



mydesktop
(Version 10.1)
User Manual

Table of Contents

mydesktop	4
Bookmarks	8
Internet Search	10
Edu List Search	10
Tools	12
Adding and Removing Properties	13
How to Use Properties	14
Discussion Rooms	14
My Email	15
Email List Subscribers	16
Events Calendar	17
Frequently Asked Questions	19
File Viewer	21
Files Box	22
Forums	24
Image	25
Index	26
Journal	27
Notice Boards	28
Portfolio Viewer	30
Simple Text Areas	33
Survey	33
Text and Image Areas	35
Vote For	36
Creating Properties	38
Creating Properties - Step One	38
Creating Properties - Step Two	40
Creating Properties - Step Three	41
Discussion Rooms	41
Email List Subscribers	43
Events Calendars	44
Frequently Asked Questions	45
File Viewer	47
Files Box	49
Forums	49
Image	50
Index	51
Journal	52
Notice Boards	52
Portfolio Viewers	54
Simple Text Areas	54
Survey	60
Text and Image Areas	63
Vote For	67

Creating Properties - Step Four.....	70
Editing Properties.....	70
Deleting Properties.....	71
Desktop Styles.....	72
Changing Passwords.....	72
Home Pages.....	74
My Home Page.....	74
School Home Page.....	74
Page Uploader.....	74

mydesktop

mydesktop

The **Home** link in the sidebar is your link to your personal workspace and it includes:

- A Welcome banner containing links to information detailing your privileges and the new features that are available.
- Access to mymail.
- Access to My Home Page where you can create and work on your own personal World Wide Web (WWW) page (you will see this option only if you have been set this privilege by your school's *SINA* administrator).
- Options and preferences for you to customise mydesktop.
- Access to school only Properties that will act as a local Intranet for your school, a place to put pages on the Internet that will not be seen by anyone on the Internet outside your school.
- Access to education resources.
- Access to Internet tips.
- State Notice Board.
- School Notice Board.
- Education Sites.
- Internet Projects for schools.

The tools and functions you have access to in mydesktop is dependant upon the group your account has been allocated to in *SINA*.

Desktop Preferences

You are able to customise mydesktop to suit your personal preferences. The **Add Property**, **Change Desktop Style** and **Change Password** options are available under the **Tools** menu item in the sidebar.

Property - a Property is an area on mydesktop that holds specific information for the members of the school community or allows access to tools and resources.

Those users in the Teaching group and the school *SINA* administrator will see under **My Tools** an extra option of **Create Property**. There are nine types of Properties that you can create with a number of templates being provided to assist you. You can create:

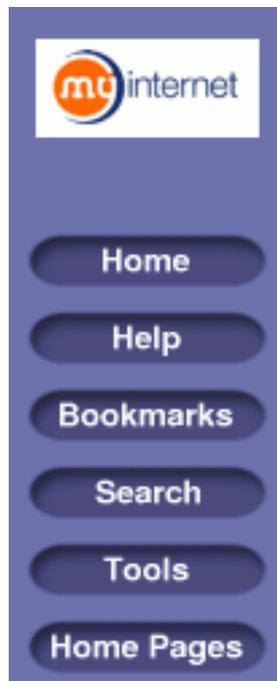
- Discussion Room
- Email List Subscriber
- Events Calendar
- Forum
- Frequently Asked Questions
- File Viewer
- Files Box
- Image

- Index
- Journal
- Notice Board
- Simple Text Area
- Text & Image Area
- Vote For Properties

These Properties are described in detail later in the manual.

To change the desktop style select **Change Desktop Style** and then choose a **Style** from the drop-down menu and click **Save**. The changes will be visible when you return to mydesktop.

The Sidebar Menu



mydesktop provides the user with a JavaScript sidebar menu and Properties within the body of mydesktop.

The sidebar menu consists of top level menu bar links and drop-down menus that are linked to the functions of mydesktop.

Menu Item	Pop-out Menu Item	Function
Home	No pop-out.	Takes you back to the main mydesktop from any other area within mydesktop.
Help	mydesktop Index About	Provides access to comprehensive online help, providing step-by-step

Menu Item	Pop-out Menu Item	Function
Bookmarks	No pop-out.	instructions for all areas within mydesktop. Allows your school users to access and modify a list of bookmarks displayed on the Bookmarks page or Property.
Search	Ask Jeeves Excite Google Looksmart Lycos Yahoo	Direct links to various popular search engines to enable you to find relevant information on the Internet.
Search Edu List	Allows you to search your department's Edu List. If your department does not have an Edu List you will not see this option.	
Tools	Add Property	Allows a user to search for a Property to add to their mydesktop.
Create Property (only visible to a school's SINA administrator and users in the teaching group)	This allows these users to create Properties for the mydesktop.	
Change Desktop Style	Allows the user to change the Style of mydesktop by selecting from the available Styles.	
Change Password	Allows the user to change their password.	
Home Pages	My Home Page	Provides a direct link to the user's personal home page. Note: users will only see this if their personal home page is set to 'yes' in SINA.
Page Uploader	Allows the user to upload files to their personal home page,	

Menu Item	Pop-out Menu Item	Function
School Home Page	see note above. Provides a direct link to the school home page. All users will see this option.	

Bookmarks

Bookmarks

Bookmarks is a personalised space for a user to access and modify a list of favourite URLs (Uniform Resource Locators). The bookmarks button can be found in the mydesktop sidebar menu.

The bookmarks list is divided into two sections:

- Personal bookmarks, and;
- School bookmarks.



All mydesktop users are able to add URLs to their personal bookmarks list, while only the school's *S/NA* administrator can add bookmarks that are available to all of the school's mydesktop users.

Bookmarks can be organised into folders or simply added to a flat list that is displayed when viewing the bookmarks page. There is also a bookmarks Property that can be added to mydesktop that will display any bookmarks selected to appear there.

Adding Bookmarks

To add a bookmark:

- Click **Add Bookmark** from the bookmarks page.

URL	<input type="text"/>
Description	<input type="text"/>
Category	Personal ▾
Folder	No Folder ▾
Show in Property	<input type="checkbox"/>

- Enter the full address of the page you want to bookmark in the **URL** field, including the protocol **e.g. http://**.
- Enter a name for your bookmark in the **Description** field. The bookmark will be displayed under the name you enter.
- Select a folder from the drop-down menu to file your bookmark under. Folders you have created will automatically appear in this list.
- Select **Show in Property** if you want this bookmark to be displayed in the bookmark Property on mydesktop as well as in the list on the bookmarks page. **Note:** *The bookmarks Property will not display folder groupings, only the bookmark you have selected to appear.*
- Click **Save**. The bookmarks page will refresh and your new entry will be added.

To change any details of a bookmark or select a new folder for it to appear under click **Edit**. To remove a bookmark from your list click **Delete**.

Creating Folders

To create folders to organise your bookmarks in:

- Click **New Folder** from the bookmarks page.
- Enter the name of your folder in the **Folder Name** field.

Folder Name	<input type="text" value="New Folder"/>
--------------------	---

- Click **Save**. The bookmarks page will refresh and your new folder added.

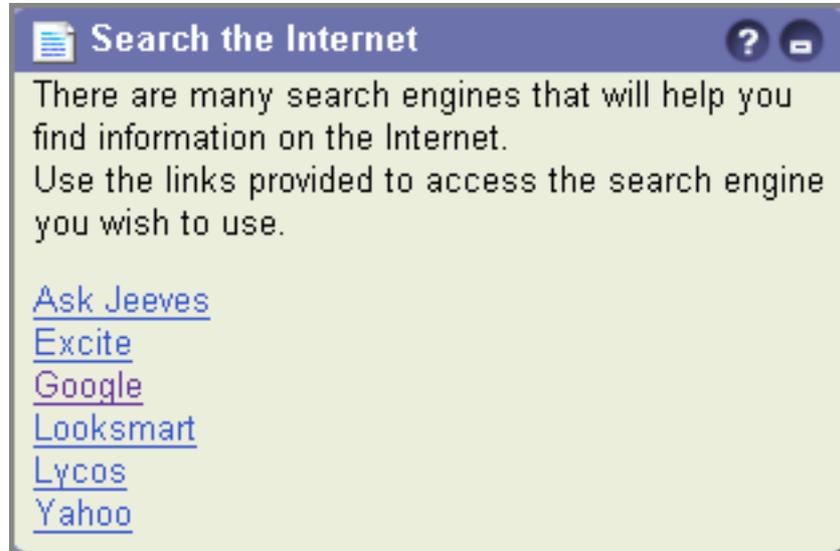
Each folder in your bookmarks list is indicated by a folder icon . Click the folder name to expand or collapse the bookmark list contained in that folder. Click **Rename** to change the name of a folder or **Delete** to remove a folder from your list. Folders you wish to delete must be empty.

Adding the Bookmarks Property

To add a Property displaying your bookmarks to your desktop simply click the **Add Bookmark Property to Desktop** link located at the top of the Bookmarks page.

Internet Search

How to use the Internet Search

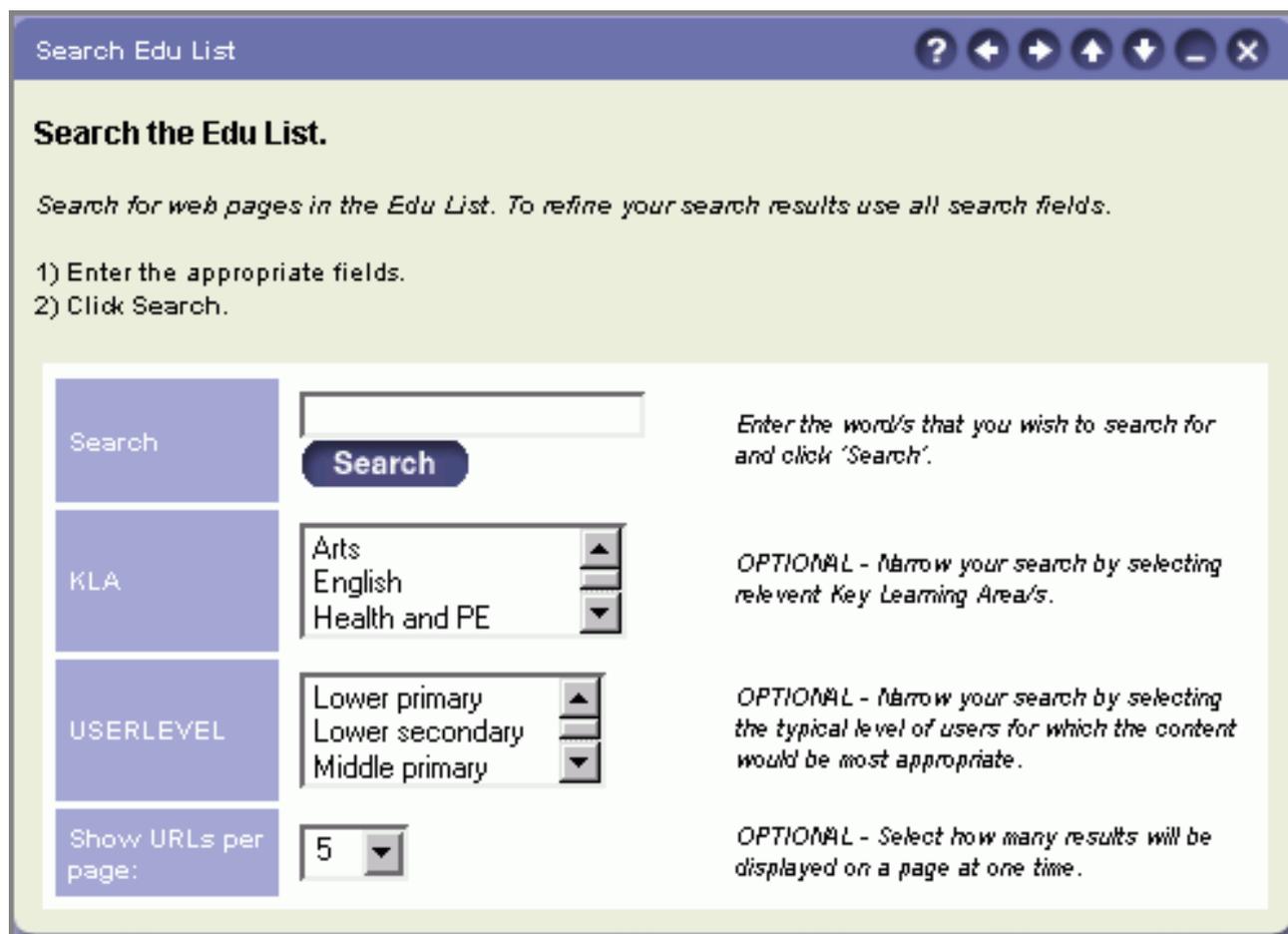


This feature provides direct links to various popular search engines to enable you to find relevant information on the Internet.

The sidebar **Search** menu displays an immediate list of the search engines available to you, or you can add this Property to mydesktop. From the menu list or Property, click the entry you require to be taken to that search engine's main page.

