

# CLASSPAGES

IS web page: [www.ksg.harvard.edu/is](http://www.ksg.harvard.edu/is)

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## OVERVIEW

Classroom web sites are available on the intranet for all KSG courses. The classroom sites will be used by both students and administrators (Faculty, Course Assistants, and Faculty Assistants, are referred to as Administrators in this documentation). Each page consists of:

- Announcements page –class wide announcements
- Assignments – post and pick up assignments for/from students
- Discussion – on-line discussion area for your class
- On-Line Materials – folder for electronic documents and Ebsco searches
- Syllabus – link to the syllabus
- Class Picturebook – list of students with their picture once student section is populated
- Administration Module – for setting up the class
- Calendar – schedule of each assignment's due date and custom reminders
- Working Teams – private study area for small groups of students
- Polling – link to the KSG polling booth
- Class Options – cross registered students can add picture, others select settings

## GETTING TO THE CLASSPAGES

Classroom Web Pages are only available over the KSG Intranet. To log on:

1. Start Internet Explorer. (Internet Explorer is strongly recommended)
2. Go to the KSG home page <http://www.ksg.harvard.edu>
3. Select the login button at the top right-hand of the screen
4. Type in your Intranet username and password
5. Click the "Classes" tab.
6. Select the class you wish to enter.

## 'OPEN' CLASSES ON THE MY COURSES PAGE

At the top of the My Courses page, you will see a list of Open Courses. If you set your KSG Community Participation (located in the administration section of the page) to 'Student' your class will appear on the list of open classes. Anyone with a KSG account will be able to easily see your class and have access to enter into it.

It's a good idea to leave your classes open in the beginning of the semester, so students shopping your classes can read your announcements and pick up assignments. Once the shopping period is over, you can close off your classroom to only your students.

## THE CLASSPAGES

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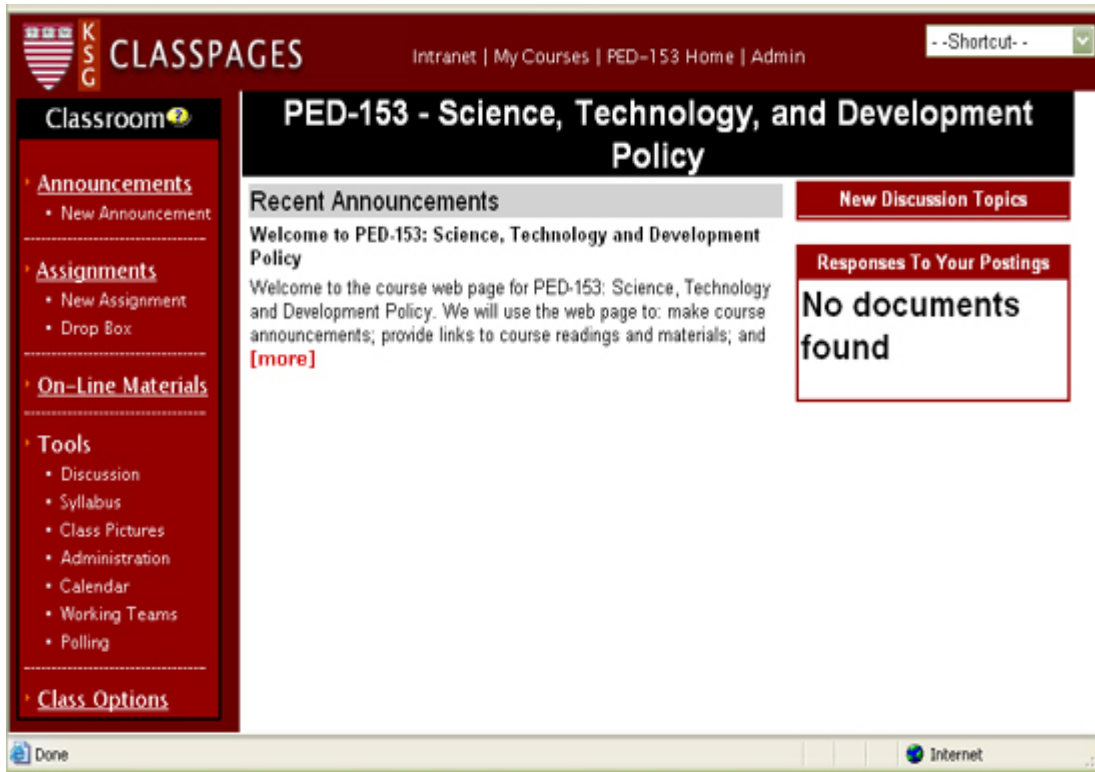
Enter into a classroom by clicking one of the links on the classroom page.

