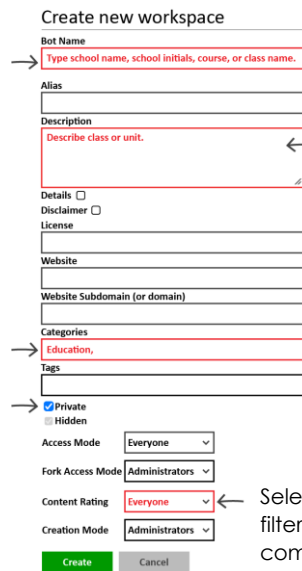
Create a New Workspace

- a. If necessary, sign into Bot Libre. From the left pane, click *Workspaces*. 
- b. Click *New Workspace*.



- c. Complete the fields and then click *Create*.

The Workspace Name should relate to the school, course, or class.



The screenshot shows the 'Create new workspace' form. The 'Bot Name' field is highlighted with a red box and an arrow pointing to it from the text 'The Workspace Name should relate to the school, course, or class.' The 'Description' field is also highlighted with a red box and an arrow pointing to it from the text 'Describe the curriculum unit.' The 'Categories' section has 'Education' selected and highlighted with a red box and an arrow pointing to it from the text 'Select Education.' The 'Private' checkbox is checked and highlighted with a red box and an arrow pointing to it from the text 'Check Private. This will prevent your workspace from being searchable by other Bot Libre members.' The 'Content Rating' dropdown menu is set to 'Everyone' and highlighted with a red box and an arrow pointing to it from the text 'Select Everyone. This controls the profanity filter, which monitors hateful or rude comments during a chat session.'

Describe the curriculum unit.

Select **Education**.

Check **Private**. This will prevent your workspace from being searchable by other Bot Libre members.

Select **Everyone**. This controls the profanity filter, which monitors hateful or rude comments during a chat session.

- d. The workspace is now created:




Add Students as Users to the Workspace

2. a. Click *Admin Console*. 



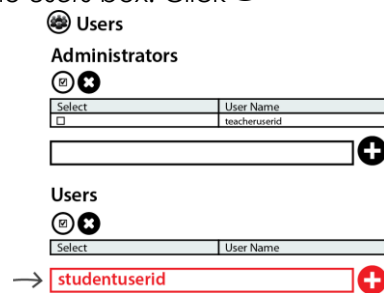
TIP: If you cannot see the workspace:

- From the left pane, click *Workspaces*. 
- Click the *My Workspaces* button.
- Click the workspace you just made.
- Click the workspace name on the screen.



b. Click *Users*. 

c. Type a student's **userid** into the *Users* box. Click 



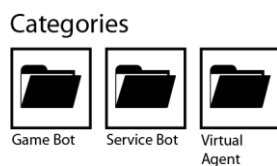
Add Category Folders for Each Assignment or Class

Folders can organize student bots. All bots made in a workspace appear in the main area. To group the bots, you can make assignments or class folders. Please note, you don't need folders if you are only making one bot, or if every class has a workspace.

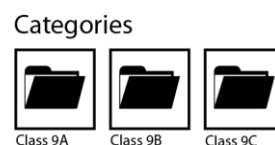
TechnoChatbot folders:

- **virtual agent**
- game bot (Session 4 Skill Review – optional)
- service bot (Session 5 Skill Review – optional)


For example:



Folders for different tasks.

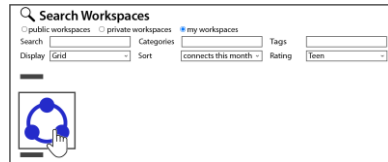


Folders for different classes.

3. a. From the left pane, click *Workspaces*. 
- b. Click *My Workspaces*.



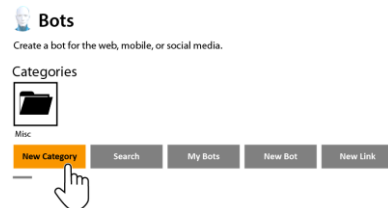
- c. Select the workspace for your class.



- d. Click *Browse*.



- e. Click *New Category*.



- f. Enter in the folder information, then click *Create*. For example:

New Category

Name

Description

Parent Categories

Secured (only you can use it)

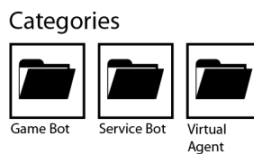
Image
 No file chosen

- g. Click *Browse*.



TIP: If you made a class folder, you can add subfolders for bot-building tasks. To do this, click *New Category*.

- h. Add folders for other bot-building tasks or classes. For example:




TIP: To delete Misc, click on the folder. Click the *Delete Category* button.

