CSU Interact – A How-To guide

Contents

The tools listed above are the backbone of any sites created. Some are optional and some are not. This document will explain how to use these tools effectively to manage your Interact Subject or Project site.

Overview

Interact is a set of software tools designed to help instructors, researchers and students create websites on the web. For coursework, Interact provides features to supplement and enhance teaching and learning. For collaboration, Interact has tools to help organize communication and collaborative work on campus and around the world. Using a web browser, users choose the Interact tools to create a site that meets their needs. To use Interact, no knowledge of HTML is necessary. Here are some examples of websites made with Interact:

- a worksite where an instructor or project director can make announcements and share resources, such as electronic documents or links to other websites..
- a worksite that serves as an online discussion board.
- a course worksite where students can work on and submit assignments electronically.

Note for Students

These notes are for the use of both staff (Academic & General) and students and as such (depending on your permission level) you may not have the access required to undertake some of the actions listed in this manual

Home

Home is a portal page available for every course and project worksite. Instructors and worksite owners can customize the home page to display synoptic views of the most current announcements, discussion board postings, or chat messages. The Home page of a worksite is also where a description of the worksite is presented.

Is the first screen of your Interact site. Usually showing on the screen when this is open are 4 windows.

They are:

- Worksite Information – which gives you any information about the site and the reason for it
- Recent Announcements – any recent Announcements published to the site
- Recent Chat Messages – any recent Chat messages added to the site
- Calendar – the Calendar pertaining to the site. This will list any dates relevant to the site

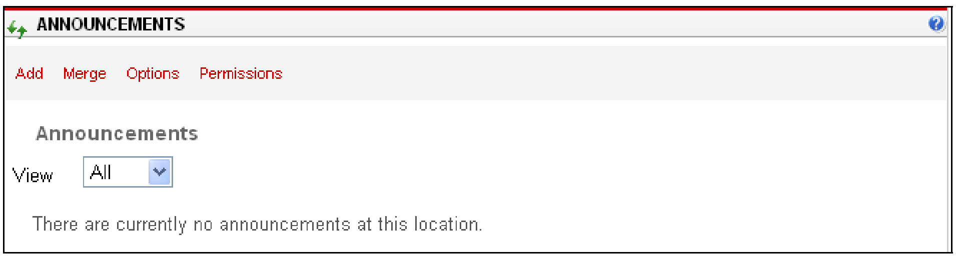
Announcements

Description: Announcements are used to inform site participants about items of interest or importance.

Creating an announcement:

Step 1: In the menu bar of the site, click 'Announcements'

Step 2: Click 'Add' to create a new announcement



Step 3: In the form which appears, type the title and body of your announcement.

Note: Fields marked with an asterisk are required.

Step 4: Select a display option by clicking a radio button. Your choices are:

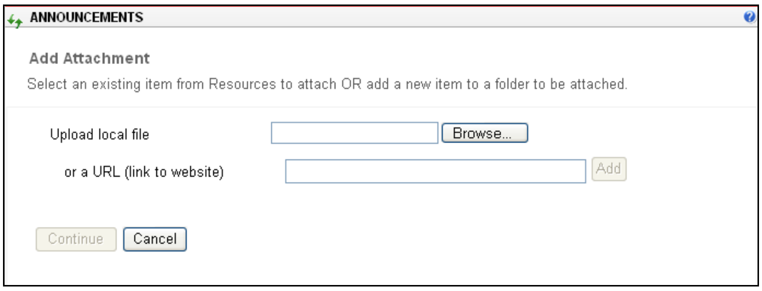
- Display to public
- Display to site
- Availability
- Attachments

Step 5: Optional. To add an attachment, click ‘Add Attachments’.

You can add an item from your computer OR attach an existing item from the resources tool in any of your sites.

To upload a local file

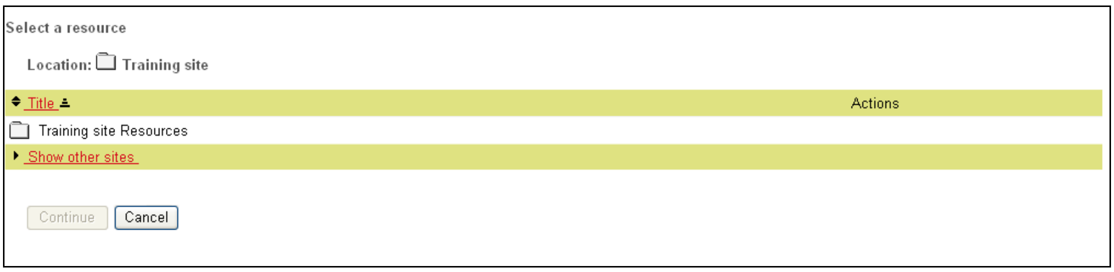
Click [Browse].



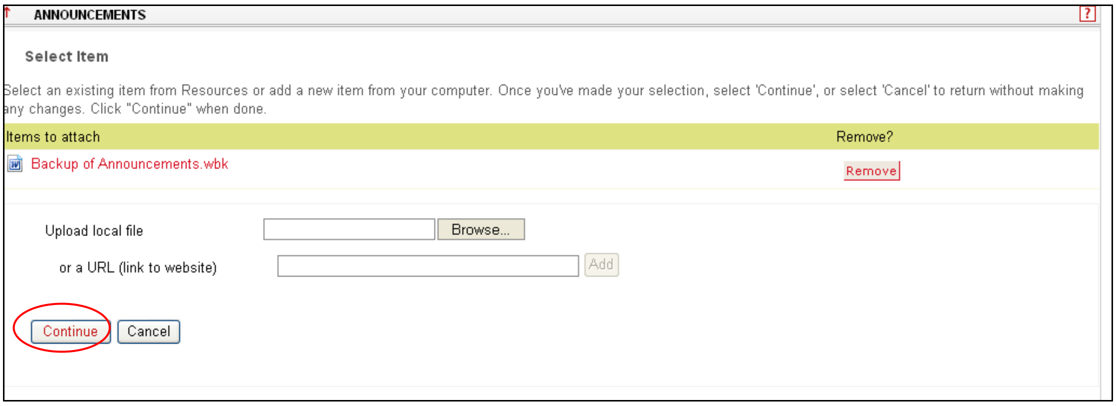
Select the file on your computer and click ‘Open’.

The file appears under the heading Items to Attach.

Note: Folders from your **resources** tool(s) will be visible. You can navigate to a document within any of these folders and attach it to your announcement.



You also have the option to remove the document, by clicking ‘Remove’



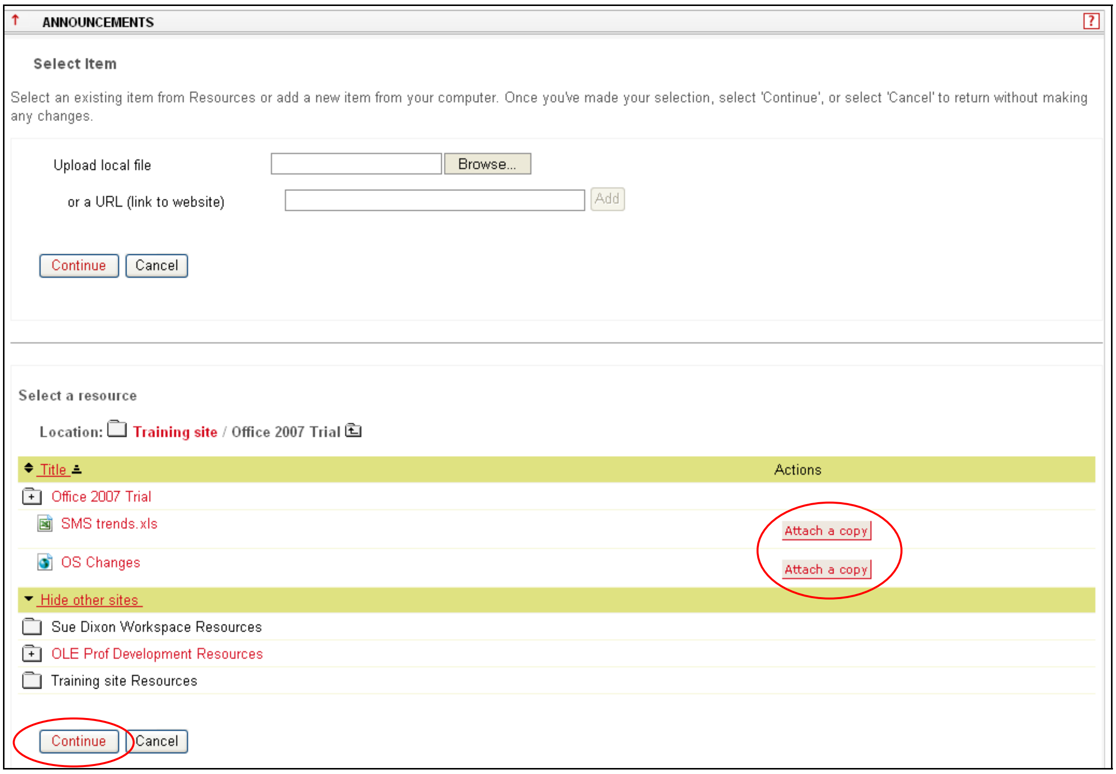
Click ‘Continue’ to attach the document.

Note to Mac users: When uploading or attaching a file, you must include the file’s extension. If there is no extension, anyone who attempts to display or download the file will get an error message.

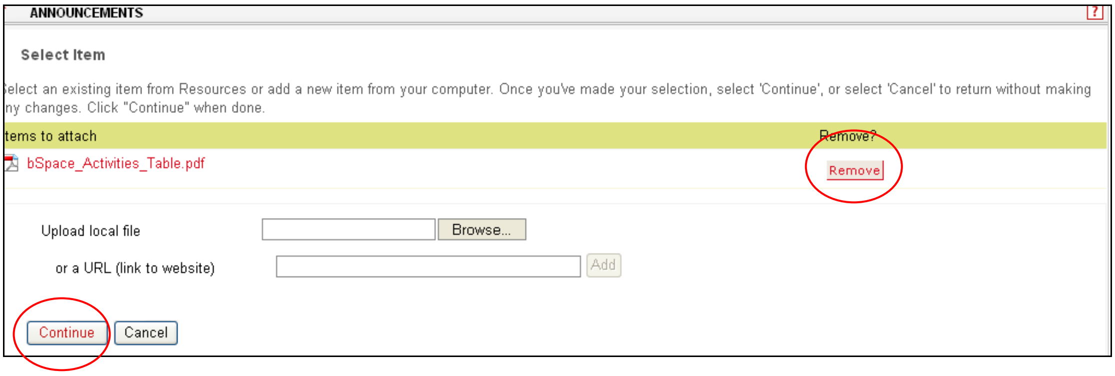
To attach a file from Resources

Scroll down to Select a Resource. Your folders and files in the site resources tool (if any) are displayed. If desired, click the Show Other Sites link to see documents and drop box folders from all your sites.

