NEW HAMPSHIRE COLLEGE'S

VIRTUAL CLASSROOM ENVIRONMENT

GUIDE

www.nhc.edu

Robert H. Seidman

September 1999

Dear Reader,

These are exciting times! New Hampshire College is providing its students, faculty and staff with a suite of three computer and Internet components that extend the traditional classroom and office beyond their physical boundaries. These components can be used to create a "virtual classroom" environment. As luck would have it, this suite of components is easy to learn, easy to use and is free!

The goal of this guide is to teach you how to use the virtual classroom environment.

I am grateful for the generosity and ingenuity of the former New Hampshire College Distance Education Program director, Dr. Lee Williams, for his support and his pioneering work in bringing these components to the College. My thanks go to the Director of the New Hampshire College Graduate School Community and Economic Development program, Dr. Michael Swack, for his encouragement and support in this writing project. Thanks also go to the former Dean of the Graduate School, Dr. Jacqueline Mara, for her support in this project.

Many thanks to my graduate students, three-year degree students and my colleagues in the Graduate School's Masters of Computer Information Systems program who have been "beta" testing these components over the past year and have commented on previous drafts of this guide. Thanks to Vik Rajdhan for helping with the Table-of-Contents and List of Figures.

Your comments and corrections are welcome.

Sincerely,

Robert H. Seidman

Robert H. Seidman
seidmaro@nhc.edu

PS: An electronic version of this guide in Microsoft Word can be downloaded from the Distance Education Web site at http://www.dist-ed.nhc.edu/moo/workspace.html and from my Web site at http://www.nhc.edu/academic/gsb/seidman/ .

September 1, 1999   © New Hampshire College

TIPS FOR A QUICK START

I am assuming that your instructor has asked you to use the New Hampshire College virtual classroom and that you have been, or are about to be, sent an invitation to join the BSCW (version 3.1) electronic conference system. Or, perhaps you are an instructor who is preparing to utilize the virtual classroom environment for a course.

This guide is in three major parts as you can see from the Table-of-Contents on the next two pages.

- <u>Tip #1</u>: **Take the time to get oriented. Read through the *Introduction* and the *Questions & Answers* sections first.**

- <u>Tip #2</u>: **If you have an email account that provides for file attachments <u>and</u> a Netscape or Internet Explorer Web browser you can go right to the *Conference Area and Chat Rooms* sections of this guide (Parts I and II).**

- <u>Tip #3</u>: **If you don't have a Web browser go to Appendix A to see how to get a free Netscape browser.**

- <u>Tip #4</u>: **If you don't have an attachments enhanced POP3 email account, go to Appendix B for information on obtaining a New Hampshire College email account or on obtaining an alternative free email account. Appendix A will show you how to configure your College email account and the *Email* section (Part III) will show you how to use the Netscape Messenger email facility.**

CONFERENCE AREA TRY-OUT SITE

You can try out an "anonymous" BSCW conferencing system before you use the New Hampshire College BSCW site. Point your Web browser at:

http://bscw.gmd.de/pub/english.cgi/0/7360484

This is a non-New Hampshire College Web site that is currently running BSCW version 3.2. Here you can get a feel for what the College site will be like without having to register with the BSCW conferencing system.

However, at some point, you will need to register with the New Hampshire College BSCW conferencing system and you will want to read this guide.

CONTENTS

Introduction

New Hampshire College is on the leading edge of a computer and communications revolution that is sweeping higher education. The College's "virtual classroom" environment makes it possible to extend the traditional classroom and office beyond their physical boundaries. The components of this virtual classroom (email, conferencing and chat) are easy to learn and use.

Virtual Classroom Environment Components

One component is email. Email allows you to send private messages. All New Hampshire College students, faculty and staff can obtain free email accounts. Another component is an electronic conferencing system that is "quasi-public" rather than private like email. Here students, faculty and staff can *post* messages, documents, even video for all to see, comment on and revise. The third component in the suite is a real–time "live" electronic chat system. This is a forum where many students, faculty and staff can meet to "talk" to one another.

To participate in the virtual classroom environment, you need access to a computer with an Internet Explorer or a Netscape Web browser and a link to the Internet. You don't have to be an experienced computer user to learn to use these components. This guide will introduce you to the basics of their use. You can take it from there!

> **Pertinent Terminology**: The electronic Conference area is in *"asynchronous"* mode, which means that posted objects ˙an be read at any time from anywhere, just like Email. The Chat rooms are in *"synchronous"* mode, which means a real-time operation.

> ## HELP CONTACTS
>
> **BSCW & Chat Rooms**: Distance Education Program disted@nhc.edu   603-645-9766
>
> **New Hampshire College email**: Computing Services nhcmail@nhc.edu   603-668-2211 X9628
>
> ## TRY-OUT SITE
>
> **Try an "anonymous" BSCW (version 3.2) conferencing system site at:**
>
> http://bscw.gmd.de/pub/english.cgi/0/7360484
>
> This is a non-New Hampshire College site where you can practice without registering.

Questions & Answers

? I am a new student and don't yet have a New Hampshire College email account. How do I get one?

- You can obtain an Email ID Request Form at any College computer center. Fill it out and turn it in. (See Appendix B.) If you have your own computer, you get a POP3 email account. If you don't have your own computer, you will need to obtain a POP3 account from somewhere else. See Appendix B for suggestions on obtaining a free POP3 email account from outside of the College.

? I already have a New Hampshire College email account. Do I really need another one?

- Probably not. If it runs from a Web browser, you're all set. Otherwise, see the answer to the question above.

? I already have my own non-New Hampshire College email account. Do I need a New Hampshire College email account to participate in the virtual classroom?

- No. As long as your email can send and receive file attachments, you will be fine. Try it out by sending file attachments to yourself. If you can't send and receive attachments, you will need to find an email account that allows you to do so. See Appendix B.

? Why is electronic mail part of the virtual educational environment?

- *Email* is a private way to communicate to only the recipient(s) of your email messages. This is an example of *asynchronous* communication – which means that the recipient of the email message does not necessarily have to read it right away but only when he/she picks it up (just like your "snailmail" at home). This can eliminate the frustrations of telephone tag and is an excellent way for students, instructors and staff to exchange messages and assignments quickly and with confidence. Email takes file attachments, which means that you can send and receive computer files (within size limitations) along with your email messages.

- Any modern Window's based email system will do. An email utility, called a POP3 system, is provided with your Web browser. New Hampshire College can provide email service to this kind of a Web browser utility. See Appendix A about acquiring a free Netscape browser that contains a POP3 email utility and Appendix B for information on obtaining your free email account.

? What's the scoop on the electronic conferencing system? What does "conference" mean?

- The electronic conference system provides a set of "virtual bulletin boards." It is available over the Internet right from your Web browser and is used for quasi-public communication. Instructors and staff can create virtual bulletin boards called *class workspace-folders* and invite others (students and coworkers) to become members of these *class workspace-folders*, called "workspaces."

- By "quasi-public" I mean that only <u>invited</u> members of a workspace may post *objects* for all workspace members to "see." These objects can be: typed messages (*articles*) for members to read and reply to; documents (e.g., Word files, PowerPoint presentations, Excel spreadsheets, Access files and zipped files) for download or for reading on the spot; pictures; sound; video; Internet World Wide Web links (URL's). You can even post revised *versions* of documents for group collaboration purposes.

- The workspaces provide an *asynchronous* form of communication. This means that workspace members don't have to be present (i.e., on-line) when someone else posts an object. A member can "read" or download the object at any time and from anywhere there is an Internet connection. This is called "conferencing."

? Do I have to be connected to the Internet to use the conferencing system? Can I do this from a campus location?

- Yes and yes. Actually, you have to be connected to the World Wide Web, which is part of the Internet. College computers can be found in many campus locations such as in College computer labs, offices and in the library. They are connected to the Internet. Students living in College dorms can connect from their rooms with their own computers as well as from other campus locations, like the wired classrooms.

? I'm already on the Web at home. Do I need a special connection?

- No. You can participate in the Conferencing system using an Internet Explorer or a Netscape Web browser. If you use AOL, your AOL browser should work fine. You can use any Web browser for Email and chat.

? I've heard of chat rooms. How do I access them?

- A group of real-time (synchronous) electronic chat rooms are available for anyone to use. Any number of users can type messages for all to see. This, of course, requires that meetings in the chat rooms be scheduled in advance. These chat rooms are available over the Internet from any Web browser and can accommodate users simultaneously and in real time from all over the world.

? What hardware do I need to do all of this?

- A Pentium PC running Windows 95 or 98 is best, although a 486 PC will do. A modem is needed if you are going to connect to the Internet via a phone line. A 56K modem is best but a slower one will do. An Ethernet card installed on the computer is needed if you are going to use New Hampshire College's direct Internet connections from campus locations. The College recommends hardware specifications, purchase and service options. See Appendix C.

? What about the software? What do I need?

- For software, your computer should be running Window's 95 or 98 and you will need an Internet Explorer or a Netscape Web browser. It turns out that Netscape, which is free, is the only browser that can fully utilize the College's Distance Education file transfer (FTP) facility. This guide does not address the FTP facility. To download and configure Netscape, see Appendix A.

  The College has standardized on the Microsoft Office 97 applications suite. This means that you can get College help on the applications in this suite (Word, Excel, PowerPoint, and Access). The College Bookstore sells Office 97 at an educational discount to students, faculty and staff. The College has a site license for Dr. Solomon, an anti-virus piece of software. You can install this on your own computer for free.

  This guide is oriented toward Netscape Communicator. All the screen-shots that you see and the details on email are from Netscape Communicator. Communicator includes the Netscape browser and the Messenger email facility.

? Do I have to buy my own computer?

- No, but it's a good idea. You can use a College computer from any Computer Lab at a campus center. However, you will have to compete for computer time and will have to be at a campus center to use it. This somewhat defeats the central purpose of the virtual classroom environment, which provides for access from anywhere and at any time.

- If you can afford it, I suggest that you purchase or lease a laptop computer. You can bring it wherever you go on or off campus and connect to the Internet from practically anywhere. If you carry your own computer, then copies of all the email that you receive and send will stay stored on your own computer under your control. This is a distinct advantage. New Hampshire College has suggestions for computer purchase and lease. See Appendix C.

4

? It looks like I will need to be on the Internet to use the virtual classroom components. How do I connect to the Internet?

- There are several ways to do this. If you are on campus, you can plug your computer <u>directly</u> into the Internet through the College's direct connection network ports. These ports can be found in student dorm rooms, in campus offices, in the Library and in the wired classrooms. Your computer must have an Ethernet card and must be configured to make this kind of a direct connection. See Appendix A on how to configure your computer for dynamic IP addressing. College owned computers are already connected and configured.

- You can also use a telephone connection and the computer's modem to reach the Internet. This is an <u>indirect</u> connection because you will need to contract with an Internet Service Provider (ISP) company. ISP's provide a local phone number and are very inexpensive. You dial up the ISP and they put you on the Internet. There are many providers of this kind of service. See Appendix A for the phone connection information. If you are using AOL as your ISP, just use the AOL Web browser.

- By the way, you can retrieve your email messages on-line and then go off-line to read them. Similarly, you can compose email messages off-line and then briefly go on-line to send them.

? How computer literate do I need to be to use these tools?

- Novice level is fine. This guide assumes that you can navigate in a Windows 95 or 98 environment. If you have taken, or are taking, an introductory computer course (e.g., CIS100) you should know how to use Microsoft Office 97.

? Why is the College providing this virtual classroom environment?

- New Hampshire College is committed to providing its students with the highest quality college education possible. Toward this end, the College is committed to staying on the leading edge of computer and communication technologies for academic use. Students and faculty members who have used these virtual classroom components since 1997 have seen a remarkable expansion of learning opportunities and efficiencies.

- The beauty and efficacy of the virtual classroom environment is that you can communicate and collaborate whenever and wherever there is an Internet connection and a Web browser. You could be in your classroom, office, home, dorm room, or on a trip practically anywhere in the world!

<u>**HELP CONTACTS**</u>

BSCW & Chat Rooms: Distance Education Program disted@nhc.edu   603-645-9766

New Hampshire College email: Computing Services nhcmail@nhc.edu   603-668-2211 X9628

<u>**TRY-OUT SITE**</u>

Try an "anonymous" BSCW conferencing system site (version 3.2) at:

http://bscw.gmd.de/pub/english.cgi/0/7360484

This is a non-New Hampshire College site where you can practice without registering.

I. Virtual Classroom: Conference Area

A. Invitation, Registration and First Logon

<u>Conference area registration invitation</u>

The BSCW* conference area is a Web-based asynchronous component that contains *class workspace-folders*, created by instructors. In order to participate in the NHC virtual classroom conference area, you must be registered with the BSCW conference server. You will register only <u>once</u>. This will happen when you receive your <u>first</u> invitation from an instructor to join a *class workspace-folder* that he/she has set up for your class. Instructors are the only ones who can create a *class workspace-folder*.

[<u>Note to Instructors</u>: see Part I-F for *class workspace-folder* creation authorization procedures and special instructions on managing *class workspace-folders*.]

This one-time-only email invitation will authorize you to register with the BSCW conference server and gain access to the *class workspace-folder*. Later, if other instructors invite you into their *class workspace-folders*, you will automatically be granted access without having to re-register with the BSCW conference server.

To receive this registration invitation, you will need an email address. Then, to gain access to *class workspace-folders*, you will need a Web browser. [See Appendix B to obtain an email account and see Appendix A to obtain a free Netscape browser.]

Figure I-1 (**page 8 →**) shows a copy of the invitation. Note that you need only click on the designated web address in your email invitation to begin the registration process. See Figure I-2, **below**.

At this point, it is probably a good idea to actually pick up your email invitation and begin following along with the examples in this guide. While the *class workspace-folders* that you join will be different from the examples used in this guide, the principles and techniques are the same.

<u>http://www.dist-ed.nhc.edu/pub/english.cgi/0/537559?auth=DvdOxpvE</u>

Figure I-2 Invitation address. Click on BSCW registration address portion of invitation letter (each invitation address is unique).

---

* "Basic Support for Cooperative Work"

```
Date: Wed, 12 Aug 1998 16:25:28 -0400
From: rseidman <rseidman@minerva.nhc.edu> Add to Address Book
Subject: Invitation to register with BSCW Server (http://www.dist-ed.nhc.edu)
   To: seidmaro@mailexcite.com
```

> **Add your instructor's address to your email address book.**

I am inviting you to join this class folder workspace. RH
------------------------- automated message -----------

rseidman (email address: rseidman@minerva.nhc.edu) is a user of the
BSCW system (at the BSCW server http://www.dist-ed.nhc.edu) and has invited
you to cooperate with him/her using this BSCW server.

The BSCW Shared Workspace Server developed by GMD is a system
which enables group cooperation on the basis of the World-Wide
Web. The BSCW server can be used free of charge by all interested
persons.

To start the cooperation with rseidman please proceed as follows:

1. Open your WWW browser.

2. Select the form to open a document (e.g., hit Ctrl-O
   in MS Explorer or the "Open" button in Netscape).

> **Click here for one-time only BSCW server registration.**

3. Enter the following destination/location address:

   http://www.dist-ed.nhc.edu/pub/english.cgi/0/537559?auth=DvdOxpvE

   Note: The address above is one single line. If it
   wraps over two or more lines, these line breaks have
   been inserted *after* the email was sent from the
   BSCW server, e.g., by your email reader.

   To avoid typing errors, it is recommended that you
   copy and paste this address from this email to your
   WWW browser. If the address above wraps over two or
   more lines, take care not to insert a space when you
   copy and paste it.

4. Go to this address: You will receive further instructions
   when you read this page.

Please note that - because of security reasons - the address
given above can only be accessed once and becomes invalid
immediately afterwards. So be VERY CAREFUL when carrying out
steps 1 to 4.

This email message has been created automatically by the
BSCW server http://www.dist-ed.nhc.edu because of the invitation from
rseidman@minerva.nhc.edu (rseidman).

If you do *not* understand this email, please contact
rseidman@minerva.nhc.edu (rseidman) - the person
who invited you.

Figure I-1 One-time only BSCW invitation email message.
```
```

BSCW conference area registration & logon

Clicking on the address seen in Figure I-2 **(page 7)** will activate your Web browser and bring up the User Registration page seen in Figure I-3 **(page 10 →)**. You must carefully choose your "user name" because once chosen, you can <u>never</u> change it. It must be meaningful since it will identify you to other workspace-folder members. I use my first name initial along with my entire last name (e.g., **rseidman**).

Choose your password carefully, too. Although you can change it later, you will need to know it in order to logon to the BSCW conference area shortly. Many people use their email password since it's usually easier to remember one password, rather than two.

As soon as you click on the "Complete registration" button (see Figure I-3), the BSCW server will ask you to logon. See Figure I-4 **(page 10 →)**. Enter your user name and password, then click the OK button. You may have to logon again.

You can expect to receive an email confirmation of your registration. See Figure I-5 **(below)**. You should bookmark the BSCW server Web address. Also, <u>**save**</u> **the email.**

```
    Date: Wed, 12 Aug 1998 16:43:55 -0400
    From: leewil@minerva.nhc.edu (BSCW administrator) Add to Address Book
 Subject: BSCW registration (http://www.dist-ed.nhc.edu)
      To: seidmaro@mailexcite.com
```

```
This email message has been created automatically by the
BSCW server http://www.dist-ed.nhc.edu as a result of your registration.
You are now a registered user:

    login name:      robertseidman
    email address:   seidmaro@mailexcite.com


You may contact the server using the following destination/location
in your WWW browser:

    http://www.dist-ed.nhc.edu/bscw/bscw.cgi    ◀

    Your login name and password is needed when you access the server
    with this URL.

We recommend that you do not delete this email message but keep it for
future reference.

PS: In the case you don't remember your password, you can simply (re-)
    register with URL:

        http://www.dist-ed.nhc.edu/pub/english.cgi?op=rmail ◀

    Please type your email address seidmaro@mailexcite.com in the
    registration form shown as response.    ◀
```

> **Bookmark the Web address. It is how you can return to the BSCW conference area in the future.**
>
> **(You may see a different address.)**

> **If you forget your password later, click here.**

> **This will show <u>your</u> own email address.**

Figure I-5 BSCW Registration Confirmation email. Bookmark the web site and save the email.

User registration

The mail address *seidmaro@mailexcite.com* is not yet allocated to a BSCW user. To register as a new user with this mail address, please give yourself a user name and a password in the form below. User names should contain only alphanumeric characters (i.e., letters a-z, A-Z and digits 0-9, no spaces). Please note that case is significant; "Smith" and "smith" are **not** the same user name.

If you believe you are already a registered user at this server, please should also complete the form with your existing user name and password: this will register *seidmaro@mailexcite.com* as an *alias* mail address for you. Please be careful to **spell your existing user name correctly** (else you will create a second user id for yourself).

You will not be able to change your user name once you submit this form, and this name will be your identification to other users of the system. Please give yourself a sensible and meaningful user name!

Your user name:

Your password:

And your password again:

[Complete registration]

N.B. You will be asked for your user name and password again when when you submit this form!

Figure I-3 User Registration Form

Figure I-4 BSCW Conference Area Logon Screen. You may have to do this twice.

10

B. Workspace Navigation

<u>Class Workspace-folder View</u>

When you logon to the BSCW Conference area you will land in your "home" view. Look at Figure I-6 **(page 12 →)**. The objects that you see between the two middle button bars are the *class workspace-folders* that I have joined. **Your screen will be different.**

Notice the space immediately below the <u>top</u> BSCW banner and <u>top</u> buttons bar. This space always contains your view locator. Also, see Figure I-7 **(below)**. Take note of the top button bar. Only instructors can "ADD FOLDER." That is, only instructors can create true *class workspace-folders.* Students will see that button and will be able to create a class workspace-folder, but they will be <u>unable</u> to invite anyone to join.

Right now the view locator shows that I (user name is **"rseidman"**) am in my "home" folder (note the little house icon). This home folder shows the names of the *class workspace-folders* that I am a member of. Clicking on the "i" button displays information pertaining to the home folder. See Figure I-8 **(below)** for information on my home folder.

Gives information on "home" folder.
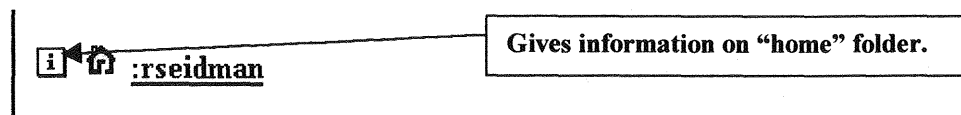
🗎◀🏠 :rseidman

Figure I-7 Home folder locator. For rseidman.

BSCW ⊘ GMD FIT   ABOUT   HELP
CATCH UP

🏠 :rseidman

This is your home folder. It contains private folders and folders that you share with other people.

Home folder details

Current number of shared workspaces : **17**

Access details

Shows that instructors can add *class workspace-folders.* Students can too, but <u>cannot</u> invite anyone in.

Members Owners (*)	Get Get	Get ext. More info	Change Add Folder	Change ext. Delete
BSCW Administrators	no	yes	no	no
rseidman	yes	yes	yes	yes

Changes since 7 Jul

🗎 *rseidman* invited as member of *Assignment Answers Folder* by <u>seidman</u>, 22 Jul

Figure I-8 Information on **rseidman** home folder. Instructors can "add" *class workspace-folders* and invite in members. Students can add class workspace-folders but <u>cannot</u> invite anyone in.

BSCW @ GMD FIT   ABOUT   HELP

ADD FOLDER | SEARCH

ⓘ 🏠 :rseidman

☐☒⚙↺▼▶ | CATCH UP | COPY | ARCHIVE | CUT | DELETE

☐ ⓘ 📁 ▶ **AAA Test Folder (WS)** 🖰 *(rseidman) 22 Jul* 🆕 ✏ ✋
     [Modify]

☐ ⓘ 📁 ▶ **CIS100 Class Demo** 🖰 *(rseidman) 29 Aug 1997*
     [Modify]

☐ ⓘ 📁 ▶ **CIS195 - Computer Information Technology - Advanced (3-Year)** 🖰 *(rseidman) 8 Oct 1997*
     [Modify]

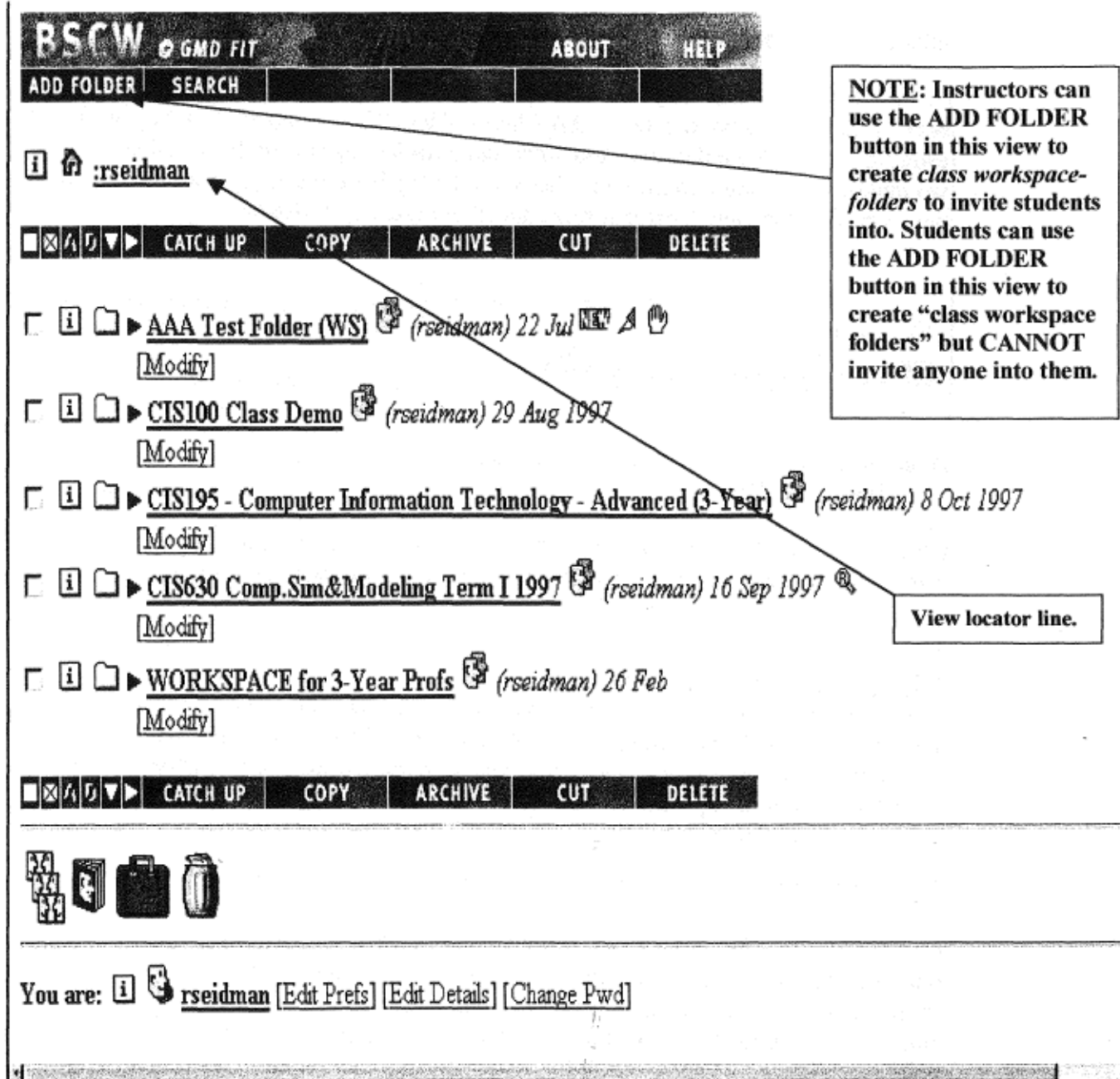☐ ⓘ 📁 ▶ **CIS630 Comp.Sim&Modeling Term I 1997** 🖰 *(rseidman) 16 Sep 1997* 🔍
     [Modify]

☐ ⓘ 📁 ▶ **WORKSPACE for 3-Year Profs** 🖰 *(rseidman) 26 Feb*
     [Modify]

☐☒⚙↺▼▶ | CATCH UP | COPY | ARCHIVE | CUT | DELETE

You are: ⓘ 🖰 rseidman [Edit Prefs] [Edit Details] [Change Pwd]

NOTE: Instructors can use the ADD FOLDER button in this view to create *class workspace-folders* to invite students into. Students can use the ADD FOLDER button in this view to create "class workspace folders" but CANNOT invite anyone into them.