Edu List Search

How to use the Edu List Search Property



This function allows you to search your education authority's educational resource list (Edu List). This may be through a search Property or a link to a search environment depending on your education authority's configuration.

The Edu List contains a list of frequently accessed and educationally valuable World Wide Web sites.

To begin a search you will need to enter a few keywords into the search space provided, leaving a space between each word.

- Select a Key Learning Area
- Select a Year Level or Group

To start the search you need to click **Search**.

Edu List search results provide information by Title, URL, Description, User Level and Category. Clicking on the hypertext link in any of the search results will take you to that website.

Tools

Tools

The **Tools** button in the sidebar offers you the ability to customise your desktop through adding properties, changing your desktop style and changing your password.

For those users in the Teaching group you will have the ability to create properties.

A Property is an area on the desktop that holds specific information.

The title bar is the coloured region at the top of the Property. The title bar contains the Property title and a set of buttons. The title of a Property is entered when the Property is created and can be edited by the creator of the Property.

The buttons in the title bar (called Property management buttons) control the Property. The buttons that are present will depend on the type of Property and the level of access that you have for that Property.

The following section describes each Property management button with an example.

	Edit You will only see this button if you are the school <i>SINA</i> administrator or in the Teaching group and have created this Property.
	Maximise This button will display a maximised view of the Property. Most, but not all, Properties offer a maximised view where additional information can be displayed or entered.
	Help This button will display help about using this type of Property.
	Move Left This button will move the Property from the right column of mydesktop into the left column.
	Move Right This button will move the Property from the left column of mydesktop into the right column.
	Move Up

	This button will move the Property up one position on mydesktop. Move Up
	This button will move the Property down one position on the mydesktop. Move Down
	This button will minimise a mydesktop Property. Once minimised the Property will display the title bar only. Minimise
	This button will return the Property to its mydesktop view. Property View
	This button will remove the Property from mydesktop. Remove
	This button will allow you to customise the display of the Property. Configure

Adding and Removing Properties

Adding a Property to your desktop

To search for the Property you would like to add to your desktop, select **Add Property** from the **Tools** sidebar menu.

From the **Add Property** page, enter one or more keywords in the **Title** field. This will search the title, subjects and keywords entered when the Property was created. Refine your search by selecting a specific Property type or Category to search within, or only Properties you have created. Click **Search**. Properties matching your search criteria will be displayed below the search fields.

Title	Property Type	Category	Created by me
<input type="text"/>	All Property Types	All	<input type="checkbox"/> Administrator Account
			<input type="button" value="Search"/>

Alternatively, you can leave the **Title** field blank and select only the Property type or Category you are interested in, or all Properties of any type in any Category you have created.

From your search results, click the **Property Title** and a preview of the selected item will be displayed. Click **Add Property** to place it on your desktop.

Removing a Property from your desktop

To remove a Property from your desktop simply click **Remove**  in the title bar of the Property you wish to remove.

Those Properties that do not have the **Remove** button displayed cannot be removed from your desktop as they have been fixed in position by your school's *SINA* administrator or your education authority.

Note: Removing a Property will not delete it entirely, it will simply remove it from your desktop.

How to Use Properties

Discussion Rooms

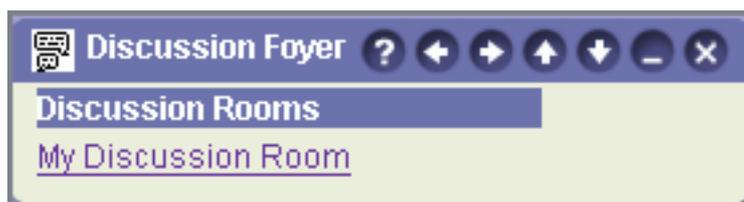
How to use a Discussion Room Property

Discussion Rooms are maximised view Properties where you can engage in real-time discussions with other users in your school.

To enter a Discussion Room:

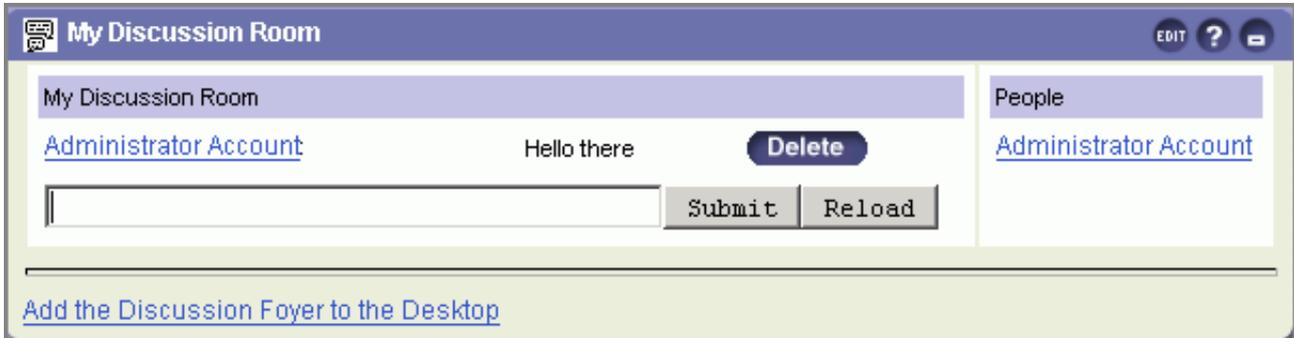
- Click on **Tools > Add Property** in the sidebar.
- In the search section select **Discussion Room** in the drop down menu for Property Type. Then click **Search**.
- Click the link for the Discussion Room you are interested in.
- Click **View Full Page Property**.
- Enter in a discussion message and click **Submit**.

There is also a Property to contain the various Discussion Rooms, called the Discussion Foyer. All Discussion Rooms that you have added to your desktop will be automatically stored in the Discussion Foyer Property rather than separate Properties for each Discussion Room.



From the Discussion Foyer Property you can enter a Discussion Room by simply clicking its hypertext linked title.

To participate in a Discussion:



- Simply type your discussion message in the section provided and press Enter or Return on your keyboard.

Or

- Type your message in the section provided and click Submit.
- Use the Reload button to refresh the Discussion Room screen and view the most recent messages. The Discussion Room will also auto-refresh regularly to maintain the content.

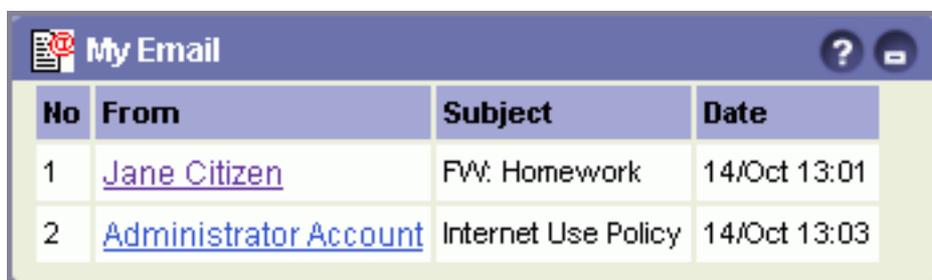
A list of the current participants in the Discussion Room is displayed on the right-hand side. Each time a new user joins the discussion their name will be added.

The Discussion Room can display up to ten messages at a time. When more than ten messages have been posted to the Discussion Room an up arrow will appear to the right of the messages enabling you to view previous messages.

Note: Discussion Room entries are viewable for two hours only.

My Email

How to use the My Email Property



No	From	Subject	Date
1	Jane Citizen	FW: Homework	14/Oct 13:01
2	Administrator Account	Internet Use Policy	14/Oct 13:03

The My Email Property displays up to six of the most current email messages that you

have received.

The following information is displayed in the Property.

- The size of your inbox will be displayed.
- The number of email messages that you have in your inbox.
- The sender of the email message.
- The subject of the email message.
- The date the email message was sent.

To view any of the emails in this list simply click the hyperlink in the **From** column which will take you to the full-page view of the email message within webmail.

Refreshing your screen (by using the **Refresh** or **Reload** function in your browser) will update the email messages shown in this Property.

Email List Subscribers

How to use an Email List Subscriber Property



The Email List Subscriber Property enables you to easily subscribe to or unsubscribe from an email list.

If an email list has an archive of past messages, you may also be able to view this archive through the Email List Subscriber Property.

To subscribe to an email list:

- The desktop Property and the maximised view of the Email List Subscriber Property display a list of available email lists.
- Click **Join** next to the list that you wish to join.
- Check your webmail inbox for a subscription confirmation email.

To unsubscribe from an email list:

- The desktop Property and the maximised view of the Email List Subscriber Property display a list of available email lists.
- Click **Leave** next to the list that you wish to unsubscribe from.

- Check your webmail inbox for an unsubscription confirmation email.

To view an archive of messages sent to an email list:

- The creator of this Property may have made the email list archive accessible from the Property.
- If there is an archive available for an email list an **Archive** button will be displayed to the right of the **Leave** button.
- To view the archive of an email list, click **Archive**.

Note: The school's SINA administrator can create email lists.

Events Calendar

How to use an Events Calendar Property



The Events Calendar Property enables you to view and schedule events in a calendar format.

This Property can be configured to display a monthly view, a fortnightly view, a weekly view, or a daily view.

Days on which events have been scheduled are underlined and today's date is highlighted.

The Events Calendar Property also displays a summary of any events that have been scheduled.

Clicking on an event's title will show further details of that event (such as duration, the

name of the person who created the event posting, as well as a longer description that can incorporate hypertext links and images).

To Add an event

- Click on a date in the calendar.
- Click **Add New Event**.
- On the **Add New Event** page enter the details of your event:

Title	<input type="text"/>
Date	day: <input type="text" value="15"/> month: <input type="text" value="December"/> year: <input type="text" value="2003"/>
Time	<input type="text" value="9"/> <input type="text" value="00"/>
Duration	<input type="text" value="NONE"/>
Enter a description	<div style="border: 1px solid black; height: 100px;"></div> <input type="text" value="Smart Text"/>
OR enter a URL	<input type="text"/>
Event Type	<input type="text" value="None"/>
Teacher Only	<input type="checkbox"/>
	<input type="button" value="Save"/>

- Enter a **Title** for your event. The event title will be displayed as an underlined link in the desktop Property and maximised views of the Event Calendar.
- Use the drop-down menus marked **Date** to select the day, month and year of the event.
- Use the drop-down menus marked **Time** to select the start time of the event.
- Choose the most appropriate time period from the drop-down menu marked **Duration** to indicate the length of the event.
- Type the details of the event in the section marked **Enter a Description**. This description is displayed when the underlined event title is clicked in the desktop Property or maximised view of the Events Calendar. If you would like to display an image in the event details you must enter the HTML image source tag including the full URL of the image in this section.
- Alternatively you can link the event title to a website by typing a full URL (including http://) in the section marked **OR enter a URL**.
- Select an event type from the drop-down menu marked **Event Type**. Each event type has an associated icon that will display in the desktop Property and maximised views of

the Events Calendar.

- Use the **Teacher Only** check box to make your event visible only to those users in the Teaching group and the school's *S/NA* administrator.
- Click **Save** to add your event to the calendar.

To Search for an event

- Click on a date in the calendar.
- Click **Search**.
- In the **Search Calendar** field, enter one or more keywords that may be contained in the Title or Description of the event that you are looking for.
- Click **Search**. The results will be displayed under the Search field. Click the Event **Title** to view it.

You can navigate through each calendar month using the arrows on either side of the title of the month you are viewing.  Click the right-hand arrow to go to the next

month and the left-hand arrow for the previous month.

Configuring an Events Calendar

- Click **Configure**  in the title bar of the Property.
- In the **Calendar view options** section choose the number of days you wish to display in the Property.

*Note: **Show today's events** will display a monthly calendar, but only displays events scheduled for the current day. All other options display events and calendars as indicated.*

- Select your **Layout Option**. Only show days with Calendar Events affects the weekly and fortnightly views. Selecting this option will remove days with no events from the desktop Property view.
- Select the **Number of Events**. This option enables you to set the number of events that the desktop Property view will display. The maximised Property view will display all events
- Select the **Number of Events Per Day**. This option enables you to set the number of events per day that are displayed in the desktop Property view. The maximised Property view will display all events.

When you have completed the relevant configuration settings click **Save**.

Frequently Asked Questions

How to use a Frequently Asked Questions Property



The Frequently Asked Questions Property is a searchable resource designed to contain a list of frequently asked questions (FAQs) and their answers. Entries are organised in categories that have been determined by the creator of the Property.

The desktop Property displays the question portion of the five most recently added entries, a search tool and a **View All** link.

Viewing Entries

From the desktop Property you can click on the question you would like to see the answer for. The question and answer will be displayed in a full page list of all entries in the same category.

Like the desktop Property, this full page display has a **View All** link. Click **View All** from either location and you will be presented with a table showing all questions that have been entered per category. Click the question here and the full list of entries in that category will be displayed.

