



UNIVERSITY OF BORÅS

Get started with PING PONG

- User guide for lecturers

Version 1



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1 Get started with PING PONG!

Note! This user guide does not cover all the parts and functions of PING PONG but is intended to be a Getting started help. For more detailed information on the features, refer to PING PONG's help function under *Support > Help*.

2 To log-in

You find PING PONG at the following address: <https://pingpong.hb.se>

Log-in with the same username and password you use when logging in to the University network.

You may be automatically logged out of the system due to inactivity. PING PONG uses pop-up windows, please turn off blocking pop-up window in your browser.

3 Start page

This is the start page of PING PONG. Depending on the courses and tools that you have access to, it can look somewhat different on your screen.

The screenshot shows the PING PONG start page with several callouts:

- Main menu:** Points to the top navigation bar containing 'Events', 'Personal', 'Communication', 'Tools', and 'Support'.
- Dropdown menus:** Points to the dropdown menus for 'My events' and 'What's new'.
- Shortcuts to Unread PIM, What's new and Contacts online:** Points to the 'WHAT' and 'HELP' icons in the top right corner.
- What's new:** Points to the 'What's new' section on the right side of the page.
- You can navigate in PING PONG via the breadcrumbs:** Points to the breadcrumb trail 'Start page' at the top of the main content area.
- In the field Recently visited events you can see which courses/events you have access to. All courses/events you have access to are shown in My events:** Points to the 'Recently visited events' list on the left side of the page.

Furthest up on the page there is a *Main menu* in PING PONG. From here you can access the different areas of PING PONG. You can find the shortcuts to unread messages (PIM), what's new and can quickly see if one of your contacts is online. You can also find a shortcut to the tool *Help*.

You can always return to the start page by clicking on the breadcrumbs or the University logo in the upper left corner. Breadcrumbs are a normal way of navigating on a website. The name of the page you are currently on is listed in a row preceded by the name of the previous page you were on. You can return the desired number of steps by clicking on the name of the page you would like to visit.

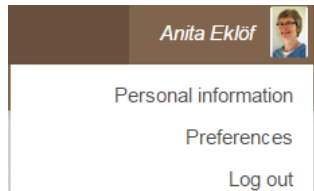
In the main menu you can find the dropdown menus *Events*, *Personal*, *Communication*, *Tools* and *Support*. To the right side of the page, under your name, you will find a dropdown menu for personal settings and *Log out*.

4 Main menu

Here you will find detailed description of the dropdown menus found in the main menu.

4.1 Personal information and Preferences

Under your name on the right side of the main menu you can enter your personal details.

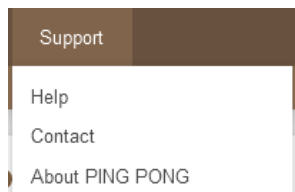


In *Personal information* you can publish a photo of yourself. In *About me* you can add a brief description about yourself that your students and colleagues can benefit from. The personal code number is only visible to you and the PING PONG administrator. People who have a user account via the University's computer network don't change password here, they change in the University network. Only people who don't have a user account in the University network change their password here.

In *Preferences* you can choose how you want PING PONG to appear. You can choose language, if you want to be seen Online, which is to recommend, and which tools you want to have shortcuts to. Try what works best for you.

4.2 Support

Under this heading you can find everything dealing with *Support*.



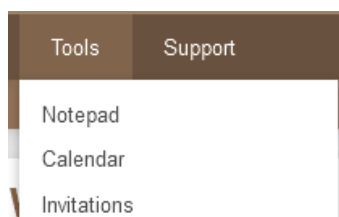
Help is a detailed help of PING PONG's functions. Feel free to explore!

Contact gives addresses to people and/or functions so that you can contact them if you are having problems with PING PONG. Please observe that the person in charge of the course is to be contacted for specific questions about the course contents or schedule.

About PING PONG is technical information about the system.

4.3 Tools

Under Tools in the main menu you can find *Notepad*, *Calendar* and *Invitations*. If you have rights for administration you also can see *Administration* here.



In *Calendar* you can have access to several calendars including a personal calendar as well as course/event calendars for the courses you are enrolled in.

4.3.1 Invitations

Lecturers can set up times for tutorials, labs, etc. and invite participants. In *Invitations* you can view the invitations you have received. An invitation can be individual or to groups.

4.3.1.1 Create an invitation

1. Choose *Invitations* in the menu Tools.
2. Choose *Create new invitation* in the left menu Create/edit invitations.

Edit invitation

Create a new invitation

Edit invitation

Preferences

Invitation name:

Max number of occurrences that each participant can book themselves on:
 Limit to
 Unlimited

Instructions for those wanting to make a booking:

[Send email](#)

Event 1: [Remove event](#) [Copy](#)

Start: End:

Location: Max participants:

Event 2: [Remove event](#) [Copy](#)

Start: End:

Location: Max participants:

[Create new event](#)

Recipients

Here you can setup which groups and users themselves in.

Members (Kurs 42 PING PONG H14)

Start

Kurs 42 PING PONG H14

Up one level

Members (Kurs 42 PING PONG H14)

Project groups (Kurs 42 PING PONG H14)

Select all above

3. Fill in *Invitation name*, *Max number of occurrences*, *Instructions*.
4. Fill in date and time for *Start* and *End*, *Location*, *Max participants*.
5. Create more occasions by click on *Copy* and do the changes needed or use *Create new event*.
6. Under *Recipients* to the right, decide who the invitation is visible for. Click at the group or user who should get the invitation. The marked group shall then be shown in the upper box.
7. *Save*.

4.3.1.2 Show bookings

To see which bookings you got on your invitation:

1. Choose *Invitations* in the menu Tools.
2. Click on *Show bookings* at the right in the list with current bookings.

Manage invitations

Page: 1 Invitations per page: 50

Name	Events	Bookings	Confirmed	Recipients	Functions
Handledning projekt	3	3	2	[G] Participants (Kurs 51 PIN...	Edit Show bookings Delete
Tuturing	2	0	0	[G] Members (Kurs 42 PING PON...	Edit Show bookings Delete

3. To confirm a booking click in *Confirmed*.

Show bookings

Back

Tuturing

Occasion 1
Start: 2015-03-10 09:00 End: 2015-03-10 10:00 Max participants: 1 Location: B508

Bookings
Malin TestareCLU, anita.eklof@hb.se [Decline](#) Confirmed

Occasion 2
Start: 2015-03-10 09:00 End: 2015-03-10 10:00 Max participants: 1 Location: B508

Export participant list
[Download Excel file](#)

Confirmed bookings
[Emil TestareCLU](#)
[Malin TestareCLU](#)

Not booked
[Anita Eklöf](#)

In the list of current invitations you can also see how many invitations that are confirmed. Via *Export participant list* you can get a participant list.

4.4 Communication

In *Communication* in the main menu you can find *Notifications*, *PIM* (PING PONG Instant Messaging), *What's new*, *Information* as well as the *Contact list*.

Communication Tools

- Notifications
- PIM
- What's new
- Information
- Contact list

4.4.1 Notifications

A list of things happening in PING PONG that are linked to you and the courses/events you are involved in.

4.4.2 PIM

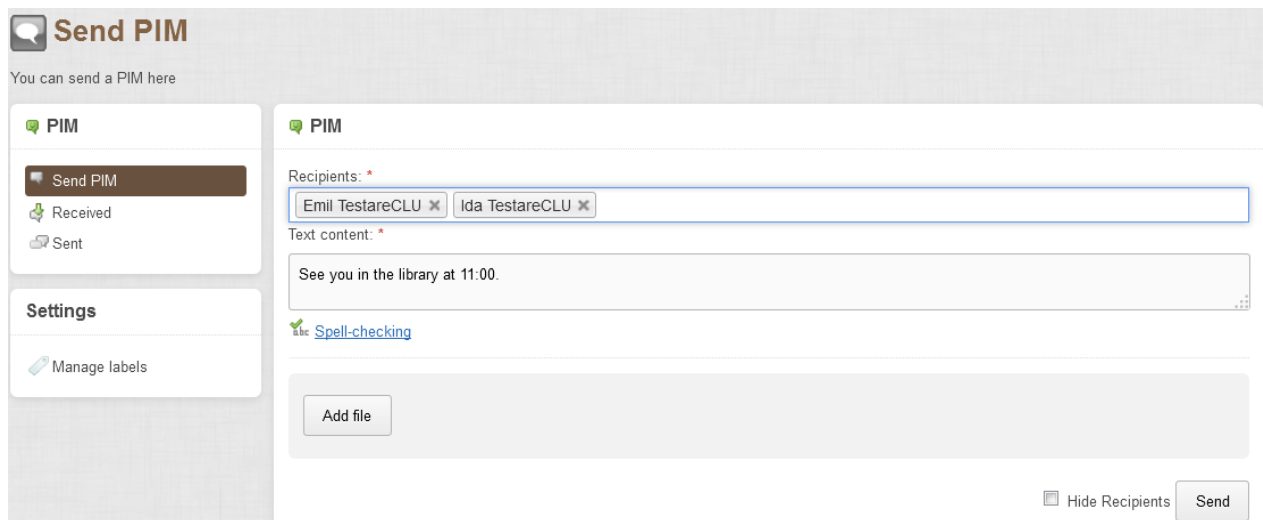
Here you read and send messages, *PIM*, in PING PONG. PIM is a simpler e-mail function.