View locator line.

Figure I-6 Your BSCW "home" view. This view displays the Workspaces that you have joined. **NOTE: Instructors, in this view only, can use the ADD FOLDER button to *create class workspace-folders* to invite students into.** Students can use the ADD FOLDER button in this view to create "class workspace folders" but <u>cannot</u> invite anyone into them.

<u>Enter a *class workspace-folder*</u>

To enter a *class workspace-folder* from your home folder, click on its folder icon or its name. That's what I do to enter "AAA Class Folder (WS)." Figure I-9 **(page 14 →)** is the resulting screen. Note that the *class workspace-folder* objects are displayed between the two middle button bars. In the space between the top banner and top button bar is the view locator. This view locator is reproduced in Figure I-10 **(below)**.
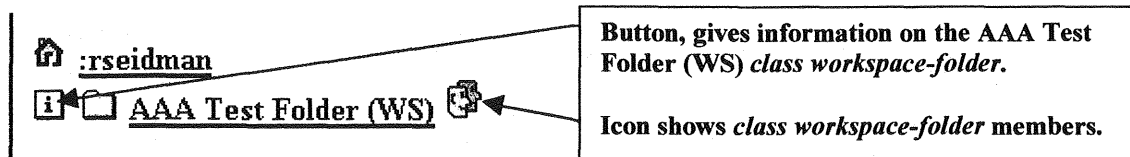

Figure I-10 View locator. Shows that I am **rseidman** and am looking in the *class workspace-folder* called "AAA Test Folder (WS)."

Clicking on the "i" button will give information on the "AAA Test Folder (WS)" *class workspace-folder*. Clicking on the faces icon will list the members of that workspace.

<u>Hint</u>: When you click on an "i" button, face icon or some other icon, you are temporarily taken away from the view you are currently in. To return, look for the view locator with the "house" icon. You should find the name of the view that you wish to return to somewhere near that icon. Sometimes you will see a "back" button at the bottom of the screen. However, you can always use your Web browser's BACK button.

Observe Figure I-9 **(page 14 →)**. There are two objects shown between the two middle button bars. Both are folders. Only the second one contains any objects. You can see those objects by clicking on the black triangle to the left of "Document Folder." This simply opens up the folder to show the object names <u>without</u> taking you out of the current view. See Figure I-11 **(page 14 →)**.

<u>NOTE</u>: CUT and DELETE buttons. Look at Figure I-11 **(page 14 →)**. Instructors will see both the CUT and DELETE buttons. At first, students will not see these. Students can only cut or delete objects of their own that they post to the *class workspace-folder*. Thus, the CUT button will show up only after a student has posted an object. Students will not see a DELETE button, except in their bag view. More on "bag" later.
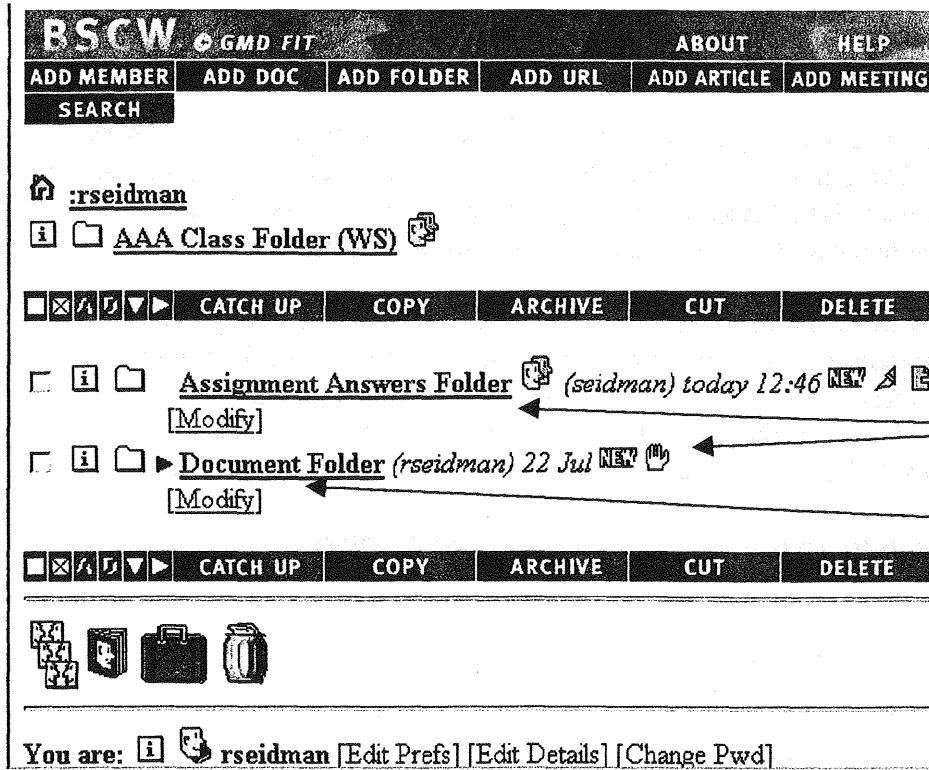
BSCW ○ *GMD FIT*   ABOUT   HELP
ADD MEMBER | ADD DOC | ADD FOLDER | ADD URL | ADD ARTICLE | ADD MEETING
SEARCH

⌂ :rseidman
ℹ ☐ AAA Class Folder (WS) 🖐

☐☒⚙▼▶ CATCH UP | COPY | ARCHIVE | CUT | DELETE

☐ ℹ ☐   Assignment Answers Folder 🖐 *(seidman) today 12:46* NEW ✏ 📥 🖐
         [Modify]
☐ ℹ ☐ ▶ Document Folder *(rseidman) 22 Jul* NEW 🖐
         [Modify]

☐☒⚙▼▶ CATCH UP | COPY | ARCHIVE | CUT | DELETE

You are: ℹ 🙂 rseidman [Edit Prefs] [Edit Details] [Change Pwd]

> **Two objects (both folders themselves) are contained in the "AAA Class Folder (WS)"** *workspace-folder.*
>
> **This folder contains objects. The black triangle will unfold the folder.**

Figure I-9 AAA Class Folder (WS). There are two objects contained in this "AAA Class ..." folder.

BSCW ○ *GMD FIT*   ABOUT   HELP
ADD MEMBER | ADD DOC | ADD FOLDER | ADD URL | ADD ARTICLE | ADD MEETING
SEARCH

⌂ :rseidman
ℹ ☐ AAA Class Folder (WS) 🖐

☐☒⚙▼▶ CATCH UP | COPY | ARCHIVE | CUT | DELETE

☐ ℹ ☐   Assignment Answers Folder 🖐 *(seidman) 13 Aug* NEW ✏ 📥 🖐
         [Modify]
☐ ℹ ☐ ▼ Document Folder *(rseidman) 22 Jul* NEW 🖐
         [Modify]
        ☐ ℹ ☐ ▶ Week #1 of Class Assignments *(seidman) 13 Aug* NEW ✏ 🖐
                 [Modify]
        ☐ ℹ 📄   FINAL CIS500 1998-9 course schedule *(rseidman) today 09:11* NEW
                 [Modify] [Replace] [Convert] [Attach Note] [Version]

☐☒⚙▼▶ CATCH UP | COPY | ARCHIVE | CUT | DELETE

You are: ℹ 🙂 rseidman [Edit Prefs] [Edit Details] [Change Pwd]

> **Students don't see the CUT button until they themselves post an object to the** *class workspace-folder.*
>
> **Students will not see this DELETE button here.**
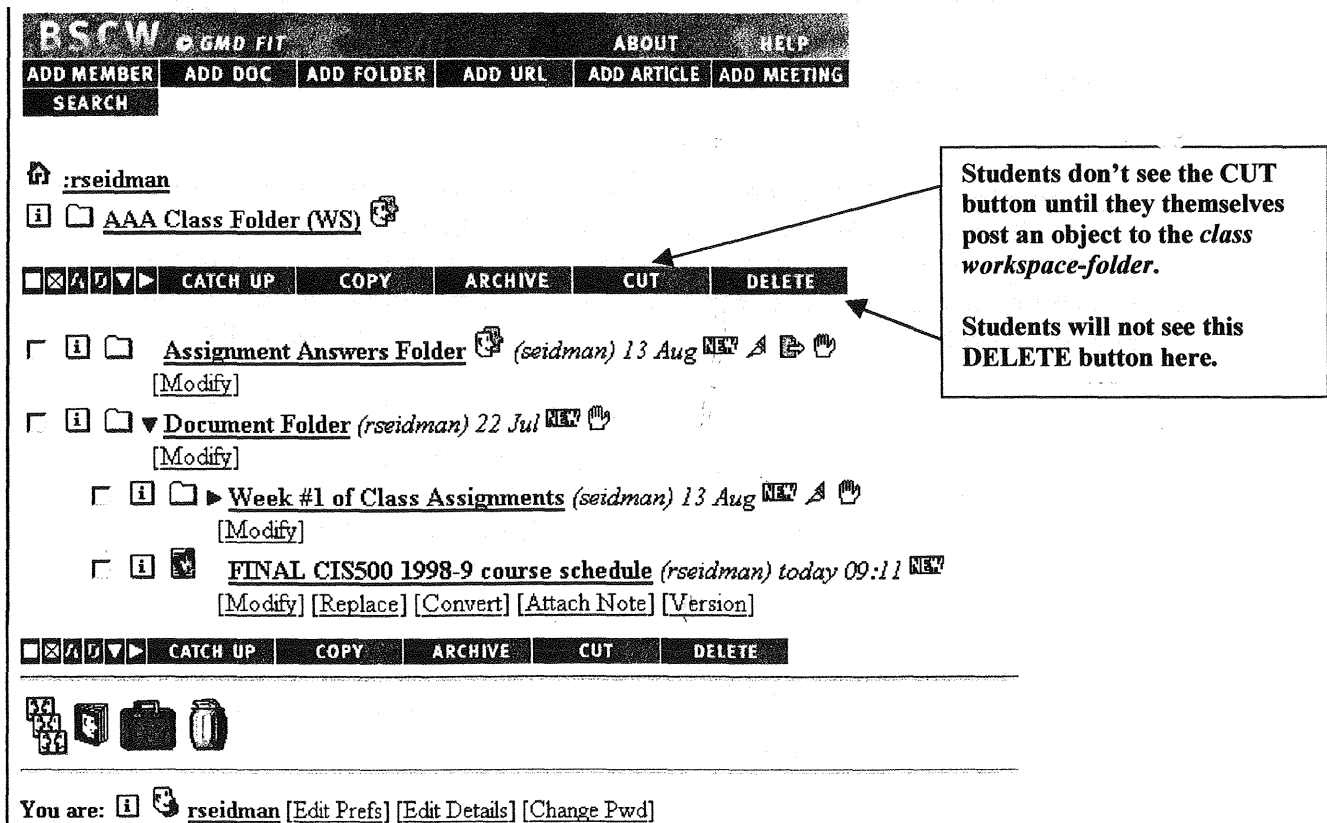
Figure I-11 Fold-out of Figure I-9 "Document Folder" folder. Note that two object names are showing.

14

<u>Deeper into the *class workspace-folder*</u>

Suppose you wish to look into the "Week # 1 of class assignments" folder. Observe Figure I-11 **(page 14)**. Clicking on "Week #1 of Class Assignments" will take you to a screen shown in Figure I-12 **(page 16 →)**. <u>Note</u>: You could have just clicked on the black triangle next to the name and stayed in the same Figure I-11 **(page 14)** view.

Observe that there are two objects in the Week #1 .... Folder. You always know where you are in the workspace by looking at the view locator at the top of the screen. I am **"rseidman,"** in "AAA Class Folder (WS)" workspace, which contains the "Document Folder" folder and I am currently looking at the objects in a folder called "Week #1 of Class Assignments." The view locator is reproduced in Figure I-13 **(below)**.

Notice how easy it is to navigate through *class workspace-folders*.
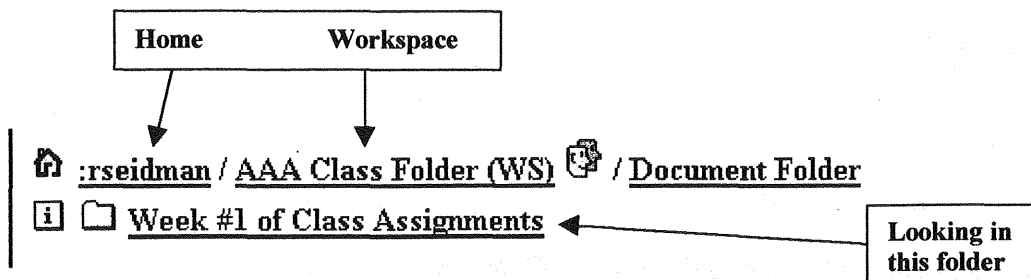
Figure I-13 View locator. For "Week #1 of Class Assignments."

You can now read the assignments for each of the Week 1 classes by clicking on their icons or their names. Note that when I click on "Assignment for First Class meeting" the **article** (that's what the icon stands for) appears. It is shown in Figure I-14 **(page 16 →)**. I can return to the previous screen (Figure I-12 on **page 16 →**) by clicking on the appropriate part of the view locator (or I could use my Web browser "BACK" button).

<u>**Easy Workspace Navigation**</u>

Look at the view locator line in Figure I-14 **(page 16 →)**. You can easily navigate to different workspace levels by clicking on the appropriate underlined locators.

For example, if you want to return to the top workspace level shown in Figure I-9 on **page 14**, click on <u>AAA Class Folder (WS)</u> which is the workspace name. To get to the "home" view, click on <u>:rseidman</u> (your own user name will show there). This will take you to the "home" level shown in Figure I-6 on **page 12**.

The view locator line at the top of most workspace pages is your link to other pages.
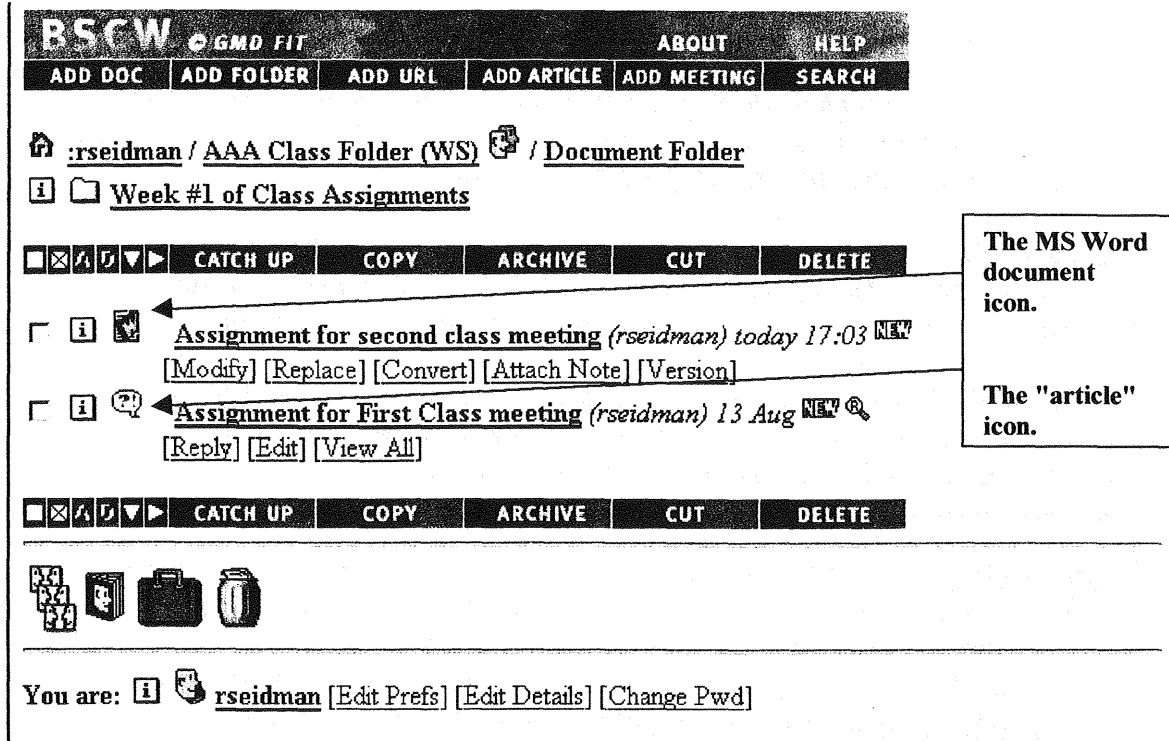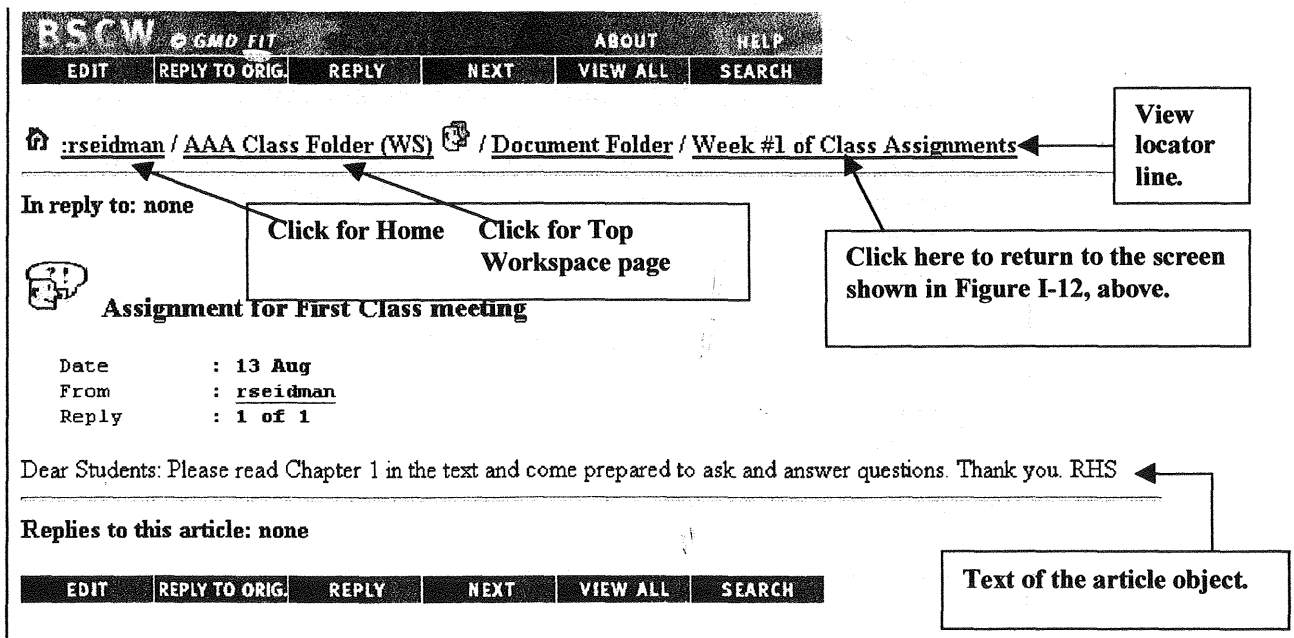

BSCW @GMD FIT

ABOUT **HELP**

| ADD DOC | ADD FOLDER | ADD URL | ADD ARTICLE | ADD MEETING | SEARCH |

🏠 :rseidman / AAA Class Folder (WS) 📋 / Document Folder

ℹ️ 📁 Week #1 of Class Assignments

| □⊠🔒🗑▼▶ | CATCH UP | COPY | ARCHIVE | CUT | DELETE |

☐ ℹ️ 📄 ◄─── Assignment for second class meeting *(rseidman) today 17:03* NEW
[Modify] [Replace] [Convert] [Attach Note] [Version]

☐ ℹ️ 💬 ◄─── Assignment for First Class meeting *(rseidman) 13 Aug* NEW 🔍
[Reply] [Edit] [View All]

The MS Word document icon.

The "article" icon.

| □⊠🔒🗑▼▶ | CATCH UP | COPY | ARCHIVE | CUT | DELETE |

You are: ℹ️ 👤 rseidman [Edit Prefs] [Edit Details] [Change Pwd]

Figure I-12 Folder "Week #1 of Class Assignments." Note the view locator at the top of the page. I am **rseidman**, in AAA Class Folder (WS), in the Document Folder folder and am currently looking at the objects in a folder called "Week #1 of Class Assignments."

BSCW @GMD FIT

ABOUT **HELP**

| EDIT | REPLY TO ORIG. | REPLY | NEXT | VIEW ALL | SEARCH |

🏠 :rseidman / AAA Class Folder (WS) 📋 / Document Folder / Week #1 of Class Assignments ◄───

View locator line.

In reply to: none

Click for Home   Click for Top Workspace page

Click here to return to the screen shown in Figure I-12, above.

💬 Assignment for First Class meeting

```
Date     : 13 Aug
From     : rseidman
Reply    : 1 of 1
```

Dear Students: Please read Chapter 1 in the text and come prepared to ask and answer questions. Thank you. RHS ◄───

Replies to this article: none

| EDIT | REPLY TO ORIG. | REPLY | NEXT | VIEW ALL | SEARCH |

Text of the article object.

Figure I-14 Text of the article: "Assignment for First Class meeting."

Reading and Downloading Posted Documents

Look at Figure I-12 on **page 16**. Suppose that you wish to read the "Assignment for second class meeting." This assignment has been posted as a Microsoft Word document. You can tell that by the "*W*" icon to the left of its name.

Clicking on this icon or on the name of the document results in the screen which is shown in Figure I-15 **(page 18 →)**. You have the choice of downloading and saving this document to your own computer (the default) or opening and reading the document <u>now</u>.