How Students Create Bots in the Workspace

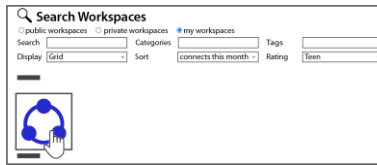
Students need to **create a bot directly in the workspace**. If you are using folders to organize the bot building task, then students must create the bot in a specific folder. Refer to the *Troubleshooting* section if a bot is in the wrong place.

These instructions are for the student.

1. Sign into Bot Libre.
2. From the left pane, click *Workspaces*. 
3. Click the *My Workspaces* button.



4. Click the workspace.

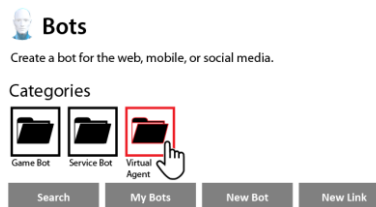


5. Click *Browse*.

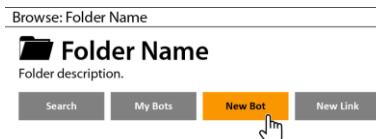


TIP: Your students can click *Create* instead of *Browse* IF you are not using folders to organize work.

6. Select the correct folder such as **Virtual Agent**.



7. Click *New Bot*.



8. Enter in the bot information, then click *Create*.

The Bot Name should relate to the school, organization, or activity. Pick a suitable name.

If you are using a folder, the category name will appear here. If not, select **Education**.

DO NOT put a checkmark on *Private* or *Hidden*.

Troubleshooting Problems With the Workspace

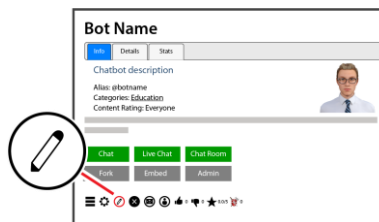
Unable to View a Student's Bot

If you cannot see a student's bot it might be hidden or private. The student needs to edit their bot's settings.

1. The student must sign into Bot Libre.
2. From the Welcome screen or their profile, click *My Bots*.
3. Click the bot.



4. Click *Edit*.



5. Remove the checkmarks from **Private** or **Hidden**. Click *Save*.

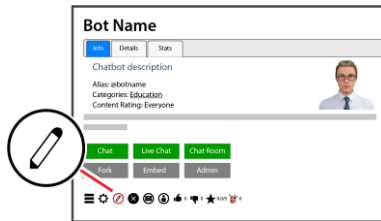
Student's Bot is Not In the Correct Workspace Folder

Folders cannot be restricted to specific users. This means that students can create a bot in any workspace folder. This could result in a bot in the wrong task or class folder. If this happens, the student needs to edit the bot's category.

1. The student must sign into Bot Libre.
2. From the Welcome screen or their profile, click *My Bots*.
3. Click the bot.



4. Click *Edit*.



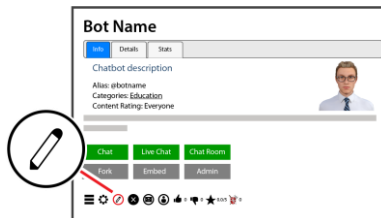
5. In the **Categories field** select the correct **folder name**. Click Save.

Student's Bot is in a Bot Libre Workspace, Not the Teacher's Workspace

1. The student must sign into Bot Libre.
2. From the Welcome screen or their profile, click *My Bots*.
3. Click the bot.



4. Click *Edit*.



5. In the **Workspace field** replace BOT libre! with the teacher's workspace. Click Save.

workspacename-teacheruserid

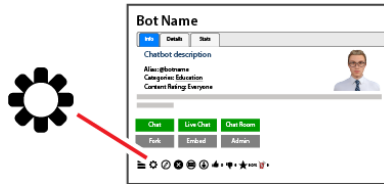
for example: technoschool-mrsteacherclass



If You are **Not Using a Workspace**, Students Can Add Their Teacher to the Bot Instead


1. The student must sign into Bot Libre.
2. From the Welcome screen or their profile, click *My Bots*.
3. Click the bot.





4. Click *Admin*.



5. a. From the left pane, click *Users*. 
- b. Type the teacher's **userid** into the *Administrators* box. Click .



 **Users**

Administrators

Select	User Name
<input type="checkbox"/>	studentuserid
<input type="checkbox"/>	teacheruserid

Users

Select	User Name
<input type="checkbox"/>	

THE TEACHER WILL BE ABLE TO VIEW AND EDIT A STUDENT'S BOT.