## CLASSROOM


The main page for the classroom has recent announcements, upcoming assignments, polls, and new discussions topics and their responses. Most of the material on the homepage will change over time, older announcements and assignments will no longer show on the homepage (they do stay in the announcements

or the assignments folder, located on the left side of the Classpages). This is to keep the page fresh and to highlight news.

## MAIN PAGE (ADMIN VIEW)



## USING THE HELP BUTTONS

The announcements page, as well as many other pages in the classroom, have help button icons that are small question marks in a yellow oval.  Clicking the help button will open a small dialog window offering more information about a feature in the classroom.

# THE MODULES ON THE CLASSPAGES

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## ANNOUNCEMENTS

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Clicking the announcements link from the homepage brings you to a list of announcements for the class. Students can click on each entry and review announcements sent to them by their faculty member or the faculty member's assistant(s).

### HOW TO POST ANNOUNCEMENTS TO THE HOMEPAGE

Administrators can write a new announcement by clicking the New Announcement link, filling in the subject window, writing details of the announcement, and saving the changes.

### LEAVE ANNOUNCEMENT ON THE HOMEPAGE FOR THE SEMESTER

Select "Stick to Page" if you wish the announcement to stay on the homepage indefinitely otherwise they will last no longer than a week.

### EDIT OR DELETE AN ANNOUNCEMENT

If you want to edit or delete an entry:

- click on the entry
- click on the capital 'E'
- and select the delete or edit link at the top of the page. They are red hyperlinks on a gray background.

### SEND ONE ANNOUNCEMENT TO MULTIPLE CLASSPAGES

Administrators may also send announcements, as well as assignments (below) to more than one class by checking off the boxes below the "title" field. **DO NOT SELECT THE CHECKBOX FOR THE CLASSPAGE YOU ARE IN.** The computer is smart enough to know what classes you are affiliated with, but not smart enough to know what classroom you are currently in. Checking off the classroom that you are in will send 2 identical messages to your class.

### SEND ATTACHMENTS WITH AN ANNOUNCEMENT

Administrators may also post up to 6 attachments to a given announcement at once. Click the browse button at the bottom of the page and select the file you wish to attach. If you wish to add more than 6 attachments, post the first 6 to your announcement and save. Go back into the announcement by editing it; you will be able to attach another 6 attachments.

## ASSIGNMENTS

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Students can pick up and submit any electronic assignments on this page.

### HOW TO POST A NEW ASSIGNMENT

Administrators can post new assignments by clicking the "New Assignment" link, making sure they provide a subject for the assignment and due date (otherwise students will not be able to pick up an assignment).

### SET SECURITY ON AN ASSIGNMENT

By default assignments are set to "Private," which means that other students do not see their colleague's work. If you wish to begin a peer review, or to allow students to read each others work, set security to "Public". This can be done retro-actively; an assignment can be private for sometime and later switched to public, and vice-versa.

### **ADDING AN ATTACHMENT(S)**

Up to 6 documents can be attached to an assignment at one time by clicking the browse button at the bottom of the page and attaching a file. If you wish to attach more read the instructions in the Announcements section

### **PICK UP ASSIGNMENTS FROM THE DROP BOX**

After a student has returned work to the Classpages, you can view it by clicking the arrow next to the assignment. This will show all who have returned work to the Classpages.

Please note that there is not a 'batch print' option, in other words, you have to print one paper at a time. It's best to have the students return a paper copy to the professor for corrections, and if they would like insurance attach a copy to the Classpages.

### **WHAT THE STUDENTS SEE IN THE ANNOUNCEMENTS SECTION**

The Student view is slightly different. They have a list of all new assignments at the top in a gray box, they have a list of returned work in a gray box just below.

### **HOW A STUDENT CAN DOWNLOAD AN ATTACHED ASSIGNMENT**

Students can detach an assignment by right clicking on the link to the assignment and clicking "save target as." This will bring up a window that allows them save the file on their computer.

### **POSTING AN ASSIGNMENT AS A STUDENT**

Students may drop off assignments to administrators by clicking the "Drop Off" link, selecting which assignment they wish to turn in (the title provided by the administrator will be displayed on the page), and attaching the file.

### **ON-LINE MATERIALS (ADDING ELECTRONIC COPIES OF HANDOUTS, READINGS, AND WEBSITES)**

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On line materials allows administrators to post electronic links (Microsoft documents and webpage addresses) that are neither announcements nor assignments in a central location.

### **CREATE A WEBSITE RESOURCE**

Go to the On-Line Materials page and click the 'URL' link in the gray box on the upper right hand side of the page. You will be asked for a title, the full URL address, and the folder you wish to keep the URL in. Fill out this information and click the Save Resource button.

### **HOLLIS, JSTOR, EBSCO, AND OTHER JOURNAL DATABASES**

The KSG Library has several databases from which you can use articles with full copyright protection (Note that it is the faculty member's job to determine what is put on the site, you are not responsible for infringement). There is a link to the Library and a full set of instructions regarding adding a journal article to your Classpages. If you have questions about these articles, you should contact the Library Reference Staff.

### **CREATE A POWERPOINT, WORD, OR EXCEL RESOURCE**

Click the 'Text/Files' link and fill out the required info, and attach your document by using the 'browse' button in the attachments section. Note that most files can be attached in this manner, including text files, etc.

**NOTE : Do not use number signs ( # ) in the title of your documents. A number sign will cause the links to break.**

## **CREATING FOLDERS FOR ON-LINE MATERIALS**

When creating any On-Line Material, you can specify if you'd like to insert the resource into a new folder, or one you have created. Click on the new folder icon to create a new folder, which is to the right of the word "folder" when adding a new resource. The icon looks like this:



You can enter the name of the folder in the "New Folder" section or select a preexisting folder in the dialog box that appears.

### **IMPORTANT NOTES ABOUT FOLDERS:**

- Folders in the on line materials section sort alphabetically. Thus, the numbers 1,2,3,10,15,20,30 will show up 1,10,15,2,20,3,30. If you wish to order your folders it is best to use letters.
- Some students will not know to click on the '+' sign next to your folder to find the resources, if they call saying they cannot see the materials, make sure you point this out to them if they say they cannot see the materials.
- Folders will disappear only after all the resources you have in them have be moved to new folders or removed from your site.

## **EDITING AND DELETING ON-LINE MATERIALS**

Click on the file you wish to change, click on the capital 'E' next to the title, and click the small delete or edit button at the top of the page.

## **TOOLS**

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The "Tools" section has several areas associated with it:

### **DISCUSSION**

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The Discussion area allows administrators and students to maintain a 24 hour discussion about any topic.

#### **POST A NEW DISCUSSION THREAD**

A new discussion topic can be posted by clicking the "Post New Topic" link at the top, left hand side of the discussion page. A picture of the author of each entry is displayed.

#### **REPLY TO A DISCUSSION THREAD**

Anyone who has access to the classpage and wishes to reply can click the reply link at the top of the page and write an entry.

#### **EDITING A DISCUSSION THREAD**

Those who wish to change an entry can click on their discussion and select the edit link.