Once you have found the item, click ‘Attach a copy’, which is found under Actions to the right of the item name. This will attach the file to the announcement.



At this stage you also have the option to ‘Remove’ the document.

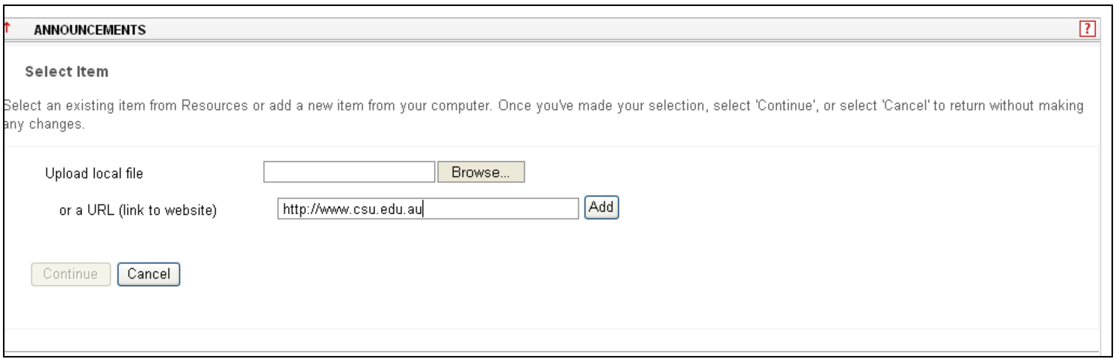


Click ‘continue’ which will bring you back to the ‘Announcements’ screen.

Click on ‘Add Announcement’ from the next screen to complete the process.

To attach a URL

Type the URL in the box provided – e.g. http://www.csu.edu.au



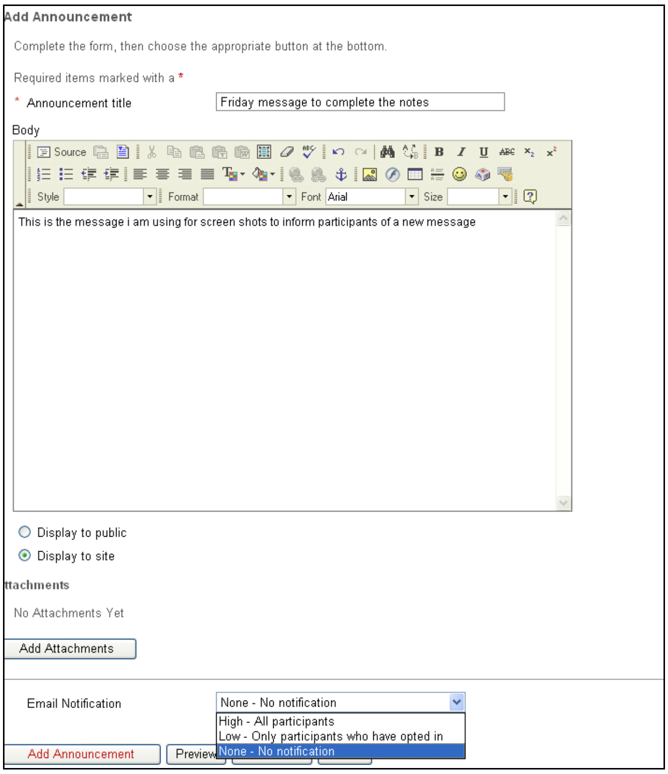
On the next screen click ‘Continue’

Step 6: Optional. You can send an email to notify site participants about the new announcement.

In the Email Notification field, select from the options shown below:

None - No notification (default setting)	If you do not want the notification emailed
Low - Only participants who have opted in	If you want to send the notification only to participants who have chosen to receive low-priority mail notifications

High - All participants	If you want all participants to receive email notification



Step 7: To post the announcement, click 'Add Announcement'.

To see how your announcement will look before posting it, click 'Preview'.

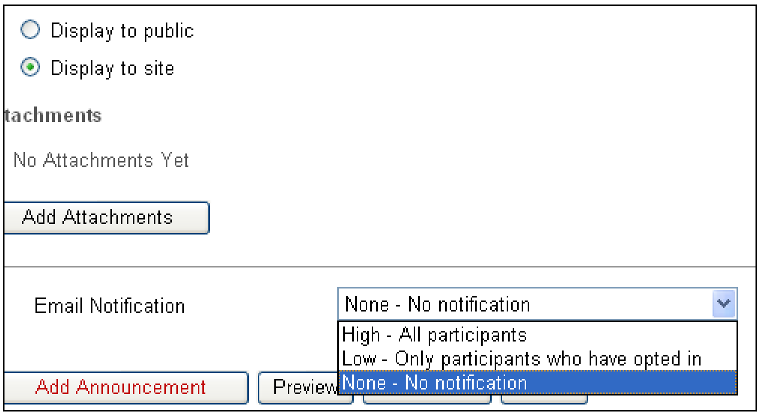
To save your announcement as a draft, click 'Save Draft'.

To exit area without posting the announcement, click 'Cancel'

Displaying to selected groups:

Step 1: Select the 'Display to selected groups' button underneath the announcement text box.

Step 2: Click the check box next to the group to which you want to send the announcement.



Step 3: Click [Add Announcement].

Modifying an Announcement:

Step 1: Click [Revise] under the announcement you wish to modify.

Step 2: Follow steps 1 – 7 for Creating an Announcement

Step 3: To finish revising the announcement, click 'Save Changes'

To see how your announcement will look, click 'Preview'

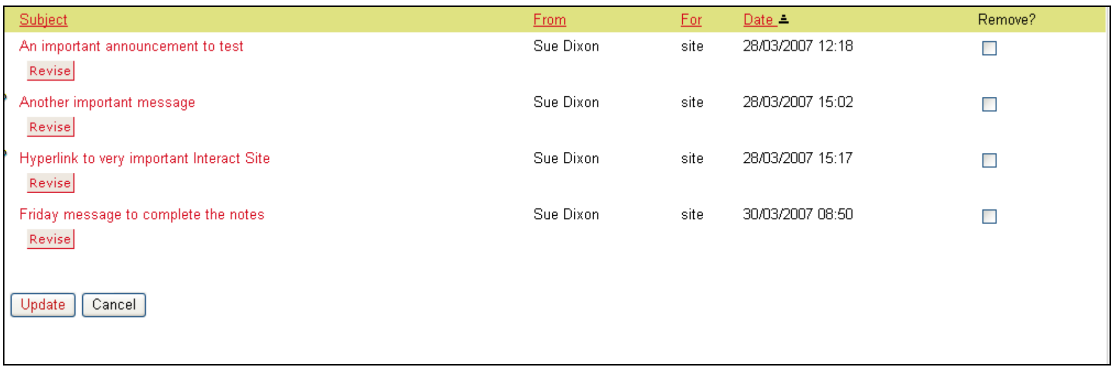
To save your announcement as a draft, click 'Save Draft'

To exit area without making an announcement, click 'Cancel'

Deleting an Announcement

Step 1: Click the checkbox(es) to the right of the announcement(s) you wish to delete under the header 'Remove?'

Step 2: Click 'Update' and an alert will ask if you are sure you want to delete the announcement(s).

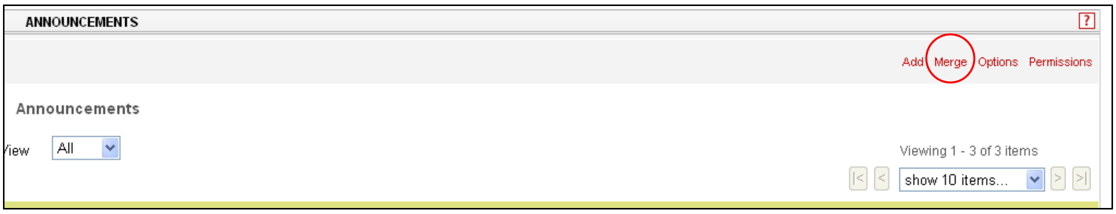


Step 3: Click ‘Remove’ to delete the message or ‘Cancel’ to take no action

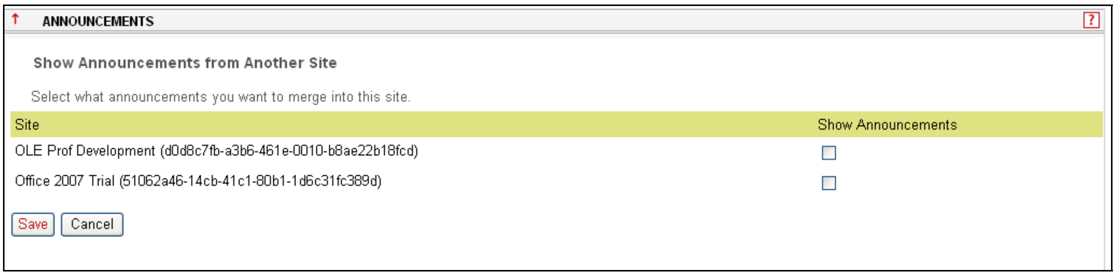
Merging an Announcement

If you would like to view announcements from your other sites in one particular site, use the Merge feature in Announcements.

Step 1: In the announcements tool of the particular site, click ‘Merge’



Step 2: Click the checkbox(es) of the site(s) you want to merge.



Step 3: Click ‘Save’ to complete the merge or ‘Cancel’ to take no action.