Searching for Entries

The search tool appears in all page displays of the Frequently Asked Questions Property.

To search the FAQ entries:

- Enter your keyword or phrase,
- Select a category from the drop down menu,
- Click **search**.

You can search all categories at once by selecting 'categories (All)' or restrict your search to a particular category. Only those categories that contain entries will be included in the drop-down menu.

Adding Entries

If you are the creator of a Frequently Asked Questions Property, or the creator has given you editing rights, you will see an **Add Question** link in the property displays.

Click **Add Question** to insert a new FAQ entry.

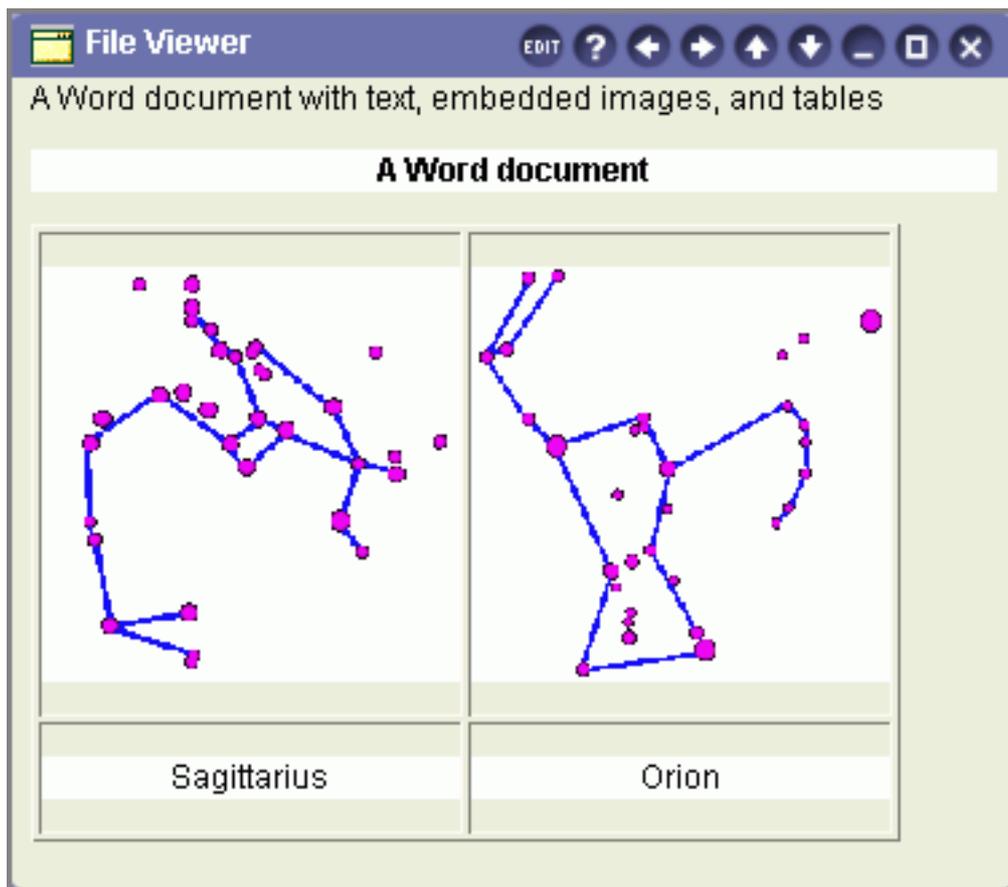
Category	Acceptable use ▼
Question	<input type="text"/>
Answer	<input type="text"/>
	Smart Text ▼
Teacher Only	<input type="checkbox"/>
	Save

- Select the most appropriate **Category** from the drop-down menu.
- Enter the **Question**.
- Enter the **Answer**.
- Select **Teacher Only** to make your entry accessible only to users in the Teaching group. Do not select this option for the question to be accessible by all users in your school.
- Click **Save**.

Each entry you add will have **Edit** and **Delete** buttons available for changes or removal as necessary.

File Viewer

How to use a File Viewer Property



The File Viewer Property provides a simple tool to upload and display a variety of different file types.

Where possible, doc, xls, simple html/htm, swf, gif, jpg and png files will display their content directly in the Property body. Other file types will display a link in the Property window. Click the file name to view it.

Files Box

How to use a Files Box Property



The Files Box Property provides a place on your desktop for storing files online.

To view a file, click the name of the file you require. Depending on the type of file you are viewing and your browser, the file may be displayed in the browser window or opened by the relevant program. To save a file locally, right click (Windows) or Control + click (MacOS) on the file name and select the relevant browser menu option.

Adding and Removing Files

If you are the creator of a Files Box, or the creator has allowed the Property to be edited by others, you can add and remove files through the **maximised** Property view. To access, click **Add/Remove Files** from the Property body or click the maximise icon from the Property toolbar.

To upload a file, click **Browse** and select the file from your local computer or network, or enter the file path directly into the field, then click **Add**.



The page will refresh and your file will be listed in the table below the upload field, displaying the file name, size, your name, and the date and time you added the file.

To delete files from the Property, select the check box adjacent to individual file names, or click **Select** to automatically mark all files listed, then click **Remove**.

Select	Title	Size	Author	Date Added
<input checked="" type="checkbox"/>	Christmas.jpg	48 K	Administrator Account	Tue 16 Dec 2003 10:43 am

You will be asked to confirm this action. Click **Yes** to continue deleting the file or **No** to cancel and return to the previous screen.

Forums

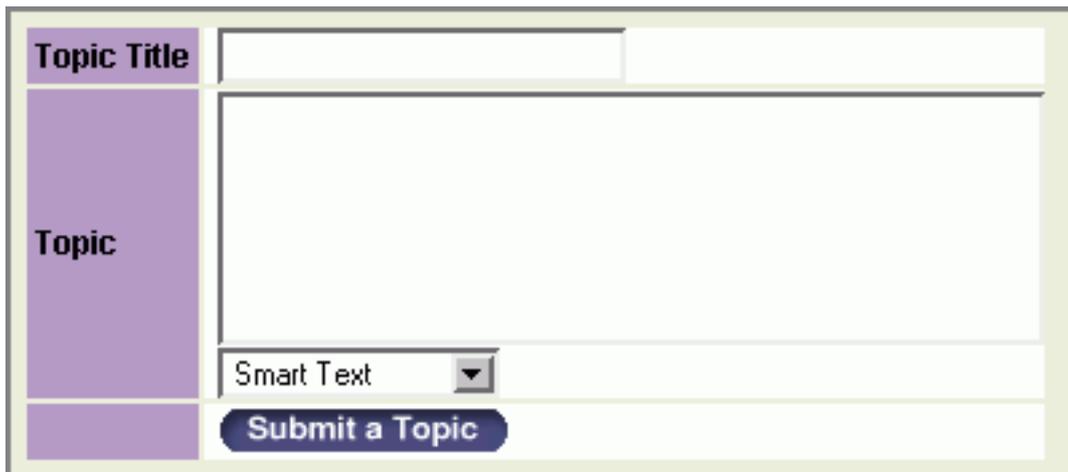
How to use a Forum Property



A Forum is an online discussion list where topics for discussion and comments on topics can be posted.

To create a topic

- Click the hypertext link **Enter Forum** or click **Maximise**  in the title bar of the Property.
- Type a topic title in the section marked **Topic Title**.
- Type the details of your topic in the section marked **Topic**.



- Click **Submit a Topic**.

Once your topic has been created the Topic Title will appear as a link in both the desktop Property and the maximised Property.

By clicking on a Topic Title you can view the full topic details and also any comments that have been made on that topic.

The full details of each topic and the most recent comment made on each topic are displayed in the maximised view of the Property.

To comment or reply to a topic

- Click the **Topic Title** link to view the full details of the topic.
- Type the title of your comment or reply in the section marked **Comment Title**.

- Type the details of your comment or reply in the area marked **Comment**.



The screenshot shows a web form titled "Submit a Comment or Reply". On the left side, there are two purple vertical labels: "Comment Title" and "Comment". The "Comment Title" label is next to a text input field containing "Re: Art Forum". The "Comment" label is next to a large, empty text area. Below the text area is a dropdown menu labeled "Smart Text" with a downward arrow. At the bottom of the form is a blue "Submit" button.

- Click **Submit**.

The number of comments that have been made to each topic is displayed on the desktop Property and the maximised view of the Forum.

Note: The creator of a Forum can restrict who is able to post topics and comments. If you do not have permission to create a topic or a comment you will not see the relevant sections described above. To request permission to create topics or comments please see your school's SINA administrator or the Property creator.

Image

How to use an Image Property



The Image Property is a simple tool for displaying image files with an accompanying caption.

Gif, jpg and png image files will display their content directly in the Property body, but other file types will display as a link. To view these images, click the file name in the Property window.

Index

How to use an Index Property



An **Index** is a containing Property for displaying links to other Properties that match specified criteria.

Each entry in an Index Property can be viewed by clicking on the name of the Property listed, or you can add them to your desktop by clicking **Add** adjacent to the Property name.

Journal

How to use a Journal Property



The Journal Property may be a personal journal, where entries made will only be available to the writer and their teacher, or a public journal where all entries are available to all users with access to the Property. This is indicated with a **Public Journal** or **Private Journal** note at the top of the Property.

The five most recent Journal entries are displayed in the Property on the desktop.

Click **Add/View Entries** to be taken to the maximised Property view, which displays all Journal entries and a text field for new entries.

To make a Journal entry, type your text in the **New Journal Entry** field and click **Add Entry**.

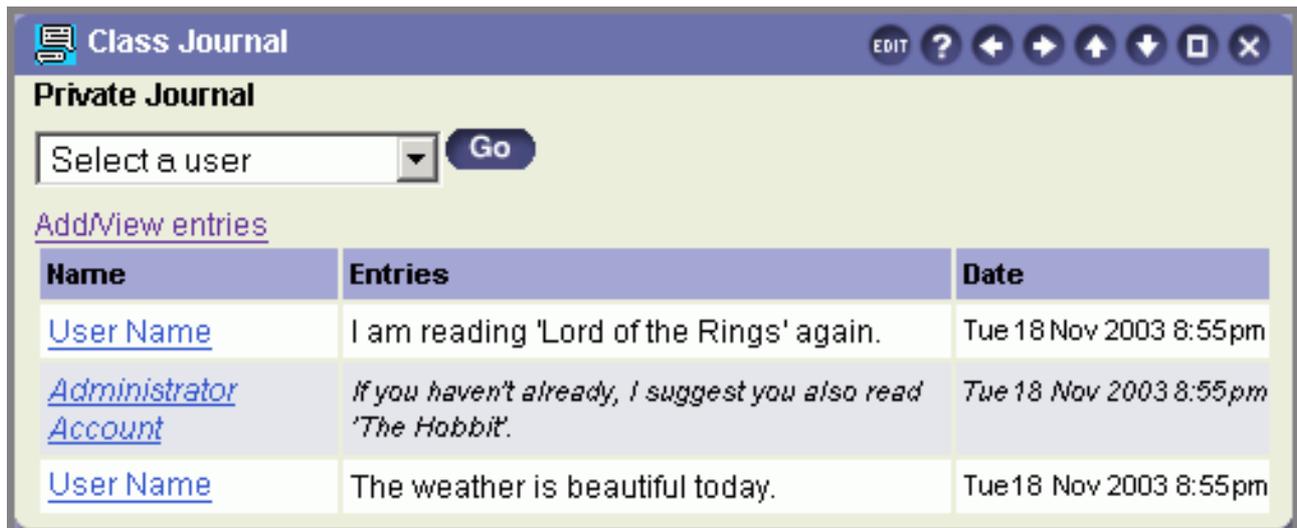


To delete an entry you have made, click **Delete** adjacent to that entry.

Teachers and class maintainers have the ability to make comments on individual entries in

a Journal. These are always displayed in *italics* directly below the Journal entry the comment is related to, and are identified with their user name. While you cannot delete these additional comments by themselves, you can delete your original entry. Any comments associated with an entry you delete will also be removed.

Managing Private Journals



As a class maintainer, you have access to the Private Journal entries of the members of your class. The Journal Property in the Manage Class view allows you to select a user's Journal for review.

Select a User from the drop-down menu and click **Go**. You will be taken to a maximised Property view displaying that user's Journal entries.

There are two **Actions** you can take on individual Journal entries: **Delete** it or **Comment** on it. Commenting allows you to provide feedback or make notes associated with a specific Journal entry. To make a comment, click **Comment** adjacent to that entry. Enter your comments in the text field provided, and click **Save**. Comments appear in *italics* directly below the entry being commented on.

To remove an entry from a Journal, click **Delete** adjacent to that entry.

Notice Boards

How to use a Notice Board Property



Notice Boards are Properties that allow you to communicate with other groups in your school. They provide a place where you and others can post messages that everyone can read, much like a bulletin board.

To view a notice on the Notice Board

The title of each notice appears as a link in the desktop Property and the maximised Property view. To view the full details of a notice simply click the entry's **Title** link.