#### **ADMINISTRATOR RIGHTS IN THE DISCUSSION AREA**

Administrators have access to all discussions and can edit entries. Discussion threads can also be deleted by clicking on the entry and selecting delete.

## **DISCUSSION THREAD NAVIGATION**

The discussion area has several navigation options.

- **Previous** – sends users to the previous entry on the discussion thread
- **Next** – send users to the next entry on a thread
- **Previous Topic** – sends users back to the previous thread, skipping previous entries in the current thread you are reading
- **Next Topic** - sends users forward to the next thread, skipping the next entries in the current thread you are reading
- **Reply** – allows you to reply to an entry in a thread
- **Delete** – deletes the thread you are in. Students may only delete their own thread
- **Lock** – prevents others from replying to your entry
- **Printable** – creates a fully printable format of the entire thread (not the entire discussion area).
- **Administration** – allows you to move the post to a different thread and delete the entire thread.

## **SYLLABUS**

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The Syllabus is linked to the class information maintained by the Office of Teaching Support.

### **UPDATING THE SYLLABUS**

To update the syllabus, administrators need to have access to the classpage associated with their syllabus. To edit the syllabus, go the intranet and click the classes tab. For each class that you are supporting you will see an 'upload' link in the syllabus column, next to each class listed. Click it and browse to the file that you are using for your syllabus. After you have uploaded the file it will take 24 hours to appear.

Contact Mark Bourne if you do not have the database or if you do not have access to the classes you are supporting.

## **CLASS PICTURES**

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Class Pictures is a list and picture of each student in the class, with a link to their short bio. The pictures are provided by the Career Services Office.

### **SORTABLE LIST OF STUDENTS ON THE CLASS PICTURES PAGE**

The Class Pictures section contains an attached Excel spreadsheet that allows you to view everyone currently enrolled in your class.

### **HOW A CROSS REGISTERED STUDENT CAN ADD THEIR PHOTO**

Cross registered students can add their photo in the "Class Options" link, on the bottom left hand side of the Classpages. The names of cross registered students will appear in black without a picture or link to a profile page if the student has not added the picture.

### **THE LINK TO THE STUDENTS BIO**

If you wish to read the biography the student has written, click on their picture and you will be sent to the Career Services Office. If a KSG student's name appears without a picture or short bio, he or she should contact the Office of Career Services.

## **CLASS ADMINISTRATION (SECURITY, ADDING KSG STUDENTS, CROSS-REG/AUDITORS, & MANUAL ENTRY)**

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The Class Administration link allows Administrators to set a security level for the class, to manually provide rights to see and edit the class pages, and to manually add or remove Cross Registered and Auditing Students. Most faculty members and CA's will have to use the administration module to successfully run a class. **Students do not have access to this page.**

### **ADJUSTING THE SECURITY**

The top of the page has a drop down list called KSG Community Participation. The options are None, Reader, and Student. Community participation is the overall security you want to set for your class.

- **None** means that only students listed as class members will have access to the site.
- **Reader** allows everyone with a KSG intranet account (all students, faculty, and staff) to view the site, but not to post any new documents or interact with the site.
- **Student** level security allows the whole community to view and post materials to your site. Furthermore, your class will show up on the 'Open Courses' section of the 'My Classpages' section on the intranet; thus student have a link to your class on their 'My Classpages' website and have access to edit it.

### **USING SECURITY EFFECTIVELY**

It's a good idea to leave your classes set to 'Student' in the beginning of the semester, so students shopping your classes can read your announcements and pick up assignments via the 'Open Courses' section of their 'My Classpages' website. Once the shopping period is over, you can set your classroom security to 'None' and only students enrolled in your class will have access.

### **AUTOMATIC DOWNLOADING OF KSG STUDENTS TO YOUR CLASSPAGES**

All KSG students will be downloaded into your classroom automatically from the Registrar's system every night. A student who drops the class via the Registrar will be removed that night.