4.4.2.1 To read PIM

1. Choose *PIM* under the main menu *Communication*.
2. Choose *Received* in the left menu.
3. Click on the received PIM to the right to read it.

4.4.2.2 To send PIM

1. Click on *PIM* under the main menu Communication.
2. Then choose *Send PIM* in the left menu.



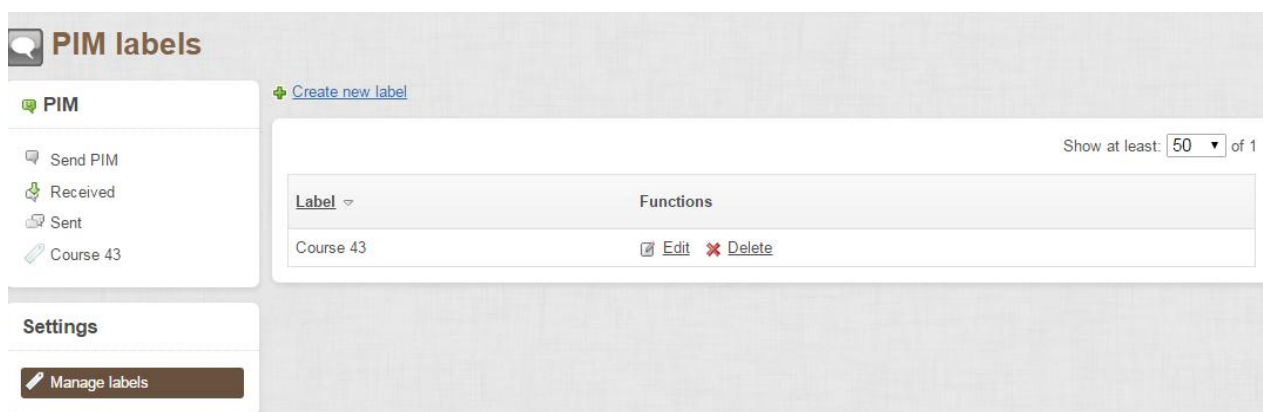
3. Choose *Recipients* from your Contact list.
4. Write your message in the field *Text content*.
5. *Send*.

Note! You can only send PIM to people in your *Contact list* as well as to all who are in the same course/event as you. To send PIM to people who are in a course/event with you, but are not on your contact list, you need to open the course/event and go to the Toolbox and choose *Send message*.

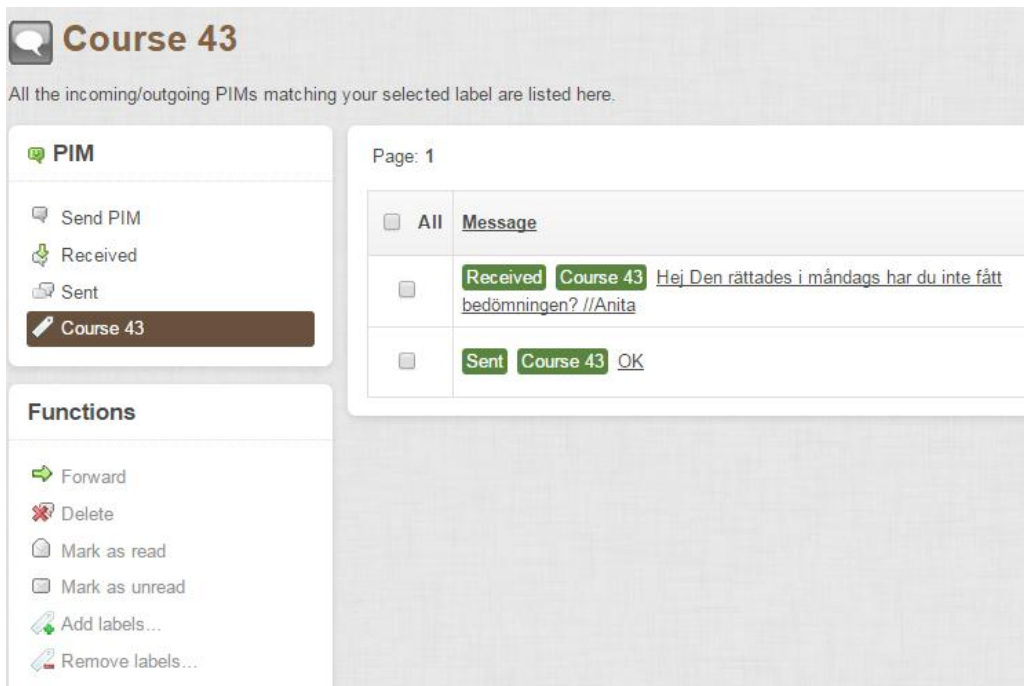
4.4.2.3 Manage labels

It is possible to add labels, and then it is easy to find special PIMs.

1. Click at *PIM* in the main menu Communication.
2. Choose *Manage labels* in *Settings* to the left.
3. Click at *Create new label* and give a label name, click OK.



4. Choose *Received* or *Sent* in the left menu.
5. Click at the message and choose *Add labels...* in *Functions* to the left and choose label.
6. Now you will find all labels listed in the left menu. Click on the label you want and you will find all messages.



4.4.2.4 Mark as unread

You can mark a PIM as unread. You use the function *Mark as unread*.

4.4.3 What's new

What's new shows new occurrences or what has not yet been read or done in PING PONG, for example, news in discussion forum, unread comments, and assignments. All news is clickable links that lead to the message/task. **Note!** What's new doesn't cover news in Documents and Contents.

4.4.4 Information

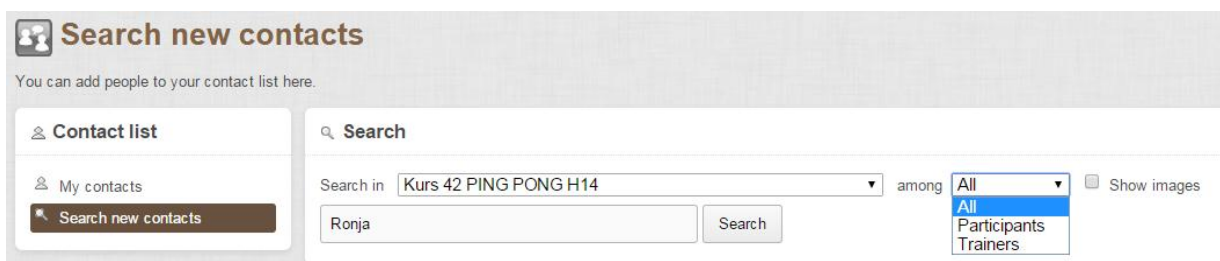
In *Information* all messages are shown that are more of a general character, which so to say do not belong to a specific course/event. Messages can be directed to different groups.

4.4.5 Contact list

You can create a *Contact list* of people you would like to easily send PIM to.

4.4.5.1 Create contacts

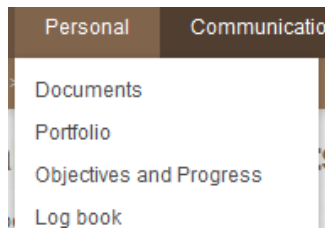
1. Click on *Search new contacts*.



2. You search by name. You can search for people by a certain *Event* and then search by *All*, *Participants* or *Trainers*.
3. When you have made your choices click on *Search*.
4. Mark the box at the name of that person who you want to have in your contact list and choose *Add selected to Contact list*.

4.5 Personal

Under *Personal* in the main menu you will find things concerning your personal tasks and documents in the system.