To add a message to a Notice Board

- Click **Add Notice** from either the desktop Property or maximised Property view to go to the **Add Notice** page.

Title	<input type="text"/>
Notice content	Enter a Description <input type="text"/>
	OR select a File <input type="text"/> <input type="button" value="Browse..."/>
	OR enter a URL <input type="text"/>
Teaching Group Only	<input type="checkbox"/>
Permanent	<input type="checkbox"/>

- Enter a **Title** for your notice. The title will appear as a link in the desktop Property and the maximised Property view.
- Add your **Notice Content**. There are three different types of notices you can add:
- For a plain text notice that is displayed in the Property, type the details of your notice in the **Enter a description** field.
- To link the notice title to a website, enter a URL (Uniform Resource Locator) (including http://) in the field below the **OR enter a URL** heading. Users will be taken to the website when they click the notice title.
- To link the notice title to a file, click **Browse** adjacent to the **OR select a File** field and select the file from your local computer or network. Depending on the type of file that has been uploaded and the browser being used, the file may be displayed in the browser window or opened by the relevant program when users click the notice title.
- Select the **Teaching Group Only** check box to make your notice visible only to users in the Teaching group and the school's *SINA* administrator.
- If there is a check box marked **Permanent** you can use it to make your notice permanent. The ability to use this option is dependent on how the Notice Board Property was originally created.

Permanent notices are permanently displayed on the Notice Board. For example, if a Notice Board has been created to display only five notices at a time in the Property view, then the oldest notices are removed as new ones are added. However any permanent notices will be displayed in addition to the five standard notices. These permanent notices will be displayed until a Teacher deletes them. The titles of permanent notices are highlighted to distinguish them from general notices.

Once you have completed all of the details of your notice click **Save** to add your notice to the Property.

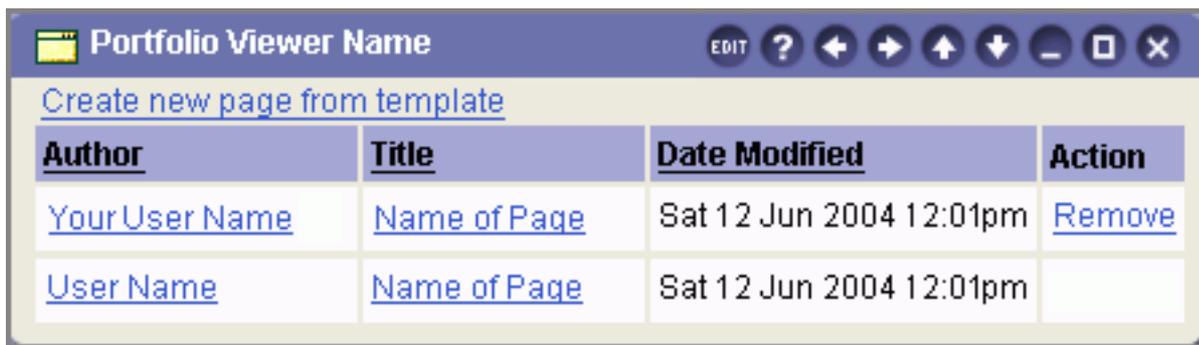
To delete a message from the Notice Board

- Click **View All** from the desktop Property or click the **Maximise**  button in the Property title bar.
- On the maximised view of the Notice Board you will see a list of the notices that have been added to this Notice Board.
- A **Delete** button will appear adjacent to each notice that you have permission to delete. Click **Delete** next to the notice that you wish to remove permanently from the Notice Board.

Note: *Deleting a notice will delete it for everyone who has access to this Notice Board.*

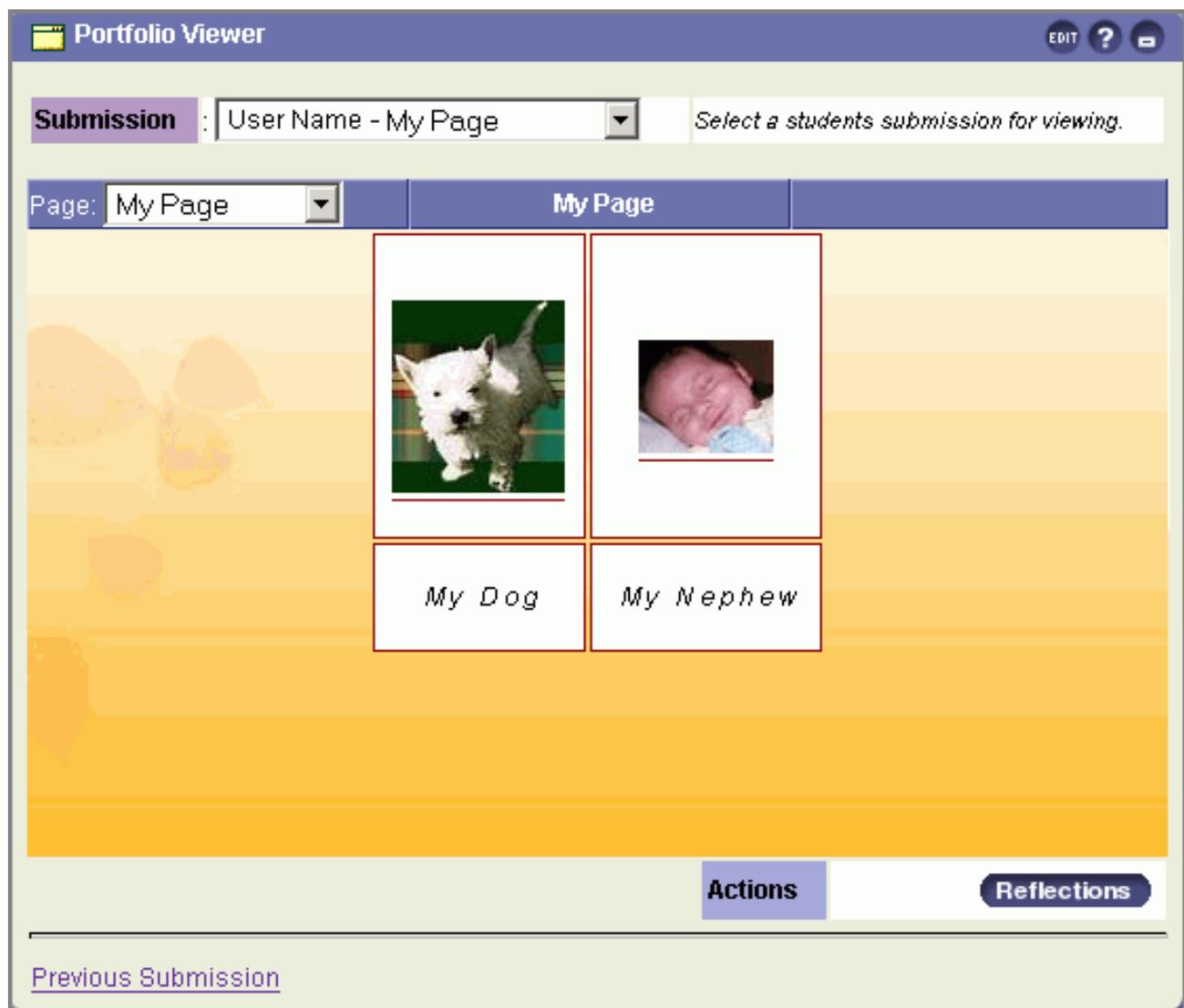
Portfolio Viewer

Using a Portfolio Viewer Property



The Portfolio Viewer Property provides a space for users to display the portfolio pages they have created.

To view a page from the desktop Property, click the page **Title**. You will be taken to a full page Property view that allows you to view the pages on display and navigate through them.



The **Submission** drop-down menu contains a list of the user pages that are on display. Navigate between user pages by selecting an entry in the list.

The **Page** drop-down menu contains a list of all the pages on display from the user you are currently viewing. Navigate between the portfolio pages on display from this user by selecting pages from this menu.

The **Reflections** link at the bottom of the page display allows you to provide feedback and peer review on the page you are viewing. Click **Reflections** to send the user comments on their portfolio page.

Note: If you are viewing your own page(s) in the Portfolio Viewer Property, links to manage your page **Display** and view your **Learning Statement** will also be available in the **Actions** field, and an **Edit** link appears in the toolbar at the top of the page display.

If you have displayed a page in a Portfolio Viewer and you want to withdraw it from display, a **Remove** link is available adjacent to your page entry in the desktop Property.

The creator of a Portfolio Viewer may have provided a page they have created for you to use as a template to create your own page. If this is the case, a **Create new page from template** link will appear in the top left-hand corner of the desktop Property. Click this link to create a page from the template provided. You will be redirected to the Edit screen of myportfolio with the template content ready for editing. If you create a portfolio page from a template, the page is not automatically displayed in the Portfolio Viewer, so you can work on crafting your page for as long as required prior to displaying it.

Note: *The Creator of a Portfolio Viewer may require approval of pages prior to them being available for display. If this is the case, your page may not appear immediately in the list of available pages.*

Simple Text Areas

How to use a Simple Text Area Property

Simple Text Areas are Properties that are primarily informative.

They do not have to contain only text, but may have images and hypertext links as well.

If you created this Property you can edit its contents.

To change the contents of this Property:

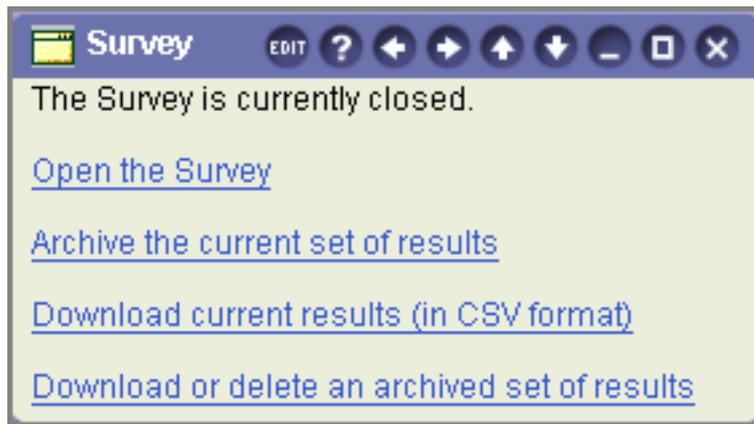
- Return to the desktop.
- Click **Edit**  in the title bar of the Property.

Note: *If you do not see the **Edit** button then you do not have editing privileges for the Property and should contact your school's SINA administrator or the Property creator.*

Survey

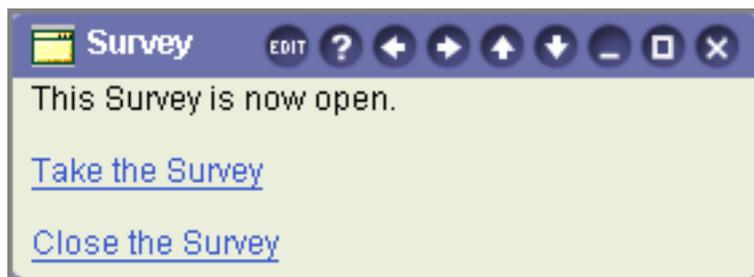
Managing a Survey

The creator of a Survey will see a range of options available in the desktop view of the Property.



Opening and Closing a Survey

Survey Properties are not time bounded and must be managed by the creator. A newly created Survey Property is closed by default and will display a notification that "The Survey is currently closed". To make a Survey available for users to participate in, click **Open the Survey**. Your desktop Property will then display two options: to **Take the Survey** or **Close the Survey**.



Note: See *How to use a Survey Property* below for help on taking a Survey.

When it is time to close your Survey and gather the results, click **Close the Survey**.

Survey Results

Once you have closed a Survey, you can download the aggregated results in a single file. The file is in CSV format, a common data format that can be read and manipulated by spreadsheet software, e.g. Microsoft Excel. Click **Download current results (in CSV format)** to retrieve the file.

To use a Survey again, you need to **Archive the current set of results**. This will allow you to open a new version of the Survey for users to participate in and provide a new set of results.

Click **Download or delete an archived set of results** to access previously archived data or delete results that are no longer required.

How to use a Survey Property



The Survey Property provides a range of questions for you to answer. The combination of question and answer options are determined by the creator of the Property. Surveys are anonymous and user names are not associated with the results.

Click **Take the Survey** to enter the Survey.

Surveys consist of three sections, although you may not see all three if the creator of an individual Survey has elected to use only one or two.

The first section contains multiple choice questions, with answers presented as either a drop-down menu or radio buttons. The available answers can vary according to each question so read the options carefully as you select your answers. When you have answered all of the questions, click **Next** to continue.

The second section presents a table of questions with set answers for you to choose your response from. You can also make **Comments** on each question, although this is not mandatory. When you have selected answers for all of the questions, click **Next** to continue.

Section three is a text box for you to enter additional comments or other text as directed. Click **All Done** to finish.