### **CREATING AN ACCOUNT FOR AND ADDING A CROSS REGISTERED OR AUDITING STUDENT**

Cross Reg and Auditing students must first request an account from the KSG homepage. They can request an account by:

- Clicking the login link on the top right hand side of the page,
- Click 'login as a cross registered student or auditor needing an account' and fill out a registration form. They will have the full list of course offered in a given semester on the page.
- Check off the courses they wish to enroll in and submit the request. There is a full set of instructions on the request page, nearly all accounts are processed easily.
- Once the student has requested an account, Administrators will see a link on their Classpage's homepage, telling them there are 'Pending Requests'. Click the link and check yes if you wish to approve, no if not.
- Once approved, the student's name will be automatically added to the 'Administration' page of your site, and an email will automatically be sent to them with their username and password.

### **ADDING COURSE ASSISTANTS AND TEACHING FELLOWS**


Course Assistants and Teaching Fellows require admin privileges. They should have full rights to edit discussions, add announcements and assignments, and register new people for the course.

CA's and TFs can be entered on to your Classpages by clicking the blue book (  ) next to the word 'Assistants' on the middle of the Class Administration page. A window will appear that looks similar to an email address book. Search for a student's name in the "search" window, next to the flashlight icon.

Once you have found the student (or students, you can search and add as many to your class as you wish) click on the '>' arrow and select 'OK' in the address book, and be sure to **click "Save Changes"** on the administration page as well.

## MANUALLY ADD A STUDENT

Although KSG ITS is working to make the pages as automated as possible there are a few occasions when you may need to add a student manually, and by and large they will be a Cross Registered or Auditing student (since KSG students are automatically added and removed based on who is officially enrolled in your course).

You can manually enter students into your class by clicking the blue book () next to the word “Students:” on the right side of the class administration page. A window will appear that looks similar to an email address book. Search for a student’s name in the “search” window, next to the flashlight icon.

Once you have found the student (or students, you can search and add as many to your class as you wish) click on the “>” arrow and select “OK” in the address book, and be sure to **click “Save Changes”** on the administration page as well.

## CALENDAR

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The calendar contains a list of events for all the classes a student is enrolled in. Assignments, Announcements, and custom Calendar Entries can be created on the Calendar.

The date of an assignment is its due date. Announcements also appear on the calendar. Administrators can also set dates in the calendar by clicking the add calendar entry link at the top of the page. If you wish to add a custom Calendar entry, click on ‘New Calendar Entry’ Link at the top left hand side of the page.


**NOTE: It’s a good idea** to make a decision about using the calendar early in the year. Faculty can ask their students to use the calendar regularly or not and avoid any confusion


## WORKING TEAMS

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Working teams are private areas set up by students in which they can post files for group projects. Subgroups and teams can send and receive files in the working teams area. Other students in the class cannot access the working groups of other students

### SET UP A WORKING TEAM

To set up a team for your group, fill out the Team Form (an electronic document students can link to from the page). Add a group name, description, introduction, and select group members by clicking the . Search for members, and add them with the (>) button. More information on adding students is written above in the administration section.

Students can click the  to see who else is in their group. Administrators have access to the all files in the Working Teams section.

## POLLING

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The polling booth is attached to the classroom. Additional documentation for the polling booth can be found in the Lotus Notes database information for faculty and staff, or in information for students.

### MAKE A POLL APPEAR ON YOUR HOMEPAGE

If you would like a poll to appear on your Classpage’s homepage, you can do so when you are first creating the poll. While creating the poll, the first page has an ‘Access’ section. In the ‘Poll’ section, select ‘Private’, and in the ‘To Be Polled’ section, add the title of your class from the address book, e.g. ‘API-102’

## **CLASS OPTIONS**

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Class options contains additional options for students to customize their Classpages. Cross registered students can submit their picture on this page, as well as changing notification options for the discussion area.

Students can select whether they wished to be notified by email when new responses are posted to a discussion they have started in the discussion area.