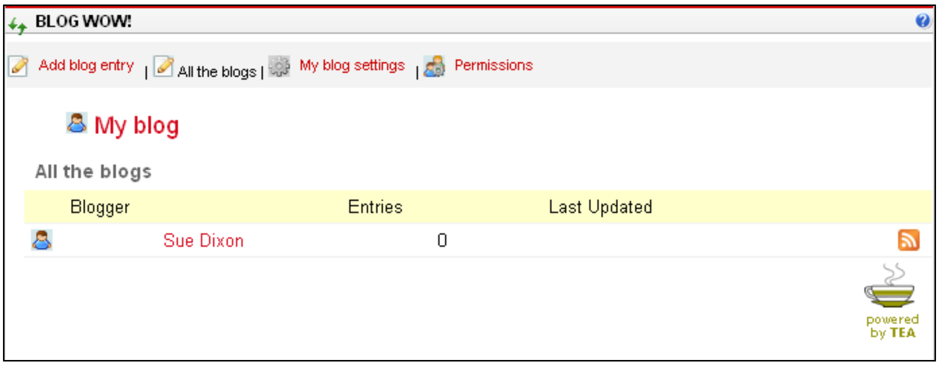
Blogger

The Blog is a tool which allows the creation of journals that are available on the web. How you use the Blog depends on each user, but normally the Blog is used to contain updated daily information that the user wants either to make available to other users in their work group or make accessible anywhere, any time.

The blog can be used for many purposes, from a log of your daily job to general ideas that you want to share. One of the most popular pedagogical uses is as a reflective 'learning log'. However, the Blog is not only a chronological order of information. It is a tool that facilitates the management of knowledge. With the Blog you can store links to other web pages, files and pictures; it also provides a search mechanism which makes it easy to track and find any published information.

The Blog is not just a personal blog. It is a team-oriented blog. This means that all the information you publish to the team blog can be revised, modified and appended to by any member of your team. All your team members can also add comments to any blog entry.

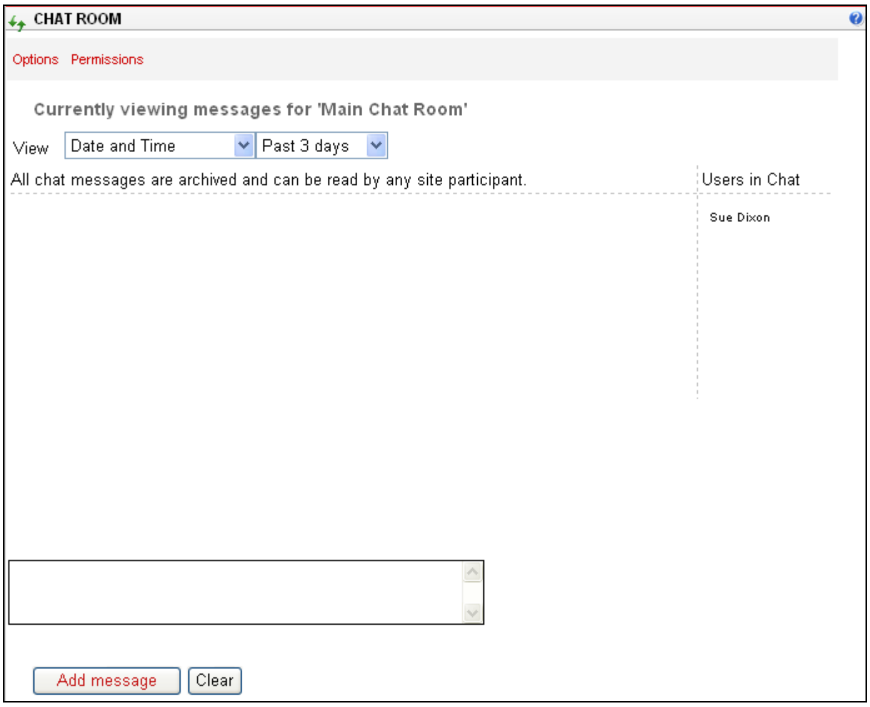
Blog Wow is the blogger included in the CSU Interact range of tools. It looks like this:



Chat Room

The Chat Room tool allows real-time, unstructured conversations among site participants who are signed on to the site at the same time. Instructors can create an Online Office Hours chat room to answer student questions. Student groups can use Chat as a space to have conversations across distances, or to catch up with conversations they may have missed.

Chat messages are saved and visible to all users so that all site participants can benefit from conversations and questions and answers. By default, all Chat messages are shown for at least three days. The Chat Room tool looks like this:



The Chat Room tool alerts users to the other participants who are also logged into the site and the chat room, so that users know who is available to talk.

The Chat Room tool does not provide a way to chat privately. By default, all messages are visible to all participants. However, you can remove read access for a particular role, and thereby for all participants with that role, by modifying the Chat Room permissions.

Reading Chat Room messages

Step 1: Click 'Chat Room' in the left side menu bar

Posted messages appear in chronological order, with the most recent at the bottom. Messages always identify the sender.

To see who is presently in the Chat Room, look under *Users in Chat* on the right side of the screen.

Step 2: To see the date or time messages were posted, select the appropriate option from the *View* drop-down list. Choices are:

Time Only

Date and Time

Date Only

Neither Date or Time

Step 3: To limit the list to messages to those from the past three days, click **Past 3 Days.** To see all messages, click **All Messages.**

Posting a message in Chat

Step 1: Click ‘Chat Room’ in the menu bar.

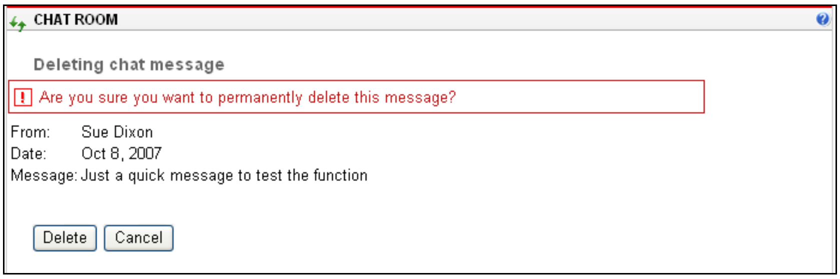
Step 2: In the text box at the bottom of the window, type your message. Then click ‘Add message’

Step 3: To discard a message that you haven’t sent yet, click ‘Clear’

Once a message has been added it cannot be removed except by the site co coordinator

Deleting a Chat Room message

Step 1: Click the trash can icon next to the posting (). A warning will ask whether you are sure you want to permanently delete the message.



Note: The absence of the trash can icon means that you don’t have permission to delete the message.

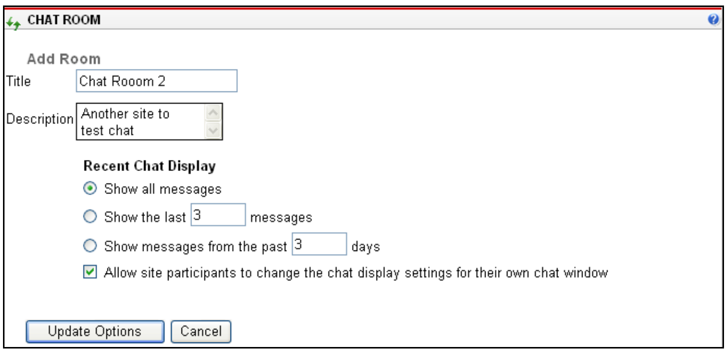
Creating a new chat room

You can create multiple chat rooms within a course or project site. However, only one chat room can be displayed at a time. This feature allows you to archive old chats.

Step 1: Click ‘Chat Room’ in the menu bar.

Step 2: Click ‘Options’

Step 3: Select the ‘Add room’ option. The following screen will display and you can make your selections from the options listed



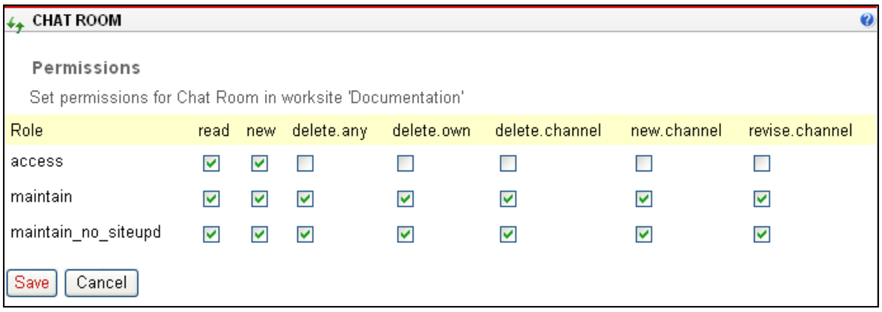
Step 4: Select ‘Update Options’ and your new chat room will appear when you choose the ‘Change Rooms’ option on the main chat room screen.

Changing permissions in a Chat Room

You can change permissions for students who access a chat room. To change permissions:

Step 1: Click ‘Permissions’ at the top of the window.

Step 2: Select the appropriate checkboxes for the permissions you wish to grant.



Step 3: Click ‘Save’ to make the change, or click ‘Cancel’ to return to the previous page without making a change.

EASTS

EASTS is the CSU ‘Electronic Assignment Submission Tracking Software’ and is a link to the area where students can submit their assignments electronically.

Not all subjects use **EASTS**.

Email Archive

Each site has an automatically generated site email address, which you can view in the Email Archive feature. Email sent to the site email address is copied to all site participants and owners.