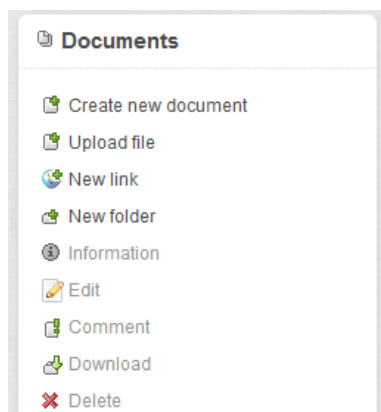


4.5.1 Documents

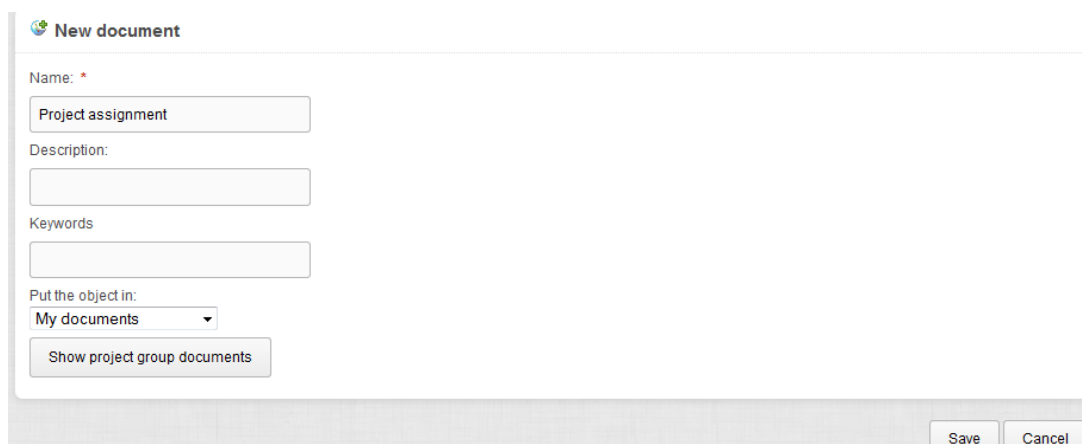
In *My documents* you can collect all your documents and files and sort them in folders. It is only you who can see the files in My documents. You can then easily move files from My documents to event documents in events/courses. If you are a member of a project group in PING PONG you can see the project group's document here. You can choose if you want to show or hide documents from project groups with *Show/Hide project group documents*.

4.5.1.1 Create a new document

1. Choose *Create new document*.



2. Insert a *Name* of the document.

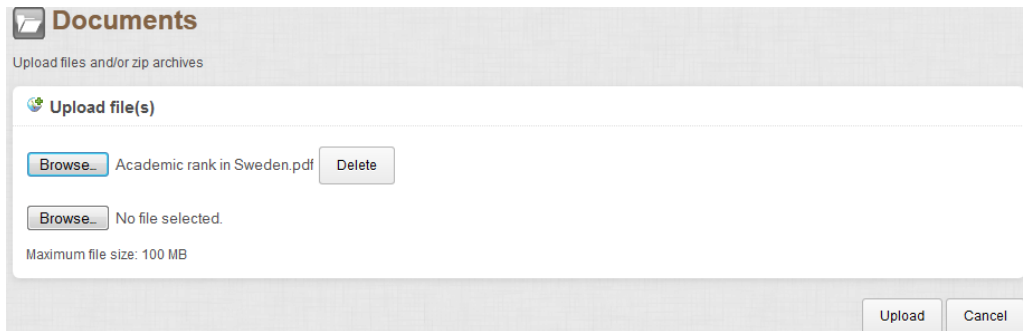
A screenshot of the 'New document' form in the system. The form has a title 'New document' and a 'Name:' field with a red asterisk, containing the text 'Project assignment'. Below it is a 'Description:' field, followed by a 'Keywords' field. There is a 'Put the object in:' dropdown menu set to 'My documents' and a 'Show project group documents' checkbox. At the bottom right of the form are 'Save' and 'Cancel' buttons.

3. Select where to put the document under the header *Put the object in:*.
4. *Save*.

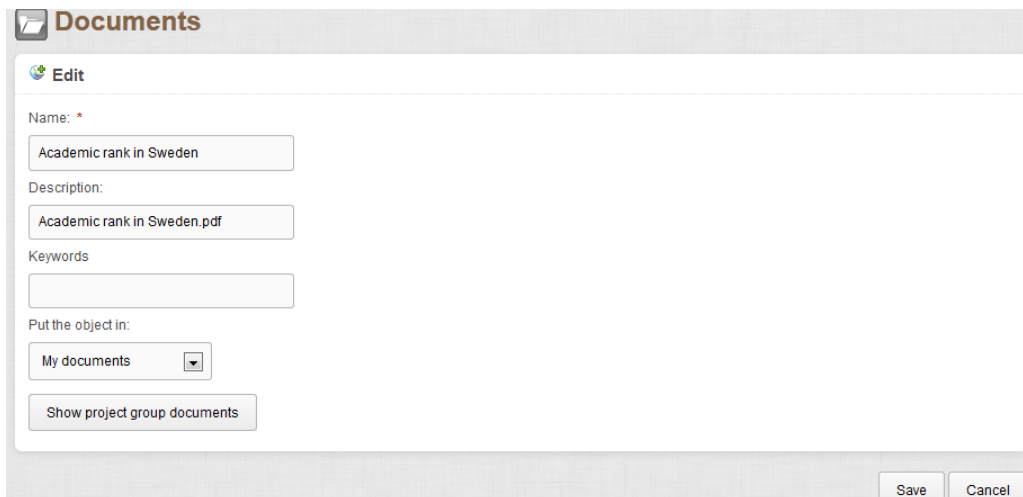
You have now created a document. If the document is saved in a project group, the document is shared among the members and it's possible to collaborate at the same time using *PING docs*.

4.5.1.2 Upload files (PDF, Word, PowerPoint, etc.)

1. Choose *Upload file*.
2. Click on *Browse* to search in your computer for the file you want to upload to PING PONG.
3. Search for your file, when you have found it mark it and click *Open*.
4. If you have done everything right then you will come back to the following view where you see the name of your file.

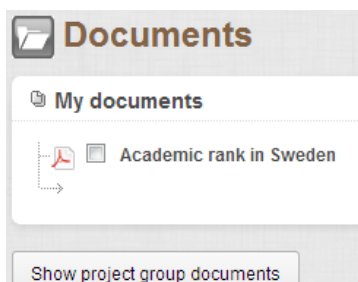


5. Click *Upload*.



6. Fill in a suitable *Name* for the document – it will be called that in the PING PONG's archive.
7. Place the file in *My documents* or a folder you have created earlier.
8. Choose *Save*.

The file will now be seen under *My documents*.



4.5.1.3 Links

It is possible to create *Links* in My Documents.

1. Choose *New link*.
2. Give the link a suitable *Name*.
3. Write or paste the address at *URL*.
4. *Save*.

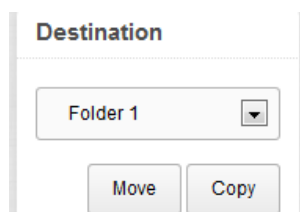
4.5.1.4 Folders

You can also choose to create *Folders* in My documents to organize your files.

1. Choose *New folder*.
2. Give the folder a suitable *Name*.
3. *Save*.

4.5.1.5 Move documents to folders

You can move documents to folders by “drag and drop”. Click the icon with the mouse and release it when you have dragged it to the proper folder. You can also move files by marking them and then choosing the desired folder in the drop-down menu *Destination*, then click on *Move*. You can also choose to *Copy* the file.



To remove a file, mark it and click on *Delete*.

4.5.2 Portfolio

In the *Portfolio* you can see results from tests and assignments if you are in a course where the lecturer has chosen to use portfolio. Primarily for students in the main menu.

4.5.3 Objectives and Progress

Personal > Objectives and Progress shows objectives and progress in the courses/events if the lecturer has chosen to use this function. Primarily for students in the main menu.

4.5.4 Log books

If the *Log books* are used they will appear here.

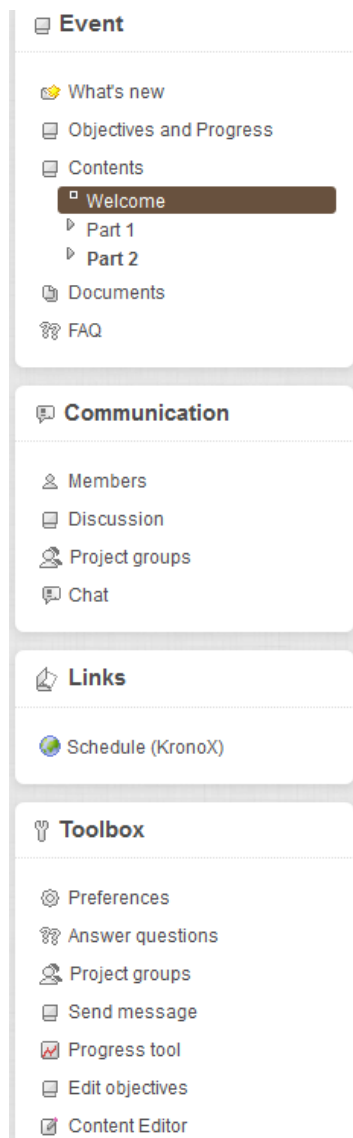
5 Events

Event is PING PONG’s learning environment – and often the same as a course. But it can also be a project that you take part in or a community. Under *Events* in the main menu you can find *My events* – courses and other events that you are taking part in, as well as a *Catalogue* which is for public events (events you can sign up to like PING PONG courses, PING PONG workshops etc.). Under Show *My events* you also find *Archived* events. On the start page in PING PONG you can find a field titled *Recently visited events* where events that you have recently visited are listed. To go to one of these events click on the name.

