

Course Title

Trados GroupShare – Custom Instructor-led Session

Learning Objectives:

This course is designed for users who want to become familiar with Trados GroupShare or deepen their understanding to maximize efficiency when using the platform.

Target Audience:

This course is intended for:

- Translators and reviewers who are new to Trados GroupShare and want to get started
- Project managers and power users who are unfamiliar with Trados GroupShare and need an introduction

Prerequisites:

Participants should have a basic understanding of Trados Studio and of topics covered in the Trados Studio Level 1 course.

Course Scope:

Prior to the training, the GroupShare Approved Trainer will agree with the customer on the scope and the specific topics to be covered. Topics may include, but are not limited to:

- Introduction to CAT technologies: What is a translation memory (TM) and a termbase?
- Overview of the GroupShare and Studio applications
- Configuring the Trados Groupshare server
- Creating and opening Groupshare projects
- Accepting jobs and checking out files from Groupshare
- Translating and reviewing in Trados Studio
- Using the Online Editor
- Delivering translated files through Groupshare
- Reporting and analytics

Course Delivery Mode: This course is available in the following delivery modes:

- hands-on, classroom based (1 day)
- live, web based (3 hours)

The training session will be hosted on the [RWS Center for Learning](#) platform. Through the platform, they will have access to:

- Details about course date and times
- A link to the online session (if applicable)
- The GroupShare Power Users eLearning (optional)
- A certificate of completion

Further Development: By the end of this course, participants will have a strong understanding of how to work productively with Trados GroupShare.

Recommended follow-up training includes:

- [Trados Studio – Level 2](#): Designed to help you to move beyond the basics of Studio for more effective project handling (also available in eLearning format).
- [Trados Studio – Level 3](#): Focused on leveraging advanced features of Studio and MultiTerm
- [GroupShare Administration eLearning](#): Provides a comprehensive overview of Trados GroupShare from an administrator's perspective.

Further Information: For further information on any of our courses, training delivery options, course dates and fees, and the Trados Certification programme, please contact us at producttraining@rws.com.

Trados GroupShare Power Users eLearning

This 2-hour course aims to introduce the role of the power user in GroupShare and show learners how to exercise the duties of a power user.

TARGET AUDIENCE

This advanced course is tailored for professionals already familiar with CAT tools, aiming to deepen their understanding and maximize their efficiency in Trados GroupShare.

PREREQUISITES

We assume that learners are already familiar with CAT tools before starting this eLearning. Customers with no prior knowledge of CAT tools should first take the Studio Level 1 eLearning or instructor-led training.

LEARNING OBJECTIVES

By the end of this course, you'll be well-equipped to perform the tasks of a Power User in Trados GroupShare, effectively utilizing its comprehensive features to streamline your translation and review processes. Note that some lessons may be more relevant to users with access to Project Server or MultiTerm Server

COURSE DETAIL

The course will cover the following topics:

- Initial Login
- The User Interface
- Resources
- Using Server TMs and Termbases from Studio
- Server-based Project Creation

COURSE DURATION

The course is 2 hours in duration and can be viewed and then used as a post-course reference tool.

DELIVERY

This eLearning course is hosted on the [Center for Learning](#). Each user will be given individual access to the course and will be able to take it at their own pace.

FURTHER INFORMATION

For more information on any of our courses, training delivery options, or course fees, please contact us at Learn@rws.com

About us

RWS is a content solutions company, powered by technology and human expertise. We grow the value of ideas, data and content by making sure organizations are understood. Everywhere.

Our proprietary technology, 45+ AI patents and human experts help organizations bring ideas to market faster, build deeper relationships across borders and cultures, and enter new markets with confidence – growing their business and connecting them to a world of opportunities.

It's why over 80 of the world's top 100 brands trust RWS to drive innovation, inform decisions and shape brand experiences.

With 60+ global locations, across five continents, our teams work with businesses across almost all industries. Innovating since 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

More information: rws.com

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