



Online Learning Communities
Faculty Guide

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I. Overview

The Online Learning Communities system has been developed to provide members of the Emerson community with easy access to web publishing, weblog, and social networking software. This system integrates with the WebCT course management system, and is currently enabled for all EcNet authenticated members of the Emerson community. During the 2005-2006 academic year we will be running this software on a test basis, beginning with a trial group of 13 learning communities.

Individual users can use this system to maintain a personal profile, a personal weblog, or a personal portfolio. They can also subscribe to existing learning communities or apply to have a new community established on the site.

Community members can use this system to post news and announcements, list calendar events, conduct community forums, and manage information and resources relevant to a specific community or a specific course within a community.

The central purpose of this system is to foster an environment in which academic work and methods of teaching are openly shared and discussed and in which opportunities for communication and social networking among members of the Emerson community are enhanced.

II. Log In

To log in to the Online Learning Communities system go to: <http://learningportals.emerson.edu>

Click the LOGIN link in the window in the upper left hand side of the home page. This will bring you to your EcNet log in page:

Enter your

Username: Your ECnet Username

Password: Your ECnet password

Click the Log In button

A screenshot of the EcNet login interface. It features a purple background. On the left, the text "EcNet Username:" is followed by a text input field containing "firstname_lastname". Below that, "Password:" is followed by a password input field with masked characters "*****". At the bottom right of the form is a "Log In" button.

The first time you log in to the site, you will see a screen "Terms of Use." Please read this statement carefully before you click on the "Accept" button.

III. Your navigation box

This is the navigation you will see after you log in.

Your main navigation will be on the left side of this page.

“**Latest Updates**” is where you can see all the latest updates at once, which include your favorite blogs; course news; community news; messages etc. This is the default page after you log in.

“**My WebCT**” is the link that will take you directly to your WebCT home.

“**My Messages Inbox**” is where all your private messages are stored.

“**My Personal Page**” is your homepage on the learning communities site. The options listed are the things you can do within your personal area.

“**My Communities**” is a list of the communities you currently belong to, based either on courses that you teach or communities you have chosen to subscribe to. Under each community is a list of the courses that you teach that are part of that community. You can jump to a specific community or course by clicking on its name.

Hello, Michael!

Log Out
Latest Updates
My WebCT
My Messages Inbox
My Personal Page

- » Update Profile
- » Update Picture
- » Update Privacy Settings
- » Add Blog Entry
- » Manage My Portfolio
- » Remove Favorite Blogs

My Communities

- » Digital Culture
 - » 2005 Spring IN308
 - » 2004 FALL IN115A
- » New Media
 - » 2005 Spring MA418
 - » 2005 Spring MA470

» Update Profile

You can create and edit your personal information by clicking on this link and filling in any of the fields you choose. You can also add hyperlinks to your bio using the standard http:// format in the body of the text. When you are done updating your profile, click submit and your new information will be saved.

» Update Picture

You can upload or change the picture on your personal page. This image will appear in your personal profile and as your icon throughout the site. To upload or change a picture, follow these steps:

Step 1: Browse the picture from your local computer. Only three picture formats are allowed, GIF, JPG and PNG. Remember to add the proper file extension to your picture before uploading. The uploaded picture will be resized to 175x175 pixels for proper display in the profile section.

Step 2: Click the upload button.

» Update Privacy Settings

You can set or change your message notification or privacy settings for your course enrollment information or your personal page. Clicking on this link provides you with the following options:

- **Email Alerts:**

"Yes. Send me an email notification when other users comment on my blog or communicate with me on Learning Portals. (This is done without revealing your email address to other users).

No. Don't send me any notifications when other users communicate with me."

- **Publish My Name on Course Enrollment Pages to:**

Anyone browsing learning portals including anonymous internet users

Only to the class members

Any logged in user of Learning Portals

- **Make Personal Site Available to Anonymous Web Users:**

Yes. My entire personal site is available to anyone browsing learning portals including anonymous internet users.

No. My personal site is only available to logged in users of learning portals.