Clicking on the Open radio button will open a <u>fresh</u> copy of Microsoft Word with the document loaded and showing. See Figure I-16 **(page 18 →)**. You can now read the document, print it and save it in the standard way, if you wish.

Can't Open?: If you do not see Figure I-15 **(page 18 →)** when you click on an object's name, your computer probably does not have the associated application helper configured (Word in this case). Figure I-17 **(below)** shows how to configure an application helper. The example is for Microsoft Word. However, **the same procedure can be used for other software applications**, such as Excel for example.

Configuring a Netscape Application Helper

1. **Click** *Edit* in the Netscape Navigator menu bar.
2. **Click** *Preferences*.
3. **Click** on *Applications* under *Navigator*. <u>If you don't see</u> *Applications* just **double-click** on *Navigator*.
4. **Scroll** down until you find *word.** **Click** on the *Edit* button. Be sure that *MIME Type*: **application**. Look in *the Handled By* box and be sure that the *Application* radio button is <u>on</u>. **Click** the *Browse* button to find **winword.exe** on your hard drive. Then **click** the *Open* button. Then **click** the *OK* button in the *Edit Type* window. Then **click** the *OK* button in the *Applications* window. You are done.

- If you can't find *word* in #4 above, proceed to <u>Steps 5-7</u> below.

5. **Click** on the *New Type* button.
6. Description: **Word**
   File extension: **.doc**
   MIME type: **application**
   Application to use: < **Click** on the *Browse* button and find the file **winword.exe** on your hard drive. *Open* it.
   Click on the New Type *OK* button.
   Click on the Applications *OK* button. >
7. You are done.

Figure I-17 Configuring Netscape 4.0x Application Helper. For MS Word.

Warning: There is a possible security hazard here.

Opening:
Assignment%20for%20second%20class%20meeting.doc
using winword.exe.

When you download a file from the network, you should be aware of security considerations.

A file that contains malicious programming instructions could damage or otherwise compromise the contents of your computer.

You should only use files obtained from sites that you trust.

What do you want to do with this file?
○ Open it
● Save it to disk

☑ Always ask before opening this type of file
☐ Open OLE server in place

[OK] [Cancel]

Special Note: Saving Zipped Files

If the file you wish to save is a zipped file, <u>you must add</u> the extension **.zip** to the name that you wish to save the file under.

If you do not do this, the file will not be saved in zip format.

E.g., image_viewer.**zip**

Figure I-15 Document view/download screen. You can either open the document or save it to your disc. **Zipped files must be saved with the .zip extension on the file name.**

Microsoft Word - Assignment%20for%20second%20class%20meeting.doc

File Edit View Insert Format Tools Table Window Help

Normal   Times New Roman   14   **B** *I* <u>U</u>   100%

Assignment for second class meeting.

Dear Students: Please do Exercises 1-5 in Chapter 1. RHS

AutoShapes

Page 1   Sec 1   1/1   At 1.4"   Ln 3   Col 27   REC TRK EXT OVR WPH
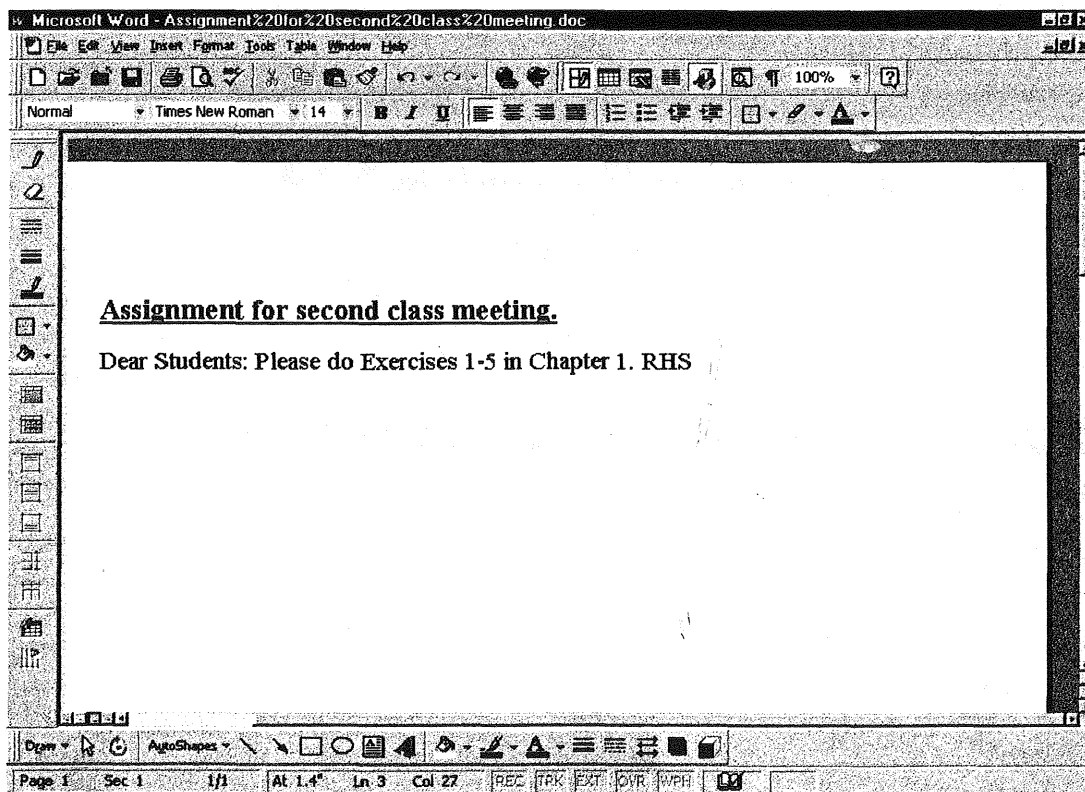
Figure I-16 Word document opened. <u>New</u> copy of Word is activated & the document displayed.

18

C. Posting objects to the *Class Workspace-folder*

Now that you know how to read and download objects it's time to learn how to upload or "post" objects to the ***class workspace-folder***.

Consider the ***class workspace-folder*** shown in Figure I-18 **(page 20 →)**. Suppose that you wish to make a comment about something that went on in class. A good way to organize the ***class workspace-folder*** is to create a folder of your own on the topic of focus. Then you can post objects to that topic folder for all workspace members to see.

Creating a topic folder

Note the top button bar in Figure I-18 **(page 20 →)**. Clicking on the ADD FOLDER button gives the screen shown in Figure I-19 **(page 20 →)**. Simply type in the name and click on the CREATE NEW FOLDER button. The folder will now appear in the ***class workspace-folder*** view. See Figure I-20 **(below)**.
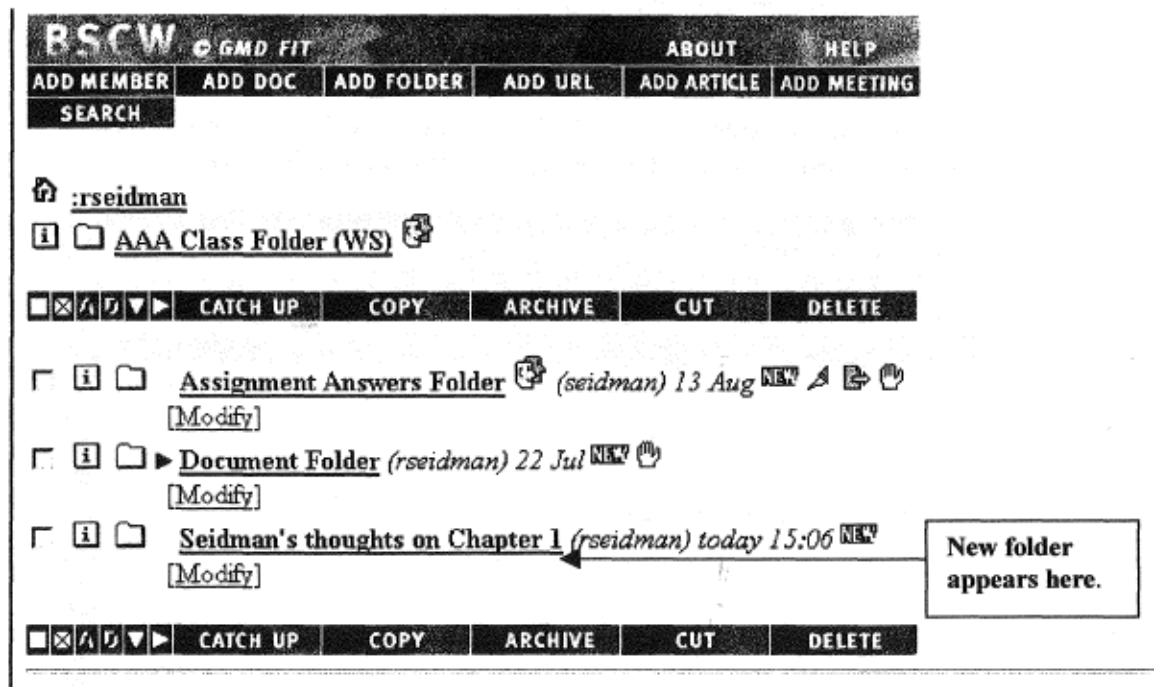
Figure I-20 *Class workspace-folder* with new topic folder.
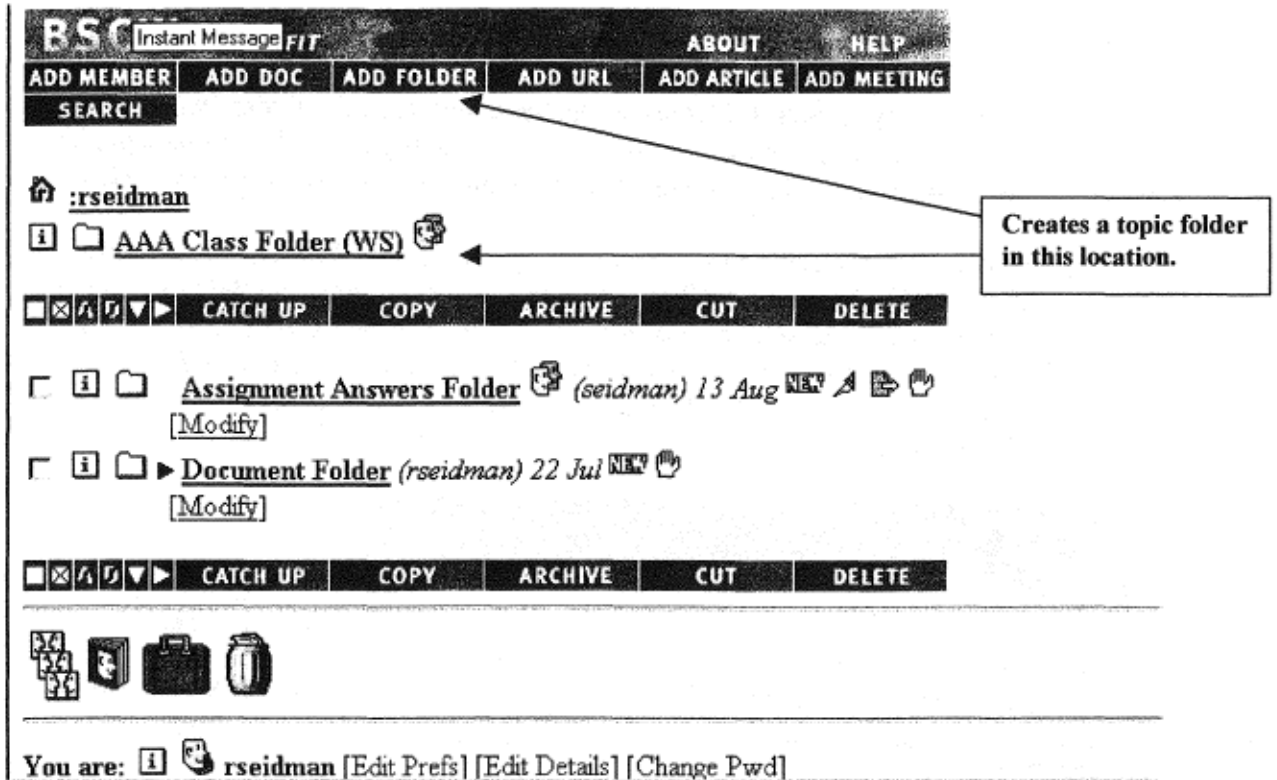
Figure I-18 AAA Class Folder (WS) full screen view.
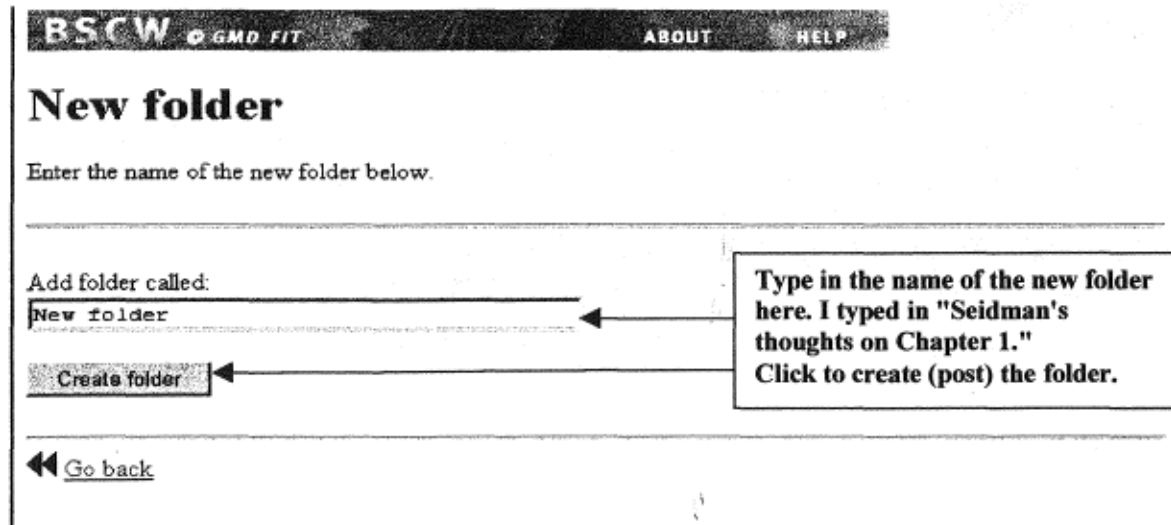
Fig. I-19 New Folder Creation Screen

Posting an Article

Clicking on the newly created folder shows us the contents of the folder (which should be empty). See Figure I-21 **(page 22 →)**. An "article" is simply a typed text message. There is no formatting as in a word processing document and no spelling or grammar checking.

To post an article simply click on the ADD ARTICLE button. The screen shown in Figure I-22 **(page 22 →)** appears. Choose the type of article (click on the arrow next to the "Type" box), put in the subject and then the message. [The message text may be "pasted" using the paste feature of your browser or the CTRL+V keys combination.] Click the CREATE NEW ARTICLE button to post. The resulting screen is shown in Figure I-23 **(below)**.
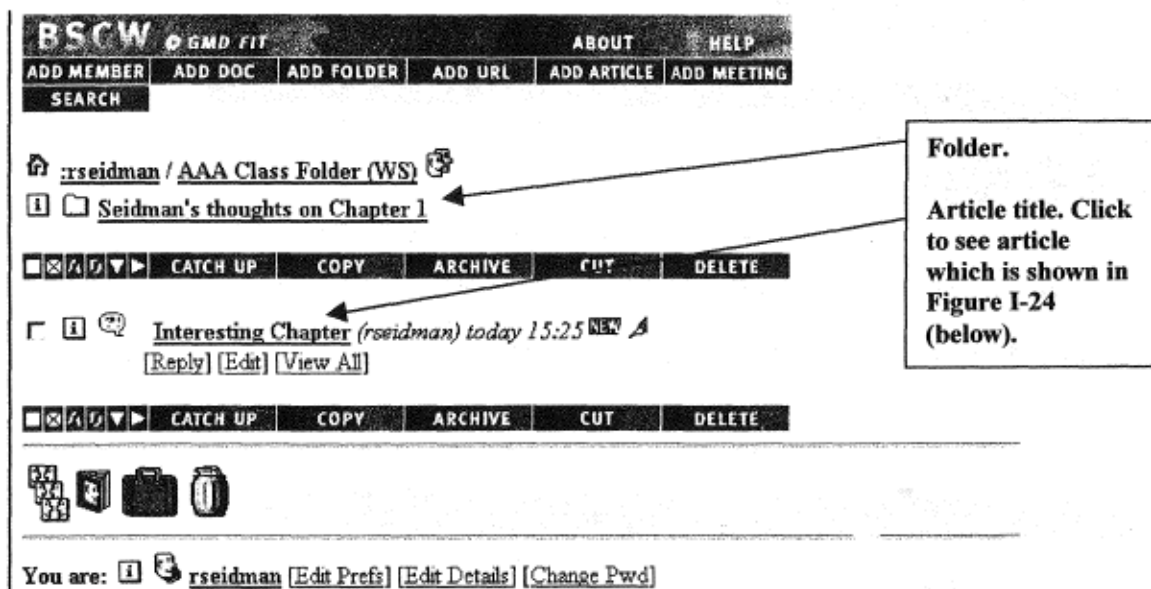
Figure I-23 Article posted. To see article, click on name or icon. Resulting screen is shown in Figure I-24 **(below)**.
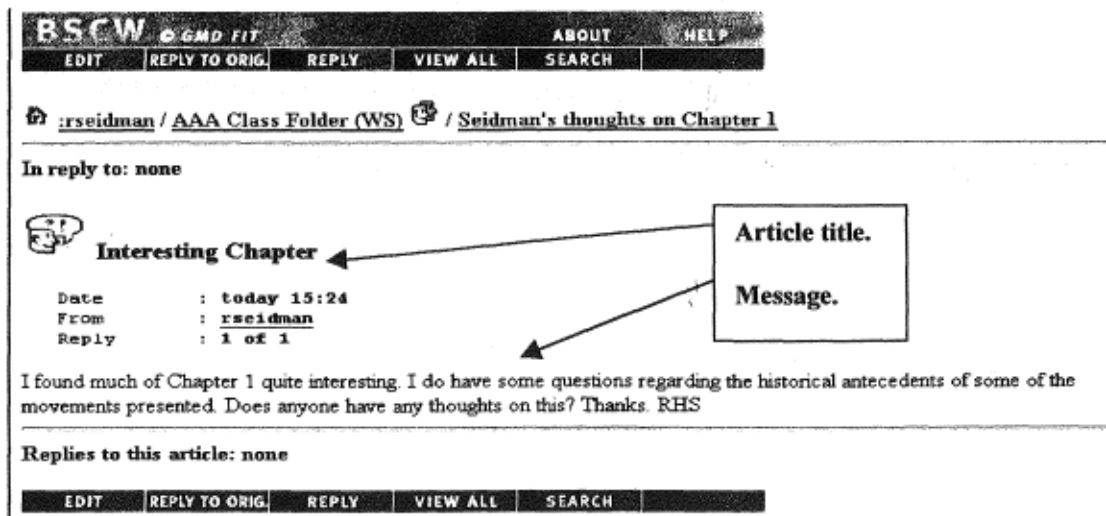
Figure I-24 The article. Named "Interesting Chapter."

BSCW Instant Message ● *GMD FIT* ABOUT HELP

ADD MEMBER | ADD DOC | ADD FOLDER | ADD URL | ADD ARTICLE | ADD MEETING

SEARCH

🏠 :rseidman / AAA Class Folder (WS) 🗃

ℹ️ 📁 Seidman's thoughts on Chapter 1 ◄

> Adds an article to
> this folder.

No objects, currently.

You are: ℹ️ 🗃 **rseidman** [Edit Prefs] [Edit Details] [Change Pwd]
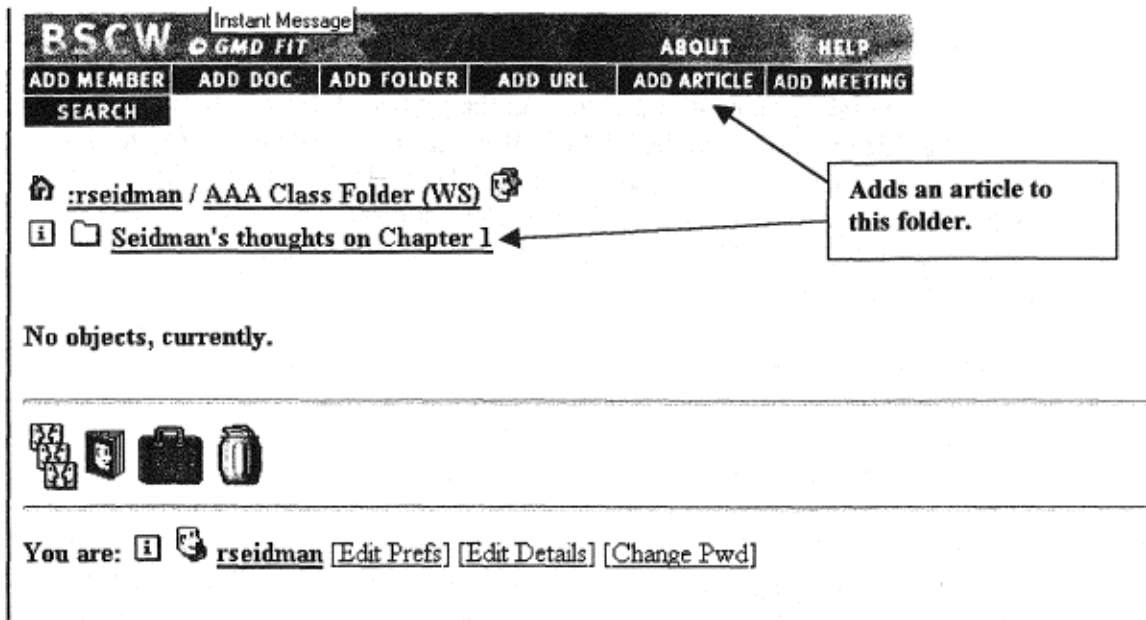
Figure I-21 Empty folder screen.

BSCW ● *GMD FIT* ABOUT HELP

New article

Type the new article below.

Type: Article ▾ ◄

> Click down arrow to
> choose a different type.

Subject:

Subject goes in HERE ◄

> I typed in "Interesting
> Chapter."

Message:

Your message goes in HERE ◄

> Message text here.

> Click to post article
> to folder.

Create new article ◄

◄◄ Go back
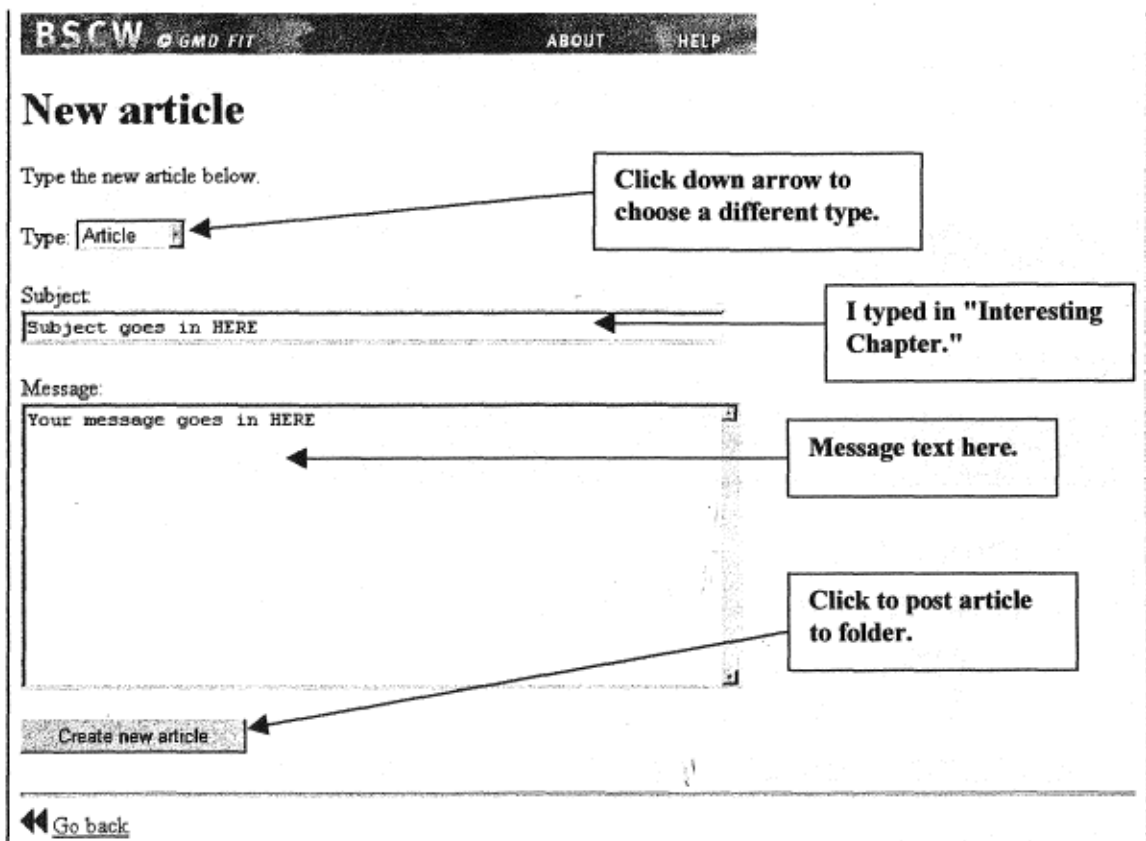
Figure I-22 New article screen.

