

BSCW explanations and sample screens



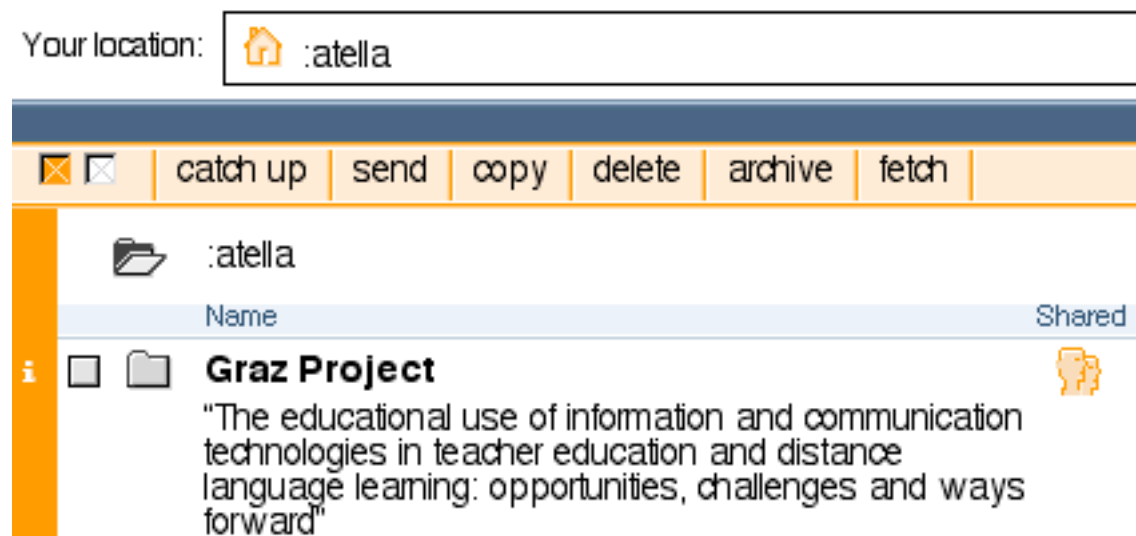
Seppo Tella

- 1) Moving About Between Different Levels
- 2) Creating a New Folder, a New Web Link and a New Discussion Forum
- 3) Inviting Other People to Join Your Conference

1) Moving About Between Different Levels

This is a typical home page—if you have not yet joined several conferences or created new folders for yourself. Note the Home picture next to the user's name. Note there is no double-face after **atella**, indicating that this folder is not shared.

On this page, there is just one folder called **Graz Project**. Note location: **Your location: atella**



*(I have changed my name from **atella** to **tella**, but don't worry about that!)*

If you want to open the **Graz Project** folder, click on the title and you will see a page like this (part of the page displayed below). Note there is a double-face icon after **tella**, indicating that this folder is shared. (In fact, by clicking that double-face icon you can see the names of the people attending this conference.)

There is one discussion forum called **** Graz Discussion **** and four different folders (**Strand 5, 2, 3 and 4**).

If you click on the title of **Strand 5 (Seppo)**, you will go one level down. Notice that your location automatically changes to show what level you are on.