» Add Blog Entry

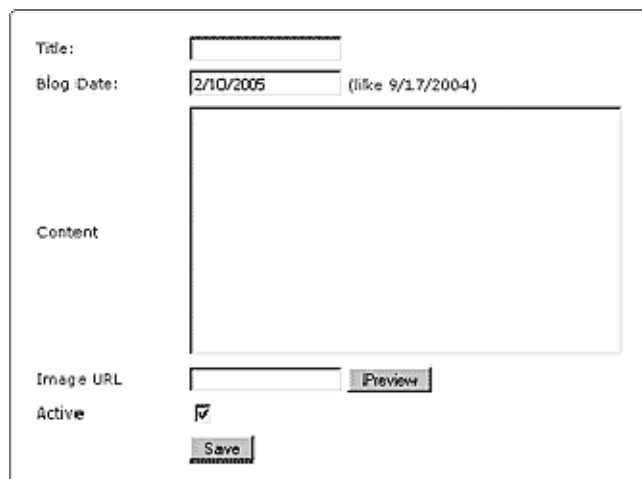
"Title": Enter your blog title here.

"Blog Date": Enter a date for your blog entry. It doesn't have to be the current date.

"Content": Enter the content of your blog entry here. You can add simple HTML tags to format the text. For example, if you put `<i>` `</i>` around specific words, those words will be displayed in italics. There are two ways to add a hyperlink in the body of your entry:

1. Simply type in the URL, for example: <http://www.emerson.edu>.
2. Use an HTML tag like this: `My College`. This will display the hyperlink as "My College" with an underline. This may be preferable, especially when working with a long URL.

If you are in a PC environment, you will see the rich text editor, which allows you to do a lot of stuffs. Currently Safari in Mac won't support this editor.



The screenshot shows a web form for adding a blog entry. It includes the following fields and controls:

- Title:** A text input field.
- Blog Date:** A date input field with the value "2/10/2005" and a hint "(like 9/17/2004)".
- Content:** A large text area for entering the blog content.
- Image URL:** A text input field with a "Preview" button next to it.
- Active:** A checkbox that is currently checked.
- Save:** A button at the bottom of the form.

“Image URL”: If you want to add an image from the web to your post, copy the image’s location and paste the URL here. To get the location of the image:

Internet Explorer:

PC: Right click on the image, and then select “Properties” from the drop down menu, then you can copy the image URL from there.

Mac: Hold down the “Ctrl” key and click, then select “Open image in new window.” copy the URL from the address bar.

Safari

Mac: Hold down the “Ctrl” key and click, then select “Open image in new window.” copy the URL from the address bar.

Netscape:

PC: Right click on the image, then select “Copy Image Location” from drop down menu.

Mac: Hold down the “Ctrl” key and click on the image, then select “Copy Image Location” from drop down menu.

Firefox:

PC: Right click on the image, then select “Copy Image Location” from drop down menu.

Mac: Hold down the “Ctrl” key and click on the image, then select “Copy Image Location” from drop down menu.

“Active”: By default, when you are entering a new post, this field is checked, so the post will display in your blog.

Edit/Delete Blog Entry

You can edit or delete your own Blog entries by clicking on the blue "Edit" button on the top of the each entry. If you don't see the edit button, check to make sure that you are logged in.

After you click on the "Edit" button, you can now edit the post.

If you uncheck the "Active" field, this post, and all the comments made to this post, will be DELETED.

Title:	<input type="text" value="Yugop.com New Versi"/>
Blog Date:	<input type="text" value="9/30/2004"/> (like 9/17/2004)
Content	<div style="border: 1px solid gray; padding: 5px;"><p>http://www.yugop.com/</p><p>01. border</p><p>"Archives" section's inter really impressive.</p><p>And this one is in the past</p><p>http://yugop.com/ver3/index</p></div>
Image URL	<input type="text"/> <input type="button" value="Preview"/>
Active	<input checked="" type="checkbox"/>
	<input type="button" value="Save"/>

Delete Comments

You can delete any comments made to your blog by clicking blue "Remove this comment".

» Manage My Portfolio





(*This Section demonstrates how students will submit projects to your class, to use the portfolio as an Instructor, please go to the next section on page 14 - "IV. Managing Course Level Materials and Projects")

Click on "Manage My Portfolio" under "My Personal Page" in the left hand navigation. By default, you will see all your projects listed by categories with links that allow you to edit either categories or individual projects. You will also see a list of options for "List/Edit Projects," "Add Project," and "Add Category" in the upper right corner of the page.