Once you have completed the Survey a confirmation page will display your responses for you to review. If you are satisfied with the Survey, click **Yes - everything looks good** to exit the Survey. To modify any of your responses click **No - I want to change some of my answers**.

Note: *The Property will not allow you to participate in a Survey more than once, and will display a **You have already completed the Survey** message in place of a **Take the Survey** link.*

Text and Image Areas

How to use a Text and Image Area Property



Text and Image Area Properties are primarily informative. They may contain text, images and hyperlinks.

If you created this Property you can edit its contents.

To change the contents of this Property:

- Return to the desktop.
- Click the **Edit** button that appears in the Property title bar.

*Note: If you do not see the **Edit** button then you do not have editing privileges for the Property and should contact your school's SINA administrator or the Property creator.*

Vote For

How to use a Vote For Property



The Vote For Property allows you to vote on a question, suggestion or idea.

A number of response options or choices will be provided. You must choose your response from these options.

To vote

- Select the radio button next to the option you wish to vote for.
- Click **Vote**.

After you have voted a confirmation message will be displayed that your vote has been recorded. If the creator of the Property has allowed it, you will also be shown the current status of voting results.

The creator of a Vote For Property may allow you to change your vote after casting. If this is the case, your previous vote is discounted and only your most recent choice recorded.

If permitted, you may see a **View Results** link in the desktop Property view. Click **View Results** to see the progress of the vote at any time.

Voting results are displayed as a bar graph and as percentile and quantitative figures.

Creating Properties

Creating Properties

School *S/NA* administrators and users in the Teaching group can create new Properties by clicking **Tools > Create Property** in the sidebar.

Creating a Property is a simple 4-step process:

Step One - Select Property Type.

Clicking **Create Property** will display a list of Property types that you can create.

Step Two - Title and Description

Describe your Property. This will help others find your Property and know what it is for. You can also choose who can view and use your Property.

Step Three - Layout and Content

Enter the content and determine the layout of your Property.

Step Four - View and Add

See a preview of the Property that you have just created. You can add the Property to the desktop, delete it or make changes to the Property.

***Note:** Steps 1, 2 and 4 are common to all types of Properties, however Step 3 is specific to each Property. Specific help for each Property is detailed under the Create Property help.*

Creating Properties - Step One

Select Property Type

First choose the type of Property that you wish to create.

Types of Property available are:

Discussion Room

The Discussion Room Property allows users to participate in real-time discussion sessions that are similar to a chat room.

Email List Subscriber

The Email List Subscriber Property enables users to quickly subscribe to, or unsubscribe from your school's mailing lists. Your school's *SINA* administrator can create mailing lists.

Events Calendar

The Events Calendar Property allows you to record upcoming appointments and events. Events Calendars can be created for personal, staff, or whole school use.

Forum

The Forum Property allows users to participate in an online forum. You can create multiple forum topics and moderate the forum.

Frequently Asked Questions

The Frequently Asked Questions Property provides a searchable list of categorised questions and answers. You can add as many technical or curriculum based frequently asked questions and categories as you like.

File Viewer

The File Viewer Property provides a simple tool to upload and display a variety of different file types.

Files Box

The Files Box Property enables you to store files online.

Image

The Image Property is a simple display tool for image files with an accompanying caption.

Index

An Index is a containing Property that displays links to other Properties.

Journal

The Journal Property provides a public or private space for users to maintain a Journal.

Notice Board

The Notice Board Property allows users to read and post notices. A Notice Board can be created for users in the Teaching group only or for the whole school. Notice Boards for the whole school can also be set to allow users in the Teaching group to post notices that can only be seen by other Teaching group members.

Simple Text Area

The Simple Text Area Property offers a range of templates for creating informative Properties. The Templates enable you to easily create Properties such as an Events List, A School Council Bulletin, or an HTML Property with images and links.

Text and Image Area

The Text and Image Area is a simple web publishing tool that can be used to create desktop Properties. Formatting the Property is easily accomplished by moving web elements, such as images, links, and text, up or down. A Text & Image Area can be created that will display more information when using the maximise view.

Vote For

The Vote For Property enables users to vote on a topic or question of your choice. The results are displayed as a bar graph with percentile and numerical values.

Click **Next** once you have chosen the type of Property that you wish to create to continue to Step Two of the create process.

Creating Properties - Step Two

Title and Description

Step two of the Property creation process is where you provide descriptive information about your Property. The information that you enter at this step will enable others to find your Property as well as to understand the intended use of the Property.

Note: *You can edit the details entered at Step Two once your Property has been created through the edit option.*

Each section of Step Two is detailed below.

Title

You should enter a title for your Property. The title will appear in the Property title bar. The Property title bar is the coloured region at the top of the Property that also contains the Property buttons.

Properties can be searched for by title from the **Add Property** tool, which is available from the **Tools** menu in the sidebar. Property Titles are displayed in the Add Property search results.

Description

The Description is essentially a few sentences or a paragraph describing the content of the Property. The Description and the Title are displayed together in the Add Property search

results. Together they should provide enough information for searchers to decide whether or not to access the Property.

The Description should describe the nature of the Property rather than summarise its contents.

Category

Choose the Category or Categories from the list provided that best describe your Property. Properties can be searched for by category using the **Add Property** tool available under the **Tools** menu in the sidebar.

Audience

Choose the Audience Level or Levels that are relevant for your Property. The audience level or levels that you choose will be displayed in the Add Property search results.

Once you have completed the relevant sections, click **Next** to be taken to Step Three of the create process.

Multi-selecting options

To choose more than one group to whom the Property is to be made available, category or Audience Level, hold down the **Ctrl** (Windows) or **Command** (Mac OS) key while making the appropriate selections with your mouse.

To unselect a choice whilst keeping other options selected, simply keep the Ctrl (Windows) or Command (MacOS) key depressed and click the relevant item.

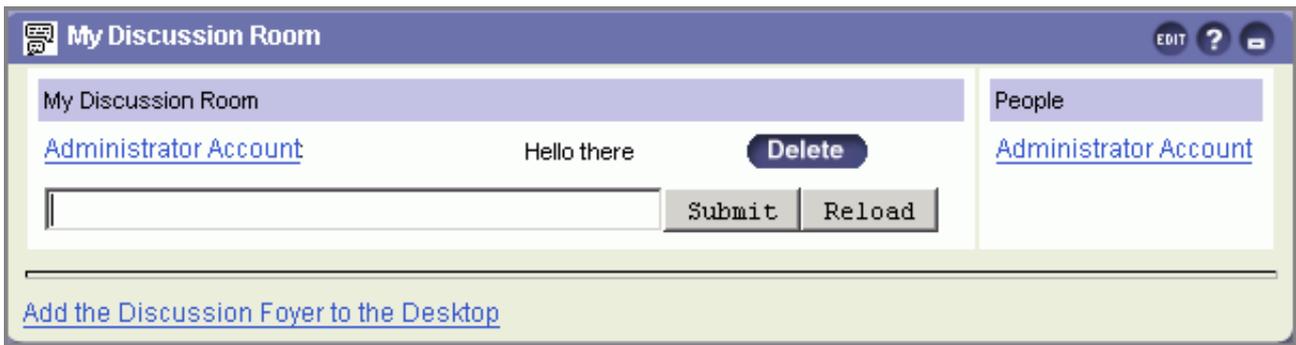
Creating Properties - Step Three

Content and Layout

The third step in creating a Property requires you to input the content and determine the layout. The requirements vary according the type of Property you wish to create. Each Property is detailed in the following pages.

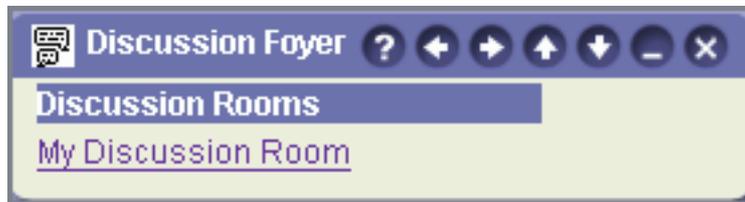
Discussion Rooms

Creating a Discussion Room Property



Discussion Rooms are full screen Properties where you can engage in real-time chat with others in the desktop environment.

Once created your **Discussion Room** Property will automatically be added to the desktop **Discussion Foyer** property.



Enter descriptive information about your **Discussion Room** in the box marked **Discussion Room Focus**.

A form with a purple vertical bar on the left containing the text "Discussion Room Focus". To the right of this bar is a large, empty white rectangular box for entering text.

This information will appear at the top of the screen when users are in your **Discussion Room**

Click **Save** to save your **Discussion Room**.

Note:

- The creator of a **Discussion Room** assumes the responsibility of **Moderator** for that discussion room.
- The role of the **Moderator** is to ensure that the discussions that take place in the **Discussion Room** are of a non-threatening, friendly, helpful and informative nature.
- The **Moderator** has the ability to delete any inappropriate messages and is responsible for maintaining the focus of the discussion.

Email List Subscribers

Creating an Email List Subscriber Property



The **Email List Subscriber** allows you to provide a desktop Property for users to subscribe to or unsubscribe from an email list, or view an archive of postings to an email list (if available).

Note: You can only use an *Email List Subscriber* with valid email lists that have been created through SINA. You cannot create email lists using this Property.

You need to enter certain information about each email list to be added to the Property.

List Name	<input type="text"/>
Objectives	<input type="text"/>
List's Email Address	<input type="text"/> @ <input type="text"/>
List's Archive Location (URL)	<input type="text"/>
<input type="button" value="Submit List"/>	

- In the **List Name** field, enter the name of the list. This will appear on the desktop Property to identify the list.
- In the **Objectives** field, enter a short description of the list's purpose. This will also appear in the desktop Property and should be a brief statement of the list's topic.
- In the **Description** field, enter a fuller description of the list's purpose. This will appear when someone subscribes to that list or views the **Email List Subscriber** Property as a full screen.
- In the **List's Email Address** field, enter the email address of the list. The address box is split into two sections separated by the @ symbol. To enter an email list whose full address is, for example, **curriculum@schools.net.au** you would type **curriculum** into the first box and **schools.net.au** in the second.

- In the **List's Archive Location** field, enter in the URL of the archive.

The **List's Archive Location** is optional and can be omitted. The archive address will allow users to view a list of previous messages that have been posted to the list.

If the "Append archive location" check-box has been checked in *S/NA* (either when the list was created or modified) then the archive address can be found at the bottom of an email that has been sent to an email list.

Click **Submit List** to add this email list to your Email List Subscriber Property.

After this email list has been added to your Property you can either add another list or click **Next** to view your Property.

Events Calendars

Creating an Events Calendar Property



An **Events Calendar** is a desktop Property that lets you schedule events for yourself and others within your school, or state and sector.

Decide who is able to **Add** events to your **Events Calendar Property**.

- Select **Teachers Group** to allow only users in the Teaching group to add events to your **Events Calendar**.
- Select **Everyone** to allow all users with access to your **Calendar** to add events.



- Click **Save** to create your **Events Calendar**.

Note:

- Users in the Teaching group can add **Teacher Only** events to any **Events Calendar**.
- **Teacher Only** events can only be seen by users in the Teaching group.

You can **Add** events once the **Events Calendar** has been created and added to the desktop.

Frequently Asked Questions

Creating a Frequently Asked Questions Property



Create a Property for Frequently Asked Questions and their answers.

Group related Frequently Asked Questions into categories to assist users in finding the answers they need. Once the Frequently Asked Question Property has been added to the desktop, categories and questions are searchable.

Default categories are provided, but you can remove any of these if they are not relevant to your Frequently Asked Questions Property. To remove a Frequently Asked Question category click **Delete** next to the category.

Categories	Description	Operation
Acceptable use	Information about acceptable use policies.	Delete
Browsers	Advice on browsers and searching.	Delete

To add a new Frequently Asked Question category, enter the preferred name in the **Title** field, e.g. *Using Email Clients*. Add a brief explanation of the category in the **Description** field, and click **Add Category**. The new category will be added to the categories list.

The form is titled "Add new Category" and contains the following fields and buttons:

- Title**: A text input field.
- Description**: A text input field.
- Add Category**: A blue button with white text.

Unless you specify otherwise you will be the only user who can add or edit Frequently Asked Questions to your Property. If you would like to allow other users or groups to maintain their own Frequently Asked Questions within your Property, you can set Editing Permissions.

Editing permission is restricted to adding, editing and deleting Frequently Asked Question entries in the Property. It does not give users access to edit or change any other aspect of the Property, such as layout or category names.

To allow a specific user to maintain their own entries, enter the login name in the **User** field, select **Allow** and click **Add**.

To allow all users in a nominated group to maintain their own entries, enter the group name in the **Group** field, select **Allow** and click **Add**.

Set New Editing Permission	
Group	<input type="text"/>
User	<input type="text"/>
Permission	<input checked="" type="radio"/> Allow <input type="radio"/> Deny
	<input type="button" value="Add"/>

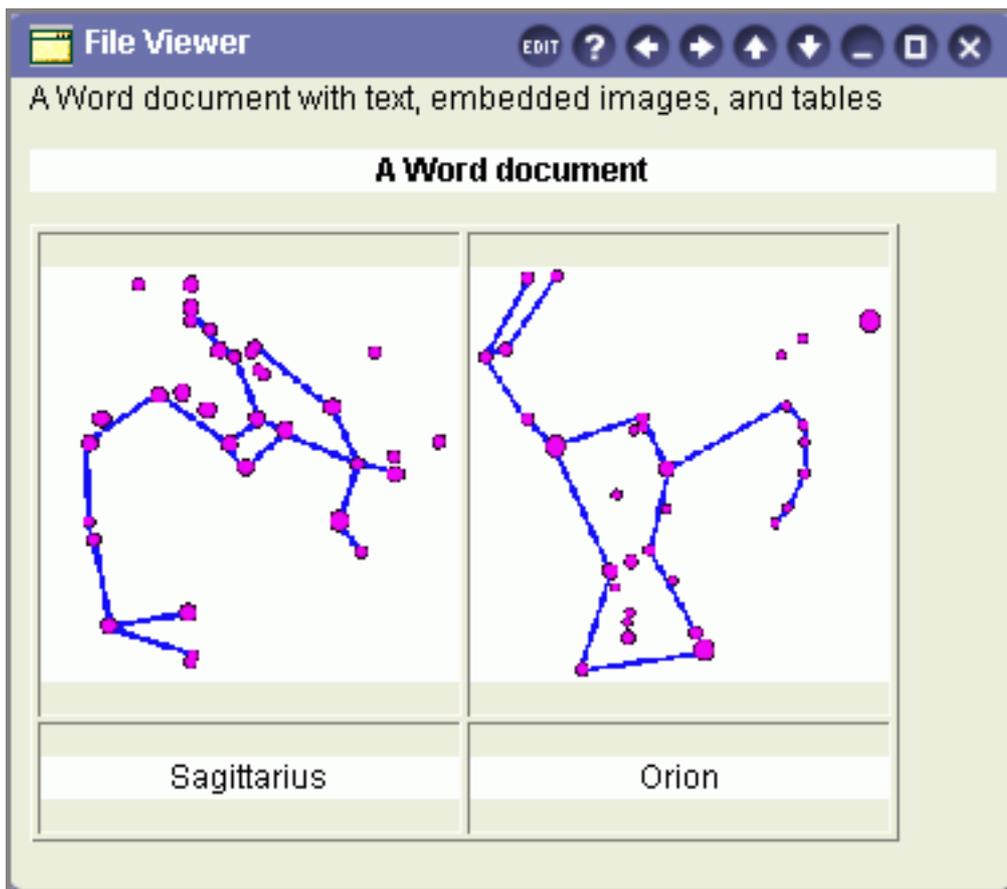
You can also deny editing permission to specific users who are members of a group you have granted editing rights to, e.g. you have set permission for the year_12 group to edit entries, but do not want the year_12 user aoblong to have this same right. Enter 'aoblong' in the **User** field, select **Deny** and click **Add**.

Specific Frequently Asked Question entries are added through an **Add Question** link available in the desktop Property.

Remember: if you set editing permissions for other users, ensure the Property is available to those users.

File Viewer

Creating a File Viewer Property



The File Viewer Property provides a simple tool to upload and display a variety of different file types.

Click **Browse** to select the desired file from your computer or local network, then click **Add**.

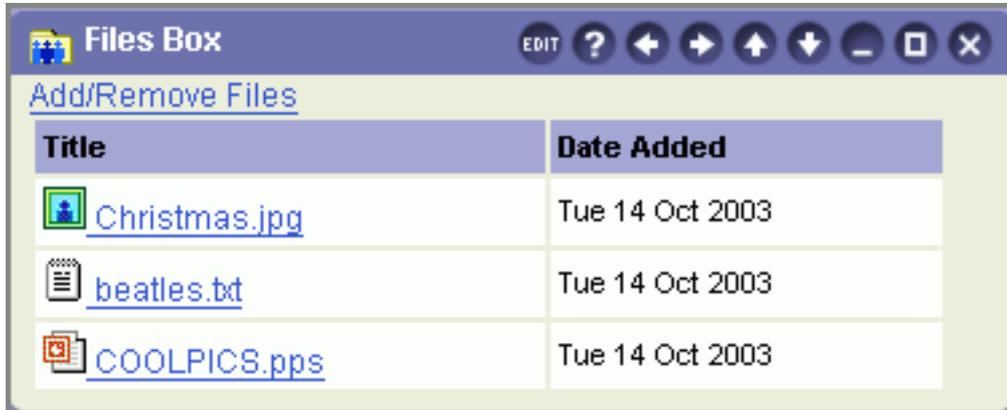


Where possible, doc, xls, simple html/htm, swf, gif, jpg and png files will display their content directly in the Property body. Other file types will display a link in the Property window.

Note: *Html/htm files uploaded for display in the File Viewer Property should be simple, contain valid html and make limited use of tables. Large pages, complex tables, unclosed tags and javascript are likely to interfere with the normal rendering of the desktop and should be uploaded to the school website or a personal home page area.*

Files Box

Creating a Files Box Property



The Files Box is a tool for uploading and storing files on your desktop. Unlike other Property types, it has no elements requiring editing at this step of the process. To upload files into your Files Box, click **Add/Remove Files** from the Property body, or click the maximise icon  from the Property toolbar.

Forums

Creating a Forum Property



A Forum Property is a collection of online discussion lists. You can create a Property for the desktop where specific topics are created and discussed.

Decide who can post articles for discussion or replies to articles.

Topic Creation:	<input checked="" type="checkbox"/>
Comment:	<input checked="" type="checkbox"/>
Users delete own entries:	<input checked="" type="checkbox"/>

- Select **Topic Creation** to allow users in the Teaching group to create Forum discussion topics.
- Select **Comment** to allow only users in the Teaching group to post replies to discussion topics.
- Select **Users delete own entries** to allow any user who has posted a comment to delete it from the Forum.

Click **Next** to save your Forum and user settings.

Note: *Articles and Replies can be posted once your Forum has been created and is added to the desktop.*

Image

Creating an Image Property



The Image Property provides a simple tool to display images accompanied by a caption.

Enter text to accompany your image in the **Caption** field.



Click **Browse** to select the image file from your computer or local network, and click **Save**.

Note: We recommend the use of gif, jpg or png files for this Property. Other image files will not immediately display the image within the Property but will appear as a link. Large images will be automatically resized to 300x300 pixels in the Property view on a desktop page, however the original image size will be displayed when viewed as a full page Property.

Index

Creating an Index Property

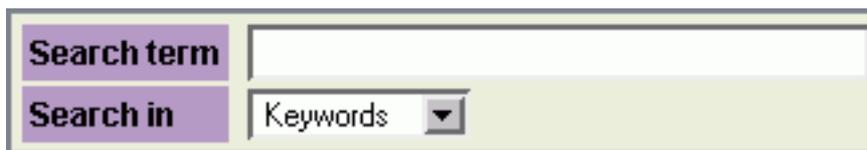


An **Index** Property is a containing Property to display links to existing Properties that match particular criteria.

For example, you may want to create an Index Property that will contain links to all the Properties available to you that are in the Arts category.

To create your Index Property:

- Enter keyword/s to be matched in existing Properties in the **Search term** field.
- From the **Search in** drop-down list provided, select the fields of the other Properties to be searched to match your keyword/s. You can search the **Title**, **Description**, **Keywords** or **Category** of other Properties.



A search form with two main sections. The top section has a label 'Search term' and an empty text input field. The bottom section has a label 'Search in' and a dropdown menu currently showing 'Keywords'.

- Click **Next**.

Your Index will automatically be created, displaying a list of Properties matching your criteria.

Journal

Creating a Journal Property



A Journal Property can be created as a personal journal for students or as a wider communication tool.

Journals can be shared so that all users can view the entries made, or private so users can see only their own entries. The Property creator has access to all individual entries.



A form titled 'Journal Type' with two radio button options: 'Private' (which is selected) and 'Shared'.

Select the type of Journal you require, and click **Next**.

Notice Boards

Creating a Notice Board Property



Notice Board Properties allow you communicate a range of information to large groups.

First, define the way your Notice Board Property will be used.



Use the first section marked **Add Notices** to decide who should be able to post notices to the Notice Board:

- **Teaching Group** means only users in the teaching group who have access to this noticeboard can create entries.
- **Everyone** means all users in all groups who have access to this noticeboard can create entries.

Check the box marked **Users Delete Own Notices** to allow any user to delete entries they have created. Users in the Teaching group can always delete notice board entries made by other users, but in order to allow users from other groups to delete their own entries this option needs to be selected.

Select **Permanent Notices** if you wish to allow Teachers to create notices that are not automatically deleted when the number of notices exceeds the number of entries to be displayed in the Property view.

Permanent Notices are those that will be displayed until being deleted. If you create a Noticeboard that displays only five notices at any time in the Property view, as new notices are added the oldest are removed. If, however you create a Notice Board which displays only five notices at a time and you allow **Permanent Notices**, any permanent entries will be displayed in addition to the five standard notices. The **Title** of permanent notices are

highlighted to distinguish them from standard notices, and will be displayed until they are deleted by a user in the Teaching group.

Finally, select the number of entries to be displayed in the **Property View** (the desktop Notice Board Property) and the **Maximised Property View** from the drop-down menus provided.

After making your selections, click **Next** to complete your Notice Board.

Portfolio Viewers

Creating a Portfolio Viewer Property

The Portfolio Viewer Property provides a space for users to display the portfolio pages they have created.

Display Pages	<input checked="" type="radio"/> All users <input type="radio"/> None
Approval	<input checked="" type="radio"/> Automatic <input type="radio"/> Manual
Set Template	- Choose a page - ▾

Select who will be able to **Display Pages** in the Portfolio Viewer, then set the **Approval** mechanism you prefer. If approval is **Automatic**, pages that are displayed in the Portfolio Viewer will be immediately available to all users who have access to the Property. If you prefer to review pages prior to display, select **Manual** approval. Pages will not be available to others until you click **Approve** from the desktop Property.

The pages listed in the **Set Template** drop-down menu comprise a list of all of your portfolio pages. If you have created a page suitable for others to use as a template to build their own pages, you can make it available from the Portfolio Viewer Property by selecting the appropriate page from the list provided.

Click **Next** to continue.

Simple Text Areas

Creating a Simple Text Area Property

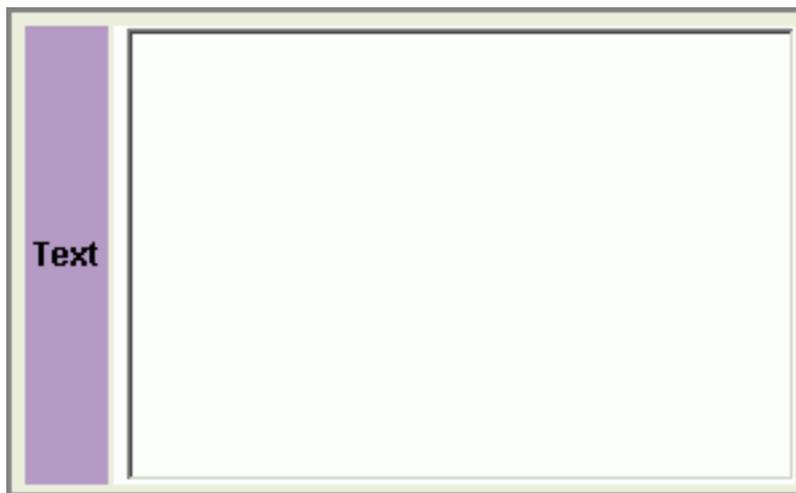
Simple Text Areas are Properties that are primarily informative.

They do not have to contain only text, but may have images and hyperlinks as well.

Simple Text Areas are created from **templates**. Each **template** provides a different layout for your Property's content. There are seven **templates** for you to choose from, each designed so you can quickly generate a useful desktop Property.

Wrapped Text.

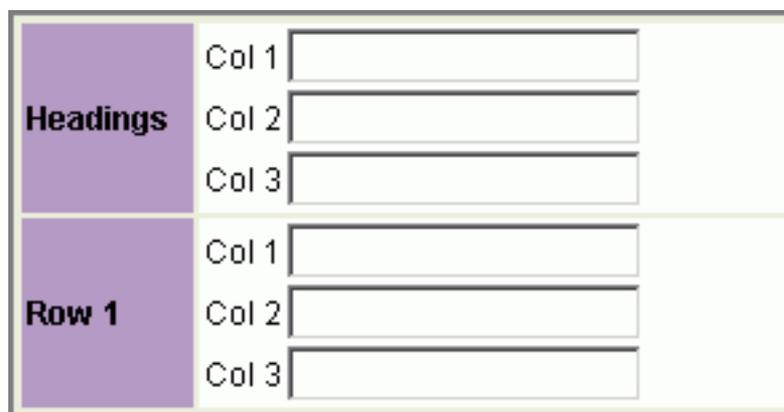
This template allows you to create a Property containing any text you like.



Enter text into the property box and the text will automatically be wrapped and formatted for the Property view.

Columns.

This template allows you to create a Property displaying information in a series of columns.



A maximum of 3 columns are available. Each column has a heading and can contain up to 10 items.

The **Maintainer** field enables you to append an email hyperlink at the bottom of the Property. Your name and email address will be automatically entered in these fields when you create the Property's content, although you may wish to change this.

Maintainer	Email Address	user@schoolomain
	Title	User Name

To do so, enter the name and email address of your nominated user, or alternatively remove all details and leave the fields blank.

Rows.

This template allows you to create a Property displaying information in a series of rows.

Row 1	Heading	
	Col 1	
	Col 2	
	Col 3	
Row 2	Heading	
	Col 1	
	Col 2	
	Col 3	

A maximum of 10 rows are available. Each row has a heading and can contain up to 3 items.

The **Maintainer** field enables you to append an email hyperlink at the bottom of the Property. Your name and email address will be automatically entered in these fields when you create the Property's content, although you may wish to change this.

Maintainer	Email Address	user@schoolomain
	Title	User Name

To do so, enter the name and email address of your nominated user, or alternatively

remove all details and leave the fields blank.

Table.

This template allows you to create a Property displaying information in a table.

Col Headings	Heading 1	<input type="text"/>
	Heading 2	<input type="text"/>
	Heading 3	<input type="text"/>
Row 1	Heading	<input type="text"/>
	Col 1	<input type="text"/>
	Col 2	<input type="text"/>
	Col 3	<input type="text"/>

The list will have a bold heading and each list item will be preceded by a bullet point.

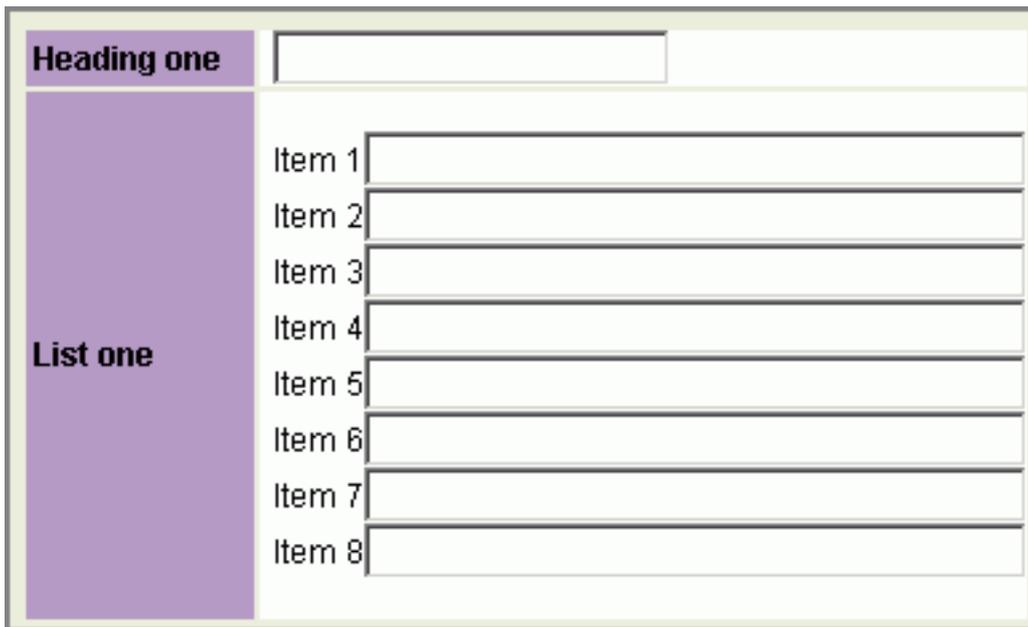
The **Maintainer** field enables you to append an email hyperlink at the bottom of the Property. Your name and email address will be automatically entered in these fields when you create the Property's content, although you may wish to change this.

Maintainer	Email Address	<input type="text" value="user@schooldomain"/>
	Title	<input type="text" value="User Name"/>

To do so, enter the name and email address of your nominated user, or alternatively remove all details and leave the fields blank.

List of Lists.

Create a series of bullet lists in the same Property.



You can have up to three lists displaying eight items in the Property, each with its own bold heading.

HTML.

Enter raw HTML into the area provided. This may include hyperlinks to other HTML documents such as World Wide Web pages, staff homepages, text, lists or images.



- You can use HTML to change the size, colour and appearance of text and the background and to include images in the Property.
- If you wish to include an image in a Property the HTML code must include the path where the image is located.

For example: You have a digital photo of yourself called "myphoto.jpg" stored on your server in the directory \Staff\photos\ and you wish to insert it into a Property.

Your **HTML** would read:

``.

If the image is stored on a remote server you will need to include the full path e.g.

``

Note: See the *HTML Tutorial*, available through the **Web Resources Property**, for more information.

Featured Item.

Use this template to provide information on a featured item, e.g. a Photo of a student, event or project.

Title	<input type="text"/>
Source	<input type="text"/>
Image	Image URL <input type="text"/>
	Link URL <input type="text"/>
	Alt Text <input type="text"/>
	Height <input type="text"/>
	Width <input type="text"/>
Description	<input type="text"/>

To include an image you will need to upload it to a web server first, once you have done that you can enter the URL for the image. e.g.
<http://www.myschool.net.au/image/featureditem.gif>.

The **Maintainer** field enables you to append an email hyperlink at the bottom of the Property. Your name and email address will be automatically entered in these fields when you create the Property's content, although you may wish to change this.



The screenshot shows a form titled "Maintainer" with a purple header. It contains two input fields: "Email Address" with the text "user@schooldomain" and "Title" with the text "User Name".

To do so, enter the name and email address of your nominated user, or alternatively remove all details and leave the fields blank.

Survey

Creating a Survey Property



Create a Survey Property to canvass opinions and responses to set questions. Surveys are anonymous and user names are not associated with the results.

There are three different Survey response sections available: **Multiple Choice** where you can set different answer selections for each question, **Set Responses** where the answer options the same for each question asked, and **User Comments**. You can utilise any combination of these response styles to suit your Survey.

Section 1: Multiple Choice Questions

Enter a **Title** and **Description** for the Multiple Choice section in the fields provided. The title and description can be informative or instructional, and will appear above the list of questions and responses for users participating in the Survey. Click **Update** to save this information prior to adding questions.

Section 1. Multiple Choice Questions

Title	<input style="width: 95%;" type="text"/>	<i>Enter a Title for this Survey section.</i>
Description	<div style="border: 1px solid black; height: 40px;"></div>	<i>Enter a Description for this Survey section.</i>

Update Click update before adding questions.

[Add Question](#)

Questions	Answers	Actions
There are no questions at this time.		

Next, click **Add Question**. Enter your **Question** and select the **Answer Format** your prefer. Answers can be presented as a drop-down menu or radio buttons.

Add or Edit a multiple choice question this survey.

Question	<input style="width: 95%;" type="text"/>	
Answer format	Drop-down Menu ▼	
Answers	1.	<input style="width: 80%;" type="text"/>
	2.	<input style="width: 80%;" type="text"/>
	3.	<input style="width: 80%;" type="text"/>
	4.	<input style="width: 80%;" type="text"/>
	5.	<input style="width: 80%;" type="text"/>
	6.	<input style="width: 80%;" type="text"/>

Enter up to 30 **Answers** for Survey participants to choose from, and click **Save**.

Repeat this process to add as many questions and answers as you need. All questions and answers you have entered are listed below the main **Title** and **Description** section. To modify or remove a question, click **Edit** or **Delete** adjacent to that entry.

Section 2: Set Responses

Enter a **Title** and **Description** for the Set Responses section in the fields provided, then enter your five desired **Response** options. For each question you ask in this section, the possible responses participants can choose from are always the same. Click **Update** to save this information prior to adding questions.

Section 2. Set Responses

Title	<input type="text"/>	<i>Enter a Title for this Survey section.</i>										
Description	<input type="text"/>	<i>Enter a Description for this Survey section.</i>										
Responses	<table border="1"><tr><td>1.</td><td>Strongly disagree</td></tr><tr><td>2.</td><td>Disagree</td></tr><tr><td>3.</td><td>Undecided</td></tr><tr><td>4.</td><td>Agree</td></tr><tr><td>5.</td><td>Strongly Agree</td></tr></table>	1.	Strongly disagree	2.	Disagree	3.	Undecided	4.	Agree	5.	Strongly Agree	<i>Enter responses for users to choose from.</i>
1.	Strongly disagree											
2.	Disagree											
3.	Undecided											
4.	Agree											
5.	Strongly Agree											

Update Click update before adding questions.

[Add Question](#)

Question	Action
There are no questions at this time.	

Next, click **Add Question**. Enter the **Question** and click **Save**.

Add or Edit a Set Response question for this survey.

Question	<input type="text"/>
-----------------	----------------------

Repeat this process to add as many questions as you need. All questions you have entered are listed below the main **Title** and **Description** fields. To modify or remove a question, click **Edit** or **Delete** adjacent to that entry.

Section 3: User Comments

You can provide a text area for participants to add comments or notes after taking a Survey. Enter a **Title** and **Description** for the comments area and click **Update**.

Section 3. User Comments

Title	<input type="text"/>
Description	<input type="text"/>

Update Click update before adding questions.

When your Survey is ready, click **Finish**.

Text and Image Areas

Creating a Text and Image Area Property



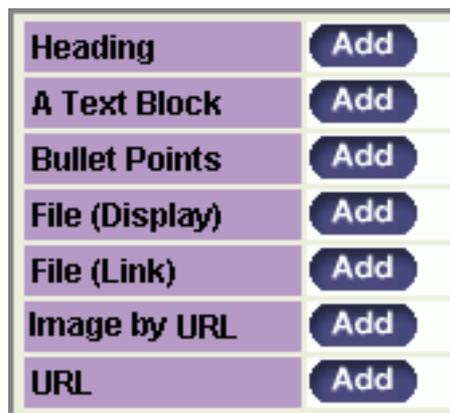
Text and Image Areas allow you to create three different types of Properties:

- a normal desktop Property by selecting to have each Property element you add displayed

in **Both Views**, where the element is visible in both the desktop Property and maximised Property views. As every element is already displayed in the desktop Property, the maximised view would display identical information, so the maximise icon  will not appear in the Property toolbar;

- a desktop Property that displays additional information when expanded in the maximised Property view, where some elements you add are visible in **Both Views** and others in **Maximised View Only**;
- a Property whose elements are visible only in the maximised Property view, when each elements has been selected to appear in the **Maximised View Only**.

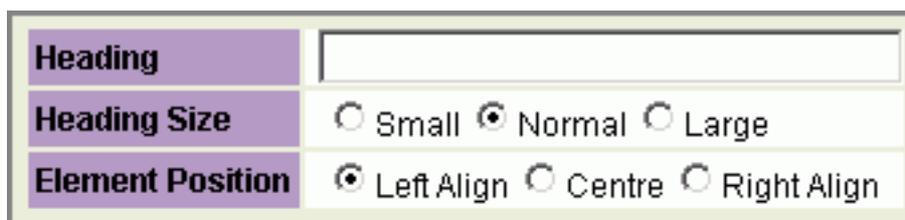
You can add any combination of the seven different elements available:



Click **Add** next to the element you require.

Heading

Enter the text to appear as a heading in the field provided.



Heading	<input type="text"/>
Heading Size	<input type="radio"/> Small <input checked="" type="radio"/> Normal <input type="radio"/> Large
Element Position	<input checked="" type="radio"/> Left Align <input type="radio"/> Centre <input type="radio"/> Right Align

Then select the **Heading Size** and **Element Position**, and click **Save**.

A Text Block

Enter text to appear in the Property and select the format of the text from the drop-down menu. You can type directly into the field provided (Smart Text) or paste text that has been copied from another file or program (Wordprocessed).

The screenshot shows a text editor window. On the left, there is a purple vertical bar with the word "Text" in white. To the right of this bar is a large white text area. Below the text area is a dropdown menu currently set to "Smart Text". At the bottom of the window, there is a purple bar labeled "Element Position" containing three radio buttons: "Left Align" (which is selected), "Centre", and "Right Align".

Then select the **Element Position** and click **Save**.

Bullet Points

Enter up to ten bullet points.

The screenshot shows a form with ten rows for entering bullet points. Each row has a purple label on the left: "Bullet Point 1:", "Bullet Point 2:", "Bullet Point 3:", "Bullet Point 4:", "Bullet Point 5:", "Bullet Point 6:", "Bullet Point 7:", "Bullet Point 8:", "Bullet Point 9:", and "Bullet Point 10:". To the right of each label is an empty text input field. At the bottom of the form, there is a purple bar labeled "Element Position" containing three radio buttons: "Left Align" (selected), "Centre", and "Right Align".

select their **Element Position** and click **Save**.