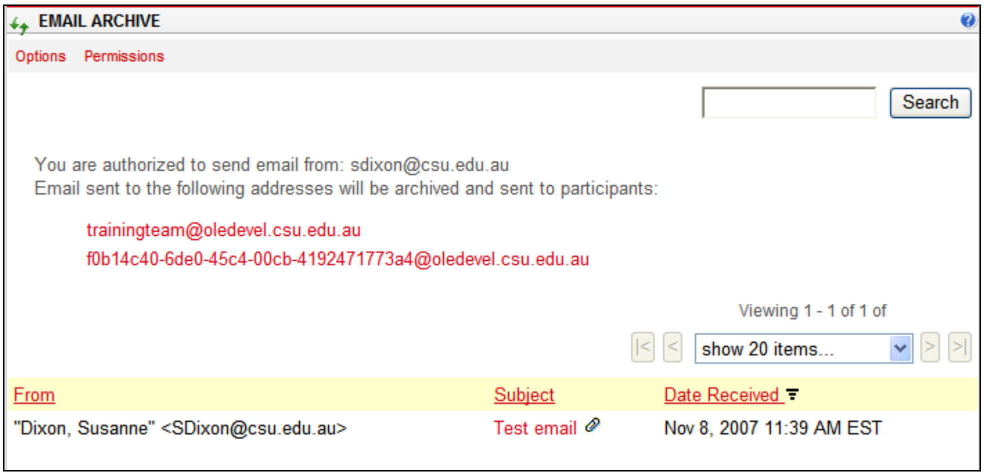
All messages sent to your site's email address are stored in the Email Archive. Each message sent to site participants will indicate if there is an attachment, and provide a link to access the attachment from the worksite itself.

Members of the group can choose how often they want to receive email sent to the site's email address in the ‘Preferences’ feature in ‘My Workspace’

When you select ‘Email Archive’ from the Tools you will see the following screen. The screen lists a number of important points. These are:

- The email address from which you are authorised to send messages to the site

- The email address of the site
- The messages which have been sent to the site

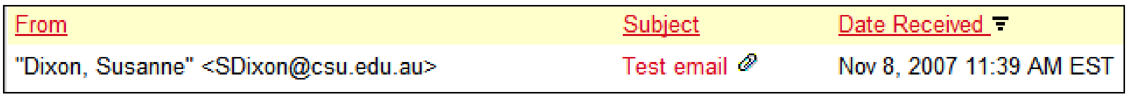


There are a number of viewing options. These range from 5 items per page up to 200 items. When you have selected your viewing option you can scroll through the messages using the arrows chosen provided.

Messages can be sorted in a number of ways. The options are:

- From
- Subject
- Date Received

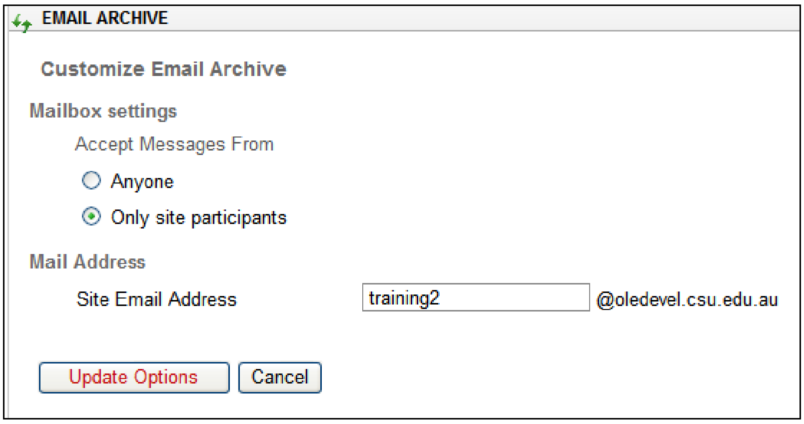
By clicking on each of these headings from the bar above the messages they will sort accordingly.



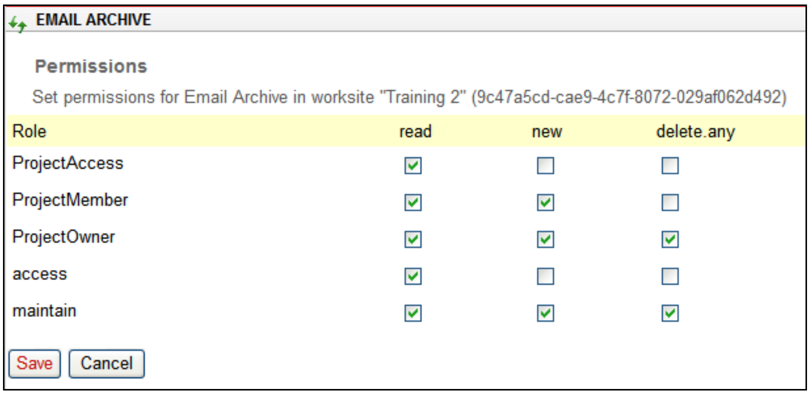
A paper clip next to a message indicates that it has an attachment. Once you have opened the message the attachment will appear as a link at the bottom of the page. Clicking on the link will open the attachment.

When you are the site/project owner you will see that you have a couple of menu items on the top of the 'Group Email' screen. These are:

- Options – when you select options you will see the screen below and be able to make choices as to how you wish your 'Group Email' to function



- Permissions – when you select 'Permissions' you will see the following screen and will be able to set permissions for the email function in your site. It will look like this:



Forum

This is a link to the CSU forum which has been set up for your subject. A **forum** is a web application for holding discussions and posting user generated content.

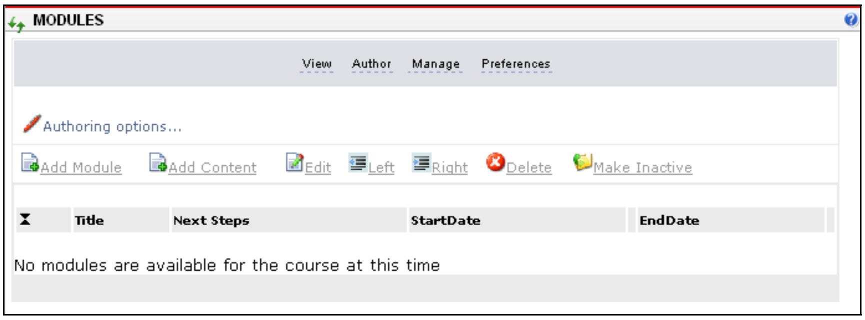
You can view information on Forum management from this link:

http://www.csu.edu.au/division/landt/resources/documents/forumguide03.pdf

Modules

The Modules tool is an online lesson builder tool that allows authors to publish learning sequences that can be created by using a built-in online editor, by linking to web pages, or by uploading learning objects or documents of various formats. It can be used to easily publish subject content online in web page format. A module can be thought of as the building block of your lessons. For example, you may create a module, unit, chapter, or lecture, for each week. A large majority of instructors organise their modules in weeks, adding lecture notes, activities, links, and resources that relate to that week's topic as 'sections' of the week's module. This allows them to guide learners through the sequence of content/tasks in an organized manner.

When you first go in to the Modules tool to add content it will look like this:



You will have a number of options. These are:

- Add Module
- Add Content – used to add extra content to a module already online
- Edit – used to edit content already online in the module area
- Left – alignment option for additions to modules
- Right - alignment option for additions to modules
- Delete – you can delete a title/article from the Modules area
- Make Inactive – you can make a Module Inactive and then reactivate it at any time in the future by selecting 'Manage' and then 'Restore'

To add a module:

1. Open the 'Modules' tool
2. Click on 'Add Module' 

3. Fill in the appropriate information. This includes:
    a. Module Title
    b. Description/Overview or Objectives
    c. Keywords
    d. Start/End date
4. Click on 'Add'
5. The next screen will show a message, 'You have successfully added:xxxxxxxxxx'
6. You then need to select 'Add content' to add information to your module

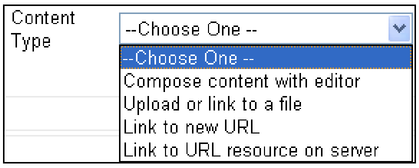
7. The next screen will start with Adding section. and you will be asked to add:

   a. Section Title

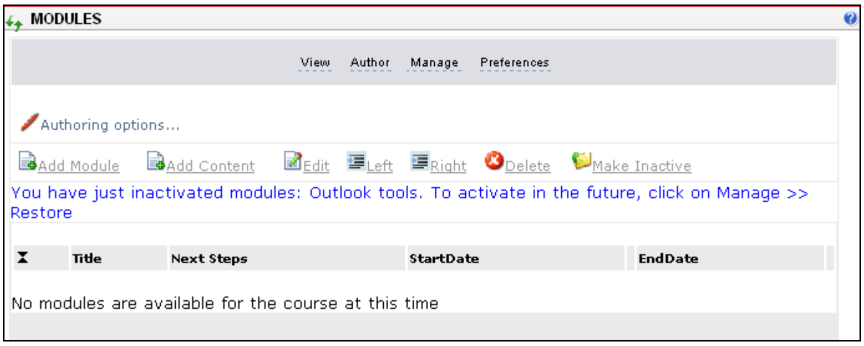
   b. Instructions

   c. Modality

   d. Content type – here you can choose from 4 options (see below)



8. If you choose to upload or link to a file you will see the following appear under the other options Upload a file (Select a file) Select This is where you can search (browse) for the file you wish to upload.



Evaluation

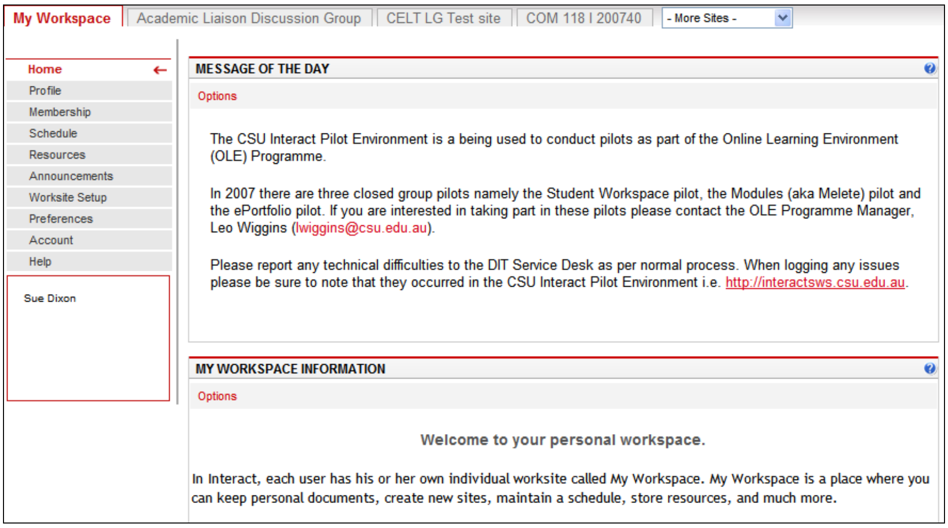
The Online Evaluation of subjects was trialed in Autumn semester 2005 and introduced across the University in Spring semester 2005. The primary purpose of a system of student subject surveys is the assurance and enhancement of quality in content and delivery. Information arising out of this process is provided to staff members to improve the quality of teaching and of subjects/courses in terms of their impact on matters related to student learning. Previously, subjects at CSU were evaluated by students in a rotational cycle that saw the mandatory evaluation of all subjects once every three years.