Actions on articles

Certain actions can be taken on posted articles. As the owner of the article just posted, only I can edit the title and text. See the EDIT button on the button bars in Figure I-25 **(page 24 →)**. You or anyone else can reply to an article (REPLY button). You or anyone else can reply to the original article (REPLY TO ORIG button), in the case that an article posted is already a reply! The VIEW ALL button shows the structure of the original article and all of the replies.

Some actions can be performed in other views. Figure I-26 **(page 24 →)** shows the action line under the article name. An object is selected by clicking in the object box shown in Figure I-26 **(page 24 →)**. Only when the owner of a selected object cuts or deletes it, is it removed from the workspace views of other members.

Deleted objects go into the **garbage can**. An empty garbage can is shown with its lid on in Figure I-27 **(below)**. Copied and cut objects go into the **bag** that will then be shown bulging at the bottom of the screen. Right now it's empty. See Figure I-27 **(below)**. The bag is like a Windows clipboard that can hold multiple objects. Clicking on the bag or garbage can icon displays their contents. See Figure I-28 **(below)** for my bag contents.

To "drop" (i.e., paste) an object or objects: click on the bag icon; select objects to be dropped; navigate to the desired workspace location; click the DROP button.

> **Your garbage can (is like the Windows Recycle bin).**
> **Your bag (bulges when not empty).**
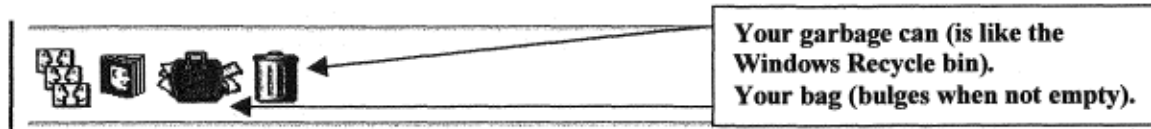
Figure I-27 Bag is like a Windows clipboard (but holds multiple objects). Garbage can is empty .

> **Bag Screen indicator.**

> **Contents of bag.**

> **Navigation view locator.**
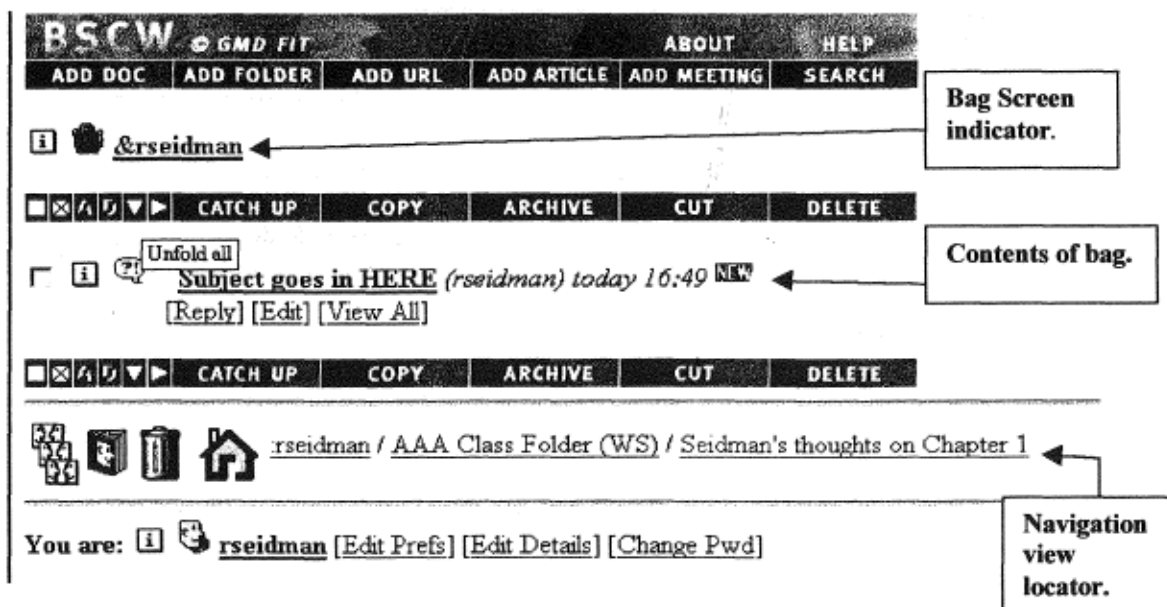
Figure I-28 Bag screen view shows the contents of the bag.
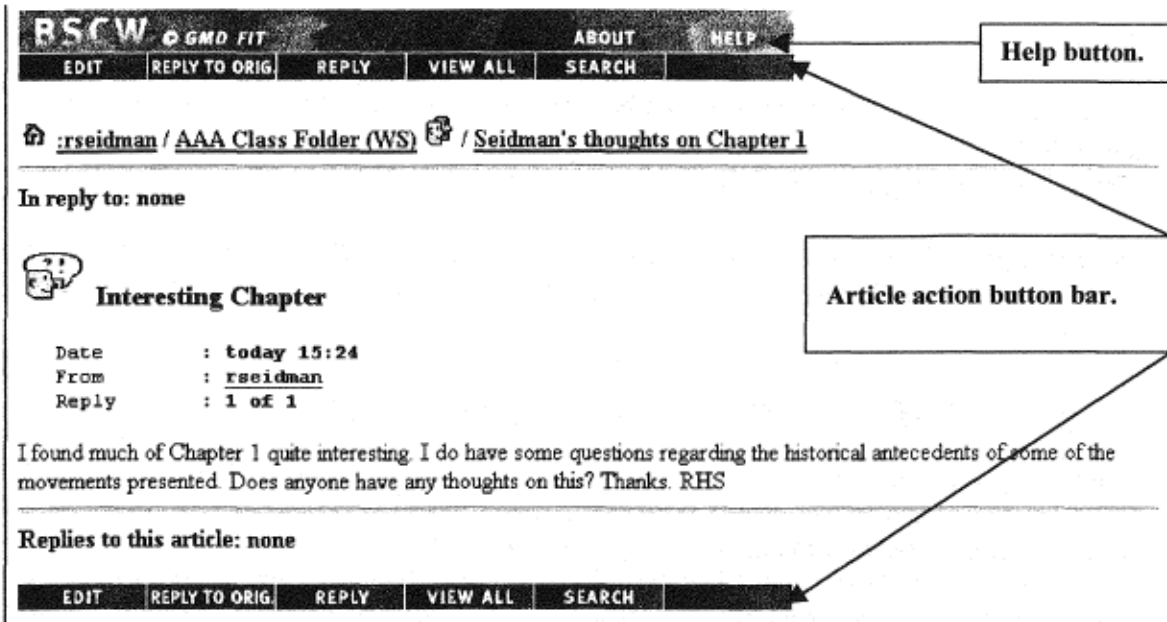
Figure I-25 Action button on article.
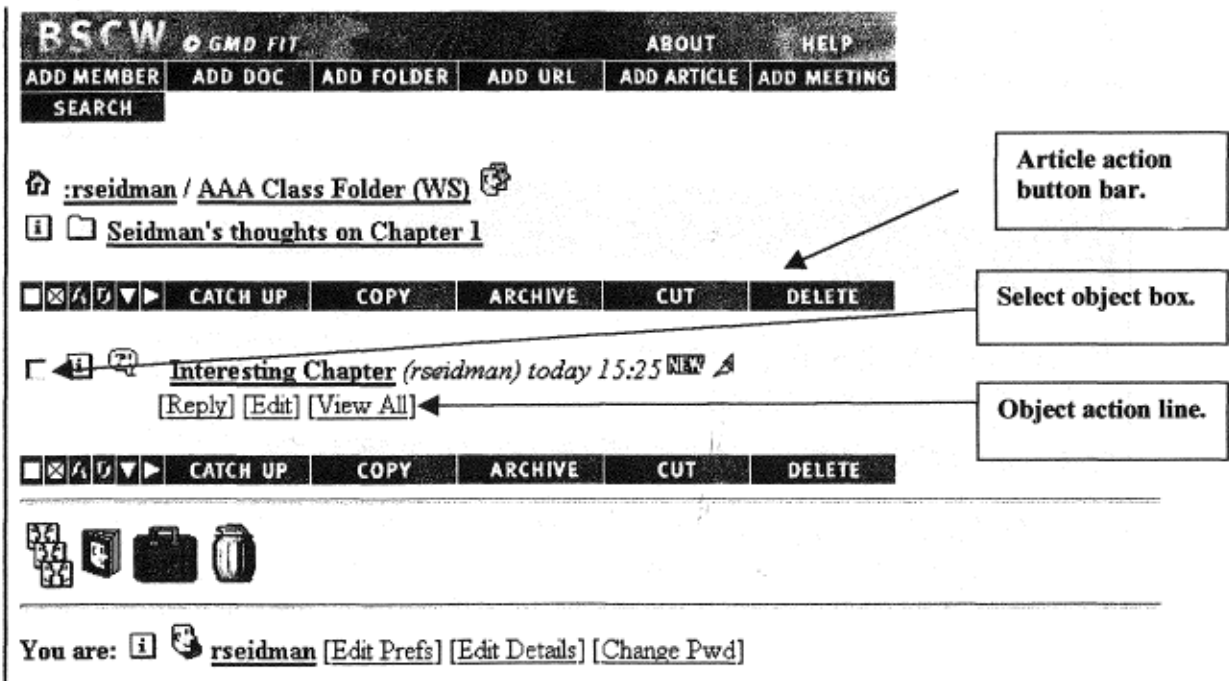
Figure I-26 Actions on the selected object article.

Posting Documents

To upload or "post" a document (could be a Word, Excel, zip, etc., file) simply click on the ADD DOC button on the button bar (see Figure I-26 on **page 24**). The resulting screen is shown in Figure I-29 **(page 26 →)**.

Do the steps in the box **below** while referring to Figures I-29 & I-30 **(page 26 →)**. Then, see Figure I-31 **(below)** which shows the results of posting a Microsoft Word document.

DOCUMENT UPLOAD (Posting) STEPS (after clicking on ADD DOC Button)

A. Refer to Fig. I-29. Browse (if you need to) for the file you want to upload. Click on the BROWSE button to see a screen similar to (but not the same as) the one shown in Figure I-30 **(page 26 →)**.
B. Refer to Fig. I-30. **Be sure to change the File of type to "All files (*.*)"** if you want to locate anything other than HTML files. Click in the Look in box to find the folder on your hard drive where your document is stored. Find your document, click on it, then click on the OPEN button.
C. Refer to Fig. I-29. Click on the arrow to the right of the "with MIME-type" box. Scroll to the name of kind of file you have chosen to upload (e.g., MS Word, MS Excel, etc.). Click on it.
D. Do not change anything in the "and encoding-type" box.
E. In the "Document name" box, type in the name of the document that you want to show as the object name.
F. Click on the UPLOAD DOCUMENT button. Note that this will post the document to the folder indicated at the very top of Figure I-29 **(page 26 →)**: "Seidman's thoughts on Chapter 1".
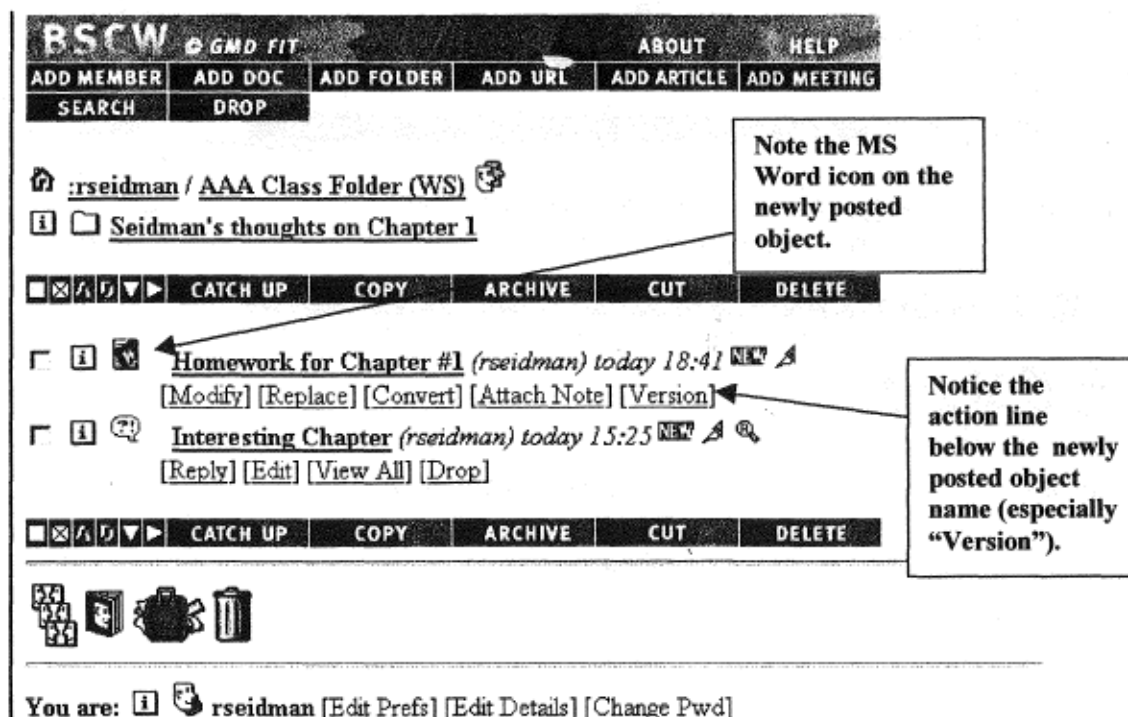
Figure I-31 Word document posted.

Document upload to: *Seidman's thoughts on Chapter 1*

Select the document to upload using the 'Browse' button below (or type the file path in the input field). The MIME-type may be
selected manually. If no suitable MIME-type is available in the pull down menu, one can be entered in the input field.

Send local file:

[   ] **Browse...** ◄── **A**

with MIME-type:

[(from browser)] (or type one): [   ] ◄── **C**

and encoding-type:

[(none)] (or type an encoding-type): [   ] ◄── **D** [Do nothing]

Document name (if different to name of local file):

[   ] ◄── **E** (I typed in "Homework for Chapter #1")

Upload document ◄── **F**

◄◄ Go back

Figure I-29 Document Upload screen.

File Upload

Look in: [Program] ◄──

☐ Aim
☐ Defaults
☐ DynFonts
☐ Java
☐ NetHelp
☐ Plugins
☐ SpellChk

File name: [   ] **Open**

Files of type: [HTML Files   ] **Cancel**
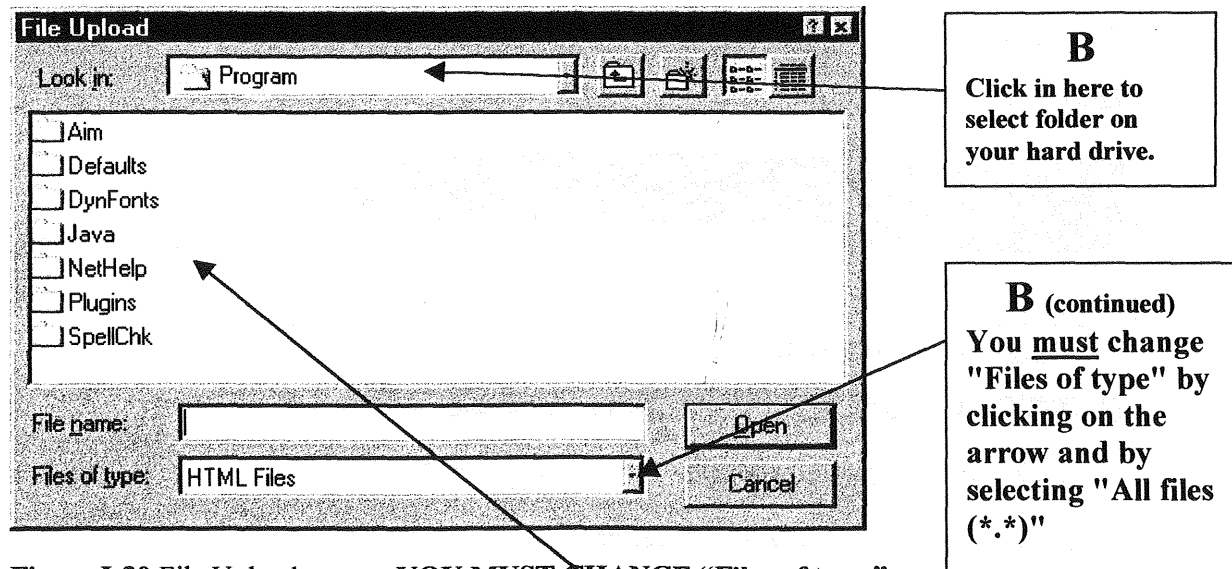
Figure I-30 File Upload screen. **YOU MUST CHANGE** "Files of type."

B

**Click in here to
select folder on
your hard drive.**

B (continued)
**You must change
"Files of type" by
clicking on the
arrow and by
selecting "All files
(*.*)"**

**COMMON MISTAKE: If you see nothing in this file box you
have probably not done "B (continued)". You must change
"Files of type" to "All files" in order to view all types of files.**

Posting a Web Address (URL)

A uniform resource locator (URL) is a World Wide Web address. You can post a URL link anywhere in the *class folder workspace*. Clicking on the ADD URL button in the top button bar shown in Figure I-31 (on **page 25**) will give the screen shown in Figure I-32 **(below)**. Posting the URL will result in the screen shown in Figure I-33 **(below)**.

Figure I-32 ULR Link screen

Figure I-33 URL posted.

HELP CONTACTS

BSCW & Chat Rooms: Distance Education Program disted@nhc.edu   603-645-9766

New Hampshire College email: Computing Services nhcmail@nhc.edu   603-668-2211 X9628

TRY-OUT SITE

Try an "anonymous" BSCW conferencing system site (version 3.2) at:

http://bscw.gmd.de/pub/english.cgi/0/7360484

This is a non-New Hampshire College site where you can practice without registering.

D. Collaborative Work

One of the many nice features of the BSCW Conferencing system is that it provides for easy collaboration between individuals and between work groups.

<u>Putting a Document under Version Control</u>

For example, suppose the homework for Chapter #1 is a <u>group</u> project. I have posted my version of this homework to the *class folder-workspace*. See Figure I-31 (on **page 25**). I need to prepare this document so that when you read and/or download it and make some changes, you can easily post <u>your version</u> of the document to the "Seidman's thoughts on Chapter 1" folder.

To do this, I simply click on the "Version" button on the action line below the document name. See the action line in Figure I-31 (on **page 25**). The resulting version control screen is shown in Figure I-34 **(page 30 →)**. I have written a note in the "Changes made in version ..." box. You can select a version <u>state</u> and <u>number</u> (although a legal one is always provided). Then click on the PUT DOCUMENT UNDER VERSION CONTROL button.

The resulting screen is shown in Figure I-35 **(page 30 →)**. The action line is now different. Should you or anyone else wish to post your revised version of this document, simply click on the "Revise" button in the action line. The resulting screen is Figure I-36 **(below)**.

BSCW D GMD FIT   ABOUT   HELP

Revise/Replace *Homework for Chapter #1*

Select the replacement for *Homework for Chapter #1* using the 'Browse' button below (or type the file path in the input field). The MIME-type must be selected manually. If no suitable MIME-type is available in the pull down menu, one can be entered in the input field.

Send local file:

[   ] [Browse...]   ◄──   A. **Browse for your revision.**

with MIME-type:

[MS Word ▾] (or type one): [   ]   ◄──   B. **Choose a MIME-type (leave the default which is the document type).**

with encoding:

[(none) ▾] (or type one): [   ]   ◄──   C. **Leave this as is.**

Changes made in version 0.2:

[   ]   ◄──   D. **Make notes.**

[   ]

Version state: [experimental ▾] (or type in state): [   ]   ◄──   E. **Choose (click down arrow) or type version state.**

Version number: [0] [2] (must be >= 0.2)   ◄──   F. **Choose version number (must be >= previous one). Default will suffice.**

[Revise Homework for Chapter #1]   ◄──   G. **Post your version.**

◄◄ Go back

Figure I-36 Upload a new version (revision) to the document screen.

Put *Homework for Chapter #1* under version control

Changes made in version 0.1:

This is my version of the chapter 1 group homework.

Notation here.

Version state: [experimental ▾] (or type in state) : [_____]

Version state here.

Version number: [0].[1] (must be >= 0.0) ◄

Version number (must be >= previous one)

☑ Allow version authors to delete their versions

[Put document under version control] ◄ [Clear changes]

Click here.

◄◄ Go back

Figure I-34 Version control screen.

BSCW ● GMD FIT   ABOUT   HELP

ADD MEMBER | ADD DOC | ADD FOLDER | ADD URL | ADD ARTICLE | ADD MEETING
SEARCH | DROP

Add Document

🏠 :rseidman / AAA Class Folder (WS)
ℹ 🗀 Seidman's thoughts on Chapter 1

Always shows the latest version.

☐⊠⚡🗓▼▶ | CATCH UP | COPY | ARCHIVE | CUT | DELETE

☐ ℹ 📄 Homework for Chapter #1 [0.1] *(rseidman) today 11:57* NEW ✏
[Modify] [Revise] [Delete Versions] [Convert] [Attach Note]◄

New action line for version controlled document.

☐ ℹ 💬 Interesting Chapter *(rseidman) yesterday 15:25* NEW ✏ 🔍
[Reply] [Edit] [View All] [Drop]

☐⊠⚡🗓▼▶ | CATCH UP | COPY | ARCHIVE | CUT | DELETE

Click to post a new version.

You are: ℹ 🧑 rseidman [Edit Prefs] [Edit Details] [Change Pwd]

Figure I-35 New action line reflecting document under version control. Click "Revise" to post a newer version. You will see a screen similar to Figure I-36 (on **page 29**).

Viewing different document versions

Let us say that there are multiple versions posted. Only the latest one will show on the screen when you click on the document name. To be able to see any or all of the multiple versions, simply click on the "i" button to the left of the versioned document name (see Figure I-35 on **page 30**). You will see a screen similar to the one shown in Figure I-37 **(page 32 →)**. Clicking on any of the version **Id** numbers will bring up that version of the document.

Version Deletes

Clicking on the Version delete button, located on a version object action line, will give the screen shown in Figure I-38 **(page 32 →)**. Here is where you can delete unwanted versions. Click on the check box and then on the DELETE SELECTED VERSIONS button.

Workspace reloads

The BSCW conference area is an <u>asynchronous</u> workspace environment. This means that you don't have to be on-line when a document is posted in order to see it. You can view it later. When you logon to the Conference area you can see all previous postings.

However, it can happen that two or more individuals are logged-on and are posting and/or revising documents <u>at the same time</u> from their separate computers. This might happen in an on-line in-class situation or exercise. In order to see the revision just made by someone else, you need to click the **RELOAD** button on the top of the Netscape browser. See Figure I-39 **(below)**. It's the **REFRESH** button on Internet Explorer.