Add Project

Choose this when you want to create a brand new project. There are two steps when adding a project. First, fill out some basic information about the project, as show below:

Add Project:

Title:	<input type="text" value="Adventure To Coolidge Corner"/>
Course and Category This Project Was Created For:	Course: <input type="text" value="Making Media in the Digital Age, IN115B, Fall"/>  Course Project Category: <input type="text" value="Dérive: Documenting 'Place'"/>  <small>* This list displays the courses you are taking that are also courses registered in the Learning Portals system. If you created this project for a course that's not on the list, select the last option.</small>
General Project Type:	<input type="text" value="Website"/> 
Privacy Option:	<input type="radio"/> All Users Including Anonymous Internet Users <input checked="" type="radio"/> Only Logged in Learning Portals Users <input type="radio"/> Only Members of the Course I'm Posting this Project To
Description	<input type="text" value="Adventure To Coolidge Corner"/> 

Title: Enter the project title.

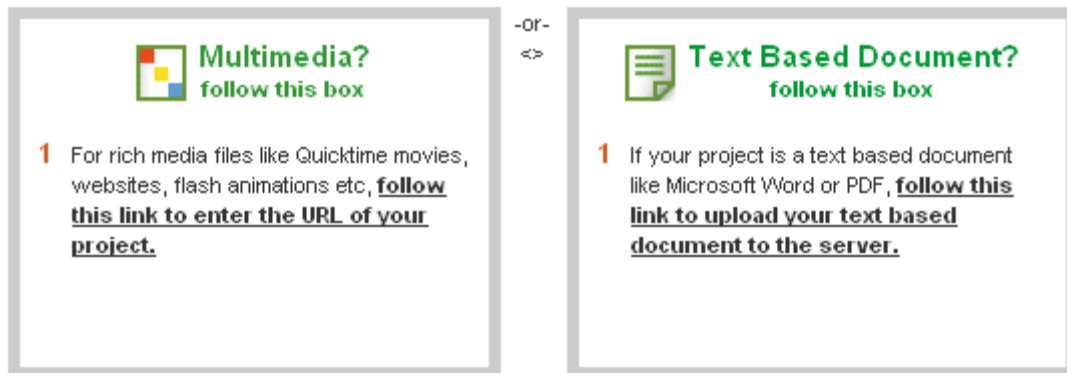
Course and Course Project Category: If your project is created for a course in Learning portals, you can choose to bind your project to that course, which will allow your project to be displayed in the course site. After you select a course from the dropdown list, the system will automatically fetch the project categories the instructor has established for that course. This will allow you to enter your project as part of that course and that specific project category.

If your project wasn't created for a course, choose the last option, "This project wasn't created for a class," from the course dropdown list.

General Project Type: Select an appropriate project type for your project, currently there are seven options: Audio, Video, Film, Performance, Presentation, Textual File and Website.

Privacy Option: You can decide who can see your project using this setting. By default, it is to “Only Logged in Learning Portals Users”, which means that only users who have an ECnet account and are already logged in to the system can see this project.

Step two, after you finish filling in the basic information for the project click “Next Step.” You will then be asked to provide a link to the project (if it is a multimedia project) or to upload it (if it is text based document).



- **Multimedia Project:** For the current version of the portfolio tool, **you don't upload your multimedia project**, instead, you simply provide the URL. This means you will store your project somewhere on the web before you submit your URL here. You can hit the “test the URL” button before submitting the URL; this will open the URL in a new window so you can make sure it is the correct URL.

Project: Adventure To Coolidge Corner

URL: (please include "http://")

For most Emerson users, projects will be stored in “Pages” folders. For more information on how to access and use your pages folder, got to:
<http://www.emerson.edu/helpdesk/services/ECNet/Connecting-to-PAGES.cfm>

- **Text Based Documents:** For projects that are text-based, such as essays, poems, etc., follow this link to upload the document directly to the system. Currently the system accepts files in Microsoft Word format or Adobe PDF format. Before you upload the document, please make sure it has the proper extension, “doc” or “pdf”.

Step 1 - Use the file browser below to select the document on your computer.

Step 2 - Use the upload button below to send the file you have selected in step 1 to the Learning Portals server.

Once you submit the project URL or document, your project is successfully added. You can view the project following the link "Click here to view this project."