My Workspace

My Workspace is an individual online worksite that functions as a private workspace for each user. When you log in, you will automatically open your My Workspace, which will display the Message of the Day and My Workspace Information boxes. By default, these boxes contain announcements and information from the system administrator.

A site owner can revise what appears in the My Workspace Information box by clicking **Options**. Only a system administrator can modify the contents of the Message of the Day box, but a site owner can click **Options** to customize how announcements will display in the window.

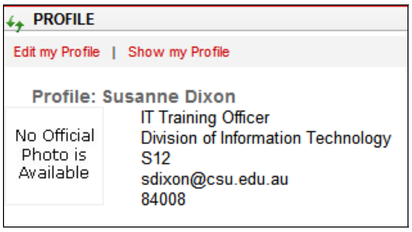
When you open Interact it will open to your 'My Workspace' page by default. It will look like this:



You will see at the top of the window a list of the interact sites to which you have access. You will see on the left the tools available in your 'My Workspace' area and you will see the current 'Message of the Day' and 'My Workspace Information'.

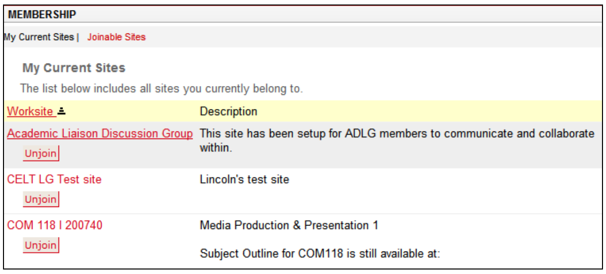
The tools available on the 'My Workspace' page are:

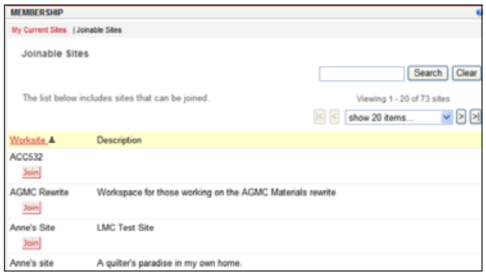
- Home – shows the 'Message of the Day' and 'My Workspace Information'
- Profile - you have the option to either 'Edit ' or 'Show' your profile



- Membership – gives you a list of all the sites of which you are currently a member and also a list of 'Joinable Sites', that it, sites which you are eligible to join, and a link below each to join them

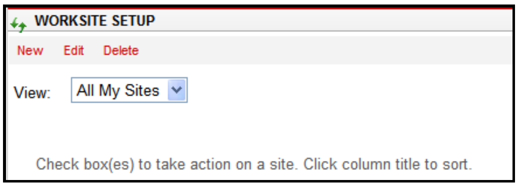
My Current Sites **Joinable Sites**





- Calendar – will show your calendar for all the sites of which you are a member. You have options to 'Ads', add or change 'Fields' and edit the 'Permissions' for the Calendar

- Resources - will show you're your 'Site Resources' and allow you to 'Upload-download Multiple Resources'
- Announcements – Will allow you to view all 'Announcements' sent to all of the Interact sites to which you have access
- Worksite Setup – has options to allow you to 'New' (make a new site), 'Edit' (edit one of your sites), or 'Delete' (delete a selected site)



- Preferences – from this window you can set up your 'Notifications' (when and how you are notified of uploads, announcements etc), Customise Tabs (how your sites are displayed in your window, change the 'Time Zone' (for wherever you are in the world), and change the 'Language'. You can do this by selecting the appropriate option from the selections available. See below:

- Account – shows the details of your Interact account
- Help – as it sounds. Textual help for your Interact sites

OASIS

This is a link to the CSU online assessment tool. OASIS is a multiple choice quiz tool. It is a user-friendly system whereby lecturers can create online multiple choice tests/quizzes/activities to enhance their subjects and courses. **OASIS** stands for *Online Assessment Submission Information System.*

Not all subjects use online multiple choice tests. There will be a link to OASIS from your subject site in *Interact* if you have chosen to prepare online assessment tasks with OASIS. There may also be important details about OASIS assessment tasks in the assessment section of your Subject Outline.

Here is a link to information about OASIS:

http://www.csu.edu.au/division/landt/resources/oasis.htm

Polls

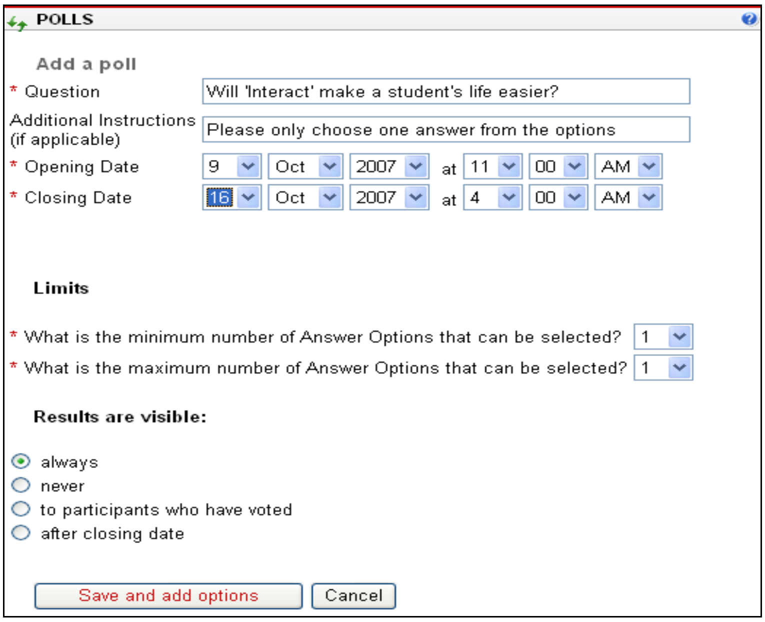
The poll tool allows users to set up an online vote.

Creating a Poll

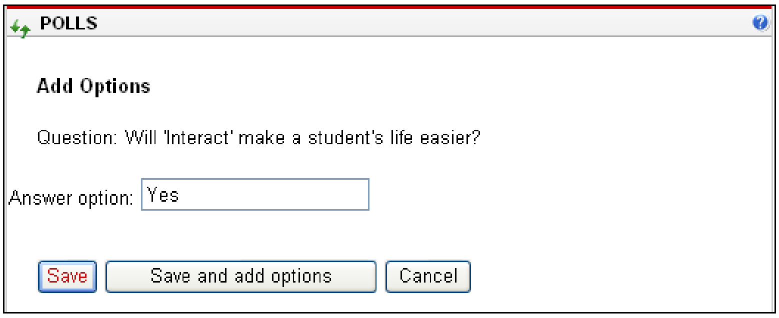
Step 1: Open the 'Polls' tool from the tool options. You will see a list of polls already available and the opening and closing dates and results. There is also an option to remove a poll on this screen.

Step 2: Choose 'Add'.

Step 3: Add your question, options, dates, and other information in the resulting screen shown below. Choose 'Save and add options'.

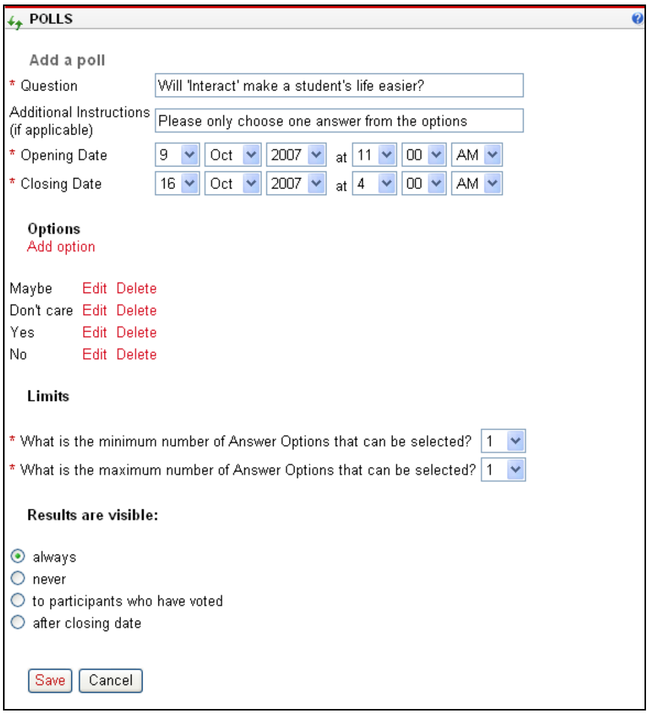


Step 4: in the 'Add Options' window in the 'Answer option' dialogue box put in the first answer choice. Next select 'Save and add options' and you will be provided with another screen the same to add the next answer choice. Continue to use the 'Save and add options' selection until you have added all your options, then choose 'Save'.