This **RELOAD** action brings up ("refreshes") all of the latest postings in the *class workspace-folder*, including revisions.
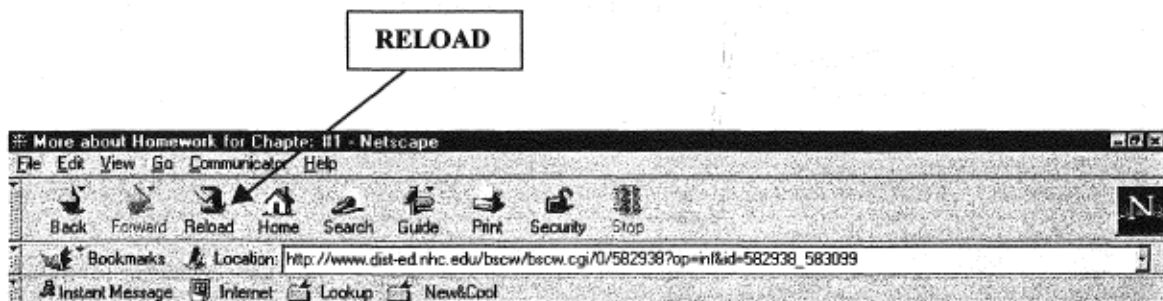
Figure I-39 Netscape RELOAD button. Use this to "refresh" the workspace so that you can see documents as they are added <u>during</u> your on-line session.

⌂ :rseidman / AAA Class Folder (WS) ⊞ / Seidman's thoughts on Chapter 1
▨ Homework for Chapter #1

Document details

```
Document name    : Homework for Chapter #1
Size             : 55 K (56832 bytes)
Added by         : rseidman
Added at         : Tue 18:22
Contained in     : :rseidman
Mime-type        : application/msword
Encoding method  : None
Last modification : revised by rseidman, today 10:19
```

> You can view any of the versions by clicking on the version Id number.

Version history

Id	Date	Author	State	Change Description
▨ 0.3	today 10:44	funkph	experimental	Something in changes box
▨ 0.2	today 10:19	rseidman	experimental	This is the next revision of this homework.
▨ 0.1	yesterday 11:57	rseidman	experimental	This is my version of the chapter 1 group homework.

Figure I-37 Partial screen of version information by clicking on the "**i**" button of the versioned document.

Delete versions of document *Virtual Classroom Guide Version B 9-1-98*

Select the versions you want to delete.

Id	Date	Author	State	Change Description
☐ ▨ 0.1	today 10:26	rseidman	experimental	Latest version of guide 10:25AM 9-1-98
☑ ▨ 0.2	today 10:27	rseidman	experimental	Latest Draft B 10:27am 9-1-98

[Delete selected versions]   [Clear changes]

> Check version to be deleted.
> Delete it.

◀ Go back

Figure I-38 Version delete screen.

E. Additional Features

Archiving Workspace Objects

Any object (folders included) can be "zipped" into a compressed file and downloaded to your computer's disc drive to be retrieved at a later time. You may wish to do this to keep something for historical purposes or for documentation purposes. Your instructor may wish to do this to keep a record of class and student activities.

Select the object to be archived and click on the ARCHIVE button. See Figure I-40 (page 34 →). This brings up the screen shown in Figure I-41 (page 34 →). Note that you need to give the archive a name and then click on the CREATE ARCHIVE button. The resulting Screens can be seen in Figures I-42, I-43 & I-44 (below).
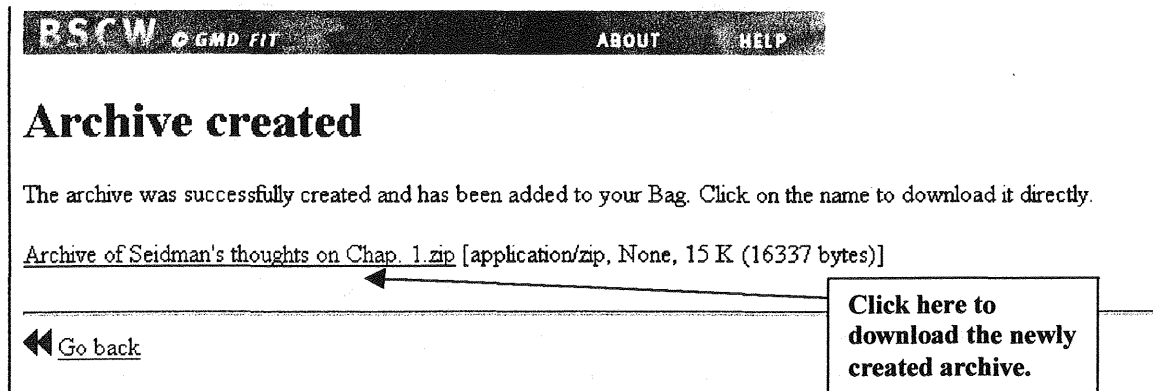
Figure I-42 Archive created screen. Click on archive name to save it to your disc.
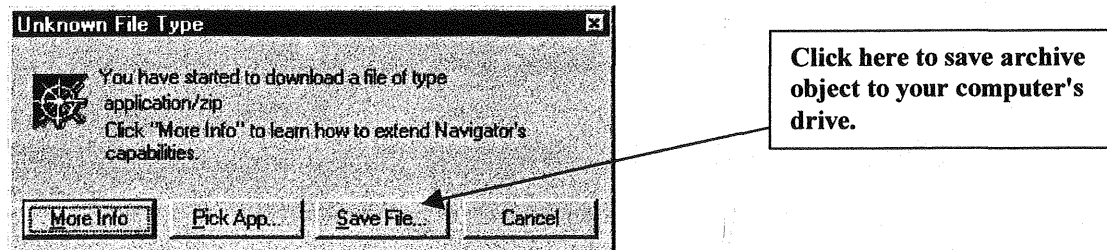
Figure I-43 Archive download screen. Click on SAVE FILE... button.
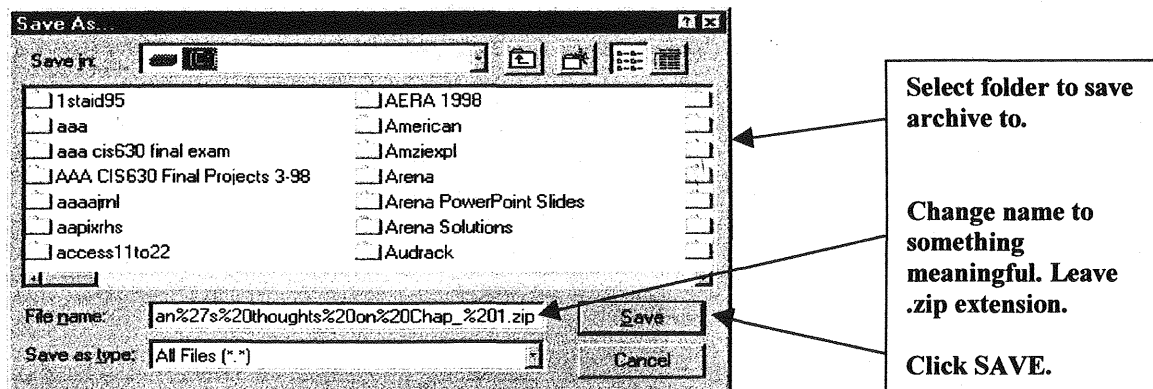
Figure I-44 Archive Save As... screen. Change name, keep **.zip**, select folder and save.

33
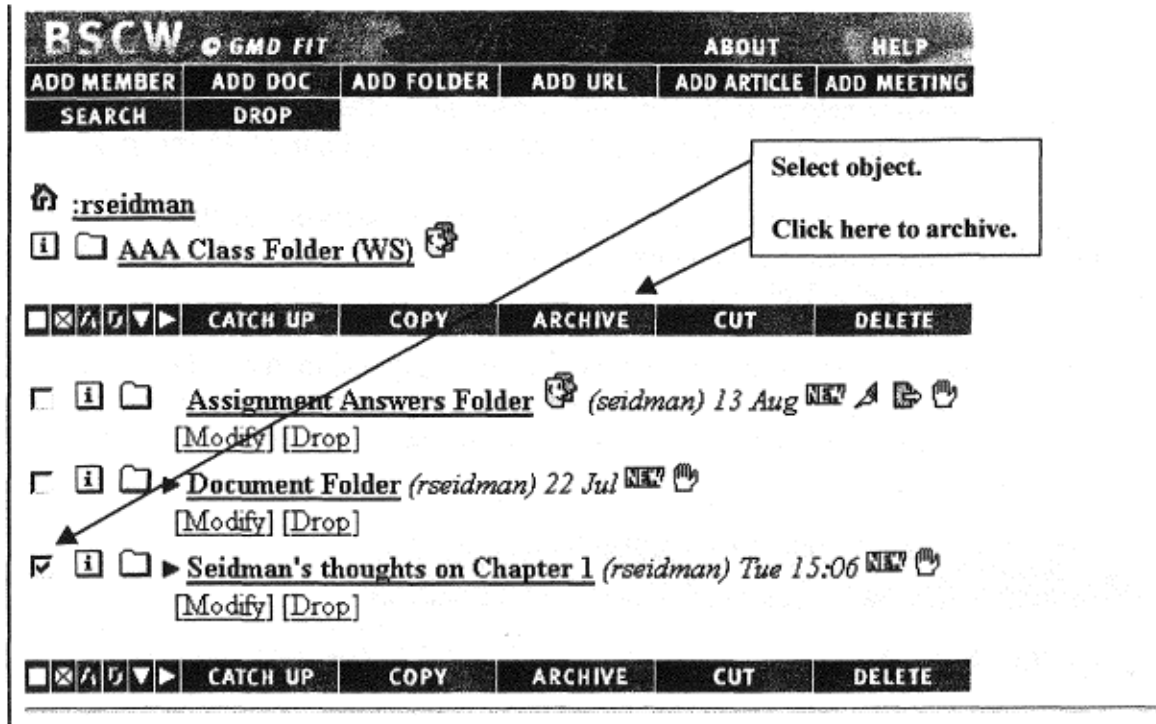
Figure I-40 Object (entire folder in this case) ready for archiving.
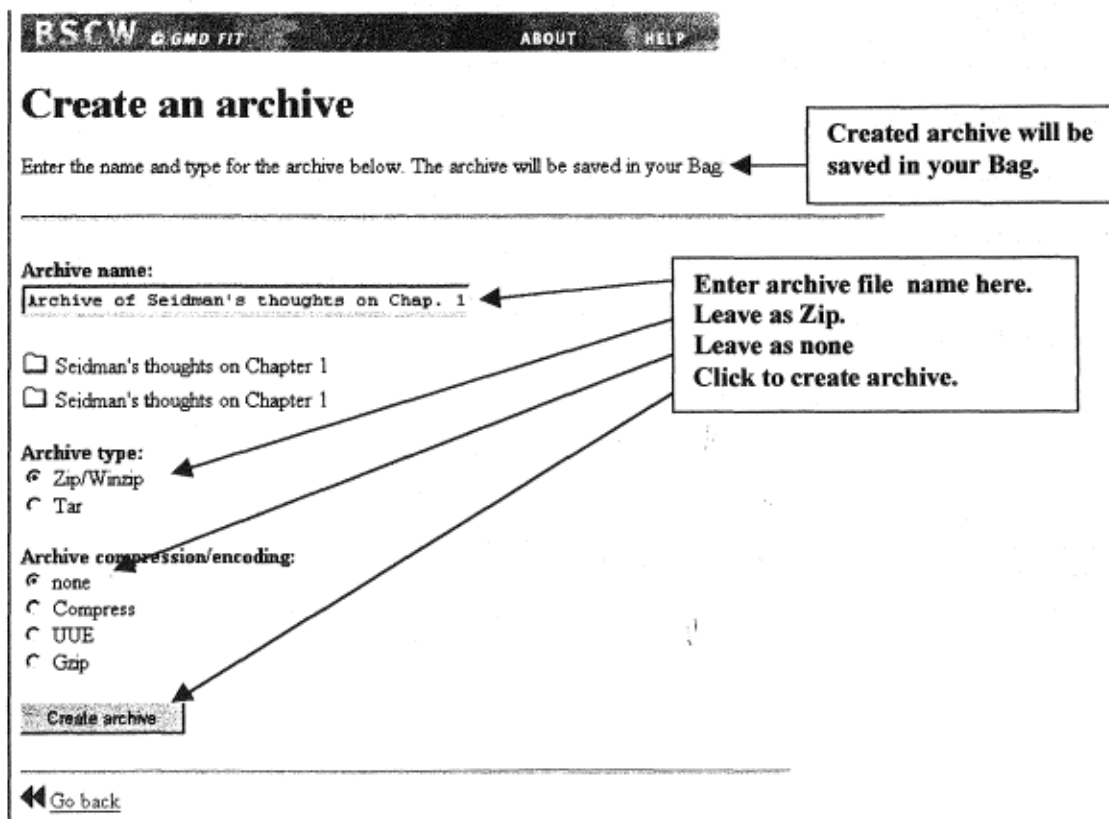
Figure I-41 Archive creation screen.

BSCW (version 3.1) HELP

You can obtain on-line help from BSCW just by clicking on the BSCW HELP button located in the top banner bar. The resulting screen is shown in Figure I-45 **(below)**.

The Help Table of Contents contains a very brief tutorial in Section 1.2, "BSCW for the Impatient." Full text search, which allows you to search Help for the topic or phrase of your choice, is disabled in Help Version 3.1.

For those of you who wish to explore features already presented in this Guide in more depth, HELP is a good place to start. Some of you will want to take advantage of the advanced features, like document version branches and meetings. HELP will often be very informative.

Figure I-45 BSCW (version 3.1) Help Screen. Full text search is disabled in Help Version 3.1.

The icons and CATCH UP button

Each *class workspace-folder* has icons. See Figure I-46 **(below)**. Some icons help to manipulate the workspace view. Some icons give information on objects such as the "i" button. Some give information on events. For example, clicking on the little "R" icon will tell you who has read the object. The resulting screen is shown in Figure I-47 **(below)**. Instructors take note! The CATCHUP button clears the history in the event icons.

There are special kinds of icons like the bag (clipboard), garbage can (recycle bin) and faces (*class workspace-folder* members). Clicking on these icons brings up their screens. See **BSCW Version 3.1** Help "Appendix C" Glossary of **Icons** for a complete description of the icons, Section 3.3 **Actions** for actions and Section 3.5 **Events** for event descriptions. Hyperlinks to these Help sections are in Appendices D-G on **page 74**.
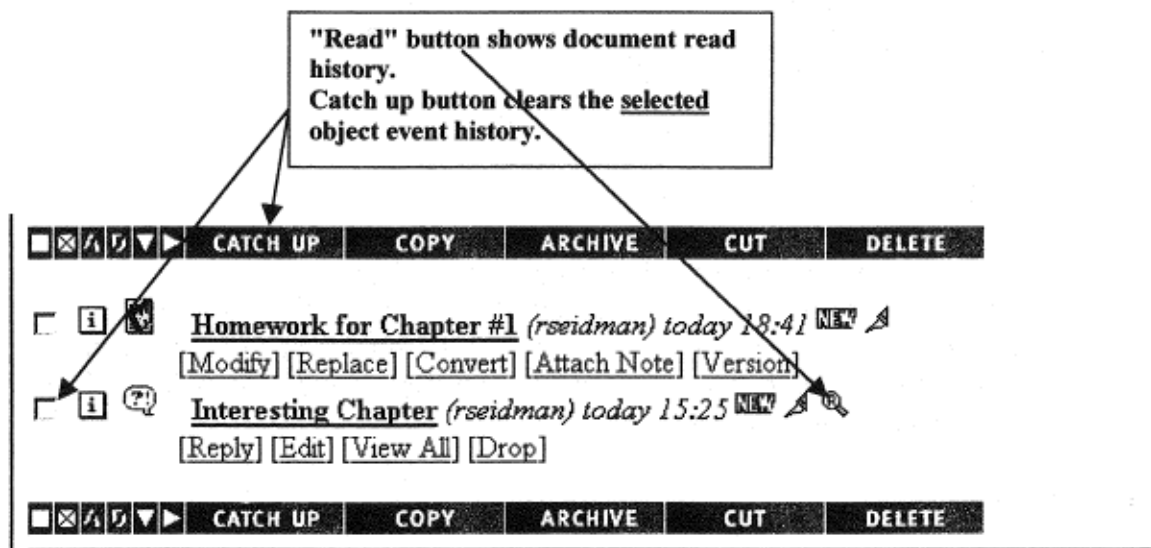
"Read" button shows document read history.
Catch up button clears the selected object event history.

| □⊠⁄ʃ▼► | CATCH UP | COPY | ARCHIVE | CUT | DELETE |

☐ ⅰ 🗒 **Homework for Chapter #1** *(rseidman) today 18:41* 🆕 ✒
[Modify] [Replace] [Convert] [Attach Note] [Version]

☐ ⅰ ⁇ **Interesting Chapter** *(rseidman) today 15:25* 🆕 ✒ 🔍
[Reply] [Edit] [View All] [Drop]

| □⊠⁄ʃ▼► | CATCH UP | COPY | ARCHIVE | CUT | DELETE |

Figure I-46 Read icons and CATCH UP button for selected objects.

BSCW © GMD FIT   ABOUT   HELP

Readers of *saved stuff.doc*

All read events of (and under) *saved stuff.doc* since you last caught up (**today 09:45**) are shown below.

| Catch up events of (and under) saved stuff.doc |

Clear event history.

🔍 read by rseidman, today 09:46

History.

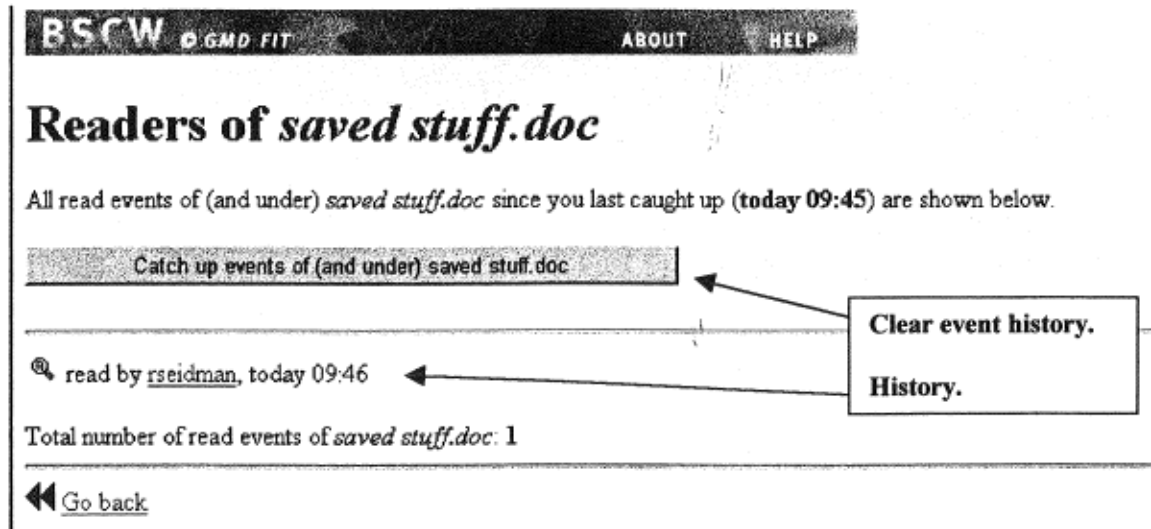Total number of read events of *saved stuff.doc*: 1

◀◀ Go back

Figure I-47 Object event read history.

More icons

Some other icons are important. Address book and Meeting are the other two that you see on the bottom icon bar. See Figure I-48 **(below)**. BSCW address book is primarily for the instructor who has invited students into a *class workspace-folder*. Meeting is not covered in this guide but can be found in BSCW Help. It is a way for members to collaboratively schedule meetings.
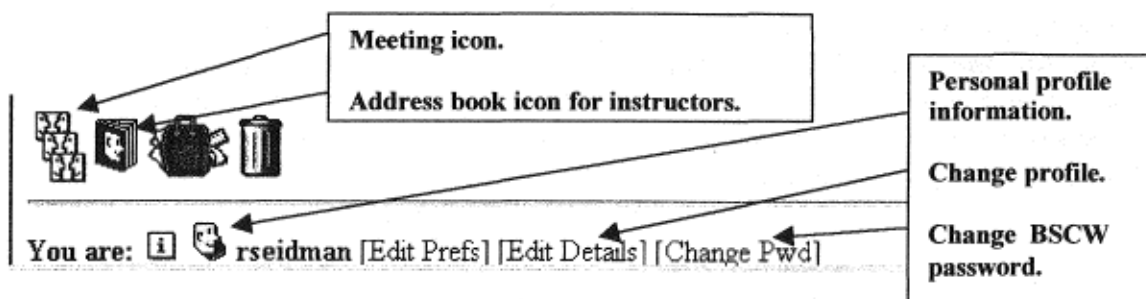

Figure I-48 Address book, meeting and personal profile.

Personal profile

The personal profile screen contains information that you include on yourself that others can see when they click the face icon found in the "You are:" bottom bar. See Figure I-48 **(above)**. By entering your email address, others can send you email when they click on it. There is a place to enter the file name and path for a picture should you wish. All of this is optional. See Figure I-48 **(above)**.

Members

Class workspace-folder members can be accessed by clicking on the faces (double faces) icon shown in the view locator part of the screen. See Figure I-49 **(below)**.
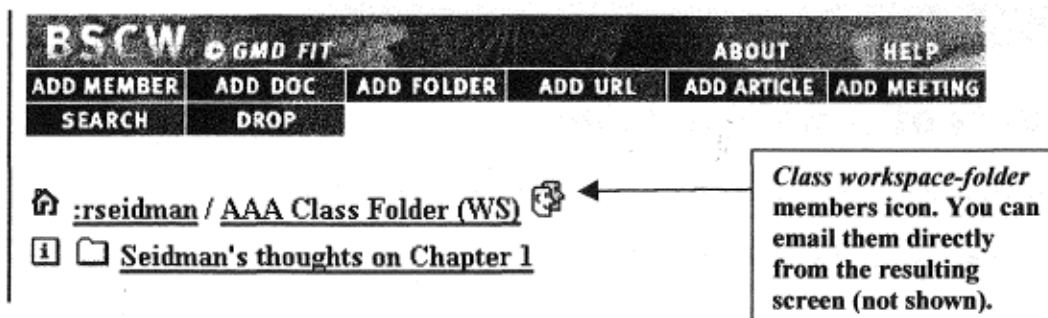

Figure I-49 *Class workspace-folder* members.

Logging off BSCW

Once you've logged onto BSCW, the only way to log off is to close your Web browser. But why do that? You can still "surf" the Web while logged on to BSCW.

HELP CONTACTS

BSCW & Chat Rooms: Distance Education Program disted@nhc.edu   603-645-9766

New Hampshire College email: Computing Services nhcmail@nhc.edu   603-668-2211 X9628

TRY-OUT SITE

Try an "anonymous" BSCW (version 3.2) conferencing system site at:

http://bscw.gmd.de/pub/english.cgi/0/7360484

This is a non-New Hampshire College site where you can practice without registering.

F. Instructor's Guide to BSCW

As an instructor you are the creator and owner of *class workspace-folders* and have privileges that students do not have. Follow the **5 steps** shown **below**.

Instructor steps to create and own a *class workspace-folder*

1. Register with the BSCW server as an instructor (done only once).
2. Create a *class workspace-folder*.
3. Set the *class workspace-folder* access levels & privileges.
4. Post objects to & organize your *class workspace-folder*.
5. Invite others to join your *class workspace-folder*.

Step 1. Register with the BSCW server as an instructor

Instructors are the only ones who can create a *class workspace-folder*. To register as an instructor you must do the following, as shown in Figure I-50 **(below)**.

Applying for Instructor Status with the BSCW Server

a. Send email to the New Hampshire College Director of Distance Education, **disted@nhc.edu** with Subject: **BSCW Instructor Request**.

b. Your email must include contact information: your full name, email address, snail-mail address, phone numbers, FAX number.

c. Include the course name, course number, Center where taught, the term or semester you are teaching the course.