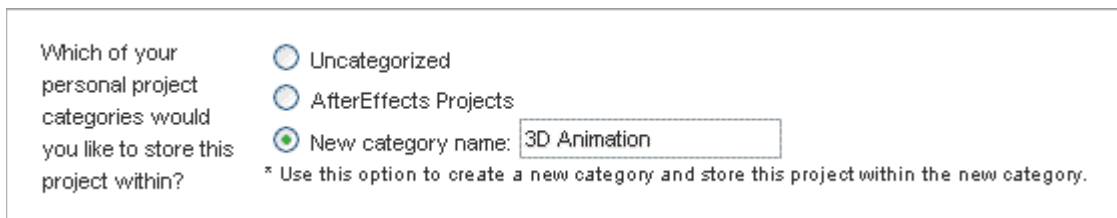
Supporting features when adding a project

We provide three supporting features when you add a project (all of these features are optional)

- **Advanced details of the project** (explained as below)
- **Uploading a thumbnail.** You can upload an image (in jpg or gif format) for your project as thumbnail.
- **Uploading a supporting document.** This function will allow you to upload a treatment, a storyboard, or other process documents when you submit a Multimedia project.

Advanced Details Options:

Personal Project Category: This allows you organize your projects into your own categories, which helps you to organize your projects on your personal site. You can choose either an existing category, or you can create a new category by typing its name. You can also create a new category by clicking the "Add Category" in the top right corner.



Which of your personal project categories would you like to store this project within?

Uncategorized

AfterEffects Projects

New category name:

* Use this option to create a new category and store this project within the new category.

Sorting Number: If you have more than one project, this number will be used to prioritize your projects on the display page. The system will order projects alphabetically that have the same sorting number.

Date: You can enter the creation day for the project, using the format-mm/dd/yy

Keywords: You can enter keywords for your project, which will allow other users to find your project more easily when searching. For example: "master project", "new media", etc.

Your Role: Specify your role in the project, such as "Director", "Writer", "Designer" etc.

Any Other Members: You can specify other members in the project (if there are any)

Copyright and Restriction: If you are using copyright materials, please specify. At the same time, we strongly recommend you choose appropriate privacy options for your project if you believe you are using copyright material.

Version and Status: These two fields are for your own reference of the project status.





Active: If you check "No", this project won't be displayed in your "Portfolio" section, but you are still able to edit its details and you can publish it to the "Portfolio" section whenever it is ready by selecting "Yes".

Delete A Project

To delete a project, click on the "Edit Details" link of the project, then select "Delete" button at the bottom of the page.


List/Edit Projects

You can edit an existing project at anytime. Click on the “List/Edit Projects” link on your portfolio tool box. You will see a list of the projects you’ve created organized by your own customized categories. You can edit a specific project or category.

Category: My Film & Video		Edit This Category
<input type="checkbox"/>	 CKbe Ad Preview	Edit Details Edit Thumbnail Edit Supporting Doc Edit Project URL
<input type="checkbox"/>	 Saturday Night Preview	Edit Details Edit Thumbnail Edit Supporting Doc Edit Project URL
Category: Course Website		Edit This Category
<input type="checkbox"/>	 Moving Out Moving In 2005 Preview	Edit Details Edit Thumbnail Edit Supporting Doc Edit Project URL
<input type="checkbox"/>	 Images from the streets: Boston's homeless photograph their world Preview	Edit Details Edit Thumbnail Edit Supporting Doc Edit Project URL

For any specific project, you can easily access and edit its specific elements – Edit Details, Edit Thumbnails, Edit Supporting Doc and Edit Project URL (or Edit Document if it’s a text based project).

This page also allows you to reorganize your projects under different categories. For example, you might have a project called “CKbe Ad” currently under your “My Film & Video” category, and now you want to move it to another category “AfterEffects Project.” You can do this by simply check the checkbox in front of the project title, then choose the destination category, click the “Move checked projects to selected category” button. Now your “CKbe Ad” project will be listed under the “AfterEffects Project”.

Category: My Film & Video		Edit This Category
<input checked="" type="checkbox"/>	 CKbe Ad Preview	Edit Details Edit Thumbnail Edit Supporting Doc Edit Project URL
Category: AfterEffects Projects		Edit This Category
<i>No projects in this category</i>		

Destination Category

Add Category

You can add a new category by clicking on the “add category” link on the portfolio top right corner. All you need to do is to give it a name and a priority number, which controls how the category will be displayed on your portfolio page.