Note! As a lecturer you can’t create events, this is made by the PING PONG administrators.

Events/courses can look different depending on the settings and functions that the lecturer has

chosen for the course. To the left you will find the tools you have in the course. If you have the role as trainer in a course/event in PING PONG then you've got the *Toolbox*.



Every function in the event can be removed or added. If you don't use a function in the course/event don't show it in the left menu, it is only confusing for the students.

5.1 The Events start page

The lecturer chooses which page to be displayed when the participant opens the event. It can for instance be a *content page*, *survey* or *discussion forum*. If you don't choose a start page then the page *Overview* are going to be the start page.

5.2 Preferences

Here you can choose which functions you want to use in your course/event.

1. Choose *Toolbox* at the left.
2. Choose *Preferences*.

The first thing you have to do in *Preferences* is to click the functions you want to use in the course/event. You can also unclick those you don't want to use. The left menu is displayed after your choices.

Functions Logotype Repetition Archiving

You can make adjustments for the event and it's participants here.

Functions in the event
Select which functions to use.

<input checked="" type="checkbox"/> What's new	<input type="checkbox"/> Tests	<input type="checkbox"/> Message Board
<input type="checkbox"/> Overview *	<input type="checkbox"/> Surveys	<input checked="" type="checkbox"/> Discussion *
<input checked="" type="checkbox"/> Objectives and Progress	<input type="checkbox"/> Assignments	<input checked="" type="checkbox"/> Ask/Answer questions
<input checked="" type="checkbox"/> Contents	<input checked="" type="checkbox"/> FAQ	<input checked="" type="checkbox"/> Project groups *
<input checked="" type="checkbox"/> Print	<input type="checkbox"/> Portfolio	<input checked="" type="checkbox"/> Chat
<input checked="" type="checkbox"/> Search	<input type="checkbox"/> Calendar	<input type="checkbox"/> Podcasts
<input checked="" type="checkbox"/> Maximize the content	<input type="checkbox"/> Statistics	<input type="checkbox"/> Log book *
<input checked="" type="checkbox"/> Save to Pdf	<input type="checkbox"/> Reports	
<input checked="" type="checkbox"/> Documents	<input checked="" type="checkbox"/> Members *	

5.3 Explanations to the functions

There are a number of functions that can be displayed in the left menu. The lecturer chooses which functions to be used in the course/event. Here you get short descriptions of some of the functions.

5.3.1 What's new

In *What's new* you can view what is new or unread in your course/event. One example would be an unread discussion contribution. **Note!** What's new doesn't cover news in Documents and Contents.

5.3.2 Objectives and Progress

Under *Objectives and Progress* you can clarify the course objectives and link them to tests, surveys or assignments. The student can then see their progress in the course.

5.3.3 Contents

When you click on *Contents* you will open a menu structure that shows the pages and headlines that have been created by a lecturer. The contents can contain text, pictures, videos, sound and other web based material. Also surveys, assignments and tests created in PING PONG can be found here. The pages are sorted using the menu on the left. You can choose which page you want to go to by clicking on the headline.



5.3.4 Documents

Here you can see your course documents, *Event documents*, as well as your own documents, *My documents* (earlier described in Personal > Documents) and *Project groups documents*. If you click on the green triangles at the upper right corner you can show or hide the document archive in the window. You download, move and delete documents in the same way as were described in 4.5.1 Documents.

Event documents. Here you find documents that the lecturer has placed here. The student can't delete or change files but can download them to their own archives.

Project groups documents. Here, members of different groups can share documents with each other. You have to click on *Show project groups* in order to make the project group documents visible.

Note that you can move documents between *Event documents*, *My documents* and *Project groups documents*.

5.3.5 Tests

If the course contains *Tests* completed in PING PONG then they can be collected under this heading. But it is not necessary, tests will also be under Content.

5.3.6 Surveys

If the course contains *Surveys* then they can be collected under this heading. But it is not necessary, surveys will also be under Content.

5.3.7 Assignments

If your course contains *Assignments* they can be collected under this heading. But it is not necessary, assignments will also be under Content.

5.3.8 FAQ

In *FAQ* you, as a lecturer, can post questions and answers that occur in the course/event.

5.3.9 Portfolio

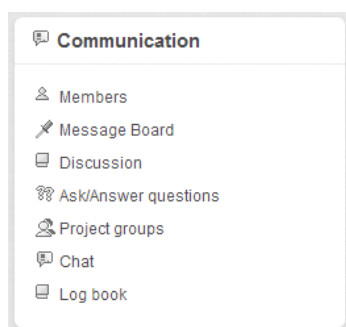
If you as a lecturer choose to link tests and assignments to the *Portfolio*, this will be contained in the left menu. The student can see the same here as in the main menu Personal, but this portfolio is linked to the current course/event.

5.3.10 Statistics

In *Statistics* the students get access to information about their own participation in the course/event.

5.4 Communication

Via *Communication* lecturers and students communicate with each other. There are several communication channels in PING PONG and the lecturer decides which one to use in the course/event.



5.4.1 Members

Listed in *Members* are all the *Participants* (students) and *Trainers* (lecturers) that have access to the course/event. You can send PIM from here.

5.4.2 Message Board

Messages in courses/events are found here. It's only you as a lecturer who can create a message.

5.4.2.1 Create a new message

1. Go to the *Message Board*.
2. Click on *New message*.

New message

New message

Heading: *

Change in the schedule

Spell-checking

Message: *

Edit Insert View Format Table Tools

Paragraph A A

Please note the change in the schedule on friday.

p

Visibility

Displayed

Hidden

Chosen time period

From 2015-03-09 09:00

To 2015-03-13 23:00

Cancel Save

Message for

Members

Groups

Mark all

Members

Trainers

Participants

Passed

Project groups

Mark all

3. Fill in *Heading* and *Message*.
4. Choose which *Groups* who the messages are for. Choose *Members* if you want the messages to be shown for all in the course/event.
5. Choose *Visibility* > *Chosen time period* and date *From* for when the message will be shown.
6. Choose date *To* for when the message is removed. **Note!** It's important to put an end date.
7. Click *Save*.

5.4.3 Discussion

Discussion is PING PONG's discussion forum. When you go to *Discussion* you will come to a page where all discussion forums which you are a member in will be shown. Click on the name in the column to choose a specific forum. Lecturers can create new forums. As a lecturer you also can see discussion boards you are not a member in.

5.4.3.1 Create a new discussion forum

1. Click on *New discussion forum*.
2. Choose who are going to be *Members*. Choose whole groups or click on the triangle to see lists of persons to mark.
3. Fill in *Name* and *Description* for the discussion forum.
4. Click *Create*.

New discussion forum

Create a new discussion forum in the event.

New discussion forum

Name: *

Description:

In this discussion board we are asking and answering general questions about the course.

[Spell-checking](#)

Allow participants to edit their own messages
 Allow participants to delete their own messages
 Allow every message to have its own heading
 Allow attachments to replies
 Hide subjects and posts initially

Disable the discussion forum for new messages
 Hide identities for participants (Anonymous forum)
 Disable subscription function

Time limit
Specify the time limit during which the discussion forum should be visible using the format YYYY-MM-DD hh:mm.
For example: 2013-01-31 23:59

From

To

Members

Members
Remove all

- Members
- Passed
- Passive
- Project groups

Select all above

5.4.3.2 Create a new subject in a discussion forum

1. When you go to *Discussion* you are entering a page where all discussion forums are shown. To choose and enter a special discussion forum click on the name in the column *Discussion forum*.
2. Click on *New subject* when you want to write a message in a new subject.

Discussion forum : General Forum

In this discussion board we are asking and answering general questions about the course.