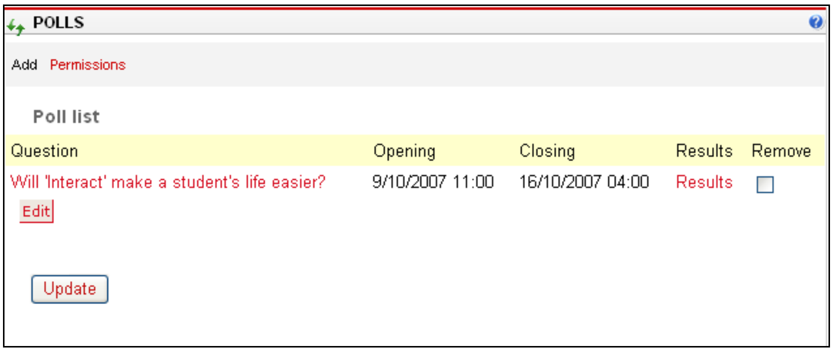


Step 5: You will then see the final screen before your poll goes online. This is your chance to review the changes you have made and add any other options you would like to add, for instance:

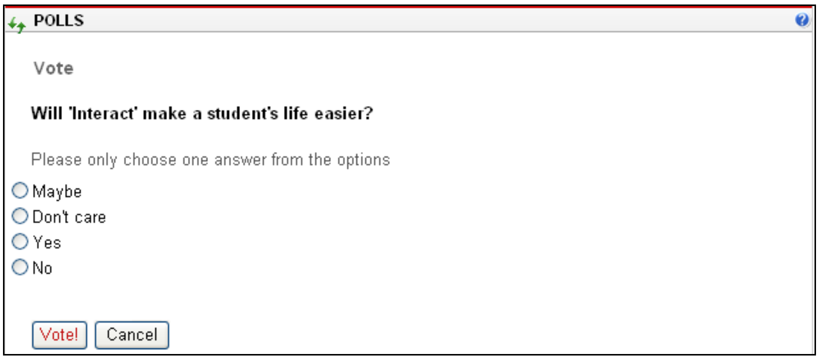
- Opening and closing dates for your poll
- Minimum and maximum number of answer options which can be selected
- Whether of not you want the answers to be visible to users



Step 6: Select 'Save' and your poll will be available to users. It will look like this:



Step 6: By clicking on the question the poll will appear. See below:



Step 7: Once the participants in the site have taken the poll you will be able to click on the 'Results' option and you will see how many have voted for which options.

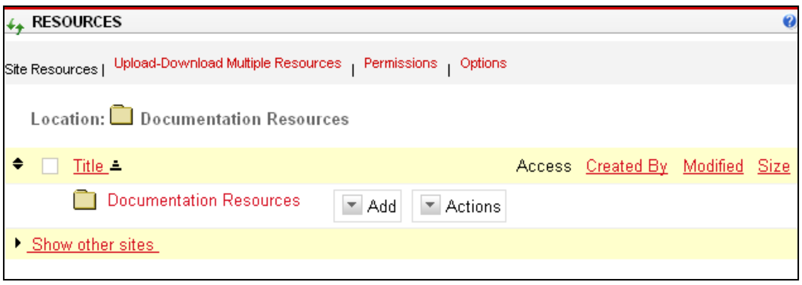
Resources

The Resources tool allows you to make many kinds of materials available online. Resources can include word processing documents, spreadsheets, slide presentations, links to web sites, and simple text documents that display right on the page.

In Resources, you can post up to 10 items at a time, post items outside of folders, create folders inside other folders, and create HTML documents. You can show or hide an item at any time, and set a start and/or end time for its availability.

Using the Permissions feature, site owners can control which types of users can read, post, revise, and/or delete files in specific folders. Site owners and instructors can make a resource available to anyone by choosing to post it with the "public view" setting checked.

When you first open your 'Resources' tool it will look like this:

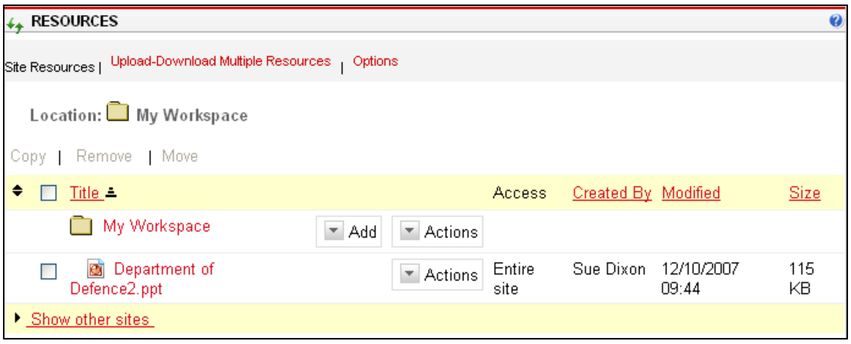


Adding information to Resources

1. From the window shown above select ‘Add’
2. You have five choices. These are:
    a. Upload Files
    b. Create Folders
    c. Add Web Links (URL’s)
    d. Create HTM: Page
    e. Create Text Document
3. When you have chosen the type of information you would like to upload to ‘Resources’ the appropriate window will display and you will be able to fill in the information required.

NB. You can create ‘folders’ within your ‘Resources’ to keep like documents and information together

When you have added information to your ‘Resources’ it will display in the window as below



To view an item from ‘Resources’ simply click on the red heading and it will open. Alternatively, select the folder in the ‘Resources’ window to view which items are held within the folder. You can then select the heading and open the document.

News

This tool allows you to subscribe to online newsgroups and have them available at your fingertips any time you need to refer to them.

There are many newsgroups online and you can find them by using any search engine.

To add a News Group to your toolbar you need to:

- Click on the ‘Site info’ tool in the toolbar

- Select ‘Edit tools’
- Select (put a tick in) ‘News’
- Select ‘Continue’ from the bottom of the screen
- Enter the Name of your News Feed in the ‘Title’ dialogue box
- Put in the URL of the News feed in the ‘URL’ dialogue box
- Select how many more News Tools (if any) you would like to add from the ‘More News tools’ box
- Click on ‘Continue’
- Click on ‘Finish’ from the bottom of the next screen and it is done

Your news feeds will all show up together in your tool bar and will look like this:

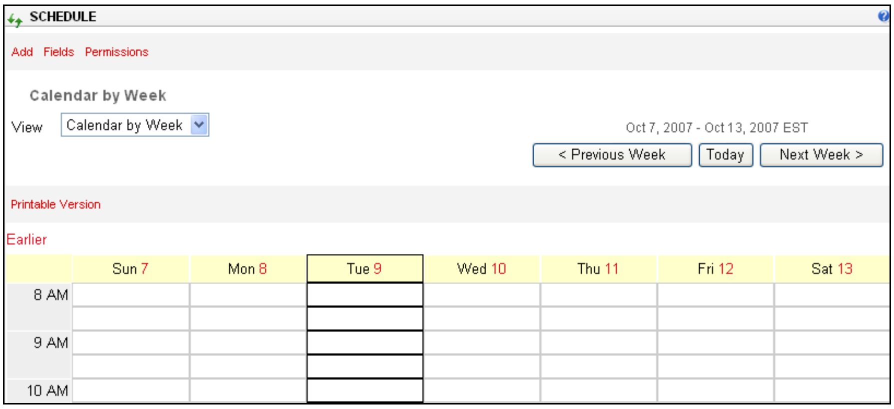
Schedule allows instructors or site organizers to post items in a calendar format. The calendar has day, week, month, year, and flat list views. All Schedules on worksites you have access to are merged in your My Workspace Schedule. In a worksite, you can also selectively merge Schedules from other worksites you have access to using the Merge feature. You can print an Adobe PDF file of any view of a Schedule by clicking the "Print PDF" button while in the desired view.

Many instructors use Schedule to post readings for each class on the day they are due to be read.

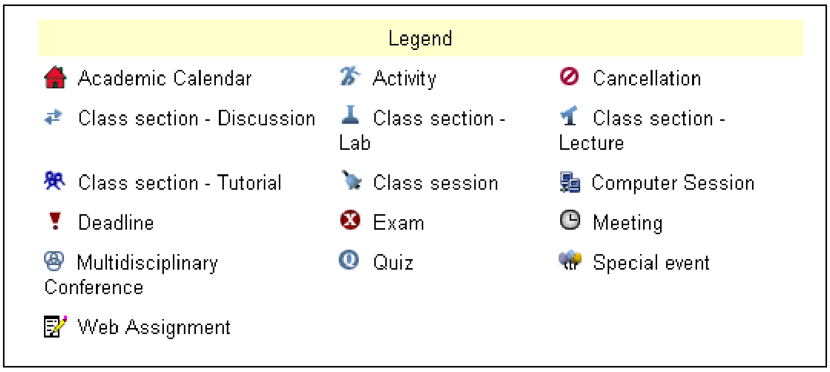
Research, group, and department projects often use Schedule to post group deadlines.

How to use it

It works very much like an email calendar and has boxes into which you enter data relevant to an event.



You will see this Legend at the bottom of the 'Schedule' window:



Step 1: Select 'ADD' from the options at the top right of the screen and a window will appear in which you can choose the date and time you would like the event to occur.

Step 2: Add the information about the event into all the appropriate areas of the 'New Event' window and the select 'Save Event'.

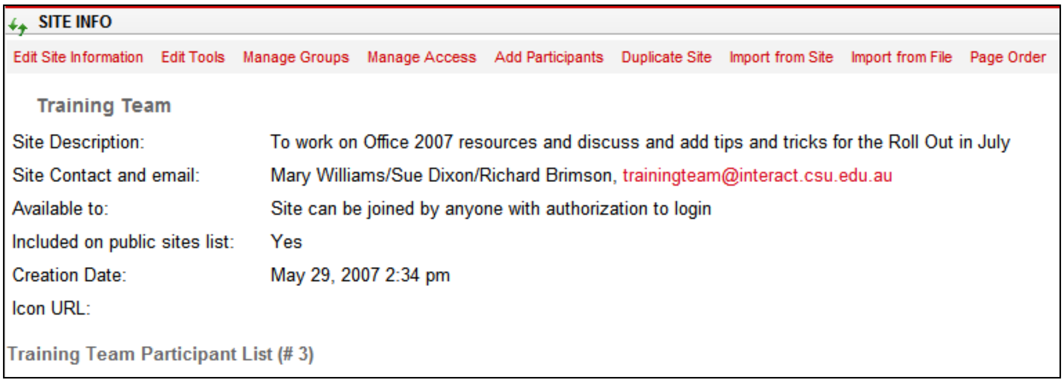
Your event will then appear in the Schedule for your subject site

You can add multiple occurrences for your appointment or have an appointment running over a couple of days. To do this you select 'Frequency' from the bottom of the 'New Event' window under the text box.

Site Info

The Site Info tool provides information about the worksite that you own or have 'maintain' rights for. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site. You can also publish the site using the Site Info tool.