Category Name: <input type="text"/>
Priority: <input type="text" value="1"/> <input type="button" value="v"/>
<input type="button" value="Save"/>

Once you have created a new category, you can always edit it by going to the “List/Edit Projects” page. You can also delete an existing project category. All the projects under that category will be listed as uncategorized once the category to which the projects originally belonged to is deleted.






Category Name: <input type="text"/>
Priority: <input type="text" value="1"/> <input type="button" value="v"/>
<input type="button" value="Save"/>

» Remove Favorite Blogs

You can add other users from Learning Communities as your favorite blogs by clicking the “Actions: Add xxx's blog to my favorite blogs” when you browse to specific user's personal page. (The “Action” link is right underneath the user's profile). The added blog will appear on the right side of your personal page.

To remove someone from your favorite blogs, choose “Remove Favorite Blogs” from your tool box. You will then see a complete list of your favorite blogs, and you can remove any blog by clicking on the author's name.

Michael's Favorite Blogs

	<u>Adam Dachis</u>
	<u>David Bogen</u>
	<u>Earnest Mazique</u>
	<u>Jon Block</u>
	<u>Shun Liang</u>

IV. Managing Course Level Materials and Projects

This is for news and information relevant to a specific course.

Once you go to your course page, you will see the course tool bar on the left side.

You are a course instructor. You can:

- » Add News
- » Edit Course Preferences
- » Upload Syllabus
- » Add Resource Page
- » List/Edit Resource Pages
- » Add Custom Link
- » List/Edit Custom Links
- Course Projects Tool**
- » List Projects
- » New Project Category

» Add News

“Subject”: Enter news subject here.

“News Content”: Enter the content of news here. You can add simple HTML tag to format the text. For example, if you put `<i>` `</i>` around specific words, those words will be displayed in italics. There are two ways to add a hyperlink in the body of your entry:

1. Simply type in the URL, for example: <http://www.emerson.edu>.
2. Use an HTML tag like this: `My College`. This will display the hyperlink as “My College” with an underline. This may be preferable, especially when working with a long URL.

“Summary”: The text in this field will be displayed in the course news section with a “read more” link, which will open the news details page.

“Applicable Date”: type in a date using format like “mm/dd/yyyy” or “mm/dd/yy”.

Active: By default, when you are entering a new post, this field is checked, the post will display in news section.

If you are in a PC environment, you will see the rich text editor, which allows you to do a lot of stuffs. Currently Safari in Mac won't support this editor.

Edit/Delete News Entry

You can edit or delete news entry anytime you want by clicking on the blue “Edit” link on the top of the news. If you don't see the edit button, check to make sure that you are logged in.

After you click on the “Edit” link, you can now edit the post.

If you uncheck the “Active” field, this post will be DELETED, as well as all the comments made to this post.

Delete Comments in the news entry

You can delete any comments made to specific news entry by clicking "Remove This Comment".

» Edit Course Preferences

As the instructor of the course, you can open up the course site to the world or only to your students. You have the following two options:

Yes. View access is permitted to any users on the system who want to access this course site.

No. Only students and faculty users of this course are allowed to view this course site. Users not directly related to this course will receive an "access denied" message when trying to visit this course site.

After you make your selection, click on the "save" button to apply the setting.

» Upload Syllabus

You can upload a syllabus for the course. You can upload any one of the following file types: PDF, Microsoft Word, RTF, HTML, or plain text. Your file name must end with the corresponding extension. Valid file extensions are ".pdf", ".doc", ".rtf", ".html", and ".txt" respectively. Once you upload the syllabus, it will be ready to download by the students using the "Download Syllabus" link in the "Resources" area.

» Add Resource Page

You can add resource pages for your course site. They will be linked from the right side on your course site.

"Link Name": Enter the name of the page here. This will also be the name of the link which will be displayed on the right side of the course site.

"Content": Enter the content of page here. You can add simple HTML tag to format the text. For example, if you put `<i> </i>` around specific words, those words will be displayed as Italics. There are two ways to add a hyperlink in the body of your entry:

1. Simply type in the URL, for example: <http://www.emerson.edu>.
2. Use an HTML tag like this: `My College`. This will display the hyperlink as "My College" with an underline. This may be preferable, especially when working with a long URL.

"Order Number": the number you select here will determine the position of the link to this page as displayed in the course site.