[All discussion forums](#) | [New subject](#) | [Print](#) | [Search](#)

Show members (own page) | Show overview

Page: 1 Subjects per page: 50 of 2

<u>Subject</u> ▾	<u>Message</u>	<u>Unread</u>	<u>Created</u>	<u>Most recent message</u>
<u>About this forum</u> Please use this discussion board to asking and answering general questions about the course.	1	0	today 11:06 Anita Lärare	today 11:06 Anita Lärare
<u>Litterature</u> Can't find the book by Andersson. Someone else who found it?	1	0	today 11:09 Malin TestareCLU	today 11:09 Malin TestareCLU

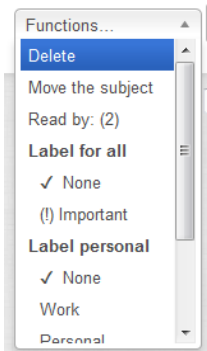
3. Fill in *Heading* and write your *Message*.

4. Click *Send*.
5. You click on a *Message* to follow the discussion or to answer a message.

As a lecturer you have the possibility to:

- Create messages.
- Delete messages from students.
- Move subjects (with all their messages) to another forum.
- Mark as important for all.

You can only do this when you are in the discussion forum and in the specific subject. Go to the dropdown menu Functions and choose what you want to do.



5.4.4 Project groups

You can create *Project groups* in the course/event and let the group members work together in PING PONG. Project groups can have their own Message board, Discussion forum, Chat and their Documents. You can either choose to *Create one group* at a time or *Create multiple groups* at the same time by following the guide. You can also let the students make their own project groups, which you choose in the Toolbox > Preferences.

5.4.4.1 Create a project group

1. Choose *New project group*.
2. Choose *Create one group*.
3. Fill in *Name* and *Description* for the project group.
4. Choose participants, the persons or groups that should be members of the project group, by marking persons or groups in the list *Participants* to the right.
5. Choose which preferences you want for the project group. If you choose *Discussion* a discussion forum with the same name as the project group will be created automatically.

Create new project group

Write a name and description for the project group.

Name: *

Description:

Preferences

- The project group has access to the *Message board*
- The project group has access to *Discussion*

You can make adjustments to the discussion forum settings here ...

- Create a common folder in *Documents*
- The project group will be able to have its own website
- The project group has a chat channel
- The project group has a common *Todo-list* and *Calendar*

< Previous Save

Participants

- Emil TestareCLU ⓘ
- Malin TestareCLU ⓘ

Remove all

Search

Start

- Members
- Participants
- CLU Anitas teststud 1

▲ Up one level

- Emil TestareCLU ⓘ
- Ida TestareCLU ⓘ
- Malin TestareCLU ⓘ
- Pippi TestareCLU ⓘ

Select all above

Show assigned groups

Guests (only Documents)

If the course/event has assignments with group submission then they will be listed and you can choose which assignments this project group can submit.

5.4.5 Chat

There is a chat function in PING PONG. *Chat* is a quick way of communicating with online students and lecturers. The chat history is only saved in chats that are created by the lecturer.

Kanal: Test channel Funktioner... Deltagare (2): BLR Testare17 ⓘ

(16:28:31) BLR Testare17 har stigit in
 (16:28:46) BLR Testare18 har stigit in
 (16:29:01) BLR Testare17: Hello!
 (16:29:06) BLR Testare18: Hi!
 (16:29:53) BLR Testare18: Thanks for the suggestion earlier today. I managed to find the course literature.

Type your message here and press enter

5.4.6 Log book

As a lecturer you can see all participants' log books in the *Log book*. You can read and write messages in the participants' log books.

5.5 Choose a start page for the event

1. To choose a start page for the event you go to *Toolbox > Preferences*.
2. In *Start page for the event*, click for your alternative e.g. Contents > Welcome.
3. Click *Save* at the bottom of the side.

Note! If you choose Contents as the start page you can choose a specific content page in the dropdown menu.

Start page for the event

Select type of first page for the event.

What's new

Overview

Objectives and Progress

Documents

Calendar

Contents

Message

FAQ

Members

...

Welcome

The menu for pages under Content

Bookmark (the page the participant visited most recently)

Welcome

Inlämningsuppgift 1

Kursvärdering demo

Tip! Use the possibility to change the start page of the event during the course.

5.6 Links

In *Toolbox > Preferences > Own links in the left menu* you can add links to the left menu.

Own link in the left menu

URL	Description
<input type="text" value="http://schema.hb.se/setup/jsp/Schem"/>	<input type="text" value="Schedule (KronoX)"/>

Tip! Good links are the course schedule in KronoX and the syllabus in the Programme Portal.

6 Toolbox

6.1 Content Editor

PING PONG's *Content Editor* is the part of a course/event in which you as a lecturer create web pages. The pages can contain texts, tests, surveys, forms, assignments, videos and much more. The content is published under the *Contents* in the course/event.

To the left in the *Content Editor* you will see *Contents* and the pages that have been created in the event. You can also see the functions *Add*, *Tools* and *Resource bank*. To the right you will see information about the top menu *Content* in the tabs *Overview*, *Properties* and *Versions*.

Kurs 42 PING PONG H14

Overview Properties Versions

[Go to the published page](#)

▼ **About the status column icons**

- ➕ means that the page or folder is unpublished.
- ✎ means that the page or folder has unpublished changes.
- ➖ means that the page or folder will not be included in event publishing.
- ⚠ means that access to the page or folder is limited.
- 👥 means that a group can edit the page or folder.
- 🌐 means that the page or folder will be shown in the event's open pages.

You can also use your mouse to right click in the page structure to add, export, move, publish and delete content.

➕ [Add...](#) 🌐 [Publish the whole event](#)

Publish Remove and publish

All	Name	Type	Status	Published
<input type="checkbox"/>	Welcome	Page	👥	23 feb 2015 12:32
<input type="checkbox"/>	Part 1	Folder		4 mar 2015 13:59
<input type="checkbox"/>	Part 2	Folder		4 mar 2015 13:59

6.1.1 Right click

Right click on a folder/page in the page structure to the left to:

- *Add*. New page/folder will be placed on the place where you click.
- *Publish*. The page/folder and any including pages will be published and be visible for the participants.
- *Exporting*. Exports the folder/page as a SCORM object in a zip file.
- *Remove & publish*. The page/folder and any including pages will be sent to the *Recycle Bin*.
- *Cut*.
- *Copy*.
- *Paste*.
- *Move up/down*. Moves a folder/page in the page structure. You can also use drag and drop to move a folder/page.

6.1.2 Tools

In the left menu you have *Tools*.

6.1.2.1 Publishing

When you make changes on a page you must use the Publish command for the change to be visible for the participants. With the tool *Publishing* you can publish everything at the same time. On the publishing page under *Tool* you also can see information about earlier publishing.

6.1.2.2 Recycle Bin

The *Recycle Bin* contains deleted pages/folders. Here you can find and restore deleted pages. You can also empty the recycle bin by using *Delete the checked pages*.

6.1.3 Different objects in the event

You can create the following forms of online learning materials:

- *Page*. A webpage that can be filled with different types of text, links, images, videos, sound.
- *Folder*. To organise your pages into groups.
- *Test*. Anonymous or non-anonymous.
- *Survey*. Anonymous or non-anonymous.
- *Assignment*. Individual, anonymous or non-anonymous, project group.

- *Link*. To external webpages.
- *File archive*. Share your uploaded documents with participants.
- *Import*. For import of SCORM objects.
- *Copy*. Reuse a page from the same or another course/event.

6.1.4 Tabs

Common to all types of pages/objects listed above is that the possibilities for information and preferences are divided in different tabs:

- *Preview*. You will see how the page will look when published.
- *Edit*. Here you find the tools to create and edit your page.
- *Properties*. Here you can change name on the page. You can do preferences and permit participants to edit the page. **Note!** You can permit the participants to edit the page.
- *Access*. Here you choose the visibility and access to the page.
- *Versions*. Here you can view and revert an earlier saved version of the page.
- *Connected files*. All files used on the page are listed here.

6.1.5 Create a page

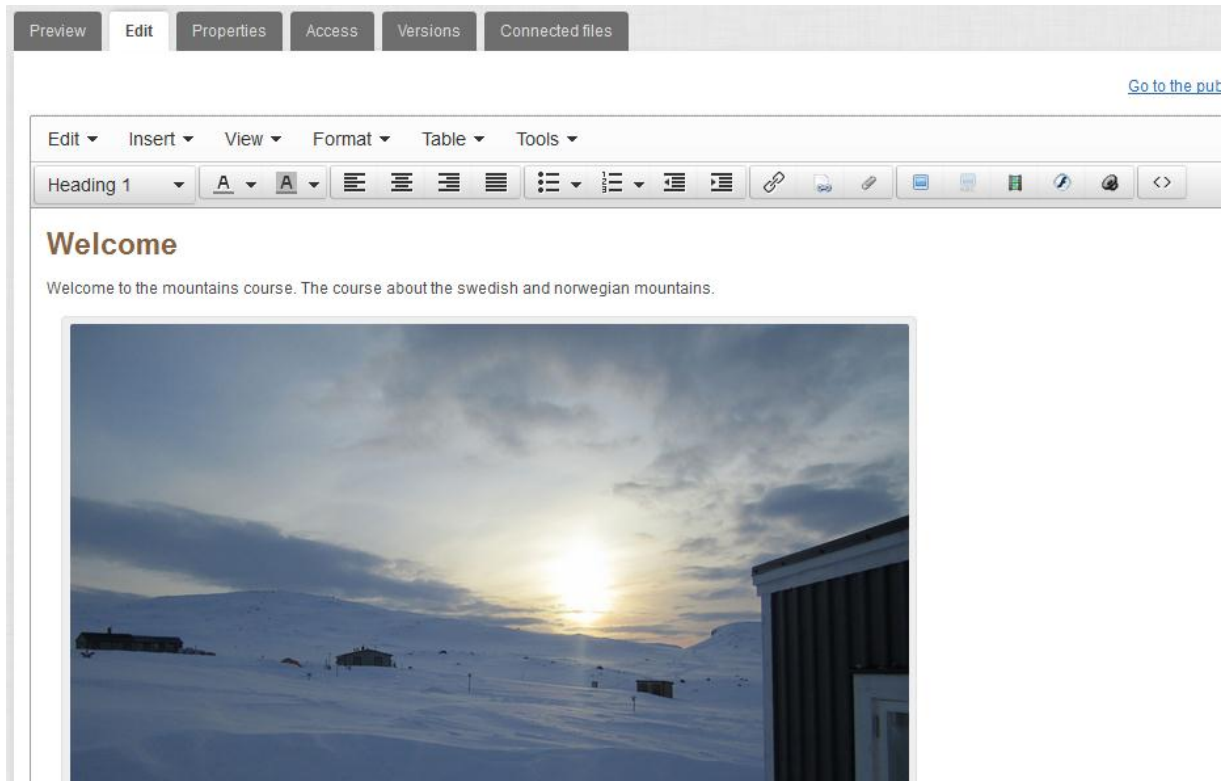
1. Click on the link *Add* to the left.

The screenshot shows the user interface for a course titled "Kurs 42 PING PONG H14". On the left, there are three main sections: "Contents" with a tree view showing "Welcome", "Part 1", and "Part 2", and an "Add..." button; "Tools" with "Publishing", "Recycle Bin", and "Style" options; and "Resource bank" with "Files", "Test questions", "Survey questions", and "SCORM-Packages" options. The main area is titled "Add..." and contains a sub-header "Place the new object in folder 'Contents'". Below this, there are several categories of content to add:

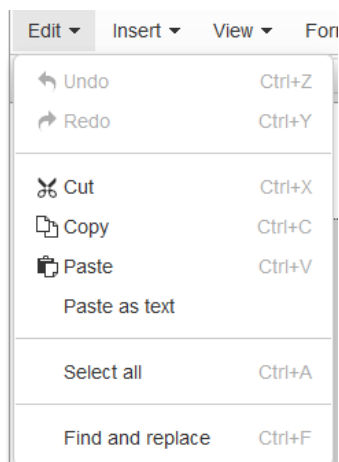
- Create new**
 - Page**: Add a page with text, images, audio and/or video.
 - Folder**: Add a folder that can include other content.
 - Test**: Add a test with marks assigned to each question.
 - Survey**: Add a survey with questions.
 - Assignment**: Add an assignment for individual or group submission.
 - Link**: Add a link to an external object.
 - File archive**: Add a file archive where users may download files.
- Import**
 - Import**: Add content based on material that you upload.
- Copy**
 - Copy**: Copy object from this or another event.

2. Choose *Create new Page*.
3. Give the page a *Name* and *Save*.


Now you entered the text editor. It enables you to format your text; bold, italic, change colour and so on. You can also insert different objects like images, videos and links.

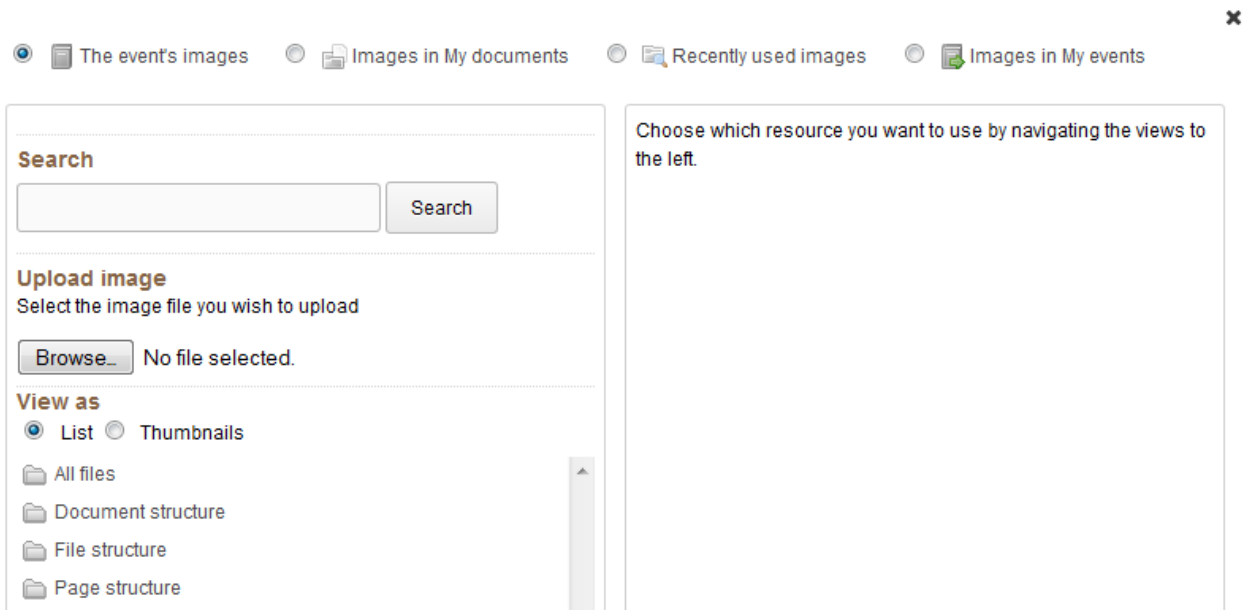


Note! If you copy a text directly from MS word, please use the function *Paste as text* in the menu Edit.



6.1.5.1 *Insert an image*


1. Click on the icon *Insert image from the resource bank* .
2. To upload an image from your computer click on *Browse*.

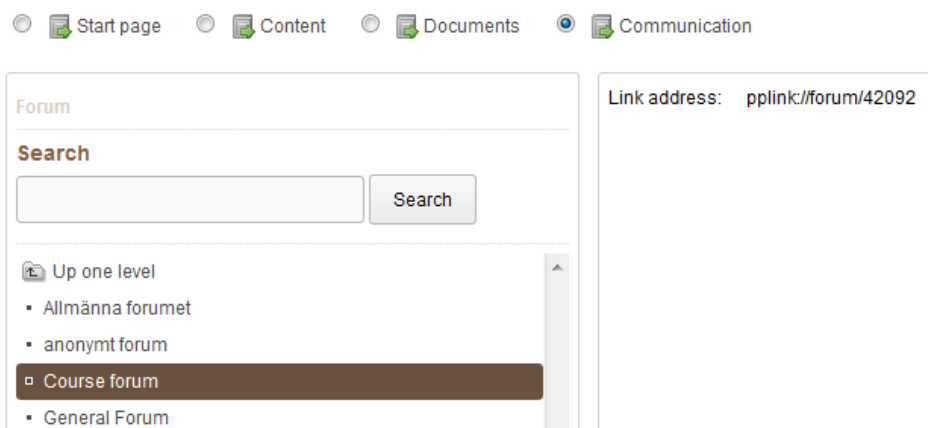


3. Find your image.
4. Choose *Open*
5. Click *Insert*.

Note that you also can browse for images in The event's images, Images in My documents, Recently used images and in Images in My events.

6.1.5.2 Insert an internal link

1. Click on the icon insert/edit internal link .
2. To link to a special discussion forum in the event, click on *Communication*.
3. Under *Forum* choose the discussion forum you want to link to.
4. Click *Insert*.

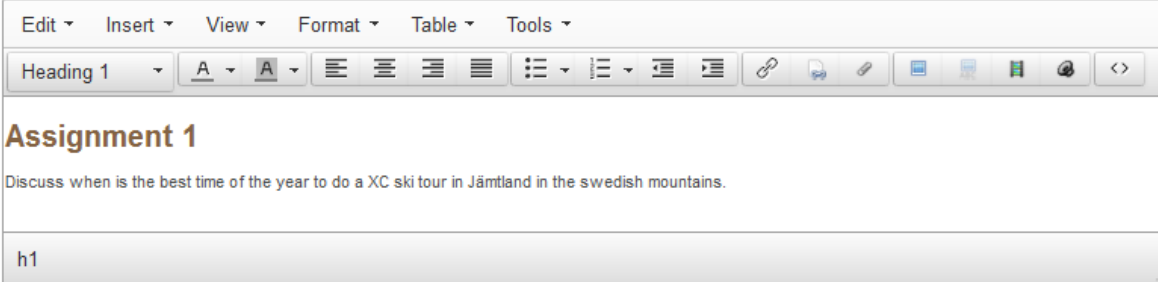


6.1.6 Create an assignment

1. Click on the link *Add* in the left menu.
2. Choose *Create new Assignment*.
3. Choose type, *Anonymous* or *Non-anonymous* or *Group submission*.
4. Give the assignment a *Name* and *Save*.

Assignment - Edit

Introductory text



Assignment 1

Discuss when is the best time of the year to do a XC ski tour in Jämtland in the swedish mountains.

h1

Preferences

Deadline for submission:

yyyy-MM-dd, yyyy-MM-dd HH:mm

2015-03-24 00:00

Maximum marks:

5

Marking guide:

Write a marking guide to help other trainers assess submissions. The marking guide is not shown to participants.

 [Spell-checking](#)


Allowed file types:

(Enter a comma separated list with allowed file types. E.g. jpg, gif, png. Leave blank for no restrictions.)

Delay showing results until:

While marking is delayed, no changes or comments from trainers will be shown to the participant

Show directly after marking

Show when you choose to show 

Show after:

Plagiarism check

Urkund

Save without publishing

Save and publish

5. Fill in the form:

- *Introductory text.*
- *Deadline for submission.*
- *Eventual Maximum marks.*
- *Eventual Marking guide.*
- *If necessary you can use Allowed file types.*
- *Delay showing results unit.*
- *You can also use Plagiarism check. If you want to use it, click Urkund.*

6. Save without publishing or Save and publish.

6.1.7 Create a course evaluation

1. Click on the link *Add* in the left menu.
2. Choose *Create new Survey*.
3. Choose type, *Anonymous* or *Non-anonymous*.

4. Give the survey a *Name* and *Save*.
5. It's good to write an introduction text about the survey. Choose *Create Text* and write the text in the field *Text*.
6. Then you create the questions. Choose *Create Question*.
7. Choose question type and choose template. In course evaluations there are multiple or single choice and free writing suitable alternatives.

6.1.7.1 Multiple/single choice question

8. Write the question in the field *Question setting*.
9. Write the alternatives in the field *Alternative text*.
10. To add further alternatives click *Create Alternative*.

New question

Type: Multiple/single choice

Question setting

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Paragraph ▾ **A** ▾ **A** ▾ [List icons] [Link icon] [Image icon] [Media icon] [Help icon] [Close icon]

What do you think about the literature

p

Alternatives

1	<p>Alternative text <input type="checkbox"/></p> <input style="width: 90%;" type="text" value="Very good"/> <p>Comment after submission <input type="checkbox"/></p> <input style="width: 90%;" type="text"/>	<p><input type="checkbox"/> Delete</p> <p><input type="checkbox"/> Move down</p>
2	<p>Alternative text <input type="checkbox"/></p> <input style="width: 90%;" type="text" value="Good"/> <p>Comment after submission <input type="checkbox"/></p> <input style="width: 90%;" type="text"/>	<p><input type="checkbox"/> Delete</p> <p><input type="checkbox"/> Move up</p> <p><input type="checkbox"/> Move down</p>

11. Decide how many alternatives that must be filled in minimum/max if there are questions with multiple choices.
12. In *Metadata* write the question's *Name*. This makes it easier for you to find the question again when using *Fetch question*. You also give or choose a *Category* for the question.
13. If you want a comment field you mark *Enable comment on question* under *Other setting*.
14. *Save*.

Number of selected alternatives

Requirement for minimum total selected alternatives

Max total alternatives to choose from

Radio buttons are used if both the max and minimum selected alternatives are one.

Presentation

Present rows in random order

Metadata

Name	Description
<input type="text" value="What do you think about the literature"/>	<input type="text"/>

Categories

✖

Other settings


6.1.7.2 Matrix questions


If you create a survey/course evaluation with the same answer it's good to use the question type *Matrix*.


1. Choose *template* in the drop down menu.


Choose question type


Multiple/single choice


 Free writing

 Fill in the blanks

 Matching pairs

 Place in order

 Clickable image

 Matrix

- Choose template**
- Type of answer*
- Text scale
- Numerical scale
- Yes/No
- True/False

2. Write the question in *Question setting*.
3. Write the answers in *Columns*, if you don't use the alternatives in the template.

4. Write the sub-questions in *Rows*.
5. Create a new row to make a new alternative. Choose *Create Row*.
6. In *Metadata* write the questions *Name*. This makes it easier for you to find the question again when using *Fetch question*. You also give or choose a *Category* for the question.
7. If you want a comment field you mark *Enable comment on question* under *Other setting*.
8. *Save*.

6.1.8 Create a test

1. Click on the link *Add* in the left menu.
2. Choose *Create new Test*.
3. Choose type, *Anonymous* or *Non-anonymous*.
4. Give the survey a *Name* and *Save*.
5. It's good to write an introduction text about the test. Choose *Create Text* and write the text in the field *Text*.
6. Then you create the questions. Choose *Create Question*.
7. Choose question type and choose template.
8. Write *Question setting*, *Alternatives*, eventually *Comment after submission* and mark which *Alternative is correct*.
9. Put *Marks* on the questions
10. In *Metadata* write the questions *Name*. This makes it easier for you to find the question again when using *Fetch question*. You also give or choose a *Category* for the question.
11. If you want a comment field you mark *Enable comment on question* under *Other setting*.
12. *Save*.

6.1.8.1 Preferences

When you create a test under the tab *Preferences* you can make specific settings for your test.

- *Navigation*. *Free browsing between pages* – the respondent can move backwards and forward between the pages. *Browsing only between consecutive pages* – the respondent can't go backwards after leaving a page.
- *Page breaks*. Set the total number of questions you want on each page.
- *Extra functions*. You can set time limits for the test.
- *After submission*. What do you want to be displayed to the participant after submitting?
- *Show scores*. If you wish to hide the result for the participant click this box.
- *Multiple attempts*. Set the number of times a participant may submit the test. Should it be a minimum time between each attempt?
- *Assessment*. Here you can insert messages according to the results achieved.

Navigation

Browsing only between consecutive pages (1 question on each page)

Correct answer required to proceed

Free browsing between pages

Page breaks

Show title on each page

Page break for new visible section

Max total number of questions per page

Extra functions

Start button (always for tests with a time limit/deadline or with time limited visibility. See Access -> Time limited)

Time limit (whole minutes):

The test locks other pages

Allow submission no later than

After submission, the following will be displayed to the participant:

Show questions

Reveal correct answers

Only show the participant's answers

Show marks received

Show comments

Use "Show current result" *Displays statistics on the current submitted answers beside each question when the test/survey is submitted. For anonymous surveys, the same rules apply as used in the Progress tool. The function currently operates on Multiple/single choice and Matrix questions.*

Delay showing results until

Show each participant their scores (for questions and total result)

Show each participant their scores (for questions and total result)

Multiple attempts

Number of permitted attempts:

Keep previous answers when a new attempt is begun. *(Bear in mind that the answers are not kept if the test has been re-published since the last attempt!)*

New attempts forbidden after a pass result

Minimum time between attempts:

Assessment

6.2 Edit objectives

With the *Objectives and Progress* function you can visualize the courses/events objectives and link them to tests, surveys, assignments and external events. It is shown to the participants in Objectives and Progress. Under *Edit Objectives* in the Toolbox you create the sub objectives for the course/event.

6.2.1 Create sub objective

1. Choose in the Toolbox *Edit objectives*.
2. Choose *New Sub Objective*.
3. Insert a *Name* and a *Description* and *Placement* in Top level or a folder you have created.

EDIT SUB-OBJECTIVE

Name and description

Name:

Assignment 1

Description:

In part 1

Placement

Top level ▼

Sub objective type

Assignment Assignment 1 ▼

Approve on first submission

Settings

Weight: 1 (Original value: 1. Corresponds to 20% of the event.)

Passing:

- Automatic, after correction in Progress tool
 Passing by trainers
 Passing by the participant


Use grades

Use revision

Add the result to the Portfolio

Calendar


Start date: 

Finish date: 

Compulsory







4. Choose type of sub objective and which *Test, Survey, Assignment* or *Other sub objective* you create the sub objective for.
5. Choose *New Sub Objective* for each sub objective you want to create. Here you configure settings depending on which type of sub objective you create. It could be Grades, Points and if it is Compulsory.
6. *Save*.
7. On the overview page *Settings for Objectives* all sub objective and folders are shown.

SETTINGS FOR OBJECTIVES

Here you create and edit the Sub objective for the event. Click the edit symbol  to edit the Sub objective. Click *New Sub objective* to create a new Sub objective. You can also click *Auto create* if you want PING PONG to guide you (advanced mode).

Sub Objectives

Show extra information Advanced mode

1) Assignment 1	Assignment	Move: ↓	  
<i>Description:</i> In part 1 [Weight: 1 (50,0%); Passing: A/G; Compulsory]			
2) Mountain test	Test	Move: ↑	  
<i>Description:</i> [Weight: 1 (50,0%); Passing: A; Compulsory]			

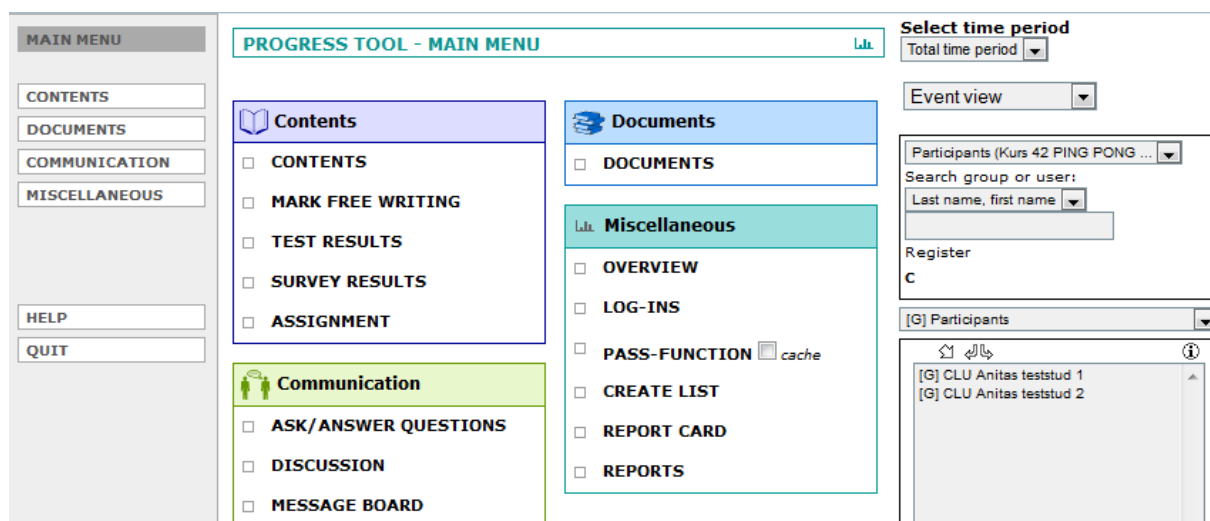
Passing: A=Automatic, T=Trainer, P=Participant, G=Grades, R=Revision required

6.3 Progress tool

In PING PONG's *Progress tool* in the Toolbox you as a lecturer can choose different sorts of statistics you want to see.

6.3.1 Parts

You will find the following parts in the *Progress tool*:



6.3.1.1 Contents

- *Contents*. Statistics of the Content pages.
- *Mark free writing*. Here you review free text writing.
- *Test results*. Here you can see the participants test results.
- *Survey results*. Here you make a summary to see all the answers.
- *Assignment*. Here you read, correct and mark assignments.

6.3.1.2 Communication

- *Ask/Answer questions*. Questions and answers in the course/event.

- *Discussion*. Statistics of the Discussion page.
- *Message board*. Statistics of the Message board.

6.3.1.3 Documents

- *Documents*. You can see how many who has opened each document.

6.3.1.4 Miscellaneous

- *Overview*. Here you can get general information about the activity in the course/event.
- *Log-ins*. Shows the latest log-ins and who has logged in.
- *Pass-function*. Shows statistics and award passes in sub objectives over participants. Here you can award passes.
- *Create list*. Here you can create lists over e.g. results of an assignment.
- *Reports*. Here you can create reports with different components from the course/event.

6.3.2 Select time period

You can choose to view statistic for *Total time period*, since the course/event started, or for the *Last 7 days*.

6.3.3 Progress for a group or a person

To the right you have dropdown menus and search fields to show information about individuals or groups. If you don't make any choices the statistics for all participants will be shown.

6.3.4 Survey results

1. Go to *Progress tool* - Choose *Contents*.
2. Click *Survey results*.
3. Click on the survey's name.
4. Click on *Summary*, a new window will open. You get a summary of the survey results. You can print it out or save it.
5. Click *Send reminder* if you want to send an e-mail to users who haven't completed the survey.

Note! At least three persons need to complete the survey. If there are less than three submissions you won't be able to make a summary.

6.3.5 Test results

1. Go to *Progress tool* - Choose *Contents*.
2. Click *Test results*.

You can see results for the whole group and/or for individual participants and for each question.

6.3.6 Mark an assignment

1. Go to *Progress tool* - Choose *Contents*.
2. Click *assignment*.
3. Click on the plus sign in front of the assignment. Then you get a list of the participants/groups assignments.
4. Click on the name of the participant you want to correct.
5. You can write feedback directly in the *Comment* box. You can also download the file, add comments and upload it again.
6. When you are done with your correcting you have to change the assignment *Status*. You can give a *Grade* (if you use Objectives and Progress) and/or *Mark*.
7. Click on *Send* and *Open*.

CONTENTS

Contents Free writing Test results Survey results **Assignment**

Emil TestareCLU	Failed	0	2014-10-01 19:53
! Ida TestareCLU	To be marked	-	2014-10-01 20:07
Malin TestareCLU	Completed	8	2014-10-01 19:36 2014-10-01 20:40
Pippi TestareCLU	Completed	8	2014-10-01 20:13
→ ! Stina TestareCLU	To be marked	-	2014-10-02 15:29
⊕ Inlämningsuppgift 22	Closed		
⊕ Assignment 1	Open		

Stina TestareCLU , 2 okt 2014 15:29

Filename: **Kattest.doc** (23,5 KB)

Status set to: To be marked

Comment this object

Urkund: **Kattest.doc**

No similarities with other sources have been found.

Manual status Ok Not ok Not checked ⓘ

Delete:

New file No file selected. Check file for plagiarism ⚙

(Maximum file size: 100 MB)

Comment ABC ✓

Status Grade: Mark:

Send as email as well

Select time period
Total time period

Event view

Participants (Kurs 42 PING PONG ...)

Search group or user:
Last name, first name

Register
C

[G] Participants

[G] CLU Anitas teststud 1
[G] CLU Anitas teststud 2

To get more information about the Progress Tool please use the Help-function in PING PONG.

6.4 Answer questions

Here you can answer questions sent in by participants via *Ask a question*. You can choose if the question and answer should be added to the *FAQ*.

6.5 Send message

Here you as a lecturer can send e-mail and PIM to the participants in the course/event.

1. Go to *Progress tool* - Choose *Send message*.
2. Insert *Subject* and *Message*.
3. Choose *Recipients*.
4. Mark *Send the message as*: if the message should be sent as an e-mail **or** a PIM.

Tip! The function message templates, *The message will be saved as a new template*, is useful if you often send nearly the same messages.

Send message

You can send email, PIM or SMS text messages to participants and trainers in the event.

[Show message log](#)

Message

[Message templates](#)
[To textline \(only for E-mail\)](#)

Text message

[Information about the use of variables](#)
 Subject *

Schedule

Spell-checking

Message: * Use HTML (only possible for e-mail)

Hi
 There are a...
 --

Spell-checking

Attached files and documents

Add file

Send the message as:

E-mail
 PIM (Hide Recipients)
 Copy to myself

The message will be saved as a new template

Continue

Recipients

Members 🗑️ Remove all

Search 🔍

- Members 📘
- Passed 📘
- Passive 📘
- Project groups 📘

Select all above

7 Other

Note! On the University of Borås' webpage under Target Group: Staff > For my work > Utbildningsstöd > PING-PONG you will find PING PONG information about support, copyright, electronic message boards. Please take part of these.

Don't forget to use the Help function in PING PONG!

Good luck with PING PONG!