Note: Once you are registered with the BSCW server as an <u>instructor</u>, you will not have to register again. Also, others will be able to invite you into their *class workspaces-folders*.

Figure I-50 How to apply for instructor status with the BSCW server.

You will receive an email invitation, like the one that students receive to register with the BSCW server. When you register, your screen will look like the one shown in Figure I-6 **(page 12)** with the top button bar shown in Figure I-51 **(page 40 →)**. This is your "home" view (note the little house icon next to your name). You can see the ADD FOLDER button in the upper left-hand corner.

Step 2. Create a *class workspace-folder*

The ADD FOLDER button on this screen means that you can add a *class workspace-folder*. The button in this view allows you to create any number of *class workspace-folders* and to invite students to become members. Clicking on this button results in the screen shown in Figure I-52 **(page 40 →)**.

Figure I-52 **(page 40 →)** is the *class workspace-folder* creation screen. Enter the class name. Clicking on the CREATE FOLDER button in Figure I-52 **(page 40 →)** results in the screen shown in Figure I-53 **(page 40 →)**.
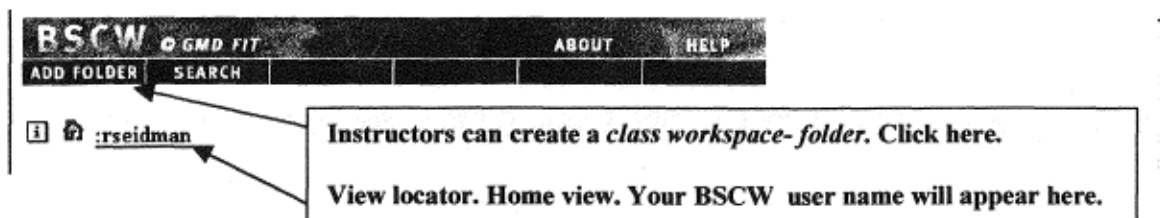
BSCW ○ GMD FIT   ABOUT   HELP
ADD FOLDER | **SEARCH**

ⅰ 🏠 :rseidman

> **Instructors can create a *class workspace- folder*. Click here.**
>
> **View locator. Home view. Your BSCW user name will appear here.**

Figure I-51 Instructor Home Screen top button bar. Shows ADD FOLDER button that is used to add a *Class Workspace-Folder*.

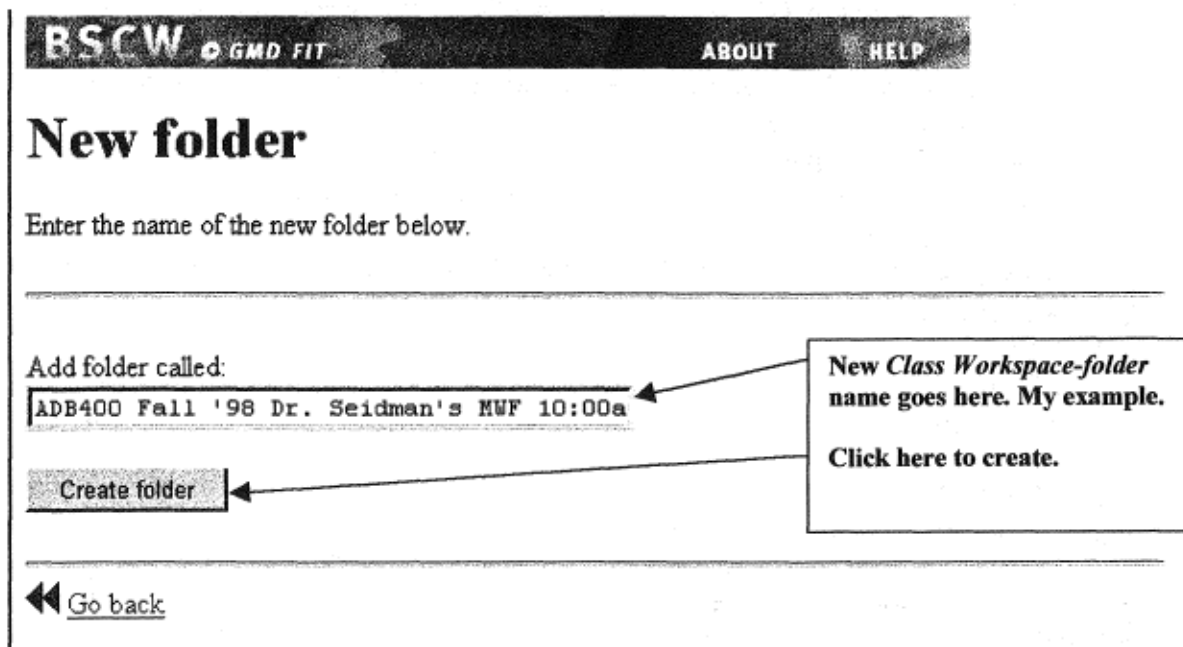**BSCW** ○ GMD FIT   ABOUT   HELP

New folder

Enter the name of the new folder below.

Add folder called:

    ADB400 Fall '98 Dr. Seidman's MWF 10:00a

> **New *Class Workspace-folder* name goes here. My example.**
>
> **Click here to create.**

    Create folder

◀◀ Go back

Figure I-52 Instructor's *Class Workspace-folder* creation screen

---

BSCW ○ GMD FIT   ABOUT   HELP
ADD FOLDER | **SEARCH**

ⅰ 🏠 :rseidman

☐ ⊠ ⚠ ⑂ ▼ ▶ **CATCH UP** | **COPY** | **ARCHIVE** | **CUT** | **DELETE**

☐ ⅰ ☐ ▶ **AAA Class Folder (WS)** 🖐 *(rseidman) 13 Aug* **NEW** 𝒜 🖑
   [Modify] [Drop]

☐ ⅰ ☐ **ADB400 Fall '98 Dr. Seidman's MWF 10:00am section** *(rseidman) today 18:21* **NEW**
   [Modify] [Drop]

> **ADD FOLDER button for instructor's to create *class workspace- folders*.**
>
> **Home view indicator.**
>
> **Information button for *class workspace-folder*.**
>
> **New *class workspace-folder*.**
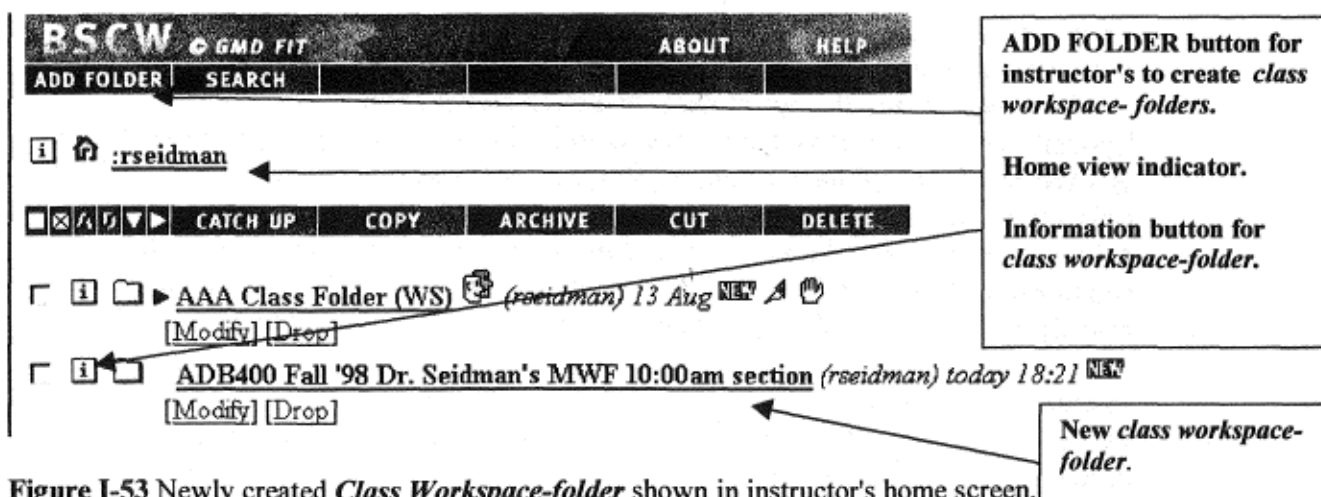
Figure I-53 Newly created *Class Workspace-folder* shown in instructor's home screen.

Step 3. Set class workspace-folder access levels & privileges [CRUCIAL STEP]

Your next step is to set the access level & privileges for the new *class workspace-folder.* This <u>must</u> be done for each and every *class workspace fold*er that you create. **THIS IS AN ABSOLUTELY CRUCIAL STEP!** See Figure I-54 (below).

<div style="border:1px solid black; padding:10px;">

<div align="center">

Procedure to Set Workspace Access & Privileges

</div>

a. Click the "i" button to the left of the newly created *class workspace-folder* name in Figure I-51 **(page 43)**. You can see what the resulting screen looks like in Figure I-55 **(page 42 →).**

b. Click on the ACCESS button on the top button bar. The resulting screen is shown in Figure I-56 (on **page 43**).

c. Refer to Fig. I-56 **(page 43)**. Instructors must <u>uncheck</u> the **"Share Add Member Remove"** box for Members of ADB400 (your own workspace name will show). Just click on the checkmark. This will prevent students from owning their own workspaces. Only New Hampshire College faculty and staff are allowed to "own" workspaces.

d. Instructors must uncheck the **"Change ext. Cut Delete"** box for Members of ADB400 (your own workspace name will show). This will prevent students from cutting and deleting *class workspace-folder* objects that do not belong to them (i.e., not owned or created by them).

e. Click on the UPDATE ACCESS RIGHTS button. You will be returned to the Access Details screen, Figure I-55 **(page 42 →)** from where you can return to the ADB400 (your folder name) *class workspace-folder* via the view locator at the top of the screen.

Figure I-54 Procedures to set *class workspace-folder* access and privileges.

</div>

SUMMARY OF INSTRUCTOR PRIVILEGES

Only instructors can create <u>and</u> invite members into a *class workspace-folder.* An instructor can cut and delete any object that <u>the instructor</u> has posted (i.e., "owns"). Just check the box next to the object name and click on the appropriate button. This is a "global" action that means that the instructor's object will be <u>removed</u> from the view of <u>all</u> *class workspace-folder* members. Members will no longer see the object. A CUT object will move into its <u>owner's</u> bag where it can be DROPped into the *class workspace-folder* or can be DELETEd (i.e., moved to the owner's garbage can). From the garbage can this object can then be UNDELTEd (i.e., restored) or DESTROYed (i.e., totally erased). [Bag is like a Windows clipboard that can store many objects at once.]

Instructors <u>can</u> DELETE but <u>cannot</u> CUT objects <u>posted</u> (i.e., "owned") by <u>students</u>. DELETE is a global delete and the deleted student object goes into the <u>instructor's</u> garbage can. This is a powerful privilege which needs to be exercised with some discretion.

BSCW ● GMD FIT   ABOUT   HELP
CATCH UP   RENAME   EDIT DESC.   EDIT BANNER   ACCESS

⌂ :rseidman
☐ ADB400 Fall '98 Dr. Seidman's MWF 10:00am section

> To set access and privileges
>
> View locator shows *class workspace-folder* you are making the settings for.

Details of *ADB400 Fall '98 Dr. Seidman's MWF 10:00am section*

```
Name              : ADB400 Fall '98 Dr. Seidman's MWF 10:00am section
Added by          : rseidman
Added at          : today 18:21
Contained in      : :rseidman
Last modification : created by rseidman, today 18:21
```

Access details

Members Owners (*)	Get Copy Get	Get ext. More info	Change Add Article Add Document Add Folder Add Meeting Add Search Add URL Edit Banner Edit Desc. Rename	Change ext. Cut Delete	Share Add Member Remove
rseidman (*)	yes	yes	yes	yes	yes

> Since no one has yet been invited to be a member of this workspace, the creator, also called "owner" (rseidman) is the only member so far.
>
> Note that the owner is allowed to Add and Remove members, cut and delete objects.

Changes since today 18:21

created by rseidman, today 18:21

Figure I-55 Information Screen for ADB400 Workspace

SUMMARY OF STUDENT PRIVILEGES

Although students can "create" a "class workspace-folder" name in their home "class workspace-folder," they will not be able to invite anyone into it. The invitations will not be sent out by the BSCW server. Students are not able to cut or delete an object that has been posted by an instructor (or by anyone else) because the student does not "own" the object. Students are able to CUT their own objects. This is a global cut (removing the object from all workspace members' view, including the instructor's view). The cut object appears in the student's bag where the student can DROP it back into the *class workspace-folder* or DELETE it (which sends it to the student's garbage can). From the garbage can, the object can be UNDELTEd (i.e., restored) or DESTROYED (i.e., totally erased) by the student.

INSTRUCTORS MUST DO THIS

BSCW © GMD FIT   ABOUT   HELP

Access rights for *ADB400 Fall '98 Dr. Seidman's MWF 10:00am section*

Edit the access rights for *ADB400 Fall '98 Dr. Seidman's MWF 10:00am section* below.

Access rights table

ADB400 Fall '98 Dr. Seidman's MWF 10:00am section	*Override*	*Get* Copy Get	*Get ext.* More info	*Change* Add Article Add Document Add Folder Add Meeting Add Search Add URL Edit Banner Edit Desc. Rename	*Change ext.* Cut Delete	*Share* Add Member Remove
Owners		☑	☑	☑	☑	☑
Members of ADB400 Fall '98 Dr. Seidman's MWF 10:00am section	☐	☑	☑	☑	☑	☑
Other users	☑	☐	☐	☐	☐	☐

[Update access rights]   [Set default access rights]   [Change columns ...]   [Clear changes]

To add entries to the access table above, select one or more of the following workspace members with (+) are not members of *ADB400 Fall '98 Dr. Seidman's MWF 10:00am section*.

```
(+)chester (Chester Andersen, Digital Equipment Corporation)
(+)cpayne <cpayne@minerva.nhc.edu>
(+)CWest <cwest@minerva.nhc.edu>
(+)dinselma <dinselma@minerva.nhc.edu>
(+)efreibur <efreibur@minerva.nhc.edu>
(+)funkph <funkph@nhc.edu>
```

[Add selected users/groups]

> **Uncheck these boxes by clicking in them.**

> **This is my BSCW address book. Yours will initially be empty.**

> **Click this box to update access rights.**

The owner group

The owner group of *ADB400 Fall '98 Dr. Seidman's MWF 10:00am section* currently consists of:
rseidman

◄◄ Go back

Figure I-56 Access Rights Table for ADB400 Workspace. Instructors must <u>uncheck</u> the **Share Add Member Remove** box for the row: <u>Members of ADB400</u>. This will prevent students from creating (i.e., owning) their own *class workspaces-folders*. Only New Hampshire College faculty and staff are allowed to "own" workspaces. Instructors must uncheck the **Change ext. Cut Delete** box. This will prevent students from removing <u>other's</u> objects from the *class workspace-folder*. Click on the UPDATE ACCESS RIGHTS button when done.

Step 4. Posting objects to and organizing your *class workspace-folder*

You will want your invited students to see <u>something</u> when they logon to your *class workspace-folder*. Thus, you must post objects to it. At the very least, a welcome greeting (e.g., "**A Welcome Greeting**" article) is in order.

Do you ever wonder whether or not students actually read what you post? Find out by clicking on the "read" icon next to the object name. See Figures I-46 & I-47 (**page 36**).

Posting topic folders is a good way to organize your *class workspace-folder*. See an example in Figure I-57 (**below**). Encourage your students to keep the *class workspace-folder* organized. Otherwise, it may become cluttered and less fun to use.

• **You have the option to restrict a folder (or <u>any</u> of your posted objects) to a subset of workspace members and yourself. For example, you can create a separate assignment folder for each class member to post her or his homework to. Only you, as the instructor, and the student have access to that folder. See the box on page 46.**

Figure I-57 Example of a *class workspace-folder* organized by folder objects.

Step 5. Adding (Inviting) Others to join your *class workspace-folder*

The ADB400 *class workspace-folder* (called the "ADB400 workspace") has been created, member access/privileges have been set and the workspace has been organized. It is now time for the instructor to invite students to join the workspace.

After creating any *class workspace-folder* and setting the access and privileges for members, click on the *class workspace-folder* name (ADB400 in this case). The ADB400 workspace will appear as shown in Figure I-58 **(page 46 →)** with the top button bar reproduced in Figure I-59 **(below)**.
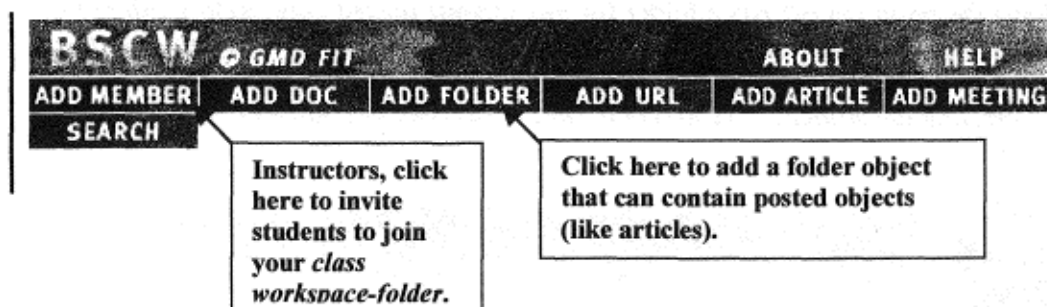
Figure I-59 *Class workspace-folder* button bar with an ADD FOLDER button. This button will add a **folder object**, not a *class workspace-folder*. The ADD MEMBER button is used to invite students to become members of the *class workspace-folder*.


IMPORTANT CONCEPT CLARIFICATION

The ADD FOLDER button on this ADB400 workspace screen (see Figure I-58 on **page 46 →** and in Figure I-59 **above**) means something entirely different from the ADD FOLDER button on the instructor home view screen (Figure I-6 on **page 12**).

The ADB400 workspace ADD FOLDER button (in Figure I-59 **above**) means that you can add a folder object (something to post other objects into, e.g., articles). This button cannot add a *class workspace-folder* (e.g., CIS100).

Class workspace-folders can only be added by an instructor from his or her own home view screen (e.g., Figure I-6 on **page 12**).

This is an important distinction for all instructors to understand.
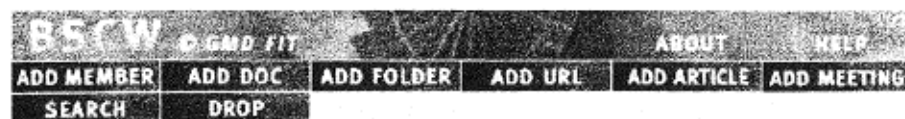
⌂ :rseidman

ⓘ ▢ ADB400 Fall '98 Dr. Seidman's MWF 10:00am section

No objects, currently.

_____

🗃 📕 💼 🗑

_____

You are: ⓘ 🖼 rseidman [Edit Prefs] [Edit Details] [Change Pwd]

Figure I-58 Newly created ADB400 *class workspace-folder*. There are currently no objects in this example workspace. You can add object folders (ADD FOLDERS) to this workspace. The object folders can themselves hold postings of articles and documents. See Figure I-57 **(page 44)** for an example.

CREATING A PRIVATE FOLDER
(Do this after you have added members to your Workspace - Step 5)

You have the option to restrict a folder (or any of your posted objects) to a subset of workspace members and yourself. For example, you can create a separate assignment folder for each class member so that she or he can post completed homework without other students being able to see it. Only you, as the instructor, and the student have access to that folder. A folder example is below. [Documents that you post can also be made private.]

1. **Instructor**: Create a folder object.
2. Click on the "i" button next to the folder name. You will see a screen like Figure I-55 on **page 42**. Then click on the **ACCESS** button that is on the top button bar. You will see a screen like Figure I-56 on **page 43**. Note that your BSCW address book appears on this screen. Current members of this Workspace are shown without a "+".
3. In this address book box, select the student or students for folder access rights. [Holding the **CTRL** key will allow you to select multiple students.] Then select yourself from this list by holding the **CTRL** key down and clicking on your BSCW user name. Then click on the button that is labeled: **ADD SELECTED USERS/GROUPS**. These students (or student) and you are now added to the Access rights table.
4. Go to the "Owner Group" section of the same Access screen. Only current members of your Workspace show in the box. Select the same student or students that you want to own the folder and click on the button labeled: **ADD SELECTED USERS TO OWNERS GROUP**. You won't see a change in the Access rights table. [Note: you can remove ownership in the "Owner Group" section of the screen.]
5. Look in the "Access rights table" toward the top of the screen. **Uncheck all** boxes for the "**Members of** *workspace name* " row. Do not make any changes to the "Owners" row boxes. **Check all** boxes for your user name row. This is very important. Failing to do this will keep you out of the folder.
6. Click on: **UPDATE ACCESS RIGHTS BUTTON**. You will see who is now an owner of the folder.
7. Navigate back to the upper levels of the Workspace using the view locator line at the top of the screen.

Step 5 (continued) <u>Adding (Inviting) Members to your *class workspace-folder*</u>

Clicking on the ADD MEMBER button in Figure I-58 (**page 46**) will produce the screen shown in Figure I-60 (**page 48 →**). Invite students into the ADB400 workspace by following the instructions in the notation boxes shown in Figure I-60 (**page 48 →**). When done, click on that screen's ADD MEMBER button, an "invitation" will be sent out to all of those invited.

If the invitee is already registered with the BSCW server (for another *class workspace-folder*), they will <u>not</u> receive an email invitation. However, they <u>will</u> see your *class workspace-folder* the next time they logon to BSCW. You might wish to alert them via email to let them know that they've been added. Persons not registered with BSCW will get an email invitation with your added (should you choose) greeting. See the bottom "text below" note box in Figure I-60 (**page 48 →**).

To see who is a member of your class workspace-folder, click on the faces icon in the view locator of the ADB400 workspace. The resulting screen is shown in Figure I-61 (**below**). If someone you have invited has not yet registered with BSCW, only their email address will show. **Note** that you can easily send email to members and remove members.
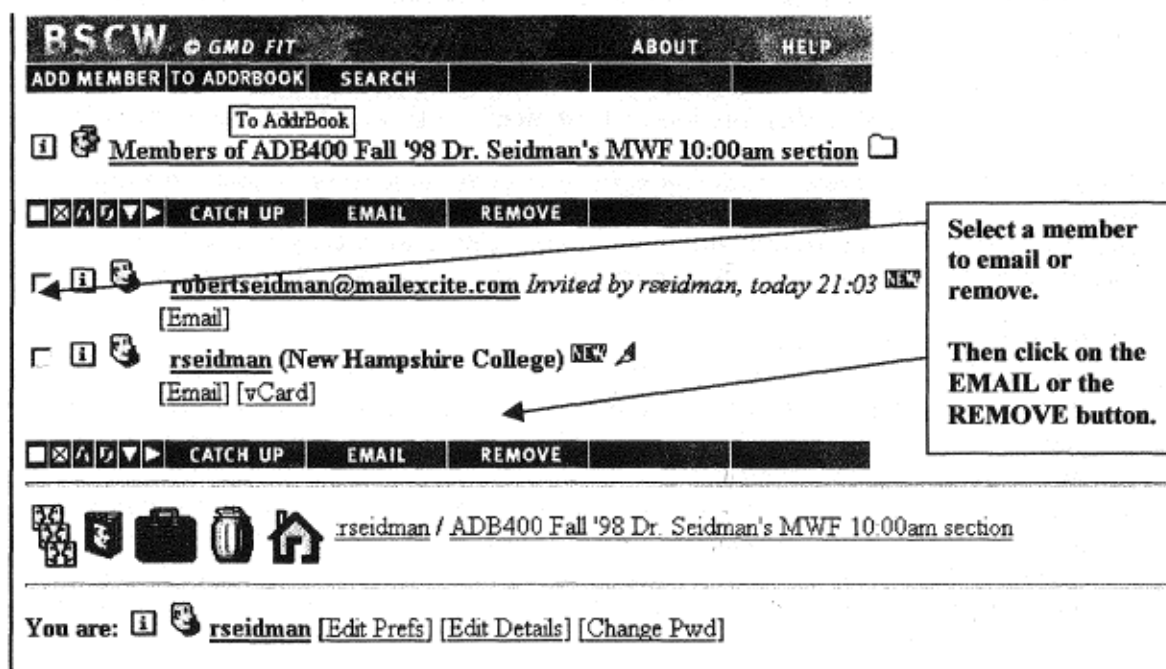

Figure I-61 *Class workspace-folder* member screen. You can email or remove members.

Need to Issue a Second Invitation?

If you need **to re-invite** an already invited person, click on the "member's" name in the screen shown in Figure I-61 (**above**). Then, click on the INVITE button that you will see on the resulting screen (**not shown here**). Add text if you want in the text box (**not shown here**) and then click on the SEND INVITATION button (**not shown here**).

Add members to *ADB400 Fall '98 Dr. Seidman's MWF 10:00am section*

Using this form you can add users as members of the workspace and send them an invitation message.

Add from personal address book

Select one or more users to add:

```
intered@webquest.com
jkarush@minerva.nhc.edu
jvansanv@minerva.nhc.edu
lewilk@minerva.nhc.edu
rbegiebi@sprynet.com
rlosik@minerva.nhc.edu
```

> **Instructors who register for the first time with BSCW will have an empty personal BSCW address book (not the same as your email address book). Mine happens to have many addresses & BSCW user names. To select one of these to invite into ADB400, simply click on it (hold down CTRL key to select more than one). To actually send the invitation, click on Add members button below.**

Users marked with (*) are already members of the workspace. If a user is shown in your address book only as an email address, it means that the user is not yet a registered member of the server.

Add user or email address

If you want to add or invite a user who is not contained in your address book, use the input field below to add their names or email addresses. (Note: if you give a login name which is not known to the server, or an email address in an invalid format, the name will not be added):

[input field]

Add members

> **If your students' BSCW user names or email addresses are not in your BSCW address book (above), you can add them.** You can copy some from your email address book and paste them from your Windows clipboard using paste feature or CTRL+V keys together. **Then click on the button: Add members. This invites them into this workspace and adds them to your BSCW address book.**

Send invitation mail

Adding users who are not yet registered will invite them to join the server - an email is sent to them explaining how they can register. Your personal message will be added to this email.

Send automated invitation message in: | english |

When invited users do eventually register, their email addresses are replaced with their names in your address book and in member listings.

The text below (if any) will be sent to all invitees.

[text box]

> **Put a greeting here that will show up in the invitation email to the students.**

◀◀ Go back

Figure I-60 ADB400 workspace Add Members screen. Put a greeting/message in the "text below" box if you wish. Select students from "Add from personal address book" box and/or enter email addresses in the "Add user or email address" box. Now you can invite all of these students into the workspace by clicking on the **ADD MEMBERS** button.

II. <u>Virtual Classroom: Chat Rooms</u>

Chat rooms are a synchronous (real time) way of communicating via text with other people who can literally be anywhere in the world where there is access to the World Wide Web. A Web browser, of any type, is needed to connect you to the chat rooms.

New Hampshire College chat rooms are private in the sense that only those who are registered with the BSCW server or those with Distance Education email accounts can use them. However, many Web portals (such as **http://www.excite.com**) offer free public and private chat rooms. ICQ (**http://www.icq.com/**) is another way to chat publicly and privately. A list of free instant messaging services can be found at: **http://www.freesources.com/instantmessaging.html**

<u>Getting into the New Hampshire College chat rooms</u>

Figure II-1 **(below)** shows you how to gain access to the chat rooms from your Web browser. Figure II-2 **(below)** shows you the Web Chat logon screen. Figure II-3 **(page 50 →)** shows the initial chat room opening screen. Clicking on the ROOM 1 button will result in the screen shown in Figure II-4 **(page 50 →)**.

Access the New Hampshire College Chat Room via a Web browser

1. Open this URL: **http://www.nhc.edu** (New Hampshire College home page).
2. Click on Distance Ed (Distance Education home page).
3. Click on the **Web Chat** button (resulting screen shown in Figure II-2 **below**).

Figure II-1 How to gain access to New Hampshire College Web Chat

---

Figure II-2 Web Chat logon screen. Use your BSCW Id and password. If you have a Distance Education Minerva email account, use your email user name and password.
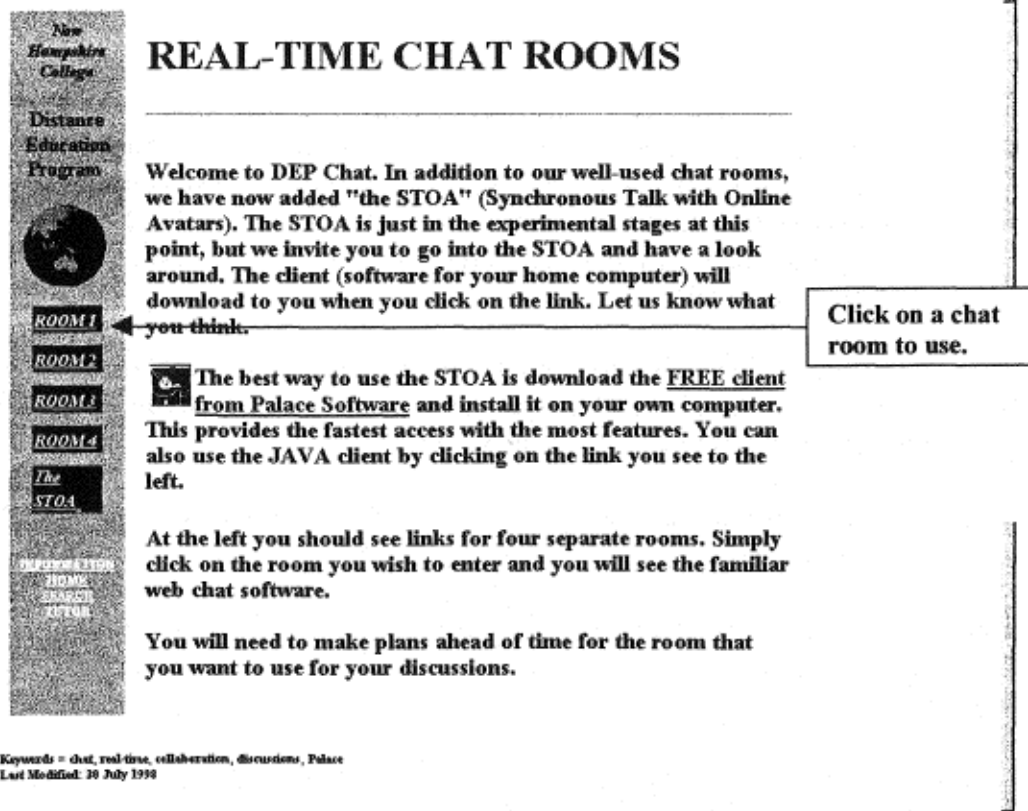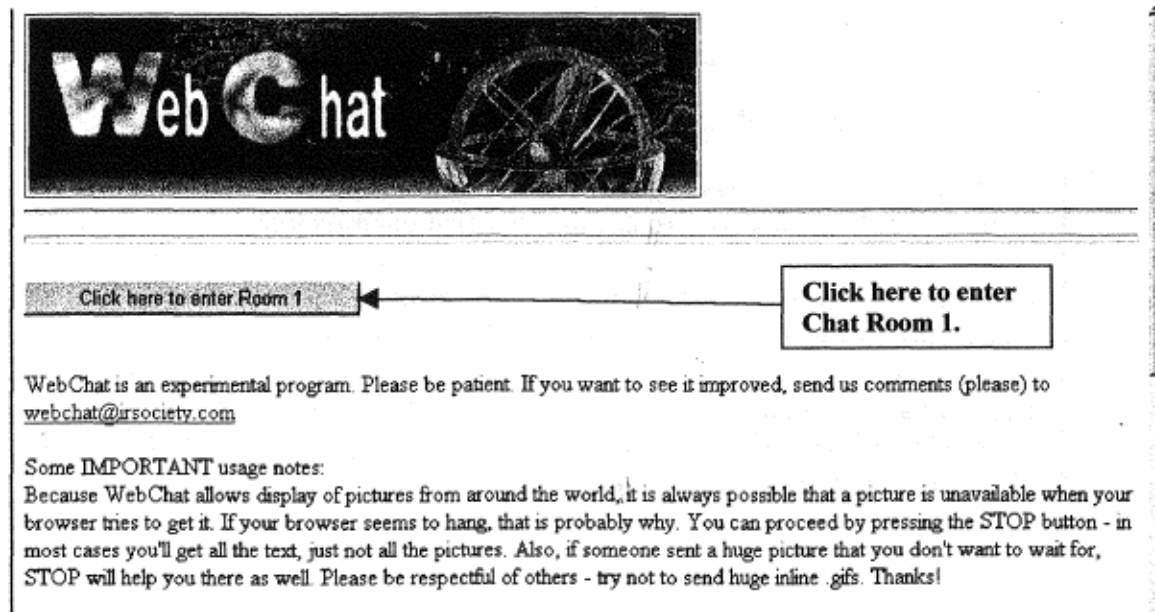
REAL-TIME CHAT ROOMS

New Hampshire College

Distance Education Program

ROOM 1
ROOM 2
ROOM 3
ROOM 4
The STOA

Welcome to DEP Chat. In addition to our well-used chat rooms, we have now added "the STOA" (Synchronous Talk with Online Avatars). The STOA is just in the experimental stages at this point, but we invite you to go into the STOA and have a look around. The client (software for your home computer) will download to you when you click on the link. Let us know what you think.

Click on a chat room to use.

The best way to use the STOA is download the FREE client from Palace Software and install it on your own computer. This provides the fastest access with the most features. You can also use the JAVA client by clicking on the link you see to the left.

At the left you should see links for four separate rooms. Simply click on the room you wish to enter and you will see the familiar web chat software.

You will need to make plans ahead of time for the room that you want to use for your discussions.

Keywords = chat, real-time, collaboration, discussions, Palace
Last Modified: 30 July 1998

Figure II-3 Real-Time Chat Rooms opening screen.

Click here to enter Chat Room 1.

WebChat is an experimental program. Please be patient. If you want to see it improved, send us comments (please) to webchat@irsociety.com

Some IMPORTANT usage notes:
Because WebChat allows display of pictures from around the world, it is always possible that a picture is unavailable when your browser tries to get it. If your browser seems to hang, that is probably why. You can proceed by pressing the STOP button - in most cases you'll get all the text, just not all the pictures. Also, if someone sent a huge picture that you don't want to wait for, STOP will help you there as well. Please be respectful of others - try not to send huge inline .gifs. Thanks!

Figure II-4 Chat Room 1 door screen (partial).

<u>Chatting</u>

The concept is very simple. See Figure II-5 **(page 52 →)**. You and others arrange to "meet" in chat Room 1, for example, at a certain time. You enter the designated chat room (see Figure II-4 on **page 50**). Type in your name as shown in Figure II-5 **(page 52 →)**. If your picture is posted on a Web site you can type in the URL (web address) for your picture (optional).

Click on the CHAT button. This will bring up any chat messages that are already in the chat room. Use your browser scroll bar (far right-hand of the screen) to scroll through the messages. The triangle shows the most recent message.

To send a chat message, put it in the message box and click the CHAT button to send it out. You will see it appear. You can paste text from your clipboard (CNRL + V keys).

Anyone with a BSCW Id and password (or a Distance Education email address and password) can use these chat rooms. Thus, people other than your group may be present in your chat room.

You can easily access the New Hampshire College Web Chat rooms from anywhere in the world through the World Wide Web and any kind of Web browser.

"The Stoa" (Synchronized Talk with On-line Avatars"

The New Hampshire Distance Education Program supports another Chat environment. The Stoa is a graphical-based chat environment.

There is a seminar room, garden room, board room and faculty lounge. You can use your mouse to write on a white board in the board room.

The software for Stoa must be downloaded onto your own computer. It can be accessed from the Distance Education web site at **http//:www.dist-ed.nhc.edu/** Click on Web Chat.

This guide does not include instructions for The Stoa.

WebChat

Message display area.

Click this button to see all messages since you last clicked it. They are not displayed automatically.

Put your message here. Then click CHAT button to send it.

Your name here.

Your picture URL here.

▶
Seidman: . . . . Wed, Aug 12, 2:20PM EST (-0500 GMT)
First message in this chat room

Chat | Get/Send message . . Scroll Back | ____ | messages

On-line Web Chat Tutorial here.

Your name: |Seidman|

Your picture URL: |http://|

Go Back And Chose Another Room ** Go To The Online Tutor

*Go to the WebChat Home Page *About this Server

Figure II-5 Room 1 chat screen. Enter your name and optional picture URL. Click CHAT button to see and send messages. Use scroll bar (at far right-hand side of the browser) to see messages that have scrolled off the screen.

III. <u>Virtual Classroom: Email</u>

This part of the guide assumes that you are using Netscape Messenger, the POP3 email that is part of Netscape Communicator 4.xx. If you need to obtain Netscape Messenger, see **Appendix A**.

Email is an important tool in the virtual classroom. It is a private asynchronous way to communicate and to send files. You may use some other email system, but make sure that it takes file attachments. If it doesn't, find one that does, like your free College email account. Also, many Web "portals" offer free email accounts. For both, see **Appendix B**.

For those of you who wish to use Netscape Messenger, here is a brief introduction to get you started:

<u>The basics</u>

Using Netscape email is fun and quite easy. You can open Netscape Messenger in a number of ways right from your Netscape Web browser. One way is to click *Communicator* on the menu bar and then select *Messenger Mailbox*.

> **HELP**: If Messenger doesn't open, refer to Figure A-5 (page 62) for a fix.

To receive and read your email messages, click on the *Get Msg* button in the top icon bar. To reply to a message that you are currently reading, click on the *Reply* button. To forward a message you are reading to someone else, click on the *Forward* button You can also *Print* and *Delete* mail messages. Please refer to Figure III-1 **(below)**.

"File" in menu bar. Not the same as "File" in the email icon bar, below it.

This "File" button allows you to store an email message in an email folder (i.e., file) that you have created.

Top email icon bar.

Current folder indicator window.
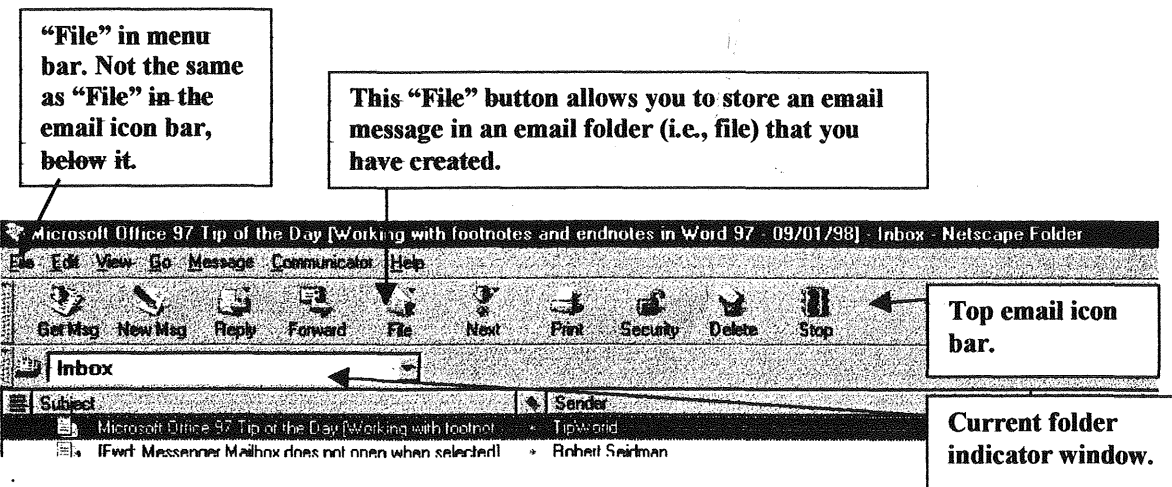
Figure III-1 Netscape Messenger (partial screen) showing top email icon bar.

<u>Beyond the basics – but essential nonetheless.</u>

Now that you know the basics, here are a few important Messenger features that you will be frequently using in the virtual classroom.

- **Email Attachments: going along for the ride**

It is often quite convenient and sometimes necessary to attach files to your email messages. Suppose that you are working on a course assignment and would like your instructor to comment (privately) on your current draft. Simply send an email with the document attached to it.

Do this by clicking on the *New Msg* button, compose your email message and then **click** on the *Attachment* button. You can then *Browse* your hard drive for the saved document. Select the document, then click *Open* and it becomes attached to your email message. *Send* the message and the document goes along with it. By the way, sending multiple attachments in one email message is allowed.

When you receive an attached document in an email message, simply click on its name and your Word application helper gives you the option of opening it in order to view it on the spot or saving it to your own disk drive. If the file does not open up, see Figure I-17 (**page 17**) for directions on configuring an application helper.

- **Mail Files (folders): the art of organizing your email**

After you receive an email message, it remains stored in the *Inbox* mail folder. This Inbox folder will get very cluttered very quickly. Copies of all messages that you send are stored in the *Sent* folder. This too will get rather large.

> **HINT:** <u>Delete</u> mail in any and all folders that you don't want to save since it takes up precious space on your hard drive, especially if it contains attachments. Just select the email message(s) and press the delete key or click the delete button in the top button bar. Deleted mail is sent to the *Trash* folder where it remains until the trash folder is emptied. See next bullet.

You can create other named folders, also called mail "files," in which to store received email messages that you wish to keep. Give these folders their own names by subject.

Here's an example: To create a mail file (folder) named "CIS100 Homework", **click** on *Communicator* in the top menu bar and select *Message Center*. You will then be in the Netscape Message Center window's "Local Mail" directory. **Click** on "Local Mail." **Click** on *File* and then select *New Folder*. Give your new folder its name, e.g., "CIS100 Homework." **Click** on *OK*. Then **close** the Message Center.

Mail subfolders can be created in the same way as the example. Just click on an already existing folder name instead of on "Local Mail" and follow the above paragraph.

Once you have read a message and wish to save it in this new folder, simply **click** the *File* icon button on the Messenger email icon bar (see Figure III-1 on **page 53**) and select the name of the folder. The selected message will disappear from your *Inbox* folder and will henceforth be found in the new folder. This is a very organized and efficient way of keeping track of categories of mail (student assignments, instructor comments on assignments, etc.). With hundreds of email messages, folders help. Also, folders within folders ("subfolders") can help to organize your mail even more efficiently.

To see messages contained in a particular folder, **click** on the down arrow button to the right of the current folder indicator window in the upper left-hand corner of the screen. See Figure III-1 (on **page 53**). Scroll to the folder name, **click** on it and its messages will show up. **TIP:** You must have "Inbox" showing in the folder indicator window to view newly arrived email.

- **Mail Filters: Instructors take note!**

Suppose you are expecting students to send you answers to an assignment that you have given. You can create a folder named, ASSIGN#1, for example. Tell your students to put something special in the **Subject:** portion of that email (say, **CIS100-Assignment#1**) and set your email filter to automatically place any email messages with that subject directly into your ASSIGN#1 folder, bypassing your Inbox! In Netscape simply **click** on Edit and then **click** on Message filters. **Click** on New and fill in the form (or click on Help).

- **Taking out the trash: just do it!**

Each time you delete a mail message it is placed in the *Trash* folder. Unless you empty this trash your hard drive will fill up with useless mail. In Netscape 4.xx, **click** on *File* in the Netscape menu bar. See Figure III-1 (on **page 53**). **Click** on *Empty Trash Folder*.

- **Reading and Composing Mail Off-line: Work'n at the beach**

You don't have to be connected to the network to read your email or to compose it, only to receive and send it. You can connect to the network long enough to retrieve your email. Then disconnect and head to the beach. There, you can read your email and even reply to it and/or create new email messages. Since you aren't connected to the network, instead of clicking the *Send* button, **click** on *File* in the Netscape menu bar and then **click** on *Send Later*. This will store your message in the **Outbox** folder. Later, when you are connected to the network, you can **click** on *File* and **click** on *Send now*. Your stored "Send later" email will be sent. **Note:** Closing Messenger will give you a prompt to send **unsent** messages. Say no if you are not online.

- **Address Book (Netscape 4.xx): You will need it!**

I'm guessing that you have many people to send email to. I am also guessing that you will be mailing more than one message to a particular person over time. Thus, you don't want to be typing their email addresses every time you compose mail.

Here is one way to add an email address to your Netscape Address book. When you receive an email message and wish to store the sender's address in your Messenger address book simply **right click** on the message **"From:"** line and then **click** on *Add to address book*.

Here is another way to add email addresses to your Address book. To enter addresses "by hand" directly into your address book simply click on *Communicator*, then click on *Address book*. You can click on the *New Card* button to enter a name, address, etc.

You can also click on the *New List* button to create a mailing list. You will give it a name and then can put addresses into it by just typing the name of the person you have a card for. The advantage of mailing lists is that you need only enter the list name in the "To:" part of an email message to send the message to all members on your mailing list. Note: An email address must already be in your address book as a card before you can put it in a list.

Sending mail: Once you have put addresses in your address book, simply click on the *New Message* button and then click on the *Address* icon in the New Message composition window to select an address or the addresses for your email message.

By the way, addresses are initially stored in alphabetical order according to first name first. To change this to last name first: **click** on *View, Preferences*. Then **double-click** on *Mail & Groups* until you see the subfolders. **Click** on *Directory*. Then click on the desired radio button at the bottom of the screen. Then **click** on *OK*.

- **Where do mail messages come from and where do they go?**

Email messages you receive are stored on the College's or ISP's email server until you click on *Get Msg*. Then, they are taken off the server and sent to your machine where they arrive in the Inbox folder. You can configure your computer to leave a copy of the email message on the server. You might wish to do this if you are using someone else's computer to retrieve your mail (see Appendix A) and want to be able to put these messages on your own computer later.

Here's how to do this: In Netscape, **click** on *View, Preferences*. **Double-click** on *Mail & Groups* until you see the subfolders. **Click** on *Mail Server* and look at the *section "Mail Server Type."* **Click** in the checkbox *"Leave messages on server after retrieval."* Don't forget to uncheck this later when you want to take incoming messages off of the server again. Otherwise, the server might become overburdened.

Appendix A. <u>Netscape and Free Email</u>

N ew Hampshire College supports the Netscape Navigator browser. It is installed on all of the College's computers. The BSCW Conference area and the Chat Rooms with work with the Internet Explorer browser as well.

Netscape Communicator contains Netscape Navigator (the Web browser) and Netscape Messenger. Messenger is a powerful and very sophisticated email utility with many nice features not discussed in Section III. Fortunately, you can find many good books on Netscape Messenger at your local bookstore.

<u>Obtaining the Netscape browser</u>

If you want the Netscape browser for your own computer, it is easy to get and it's free for the downloading. Just point your existing browser at the Netscape corporate web site: http://www.netscape.com You will see the screen shown in Figure A-1 (**below**).

Click on the download icon and choose the latest version of Netscape <u>Communicator</u> (which will contain the Netscape Navigator browser and the POP3 email utility. The POP3 email utility is called "Netscape Messenger" which is what you will need for your College email account. The resulting screen is shown in Figure A-2 (**page 58 →**).

<u>College Download Sites</u>

You can also download Netscape Communicator from the New Hampshire College Web site. See Figure A-9 and A10 (on **pages 65 & 66**) for instructions. If you do not have an Internet connection, you can purchase Netscape Communicator on a CD-ROM for very minimal cost. Check out the Netscape Web site to see how to do this.
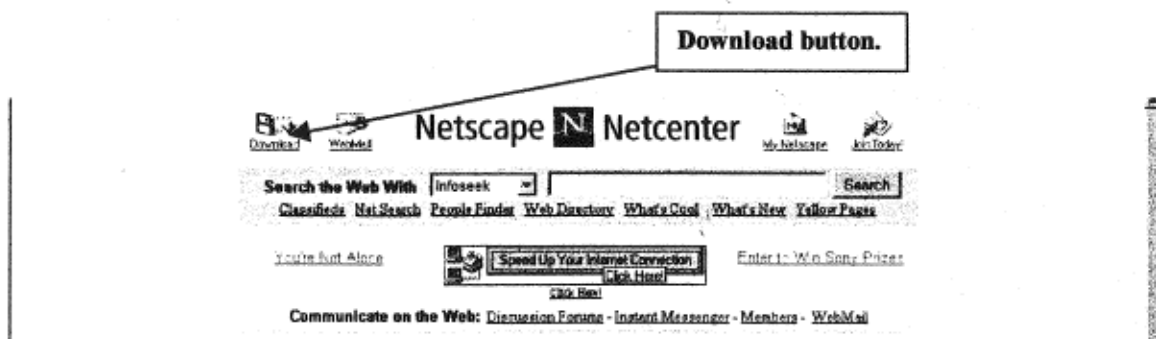
Figure A-1 Netscape home page with download button. This page may look different by the time you access it. http://www.netscape.com

You are here: Home > Computing & Internet > Download

Download

| Back Up Your Files | Buy Music | Buy Books |

Departments

Netscape Browsers
Netscape Servers and Tools
Browser Plug-ins
Shareware
Try 'N' Buy Center

Computing & Internet

Tech News
Download
SmartUpdate
Product Reviews
Computer Shops
Support
Web Building
Games

Spotlight

Free web email and a chance to win a trip to Hollywood!

Check out What's New on the web. Updated daily!

Netscape Download

SmartUpdate
SmartUpdate, the fastest way to upgrade your 4.x browser, delivers:

- The latest browser upgrades and plug-ins
- Shorter download times
- Email notification of new software.

Download the Number 1 Web Browser Today:

Give me Netscape Navigator 4.06 (English), the stand-alone browser for viewing web sites.   Win 95/98/NT Mac PowerPC

Give me Netscape Communicator 4.06 (English), the complete set of tools for browsing dynamic web content, full-strength email, and easy-to-use groupware.   Win 95/98/NT Mac PowerPC

If you wish to download a strong encryption version of the browser, see our Download Netscape Products page. Available to U.S. and Canadian citizens or permanent residents only.

If the browser platform or language you need is not listed above, see our other available versions.

Netscape Servers and Tools
Download free trial versions of all Netscape server software such as Netscape Enterprise Server for

Highlight

Try your software before you buy. Everything from Post-It notes to Blackjack. Check it out now!

Shareware   by CNET
Browse and select from over 20,000 titles:

Top Picks
Newest Titles
Most Popular

Categories:
Business
Development Tools
Drivers
Education
Games
Home & Personal
Internet
Multimedia & Design
Utilities

Navigator Guide
Discover all the ins and outs on how to maximize the use of

Figure A-2 Netscape download page. This page may look different by the time you access it. Download the latest version of **Communicator** (the browser plus email utility). Download **Navigator** only if you already have an appropriate POP3 email utility that you use.

Configuring Netscape Communicator for email

- Once you have Netscape Communicator installed on your computer you must configure it to pick up your email. Obtain a New Hampshire College email account form from any College center. [Distance Education students automatically receive an email account.] Fill out the form and submit it. If you have your own computer, you will receive a POP3 email account. This is the kind of account that you need to participate in the virtual classroom. Figure A-3 (**page 60 →**) shows you how to configure your Netscape POP3 email software.

EMAILING FROM OFF-CAMPUS: Look at Line #7 in Figure A-3. **"Cerberus.nhc.edu"** is the name of the College computer that will send your email messages out. [Distance Education students have **minerva.nhc.edu**] It will only work if you are connected to the campus network. If you have a portable computer or another computer at home you must change this line to your Internet Service Provider's "Outgoing Server" name when you are away from campus. Check with your Provider for the correct address. Some people just leave the Provider's Outgoing Server name here all the time, even when they are on campus. This will work fine. **Do not change the Incoming Server name (line #8).**

- If you do not have your own computer, you can obtain a free email account at many of the Web portals. Two examples are Excite: **http://www.excite.com** and **http://www.hotmail.com** . You can obtain a free email account that has the file attachment feature. You will be able to access this email from any web browser in the world. See **Appendix B** for more information.

NOTE ON FREE EMAIL: Obtaining a free email account on a Web portal is a good idea for just about anyone who plans to travel and wants to check their New Hampshire College email. Both **excite** and **hotmail** email accounts allow you to check your POP3 email if you know the Incoming Server's address. The address for the College is: **cerberus.nhc.edu**. [Distance Education is: **minerva.nhc.edu**.] See **Appendix B**.

- To change your browser home page (i.e., the page it starts off with) to New Hampshire College (or any other one) follow the steps in Figure A-4 (**below**).

Your Browser's Opening Page

1. **Click** on the Netscape menu bar *Edit* menu and 'click on *Preferences*.
2. **Click** on *Navigator*.
3. Make sure that radio button "Home page" is on.
4. In Home page location box enter: **http://www.nhc.edu** (or some other site).
5. **Click** on **OK** button.

Figure A-4 Setting the browser opening page to New Hampshire College.

Configuring the Netscape POP3 email utility

1. **Click** on the Netscape *Edit* menu and **click** on *Preferences*.

2. **Double-click** on *Mail & Groups* until a file tree pops up beneath *Mail & Groups*.

3. **Click** on *Identity*.

> Enter your address, not mine!!

4. *Enter* your email address (e.g., seidmaro@nhc.edu) in *Email Address.*
5. **Click** on *Mail Server.*
6. In the space next to *Mail server user name*, enter what you see to the left of @ nhc.edu in #4 above (for me it would be: seidmaro).
7. Change the *Outgoing Server* so that it reads: **cerberus.nhc.edu**
8. Change the *Incoming Server* so that it reads: **cerberus.nhc.edu**

> If you have an ISP, use its Outgoing Server name here only.

[Distance Education has **minerva.nhc.edu** in #7 & #8 above.]

9. **Click** on *Groups Server.*
10. Under *Discussion groups (news) server*, enter: **cerberus.nhc.edu**

Change how often Messenger checks the server for email messages

a. Double-click on *Mail & Groups* until a file tree pops up beneath *Mail & Groups*.
b. Click on Mail Server. Click on the More Options button.
c. Click the "Check for mail every ..." checkbox and type in minutes to checking email. Should not be less than 10.
d. Click OK button.

The Mailbox icon at the bottom right-hand corner of your browser screen will contain a green arrow when you have mail.

Figure A-3 Configuring the Netscape POP3 email utility. If you are using another Outgoing Server, substitute its name for "**cerberus.nhc.edu**". If you are a Distance Education student substitute its name for "**minerva.nhc.edu**".

Connecting to the mail server

Having configured your email utility you will want to connect to the New Hampshire College email server to get and send email.

There are two ways to do this. You can connect directly to the server from a campus location via a network port. Your computer will need a network Ethernet card and a connector cable. The other way is to configure your Windows telephone dialer and dial up your Internet Service Provider (ISP).

FINDING an INTERNET SERVICE PROVIDER (ISP)

There are many ISP's that will, for a very small monthly fee, provide a phone-line connection to the Internet. TIAC, is one such company. [On the Web at http://www.tiac.net and by phone at 781-932-2000.] Services like AOL can provide this too. Locally, MediaOne offers a very fast broadband cable connection.

CNET offers an ISP finder at:
http://www.cnet.com/Content/Reports/Special/ISP/index.html?ibd

These examples do not constitute an endorsement.

Once the connection is made, you can open Netscape Communicator, click on "*Communicator*" in the top menu bar and select "*Messenger Mailbox.*"

HELP: If Messenger doesn't open, refer to Figure A-5 (page 62 →) for a fix.

- Direct Connection

The College is set up for what is called "dynamic IP addressing." This means that you can take your computer anywhere in the College and plug it into a network port. Your Ethernet card will then connect you to the campus network without having to do anything else. But, in order to use this feature, you must configure your computer's network settings through Windows 95 or 98. Figure A-6 (on **page 63**) shows you how to do this.

In the event that you encounter a port that does not support dynamic IP addressing, you will have to manually configure your computer's network settings. Figure A-7 (on **page 64**) shows you how to do this through Windows 95 or 98.

- Phone Connection

You may wish to connect to your Internet Service Provider from a telephone. Figure A-8 (on **page 65**) shows you how to configure your modem dialer, assuming that you know the ISP's local phone number. Use your ISP's Outgoing Server address. See "Emailing From Off-Campus" on **page 59**.

Problem: Messenger Does Not Start Up

When clicking on Messenger Mailbox in the Communicator Menu, or Netscape Messenger from the Start Menu nothing happens.

Resolution:

This problem usually happens after installing Netscape Communicator and trying to open the mail client for the first time. Chances are, a mail folder was not created properly or imported from a previous version of Navigator.

To resolve the problem:

1. Exit Netscape Communicator.

2. Double click on the My Computer icon from the Windows 95/98/Windows NT desktop.
   Double click on the hard drive, which is usually C:
   Double click on the folder called Program Files
   Double click on the folder called Netscape
   Double click on the folder called Users

3. In the Users folder, there will be one folder and may be more. Choose the folder for the profile you use and double click on it.
   In this folder should be folders named Archive, Cache, News, etc.

4. (If Mail folder is there, rename it as Old Mail.)

5. Go to the File menu, choose New and Folder. Name the new folder **Mail**.

6. Close all windows and try opening Messenger Mailbox again.

7. If still unsuccessful, try creating new user profile, and make sure to set up a new directory for the user files – you will be asked for a directory name during profile setup.

Figure A-5 Netscape Corporation fix for Messenger not opening.

Dynamic Addressing (cable use)

Instructions for Attaching Student Workstation to NHCnet-Windows95/98

Install 10BaseT adapter into your computer and turn it on. In most cases Windows 95/98 will install the proper software and configure the adapter. If Windows 95/98 fails to do the installation automatically, follow the manufacture's instructions that came with the adapter.

a. Double click on the My Computer icon.

b. Double click on the Control Panel icon. Double click on the Network icon. This will give you a window that shows the different components that are installed on your system.

c. Look to see if the "Client for Microsoft Networks" is listed in the installed components list. If it is skip to number 5, if not continue below.
c.1. Click on the add box
c.2. Highlight the icon labeled Client
c.3. Click on add
c.4. Select Microsoft from the manufactures list.
c.5. Click on "Client for Microsoft Networks"
c.6. Click on "OK"

d. When the system returns you to the Network window, click on the tab labeled "Identification". In the box labeled "Computer Name" enter your user id. Your user id consist of the first six letters of your last name followed by the first two letters of your first name (John Smith = smithjo). Accept the defaults for the other two boxes and click on the tab labeled "Configuration."

e. Look to see if the protocol "TCP/IP" is listed in the installed components list. If it is skip to number 7, if not continue below.
e.1. Click on the add box
e.2. Highlight the icon labeled Protocol
e.3. Click on add
e.4. Select Microsoft from the manufactures list.
e.5. Click on "TCP/IP"
e.6. Click on "OK"

f. When the system returns you to the Network window, click on the TCP/IP protocol listed in the installed components box. Then click on the properties button. This will give you a window containing several TCP/IP properties.
f.1. On the first screen make sure the radio button labeled "Obtain an IP address automatically" is selected, if not please do so.
f.2. Click on the tab labeled "Gateway". Be sure the box labeled "Installed gateways" is empty, If not remove all entries.
f.3. Click on the tab labeled "DNS Configuration". Check to make sure the radio button "Disable DNS" is selected, if not please do so.
f.4. Click "OK"
f.5. Click "OK"

g. Windows 95 will then install some software, follow any instructions that may appear on the screen. The system will then ask if you want to restart the system, choose Yes.

h. Once the system was restarted and the Windows 95/98 desktop has returned, you should be connected to the Internet.

TROUBLE-SHOOTING. If you fail to connect to the Internet at a network port, try this:
    i.   Click on the Start button
    j.   Highlight and select "Run" from the start menu.
    k.   Enter **"winipcfg"** in the box labeled open.
    l.   Click "OK".
A window will open that shows TCP/IP information about your computer. Look at the line labeled "IP Address". If it contains and number **other** than 0.0.0.0, then your computer is configured properly for operation on the NHC network. If the number 0.0.0.0 appears in the "IP Address" area, then click on the button labeled **renew** and you should receive a valid address. Click on OK. If you receive an error message or if the address remains 0.0.0.0, then you will need to follow the steps above (a.-d. again). If a second attempt at configuration fails, then contact CampusLink (see Appendix C) for further instructions.

Happy Surfing

Peter Cross X9642
12/98

Figure A-6 Dynamic IP Address Configuration

How to Manually Change your Computer's IP Address (Ethernet card use)

Your computer can be <u>directly</u> connected, via the blue cable, to the NHC Network in order to send E-mail and to use the Internet and World Wide Web from a campus building or a dorm room.

Each <u>direct</u> network connection in a campus location has an **IP address**, actually a number, associated with it. Your computer must be set to this particular IP address in order to gain access to the network. **For example**: the IP address in Hospitality/Culinary Building Room 201 <u>is different</u> from the IP address in a dorm room or a faculty office.

If a particular location does **not** have dynamic IP addressing, then you will need to manually change the IP address on the computer and shut it down. Then, when you start it up again, the computer will be set to the new IP address for use at the new location. You will, of course, need to obtain the IP addresses (masks & gateways) for the locations.

Here is the <u>Step-by-Step</u> procedure showing how to change your computer's IP address through Win 95 & 98.

1. Click the **Start** button.
2. Click **Settings**.
3. Click **Control Panel**. You will see the Control Panel window.
4. Double click the **Network** icon. You will then see the Network window.
5. **Be sure that the "Configuration" tab is active.**
6. Look in the box called: "The following network components are installed."
7. Scroll down to "**TCP/IP ... Ethernet Driver->** " and highlight it (one click)
8. Click the **Properties** button. You will see the TCP/IP Properties window.
9. Be sure that the "IP Address" folder tab is active. If not, click on the tab.
10. Be sure that the "Specify an IP address" radio button is selected.
11. **Change** the IP address & the "Subnet Mask" address, if necessary. [**You must obtain these.**]
12. **Click** on the "Gateway" tab.
13. If you need to <u>Add</u> a "New gateway," do it now. Notice that after you **click** the **Add** Button, the new gateway appears <u>under</u> the original one in the "Installed gateways" list.
14. You must remove the top gateway in the "Installed gateways" list by highlighting it and **clicking** the **Remove** button.

15. **First-time users, Click** on the "DNS Configuration" tab. Enter the numbers. [**You must obtain these.**] (This doesn't have to be changed again.)

16. Click the **OK** button at the bottom of the TCP/IP Properties window.
17. You are back to the Network window.
18. Click the **OK** button at the bottom of the Network window.
19. You are back to the Control Panel window.
20. You may **close** the Control Panel window.
21. Shut down your computer by clicking the **Start** button.
22. Click on **Shut down** and then on **Yes**.

When you start up your computer again, it will be set to the new IP address.

Figure A-7 Manual IP Address Configuration (**use only if Dynamic IP Addressing does not work**).

Using Win 95 & 98 to Setup and Connect Your Computer's Modem from a Phone

1. You must first obtain an Internet Service Provider (ISP) account (ID and password) and a local phone number for your modem to dial into.
2. On your Windows desktop, double-click on the *My Computer* icon.
3. Double-click on the *Dial-up Networking* icon.
4. Double-click on *Make a New Connection* icon.
5. Move through the screens filling in the required information.
6. After you "Finish," you can conveniently put the new "My Connection" icon on your desktop by holding down the right mouse button on the icon and dragging it to the desktop. Then click on "Create Shortcuts Here."
7. To activate your dial-up connection, simply double-click on the My Connection icon on your desktop. [It is at this stage that you have an opportunity to change the phone number that your modem dials up.]
8. After the connection is made, activate your Web browser and use it in the same way you would with a direct connection (for the World Wide Web and for email).

Note: You can also use the Win 95 & 98 Internet wizard. Click the **Start** button, click on **Run**, enter **inetwiz**, click on **OK**.

Figure A-8 **Phone dialer configuration**

Instructions for retrieving Netscape 4.0x (the latest version) - Windows 95 & 98 from the New Hampshire College Distance Education Program FTP Site

1. Point your browser to http://www.dist-ed.nhc.edu/cgi-bin/ftp-access.pl
2. DE User ID is: anonymous
3. Password is your own email address, but anything will do.
4. Click once on the pub folder.
5. Click once on the software folder.
6. Click on the Netscape folder.
7. Click on the file you wish to download. [For example: cb16e408.exe is version 4.08]
8. Save it to a directory on your computer.
9. When download is done, find the file and double-click on it.
10. Follow installation instructions.

[Refer to Fig. A-5 (page 62) if Messenger does not start up after you try to run it following installation.]

Figure A-10 Download Netscape Communicator from New Hampshire College Distance Education Program FTP Site

<u>**Instructions for retrieving Netscape 4.0X (or the latest version) - Windows 95 & 98**</u>
<u>**from the New Hampshire College FTP Site**</u>

<u>Before starting, create a new folder to download the Netscape file into.</u>

1. Open an anonymous FTP session with Chaos.nhc.edu
   1. 1. Your Internet Service Provider (ISP) may provide a link to Anonymous FTP or
      1. 1. 1. After you are connected to the Internet
         1. 1. 1. 1. Click on the start button
         1. 1. 1.2. Click on the run option
         1. 1. 1.3. enter "ftp chaos.nhc.edu" at the command line

2. <u>Userid</u> is **anonymous** <u>Password</u> is your own email address

3. Change to the pub/software directory
   3. 1. If you use a link provided by your ISP you will be give a windows interface to use for the
      download. This is a point and clink process and the help menu should explain the process if you
      get stuck.
   3.2. If you use the second method listed above enter the following commands at the prompt to
      change to the proper directory.
      3.2.1. cd pub
      3.2.2. cd software

4. Download cc32e4O6.exe (or the latest version) to the new folder you created in the beginning.
   4.1. If you use a link provided by your ISP you will be give a windows interface to use to download.
      This is a point and clink process and the help menu should explain the process if you get stuck.
   4.2. If you use the second method listed above enter the following commands to download the file.
      4.2.1. dir - this will list the files in the directory, you can check to see if you are in the right place
      4.2.2. binary - if you don't enter this command the file will be corrupted
      4.2.3. hash - ihis will give you an *indication the file is being transferred by displaying hash
         marks.
      4.2.4. Get cc32e4O6.exe
      4.2.5. Once the transfer is complete or at any time enter quit to end the FTP session.
      4.2.6. Move the downloaded file from the Windows folder to the new folder

5. Start the installation of Netscape by:
   5.1. Click on the start button
   5.2. Click on the run option
   5.3. Click on the browse button
   5.4. Double click your way through the directory tree until you see the new folder you created in the
      beginning.
   5.5. Double click on that folder and you will see the cc32e4O6.exe file
   5.6. Double click on the cc32e4O6.exe file and it will automatically be entered into the command
      line.
   5.7. Click on Ok and the Netscape installation will begin.
   5.8. Simply follow the instruction that appear on the screen and choose the default entries
      whenever you can.

Figure A-9 Download Netscape Communicator from New Hampshire College FTP Site

Appendix B. <u>Email Accounts with Attachments</u>

There are at least two ways to obtain a free POP3 email account that takes attachments. One is from New Hampshire College and another is from a Web portal.

<u>New Hampshire College's Free Email Account</u>

Students, instructors and staff can obtain a free POP3 email account from the College, if they have there own computers. An email application form is available at all College centers. Distance Education students automatically get an account.

Figure A-3 (**page 60**) shows you how to configure your Netscape email utility to connect to the College's email server. Once you have completed the configuration and have logged on, you will see a letter icon in the lower right-hand corner of the Netscape window. Click on it. This will get a message from the College's email administrator with some further instructions.

- **Changing your POP3 email password**

Should you wish to change your New Hampshire College POP3 email password, you must follow the following instructions. [This is not for Distance Education students.]

1. <u>Open a Telnet session to cerberus.nhc.edu</u>: Get the DOS prompt from Start, Programs, MS-DOS. Enter **telnet cerberus.nhc.edu** from the DOS prompt.

2. <u>Logon</u>: Cerberus will ask for your user id (xxxxxx) and password (yyyyyy).

3. <u>Change Password</u>: Cerberus will automatically ask you to change your password. Once you change your password, Cerberus will disconnect.

<u>FOR HELP</u>:

Distance Education Students:	disted@nhc.edu	603-645-9766
Other students:	nhcmail@nhc.edu	603-668-2211 X9628

<u>Free email from Web portals</u>

Many of the Web portals have free email available. Most of these email accounts allow attachment of files. Two such portal are **http://www.excite.com** and **http://www.hotmail.com**. I use these as an examples simply because I am familiar with them. This should not be construed as an endorsement.

Side Benefit of a Free Email Account

The Hotmail and Excite email accounts, like other free Web email accounts, allow you to pick up your New Hampshire College POP3 email from any computer with a Web browser.

For example, there is a button in MailExcite "Check POP Mail." Clicking on that button brings up a screen that allows you to create a "new pop." The screen asks for your POP Server Name (use **cerberus.nhc.edu** since it is your Incoming Server; Distance Education students use **minerva.nhc.edu**) and your College POP3 email user name (which would be the xxxxxxxx part of your College email address, xxxxxxxx@nhc.edu). It then asks for your POP3 (College email) password.

The screen will also ask you whether or not you wish to leave messages on the New Hampshire College email server after you have retrieved them through MailExcite. You may wish to take the default and leave them on the College server. This is a good idea when you are using someone else's computer to look at your College email and you wish to view the email again on your own computer at a later date.

Appendix C: <u>Student Computers</u>

What You'll Need
New Hampshire College strongly encourages each student to have access to a personal computer. The minimum configuration necessary for network connectivity and service is detailed below:

MINIMUM SPECIFICATIONS:
-   166 MHz Pentium
-   32 MB RAM
-   CD-ROM drive
-   1 GB hard drive
-   ethernet 10BaseT network card and cable (3COM preferred)
-   Windows 95
-   Microsoft Office 97 Professional Edition

Note that more powerful computers are available and recommended; the above specification list is the minimum configuration that will provide acceptable levels of performance with current software products.

Buying a Computer
There are many sources to choose from when selecting a computer. When shopping, compare prices and be sure the computer meets the specifications outlined above. You are also encouraged to buy a brand name computer for reliability and performance purposes.

Laptop computers provide more mobility than standard desktop computers. This mobility allows the computer to be brought into the classroom, to be used in group study, and to be easily brought home during school breaks. New Hampshire College encourages students to gain the benefits of mobility by acquiring a laptop computer.

Software
The New Hampshire College bookstore sells all the software you will need at reduced academic prices exclusively for NHC students. Accessories for your computer are also available at the campus bookstore.

Servicing Your Computer
New Hampshire College and New England Service Source (NESS) have arranged several service options available to students who need assistance with their computers. Details can be found on the New Hampshire College web site at www.nhc.edu/dcr/xtracare.htm or NESS may be contacted directly at 1-800-930-2766.

Appendices D-G

If you are reading the electronic version of this guide, Appendices D, E, F & G can be read by clicking on the lines below. Your web browser will open the corresponding site.

If you are reading the print version of the guide, point your Web browser to the addresses in order to read these appendices.

Appendix D. BSCW for the Impatient
(http://www.dist-ed.nhc.edu/Help-3.1/sec-14.html)

Appendix E. BSCW Glossary of icons
(http://www.dist-ed.nhc.edu/Help-3.1/sec-C.html)

Appendix F. BSCW Actions
(http://www.dist-ed.nhc.edu/Help-3.1/sec-35.html)

Appendix G. BSCW Events
(http://www.dist-ed.nhc.edu/Help-3.1/sec-34.html)

************** Extras **************

BSCW Version 3.1 Help
(http://www.dist-ed.nhc.edu/Help-3.1/index.html)

BSCW Version 3.1 Help Table-of-Contents
(http://www.dist-ed.nhc.edu/Help-3.1/Contents.html)

New Hampshire College Shapiro Library Home Page
(http://www.nhc.edu/academic/library/index.htm)

New Hampshire College Distance Education Program
(http://www.dist-ed.nhc.edu/)

New Hampshire College Masters in Computer Information Systems Program (http://www.nhc.edu/mscis/)

List of Figures

NOTES

NEW HAMPSHIRE COLLEGE

Where The World Comes To Mind

2500 North River Road
Manchester, NH 03106-1045
603-668-2211
WWW.NHC.EDU