"Image URL": this function allows you to display an image from the web as part of this custom page. You can get the image URL the same way you do for your blog entries.

"Active". Make sure you check this to display the page.

» List/Edit Resource Pages

You can edit any resource pages by clicking on specific "Edit" link. This allows you to select a specific page and edit its content.

If you uncheck the "Active" field for a specific custom page, that page will be DELETED.

List/Edit Resource Page		
Name	Sequence	Action
Mid-Term Projects	1	Edit
Travelogues	2	Edit
Oppositional Imq	3	Edit
Found Images	4	Edit
02/03 Projects	4	Edit

» Add Custom Link

You can add custom links to your list of resources by clicking on this item and filling in the form that appears. These links will appear in your "resources" section.

» List/Edit Custom Link

Clicking on this link allows you to manage and delete custom links from the "resources" section.

Course Projects Tool

As the instructor of a course, you can organize the projects that students submit to your course through the portfolio tool. You can find the course project tool on your left instructor tool box. When a student creates a new project in the learning community system, s/he will mount the project using his/her personal portfolio. In this process, s/he will be asked if the project is created for course, s/he can choose from a dropdown list of the courses s/he is taking and bind the project to that course. Once the student chooses a course, our system will check whether or not there are pre-established categories for that course by the instructor. If so, it will display them instantly. Below is what the student will see:



Course and Category
This Project Was Created For

Course:
DC: Digital Culture, IN115A, FALL

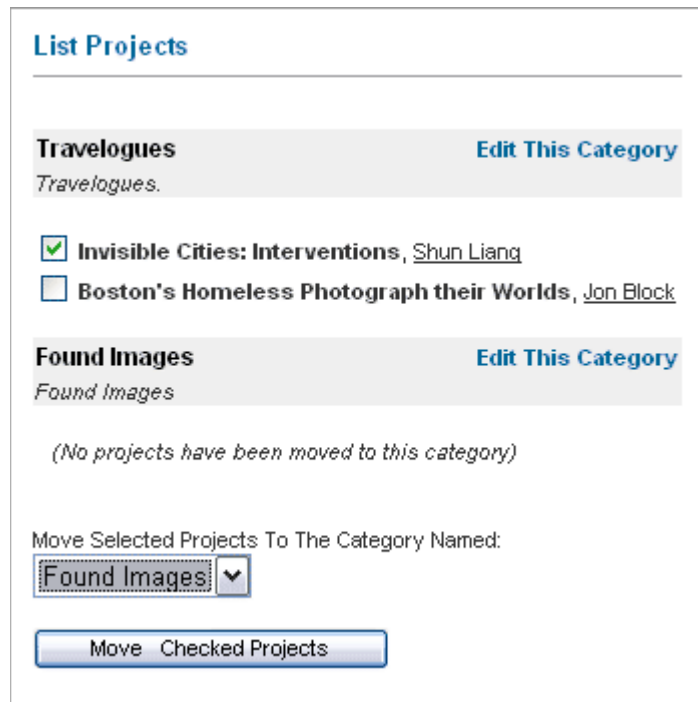
Course Project Category:
Travelogues

We recommend that you create project category in advance, so when a student submits a project to your course, he/she can also choose to submit to specific category (you've created).

» List Projects

You can see all the projects in this page. By default, all the projects posted by students will be listed under specific categories you've created for that course. If you haven't created any categories, then the projects will be listed as uncategorized, and will not be displayed in the project showcase for the course until they are placed in categories.

This page allows you to edit specific categories, or to re-group different projects. For example, you have a student project called "Invisible Cities" listed under the category "Travelogues", and you want to move it to the category "Found Images." You can do this by checking the box in front of the project and selecting the destination category, then clicking "Move Checked Projects". You can move multiple projects at the same time.



List Projects

Travelogues [Edit This Category](#)
Travelogues.

Invisible Cities: Interventions, [Shun Liang](#)
 Boston's Homeless Photograph their Worlds, [Jon Block](#)

Found Images [Edit This Category](#)
Found Images

(No projects have been moved to this category)

Move Selected Projects To The Category Named:
 [▼](#)

[Move Checked Projects](#)

» New Project Category

To create a new project category, click on this link and fill in the Name and Description for the project, and give it a priority number, which establishes the order in which the projects listed under this category will appear on the page.

Add/Edit Course Project Category

Name:

Description:

Priority: