Prometheus v5

Student User Guide

Prometheus v.5

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INTRODUCTION

Description

Prometheus is a web-based courseware application (or course management system) that allows instructors to post course related information for students and conduct courses online in a secure environment. With the use of web-based forms, faculty can create an online course in a very short period of time. No special programming skill or knowledge is required to utilize the functions of Prometheus.

Summary of Courseware Features

Prometheus is designed to be flexible and easy to use, accommodating different teaching styles and instructional needs. A variety of features are available, which can be utilized at the discretion of the course builder. These features include:

Syllabus	The first page of the course, designed to showcase general information about the course, including study guide, learning outcomes, and specific policies. Links to regulations, resources and related courses can be placed here.
Outline	Lists the activities for each week, or Session. Click on individual sessions to add, edit and view activities, requirements, assignments and other resources and materials for that specific Session.
Testing	Online assessments and surveys may be created and posted here.
Grade Book	Collects and manages grades for the entire class and viewable to students, if desired.
Projects	A repository for describing group projects. These can be linked to sessions.
Lectures	Students can print lectures out separately for off-line viewing.
Files	A place to store personal work and view work posted by others.
Messages	The e-mail address book, where all participants' names and e-mails are located in one place.
Discussions	The course bulletin board, where topics are posted to be discussed online, anytime. Discussions can also be answered off-line in v. 5.0.
Chat	Real-time distance option including a Whiteboard, audio and text Chat, slide viewing, and additional functions.

The **Core Features and Functions** area details functions central to Prometheus, as well as features added in v. 5 and a review of features added in v. 4.1. Turn to the individual features areas for further information on using the features of Prometheus.

Access Instructions

Access to Prometheus

Prometheus can be accessed through any computer connected to the Internet, from any location and at any time.

Prometheus is designed to be accessible from computers running either Windows or Macintosh operating systems. Prometheus may be viewed by Netscape's Navigator browsers 4.0 through 4.7, or by Microsoft's Internet Explorer 4.0 or higher. Prometheus is also viewable through AOL browsers 4.0 and above. We strongly suggest that you DO NOT use Internet Explorer 3.0 or Netscape 6.

How to Log In

To enter Prometheus, an account must exist in the system. This account is represented by a personal User Name and Password. The User Name and Password are entered at the first login screen. To obtain a User Name and Password:

- Click Create Student Account
- Fill in the fields indicated. Be sure to enter a valid e-mail address.
- Click Submit. The **Course Listings** screen will appear.

> NOTE: If your campus connects Prometheus to the Student Registration System, courses will already be listed for you when you log in.

How to Add a Course to ***Course Listings***

You may join and participate in several different courses on Prometheus. To sign in to a Prometheus course, a **Course ID** and **Password** for the course is needed. With this information:

- Click on **Add a Course**
- Enter the **Course ID** and **Password** in the fields provided

- Click **Add Course**. The page will refresh and the course will now be listed as a link.
- Click on the link to 'enter' the course.

How to Remove a Course from ***Course Listings***

In most instances, the instructor will close the course at when it has been completed. This will remove it from your screen. If the course continues to appear, you may remove it from your **Course Listings** page by using the **Remove Course** button.

- Click **Remove Course**
- Choose the course to remove yourself from
- Click **Delete**

CORE FEATURES AND FUNCTIONS

New for v. 5

- The Prometheus interface has been thoroughly reviewed and redesigned for the 5.0 release, resulting in increased functionality and usability.
- Chat improvements include two-way audio capability, dynamic anonymous polling, and improved access control. Faculty can now exercise greater control over log viewing and permissions for whiteboard use.
- Prometheus users can now access threaded Discussions off-line, permitting participants to read and answer Discussion postings without being connected to the Internet. A simple synchronization function accessible within the Discussion area leads participants through the process.
- Faculty can now delete individual Discussion messages from the Discussion area.
- Text boxes can now be reviewed easily using an integral spell-checker.
- Prometheus courses can now be moved easily between instructors and installations, allowing faculty to share courses on their own campus or with Prometheus users at other campuses.
- Content Modules can now be moved between installations of the Prometheus software, allowing sharing of re-usable content.
- The Files Collection (now File Manager) and Files area have undergone extensive redesign to facilitate file management and clarify how Files are stored and accessed.
- Prometheus now meets or exceeds level-one compliance for web accessibility under the provisions of the Americans with Disabilities Act.
- Prometheus will be SCORM “run time” compliant, able to import and play ‘scos’, or SCORM-compliant files, with this release. The Sharable Content Object Reference Model (SCORM) is a set of technical standards defining a framework for sharability of content between learning management systems. The SCORM is developed and maintained by the Advanced Distributed Learning (ADL) initiative (http://www.adlnet.org/index.cfm) Prometheus supports versions SCORM 1.0 and 1.1 requirements. If you are creating SCORM compliant material and need more details

about Prometheus-specific SCORM requirements, contact the Prometheus Administrator at your institution.

Review of v. 4.1 Improvements

Testing: The ability to create surveys, item analysis in test items, charts which graphically represent test results.

File Uploading: Multiple file uploads throughout the course.

Content Modules: Prometheus gives instructors the ability to create subject-specific groups of learning objects outside the context of a course. Content Modules can be built from existing or original course material and placed into courses as needed. Changes made to the module replicate across courses, enabling centralized content management. Within a course, the instructor changes the Session(s) with which the module is associated using a simple drag-and-drop interface.

Web Content Integration: This tool allows entire websites to be integrated into Prometheus courses, preserving links, ensuring constant, secure availability and enabling tracking within the website.

Language Support: The use of the following foreign languages in the text box is now supported: Western European, Traditional Chinese, Simplified Chinese and Japanese as well as Unicode and Cyrillic fonts.

HTML Editor: *A What You See Is What You Get (WYSISYG) HTML editor is integrated into Prometheus text boxes for users working on a PC with Internet Explorer 5.0 or higher. This allows the creation of HTML- rich content without the need to learn HTML programming*. For more information on how these options work, go to ***HTML Editor and HTML Guide***.

Text Boxes

Prometheus ease-of-use is founded on features that recur throughout it. Web form templates and title fields provide areas for course creators to enter information about their courses. A feature that is central to Prometheus is the editable text box. Here, the bulk of course materials can be placed to be viewed by students.

As in any text box, information can be entered and saved for use in the course. In addition to space in which documents can simply be typed or cut-and-pasted, each text box in Prometheus provides three options: **Access to your Personal Files** ( ) **an Equation Editor** (x^2) and a **Site Map** ( ).

The file folder allows the inclusion of a File in any text box clicked in, so that students will see information where it is most instructionally sound. For example, you might place a picture to illustrate a point, or instructions for completing an assignment.

The Equation Editor builds graphic files of equations, for insertion into text boxes, test areas, etc. Equations can be re-used. In addition, faculty can control whether students can use the Equation Editor to create their own Equations in answer to test questions. For more information on how this option works, see **Using the Equation Editor**.

The Site Map creates links from one section to another within the course. Links can be made from a Session to a File, a Discussion question, Test or other area to provide a path for students to follow easily. For example, you might provide a link directly to a quiz or discussion area question from an assigned reading. To use the Site Map effectively, the items to be linked to should be created (i.e., the test must be built). Then:

- Click in the text box
- Click on the Site Map icon
- Choose the link desired
- Close the Site Map window

Use of the Site Map function can help students to navigate easily and make a course easier to manage.

Using the Equation Editor

Use the Web EQ Equation Editor to insert equations into text boxes. Once created, Equations can be edited and/or deleted, or inserted into any editable text boxes. To facilitate the speed of the editor, it can be downloaded to your desktop (Options).

The equations are specific to each Prometheus course. Therefore, you cannot reference one course's collection of equations in another Prometheus course.

The Equation Editor can only be used with the following browsers: Netscape Navigator 4.0 - 4.7 or Microsoft Internet Explorer 4.0 - 5.5. Both Java and JavaScript need to be enabled in your browser.

To access the Equation Editor, click on the x^2 symbol above any text box. A pop-up Internet browser window will appear.

The Equation Editor has five functions:

Create: Where the title is entered and the Equation built.

Insert: This is the default page of the Equation Editor that lists equation(s) created. Choose from created equations to place into text box(es).

Edit: Used to make changes to each equation.

Delete: Used to delete individual equations.

Options: To speed use of the Equation Editor, it can be downloaded and installed onto your desktop.

How to Create an Equation

- From the Equation Editor browser window, click on the **Create** button
- A new screen will appear. Enter the title of the equation in the text field directly below the **Equation Title.**
- Below the Equation Title field a bar of equation symbols is visible. Each represents templates that are used to create equations into which numbers, letters or symbols can be inserted.
- Below the bar of equation symbols is the equation editing board. When an equation symbol button is chosen, the template will display with empty layout boxes to be filled.
- To select a layout box within a template, click on it with the mouse, or use TAB to cycle between empty boxes. When the cursor is in a slot, the cursor will be red and the parent template will be faintly outlined in white. Since many templates can be nested in a single equation, this helps to keep track of progress.
- Type in the number or letter.
    - To insert a symbol, click on the Greek symbol button ($\alpha\beta\chi\ldots$). A pop-up Applet window will open. Choose the desired symbol – it will automatically insert into the layout box. Close to remove the pop-up box.
- Click on the **Submit** button. The screen will refresh and return to the **Create Equation** page. Choose to create another equation or insert the equation just built into the course text box.

Understanding Cursor Movement

- Use the mouse or the arrow keys to move the cursor
- The left and right arrows move the cursor between characters in a template slot. When you get to the end of a slot, the cursor will try to automatically jump to the next reasonable spot.
- The up and down arrows move the cursor into and out of a template.

> **Note**: Templates group characters together. For example, all the characters in a superscript template are in a group. When the cursor is on a group, it switches from a vertical bar to an 'L' shape underlining the whole group.

How to Cut, Copy, Paste and Undo

- Use the mouse to highlight templates.
- Use the Cut, Copy and Paste buttons on the tool bar in the normal way. The Undo is also useful.

> **Note**: In highlighting templates, that selection respects the nested structure of your templates. In other words, you can't select part of one template and a part of another.

How to use Shortcut Keys

Shortcut keys are helpful for those who use the Equation Editor often. Most shortcuts use the control key, with one important exception. The '^' character is a shortcut for creating a superscript template and putting the last thing you typed in for the base. Thus 'x^2' entered x with a superscript 2.

The other shortcut keys are:

ctrl-- decrease magnification
ctrl-+ increase magnification

ctrl-c copy
ctrl-x cut
ctrl-v paste
ctrl-z undo

ctrl-/ or ctrl-f fraction template
ctrl-^ or ctrl-p superscript template
ctrl-_ or ctrl-b subscript template

ctrl-Q	square root template
ctrl-R	general root template
ctrl-P	parenthesis template

Insert

- This screen is the default page when the Equation Editor is opened. This page can also be reached by clicking on the **Insert** button
- The **Insert Equation** screen will appear. The list of created equation(s) will be visible.
- Choose the equation to insert in the text box by clicking on the radio button to the left of the Equation Title.
- Click on the **Submit** button at the bottom of the screen. The pop-up window will disappear and the chosen equation will appear in the text box.

Inserting multiple equations in the same text box

When inserted, Equations are preceded with an Equation code, "{Eqn: *Equation Title*}" Equation titles are unique for each equation. Each equation can be used only once in each text area; however, the same equation can be created and given a different title if it is necessary to use the same Equation twice in the same text box.

Edit

- From the Equation Editor browser window, click on the **Edit** button
- The **Edit Equation** screen will open, showing the list of created Equation(s).
- Choose the Equation to be edited clicking on the radio button to the left of the Equation Title.
- Click on the **Submit** button. The screen will refresh to the equation editing board.
- Make the desired changes to the equation.
- Click **Submit.** The screen will refresh to the **Edit Equation** screen. The adjusted equation will be visible.

Delete

- From the Equation Editor browser window, click on the **Delete** button
- The **Delete Equation** screen will appear with a list of existing equations in this course.
- Choose the Equation to delete by clicking on the radio button to the left of the Equation Title.
- Click on the **Submit** button.
- A confirmation message will appear. Click **OK** to complete deletion.
- The **Delete Equation** screen will refresh without the chosen equation. Only one equation may be deleted at a time.

Options

The **Equation Editor** may be downloaded to your desktop. It need only be installed once. After that, simply choose from the links at the top to use the Equation Editor.

- From the Equation Editor browser window, click on the **Options** button.
- There is a link to **Install the Equation Editor.**
- Follow the instructions to install on your desktop.

> **Note:** Macintosh users wishing to install the Equation Editor should complete the installation manually. Shift-click on 'Install the JAR file' to save the Math Viewer JAR archive to your local disk. Mac/Netscape users: move that file to the '.../Program/Java/Download' directory of your Netscape installation and restart your browser. Mac/Internet Explorer users: open the Preferences panel in Internet Explorer (under the Edit menu) and select 'Java' to bring up the Java preference panel. Add the WebEQApplet.jar file to your classpath, and restart the browser.

HTML Editor and HTML Guide

To make it easier to format web-based content, there a WYSIWYG (What You See Is What You Get) HTML editor is incorporated into Prometheus text boxes.

(Discussions and Messages) With it, changes can be made to the font, font size, and font color; hyperlinks can be created, text alignment can be changed, and bulleted and numbered lists can be created by those with no knowledge of HTML programming.

To use the HTML Editor, the following must be used:

- PC (not Macintosh)
- Internet Browser Internet Explorer 4.0 or higher (not Netscape Navigator, Opera, etc.)
- Windows 95 and above.

The HTML Editor is enabled by default. To disable or re-enable the HTML Editor:

- Go to the **Course Listings** page.
- Click on **Preferences**.
- Click on Edit User Interface
- Scroll to **Form Related Preferences**, choose **Yes** or **No** from the drop-down menu next to the **HTML Editor.**
- Click **Update.**

Features of the HTML Editor: Design Mode

When the HTML Editor is enabled, a toolbar will be visible above every editable text box. This is the editor's **Design Mode.** The editor will automatically insert the HTML tags that correspond to choices. Similar to word-processing software, the steps to make changes are the same.

- Type or copy-and-paste the text into the text box.
- Highlight the text to be modified.
- Choose the feature desired from the formatting toolbar.

Formatting Text

- *Change the Font Type*: Select Arial, Times, Courier from the drop-down menu.
- *Change the Font Size*: Select 1-7 from the drop-down menu.
- *Make text **Bold***: Click on the **B** button.
- *Make text Italic*: Click on the *I* button

- *Change text alignment*: Click on the Right, Middle or Left Text Alignment Button.
- *Change text color:* Click on the colored "font" button. Select color from pop-up window by color palette, name or hexadecimal code. Close window to apply to text.
- *Change background color of text:* Click on four-colored button. Select color from pop-up window by color palette, name or hexadecimal code. Close window to apply to text.
- *Apply bulleted list to text:* Click on bulleted list to apply to text.
- *Apply numbered list to text:* Click on numbered list to apply to text.

Creating a Hyperlink

A hyperlink to a web page can be created over any text.

- Type the text that will be linked.
- Highlight the text.
- To apply the URL to this text, choose the Link button from the toolbar.
- A small pop-up window will open. Specify the type of link desired. To create a link to web site, leave the link type on its default setting, "http:"
- Type or paste in the desired URL to apply to the highlighted text.
- Click on **OK**. The text box with the new hyperlink will appear.

Creating a Horizontal Rule Bar

A horizontal rule bar can be inserted in the text to create a visual division between text sections.

- Click on the horizontal rule button.
- A horizontal rule bar will appear where the cursor was last located in the text box.

Edit Source Mode

To display the actual HTML tags being created, click on the **HTML** button to the far right of the toolbar. The editable text box will change to display the HTML tags in **Edit Source** mode.

Those familiar with HTML tags, can insert, adjust or delete any tags in this mode.

Note: When/If you toggle back to **Design Mode**, the editor may reinsert the HTML tags to make it readable within its program.

Using the File Manager, Equation Editor, and Site Map with the HTML Editor.

When using the File Manager, Equation Editor and Site Map with the HTML Editor, be sure that the cursor is blinking inside the desired text box before inserting a file, equation or link.

- Open the File Manager, Equation Editor or Site Map associated with the text box.
- Click back in the text box on the editing screen.
- Return to the File Manager, Equation Editor or Site Map and click Submit.
- Your file, equation, or link should be within the text box.

If the File, Equation or Site Map link appears in an undesirable place in on the screen, click submit to save and try editing the section again.

Using Basic HTML Tags

HTML consists of tags. To apply their affect on text, these tags are inserted directly before and after the text.
For example, to bold a certain section of text you can use the bold tag:
This text will be bold after submitting the form.

Following is a list of simple HTML tags that can be used in the text boxes throughout Prometheus:

Bold:	bold
Italics	<i>italics</i>
Underline:	<u>underline</u>
Font Size	This text will be one size smaller This text will be one size larger
Font Color:	This text will be red
Font Face:	This text will be in Arial font

Hyperlinks	This text will be a highlighted link - i.e. - The Post

OUTSIDE A COURSE (The Course Listings Page)

The **Course Listings** page allows access to global change areas and provides views of courses and account information. It can also be accessed by clicking on **Courses** in the toolbar.

The Course Listing page has shows several functional areas:

1. ***Course Listings*****:** The links to course(s).
2. ***Preferences*****:** Used for modifying User Information and User Interface, accessing and adding Files to the Files Manager, and accessing Advanced Course Control options.
3. ***Add a Course:*** Used to add courses to the roster.
4. ***Remove a Course*****:** Used to remove courses from the roster.

1. COURSE LISTINGS

- The **Course Listings** box shows courses with which you are associated (If no courses are listed, you are not enrolled in or have not created any courses.) The following is shown:
    - **Course Number:** The ID Number of the course.
    - **Course Title:** The title of the course.
    - **Professor:** The person teaching the course.
- Click on an underlined course number to open that course to view or to edit it. To go back to the **Course Listings** page, click on **Courses** in the toolbar.

2. PREFERENCES

- Click on **Preferences** to access the **Choose a Task** page. The options listed beneath the Preferences function are:
    - **Edit User Information:** For editing personal user information, like e-mail address, etc.
    - **Edit User Interface:** For altering the way Prometheus is viewed.

- **File Manager:** For managing all the Files and folders related to courses, as well as any personal Files and folders.

How to Edit User Information

- To edit personal information and password, click on **Edit User Information**. An editing screen will be displayed on which the following information can be changed:
    - **First Name**: Enter first name.
    - **Last Name**: Enter last name.
    - **E-mail**: The e-mail address used to create the account will be entered here. This is the e-mail used by Prometheus to send e-mails. It is important that it be correct. Make the necessary changes.
    - **User Name**: The User Name used to create the account will be entered here.
    - **Password :** The password generated to create the account will be entered, but only asterisks will be visible. All account passwords are encrypted and are not visible to anyone at any time. To change password, enter the same password on two separate lines to ensure it is typed correctly.
    - **CD Drive Location:** If a CD-Rom (like those included with many textbooks) is used to upload or access information, the letter corresponding to the drive (i.e., d or f) must be chosen here so that the system will know where to look for the referenced information.
    - **E-mail Signature:** Add a signature, title, quote or other information here. This will be added to any e-mail sent from Prometheus.
- Once all information is changed, click on the **Update** button to save the changes. The **Course Listings** page will appear.

How to Edit the User Interface - Graphical

To alter the appearance of the personal Prometheus user interface, click on **Edit User Interface**. Note that the default under the **User Interface** category should be set to **Graphical**. The Edit User Interface box will show the following information:

Set to Default Button: This button sets the User Interface to the defaults listed in the categories below.

General User Interface Preferences:

User Interface: There are two options, **Graphical** or **Textual**. Click on **Graphical** to utilize a graphics rich version of the Prometheus interface. Click on **Textual** to utilize a less graphic-intensive version of the Prometheus interface. This choice permits slightly faster downloads on slower dial-up connections.

Toolbar location: The default placement of the Prometheus toolbar is on the left side of the screen. Options include moving it to the right, top, or bottom of the screen.

Font Type: Affects the fonts of Prometheus forms and other material already existing in Prometheus. Font type options are currently limited to Arial/Helvetica (Arial for PCs and Helvetica for Macs) or Times Roman (for both PCs and Macs).
Font Size: Font size can be increased by either one or two point sizes. Increasing font size provides greater visibility for the visually changed and for projected presentations of Prometheus pages.

Form Related Preferences:

Textarea Rows: Editing the text area rows increase or decrease the number of viewable lines in editable text boxes.

HTML Editor: Users with Internet Explorer 4.0 and above will also see the HTML Editor option. The HTML editor can be turned on or off using the drop-down menu. If set to “yes”, the HTML editor will appear in text entry areas throughout Prometheus. By default, this feature is enabled.

Input Font Type: Changes font for text typed directly into text boxes. Fonts type options are currently limited to Arial, Helvetica or Times Roman.

Other Preferences:

Number of Discussions to View: Allows the choice between one and all Discussions viewed in the Discussions area of Prometheus.

- Make all desired choices.

- When all preference choices have been made, click the **Update** button. The **Course Listings** page will appear, with changes effected. Prometheus will save these changes. Thereafter, every time you log onto the system from any computer, the interface will reflect personal settings.

Note: Preferences are associated with *User Name*, not a specific computer. If you log on to Prometheus under a different User Name, the preferences reflected will correspond to those set under that User Name.

How to Edit User Interface – Textual

- Click on **Edit User Interface**. Click on the underlined word **Textual** in the **User Interface** field. Clicking on the **Textual** link changes the Prometheus to a text-based version of the interface. This option will let the pages of Prometheus load faster, especially for users with slow Internet connections.

NOTE: The textual interface editing choices affect colors of text and button areas **for the individual user** only.

- To alter the appearance of the personal Prometheus user textual interface, click on Preferences and then **Edit User Interface**. You will see an **Edit User Interface** box with the following information:

  Set to Default Button: This button sets the User Interface to the defaults listed in the categories beneath.

  General User Interface Preferences: Each choice (listed below) is followed by a drop-down menu of color names, a color palette and a question mark. Use the color palette to verify the name of the color chosen; clicking on the question mark icon will provide an explanation of the area affected.

  User Interface: The colors of the textual user interface that may be changed are:
  Text Color
  Windowpane
  Gray Bar
  Background Color
  Button Color

Link Color
Toolbar Text Color

The remaining choices for change on the textual interface are the same as those for the graphical interface, noted above.

The File Manager

Click on **File Manager**. This will open the **Files Collection** page, which is used for managing personal Files and all Files and folders related to courses. Listed first are Files labeled **Personal Files**, followed by Files organized in folders by the classes into which they have been placed.

Understanding the Areas of the File Manager

There are two primary areas on the Files Board: **Personal Files** and **Course Files (labeled by course titles)**.

Folders inside the Personal Files area:

My Files: Personal Files that can be shared among multiple courses. These Files are not accessible to others until placed in a course. They are made accessible from within any course from the text box within any edit screen, using the file folder icon. Items to be stored here include any that may be used multiple times, like policies, writing guides and general resources.

Folders inside the Course Files area:

Inbox: Contains Files that other members of the course post directly to the instructor.

Collaborative Files: Shows Files that all members of the course can view and Files that are viewable only by members of Groups.

Course Content Files: Shows Files that are '**embedded'** and those that have been placed into the Session, Projects, Lectures, and Discussion areas of the course. The **embedded** Files folder indicates Files that have been placed into a course from the **personal** file area using the those which have been associated. In other words, **embedded** Files are those that have been previously saved in the **personal** Files area and linked to from within a course wherever it is appropriate that they appear.

About Working with Files and Folders

The **Files Collection** page shows the folders and Files that are included in the personal Files and all courses.

A closed folder is indicated by the ( ) symbol. It can be expanded to view its contents by clicking on the addition sign.

A open folder is indicated by the ( ) symbol. It indicates an open folder and its contents are listed below. It can be closed by clicking on the minus sign.

Each file is indicated by the ( ) symbol. The date and person who posted the file, as well as any notes about it, will be shown here.

How to Hide, View, Edit, Move, Copy and Delete a File: These features are available to the right of every file contained in the File Manager.

Make a File Visible or Hidden:

- Click on the eye icon associated with a file (located to the right of the title of the file) to hide or show Files. When the eye icon is closed ( ), the file is not visible to students and the file is tagged **(Hidden From Students)**. When the eye icon is open ( ), the file will be visible to students.

Edit File Information:

- Click on the **Edit** icon ( ) associated with a file to edit Files. An **Edit File Information** page will open. Here, the Title of the file, the Notes related to you file, placement of the file within a session in the course or assignment to an individual or group can be changed. Graphic Files can also have dimensions and textual description altered here.

- Click the **Submit** button when done. The screen will refresh to the default **Files Section** page.

> **NOTE: Editing does not effect the actual uploaded file, but only the information about it**. Links to the file will remain active, even if the information about the file (i.e., the title) has been edited. To change the file, make and save changes locally (on your own the computer), delete the file already in Prometheus, and re-post the file. See **How to Delete a File**, below.

Move a File:

- Click on the **Move** icon () associated with a file. A **Move File** page will open. Choose the folder to be moved from the drop-down menu.

- Click the **Submit** button when done. The screen will refresh to the default and reveal the moved file.

Copy a File:

- Click on the **Copy** icon () associated with a file. The **Copy File** page will open. Choose the file to copy from the drop-down menu.

- Click the **Submit** button when done. The screen will refresh to the default **Files Section** page and will copy the file in the appropriate folder.

Delete a File:

- Click on the **Delete** icon () associated with a file. A pop-up box will appear confirming that you want to delete the file. Click **OK** and the page will refresh and the chosen file will be deleted. Only one file at a time may be deleted.

NOTE: Deleting a file will not change the links associated with it. If a file associated within a class is deleted, any links placed directly into text boxes using the file folder icon previous to the file change will no longer work. **Please check all links to be certain that they are active.**

How to Create, Hide, View and Delete a New Folder

A new folder can be created within any existing folder. This feature can help faculty organize course Files into instructional categories or student groups. Documents can then be filed within a category or group that is most appropriate to it. Faculty can create or delete any folder, or make folders visible or hidden to students.

Create a New Folder:

- Click on the **New Folder** icon () located to the right of an existing folder. A page labeled **Create New Folder** will open**.**

- Type in the text field the new **Folder Name** that you want to create.

- Click the **Submit** button when done. The screen will refresh to the default **Files Section** page with the new folder created.

Make a New Folder Visible or Hidden:

- Click on the eye icon associated with a folder (located to the right of a folder). When the eye icon is closed ( ), the folder is not visible to students and the folder is tagged **(Hidden From Students)**. When the eye icon is open ( ), the folder is visible to students.

Delete a New Folder:

- Click on the **Delete** icon ( ) associated with a folder. A pop-up box requesting confirmation of the choice to delete the folder **and all its contents** will appear. Click **OK**. The page will refresh and the chosen folder will be deleted. Only one folder may be deleted at a time.

About File Posting

The **Post File** function appears at the top of the Files Collection page. This used for uploading single Files, multiple Files and for tagging references on CD-ROM Files. Any files can be uploaded into Prometheus. This includes word-processed documents, image Files, text documents, presentation Files, spread sheet files, ZIP files, and audio and video files.

> **NOTE**: Be aware that people accessing Files will need to have the appropriate software programs installed on their desktop to view uploaded Files.

How to Post a File:

- Click on the **Post File** button. The **Post File** page will open.

- Enter the title in the **Title** field. This is required for the file to be copied and uploaded to the Prometheus database.

- Choose a file to upload. Either type the full path to the file on the computer, or click on the **Browse** button.

- Add information related to the file inside the **Notes** text box.

- Choose where to **Post File To** from the drop-down menu choices.

- Click **Submit**. The screen will refresh to the default **Files Section** page and will display the file in the appropriate folder.

NOTE: About Posting an Image File
When an image file with .jpg or .gif after the title is posted in the **browse** field, Prometheus will automatically open a dialogue box requesting information about the image file. The display size (height and width) may be changed here (optional). Leave the size fields blank unless a specific size is desired.

3. Add A Course

Click here to add a course to the Course Listings page. To do so, the Course ID and Password must be known.

Note: You only need to remember the **Course ID** and **Course Password** once to sign up for a particular course. Prometheus will remember that you are enrolled in the course. After the initial sign-in use only your **personal User Name** and **Password** to access Prometheus.

4. Remove a Course

Click here to remove a course from the Course Listings page.

SYLLABUS

The **Syllabus** page is the first page seen when logging into a course in Prometheus. It includes general information about a course, such as the name of the instructor, a course description, course reading materials, prerequisites, course objectives, methods of instruction and evaluation, and any other overall course information required.

On the navigation toolbar will be listed all of the functions the instructor has chosen to use for this course. Click on any of the function buttons to open the function's page.

OUTLINE

The **Outline** section is used to navigate through course Sessions. Each class meeting is a different Session with its own page. The Session page lists the topics, assignments, readings and files your instructor requires for class, as well as any items the instructor may have put on electronic reserve. Certain items may be hyperlinked to locations or files. Click on these items to get to the link.

In the **Outline** are:

> **Outline:** Lists course date(s), Session number(s), and Topic(s)
>
> **Assignments:** Lists complete Session information in chronological order and can be printed easily.
>
> **Calendar:** Displays a monthly calendar graphically covering the duration of the course. Links session dates to the Session View page for each Session.

Click on the Session that corresponds to the current date or lesson to view information and assignments for the lesson. Some of the information may include links to documents you wish to save, particularly the ones under Files.

To save a file on a PC:

- Right click on the link. A short menu of options should appear. In Internet Explorer, click on "Save Target As." In Netscape, click on "Save Link As."
- Select the appropriate 'Save' command
- Enter the title desired.
- Navigate to area in which to save the document
- Click **Save.**

To save a file on a Macintosh computer, click on the file and drag it to your desktop.

TESTING

The **Testing** section allows the administration of tests and surveys.

Testing is the default page of the Testing section. It is used to view each of the Tests built within a course.

- Click on the Test name under **Title**. This will open the Test to be completed. A Test must have been created to appear here. Tests can only be taken once, unless reset by the instructor.

The instructor will provide information about the test and a password to access the test, if one is required.

- Choose the test you are to take from the list on the **Testing** page. If a password is required, Prometheus will open a box into which the password can be typed. When the password is entered, the test will appear.
- Answer each question on the test. To add mathematic or scientific equations to any of the text areas in this section, click on this equation editor graphic (x^2) to open the WebEQ Equation Editor. (See **Using the Equation Editor** for instructions.) To add Files from the Files Manager to any of the text areas, click on the file folder graphic () and select the file from the collection.
- When all questions have been answered, click **Submit**. A confirmation message will appear.
- Click **OK** to make the message disappear. The list of tests will appear again. The test just taken will no longer be linked.

GRADE BOOK

A **Grade Book** option is available for each course created. If the instructor has chosen to include a Grade Book in the course, this option will appear in the navigation tool bar for the course.

- Click on Grade Book to view grades and comments.
- If more than one name appears, the instructor has selected the option to 'Show All Grades'. Students will see all of the grades entered, but only their own name. Each time the Grade Book is opened, the grade order will be rearranged.

PROJECTS

The **Projects** section allows Files to be posted, or text provided that details major assignment(s), paper(s) or Project(s) that extend over several Sessions. Information that can be posted includes files, a title for the Project, a due date and any instructional notes. Specific full-class or group Projects can be posted, or simply outline criteria for any required Projects for students to design themselves. If the instructor has chosen to include Projects in the course, Projects will be viewable in the navigation tool bar.

- Click **Projects**.
- View the list of Projects for information.

LECTURES

The **Lectures** section allows the posting of Files, such as PowerPoint files, that detail specific Lectures or notes associated with a particular Session. The **Lectures** page also creates a printer-friendly page for printing all Lecture notes posted.

- Click **Lectures**, if available.
- View the Lectures. Print all Lectures by choosing the Print function in your browser screen.

FILES

The **Files** section is used for managing all the files related to courses, as well as any personal files. The Files section is also a place where files can be shared between class participants.

Files of virtually any format can be copied from a hard drive, a floppy disk or a shared network drive into the Prometheus database. In other words, there must be direct access to a file to post it. Prometheus automatically creates a copy of the file chosen.

Instructors may also reference information on a CD-ROM. If so, you must have the same CD-ROM.

The **Files** section has three functions:

> **Files:** This is the default page of the Files Section, also called the Files Board, where there are listings of your personal and course-related folders and files. Use this page to change the visibility, edit the information, copy, move and delete each file, as well as to create, change the visibility of and delete folders.
>
> **Post Files:** Where you input the information about posting a single file, posting multiple files and/or referencing a file on a CD-ROM.
>
> **Log:** A listing of the files posted on the Files Board. Files cannot be viewed or changed from here.

Understanding the Areas on the Files Board

There are two primary areas on the Files Board: **Course Files** and **Non-Course Files**. The Course Files area lists all the Files that exist in that particular course. The Non-Course Files board lists all the Files held in student or faculty personal files. If the student or faculty is a participant in another course, the Inbox for those course(s) will appear under the Non-Course Files area.

Folders inside the Course Files area:

> **Inbox:** Contains files that other members of the course post directly to you.
>
> **Collaborative Files:** Contains Files shared between members of Groups, and Files that all course participants can view.

Course Content Files: Contains files that are initially attached and/or uploaded from specific areas of the course (listed below).

Session
Projects
Lectures
Discussion Attachments
Embedded Files: These are files that are uploaded using the File Manager feature that is located above Prometheus text boxes.

Folders inside the Non-Course Files area:

Inbox: Contains files from other courses (identified by their department ID, course number and section number).

My Files: Personal files that are accessible from within any course.

All About Working with Files and Folders

The **Files** default page shows the folders and Files that are included in personal files and course files.

A closed folder is indicated by the ( ) symbol. It can be expanded to view its contents.

An open folder is indicated by the ( ) symbol. It indicates an open folder and its contents are listed below the folder.

Each individual File is indicated by the ( ) symbol.

For additional information about the use of Files, see* Outside a Course > File Manager *earlier in this Guide.

MESSAGES

The **Messages** section is the e-mail address book for the course. It provides a number of ways to send messages to the students in the course. An individual e-mail message can be sent to anyone in the class; a broadcast e-mail can be sent to everyone signed up for the course; group e-mail can be sent to selected class members. Announcements can be posted to the Course Listings pages for each class member to view upon log-in.

> **Note:** Students do not have the ability to post Announcements; only an instructor has that permission

The **Messages** section has three functions:

Individual E-mail: Allows the sending of e-mail messages and file attachments to students within the course individually or to individual groups within the course.

Broadcast E-mail: Allows sending of e-mail messages and file attachments to all students and faculty related to the course at one time**.**

Group E-mail: Allows sending of e-mail messages and file attachments to selected multiple people or pre-formed groups related to the course with one e-mail.

How to Send Individual E-mail

- To send an individual e-mail to a person enrolled in the course, click on the e-mail address next to their name, or select the name of a particular person in the course. An **Individual E-mail Message** form will open.
- Fill out the fields on the form. Note that the **Subject** field is filled by default, but can be changed. Note that by default a copy of the message is 'sent to you'. **Uncheck** this box, if desired.
- Enter a file into the **File** field (optional). Post additional files in the File field by clicking on the **Post Multiple Files** button, which will add more file fields to the form.
- Type the message in the **Message** field.

- To have this message appear in the Message Log, make sure a check mark shows in the **Create a log of this message box** located next to the **Submit Message** button. By default, this is checked. **Uncheck** this box if a log of this message is not desired.

- Click **Submit Message**. Once the message is submitted, the screen will display a confirmation message.

How to Send Broadcast E-mail

- Click on **Broadcast E-mail**. A **Broadcast E-mail Message** form will appear.

- Fill out the fields on the form. Note that the **From** and **Subject** fields have default information in them. The Subject field can be edited.

- Enter a file into the **File** field (optional). Post additional files in the **File** field by clicking on the **Post Multiple Files** button, and entering the necessary information.

- Type the message into the **Message** field.

- To have this message appear in the Message Log, make sure a check mark shows in the **Create a log of this message box** located next to the **Submit Message** button.

- Click **Submit Message**. The screen will display a confirmation message.

> ***Note:*** Each person receiving an e-mail through the Broadcast E-mail feature of Prometheus will only see his or her address in the "To:" line of the header. All other addresses will be suppressed.

How to Send Group E-mail

- Select **Group E-Mail** from the **Messages** page.
- Choose members of the group to receive the e-mail. Group e-mails may be sent to established Groups or chosen from the list of individual students. Click the **Group** button to view Group members.
- Click **Submit.** The **Group E-mail Message** form will appear.
- Fill out the fields on the form. Note that the **To**, **From** and **Subject** fields have default information in them. The Subject field can be changed.
- Enter a file into the **File** field, if desired, as noted above.
- Type the message in the **Message** field.
- To have this message appear in the Message Log, make sure a check mark shows in the **Create a log of this message box** located next to the **Submit Message** button.
- Click **Submit Message**. The screen will display a confirmation message.

> ***Note:*** Each person receiving e-mail through Prometheus will only see his or her address in the "To:" line of the header. All other addresses will be suppressed.

About Log Buttons

All the functions within the Messages section have **Log** buttons, found in the upper right corner of the specific Messages area. For the Individual, Broadcast and Group E-mail functions, logs of all e-mails sent can be viewed by clicking on the **Log** button. Logs can be deleted by clicking on **Clear Log**.

The Announcement function Log page allows the viewing and deletion of logs. Click on the **Delete** button beside any Announcement to remove it from the Course Listings page.

DISCUSSIONS

The **Discussions** section allows members of the class to participate in asynchronous (anytime), threaded discussions. Messages are posted to the discussion board under a particular topic for anyone enrolled in the course to read. Class members can respond to each other's messages on the discussion board whenever they have time.

Topic Listing is the default page of the **Discussions** section where discussion topics are posted and viewed.

Near the top of this page is a **Legend** of symbols that apply to **Discussions**:

Visible: When this icon is displayed to the right of a topic link, students are able to view the particular category and messages within that category.

Hidden: When this icon is displayed to the right of a topic link, students are not able to view the particular category or the messages within that category.

Create Topic: Clicking on this icon allows a topic and message to be posted on the Topic Listings page in categories labeled **General Discussions Area**, inside a **Group Discussion(s)** area, or inside a **Category**. A Category is a subject area, for example, 'Research Paper'. See ***How to Create a New Category***, below.

Edit: Clicking on this icon allows you to edit a category, topic and/or message that has been posted on the Topic Listing page.

Delete: Clicking on this icon allows you to delete a category, topic and/or message(s) that has been posted on the Topic Listing page. *Deleting a category will delete all materials, messages and topics associated with it.*

Below the Legend is the **Topic Order** area**.** To view the most recent messages first, click on the **New** link. To view the oldest messages first, click on the **Old** link.

All topics in the Discussions section can also be viewed by clicking on the **All** link, or participants can choose to view only those topics not yet read by clicking on **Unread.**

Discussions are posted in three areas below the **Topic Order** section, progressing in order from general to specific:

The **General Discussions** Category area is designed to hold messages for every member of the class to have access to**.**

Any **Category Discussions** created follow. For example, Discussions only pertaining to the Category 'The Research Paper' would be posted here.

Any **Group Discussions** are listed below Category Discussions. Only members of the Groups have access to these Discussion areas**.**

How to Create a Topic:

- Click on the **Create Topic** icon. A **Discussions: Create Topic** page will appear with a **Post To** title and **From** title area that are filled and cannot be edited.
- Enter a title in the **Subject** field.
- Enter the appropriate information in the **Message Body** text box.
- Upload a file(s) to the **Attach Files** field(s) (Optional). Be sure that Attachments are enabled on **Discussions Options** page.
- Click **Submit Message**. The new topic will be listed within the chosen category.

How to Edit a Topic or Message:

- Click on the Edit icon in the topic, category or message, and make the changes desired.
- Click on **Update Changes**

How to Delete a Topic or Message:

- Click on the item to be deleted. A confirmation prompt will appear, warning that all materials will be deleted, and providing an option to **cancel** the deletion.
- Choose **Delete** or **Cancel**.

Reading and Replying to Messages

To view any of the messages displayed on the Topics Listing page, simply click on any linked message. A screen displaying the icon Legend, the message, and options with arrows that allow viewing the **Previous Topic**, **Next Topic** or **Next Message** and a **Reply** icon will appear. The previous or next topic or message appears only if there are topics or messages to view.

> **Note:** By default, Discussions are viewed one at a time. All Discussion messages can also be viewed in the order they are posted. To view all Discussions, Go to **Course Listings > Preferences > Edit User Preferences** page. Select **All** at "Discussions to View".

Reply: Click on this icon to post a reply message within the appropriate topic. A **Reply to** screen will appear. Inside this area is a **Reply** drop-down with three options:

Reply to Thread: Posts your reply message to all members of the class who have the ability to see this discussion.

E-mail Author: posts an e-mail reply directly to the author of the message. No message is viewed by other students.

Both: Combines both of the above options.

- Below the Reply drop-down menu enter or change information in the **From, Subject**, and **Message Body** fields.
- Attach any files desired. Place a check in the checkbox if receiving an **e-mail a notification to you whenever someone else posts a message in this same thread** is desired.
- Click **Submit Message**. The message will be submitted to the database and the screen will refresh, showing the message.

Certain Options May be Enabled by Faculty, including:

Create New Category: Creates a Category in the General Discussion area to help focus your discussions into subject areas, i.e., 'Requirements'.

How to Create a New Category

- Click on **Create New Category**. A **Category Title** page will appear.
- Enter a Category title.
- Click **Create**. The Options page will appear. The Category is now listed on the Topic **Listing** page.

> **NOTE:** Any action that takes place on this page results in a message: 'your action was successful' displayed near the top of the screen.

Student Message Editing: Allows or prevents students from changing/editing their messages once posted. This is an either/or choice; it is not time-dependent. Instructors can always edit their own messages. Students can edit only messages they created when this option is selected. *Only the person who posted the message may edit it. No one may edit a message posted by someone else.*

File Attachments: Enable or disable File Attachments. Enabling File Attachments allows students to attach files to their postings.

CHAT

Synchronous interaction between course participants takes place in the Prometheus **Chat** section. Through textual and audio Chat rooms, as well as Whiteboard functions, class participants can engage in real-time discussions, as well as type and draw on slide presentations to illustrate their points of interest. Instructors can also moderate Chats, log textual Chats and conduct anonymous polls. Before utilizing these functions, it is suggested that you familiarize yourself with all the areas of the Chat section.

> **NOTE:** The **Chat** section functions with the aid of Macromedia Shockwave and the HearMe plug-ins. Your first time in the Chat area, please answer **Yes** to "download Shockwave and HearMe". These applications are free and also available directly from the Internet at http://www.macromedia.com/shockwave/ and http://www.hearme.com.

The **Chat** section has four functions:

Rooms: Join, create, edit or delete Chat rooms here.

Slides: Graphic files can be uploaded for display in the Whiteboard area**.**

Logs*:* Save and obtain access to previously recorded text Chat sessions here.

Options: Edit permissions for the default Chat room for the course. This is the same functionality as going to Rooms and hitting "Edit" next to the Default Chat Room.

Using the Chat Tool

The Chat area is where the textual content of Chats is viewed. Located in the upper left side of the screen, the Chat area consists of two white text-area sections, and a Send button. All text Chat is displayed for viewing in the top area; the bottom text-area section is used to type text into. Place the cursor in the bottom area and type text. Click **Send** or press **Enter** on your keyboard. If the Question Queue is not activated (see **Question Queue,** below), text will immediately appear in the top section of the Chat area.

How the Whiteboard Area Works:

When a slide show is selected from the **Slide Show** drop-down menu, the Chat room will reload Shockwave and reconnect to the server. The first image of the slide show will display inside the Whiteboard area of the Chat room. Any other Chat room participants will see this slide show in their Whiteboard area. Any of the Whiteboard features listed below can now be used. As these features are used, all Chat room participants will view the results on the Whiteboard.

Title Bar: Just below the image you'll see a Bar that displays the Title of the slide. To the right of the title are the 

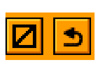
buttons, which allow display of the previous or next slide in the slide show.

Type, Draw, And Size: 

- Click on the Pencil tool to draw on the Whiteboard. The point size can be increased or decreased.
- Click on the text tool (T) to enter text on the Whiteboard. Choose between Arial or Times font; choose B to bold type and the I to italicize. Type size can be made smaller or larger by clicking on the up or down arrows. Size range is from 12 to 36.
- Click **enter/return** on your keyboard to save any text entered on the Whiteboard. Clicking elsewhere before clicking **return** will cause the text to be lost.

Color Palette: 

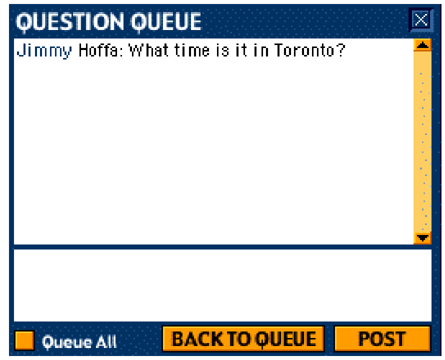
- Click anywhere inside this palette to apply color choice to the drawing or text tools.

Erase-Undo: 

- Click on the Erase box to remove all drawings and text entered onto the Whiteboard area. Click on the Undo arrow to remove the latest drawing or text entered.

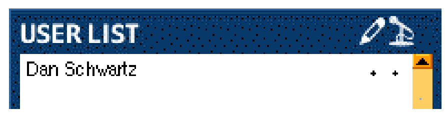
Question Queue: The Question Queue provides the ability to moderate the Chat session. Located in the bottom left side of your screen, the Question Queue area consists of two view areas, a **Queue All** button, a **Back to Queue** button, a **Post** button and a box to the right of the Question Queue title that enables or disables this area.

How the Question Queue area works:



- When the **Question All** box is checked, any text entered into the Chat session by any participant is automatically sent to the top text-area section of the Question Queue area. The text is labeled with the name of the sender and is displayed in the order it was sent. It can now be edited and posted.

- To edit this text, double click on it. This will send the text to the bottom text-area section of the Question Queue area, where it can be edited. After editing, it can be sent Back to Queue (the top-text area section) by clicking on the **Back to Queue** button or posted directly to the Chat area by clicking on the **Post** button.



User List: The User List displays the names of the active participants who have logged into use the Chat room. Two features are accessible through the User List.

Whisper: This feature allows Chat room participants to send a live message directly to each other without having their text viewable by anyone else in the room.

To activate the Whisper feature:

- Double-click on the name of the individual who is to receive the message. A pop-up box will appear with a field in which to type a message. Enter text.

- Click **Cancel** or **Send.**

- The receiver will see the message and the sender's name will be surrounded by brackets <>, signifying to the receiver that only he or she can see this particular post.

Privileges: This feature allows activation of Audio Chat or the Whiteboard features for a specfic Chat room participant. Selected participants can edit, delete and make other changes in the Chat room, as well as control the Whiteboard.

To activate the Privileges feature:

- Hold down the **Alt** key (PC) or the **Option** key (Mac) and double-click on the name of the individual who is to be given privileges. A pop-up box will appear with the a Whiteboard icon and a Microphone icon.

- Click on the function(s) to be activated.

- Click **Cancel** or **Save** to activate. Note that the dots located next to the individual's name will increase in size corresponding to the feature(s) activated.

Microphone Button/Audio Chat: Chat room participants can also talk with each other in live audio inside the Prometheus Chat section. In order to accomplish live audio Chats, participants must have a microphone and headphones or speakers. (Headphones are preferred.) The **Audio Chat** feature must be enabled through the **Options/Features Enabled/Audio Chat** function.

To speak, click on the microphone icon. An alert will appear to advise that the microphone will be activated. Click **Yes** to activate the microphone. Click **Cancel** to end the possible activation of the microphone.

- Begin speaking.

Log: Creates a transcript of any textual Chat. To start, click on the **Log** button located beneath the microphone button during any particular Chat. To stop the log function, click on the Log button again. Logs are viewable through the Logs function.

Start Poll: Prometheus allows anonymous polling of Chat participants. To use this polling feature the Whiteboard must be enabled through the **Options/Features Enabled/Whiteboard** function.

To activate polling:

- Click on the **Start Poll** button. A **Poll** form will be displayed in the Whiteboard area.

- Type a question directly into the text field labeled **Question**. There are three types of questions available: true/false, yes/no and multiple choice. **True/false** questions or **yes/no** questions will automatically populate by clicking on the appropriate buttons within the Poll form. By entering answers inside the numbered-lines fields, a multiple-choice question can be posed**.**

- After completing the appropriate text fields, click on **Send Poll**, which will send the poll to the Chat room participants. Answers will be recorded and viewable immediately, showing the number of individuals that responded and the percentage of the total number by option choice.

Rooms

Clicking **Chat** on the toolbar automatically directs into the default Chat room. This room is considered public and anyone from the course can join in a Chat in this default room at any time. Other Chat rooms can be created in the Rooms function.

How to Create a Chat Room

- Click ROOMS. A **Chat Rooms** page will open.
- Click on **create a new Chat room**. A **Create a Chat Room** page will open.
- Enter data into the following six areas:

  Room Name

  Room Password (optional): If a password is chosen, anyone who participates in the Chat will need to enter the password to enter the Chat room.

  Features enabled: Polling, Whiteboard, Audio Chat

  Default Log Permissions: This specifies who can view logs: only the class members who have participated in the Chat room or all students, regardless of participation.

  Message queue:

    Queue disabled: Enable the Question Queue by clicking on the small white box to the right of QUESTION QUEUE.

Separate "Send to Queue" and "Send to Room" Buttons: Question Queue is present but not enabled. Enable the Question Queue by clicking on 

.

All messages sent to queue: All messages sent will be automatically be queued. Disable this feature during the Chat by clicking on 

.

Permissions: Roles for participation in the newly created Chat room are assigned here. Click on the white boxes to enable permissions accordingly:

Speaker: This individual sends comments to Moderator to be posted on the Chat screen; has editing control of the Whiteboard.

Moderator: This individual has control of the Question Queue where all comments are filtered.

Slide Show: This individual controls which Slide Show will be displayed during a Chat session.

- Click **Create Chat Room**. The following message will be displayed: **These changes will not take effect until users leave and re-enter the Chat room**.
- Click **OK**. The new Chat room will open. The Shockwave and HearMe plug-ins will load and a live Chat session will commence.

> **Note:** The Chat room will now be listed inside the **Chat Rooms** page, which can be accessed whenever the **Rooms** button is clicked. A listing of all available course Chat rooms is viewable on the Chat Rooms page, which includes a link to the **Default Chat Room.**

How to Edit a Chat Room

Once a Chat room is created, it will be listed on the **Chat Rooms** page, where it can be accessed by clicking on it.

- Click on the **Edit** button next to the Chat room to be edited. An **Edit a Chat Room** page will appear.
- Make the appropriate changes.

- Click on **Update Chat Room**. A message will notify you that: **These changes will not take effect until users leave and re-enter the Chat room**.

- Click **OK**. The **Chat Rooms** page will appear.

How to Delete a Chat Room

Once created, a Chat room will be listed on the **Chat Rooms** page, where it can be accessed by clicking on it. It can be deleted, if desired. To delete a Chat room:

- Click on the **Delete** button next to the Chat room to be removed. The following message will appear: **Are you sure you want to delete?**

- Click **OK**. The **Chat Rooms** page will reappear and the room will no longer be listed.

> ***Note:*** The Default Chat Room cannot be deleted. It can be edited by clicking on the **Edit** button next to the Default Chat Room link.

Slides

If enabled by the instructor, this function will appear on the Chat display. The Slides function allows upload and display of .jpg or .gif image files displayed in the Whiteboard area. A slide show can be created using as many slides as desired. Slide shows can be edited by title or description, rearranged, added to or deleted (individually and in their entirety) and/or annotated with drawings and text during a live Chat.

How to Create a Slide Show

- Click SLIDES . This will reveal the **Slides Show** page.

- Click on the **create a new slide show** link. This will reveal a form with two sections: **General Show Information** and **Add a Slide**.

- Enter a **Show Name** and **Description** in the appropriate fields within the **General Show Information** section.

- Upload an image(s) – either .jpg or .gif image(s) -- in the fields within the **Add a Slide** show section. Three images can be entered on a single screen; if more images are required for the presentation, click on the **add more slides** box.

- Click **Submit**. If **add more slides** is checked, a new Create Slide Show form, listing all the information just entered, and adding three new Add a Slide fields, will be seen. To the left of each image is a drop-down box with a number that allows slides to be re-ordered. To the right of each image are an **edit** button and a **delete** button. These allow changes to or deletion of the image(s) entered.

- Repeat until the desired slide show is completed.

- Click **Submit**; the **Slide Shows** page showing the new slide show will be revealed. After a slide show is created, the title will be listed in the drop-down menu labeled **Slide Show** on the Chat default page.

Logs
Faculty members and Chat room creators can **Log** the textual Chat portion of Chat. To start logging, click on the **Log** button. To stop, also click on the **Log** button.

Logs of Chats for this course are viewable by choosing LOGS at the top of the Chat screen.

Options
The options page allows you to edit settings for the default chat room for the course.

How to Edit a Chat Room

- Click Options on the toolbar to access **Edit a Chat Room**. You can make changes to any of the following settings:

Room Password (optional): If a password is chosen, anyone who participates in the Chat will need to enter the password to enter the Chat room.

Features enabled: Polling, Whiteboard, Audio Chat

Default Log Permissions: This specifies who can view logs: only the class members who have participated in the Chat room or all students, regardless of participation.

Message queue:

Queue disabled: Enable the Question Queue by clicking on the small white box to the right of QUESTION QUEUE.

Separate "Send to Queue" and "Send to Room" Buttons: Question Queue is present but not enabled. Enable the Question Queue by clicking on Queue All.

All messages sent to queue: All messages sent will be automatically be queued. Disable this feature during the Chat by clicking on Queue All.

Permissions: Roles for participation in the newly created Chat room are assigned here. Click on the white boxes to enable permissions accordingly:

Speaker: This individual sends comments to Moderator to be posted on the Chat screen; has editing control of the Whiteboard.

Moderator: This individual has control of the Question Queue where all comments are filtered.

Slide Show: This individual controls which Slide Show will be displayed during a Chat session.

- Click on **Update Chat Room**. A message will notify you that: **These changes will not take effect until users leave and re-enter the Chat room**.
- Click **OK**. The **Chat Rooms** page will appear.

> ***Note:*** This is the same functionality as going to Rooms and hitting "Edit" next to the Default Chat Room.

FREQUENTLY ASKED QUESTIONS

Is there a Prometheus Manual that I can download?

The Prometheus User Manual can be accessed in several places in .pdf format. You will need to have the Adobe Acrobat Reader installed on your computer to view this file. (A link to the Adobe Acrobat Reader download site is listed in the 'applications and browsers' FAQ listed below.)

The User Manual can be searched using the Adobe Acrobat Reader search function. It can also be printed out or downloaded to a local computer for ready reference.

To access the Prometheus User Manual through **General Help**:

- Log on to Prometheus
- Click on the 'General Help' question mark in the upper right hand corner of the 'Course Listings' page.
- Click on "Prometheus User Manual"

To access the Prometheus User Manual from within a course:

- While in a course, click on **More Info** at the end of the navigation bar.

Click on "Prometheus User Manual

What is the purpose of the Course ID and Course Password?

Prometheus uses two layers of security to allow access to course materials. Every time you want to access Prometheus, you must login with your user name and password. This is the first layer of security. Once you set up an account in Prometheus, simply logging in will not give you access to any course materials. To gain access to a course, students must join the course with the Course ID and Course Password.

Who do I contact for help with my Prometheus course?

Questions about the course content should be directed to your instructor. If you are having technical difficulty with a Prometheus course, contact the technology services office on your campus.

Why can't I edit one of the files that I posted?

The edit function in the Files section does not edit the file itself. It allows you to edit the *information* about the file, such as its title in Prometheus, notes about the file, the associated session, and its visibility. To edit the file:

- Open or download the file and make the changes to it on your own computer (you must have the file to make changes to it);
- Sign on to Prometheus;

- Delete the outdated file;
- Post (upload) the changed file.
- Replace any links in the course to the ‘old file’ with links to the ‘new’ file.

How do I know if e-mail that I sent through Prometheus really went through?

Every time you send an e-mail message through Prometheus, you will receive a confirmation screen that the e-mail was sent. You may wish to check the **CC**: box in the e-mail form, to send yourself a copy of the e-mail to assure you that e-mail is going through. By default, Prometheus logs all e-mails sent. There are other reasons for failure to deliver e-mail: The e-mail address must be correct and the e-mail server or any forwarding set by the addressee must be working, as well.

Why can't I get into Chat?

To use the Chat Section, you must have Java and JavaScript enabled on your Internet Browser. You must also have the plug-ins, Shockwave and HearMe X-Tra, downloaded to your desktop. They are free on the Internet at *http://www.macromedia.com/shockwave/ and http://www.hearme.com.*

How do I change my account information?

- Log into Prometheus
- Go to the Course Listings Page
- Click on Preferences
- Click on Edit User Information.
- Update the form to change your User Name, Password, e-mail address and/or the way your name appears.
- Click Update to save these changes.

I am uploading a large file over a modem connection. Why do I keep getting an error message?

Most likely it is because the file is too large to easily transfer through a dial-up modem connection. The best way to upload large files is to do the transfer over a LAN or a high-speed connection.

I am trying to view a .pdf document using Internet Explorer 5.0. Why doesn’t it work?

There are several things that could be wrong. Check your security settings in IE.

- Select the tools menu on the browser;
- Choose Internet Options;
- Click on the security tab;

- Click the Default button. This will reset your security settings back to the defaults.

If that does not work and you have Adobe Acrobat Reader 4.0 or higher installed,

- Open Acrobat Reader
- Click on the file menu
- Choose Preferences, then General.
- Under Options, uncheck the Web Browser Integration box
- Click apply.

When you click on a PDF file, Acrobat will now launch outside the browser and you can view the file.

The last option is to save the file directly to your hard drive. To save a file on a PC:

- Right click on the file link. A short menu of options should appear.
- In Internet Explorer, click on "Save Target As."
- In Netscape, click on "Save Link As."
- A ‘save file’ prompt box should appear. Choose where to save the file.

If you are using a browser other than Internet Explorer or Netscape, consult your browser's help function on how to save files.

To save a file on a Macintosh computer, click on the file and drag it to your desktop.

I am using multiple Equations and/or Files together and they aren't displaying properly.

Each equation created with the Equation Editor and each file created within the File Manager can be used multiple times within a course. However, each specific equation or file can only be used only once in each text box.

If you wish to add the same equation or file to the same text box, copy the equation or file and give it a different title. Alternatively, use a different text box, which may be a more visually pleasing choice.