When you select the 'Site Info' tool in your Interact site you will see the following screen:



The top section of this screen gives you the option to make changes to your site. The areas of interest on this bar are:

- Edit site Information – You can edit the Title of the site, the description, Contact name and Email address
- Edit Tools – you can choose to add or remove tools on your site by placing a tick in the box next to their listing
- Manage Groups – you can sort your site participants into groups. This is where you make and edit the groups. You start the process by selecting the 'New' icon on the top of the 'Manage Groups' window
- Manage Access – an area to change the permissions for those who are authorised to access your site
- Add participants – you can add new participants to your site, allocate their permission level and email them to inform them that they have been added to your site
- Duplicate Site – you can make a copy of your site to use as a basis for another site
- Import from Site – you can import material from another site of which you are a 'project owner'. The sites available for you to import from will be listed here
- Import from File -
- Page Order – changes the order of how the tools appear on the toolbar of your site

These options can be access by selecting the link from the top of the screen.

Search

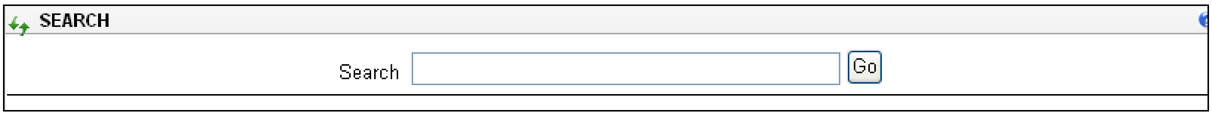
Search allows you to search content created by tools within a worksite or course. It achieves this by creating an index of all content that other tools make available to the search tool. This index is updated automatically, so as content is added to the worksite or course, it will be indexed.

For example, if the worksite or course has an email list, as emails are posted to the list, the content of those emails will be indexed and become searchable in the search tool.

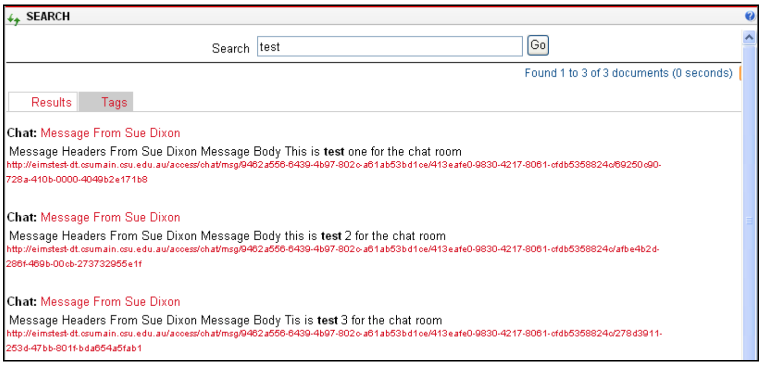
How to search:

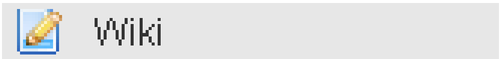
Step 1: Select the ‘Search’ tool from the tools list

Step 2: Type your search keyword/s in the ‘Search’ box



Step 3: Click ‘Go’ and your results will show

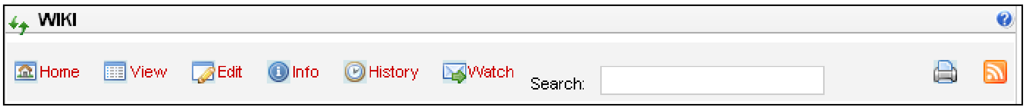




A Wiki is a tool for people with no technical knowledge to change and create web pages. Wiki was designed specifically for researchers and lecturers to collaborate on documents, share information and create teaching materials.

Viewing a Wiki

1. Select the ‘Wiki’ tool from the menu on the left of the screen
2. The ‘Wiki’ page will open with the headings of all the ‘Wiki’ documents showing. It looks like this:
3. There are a number of options listed on the top left of the screen. These are:



   a. Home – takes you back to the front page of the Wiki from wherever you are within it
   b. View – shows you the Wiki headings
   c. Edit – allows you to edit the Wiki page you are looking at
   d. Info – gives you information about the permissions for that page and other technical data

    e. History – provides information about the data on the page

    f. Watch – will keep track of all additions to the Wiki and send you a notification

4. To read the information you are interested in simply click on it's heading within the Wiki

5. That Wiki will open for you to read

6. When you have finished viewing the information, by clicking on the 'Home' button, you will be taken back to the 'Home' page of the Wiki.

Adding items to a Wiki

1. You need to be the owner of a site to add a Wiki to it.

2. When you make your first Wiki you will select 'Wiki' from the left hand menu and then select 'Edit' from the resulting screen

3. The 'New Content' box will appear and you can make your Wiki from this screen.

4. You need to type your text and then it can be formatted using the tools provided on the page. See below:

5. Highlight the text you wish to format and choose the options from those above. The options available are:

    a. Save – Save what you have edited

    b. Bold – will format selected text **bold**

    c. Italics – will format selected text *italic*

    d. Superscript – Text will appear on the upper part of the line in smaller letters

    e. Subscript – text will appear on the lower part of the line in smaller letters

    f. Headings – choices 1 – 6 (different sizes)

    g. Tables – insert a table

    h. Link – link to a web page, other part of the document, or email

    i. Image – insert an image

6. Choose 'Save' and your Wiki will appear formatted to reflect your choices

Making changes to your Wiki

1. You need to be the owner of the Wiki to make changes to it

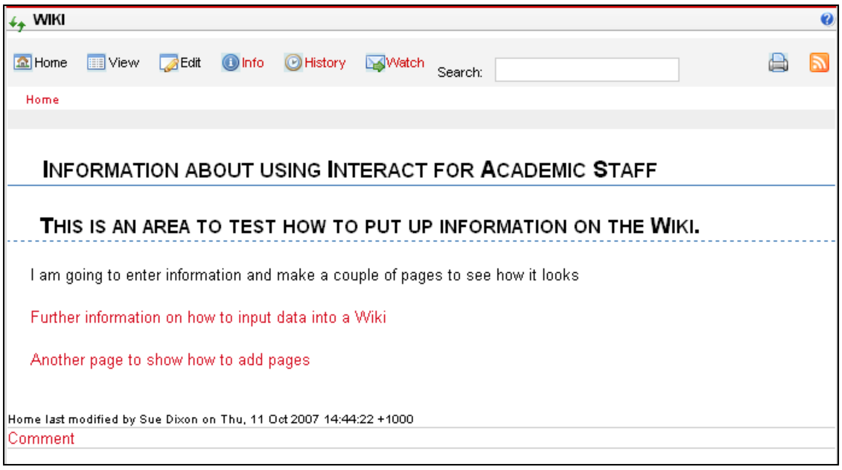
2. Open the Wiki
3. Select ‘Edit’ and the Wiki will open in it’s ‘edit’ form
4. Make any changes you would like to make
5. Select ‘Save’ and the Wiki will open with the changes showing
6. By selecting ‘History’ from the menu you will be able to see what changes have been made as well as when they were made. It is a log of the changes.

Adding additional pages to your Wiki

To create a new page, create a link to it from an existing page. For example, if you do not already have a page called 'page 2', typing '[page 2]' will create a new, empty page called 'page 2'.

Follow these steps:

1. Go to the current first page of your Wiki
2. Select ‘Edit’
3. At the bottom of the document insert the name of your new page in square brackets (making sure you do not use any special characters such as a colon in the title) and then click on ‘Save’
4. The title of your new page will appear on the Wiki ‘Home’ page and by selecting the new heading you will be taken to a screen where you can select ‘Edit’ and then input whatever you would like to appear on the new page. When you have finished you select ‘Save’ and your new page will appear when you select the link from the Wiki home page.

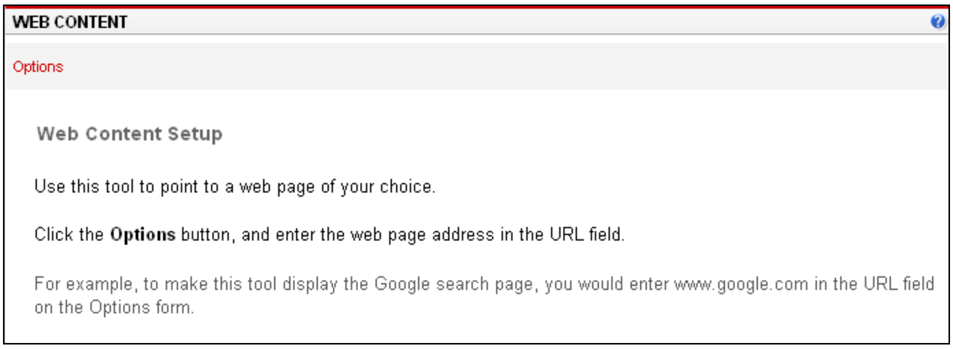


Web Content

The Web Content tool allows site owners to choose external websites to display within their worksite.

You can specify the URL for any website, and a brief descriptive title. A link will appear in the menu bar with the title you've chosen; when you click the link, the website will open within your worksite. You may add multiple Web Content links to your menu bar.

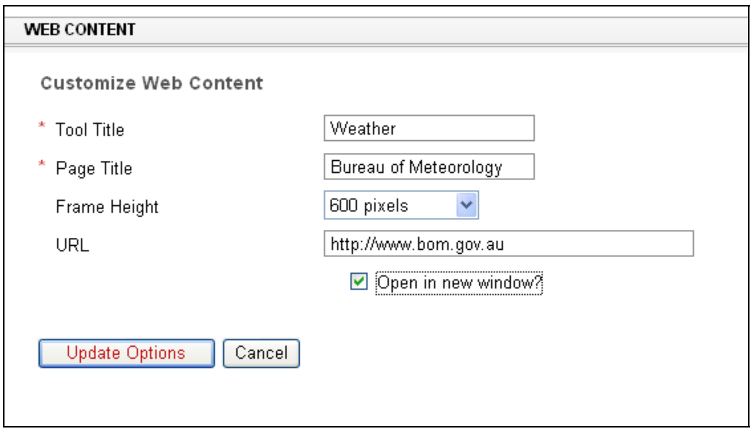
To set up your web content, select 'Web Content' from the 'Tools' list. The following window will appear. Select 'Options' to continue.



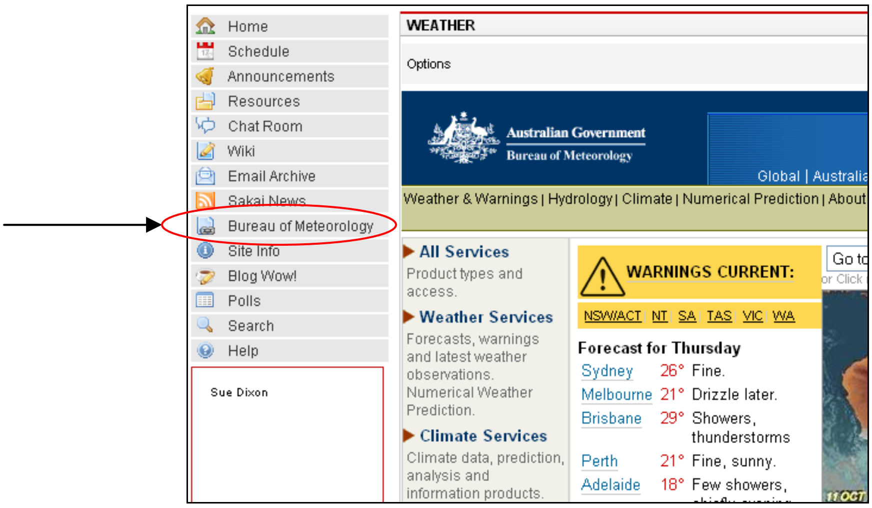
On the next screen fill in the Dialogue boxes with the information you would like to appear.

- The title you would like to appear on the window when the website opens
- The title of the web page
- How big you would like the frame to be when the page opens
- The address of the web page you would like to appear
- If you would like the page to open in a new window or replace the one you are presently viewing

Once you have entered all the information required (as below) choose 'Update Options'.



Your web page will now appear in the list of tools and will open when you click on its link in 'Tools'. It will have a heading at the top to reflect the 'Tool Title' you chose when you set it up.



If you wish to make any changes to this page you simply click on the ‘Options’ link on the right left of the window and you will be taken back to the ‘Customize Web Content’ screen above.

Help

You can navigate to any Help article by clicking on the title of a collection name in the contents pane on the left to expand the collection, and then clicking on the article title.

Functions

Site Management

Academic staff will have a certain amount of freedom as to how they manage their sites.

Permissions and Roles

When you create a course or project worksite, you choose which tools (e.g., discussion, schedule, resources, etc.) you want the worksite to have. For each of these tools, you can set permissions that allow or prevent users from seeing or performing certain tasks depending on a user's "role." In Interact, the various roles are given default permissions, but worksite owners can change these as desired for their site.

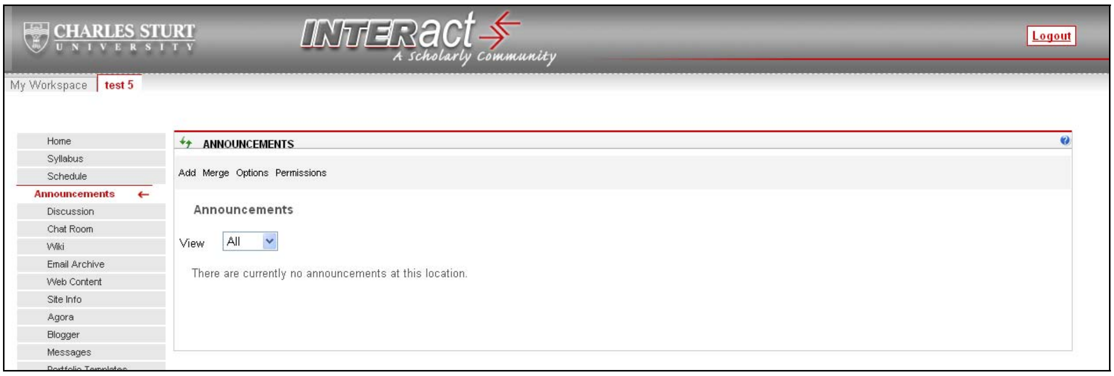
The 4 roles are:

- Subject coordinator
- Other staff

- Student (maybe another student role – see Lauren)(*not finalised until* 7^{th} *Nov if there will be another role or not)*

- Read-only

A description of these roles will be displayed under the participant list on the main site info screen.
"Permissions" is not a button in the menu bar -- it is accessed via a button that appears when you open a tool in a project or course worksite. To view the default permission settings for a tool, click the Permissions button from the top menu bar in the tool's first page. **Do not under any circumstances change permissions for any users, their permission levels are set when their role is defined and set.**



Adding a Guest User to your Interact Site

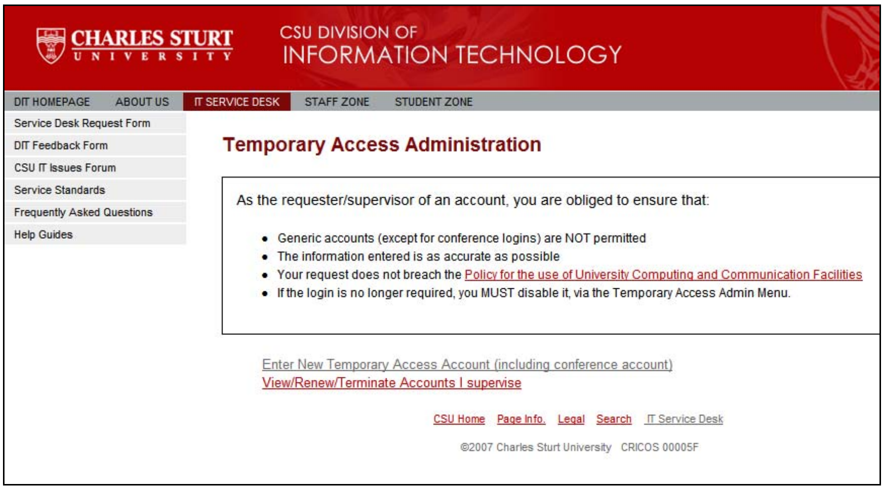
Getting a CSU login

To gain access to an Interact site a participant needs to be added. To be added to a site a participant needs to have a CSU username and password. If you need to add a participant then you will have to go to the CSU webpage and request a 'Temporary Login' for the person in question.

Follow these instructions to do this:

1. Log on to my.csu using your username and password

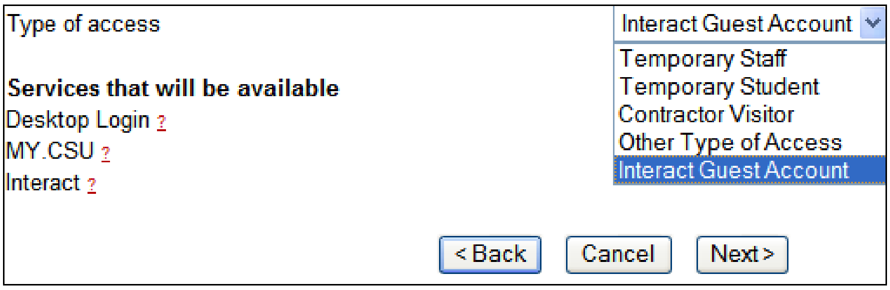
2. From the 'IT Services' menu on the 'Quick Links' choose the option 'Temporary Access request'. You will see the following screen:



3. From this screen select the option ‘Enter New Temporary Access Account’

4. The next screen will ask you to enter some information regarding the details of the person for whom the account is being set up. When you have entered the required information choose the option ‘Next’ at the bottom of the screen.

5. On the next screen you will see a drop down menu ‘Type of access’ and from this menu you need to choose ‘Interact Guest Account’ from the list of options.



6. You will also need to enter a termination date on this screen. That is, a date when the access to this site will cease. You can only enable an account for a maximum period of 6 months.

7. The next screen will show you the details of the account you are setting up and ask you to ‘Create Account’.

8. Once you have done this the next screen will confirm that the account has been set up and you will receive a confirmation email. This email will include the login which has been assigned to the participant and all the details of their account. They will receive an email with their password and account details as well.

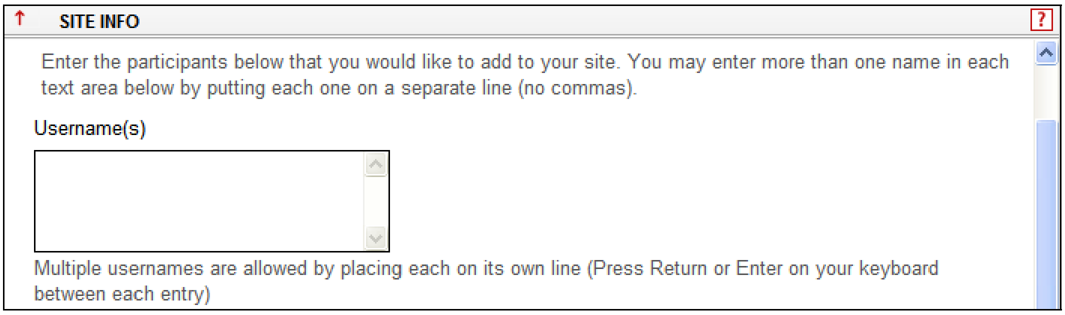
Adding them to the site

To add new participants to the site you need to follow these steps.

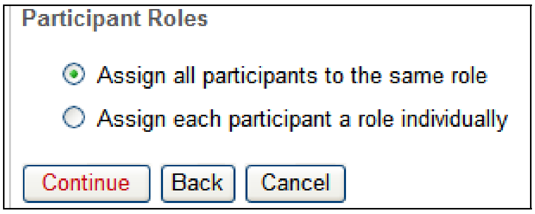
1. Go into the site and select ‘Site Info’

2. Select ‘Add participants’ from the top right of the window

3. Enter the username of those participants you wish to add. See below:



4. Next you need to either assign them the same role or assign each participant a role individually from the option on the bottom of the 'Add participants' window. See below:



5. Choose 'Continue' and you can assign a permission level for the participant from the drop down list.

6. Choose 'Continue' again and you can choose whether or not you would like an email sent informing the participant of their addition to the site. You will then receive a confirmation that you have successfully added the participant to your site and which role they have been assigned.

7. Choose 'Finish'.