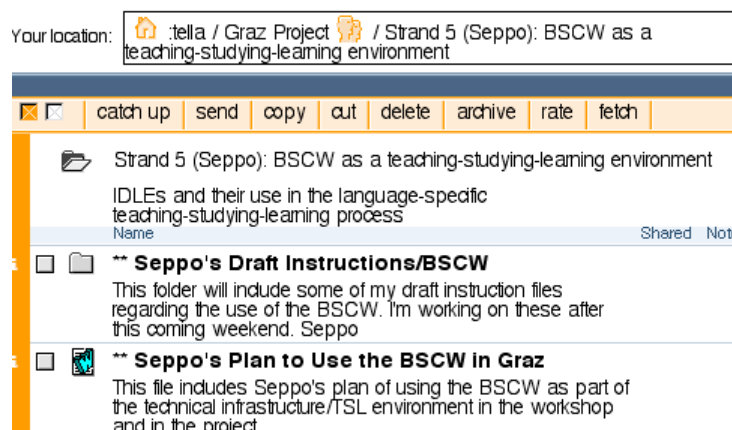
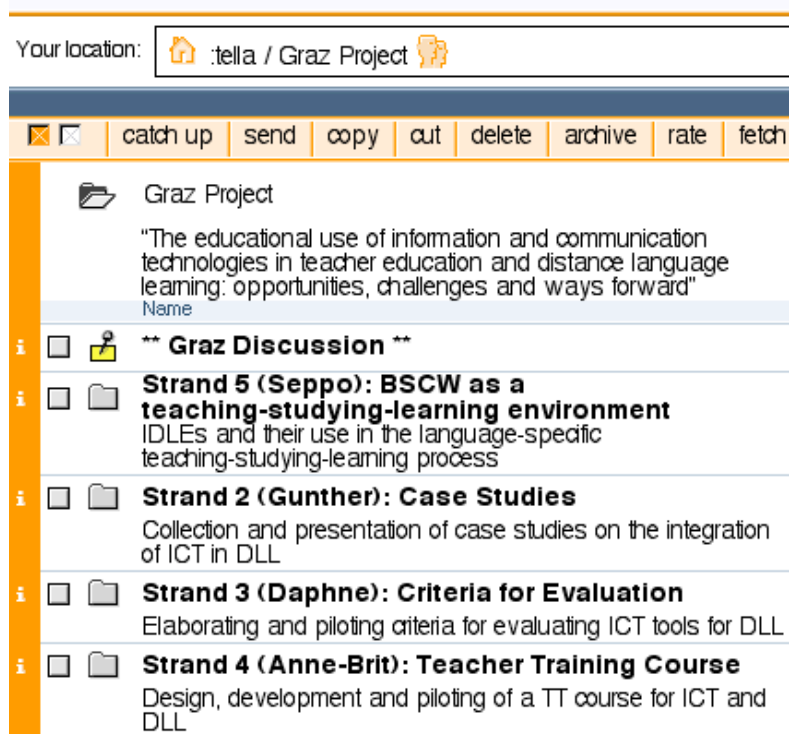
On this level, you can see that there is one more folder called **** Seppo's Draft Instructions/BSCW** and also a **Word document** called **** Seppo's Plan to Use the BSCW in Graz**.

If you click the title of this Word document, you could start opening up and possibly downloading this Word file. (See separate instructions)

If you want to **move upwards**, i.e., one or more levels up, you can

- click **Back** on your browser or
- click the part of the **Your location** title you want to move to.

For instance, if you click **tella**, you would go back to Tella's home page level.



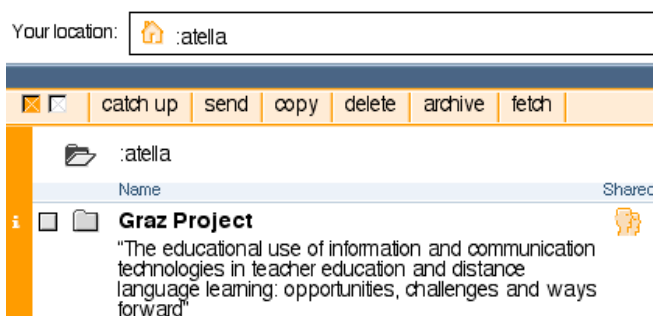
2) Creating a New Folder, a New Web Link and a New Discussion Forum

When you are on your home page, you can do a lot of things on the BSCW. In the following exercise, you will be creating a new folder, going into that folder