File (Display)

You can upload any kind of file (text or image) and display the content of the file within the Property body. To upload a file click **Browse** and select the file from your local computer or network. For .gif, .jpeg or .png image files, you can enter an **Optional Link** (URL) for

the image to link to, so that when users click anywhere on the image from the Property they will be taken to the URL you have entered.

Image or File	<input type="text"/>	Browse...
Optional Link	<input type="text"/>	
Element Position	<input checked="" type="radio"/> Left Align <input type="radio"/> Centre <input type="radio"/> Right Align	

Next, select the **Element Position** within the Property and click **Save**.

File (Link)

You can add any kind of file (text or image) to be displayed as a link within the Property body. To upload a file click **Browse** and select the file from your local computer or network.

Image or File	<input type="text"/>	Browse...
Element Position	<input checked="" type="radio"/> Left Align <input type="radio"/> Centre <input type="radio"/> Right Align	

Next, select the **Element Position** within the Property and click **Save**.

Image by URL

Rather than uploading an image file directly into the Property you can point it to where the image you want to use is located. For example, to add an image to the Property called "myphoto.jpg", which is stored on your server in the \staff\photos\ directory, you would need to enter `/staff/photos/myphoto.jpg` into the **Image URL** field.

Image URL	<input type="text"/>	
Element Position	<input checked="" type="radio"/> Left Align <input type="radio"/> Centre <input type="radio"/> Right Align	

Note: If the image is stored on a remote server the full path is required, e.g. <http://www.somewhere.com.au/pix/myphoto.jpg>

Finally, select the **Element Position** within the Property and click **Save**.

URL

Enter a **URL** and **Link Text** into the fields provided. The link text is how the hyperlink will be displayed in the Property. If desired, enter a **Description** to appear next to the link.

Link URL	<input type="text"/>
Link Text	<input type="text"/>
Description	<input type="text"/>
Element Position	<input checked="" type="radio"/> Left Align <input type="radio"/> Centre <input type="radio"/> Right Align

Then select the **Element Position** and click **Save**.

As you add each element they are displayed with a number of options for their presentation:

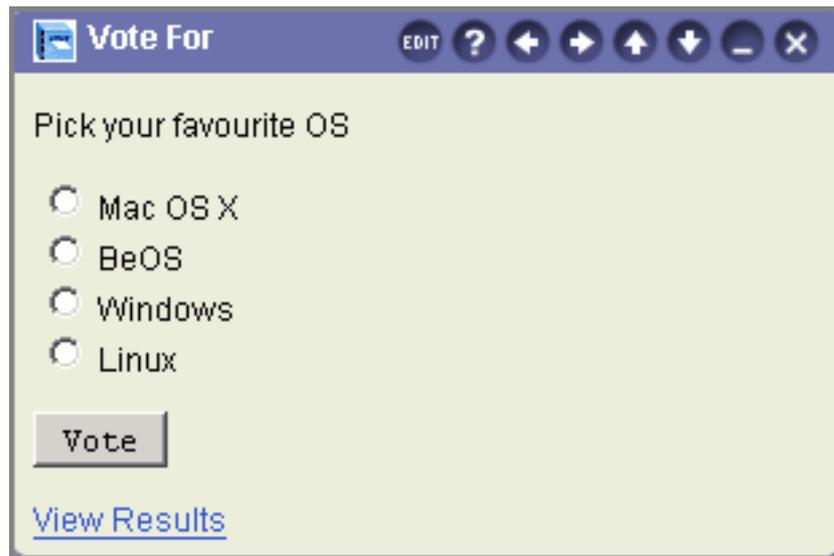
Component	Move	Appears in	Edit	Delete
My Heading		Property and Full page Change	Edit	Delete

- Change the order in which they appear by using the up and down arrows next to each element.
- Determine in which views each element will appear. Click **Change** to select **Both Views**, where the element visible in both the desktop and maximised Property views, or **Maximised View Only**.
- Edit the element.
- Delete the element.

Once you have added your elements and determined their presentation, click **Next** to see a preview of your completed Text and Image Area Property.

Vote For

Creating a Vote For Property



The **Vote For Property** allows you to create a Property on the desktop where members of your school community can vote on a question, suggestion or idea.

The **Vote For Property** will display the question, suggestion or idea with the Response options you determine.

Enter your **Question** in the field provided and enter up to ten response options for people to vote on into each numbered **Choice** field.

Question	
Choice 1	<input type="text"/>
Choice 2	<input type="text"/>
Choice 3	<input type="text"/>
Choice 4	<input type="text"/>
Choice 5	<input type="text"/>
Choice 6	<input type="text"/>
Choice 7	<input type="text"/>
Choice 8	<input type="text"/>
Choice 9	<input type="text"/>
Choice 10	<input type="text"/>
View results	<input type="radio"/> Property Owner <input checked="" type="radio"/> Any user at any time <input type="radio"/> After the user votes
Change vote	<input checked="" type="checkbox"/>
Show Totals	<input type="checkbox"/>

Next select who you want to be able to view the results. If you want the results to remain confidential, select **Property Owner**. Only you will then have access to the results. If the results are to be open for everyone, determine when users can view the results by selecting **Any user at any time**, or **After the user votes**.

Select the **Change Vote** check box to allow users to change their vote even after they have already submitted their choice. Their original vote will be discounted and the new choice recorded in the results.

If you want to display the number of users who have voted as part of the results page, select the **Show Totals** check box.

When finished, click **Save**.

Creating Properties - Step Four

View and Add

This is the final step of the create process. The Property you have created will be displayed, however it will not contain any active links or property management buttons.

There are four options on this page, these are:

Help - this will take you to the help page.

Cancel - this will cancel the property that you have created.

Edit - this option will take you back to Step Two Title and Description where you can edit the information that you have entered.

Add Property To Desktop - this will add the Property that you have created to your desktop and you will be taken to the desktop view. You will notice that your Property will now have the property management buttons added to it.

Editing Properties

Editing Properties

Users in the Teaching group and school *S/NA* administrators can edit Properties they have created by clicking the edit icon in the top bar of the displayed Property.

This will take you to the Title and Description page you originally completed when first creating the Property. The following areas of the Property can be edited:

- Title
- Description
- Who it is available to
- Category and Audience

You may not wish to make any changes to this section. Click **Next** to continue to the Layout and Content screen. This screen and the information available for editing will be different for each Property type.

Once your changes have been made click **Next** to go back to your desktop.

Note: SINA administrators can edit and delete properties created by other users in their school. For information on how to activate the edit privilege please go to **Allow/Fix Properties** under the **Admin Tools** menu item on the sidebar, and click **Help**.

Deleting Properties

Deleting Properties

School SINA administrators and users in the Teaching group can delete a Property that they have created by clicking on the edit button located at the top of the Property.

The next screen will have an option at the bottom of this page called **Delete**.

Click **Delete** and you will be taken to a confirmation screen.

Click **Yes** to delete all copies of the Property.

Note: Using this function will permanently delete the property. You cannot restore this once you have clicked **Yes**.

Note: SINA administrators can edit and delete properties created by other users in their school. For information on how to activate the edit privilege please go to **Allow/Fix Properties** under the **Admin Tools** menu item on the sidebar, and click **Help**.

Desktop Styles

Changing your Desktop Style

Select **Tools > Change Desktop Style** from the sidebar.

This will take you to the desktop styles page. There you will see a number of examples of the different styles that can be applied to your desktop. The options include:

- Anastasia
- Classic Blue
- Cartoon Yellow
- Basic
- Emerald Green
- Basic Larger Font
- Retro Green
- Pizzazz
- Streamline

Note: Some styles also have additional layout options, like **Single Column** or **Top Menu Bar**. Check the desktop sample images for a full list of styles and optional layouts.

To change styles and font size, select a style from the **Page Style** drop-down menu, then select the desired **Font Size** and click **Save**.

To change the page style only, click the sample image of the desired style.

Once you have made your changes the page will reload with a message confirming that your new desktop style has been saved. Click **Home** to take you back to the desktop.

Changing Passwords

Changing Your Password

To change your password:

- Select **Change Password** from the **Tools** menu item on the sidebar.
- Enter your current password in the field provided, then enter your new password twice to confirm the change.

Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>

- Click **Save**.

You will be taken to a confirmation screen stating that the password change was successful. To return to mydesktop, click **Home** from the sidebar menu.

If you make a mistake typing or re-entering your new password, an error will appear advising of this and you must enter the details again.

Home Pages

My Home Page

My Home Page

The My Home Page menu item provides a direct link to your personal home page space from mydesktop, if you have been granted this privilege by your school's *SINA* administrator.

To publish your home page, first upload your files through the Page Uploader tool, located under **Home Pages** on the sidebar.

For information and tips on how to create web pages ready for uploading, see the **HTML Tutorial**, available through the **Web Resources** Property.

School Home Page

School Home Page

Selecting **School Home Page** from the **Home Page** sidebar menu will take you to your school's Home Page.

Page Uploader

Page Uploader

Note: *If you do not see this option in your sidebar, please see your school's SINA administrator to request this privilege.*

Adding Files

Click **Browse** to select the files you want to upload from your local computer or network.

Select up to four files from your computer at a time (or enter each file path) and click **Upload**. The process of uploading files to your personal home page can take a little time. When the files have been uploaded you will be able to view them in your files and directories listing.

Although you are restricted to uploading four files at a time, your disk space quota is the only limit to the number of files you may upload altogether.

In addition to normal web page files like .html or .gif files, you can also upload .zip archive

files. You can have these files uncompressed during upload or upload them as is and uncompress them later. To uncompress a .zip file during upload, browse your local computer for the file and select the **Uncompress File** option adjacent to the browse button before clicking **Upload**. To uncompress a .zip file that has been uploaded as is, select the check box adjacent to the file in the files and directory listing, and use the **Uncompress** button at the bottom of the page.

Note: *You can upload other files while uploading and uncompressing a zip file.*

Select the convert to lowercase check box if you want to automatically change your file names to lowercase. This will be important if you have named links in the HTML files with lowercase characters. (As a rule, it is preferable to use lowercase for all file names used on your home page, but uppercase names will also function correctly. Whatever you choose, ensure the name of the file is written identically to any link references you have in your pages.)

If you have edited and updated a web page, simply upload the new version of the file and it will overwrite the existing page.

The web page you want to load as the front page for your home page must be called index or welcome (with either a htm or html extension). This page will automatically be loaded when a visitor enters your personal home page address into their browser.

Note: *Mac Users - Page Uploader does not automatically recognise Mac files that do not have a file extension. You must add the file extension to all your files.*

Files and Directories

Scroll down the page to see the list of your files and directories.

Renaming files and directories

Click **Rename** adjacent to the file or directory you want to rename. You will be prompted to enter the new name. Click **Save** and you will return to the regular Page Uploader screen. File and directory names should not contain spaces.

Deleting Files and Directories

Select the check box beside the files or directories you want to remove and click Delete at the bottom of your list of files.

Note: *You must delete all files in a directory before you can delete the directory.*

Making new directories

At the top of the page is an input field called Make New Directory. Enter the name of the new directory and click **Make**. The new directory should then appear in the list of files and directories. Directories always appear in bold.

Names of new directories cannot contain spaces, although the underscore character is valid. While you may use capitals and the .htm extension, it is easier to manage your web pages and files if you always use lowercase letters and the .html extension. These two

simple rules can assist in preventing mistakes when constructing your personal home page.

When you create directories or upload files they will exist in the directory you were in when you created or uploaded them. You can check which directory you are in at the top of the Page Uploader frame.

Note: *Certain reserved directory names are used internally by SINA, and should not be created in your www directory. These directory names are public, utils, admin, users, cgi-bin, myinternet, mydesktop, search and bookmark.*

Home pages and Disk Space Quotas

Every SINA user account is allocated a certain amount of disk space for the receipt and storage of emails and personal home page files. You can see what your quota is and how much you have used in the top banner of your mymail Inbox.

Your SINA administrator will manage disk space quotas in one of two ways; by actively enforcing the quota on accounts or by passively managing disk space limits. Your mymail Options page will advise you if the limit is being enforced on your account.

Enforced quotas

If you are close to your limit and you try to upload a file of a size that would push your account over your allocated quota, you will not be able to upload that file. An error message will be displayed to inform you that the upload has failed because the file exceeds your allocated disk space.

Passive Quotas

You will be allowed to exceed your quota (and therefore be able to upload a file that may push your usage over your quota) but you must take responsibility to manage your account and reduce the amount of disk space you are using. Your SINA administrator may take action and delete some of your home page files (or emails) in order to bring your usage back to your allocated level.

More information on managing and reducing your disk space usage is available in mymail Help.

Note: *if you had a personal home page but have had your privilege revoked your home page files may not yet have been removed from the server. The top banner in your mymail Inbox will indicate if you have home page files being accounted for in your disk space usage. If this is the case please speak to your SINA administrator about deleting the files.*