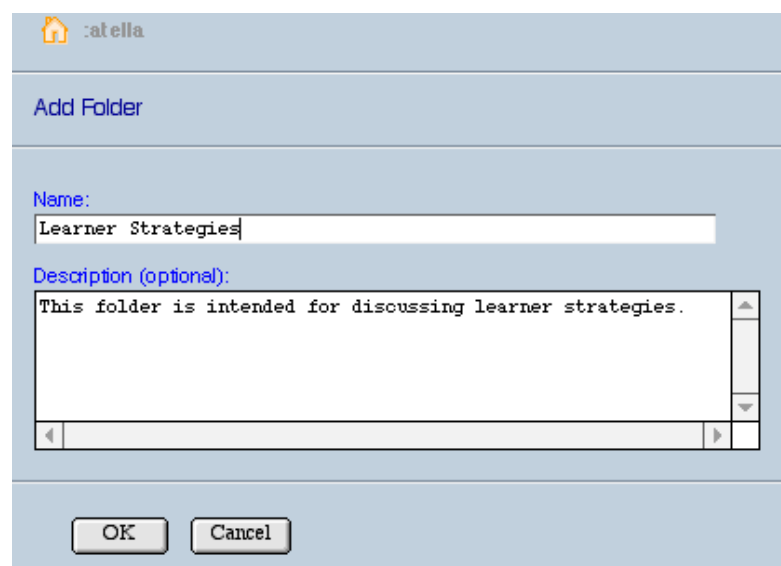
BSCW explanations and sample screens, tier 3

and creating a new web link there and finally establishing a new discussion forum within the new folder.

Let's suppose this is your home page:



Let's create a new folder (Learner Strategies) by choosing **File: New: Folder** and then entering the necessary information:



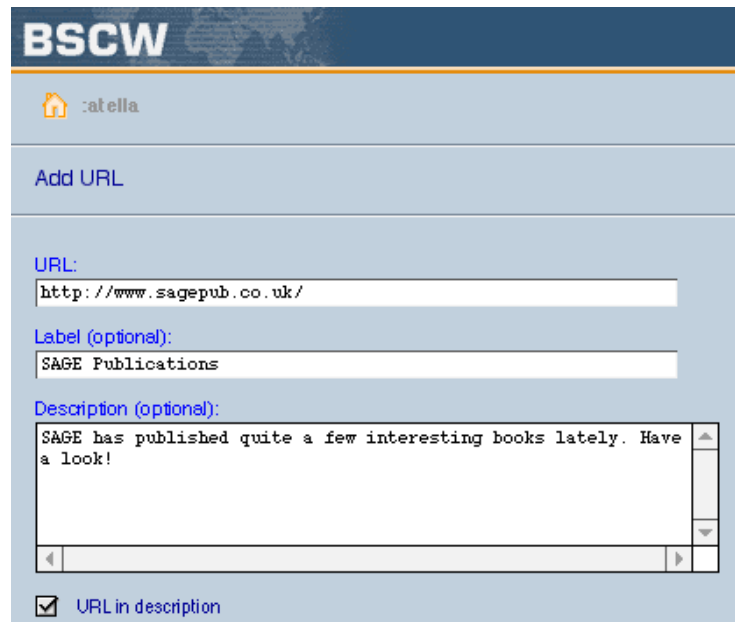
Let's now enter the folder **Learner Strategies** by clicking on the title.

Next, within that folder, create a new URL (web link) to, say, SAGE Publications:



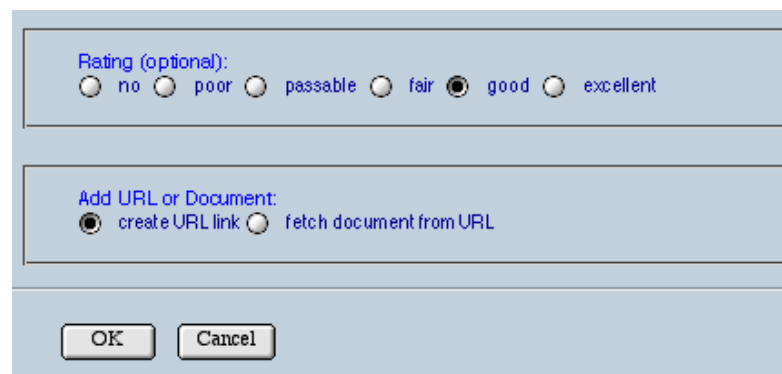
BSCW explanations and sample screens, tier 3

Enter the URL, give it a label and describe the link (if you like):



The BSCW Add URL dialog box is shown. It has a title bar with the BSCW logo and a home icon labeled 'catella'. Below the title bar is a section labeled 'Add URL'. It contains three input fields: 'URL:' with the text 'http://www.sagepub.co.uk/', 'Label (optional):' with the text 'SAGE Publications', and 'Description (optional):' with the text 'SAGE has published quite a few interesting books lately. Have a look!'. There is a checkbox labeled 'URL in description' which is checked.

You may also wish to rate the link. Finally, you can either add the URL or even fetch a document from the URL (If you fetch a document, it will go straight to the BSCW). In this case, you simply create a URL link. Click OK to finish.



The BSCW Rating and Add URL or Document dialog box is shown. It has a title bar with the BSCW logo. Below the title bar is a section labeled 'Rating (optional):' with radio buttons for 'no', 'poor', 'passable', 'fair', 'good', and 'excellent'. The 'good' radio button is selected. Below this is a section labeled 'Add URL or Document:' with radio buttons for 'create URL link' and 'fetch document from URL'. The 'create URL link' radio button is selected. At the bottom are 'OK' and 'Cancel' buttons.

Still in the Learner Strategies folder, you now wish to establish a new discussion forum, so choose **File: New: Discussion**.



The BSCW File menu is shown. The menu items are: File, Edit, View, Options, GoTo. The 'File' menu is open, showing the following options: New, Share, Catch up, and a search bar. The 'New' option is selected, showing a submenu with the following options: Document, Folder, URL, Discussion, and Search.

You might enter this kind of information, for instance:

:atella/Learner Strategies

Add Discussion

Name (optional):
* Discussion Forum: Learner Strategies *

Type: Pro

Subject: Learner Strategies--Full Speed Ahead!

Message:
Learner strategies or learning strategies, that is the problem. All contributions welcome! Anneli

After these changes, the content of the recently created folder might look like this:

BSCW

File Edit View Options GoTo Help

Home

Your location: :atella / Learner Strategies

catch up send copy cut delete archive rate fetch verify

Learner Strategies
This folder is intended for discussing learner strategies.

Name	Shared	Note	Rating	Owner
SAGE Publications SAGE has published quite a few interesting books lately. http://www.sagepub.co.uk/	<input type="checkbox"/>			atella
* Discussion Forum: Learner Strategies *	<input type="checkbox"/>			atella

(For how to work within a discussion forum, see separate instructions)

3) Inviting Other People to Join Your Conference

In the same way as you were invited to join somebody else's conference, you might like to invite your friends or colleagues to join your conference. For instance, you might wish to share your **Learner Strategies** folder with other people. This is how you invite people to join you.

You need to send them an e-mail invitation. This is done by adding their e-mail addresses to your personal address book and then sending an invitation to them. Be sure you are in the folder you want to share with others. In this example, you should be within the **Learner Strategies** folder. So your location would be: **Your location: atella/Learner Strategies**. Now, have a go!

Start by choosing
File: Share: Invite Member



An **Invite Member** window will open up. If the person you are going to invite is already in your address book, you simply choose him or her (in this example: **tella2**), write your invitation message and click **OK**. Then the person will get an e-mail invitation, as you did, and he or she would register.

A screenshot of the 'Invite Member' window in the BSCW application. The window has a title bar with a user icon and the text ':atella/Learner Strategies'. Below the title bar is a section labeled 'Invite Member'. Inside, there are two main areas. On the left, under 'Invite new members as:', there is a dropdown menu set to 'Member'. Below that, under 'Select names from address book:', there is a list of names and email addresses, with 'tella2 <seppotella@hotmail.com>' selected. On the right, under 'Invitation language:', there is a dropdown menu set to 'en (English)'. Below that, under 'Invitation text (optional):', there is a text area containing the message: 'Hi Seppo
I'd like you to join my Learner Strategies conference.
Rgds, Anneli'. At the bottom of the window are four buttons: 'OK', 'Add users to address book', 'Add Roles ...', and 'Cancel'.

If he or she is not in your address book yet, click **Add users to address book** first, add him or her in the appropriate place and then come back to this screen.

If, on the other hand, the person you are inviting is already a registered user of the BSCW server, he or she will simply see your folder on his or her home page next time he or she logs on to the BSCW.